

WELCOME TO SCHRADER

We welcome you and look forward to a wonderful school year with your child! Schrader Elementary was originally established in 1973 and was rebuilt in 2014. It is currently home to approximately 630 students and 80+ staff members.

This is our **parent/student handbook**, which serves as a means of explanation regarding our rules, policies, and procedures. It will hopefully answer questions you may have. Please keep it handy. You can always call the school if you have any additional questions or concerns.

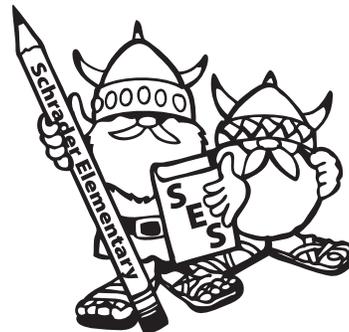
Each month you will receive a newsletter, which will include upcoming events and activities that we have planned. Please check each month with your student to be sure they have brought one home to you. We ask that you take a few minutes to read through this very important means of communication. We also post it online. In addition, a school calendar magnet is sent home so that you can see the big picture. On occasion these activity dates will change, but we will try to advise you of any changes ahead of time. We also send home numerous fliers throughout the school year advising you of upcoming events, etc. Please stress to your child the importance of bringing home all correspondence from the school and check your child's planner and backpack each night.

Our PTO plans many events, as well as fundraisers throughout the year. We do hope you will become an active part in this very important organization. Our annual **Open House** is scheduled for the evening of September 10th, and we will have further information for you as the school year gets underway. This is an excellent opportunity for you to meet the teacher, become apprised of expectations for this school year, sign up for teacher conferences, and volunteer for (if volunteers are needed) or vote for members of your Student Advisory Council (SAC.)

Let's work together to provide an exciting and positive educational experience for your child here at Schrader Elementary School, home of the Schrader Raiders!

Sincerely,

Tammy Berryhill, Principal



SCHRADER ELEMENTARY SCHOOL
Home of the "Schrader Raiders"
727-774-5900

Principal: Tammy Berryhill

School Colors: Royal Blue and White

School Mascot's Names: Sven & Olaf

School Hours: 9:40-3:50* (Doors open at 9:15 A.M. for breakfast only and 9:20 A.M. to go straight to class)

Motto: To be successful we will: work together; try our best; believe in ourselves; treat each other with respect; never stop learning.

Mission Statement

Our mission is to create a nurturing environment where students actively engage in purposeful curriculum. By using cutting edge technology and research based teaching strategies, we can foster the development of lifelong global learners in collaboration with our school community.

Arrival/Dismissal

Students should arrive no earlier than 9:15 A.M. FL Statute 232.25 provides that students must be under the control of the staff during a time defined to be no earlier than 30 minutes before and after school or school activities. If this interferes with your work schedule, we ask that you check with the local day cares, school PLACE Program, or ask your friends, neighbors, or relatives to watch the children until they are scheduled to arrive at school. Students arriving at 9:15 must go to the cafeteria for breakfast. From 9:15-9:35 A.M. students will be able to go to the cafeteria for breakfast. Starting at 9:35 A.M. students get a Grab and Go breakfast and proceed to class. **A child is considered TARDY at 9:40 A.M.** Please note that parents should not rely on additional supervision outside the limits of the Florida statutes. **We will begin dismissal at 3:40 P.M. All students should be off campus by 3:55 P.M. Classes will be in session until 3:40 P.M. No early dismissal is recommended before that time except in an extreme emergency.**

Parents who need to pick up their children during the school day should report to the office and sign them out. If you need to pick up a child during the day (from the clinic, ex.) you will need to park in the parking lot to come into the school. For your child's safety, **the office will request identification.** We will in turn request the student from the teacher and they will come to the office. **We ask that you do NOT call ahead to have your child waiting, as we do not want your child missing instructional time.** Please inform the teacher by note if you are planning to pick up your child early for a doctor's appointment.

