

1. WELCOME

Welcome to an exciting new school year at Sutherland Elementary School. We value your partnership, and the staff seeks your support and cooperation in making this a successful and productive year in your child's life.

We have designed this handbook to answer some of your questions regarding our general school policies and procedures. Changes may be necessary at times to ensure highest student achievement in a safe learning environment. We will notify you of changes via memos, ConnectEd, on the website, or in the school's newsletter. If you have questions not covered in this handout, or in the Pinellas County Code of Student Conduct, feel free to call the school for the needed information. We look forward to continued success in 2014-2015.

2. ATTENDANCE, TARDINESS, TRUANCY, TIP

Student attendance is essential to academic success. Since teachers strive to maximize the learning potential for every moment of the school day from, tardy bell to dismissal bell, students who arrive late or leave early miss important instruction. Late arrivals and early dismissals also interrupt teaching and learning in the classroom. We sincerely appreciate your efforts to schedule appointments so that your child will not miss instruction.

Students are tardy if they arrive in class after the 8:35 bell. Refer to the Student Code of Conduct for specific information regarding excused/unexcused absences

or tardies. If a student accumulates three (3) unexcused tardies in a grading period, it will be counted as an absence. If the student misses more than half the school day, they will be considered absent.

The State's Attorney's Office operates a **TIP** (Truancy Intervention Program) program in all elementary schools. **Parents must make contact with the school when their child is absent for ANY reason. You must provide a written note to the office/teacher indicating the reason for the absence.** Failure to contact the school will result in the student being considered to have an unexcused absence. Acceptable reasons for being absent are in the Code of Student Conduct and include:

- Illness of the student
- Major illness in the immediate family
- Death in the immediate family
- Duration of a religious holiday for the student
- Religious institutes
- Subpoena or forced absence by a law enforcement agency, including detention in a juvenile center
- Scheduled medical and dental appointments
- Students with communicable diseases are excused until they no longer present a hazard to others.

NOTE: The principal must approve absences for trips or other parental requests in advance. Under very extreme circumstances will a trip or parental request be approved. Family vacations are not considered excused absences.

When a student accumulates five (5)

absences during a grading period, school personnel, which includes the Social Worker, will make contact with the family and discuss parent and child responsibilities relative to school attendance. If unexcused absences continue, the child and parents can be referred to the State's Attorney's office for possible prosecution.

3. Concerns:

Should you have concerns regarding classroom procedures your first step is to meet with the classroom teacher to discuss your concerns.

4. ARRIVAL & DISMISSAL

Consistent and predictable structures and routines help elementary students feel safe and secure. Establishing a regular arrival and dismissal routine for your child helps your child know what to do, and it helps us help your child.

Please let your child's teacher know how your child will normally be arriving and leaving from school each day. If your child will be leaving school a different way than normal for any reason, please SEND A NOTE via e-mail or with your child to let the teacher know. **If there is an emergency, please contact the school office by 2:00 p.m., and we will notify the teacher. If there is no written communication from a parent, we will send the child home following the regular routine.** Please note that the office staff will release students only to individuals listed on the office/clinic card.

ARRIVAL

- CAR RIDERS (those dropped off in the car circle) should plan to arrive between 8:15 and 8:35 a.m.
- CAR RIDERS are dropped off at the car circle. **Only students and staff members should be out of vehicles in this area.**
- BUS RIDERS arrive in the front of the school. Adults and students are not to walk between buses.
- **Students should not arrive prior to 8:10 a.m.**

DISMISSAL

- Students are dismissed in the following order: bus riders/after care vans, car riders, bikers/walkers
- Dismissal begins at 2:35 p.m.
- CAR RIDERS MUST BE PICKED UP IN THE CAR CIRCLE (with the exception of Pre-K who are picked up in the front of the school)
- BUS RIDERS ARE PICKED UP IN FRONT OF THE SCHOOL.
- Parents who wish to meet their children in front of the school will meet their children between the sidewalk and the school, south of the sidewalk that leads to the Kindergarten entrance.
- Children who meet parents in front of the school are considered WALKERS.
- WALKERS AND BIKE RIDERS are dismissed last.

5. BICYCLES, SKATEBOARDS, and ROLLER BLADES

Riding bicycles to school is a privilege and all rules must be followed or the privilege could be lost. Students must use the following procedures:

- Wear approved bicycle helmets
- Bicycles must be walked after arrival on school grounds and taken to the bike rack.
- All bicycles are to be locked in the compound; the school will not assume responsibility for unlocked bicycles or bicycles left after school hours.
- We recommend parents register their child's bicycle with local law enforcement and keep records of serial numbers.
- Students are to walk bicycles from the bike rack to the end of school property when leaving.
- Skateboards and roller blades cannot be stored in the facility. They pose a tripping hazard.

