

**SPRING CREEK ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM 2016 – 2017**  
Please complete form and return to your child's teacher.

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Student Name (please print)

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Grade

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Student Signature

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Date

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Parent/Guardian Signature

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Date

The policies of this student handbook and the School District of Lee County Code of Conduct Grades Pre-K – 5 2016– 2017 are in effect for all students at Spring Creek Elementary School. Parents and students are asked to sign and return this signature sheet acknowledging receipt of the handbook. Signatures also indicate that the handbook has been read and the contents are understood. Nonetheless, the rules/policies are in effect for all students at Spring Creek Elementary.



# **Spring Creek Elementary Student Handbook 2016 – 2017**

**25571 Elementary Way  
Bonita Springs, FL 34135**

**Phone 239-947-0001 Fax 239-947-4690**

<http://spc.leeschools.net>

**School Office Hours: 8:00 A.M. - 4:00 P.M.**

## **SCHOOL HOURS**

**8:30 A.M. - 8:55 A.M. School Opens & Breakfast Served**

**8:55 A.M. - 3:10 P.M. Classes in Session**

**7:00 A.M. - 8:30 A.M. Before School Program**

**3:10 P.M. - 6:00 P.M. After School Program**

## WELCOME

The Spring Creek Elementary staff is proud to be a Title I school! We are pleased to welcome you to a wonderful school year of learning, and we are excited about the opportunity to work together with our families to ensure that our students experience a successful year of academic and social growth. Do not hesitate to contact us throughout the school year, if we can be of any assistance.

We encourage you to use this planner as a communication tool between home and school. Please feel free to write a note to your child's teacher in the planner. Teachers check all planners daily.

We thank you for partnering with us to support your child's education!

**Mrs. Diane Sherman, Principal**  
**Mrs. Tammy Forkey, Assistant Principal**  
**Spring Creek Elementary Staff**

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### DISTRICT CONTACT INFORMATION

District Office	334-1102
Student Assignment	337-8247
Transportation South	590-4000

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### SCHOOL INFORMATION

**School Hours: 8:55 – 3:10**  
**8:30** Students may enter building  
**8:55** School begins  
(After **8:55**, students must sign in at the office)  
**3:10** Dismissal

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Students should arrive no earlier than **8:30** a.m. Breakfast will be held between **8:30** a.m. through **8:55** a.m.

Between **8:30** a.m. and **8:55** a.m., students should report directly to class, unless eating breakfast. If students want breakfast, he/she should go directly to the cafeteria. Academics begin promptly at **8:55** a.m. and any child arriving after that time is tardy and must sign in at the office. Dismissal begins at **3:10** p.m. If you must come into the school after 2:40 p.m., please park in a designated parking spot. The curb area is reserved for occupied vehicles awaiting dismissal.

**Parents picking up a student at 2:40 p.m. or after will have to enter the Parent Pick Up line. State statute indicates under student attendance policy; Early Sign-Outs – Early sign-outs are defined as a parent or guardian signing out a child before the end of the school day. No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency. Statutory Authority: 1000.36, 1001.41, 1001.42, 1001.43, 1003.02, 1003.26, 1003.27, 1003.52 F.S.**

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At parent pick-up, please remain in your vehicle until your child is escorted to the car by an adult. Students are not allowed to cross the parking lot alone. Remember, "Buckle Up". School issued parent signs will be given to all parent pick up students on the first day of school. These signs must be placed on the dashboard of the person picking up your child. **If the sign is not visible, that person must come in to the office in order to sign your child out. Proper I.D. is required. No exceptions will be made. More than one card can be issued per family. Please make your request to the front desk.**

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## ATTENDANCE

***All Lee County students are to follow the rules and policies for attendance as stated in the Code of Conduct.***

The School Board of Lee County believes that attendance is crucial for academic success.

### 1. Attendance Standard

- a.) All students are expected to be on time and present each day school is open during the school year.
- b.) The school principal or designee is the only person authorized to excuse a student's absence.

### 2. Process and Procedures

- a.) The following school-related events are not considered as absences: academic competitions, field trips, athletic events, testing for District and/or State mandated tests, school-based award ceremonies, award breakfasts or lunches from local, community or State sponsored clubs; School Board approved activities, internal suspension, and/or other school-sponsored activities.
- b.) When a student is absent, the parent/guardian must contact the principal or designee and explain why the student is absent from school **and** the parent/guardian must provide a note specifying the date(s) and the reason(s) for the absence upon the student's return to school.

### 3. Excused Absence

The principal or designee for the following reasons may excuse absence from school:

1. Religious instruction, religious holidays, or holy days - the parent/guardian shall give advanced written notification to the principal when a student shall be absent for religious reasons.
2. Sickness, injury, death in the family, or long-term illness verified by a physician's note - the statement from the physician may address past and

anticipated absences from school for chronic illnesses.

3. Student meetings that are scheduled by school personnel.
4. Other **unique** situation as presented on a case-by-case basis to the principal.

