



**Curlew Creek Elementary  
3030 Curlew Road  
Palm Harbor, FL 34684**

**Vision:** *100% Student Success!*

**Mission:** *The mission of Curlew Creek Elementary is to prepare students for Middle School, High School, College and Career by fostering positive relationships while providing rigorous and engaging learning experiences.*

**School Website:** <http://www.pcsb.org/curlew-es>

**Pinellas County Schools Website:** <http://www.pcsb.org>

Principal - Mrs. Kathy Brickley

Pinellas County Schools  
Administration Building  
301 Fourth St. SW, P.O. Box 2942  
Largo, FL 33770-2942

# 2021-2022 CURLEW CREEK ELEMENTARY STUDENT PARENT HANDBOOK

Welcome to the Curlew Creek Elementary School family, home of the Coyotes. We are extremely pleased to have you join us. We extend our best wishes for a happy and successful school year to all our students and their families. This handbook has been prepared to provide you with a general outline of the policies and procedures we follow at Curlew Creek Elementary throughout the year. Being acquainted with this information will help avoid misunderstandings and serve to assist parents, students, and teachers alike in knowing the practices to follow for a successful school year. Please keep it handy for reference.

## ABSENCES/TARDINESS

Excused absences consist of illness of the child or death in the immediate family. EVERY absence of your child should be reported to the school by sending a note to the teacher and the school office. Please provide a written doctor's note if your child will be missing learning time due to a doctor's appointment. Please make every effort to schedule appointments before/after school. **Students must be present for the daily 90 minutes uninterrupted reading block.** Repeated absences without explanation are referred to the school's **Child Study Team** and referred for social work services. Special permission to be absent is granted by the Pinellas County School Board for certain religious holidays and emergencies. Students already enrolled at Curlew Creek will be marked absent if they are not in attendance the first day of the school year. Class work is required to be made up during or after an excused absence according to arrangements made with the teacher. It is important for your child to begin the day by arriving on time for school. Students who arrive to school after the second bell at 8:45 will be marked tardy. Parents must accompany their child to the office to sign them in before going to class.

Your child is receiving a valuable education at Curlew Creek Elementary and needs to be in school a full day from 8:45-2:55. It is imperative to have your child in class on time. Also, refrain from picking up your child early. We cannot remove students from instruction unless you have an emergency, or you have prearranged with the teacher.

Excessive tardiness and/or absences may result in a referral to the State Attorney's Truancy Intervention Program. See the PCS Student Code of Conduct for more information regarding Student Attendance.

## ACCIDENT INSURANCE

An information sheet will be sent home in the first day packet regarding optional student insurance. It is important to realize the school does **NOT** cover medical bills.

## AFTER SCHOOL PROGRAMS

The North Pinellas YMCA provides a before and after school childcare program at Curlew Creek. Please contact the YMCA at **727-467-9622** for details.

## ARRIVALS AND DISMISSALS

School begins at **8:45am** and ends at **2:55pm**. Students are not to arrive before 8:15am nor should they remain after **3:15pm**. This is necessary for their safety, as there is no adult supervision beyond the designated times. **When children arrive at school at 8:15 or after they should enter the building through the front lobby doors and proceed to the classroom, or they may go to the cafeteria for breakfast.**

Families should discuss how the child will go home from school (walk, bike, car, bus) prior to the child coming to school in the morning. If there is a change in how your child is to go home, you MUST notify the child's teacher and the school office in writing. Without written notice, your child will go home by his/her documented mode of transportation. Parents should also consider how their child should go home when there is inclement weather, especially if the child usually walks or rides a bike.

## BICYCLES

Bicycle riders will observe all traffic regulations including wearing bicycle helmets according to state law. Bicycles must be walked on school property. All bicycles are to be locked in the bike rack during the school day. The school is not responsible for the loss and/or damage to bicycles.