Academic learning begins at 9:40 A.M. and continues until 3:40 P.M. Due to the interruption it causes to classes, students will not be released between 3:20 and 3:40 P.M. unless permission has been requested from the Administration prior to the date you need to pick up your child early. We understand that emergencies do occur, and we will deal with them as they arise. If you plan to have someone other than a parent pick up your child in an emergency, he/she should be listed on the student's emergency card and have proper identification. At dismissal, students will be sent home in the same manner they arrived, unless we have been notified by the parents by either a note or a telephone call. It is important for your child's safety that you discuss and develop a rainy day dismissal plan. **If you have children attending Bayonet Point Middle School, please make arrangements to pick them up on the BPMS campus. BPMS students will NOT be allowed to wait on the Schrader campus. In the morning, if you have both a BPMS student and a Schrader student, please do not leave the Schrader student when you drop off your middle school student. Our starting times are**

an hour different and we ask that you make other arrangements so that your elementary school student is supervised and does not arrive prior to 9:15 A.M.

Parents of the PLACE Program: The location of the PLACE Program is in our cafeteria. During non-arrival and non-dismissal times you may temporarily pull in front of the cafeteria, in the few designated parking spots in the bus loop for a moment or two while you go to PLACE. Please adhere to the posted time frames on the signs!

Tardiness/Early Checkout: Students need to come to school on time and stay through dismissal so they will receive important directions, class instruction, and avoid disrupting other students who are working. Parents can set a good example by encouraging students to follow the school's time schedule and to follow the procedures found in this handbook. All parents must report to the front office when picking up their children prior to the regular dismissal time. Excessive tardies/absences will result in a referral to the school social worker. **Once again, a child is considered tardy at 9:40 A.M and we discourage picking children up before 3:20 P.M. unless there is an extreme emergency.**

Attendance

An important factor of a child's success in school is regular attendance. Attendance will be closely monitored by the state when determining a school's grade under the governor's A Plus Plan. Chapter 232.10, Florida law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required under the provision of Florida School Law. The absence of a child from school shall be prima facie evidence of a violation of the law."

Please notify the office if you must withdraw or transfer your child from our school. Our data entry/registrar will assist you with the necessary forms and procedures.

Remember: if your child is sick please keep him/her at home until feeling better, especially if there is a fever present. A child must be fever-free (without the aid of Tylenol) for 24 hours before returning to school. A doctor's note is required after three days. Consult the health assistant in our clinic.

Bike Riders

For security, bike riders must use personal locks for their bikes while parked at school. Each child's bike should have its own lock. To prevent accidents, children are required to walk bicycles on school grounds. Students will NOT be allowed to ride their bikes to school unless they wear a helmet as prescribed by State Law. The bike rack is located in the front by the main building and one in the back by the older two-story building.

Business Partnerships

Business partnerships are an excellent way for the community to share in our students' education. Businesses making a donation of time, resources, or money receive publicity in the media and school newsletters. Call us to set up a mutually rewarding partnership!

Car Riders/Parent Pick Up (HANGTAG REQUIRED)

Car Riders: Please deliver and pick up students in the car loop in the back of the building according to established school procedures. Your car tag must be visible. As you load or unload children in the designated area, please pull forward as far as possible to facilitate multiple loading with cars behind you. We recommend you arrive 5-10 minutes past dismissal when traffic is already moving. Please do NOT call students over to the car. You must remain in your car at all times. Always observe safe driving rules around the school. The speed limit on all school roads is 5 mph.

Parent Pick Up: For parents who do not have a vehicle, please plan to pick your children up at the designated Parent Pick-Up area at dismissal in front of the school. You will park in a designated parking spot in the parking lot and will need a numbered hangtag in hand to pick up your child. To keep a safe

and orderly campus you are not permitted to go to your child's classroom door. A staff member will bring the students out to you.

Do NOT use the handicapped spaces unless you have a tag or placard indicating you are allowed to do so.

Cafeteria Rules

We expect students to follow a few simple rules while eating: There is to be quiet talking only at your tables; eat first, then talk. Unfinished food goes in the trash or Share Bin; lights out means NO TALKING; clean up everything around your area; recycle! Students having difficulty following the rules may be asked to sit in a time out area or receive a behavior note asking the parent to speak with the child about the noted behavior.