#### **4. Unexcused Absence**

An unexcused absence is any absence which has not been prearranged and approved by the principal, or designee and is not defined as excused in this policy.

For each unexcused absence, or absence for an unknown reason, the principal or designee must contact the home to determine the cause of the absence.

#### **Excessive Absence or Tardiness**

Where a student is at-risk academically, all excused and unexcused absences shall be considered when determining excessive absences.

#### **The following number of days shall be deemed excessive absences:**

In kindergarten through grade 8, **19 or more absences per year is excessive.**

When a student accumulates an excessive number of absences (as defined by grade level) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness must be submitted by the parent or guardian.

Excessive tardiness or early release from school shall be defined as **six or more tardies or early releases in one quarter**. Tardies or releases shall be excused for illness, medical or dental treatment, or other reasons for which absences may be excused.

#### **Denial of Credit or Retention Due to Excessive Absence and/or Tardiness:**

If an elementary or middle school student accrues 19 or more unexcused or excused absences where the student is at-risk academically within a school year, the student shall be referred to the Multi-Tiered System of Support Team at the school to determine whether the student shall be promoted.

All students who have excessive tardies (six or more per quarter) may be referred to the Response to Intervention Team to be considered for possible retention or loss of credit.

Perfect vs. Excellent Attendance Awards: there will be no more than 3 tardies or early sign-outs combined to receive the Excellent Attendance Award. Perfect Attendance Award is for students with zero absences, tardies, and early sign-outs.

**Students shall not be treated differently with regard to attendance on the basis of their race, color, gender, religion, or national origin.**

### **BACKPACKS**

Students are encouraged to bring a backpack to school. We do ask that each child's backpack not contain wheels, as they tend to cause a tripping hazard.

### **BIRTHDAYS**

Parents need to inform teachers at least five days in advance if they are planning on bringing cakes, cupcakes or cookies during his/her child's **lunch** for a birthday celebration. Please, no balloons, party favors, streamers, candles, etc. In addition, due to food allergies, no peanut products, food coloring (red dye), milk, strawberries etc. Items must be store bought, and if bringing a cake, it must be pre-cut.

#### **Notes/Party Invitations**

Please do not send party invitations to school unless it is for all boys, all girls or for the entire class. Otherwise invitations will not be sent home. Board Policy 4.25 outlines policy for distribution of handouts to students. See policy for additional information: [http://www.leeschools.net/board/policies/chapter4/425\\_DistributionofHandoutsbyStudents.pdf](http://www.leeschools.net/board/policies/chapter4/425_DistributionofHandoutsbyStudents.pdf)

### **BUS INFORMATION**

**Please place an index card or small ID card in your child's backpack with your child's name, your name, phone number, and an additional contact and phone number, emergency contact number and your address in case your child gets lost or there is a bus accident or emergency.**

Riding a Lee County School District bus is a privilege. When a student creates a safety problem, he/she may lose his/her privilege of riding the bus. To ensure each child's safety, it is absolutely necessary for every student to obey the bus driver. When a student cannot follow the rules on the bus, the principal has the right to suspend him/her from riding the bus. It then becomes the obligation of the parent to transport the student to school. If a student receives more than 3 suspensions per quarter, a meeting may be called with transportation, the principal and student to discuss bus privileges.

**All Lee County students are to follow the rules and policies for bus transportation as stated in the Code of Conduct.**

#### **School Bus Safety**

1. The driver is in full charge of the bus. The student must obey the driver and/or school bus monitor.

2. Students shall keep assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, using tobacco products or chewing gum WILL NOT be allowed on the school bus. Anything that interferes with student safety WILL NOT be allowed: fighting, profanity, abusive language, large or sharp objects, lasers, fireworks, balls, bats, radios, tape players, animals, glass containers, electronic devices, laser pointers, lighters, sharp objects, etc.
4. Walking around, standing in seats, crawling under seats, placing hand out of window or throwing objects are cause for referral and bus suspension.
5. The use of cell phones on the school bus is prohibited.

### **School Bus Stop Safety**

#### **Students shall:**

1. Be at the bus stop five minutes before the bus arrives, waiting in a safe place clear of traffic and ten feet from where the bus stops. There is no supervision provided at the stop by the school system; therefore, it is the responsibility of parents to monitor a child's safety and behavior at the stop.
2. Act in an orderly fashion and avoid playing.
3. Cross the roadway in front of the bus after the bus has stopped and students have looked at the driver for a hand signal.

If your child's bus does not arrive on time or you have a problem with a driver, please call **South Zone Transportation at 590-4000**. The supervisor has radio contact with all buses and can tell you exactly where the bus is at that moment.

Permission for a student to ride the bus other than the one assigned, or to get off at a stop other than the one assigned, will be approved only in case of emergency.

Riding other buses for the purpose of going home with friends, going to non-school meetings and clubs, and other personal conveniences will not be approved per transportation policy.