## BULLYING

For information on policy and how to report bullying visit <http://bullying.pcsb.org>

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## CALENDAR

The Pinellas County Schools 2021-2022 calendars are located at <https://www.pcsb.org/page/34662>

## CAFETERIA

Our cafeteria serves breakfast daily from 8:15am to 8:40am, and lunch from 10:35am to 12:35pm. All students are eligible for a **free breakfast and free lunch**. Lunch monies for extra snacks and drinks can be prepaid by cash/checks should be made out to Curlew Creek Elementary Food Service. **My School Bucks** is an online payment portal especially designed to allow parents to make quick and easy online payments to their children's school meal accounts, [www.myschoolbucks.com](http://www.myschoolbucks.com). Any money left in a student's account will carry on to the next school year. If you have any questions regarding the cafeteria and food service, contact the Curlew Creek Cafeteria Manager at 669-1227.

## CLINIC AND HEALTH SERVICES

IMPORTANT: Due to privacy and confidentiality issues along with The Health Insurance Portability and Accountability ACT (HIPAA), Parents are not permitted in the clinic during school hours. The office staff will be happy to page the nurse to assist you in the office. Please help our nurse provide a safe and secure environment for our students.

Children who become ill at school are sent to the school clinic until the parent can pick them up. Emergency phone contact numbers must be on file in the clinic and the school office in case of an emergency. When parents pick up a student from the school, they must sign the child out in the office. If the parents need to change or add information to the clinic card or student information card, they must come to the office to do so or send in a note.

The school attempts to prevent accidents. However, should a minor accident occur, first aid will be given. In case of a serious accident, the parent or guardian will be notified by telephone. The school staff never attempts any treatment beyond the necessary immediate aid.

Parents, please remember the following School Board policy concerning sending students to school with either prescription or non-prescription medications:

**Prescription Medications:** Blue cards must be completed with the name of the medication, dosage, special instructions, and a signature of a parent or a guardian. Medication must be presented to the school nurse in the labeled ORIGINAL container.

**Non-Prescription Medications:** A physician must order the medication to be given at school. An orange card must be completed with the name of the medication, dosage, special instructions, and name/signature of a physician and a parent signature. Medication must be presented to the school nurse in a labeled ORIGINAL container.

BLUE AND/OR ORANGE CARDS ARE AVAILABLE FROM THE SCHOOL OFFICE.

The school nurse or designated trained school personnel will assist the student in administration of medication.

Medications are to be brought to school by the parent. *Children are not to bring medications to school.* Medications will need to be picked up at the end of the school year. School Board policy prohibits them being stored at school during summer vacation.

## COMMITMENT TO CHARACTER

Curlew Creek is a Commitment to Character school. This means we practice and teach the character traits of Respect, Responsibility, Cooperation, Citizenship, Kindness, Self-Motivation, Tolerance, Honesty, Self-control, Caring and Courage. School wide activities are planned throughout the year that encourages the use of these traits. Assemblies are held at the end of each month during which two students from each class are recognized for displaying the character trait for the month. In addition, classes with positive school attendance will be recognized.

## CONFERENCES FOR PARENTS

We believe parent/teacher conferences are most important for the welfare of the child and for the promotion of good understanding between the home and the school. An appointment provides time for preparation and privacy desirable for a satisfactory conference. Conferences between teachers and parents are arranged at the request of either party. They are held outside of class time, preferably during the time following dismissal in the afternoon or during the period before school. Conferences may be requested by sending a note, phone call, or email to the teacher, by appointment through the teacher or as requested on the report card. School events are not intended as private conference times for discussion of your individual child. At our first Open House, each teacher will hold a group conference. This is for the purpose of interpreting the curriculum, the general school program, classroom policies and report cards.

# 2021-2022 CURLEW CREEK ELEMENTARY STUDENT PARENT HANDBOOK

## DRESS CODE

Curlew Creek Elementary follows Pinellas County Schools dress code which is located in the Code of Student Conduct.

## FAMILY RIGHTS AND PRIVACY ACT

The intent of this law is to protect the accuracy and privacy of student educational records. These records include files, documents and other materials containing information directly related to your child. Without your prior consent, only you and the authorized individuals having legitimate educational interest will have access to your child's educational records. You have the right to review all records. Appointments to review records must be made at least one day in advance.

## FIELD TRIPS

Written permission of parents on the school field trip permission form is required for all children to go on educational trips. No exceptions will be allowed. All chaperones **must** have a completed volunteer registration form on file at the school prior to the date of the field trip. Please allow **at least three weeks** before a field trip for the processing and clearance of the forms from the district offices.