Class/Birthday Parties

Although birthdays are very special times for children, we ask your cooperation in refraining from celebrating those birthdays in school. It is impossible to set aside classroom time for individual parties. Any food items brought in for a birthday will be distributed during the last 5 minutes of the lunch period in the cafeteria.

Parties may be held on the last day of school prior to winter and spring vacation and the last day of school. Food for these parties should be STORE BOUGHT AND PREPACKAGED.

Student Code of Conduct

A copy of the Code of Student Conduct manual is issued to all students the first week of school. Please review it with your child.

Dress Code

Pasco County School Board maintains a dress code for all students attending our school, which is in the Code of Student Conduct manual. Basically: keep clothes, bodies, and hair clean; wear shoes held securely on the feet (roller skate shoes are considered unsafe and are not to be worn in school); no flip-flops or sandals; tennis shoes, shorts and t-shirts should be worn when PE or recess is scheduled; no hats or head coverings unless approved by principal or for medical or religious reasons; no clothing with inappropriate words, symbols, mottoes, or unacceptable products such as tobacco, alcohol or drugs; no designs on the body; no spandex or beach-type clothing including tank tops with excessively large underarm openings or spaghetti strap tops; no short-shorts or miniskirts, clothing that reveals underwear, see-through clothing, or tops that leave the stomach showing; pants are to be worn securely at the waist; jewelry may be worn but it should not pose a safety or health hazard or cause distraction; wallet chains are not permitted.

The principal or designee will make the decision if a student's appearance meets school and community standards. That decision is final. A student in violation of the dress code will be requested to change before returning to class. Parents will be contacted if necessary and failure to provide appropriate clothing will result in a discipline referral. Repeated violations will result in further intervention.

Guidance Department

One of the services of our guidance department is to offer individual and group counseling sessions to children with special concerns. The purpose of these meetings is to help students develop positive coping skills which will carry over to many areas of their lives. The following groups will be available: ala teen (understanding addiction and developing strategies for getting along), divorce, separation, family violence, and grief (death, abandonment, loss). Other groups can be set up as the need arises for such issues as support for abuse victims, problem-solving skills, self-esteem, and study skills

If you feel that your child(ren) would benefit from participation in a guidance group, please contact the guidance counselor at 774-5900 or send a note to her attention. This is an important service for children. Groups can begin as soon as four or five children have been identified to participate.

Home and Emergency Telephone Numbers

The home phone number and cell number (if applicable) must be on file at the school for every child. The business name, address, and phone number of employed parents should also be on file. **If during the year there is a change of employment, address, or phone number, please notify the school in writing.** It is very important to keep these numbers up to date. There must also be an emergency number on file in case the parents cannot be reached.

Many messages are sent via telephone: **Schools Connect.** In order to receive these messages, we must have a current phone number that can be entered into our system.

Insurance

Student Accident Insurance is available. This covers pupils during the school term, which includes traveling to and from school and during school hours. Twenty-four hour insurance protection during the school term is also available. Accidents can and do happen in the school setting. We recommend you insure your child.

Lunch Program

Both breakfast and lunch are served daily. We have a Grab and Go breakfast that is free to all students. Students may participate in the lunch program or may bring their lunch from home. Lunch is served according to our school schedule. Free/Reduced lunch forms are on-line and may be included in the take-home first-day packet if they are made available to us. It is recommended that meals be paid for in advance on Monday mornings. Weekly or monthly checks should be made out to Schrader Elementary School. Checks should be in an envelope marked with your child's name, teacher's name, date and amount. Please write separate checks for each child, being careful not to include any other monies that might go to other departments. Please be sure your child has paid for each day's lunch or has money before leaving home each morning. Lunch can be paid on line at district's website. This allows parent to see what their child eats for lunch every day. You may have lunch with your child on occasion; be sure to sign in at the office first.

Make-Up Work

If your child is absent, please notify the school on the first day your child is out. If your child will be out for several days and you would like make up work to be sent home, kindly give twenty-four hour notice to the teacher. If your child is absent, he/she will be allowed to make up the work they missed. The student will have one day for each day that they were absent. Students with repeated absences will be contacted by the school social worker.