Students will be refused transportation if they do not have a SCHOOL BUS SPECIAL REQUEST signed by the principal or assistant principal. **A permission slip may be obtained from the office; it must be filled out from a parental request, and should be taken care of before 11:00 a.m.** The permission slip must be given to the bus driver before getting on the bus.

#### **Transportation Policy for picking up and dropping off students in Kindergarten and 1st Grade**

4. It is the parents' responsibility to either take their children to their bus stops or teach them how to get to their designated stops for morning pickup.
5. It is the Transportation Department's responsibility

- to pick up the children and bring them to school.
6. At the end of the day, it is the school's responsibility to make sure the student boards the proper bus for the ride home.
7. At the stop—if a parent or guardian is not present, the bus operator will ask the student if he/she knows their way home.
8. If the student knows his/her way home, they are released to go home.
9. If the student does not know the way home, the bus operator will call transportation dispatch and alert dispatch.
10. Dispatch will call the school as soon as they are notified.
11. The principal will contact the student's parents and alert them that the child is on the bus and then contact the transportation dispatch office to arrange for the parents to pick up the student.
12. In the case of a bus delay or accident, parents will be notified by ParentLink.

### **BYOD – Bring Your Own Device**

#### **School Board Policy 2.202 Acceptable Use Policy Governing Student Use of Personal Electronic Mobile Devices:**

[http://www.leeschools.net/board/policies/chapter2/2202\\_AcceptableUsePolicyGoverningStudentUseofPersonalElectronicMobileDevices.pdf](http://www.leeschools.net/board/policies/chapter2/2202_AcceptableUsePolicyGoverningStudentUseofPersonalElectronicMobileDevices.pdf)

February, 2014 the School Board of Lee County implemented a new policy allowing for students to use personal electronic devices **during specified times and locations, Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel.**

**For the purposes of this policy a personal electronic mobile device shall include, but not limited to the following:**

A privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone.

#### **IMPORTANT POINTS**

- Use District specified WiFi.
- Use the District Network for instructional and school related purposes only.
- Students that bring personal mobile electronic devices to school do so at their own risk. The District accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated.
- Students are responsible for charging and maintaining their personal mobile electronic device(s) and the District assumes no responsibility for the same.

## CAFETERIA

All students at Spring Creek qualify for federally reimbursed meals. This means that parents do not need to complete lunch forms or send money to pay for school meals. Parents may choose to keep money on their student's lunch account if the student would like to purchase á la carte items that will be offered. Checks should be made payable to Spring Creek Elementary School. Indicate your child's first and last name on the face of check and lunch ID#.

Parents are welcome to have lunch with their child. Please sign in at the office.

**We must have a written doctor's note if your child has allergies that prevent him/her from eating or drinking specific food items.**

## CELL PHONE USE

### At School:

Cell phones are allowed on campus, **but** may not be used during the school day, in the cafeteria, or day care unless as outlined in the District's Bring Your Own Device Program. When not in use, they **must** be kept in backpacks and not in students' pockets.

### On the Bus: (per district policy)

The use of cell phones by students on school buses is strictly prohibited. When students use cell phones on school buses while being transported to school, the driver will radio the Transportation Office and have them contact the school to have an administrator meet the bus when it arrives at school. The administrator will take the phone and write a referral. Remember, school buses are school property.

**The procedures for cell phone use will be the same while on a school bus as they are at school.**

The **first time**, the cell phone is confiscated and returned to the student at the end of the day, with a referral.

The **second time**, the cell phone is taken and the parents must come to the school to pick up the phone with a referral.

### Texting

TEXTING OR VIEWING OR TAKING PICTURES IS NOT ALLOWED AT ANYTIME OR ANY WHERE ON SCHOOL CAMPUS DURING THE SCHOOL DAY OR THE PHONE WILL BE TAKEN AWAY, PARENT WILL BE CALLED AND A REFERRAL GIVEN.

## CHANGE OF ADDRESS

Inform the office if your address or phone number changes. The county requires proof of address change

in the form of a utility bill, lease, deed agreement, etc. This will help us with communication, especially in case of an emergency.

In cases where a parent cannot be reached due to the telephone number Children and Family Services will be contacted.

## CHILD CARE

**Any child coming to school before 8:30 a.m. or remaining at school after 3:10 p.m. must go to daycare and the parent will be charged accordingly.**

The daycare program at Spring Creek Elementary School is designed to offer safe, convenient and meaningful activities to students who require supervision before and after regularly scheduled school hours. The program runs from **7:00 a.m. - 6:00 p.m.** each day school is in session. Spring Creek Elementary School employees serve as supervisors in this **fee-based** program. You may contact the front office to obtain the charges for this program. Parents **MUST PREPAY** for this program. Parents will be charged if students arrive on campus before 8:30 a.m.