## HEAD LICE

Occasionally a child may be found to have head lice. Head lice do not carry disease, nor does their presence mean your child is dirty. However, to prevent further spread in the school, this condition must be treated at once. If your child is sent home with head lice, the school will notify you of the proper procedure to follow. For prevention purposes, please check your child weekly. **Students must be nit free before returning to class.**

## HOMEWORK

Policies for homework, the type, and amount is determined by grade level teams. Homework is generally assigned Monday through Thursday. Homework is an extension of the classroom work and should be in proportion to the child's ability, needs, and grade level. Homework can also be occasional long-term projects. Parents can help establish good work habits by providing a quiet, well-lit place for their child to work at home. Pinellas County Schools offers a free Homework Help Line at 727-547-7223. More information can be found at [pcsb.org/homeworkhelp](http://pcsb.org/homeworkhelp)

## LOST AND FOUND

Parents should **write their child's name** on clothing (sweaters, jackets, etc.), lunchboxes and other articles to help identify them when lost. The lost and found is located in the hallway leading to the cafeteria.

## PARENT TEACHER ASSOCIATION (PTA)

Curlew Creek Elementary has an active PTA that advocates for children by keeping families informed about issues relating to children, school activities and educational programs. The PTA also raises needed funds for school activities, materials, and other special projects. Volunteering is at the heart of all PTA activities. Giving freely of your time and energy for the welfare of the children is the core of every PTA. Every teacher is a member of PTA, and we urge every parent to become a PTA member. Volunteering is not a requirement for membership. Visit our award winning PTA website at [www.curlewcreekpta.org](http://www.curlewcreekpta.org) for more information and to keep updated on school happenings throughout the year.

## PARENT INPUT

Pinellas County Schools welcomes the input of parents regarding the job performance of district employees. The forms are available in the office. We also welcome your input regarding anything at school. Feel free to email school staff or leave a written note in the school office. In addition, our monthly SAC meetings are a venue not only for staying informed of school processes and the educational program, but also for voicing your suggestions.

# **2021-2022 CURLEW CREEK ELEMENTARY STUDENT PARENT HANDBOOK**

## **PARTIES**

Two parties are planned for classrooms during the school year, Winter Holiday and End of the Year. Teachers and room representatives work together to plan classroom parties. ALL FOOD MUST BE PURCHASED ALREADY PREPARED AND CANNOT BE HOMEMADE. Parties should offer educational and social experience for the children and should be planned with this in mind. Student invitations to private parties are not to be given out during the school days.

## **PHYSICAL EDUCATION**

All children are required to participate in physical education. Medical excuses for not participating in PE for three or more days must be provided in writing by the child's doctor and given to the PE staff for their files. A closed-toe and closed heel, flat, rubber-soled shoe must be worn during these activities. Socks are recommended.

## **PROGRESS REPORTS (REPORT CARDS)**

Elementary report cards will be distributed four times during the school year. Parents may also monitor their child's grades through the PCS Parent Portal. Parents must bring their Driver's License to the school office to assign their child to their PCS Parent Portal account in order to access the child's information.

The progress report shows the growth of your child and his attainment in the of the skills taught at his instructional level. You are asked to examine the report carefully and discuss it with your child. Please sign and return the envelope to school. If you have any questions concerning this report, you are urged to confer with the teacher as soon as possible. Mid-term progress reports will be distributed to students who are not meeting grade level expectations.

## **PROMOTION-RETENTION POLICY**

Parents are notified by mid-February if their child is being considered for retention. To determine promotion/retention, the following will be considered: test scores, reading and math levels, daily class performance, attendance, previous retentions and special programs. Third and fifth grade retention is determined by Florida State Law.

## **SAFETY PATROL**

Responsible children from the fifth grade are chosen to help maintain order and the safety of our children. The teachers choose these boys and girls on the basis of scholarship, courtesy, cooperation, and dependability. It is an honor to be chosen.