Medication, and other related Clinic/Health Issues

1. Administration of medication during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.
2. Medication will be administered by school-nurse, trained personnel.
3. Medication must be brought to school by the parent/guardian in the **original prescription container**, labeled as follows: (a) student's name; (b) name of medication – only regulated medications will be administered at school; (c) dosage prescribed – if the dosage changes, a new prescription bottle must be provided; (d) time of day to be taken; (e) physician's name; (f) special instructions; (g) date of prescription – current within one year.
4. No more than a month's supply of medication should be brought to school at one time.

5. Medication received must be counted by 2 people (preferably the parent and a school employee) and the amount and date received is to be recorded on the individual (Student Medication Record.)
6. A written statement (authorization for medication administration) must be completed by the parent/guardian, granting the school permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business.
NOTE The parent/guardian is expected to obtain the needed dose/doses of medication for field trips, in a separate, appropriately labeled prescription container; or the entire bottle of medication may be sent with a trained person to be administered on the field trip. Under no circumstances will any medication be transferred from one container to another by anyone other than a registered pharmacist (i.e. no pills are to be placed in envelopes or baggies.)
7. Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician. Only medication approved by the Food and Drug Administration will be accepted for administration at school. All orders must be dated within the school year.
8. Students will be allowed to carry metered dose asthma inhalers, with written permission from their parent/guardian and physical (F.S. 1002.20).
9. Students will be allowed to carry medication/equipment for life threatening emergencies, with written permission from their parent/guardian and physician.
10. When medication is discontinued or at the end of the school year, medication not taken home by the parent shall be destroyed.
11. Students too ill to remain in class must request permission from their course teacher to report to the office or the school clinic. Parent or guardian shall be contacted and the determination made whether the child shall go home or return to class.
12. Students with symptoms indicating the possible presence of a **communicable disease** shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The child may be readmitted with a physician's note or in the judgment of the school administrator or designee.
13. Routine classroom checks are no longer deemed appropriate for **head lice**. Letters regarding head lice will be sent home at the discretion of the school administrator. Letters regarding other communicable diseases will be sent home at the discretion of the Health Department or the Office of School Health.
14. School Health Services Program conducts **health screening** activities at various times during a student's school experience. Screenings are mandated in State Statute, occurring on a schedule, dependent upon guidelines established by the Department of Health. Health screenings include the following activities: vision, hearing, measurement of height and weight with Body Mass Indexing calculations, dental, scoliosis, high blood pressure, or any others mandated by the State. **Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.**
- 15.

Special Note Regarding Wheelchairs/Crutches

Clinic wheelchairs are to be used for transporting students in an emergency and may not be loaned to students to use throughout the day. For safety reasons, schools must never supply a wheelchair or crutches for students. A prescription from a physician, PA, or ARNP is needed when a student is temporarily using a wheelchair or crutches at school.

Physical Education

Physical Education is part of our school curriculum and each child has the responsibility to participate in P.E. on their designated days. If your child is ill or injured and will not be able to participate in P.E., please send a written explanation. If the illness is longer than three days, parents are required to provide a doctor's excuse. To provide for proper movement and safety, your child should wear appropriate clothing and **shoes** for physical education.

PLACE Program

The before and after school PLACE Program opens at 6:30 A.M. and closes at 6:00 P.M. The program will be housed in the cafeteria. Please call the school and ask for the PLACE manager if you are interested in this program. **If you need to be at work prior to 9:10 AM, we ask that you consider using PLACE for your children, as we do not have supervision in the morning.**

Portfolios/Conferences

Representative samples of significant assessments/assignments are kept in the student portfolio. Along with other records kept by the teacher, these are used to substantiate the marks assigned on the report cards. Because portfolios contain student work that shows progress over time, students, parents, and teachers can discuss selections and compare initial work with later efforts for growth. Parents are encouraged to meet with the teacher at least twice a year to review the contents of their child's portfolio.

Phone conferences can also be arranged with the teacher during their planning period between 8:30 A.M. and 9:20 A.M. each day. Please call the school at 774-5900 to schedule a conference in person or write a note to the teacher in the student planner requesting a conference. Parents are a vital part of a student's success in school.