The students are involved in a variety of activities which include the following: **games, computer activities, homework, physical education, free play, and arts & crafts.**

All children must have a child care registration form filled out before attending the program. **Forms may be picked up in the front office.**

**Parents must walk students into the Before Care program and sign them in along with walking into the After Care program to sign them out when they are going home.**

## CLINIC

### ILLNESS AT SCHOOL

Each school receives the services of a registered professional school nurse at least one day per week and a clinic assistant five days a week. The school nurse is available to assist parents and students with the management of student health problems in school. Students who become ill will be cared for in the school clinic by the clinic assistant until he/she is able to return to class or is taken home by the parent or guardian.

**It is important that the clinic know who to contact in case of illness or emergency at school. Emergency forms completed during the first days of school should include this information. Please remember to notify the school should this information change.**

**If a child has a chronic illness such as asthma, or an allergy, it is the parent's responsibility to give this information to the teacher and the nurse. If a parent or guardian neglects to give the school a telephone number, the school may call the proper authorities (i.e. Children and Family Services) for**

## **assistance in contacting the parent.**

As part of the School Health Services Program, students will receive the following health screening services: Vision, Hearing, Height and Weight Screening and periodic Pediculosis Screenings in grades K-5. Ability to learn can be affected by vision, hearing or general health. Health screening tests are not diagnostic, but are designed to identify students who need further evaluation.

### **PEDICULOSIS (HEAD LICE)**

Parents understandably feel panicked when they hear their child has head lice. If you are like most parents, you are likely to ask, "How could my child get lice?" The fact is that any place where children spend time together — in school, day care, or play groups — head lice can invade and spread. Head lice are more common than most people think. About 10 million children get head lice each year, so you are not alone.

If you find that your child has Pediculosis (lice), please call the school that day so that steps may be taken to prevent the lice from spreading. **A child who has pediculosis will be sent home for treatment. If you are called, it is expected that your child be picked up within a reasonable period of time that day.** A referral and proof of treatment form will be sent with the child in order for the child to return to school. **A parent must accompany the child upon returning to school with proof of treatment (label, box, etc.) and proof of treatment form. No child will be allowed back in class until cleared through the clinic.** If you have any questions, please call the school office.

## **CONFERENCES**

Teachers welcome conferences and are available for individual help or conferences when prior arrangements are made. Remember, there does not necessarily have to be a problem for a conference. Discussions regarding your child's academic excellence are recommended. Please be mindful the academic school day begins at 8:55 a.m. and ends at 3:10 p.m. Therefore, parents are not allowed in the classroom for a discussion while students are in the room since every minute is valuable instructional time. It is asked that parents also make appointments to see administration, because our administration days are scheduled with meetings, class room visits and instruction.

Telephone calls to teachers will not be put through to classrooms during the school day. Office staff will forward a message to the teacher.

## **CRIME STOP**

Through the use of a 24 hour ANONYMOUS hotline,

students with information about a potential or serious crime may tell what they know WITHOUT giving their name or any personal information. **Southwest Florida Crime Stoppers – 1-800-780-TIPS (8477)**

## **CYBER-BULLYING**

Technology use amongst students is evident in our technological world. The incorporation of texting and social media; i.e. Facebook, Instagram, etc. has caused a rise in bullying instances in the form of Cyber-bullying. Students are instructed on an annual basis on the impact cyber-bullying has on the victim and how not to be a bystander. Please see the District page on Cyber-bullying for Essential Tips for Parents: [http://studentservices.leeschools.net/\\_archive/cyber-bullying\\_internet%20safety.html](http://studentservices.leeschools.net/_archive/cyber-bullying_internet%20safety.html).

Let's work together to assist our children/students in cyber-bullying prevention.

Consequences for cyber-bullying are included in the District Code of Conduct.

## **DISCIPLINE AND MOTIVATION**

Every person at Spring Creek Elementary School is expected to treat each other with dignity and respect. Staff and students will all work together to help each person in our school reach his/her full potential. Any behavior or action which interferes with student learning and development will be handled by an adult supervisor. Should problems occur, the student will be asked to look at his/her own behavior and strategies will be developed by the administration, teacher, student and/or parent or the MTSS Team.

The school becomes an exciting place where academics, high expectations, and critical thinking can be achieved when every person in our school is doing his/her best.

**All are encouraged to actively work on Spring Creek's Positive Behavior Support and P.R.I.D.E. guidelines, which are:**

- Purpose
- Respect
- Integrity
- Dedication
- Enthusiasm

## **BEHAVIOR GUIDELINES FOR STUDENTS**

***In the Classroom:*** Students will follow the teacher's classroom rules. Each teacher will communicate precisely how students are expected to behave in each activity. Consequences for misbehavior in the classroom are at the discretion of the teacher and he/she will follow school and district guidelines. When students are trying their best, this effort will be acknowledged by the teacher. Positive behavior will be encouraged and noted by teachers.

***In the Halls, Cafeteria, Outside Areas, and on Buses:*** Students are encouraged to behave in a way that respects the physical safety and emotional security of themselves and others.