6. BIRTHDAYS, PARTIES, and INVITATIONS

We will acknowledge your child's birthday by providing them with a birthday postcard and a pencil, and by announcing their name on the morning show. This way we can celebrate your child's birthday and still respect the learning environment. Please save all birthday treats for your home celebration as we will no longer allow birthday cupcakes, cookies, etc... to be brought in during the school day.

Birthday invitations are not to be distributed at school; there will be no exceptions to this rule.

Families will have an opportunity to participate in a school-wide directory so that invitations can be sent by U.S. mail.

7. CELL PHONES

Please refer to the Student Code of Conduct for specific guidelines regarding the possession of a cellular telephone or other electronic device while on school grounds.

If a student's cell phone rings on school grounds, the first time the teacher will hold it until the end of the day, then send it home with the student. The second time, it will be held by the teacher or administrator until it can be picked up by a parent or guardian. If there is a third time, the student will lose this privilege.

Cell phones should be powered off and concealed from view during the school day.

8. CHANGE OF ADDRESS or PHONE NUMBER

The school office must have the current address and phone number for each student. Changes in address can be made on the Pinellas County School Board website. A change of address must have verification of residence such as a utility bill, rent receipt or cable bill to be submitted to the school office. Current information is vital in the event of illness or emergency. Please advise

the office promptly following a change of home, work, or emergency phone numbers. Please come to the office with proof of residency for assistance in changing your address in the computerized records.

9. CHILD CARE

R'Club offers before and after-school childcare on site. Call 787-2532 for details. Parents, please call the day care provider if your child is not taking the day care van or going to R'Club after school.

10. CLASSROOM SANCTITY

We receive numerous calls every day regarding how students are getting home, etc. Please remember to make these arrangements with your child before school. We make every effort not to disturb the sanctity of the classroom. We follow the district policy of classroom sanctity: "Except for an emergency, teachers will not be disturbed in class, whether by visitors or by communications, unless advanced notification is given to the teacher." Classroom interruptions interfere with teaching and learning. Everyone's cooperation is needed regarding this matter. NOTE: We will release students only to individuals listed on the office clinic card.

11. CLINIC

The clinic is for students who are ill and waiting for parents to take them home. Only adults listed on the clinic card by the parent may sign students out. We cannot accept over-the-phone

permission for students to go home. A nurse is assigned to the clinic one day each week.

12. CONDUCT

Teachers, parents, and community members desire a high standard of behavior for our young people. All students are expected to follow certain rules and behave appropriately when they are at Sutherland. These rules and procedures will be fully explained to each class by the teacher and all students should be aware of how they are expected to conduct themselves. A pamphlet entitled **Code of Student Conduct** will also be sent home with each child the first week of school. Both parent and student are expected to sign the acknowledgment page and return it to the teacher. We believe all children can behave appropriately, and we will not tolerate disruptions of the teaching/learning environment.

13. DRESS CODE

Student dress and grooming shall be neat, clean, and appropriate for the classroom. The following standards shall apply to all students in the public schools of Pinellas County:

- 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.
- Shorts, skirts, divided dresses, dresses, and culottes are permitted. They must be hemmed and mid-thigh length (to

end of fingertips when hands are by their side) or longer.

- Clothing must be the appropriate size, with the waist of the garment worn at the student's waist.
- Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to: wheelies, roller-skates, skate shoes, flip-flops, and bedroom slippers.
- Roller-skates are not permitted
- Hats and bandanas are prohibited in the facility during regular school hours. Hats may be worn during P.E.
- Hairstyles that interfere with the learning atmosphere are prohibited.
- Sunglasses shall not be worn in the facility.
- 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.

NOTE: A detailed dress code is contained in the ***Student Code of Conduct***.

14. FIELD TRIPS

Classes occasionally go on field trips that are aligned to our curriculum expectations. Parents will be given specific information regarding the trip

and must sign a county approved field trip permission form in order for the child to participate. Telephone permission will not be accepted. If there is a charge for the trip, the money must be paid on one of the scheduled collection days. Parents who chaperone field trips must have a completed volunteer registration form on file and must be approved by the county at least three weeks before the trip. Chaperones must travel to and from the field trip destination with the class using the same mode of transportation. For safety and liability reasons, pre-school siblings may not go on trips. Other siblings are also not allowed to attend a field trip. Students will be transported to the field trip location by bus.

Students will be held back from field trips when their behavior is a safety concern.