Progress Reports

Teachers constantly make careful observations of all students. We know children need a chance to practice without pressure or evaluation when they are learning new concepts and skills, not every assignment your child completes will be evaluated. When students feel supported during the learning process, they are more willing to stretch their limits. Teachers assess students only after the student has had many learning experiences with the concepts and skills to be assessed, and there appears to be a reasonably high probability for student success. Assessments may include observations of student behaviors, performances, products, projects, paper/pencil assessments, and interviews or conferences.

Report Cards

Report cards are to provide students with an objective assessment of their scholastic achievement, work habits, social growth and behavior. All elementary schools in Pasco County use the standard report card appropriate for their primary or intermediate level. Students will receive grades in all areas each reporting period if enrolled for more than twenty days. Report cards are issued for all students four times a year. Every student will receive a mid-term report each quarter to indicate satisfactory progress and areas in need of improvement. An E/S/N/U system is used for primary students and an A/B/C/D/U system for intermediate students. The marks used in art, music and physical education are the same for all grades: E - Excellent; S - Successful, N - Needs Assistance; U - Well Below Expectation, and NA - Not Assessed at this time. (A teacher comment will provide an explanation). Assessment criteria are expectations of performance at each level based on exercises or tasks that have been marked or scored in a systematic way by teachers. Results of assessments may be in the form of percentages, ratings, checks, or other indicators of quality.

School Bus Rules (Transportation Phone # 727-774-0544)

Once a child boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the designated bus stop at the close of the school day. It is recommended that a parent or designated person be at the bus stop before and after school to get the children on and off the bus. If there is adult supervision at the bus stop, discipline

problems will not occur. Each student using bus transportation must abide by the rules, which are established to ensure the safety of all passengers. Failure to obey those rules may result in suspension (up to 10 days) or expulsion of the privilege of riding a school bus.

The bus rules can be found in the Elementary Code of Student Conduct. Parents should keep their copy of the Code for the entire year and should periodically review its contents with their child.

Social Skills Lessons/Second Step

Many problems that children face today are due to a lack of social skills. Social skills can be taught but do not replace the discipline program used in the school. Social skills training is used as an intervention process to allow children to make good choices. This training will be done in the classroom as part of the everyday lesson plan. All school related personnel are trained so that the children will hear the language from every individual that they come in contact with during the day. Social skills training should extend to the home to reinforce what has been taught in the classroom. Opportunities for parents to participate in training will be made available during the year. Parents who have experience in using these skills at home find it very beneficial in maintaining a good relationship with their children at home. Contact the Guidance Department for more information.

Student Cumulative Records

Parents may review the records of their children. To do this, the parent should request a conference with one of the school administrators.

Student Fees

The General Fee (\$5.00) is used for things such as cooking supplies or other items that would make learning a more "hands-on" experience. This money may also include the purchase of computer paper, computer printer ink, and other such items. These fees go directly to the teachers to be used in the classrooms for their students. An envelope is provided the first week of school for this optional expense, and is also available on "Registration/Meet the Teacher Day" if you care to contribute at that time.

Textbooks

Every pupil is directly responsible for textbooks loaned to him/her and will be held responsible for the damage to or loss of these textbooks. No textbooks should be left at home. Students are assigned one copy which is needed daily. Parents are asked to periodically check for unreturned textbooks and library books.

VOLUNTEERS: PLEASE REMEMBER TO REGISTER WITH THE DISTRICT ONLINE TO VOLUNTEER OR TO GO ON ANY FIELD TRIPS. ONCE A FIELD TRIP IS SCHEDULED, IF YOU ARE NOT AN APPROVED VOLUNTEER AND YOU WANT TO GO ON THE TRIP, IT IS MORE DIFFICULT – AND SOMETIMES IMPOSSIBLE - TO GET APPROVAL AT THAT TIME, SO WE ASK YOU TO PLEASE REGISTER ONLINE AS SOON AS THE SCHOOL YEAR BEGINS.

Water Bottles

Students are allowed to bring plastic bottles of water to school for hydration. Research has shown that students who drink more water throughout the day are more successful academically.