***Severe Misbehavior:*** Four categories of misbehavior that will result in the student being immediately sent to the office, parents being notified and/or perhaps other consequences including suspension are:

1. Any physically dangerous behavior (assault, fighting, etc.).
2. Any illegal act (stealing, weapons on campus, etc.)
3. Open disrespect of a staff member or insubordinate behavior such as refusing to accept consequences of misbehavior.
4. Harassment of any type (physical, verbal, bullying) to students or adults. Bullying can be in the form of physical, verbal or texting.

### **DISTRICT STUDENT DRESS CODE**

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times.

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the educational process. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish standards at individual schools.

1. Apparel shall be adequate in both length and coverage to be considered appropriate for school. If a student's shorts, shirts, or dress is too short, student will be asked to change.
2. Pants shall be worn fastened and at the waist with no undergarments showing.
3. Pants with holes, tears, etc. may not be worn, if in the principal's judgment, they may cause a disruption to the school environment.
4. Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
5. Clothing that exposes underwear or body parts in an indecent or vulgar manner are prohibited.
6. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters,

backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.

7. Any articles of clothing or jewelry that could likely cause injury-such as chains, bracelets, rings, chokers, with or without spikes, or studs-are prohibited. Wallet chains of any length are prohibited.
8. Shoes shall be worn at all times.
9. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
10. Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
11. Gang-related tattoos, or other that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
12. Adornments that, in the principal's judgment could cause injury, be a safety risk or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrows, cheeks or lips.
13. The wearing on campus of hats, caps, headgear, or sunglasses except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The principal will determine these exceptions.
14. Clothing with slogans or advertising which by its controversial or obscene nature disrupts the educational setting is prohibited.
15. Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited.
16. Long, oversized jerseys are prohibited.

### **DRESS CODE: SPRING CREEK ELEMENTARY IS A UNIFORM SCHOOL**

Students at Spring Creek Elementary are to abide by the school's dress code policy. The personal appearance of the student is the primary responsibility of the parent/guardian. When students are dressed appropriately for school, they realize it is time to work and learn. It is the intent of the dress code to provide our students with a feeling of school pride.

#### **SPRING CREEK UNIFORM POLICY**

The uniforms for students are as follows:

- Polo shirts in solid colors, long or short sleeve or button-down Oxford shirts in solid colors, long or short sleeve.



- All shirts **MUST** be tucked in.
- Pants, shorts, skirts, skorts, jumpers and capri pants must be navy blue (no denim), tan/khaki or black only.
- Shorts, skirts, jumpers and skorts are to be no shorter than 2 inches above the knee.
- Solid color sweaters may be worn in class or in the cafeteria, but heavy sweatshirts and coats are to worn only outdoors.
- A long sleeve plain white, gray or navy shirt (no other color) may be worn under the polo style shirt as needed for warmth.
- **Leggings are allowed under skirts or jumpers but must be solid color.**
- **Sweaters must be a solid color;** sweaters with small logos or details are acceptable.
- Camouflage clothing of any color is not allowed.
- Per District policy, adornments that are attached (pierced) to exposed body parts, other than the ear, are prohibited. Examples of prohibited adornments to exposed body parts include, but are not limited to, objects attached or pierced to the tongue, nose, eyebrow, cheeks, lips and teeth (grills). Large size earrings and long necklaces are prohibited.

Spring Creek t-shirts or school related t-shirts may be worn on Fridays for "Spirit Day" with uniform bottoms.

### **POLICY AT ALL TIMES**

- Due to outdoor activities, closed toe shoes shall be worn at all times. Any shoe worn must be securely attached to the foot so that it cannot fall off. High heels, clogs, crocs, flip-flops, and backless shoes, etc. are not allowed.
- Apparel shall be adequate in both length and coverage.
- Clothing must be of appropriate size to fit the child. Oversized shirts, pants and/or jackets are not allowed. Pants should fit properly and be fastened at the waist.
- Articles of clothing or jewelry that could cause injury are prohibited. Long necklaces are prohibited.
- Any clothing, style or accessory of personal appearance shall not detract from the educational process.
- Colored hair gel, hairspray, hair glitter or glitter body gel is not permitted.
- Hair should be well-groomed, clean and an appropriate length.
- Mohawk haircuts and painted hair are not allowed. **Moderately spiked hair is allowed.** Designs in hair can be cut in no more than ¼ of the student's head.
- Make-up is not allowed unless it is for a

performance and requested by the school.

- Clothing is to be clean and in good condition. (If a student needs uniforms provided by school, please send a letter to the Principal.)

Any student not conforming to the District's policy and/or the Spring Creek Elementary Dress Code will be required to call home for an appropriate change and if the clinic does not have a change of clothing for student.

### **DRESS CODE WILL BE CHECKED DAILY**

#### **P.E. Attire:**

Tennis shoes or sneakers (no sneaker boots) and socks are required for physical education classes. Shorts should be worn for P. E. especially under skirts and dresses. Caps, hats and/or sunglasses may be worn for P.E. classes.