15. GUM CHEWING and PLAY THINGS

Gum chewing is not permitted on campus. This measure is intended to help preserve the beauty of our facility. Students are not to bring candy, toys, video games, and play things to school. Such items will be taken from students and held for parent pick-up.

16. HEAD LICE

Since head lice are contagious, we wish to stop the spread of infestation in our school. When students are found to have head lice, parents will be notified and the involved students will be sent home. Students may return to school when they have been treated and are declared nit free by office personnel.

NOTE: Please check your child weekly for evidence of nits or lice. Call the office if you need assistance.

17. HEALTH, SAFETY, AND PHYSICAL EDUCATION

Please avoid sending a sick child to school. If your child has a physical problem, allergies, or any other health problems, please notify the school. Emergency phone numbers for each child must be kept current and on file in the school office.

Upon injury at school, the parents will be notified, if the injury is deemed serious. School staff will attend to minor injuries.

Physical Education is three times per week for 50 minutes. Various activities are used to nurture fitness and wellness. Every child is expected to participate unless excused by a medical doctor's statement, or by written parental request. The parental request is good for three (3) days only. Beyond three (3) days, a doctor's note is required. **Students are expected to wear rubber soled, closed shoes to P.E.**

18. HOMEWORK

Homework is an extension of learning opportunities and an integral part of the teaching and learning process. Homework helps children develop good study habits, appropriate attitudes toward school, and reinforces learning at home and school. Parents should provide a quiet, well-lit place for children to work at home.

Teachers will notify parents of their homework policy at "Open House." If a parent desires to pick up homework for an absent student, the parent must make the request at least 24 hours prior to the time when the homework will be picked up.

The Homework Help Line begins operation in early September. Students are encouraged to call for assistance with their homework between 4:00-8:00 p.m. The telephone number is 442-3226.

19. HONOR ROLL and PRINCIPAL'S LIST

Procedures have been established by the School Board of Pinellas County to recognize those students who have achieved academic success. Students are recognized as an Honor Roll or Principal's List student if they meet the following criteria:

Honor Roll: Grade 3-5 students must have a progress report that reflects only "A" and "B" in academics and "E, V or S" in conduct and work habits, P.E., music, and art.

Principal's List: Grade 3-5 students must have a progress report that reflects a grade of "A" in academics and "E, V, or S" in conduct and work habits, P.E., music, and art.

The classroom teacher will distribute these certificates to students who met the criteria when report cards are distributed four times per year.

20. INSTRUCTIONAL MATERIALS USAGE

Students are expected to treat all textbooks and instructional materials with care and respect. Students are responsible for protecting them from damage or loss. If a textbook is lost or damaged, students should notify the teacher immediately. Students are expected to pay for lost or damaged textbooks. Failure to pay assessed charges may result in no further issuance of instructional material to the student, suspension from participation in extracurricular activities, or satisfaction of the debt by the student through community service activities at the school at the discretion of the principal.

Homework may or may not require a textbook. Students are often assigned homework requiring reading from individually assigned books, writing in response to teacher prompts, projects, research assignments, activities involving parents or other family members, worksheets, and other activities.

Some subject areas stress hands-on or interactive homework. For example, elementary science and social studies presently use the textbook as a classroom resource. Locally developed social studies units, computer software, and science experiment kits are also major instructional materials to support both of these subjects. Teacher-made materials are additional resources for students' homework assignments.

21. LIBRARY INFORMATION CENTER

The library is the geographical and educational hub of our school. It offers a broad spectrum of services to staff, students, parents, and the community. The library is open to students for exchanging books during most of the school day. Kindergarten, first and second grade classes have a scheduled story time with the Library Information Specialist. All classes receive instruction in the use of the library. Our goal is to nurture a life-long love of literature with our young students.

Students in third through fifth grades receive skills instruction to address the Next Generation Sunshine State Standards and grade level expectations as deemed necessary by the classroom teacher and Library Information Specialist using both conventional and electronic sources. In addition, teachers have a scheduled time to bring students to the computer lab.

Students also use the Library Information Center for reference work, book browsing, Internet usage, and other teacher-directed activities. The Library Information Center catalog is available on-line at www.sutherland-es.pinellas.k12.fl.us. Click on "Library Information Center".

22. LOST AND FOUND

Valuable items found at school should be turned in to the school office. Any lost item should be reported to the office immediately. Nametags placed in jackets and outer garments aid in the return of lost articles. Found items are

deposited in boxes on the school stage. Unclaimed items will be donated at the winter and spring breaks and on the last day of school.