NOTICE TO BUILDING OCCUPANTS AND PARENTS

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. This rule requires all Local Education Agencies (LEA's) to identify asbestos containing materials (ACM) in their school buildings and to take appropriate actions to control the release of asbestos fibers.

All inspections for *Schrader 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 this school and at the District School Board of Pasco County Maintenance/Facility Operations Department and is available for review upon request.

Raider 100 Club

Schrader School Rules: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE.

These three simple rules at Schrader cover everything you can think of! We encourage using this terminology at home as well.

A SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN

- Students are taught expected behaviors
- Students earn “Raider 100” tickets when using expected behaviors
- Students turn tickets in and receive prizes based on the number of tickets they want to use
- Names are drawn out of a ticket box each week and those students whose names are drawn receive the following:
 - Place their ticket on the 100 Club board
 - Receive Raider 100 Club Member prizes and a postcard in the mail

When a whole row on the 100 Club board fills with tickets...all students with tickets in that row get the “Mystery Motivator”!

What is my role as a parent?

Learn the expectations! Ask your child if he/she has received tickets at the end of the day. Talk to your child’s teacher about Raider 100 club and your child’s behavior. Congratulate your child when he/she gets a ticket or if you get a postcard in the mail! Volunteer to assist us with the program!!

What is meant by school wide positive behavior support plan?

Instead of using different behavioral management plans in each classroom, a consistent system of expectations and rewards for all students within a school is implemented in areas including classroom and non-classroom settings (such as hallways, restrooms).

Why is it so important to focus on teaching positive social behaviors?

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior are important pieces of a student’s educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

What is cooperative learning?

Cooperative learning is a teaching strategy in which small teams of students use a variety of learning activities to improve their understanding of a subject. Each member of a team is responsible, not only for learning what is taught, but also for helping his or her teammates learn—thus creating an atmosphere of achievement. As a result, students process their learning and deepen their understanding of content.

We believe the use of cooperative learning supports our school behavior plan because it creates a community of learners who develop healthy interactions that extend beyond the academics.

The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.

Second- Step®: A Violence Prevention Curriculum

This year we will be teaching more positive social behaviors by implementing Second Step®: A Violence Prevention Curriculum in all kindergarten through fifth grade classrooms. Second Step is a school wide social skills and violence prevention curriculum designed to promote social competence in areas such as empathy, managing emotions, and social problem solving. This will be implemented in every classroom.

Parent Involvement Plan 2015-2016

We believe in the importance of developing a strong family-school-community partnership because educating children is truly a group effort. Our Parent Involvement Plan establishes our outline for family, staff, and community involvement. As a Title I school, we will all have to work hard to achieve success, but together we can do it!

Each year during Open House, the principal will hold a meeting during which families are invited to hear an explanation of Schrader's participation in Title I, the requirements of a Title I school, and the rights of families to be involved in the school. Throughout the year the staff will hold parent workshops, parent conferences, and School Advisory Council meetings for families at a variety of times to encourage participation.

The staff will provide families with an explanation of the curriculum and the assessments used to measure progress. Different ways in which we share this information include personal conferences, telephone conferences, notes in the planners, in a monthly newsletter, on our website, in informational flyers, and through phone messages. Student progress will be reported frequently, both formally and informally. Mid-quarter progress reports, quarterly report cards, and parent-teacher conferences are combined with personal, telephone, and/or written communication on an as needed basis.

The staff at SES will provide a regular time for families and community members to participate in making decisions relating to the education of our students by encouraging them to ask questions and give suggestions during meetings and workshops as well as through surveys for that specific purpose.

Together we have jointly developed a school-family compact. This document outlines how we share the responsibility for improving student academic achievement and inspiring appropriate behavior to ensure a safe, nurturing environment.

Families will have reasonable access to staff and opportunities to volunteer and participate in their child's classroom. Families will be encouraged to become active volunteers through PTO, SAC, newsletters and parent/teacher connections.

The written Parent Involvement Plan will be distributed to all parents/guardians of students at SES in an understandable format. In addition, it has been placed on the school website making it available to the local community. This plan will periodically be updated to meet the changing needs of the families and community members of the school. If the plan is not satisfactory to the stakeholders, comments may be submitted to the school in writing, by email, by phone call, or through the annual parent survey. The faculty and staff at SES will respond to the comments and actively work to address any concerns.