Students will not be allowed to participate in P.E. without proper attire.

#### **Protection from the Sun**

To help prevent students from the year-after-year exposure to sun, caps and sunglasses may be worn at P.E., on outdoor field trips, and any other school sponsored outdoor activities. When students come indoors these articles must be removed and placed in the student's own book bag or other designated storage area. Items must be labeled.

Shatterproof plastic U.V. protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the utmost impact resistance. U.V. coating for all prescription lenses is appropriate.

Sunscreen is also a beneficial protection against sun exposure. If parents wish to have their student protected, the following guidelines need to be followed:

- Sunscreen should be applied at home before the student dresses for school. This will provide protection to the student during the time going to school, as well as during the rest of the day.
- Sunscreen should NOT be brought to school. Reapplication is not necessary when a long lasting product is used. A minimum of SPF 15 is suggested but no more than SPF 30 is needed. Higher SPF ratings produce limited additional protection.

### **HOME AND EMERGENCY TELEPHONE NUMBERS**

We need the emergency number of someone who will be responsible for your child in case we cannot get in

touch with the parents. If at any time during the year there is a change in employment, address, or phone number, please notify the school immediately in writing. **Every child MUST have at least one working telephone contact on the emergency card. Children and Welfare Service authorities will be called for assistance if the school does not have a parental/guardian telephone number in case of an emergency. A social worker will be sent to your home if we cannot reach you.**

### HOMEWORK

Homework is an integral part of the total academic program for each student in kindergarten through grade five. Your child's teacher will inform you of the homework policy for his/her grade level. It is expected that each parent or guardian will support this policy and provide a time and a place suitable for studying. Establishing a set time each day for studying at home will help your child develop strong study habits.

**Homework is expected to be completed each night regardless of after school activities. The completion of homework is a part of our PBS school policy.** Parents will be notified in the student planner if/when homework is not complete.

### HURRICANE PREPAREDNESS

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school. When there is a clear threat of danger, the decision to close school will be made around 4:00 a.m. and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 5:00 a.m. for the latest information pertaining to school closing during severe weather months.

### ITEMS TO LEAVE HOME

It is requested that parents not allow children to bring such articles as valuable jewelry, watches, radios, toys, IPODs, toy weapons, pets, bottles or canned soda, candy and chewing gum to school. All games, toys, and electronic devices not used for educational purposes are to remain at home. Laser pens/pointers are also NOT allowed on the bus or to be brought to school. If a laser pen/pointer or any other object not suitable or against school district policy is brought to school, an administrator will call the parent/guardian. Bringing a laser or toy weapon such as a toy gun, knife, etc. to school will be an automatic suspension. **Bringing a weapon to school is an automatic suspension and possible expulsion, per school and District policies.**

Students sometimes are given cell phones in order to contact their parents after school. If this is the case, the cell phone must remain in the child's backpack during the school day. If the cell phone is taken out of the backpack, the teacher will hold the cell phone for

the day and the parent will be called and referral given.

### LOST AND FOUND

Please **label** all items brought to school such as coats, jackets, backpacks, lunch boxes, etc. Also, encourage your child to inquire about lost items. Lost items such as jewelry, eyeglasses and billfolds will be kept in the school office. Other items such as clothing and lunch boxes will be kept in the front office. **All items left at the end of each quarter will be donated to charity.** Each year, we send numerous items to charity due to lack of labeling at the end of every quarter marking period.

### MEDIA SERVICES

The Media Center is open to all students during the school day. Students and parents are encouraged to visit the center to check out books, do research, read for pleasure on a daily basis, and take AR tests. **Books must be turned in by the due date.**

Torn or damaged books are the responsibility of the student. The student's parent will be asked to reimburse the school for the cost of the damaged book. The student may not be permitted to check out additional books if the problem of damaged or lost books continues.

### MEDICATION

**State law mandates the following procedures be followed if your child needs medication administered at school:**

1. Medication may be taken at school only if failure to take it could jeopardize the student's health.
2. Parents must complete a PARENT PERMISSION FOR MEDICATION form available from the school clinic.
3. If medication is to be given in school longer than 2 weeks, a statement from the attending physician must also be provided on the PHYSICIAN'S PERMISSION FOR MEDICATION form supplied by the school.
4. Prescription medication must be brought to school in the original container with the pharmacy label. This medication must be kept in the school clinic.
5. **ABSOLUTELY** no over the counter medication (aspirin, aspergum, cough drops, cough syrup, decongestants, etc.) will be given without a **WRITTEN STATEMENT** from the doctor. It is against Lee County School Board Policy for any child to have prescription or nonprescription medications in the classroom or in a backpack (prescription inhalers are permitted with physician authorization). If medication is found, it will be confiscated and parent will be called.

## PARENT DROP-OFF and PICK-UP

All adults on campus who are not school district employees must sign in at the office and wear a visitor or volunteer badge. Photo ID is also needed.