23. LUNCH PROGRAM

Our cafeteria serves hot lunches daily. The school lunch includes a balanced meal and a carton of milk. Children who prefer to carry their lunch from home may buy a carton of milk from the cafeteria.

Full lunch is \$2.00 per day; reduced lunch is \$.40 per day; and milk is \$.40. It is the responsibility of the students to safeguard their money. Free and reduced price lunches are available for families who have a financial need. Applications are available at the school office. Breakfast is served at 8:10 a.m. and is free for all students.

Prepaid meals in any amount can be purchased and credited to the student's account. Checks should be made payable to "Sutherland Elementary School". Checks will not be accepted from parties who have had one returned for insufficient funds. Since there is a \$5.00 fee for returned checks, the food service department cannot absorb these costs.

Parents are welcome to eat lunch with their children. Parents are to sign in at the office when you dine with your child only - no friends. We encourage parents to enjoy this social experience with their child. Adult lunches can be purchased for \$2.75.

Our cafeteria is supervised by two hostesses. We expect the students to be courteous, honest, responsible, and respectful during the lunch period. These are all of the character traits we reinforce throughout the school year. The primary function of the hostesses is to seat and dismiss students and monitor behavior. The students are expected to clean up after themselves and conduct themselves appropriately.

24. LUNCH LOAN

Students who forget lunch money will be given a loan of one meal that must be repaid the next school day. We hope the children will not make a habit of borrowing lunch money since the modest account must serve all students for the entire year.

25. MEDICATION

School Board policy permits students to have prescription medication dispensed by office personnel only from the original container when there is an authorized blue card on file. Non-prescription medicine may only be dispensed when there is the authorized orange card on file that has been signed by both a physician and the parent. All medicine will be securely stored in the office. Because administering medication at school takes the student out of the classroom, it is to the child's advantage to schedule medication before/after school if possible.

26. MONEY and TOYS AT SCHOOL

We discourage students from bringing money, toys, or valuables to school. Neither the teacher nor the school can be held responsible when these items are lost or damaged. These items are a distraction in the classroom and interfere with learning. Exceptions must be cleared through the classroom teacher/administrator.

27. NEWSLETTER and WEBSITE

The school newsletter is sent home on the last Friday of each month via e-mail. This method is how we communicate school news and important dates to you. Updates will be sent home via "information sheets" or the school and PTA websites.

School: www.sutherland-es.pinellas.k12.fl.us

PTA: www.sutherlandpta.com

28. PARENT TEACHER ASSOCIATION (PTA)

Sutherland Elementary School has an active PTA whose responsibility is to keep the members informed about issues relating to children, school events, and educational programs. PTA also raises needed funds to support our school improvement goals. Volunteerism is the heartbeat of all PTA activity. Your membership and support are encouraged. The website address is www.sutherlandpta.com.

29. PARENT-TEACHER CONFERENCES AND CLASSROOM VISITATIONS

Conferences with your child's teacher may be held before or after school hours by appointment. The teacher's day ends at 3:10 p.m. If you find that an appointment cannot be kept, please notify the teacher. Parents are always welcome to visit their child's learning environment provided an administrator approves the visit at least one day in advance. Each visit should be limited to one hour so that we can preserve the sanctity of the classroom. We believe parent-teacher conferences facilitate a clear understanding between home and school. All visitors will receive a visitor ID at the office when you come to a conference or visit the school. To assist in maintaining a safe campus, please place the visitor ID where it can be seen easily.

30. PARTIES

There will be three class parties during the school year: Halloween, Winter Holidays, and Valentine's Day. The classroom teacher, with the assistance of parents and volunteers, will plan the parties. All food must be "store bought." Colored juices (red, grape, etc.) may not be consumed in carpeted classrooms. Water, instead of juice is highly recommended.

31. PLACEMENT OF STUDENTS

Many factors are considered when class placements are made. The Principal makes the class placements for the following school year. Each April, parents have an opportunity to notify the

principal **in writing** if they would like to give input on their child's learning style. All of our teachers at Sutherland Elementary are highly qualified and do an outstanding job. Teacher requests will not be accepted.

"Class Size Amendment" affects the number of students assigned to each classroom. Classes are also capped due to the Student Assignment Plan. Assignment changes may occur because of the ten-day count due to enrollment increases or decreases.

NOTE: Any requests for a change of teacher during the school year must be addressed **in writing** to the Principal. An established protocol will be followed. School Choice and Class Size Amendment caps determine teacher: pupil ratios.