Information relating to school and parent programs, meetings, and activities will be provided in a language that families can understand. We will provide full opportunities for migrant, Limited English and/or disabled parents/guardians to participate in all school activities.

By agreeing on goals and strategies and sharing the rights and responsibilities of the educational process, together we can create a special place *where **Students Experience Success***.

School Bus Rules

The rules presented here are an excerpt from the current Code of Student Conduct. Please review them carefully with your child!

The District School Board of Pasco County provides free transportation to and from school for students who live more than two miles away from school. Students will be assigned one bus pass. Parents/guardians are responsible for child(ren) at the bus stop. Once the bus arrives at the stop, and only at that time, does the student become the responsibility of the District School Board of Pasco County. Such responsibility shall end when the student is delivered to the regular bus stop and the bus has departed, at the close of the school day. Each student using that transportation must abide by the rules, which are established to insure the safety of all passengers. When waiting for the bus, loading or unloading, students must follow the Code of Student Conduct. Bus drivers will report students who violate the Code of Student Conduct, and break school bus rules to the school administration for appropriate disciplinary action. Administrators shall investigate and issue discipline accordingly. Behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.

RESPECT AND CIVILITY POLICY STATEMENT

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

1. District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.
3. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

District students' rights and responsibilities are further defined within the Code of Student Conduct.

Authority: 1001.41(2), F.S PCSB Policy: KFA

Code of Student Conduct

Violations of the Code of Student Conduct shall result in disciplinary action, suspension of riding privileges, recommended bus expulsion and may result in referral to law enforcement. Teachers who chaperone bus trips will have the same authority and responsibilities as they have in the classrooms. Parent conferences are not permitted while the bus is in route or stopped at a bus stop. Any conference that the parents wish to have with the bus driver must be scheduled with the school's administration. The following bus rules will be obeyed:

- The bus driver is in full authority and must be obeyed.
- Students are required to obey driver's hand signals when crossing the road.
- Students are required to wear safety restraints, when they are available on the bus.
- General school rules will apply on the bus, although quiet talking is permitted.
- Students will be at the bus stop five minutes prior to scheduled time.
- Students will stand off the roadway while waiting for the bus.
- Students will board and leave the bus at their assigned bus stops unless other arrangements are made in writing by the parent and signed by an administrator.
- Students will not distract the bus driver.
- Students will sit properly and remain seated while the bus is in motion.
- Students will not throw or project anything inside or out of the bus.
- Students will not litter, mark, deface, or damage any part of the bus.
- Students will sit in any seat assigned to them.
- Students will not eat, drink, or smoke on the bus.
- The emergency exit will be used only in cases of emergency.
- No animals (dead or alive), glass, sharp objects, ball bats, cutting instruments, batons, drumsticks, or other objects that could become dangerous projectiles during a sudden stop or accident will be allowed on the bus without prior permission of the driver.
- Large objects (larger than students can safely hold in their laps), including band instruments, which interfere with seating and safety of others, will not be permitted on the bus without prior permission of the driver.
- Students will not exit the rear emergency door of the school bus, other than in an emergency situation as determined by the bus driver.
- Students will not engage in behaviors that could negatively impact the safety of those on board the bus.

The above rules will also apply on extra-curricular and athletic trips.

The following procedural interventions are recommended when appropriate:

1. First offense: Parent contact and disciplinary action as decided by principal or designee.
2. Second offense: 3-day bus suspension.
3. Third offense: 5-day bus suspension.
4. Fourth offense: 10-day bus suspension. At the fourth referral, there will be a review of the students behavioral and intervention history, which will culminate in the development of an intervention plan for the student. The parents will be invited to participate in this review.
5. Fifth offense: Recommendation of bus expulsion.

The following may result in a recommendation for bus expulsion at any time:

- Exiting the rear emergency door.
- Any action that endangers the safety of anyone on or around the bus.
- Continuous disruptive behavior.

Severity of the offense, extenuating circumstances, and the attitude of the student and parent will be considered by school administration and may be discussed with the Director of Transportation before a final determination is made.