## **SCHOOL ADVISORY COUNCIL (SAC)/SCHOOL IMPROVEMENT PLAN (SIP)**

SAC membership must align with the school demographics. Our monthly meetings are held in the school's Media Center, dates and times TBD. The primary function of SAC is to provide parents, teachers and all other members of the community an opportunity to actively participate in the development of education priorities, assessment of school needs, and development and implementation of the School Improvement Plan (SIP). All members of our school community are invited to attend meetings.

## **SCHOOL BOARD POLICIES**

The Pinellas County School Board policies and School Board Agendas are available online at [pcsb.org](http://pcsb.org)

## **SCHOOL SUPPLIES**

Grade level supply lists and wish lists are posted on our school website. In addition, teachers will notify you of supplies needed as well as optional items requested for the classroom.

## **SCHOOL TELEPHONE/STUDENT CELL PHONE**

Students are not permitted to use the school telephones except in emergencies and with permission from school personnel. Urgent messages from home will be relayed by office personnel to the student in the classroom. Student cell phones are to be kept turned off and out of sight during the school day. Students who do not abide by this rule may have their cell phones taken and a parent may have to pick up the phone from the school office.

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## SCHOOL-WIDE DISCIPLINE PLAN

A safe learning environment is crucial for achieving our school goal of **highest student achievement** for all students. In order to have a safe learning environment all students are expected to follow school expectations and procedures. Children are expected to conform to good standards of behavior in the halls, on the walkways, in the cafeteria, on the playground, and on the way to and from school. See our Guidelines for Success below. School expectations and individual classroom expectations will be fully explained to all students by their teacher. Parents should become familiar with the **Pinellas County Schools Code of Student Conduct** (sent home on the first day of school) and use it as a reference. Please read the Code of Student Conduct booklet with your child, then **sign and return** the designated page to school. Should your child bring home a discipline referral, please be certain to discuss the behavior with him/her and sign and return the form to school the following day. **Parental support is vital to our school goal of highest student achievement in a safe and learning environment for all of our students.**

### CURLEW CREEK GUIDELINES FOR SUCCESS (GFS) TO KEEP "OUR PACK ON TRACK"

Guidelines for Success are skills, traits and attitudes that students need to be successful in school and life.

- **Be Responsible**
- **Show Respect**
- **Put Safety First**

## SMOKING

According to School Board policy, smoking is prohibited anywhere on the school campus.

## TEXTBOOKS

Textbooks are furnished at no charge to all students by the state of Florida. Students are expected to care for these books and use them without damaging them in any way. Fines are assessed for loss or damage. While providing instruction for our students, our teachers use a wide range of materials and textbooks are one of these materials. Each student is assigned a textbook in each content area.

## TOY WEAPONS AND OTHER TOYS

It is Pinellas County School Board policy that no toy guns, knives, or weapons of any sort are allowed in school. This includes weapons which may be part of a costume for a dress up or theme day. We appreciate your cooperation. Infractions of this policy are taken very seriously and may result in suspension from school. Toys and other personal items, including electronic devices, should not be brought to school unless specifically requested by the teacher for a classroom activity. These are a distraction to learning and can be lost or stolen. The school assumes no responsibility for lost or stolen items.

## TRANSFERRING

It may become necessary for some families to leave our school during the school year. Please, if possible, notify your child's teacher in advance so that we can help make your transfer speedy and efficient. Library books and textbooks must be returned, and all outstanding debts paid before leaving.

## TRANSPORTATION – AUTOMOBILE

Car riders will be dropped off and picked up in the south circle (first driveway into the school). Students must behave in a safe and responsible manner. No students may be "dropped off" before 8:15. Parents are welcome to wait with their student until there is **staff supervision at 8:15**. Drivers will pull all up to the first available drop off position before releasing or picking up children.

For the safety of all our children, please observe the following rules:

- Students may enter/exit cars **ONLY** from the passenger side.
- When parents park in the parking spaces, they must accompany the child across the parking lot. No student shall walk across the parking lot unattended.
- Patrols will ask cars to keep moving up as far as possible in the curb lane so that others may move up to the curb. Cars should stay in line.
- Cars may not park or be left unattended in the pick-up area.
- **ALL** parents must post a sign with the last name of the family on it, which can be placed in the front window of the car. This will allow the teachers and patrols who are loading children into the cars find the child's car quicker and our dismissal will move more efficiently. This will help everyone!