### Morning Drop-off:

1. Use the parent drop-off area in the front of the school for morning arrival. Please pull up as far as possible and let children exit from the passenger side of vehicle only.
2. If you need to exit your vehicle, please park in an appropriate parking space.
3. Do not use the back parking lot to drop-off your children. Delivery trucks, maintenance vehicles and support staff arrival make this area unsafe for students.

### Afternoon Pick-up:

1. Only one line of cars is allowed in the parent pick-up area. All drivers must remain in vehicles.
2. **Students will be escorted to their car. All drivers must have a school issued parent pick-up sign which will be provided on the first day of school to your child. The child will not be allowed in the car without the parent pick-up sign.**
3. Move forward in the parent pick-up line after the vehicle in front of you has pulled away.
4. Drivers are asked to respect other drivers and staff.
5. Drivers are asked to come to a complete stop when picking up their child(ren).
6. Parking is allowed in an appropriate space for those who need to exit the vehicle and come in to the office to check I.D.
7. We appreciate smiling, courteous parents!

## TRANSPORTATION CHANGES

All parents must supply the office with specific information on how their child(ren) will be going home from school. If there is **ANY** change in the way your child(ren) goes home, we **MUST** have a note with specific instructions. This note must be received in the office by the **morning** of the change, in order to clear up any questions that may arise. **IF WE DO NOT GET A NOTE, YOUR CHILD WILL GO HOME THE NORMAL WAY.** Verbal statement from a child about a change in the way he/she goes home is not sufficient because we want to ensure the safety of your child at all times.

**\*Adults should be prepared to show identification when picking up children from school. Office staff may only release students to the legal guardian unless authorized by the parent in writing or as indicated on emergency card. Please understand this is for the safety of your child.**

## PARENTLINK

The district wide ParentLink is available to all parents. It

has been implemented to improve student achievement and attendance by facilitating parental involvement with student grades, homework, and attendance.

You can access ParentLink either by phone at 1-877-868-2396 OR via website:

**Parent Link Website:** <http://parentlink.leeschools.net>

### Website Login Information:

The Parent logon format is as follows:

- **User name** is the **StudentID** of the **eldest** child in the School District and **your first and last initial**.
- **Password** is your **eldest** child's birth date in **MMDDYY** format.
  - For example:
    - Jane Doe's eldest child's **StudentID** is **12345678**, her user name would be **12345678JD**.
    - Jane Doe's eldest child's **birth date** is **January 1, 1965**, her password would be **010165**.

**School IDs are found on your child's interim or report card. It is suggested that you change your password.**

## PBIS

Spring Creek Elementary is a Positive Behavior Intervention Support school.

Students are taught PBIS school policies throughout the school year. The Spring Creek PBIS motto is PRIDE which stands for:

Purpose  
Respect  
Integrity  
Dedication  
Enthusiasm

**The PBIS committee holds four quarterly school wide celebrations for our students during the year.**

**In order for your child to attend these celebrations, your child must adhere to the following criteria:**

- **85% of homework must be completed quarterly**
- **Receive no referrals**

## PHYSICAL EDUCATION

Physical Education is a required subject. No child will be excused from this class without a written excuse from a parent.

**A doctor's excuse must be obtained if a child is to be excused for a period to exceed 3 days.**

Caps and sunglasses are encouraged to be included in school attire during outdoor activities. When students

come indoors, these articles must be removed and placed into the student's own book bag or other designated storage area.

The 2008 Legislature passed Senate Bill 610 which was signed into law by Governor Crist on June 2, 2008. It included changes in statute as it related to physical education requirements for Florida students.

Section 1003.455, Florida Statutes, requires 150 minutes each week of physical education for students in grades kindergarten through fifth grade. (School Board Policy 3.07)

The physical education requirement shall be waived for a student in grades kindergarten through grade five who meets one of the following criteria:

The student is enrolled or required to enroll in a remedial course.

The student's parent indicates in writing to the school that:

The parent requests that the student enroll in another course from among those offered as available options by the school, OR

The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

This statute requires each district school board to notify parents of the options available prior to scheduling a student in physical education. Unless your child meets one of the waiver criteria listed above, he/she will be enrolled in physical education for 150 minutes each week.

Please contact your school administration if you have questions or concerns regarding the physical education requirement or waiver criteria.

## PLANNERS

All students in grades K through 5 will be given one planner. If they lose, misplace or damage their planner, they will be expected to replace it at the cost of \$5.00. Students are expected to have it with them at school every day. By using a planner, a student learns how to organize homework assignments and develop good study skills and study habits. Your child's planner is an excellent means of communication with the teacher. Parents are expected to sign the planner each night.

## READING

Reading is the core of the school day for students. It is the goal of the Florida Legislature that every student read at or above grade level. Students need strong reading and comprehension skills in order to learn in all other school subjects, such as science, history, writing and math. The third-grade reading FSA requires students to read stories that are about 350 words long and correctly answer questions about what they have read, while being able to use charts, graphs, maps, and

gather materials and information to correctly answer questions.

By the third grade, students are expected to be able to read independently. This means that they can read and understand words, sentences and paragraphs without help. In the third grade, the focus shifts from "learning to read" to "reading to learn". Text books become more complex, and reading passages are longer.

Florida law now states that third graders who score at level 1 in reading on the FSA must be retained unless, there is other information that indicates these students can read independently. State law gives school boards the authority to retain, promote, and graduate students. **Parental approval for such placement decisions is not required.** However, parents will be given an explanation of the information on which the decision was based.

**Please note** - Retention **does not** mean that students have failed or that teachers are not working hard enough. It **does** mean that the students need more time and more help so they will succeed.

If you receive notice of a MTSS (Multi-Tiered System of Support), it means that your child is performing below grade level and is in jeopardy of retention. Please make plans to attend that meeting, it is imperative that you are present and that we have your input.

## REFERENCES FOR STUDENTS

Per District policy references/records are not to be given by teachers for students. The proper procedure must be followed for a records request on a student. A parent or guardian can make a records request in writing to the information specialist.

[http://www.leeschools.net/board/policies/chapter4/419\\_StudentRecords.pdf](http://www.leeschools.net/board/policies/chapter4/419_StudentRecords.pdf)

## REGISTRATION

In order to register a child in Lee County Public Schools, it is necessary to register through the Student Assignment Office at 337-8247. You will need to provide the following: a certified birth certificate, a Florida Immunization Certificate, a record of a recent physical, a social security card, proof of residence such as a lease, electric bill, cable or land line telephone bill and proof of custody if a child does not reside with both parents. Along with these requirements you will be asked to complete several registration forms. If your child has any physical problems or was formerly placed in a special class, please let the Student Assignment Office know.

A kindergarten child must be 5 years old on or before September 1 of the current school year. To be enrolled in the first grade, a child must be 6 by September 1 of

the current school year and have completed one full year of kindergarten.

### REPORT CARDS AND INTERIMS

The grading procedures used in Lee County are based on Florida Statute 1003.33(1) (a) and have been made to ensure that report cards accurately represent your child’s academic performance or nonperformance at his or her grade level. Report cards go home after the end of each quarter and interim reports are sent home once per quarter.

The following grading procedures are important to understand:

Percent	Grade	
90-100	A	Excellent
80-89	B	Very Good
70-79	C	Average
60-69	N	Needs Improvement
0-59	U	Unsatisfactory

Report card grades will be based on grade level written assignments, tests, and other classroom activities.

### Promotion and Retention in the Elementary Grades

Please see District website <http://academic.leeschools.net/Forms/progression.htm> , for Student Progression Plan which indicates promotion and retention criteria 2.2.

### Non-Discrimination Policy

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 programs, activities or employment policies. (For additional information, see the statement of Non-Discrimination Policy in the Student code of Conduct book.) If a student feels he/she has been unfairly treated he/she may discuss the matter with the equity coordinator for the school or contact The Director of Equity, Lee County Public Schools, 2855 Central Avenue, Ft. Myers, FL 33966.

### STUDENT CODE OF CONDUCT

The rules and policies stated in the **School District of Lee County’s booklet entitled Code of Conduct**

**graded Pre-K - 5 2016– 2017** apply to all students at Spring Creek Elementary School. It is the parent’s responsibility to read and discuss this booklet with their children.

The Student Code of Conduct can be found on the district website at <http://studentservices.leeschools.net/Code%20of%20Conduct.htm> .

### TESTING (Weekly and Monthly Assessments)

Spring Creek Elementary students will participate in state standardized testing. It is important that students are in attendance and on time during testing days.

### TELEPHONE USE

Students should not ask to use the school telephone except in the case of an emergency and only after asking the office staff. Transportation arrangements should be made before coming to school. Children may not call home for forgotten homework or permission slips for after-school activities. It is the child’s responsibility to remember these items.

*Forgotten homework may not be faxed or emailed to the school.*

### TEXTBOOKS

Textbooks are provided at no cost to students. Please help your child be responsible for the proper care of textbooks. In addition, students have access to their textbook(s) online. Please contact your child’s teacher for this information. Students should have some kind of book bag to carry books to and from school. Wheeled book bags are permitted. According to FL State Statute Chapter 233 and Lee County School Board District Policy 6.20, if a student loses or damages a book or a library book, he/she is expected to pay for it. Please send a note to the school principal if your child is in need of a book bag.

### WEEKLY FOLDERS/ENVELOPES

All students will receive a folder, envelope or binder as designated by classroom teacher on Fridays or Mondays with any/all papers from their classroom teachers. Sign the envelope sheet and return to school the next school day.

### WITHDRAWAL

It is requested that a student who withdraws from school bring a written note from a parent or guardian which includes the withdrawal date and a forwarding address. All records must be cleared prior to leaving the school.