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## TRANSPORTATION – BUS

Transportation is available to elementary students living two or more miles from school. Students are to behave in an orderly manner and may be excluded from the bus if they do not follow the prescribed regulations. (See Code of Student Conduct). Except for class field trips, only students registered for a specific bus may ride it. **STUDENTS MAY NOT RIDE A DIFFERENT BUS THAN THE ONE ASSIGNED.** Large bulky objects should be brought to school by private vehicle. All referrals for bus discipline must be signed by the bus driver, student and school administrator. This notice will be sent home with the student. It must be signed by the parent and returned the next school day in order for the student to ride the bus. **Parents are responsible for the supervision of their students at the bus stop.** For transportation questions please call Pinellas County Schools Transportation Department at 727-587-2020.

**NOTIFY THE SCHOOL OFFICE IF THERE IS A CHANGE IN YOUR CHILD'S TYPICAL TRANSPORTATION.**

## VISITORS

All visitors must report to the front office. You must be a registered volunteer with Level 2 clearance to enter the school. Visitors are allowed only for special functions, conferences, and prearranged activities with the teacher.

This policy is for the protection of the students and to avoid disruption of instruction. Parents are permitted to walk their child to class during the first 3 days of school only. After that, please say goodbye to your child at the front door.

For the safety of our students, no person will be permitted visitation with a student unless the parent/guardian has listed their name on the office and/or clinic card. Only a parent or guardian may add names to the clinic card.

## VOLUNTEER PROGRAM/SCHOOL PARTNERS

Curlew Creek Elementary has a very active volunteer program which greatly benefits our students. We greatly value our volunteers and welcome anyone who is interested in becoming a level 2 volunteer or becoming a tutor, mentor, classroom assistant, Media Center helper, cafeteria helper, field trip chaperone, etc. **All volunteers, including field trip chaperones, must complete a Volunteer Registration form and provide a copy of their driver's license/government-issued photo ID.** Registration forms take 2-3 weeks to process. Volunteer forms will be included in the first day packet, are available in the front office, and can be found on our website. We also invite you to become a school partner by sponsoring a classroom with a monetary donation to purchase classroom materials or supplies. If you are interested in either program, please contact our **Family and Community Liaison** at 727-724-1423. Volunteers may not bring other children who are not enrolled at Curlew Creek to school when volunteering to help in the classroom and when tutoring another child. The ONLY time another child may accompany the parent to school is to observe an activity (field day, class play, etc.) or when participating in a PTA activity (the PTA insurance then bears the liability for children).

## WELLNESS POLICY

Federal law requires school districts participating in the National School Lunch Program and or School Breakfast Program to develop a local wellness policy that addresses student wellness and the growing problem of childhood obesity. The four basic components of the wellness policy are nutrition education, physical activity, nutrition standards for foods on campuses, and other school-based activities.

Parents who would like to send class snacks must comply with the district's nutrition standards and may not send any low nutritional candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts). Our wellness exemption days for these snacks include the Winter Holiday and End of Year parties.

**Homemade foods are not permitted on campus. In addition, no gum is permitted at any time.**

*Examples of approved class snacks: Cereal bars, multigrain bars, rice cereal treats, pretzels, graham crackers, animal crackers, goldfish, whole grain crackers, low fat cheeses and fresh fruits and veggies.*

More information on the wellness policy and nutritional guidelines is available on the Pinellas County Schools' website School Wellness page at [pcsb.org/Domain/5066](https://pcsb.org/Domain/5066).

# **2021-2022 CURLEW CREEK ELEMENTARY STUDENT PARENT HANDBOOK**

## **Curlew Creek Elementary PINELLAS COUNTY SCHOOLS STUDENT DRESS CODE**

Requirements for student dress in all schools are listed below:

- A. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- B. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- C. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts.
- D. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
- E. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.

Further Clarification/Other Requirements:

- A. Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- B. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- C. Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- D. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- E. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- F. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
- G. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.
- H. Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- I. If the school has a mandatory school uniform policy, the student must adhere to those requirements.