32. PROGRESS REPORTS

Students in first through fifth grades will receive progress reports four times each year. The report indicates students' academic growth at their respective instructional levels. Prior to each progress report, teachers may contact parents if their child is struggling. Parents are reminded to examine progress reports closely and discuss them with their children. Encourage areas of improvement and make constructive comments for areas needing attention. Please keep the Progress Report; sign and return the envelope.

33. SCHOOL ADVISORY COUNCIL

The function of the School Advisory Council (SAC) is to give parents, staff, and community members the chance to gain knowledge concerning the purpose and goals of the school, make suggestions concerning program improvements, and assist in the preparation, implementation, and evaluation of the School Improvement Plan. The SAC is advisory in nature and will meet monthly. Meetings will be announced in the newsletter. SAC membership represents instructional and support staff, parents, and the community. Anyone wishing to participate should send a note to the Principal.

34. SAFETY PATROL

A cadre of Safety Patrols is selected each semester to aid in maintaining a safe campus. The patrols are fifth graders who are chosen for leadership, outstanding school record, and maturity. Patrols are posted at various locations on campus to reinforce safety measures. Please encourage and support our safety patrols when they are on duty.

35. SCHOOL ACCIDENT INSURANCE

At the beginning of the school year, students receive materials relative to school accident insurance. The school serves only as an agent and all claims are made to the respective insurance company. Report accidents promptly to the principal in order to have claim forms signed. Insurance covers the student at school and while en route to and from school. Twenty-four (24) hour

coverage is available for an additional cost.

36. SCHOOL BUS

The bus driver is in charge of students on the bus. Children are expected to obey the driver. The privilege of riding the school bus is contingent on appropriate behavior and following rules. Misbehavior could result in the temporary loss of bus-rider privilege. **Students are registered on a specific bus and may not ride any other bus. Students must use the stop that is assigned to them by transportation.**

37. SCHOOL DAY

Office Hours	7:30 am – 3:30 p.m.
School Day	8:35 – 2:35 p.m.

Doors Open for students at 8:15 a.m.

Tardy Bell	8:35 a.m.
Bus Dismissal	2:35 p.m.
Dismissal	2:35 p.m.

38. SCHOOL IMPROVEMENT PLAN

Based on the 1991 Florida Accountability Law, it is recognized that no two schools are alike, and parents, teachers, and the school community know best how to meet the unique needs of the respective school. Individual schools have the responsibility of deciding how they will improve education in their school community. Our School Improvement Plan is available at www.flbsi.org. Click on “School Improvement Plan” link on left menu, and then select District

and School. No password is required. Select “Click to view SIP (read-only).” A copy of our School Improvement Plan is also posted on our school web site.

39. SCHOOL PICTURES

Individual photographs are scheduled in the fall. Individual photographs and class photos are scheduled in the spring. Dates will be sent home in the newsletter and will be posted on our website. Reminder notices will be sent home prior to these dates. Our contracted school photographer is Strawbridge Studios, Inc. and can be contacted at (866) 624-6229.

40. SCHOOL PRIDE / SPIRIT

We take great pride in a well-kept facility due to the efforts of our staff and students. We continue to put forth this effort at all times. Please encourage your child to respect school property.

Our PTA sells school spirit T-shirts. Information will be sent home early in the school year. Show your school spirit and wear a SES T-shirt on Fridays! Our mascot is the Seahawk (informal name for the osprey); school colors are red and white.

Students are recognized once per month at our Seahawk Salute. They are recognized in the areas of Commitment to Character, Citizen of the Month, and Seahawk Effort. Their names are called on the morning show and they receive a certificate and special treat. Parents will be notified that their child was selected,

however this is not a school wide assembly.

41. SCHOOL SUPPLIES

Students are expected to come to school prepared for the academic day. Suggested supply lists for the new school year are posted on our website. Please contact the Guidance Counselor if your child needs assistance with school supplies.

42. SECURITY MEASURES

Maintaining a safe and secure learning environment for our staff and students is our first priority. We depend on the full cooperation of the staff, parents, and visitors to keep everyone safe.

All visitors to our campus must enter through the office and receive a visitor ID. This lets everyone know that they are visitors to our school and have reason to be on our campus. This security measure protects staff and students from strangers who may attempt to enter the facility. Visitors are expected to return their visitor ID to the main office when they depart the facility.

Parents who desire to assist with field trips or class events must be registered as volunteers; sign in at the office and wear proper identification.

43. SEVERE WEATHER DISMISSAL

During severe weather, it is imperative we account for each child. We also recognize the potential of traffic problems when parents pick up their

children. Please work with your child to develop a clear plan regarding what to do if it rains at dismissal. We do not have adequate phone lines to have students calling home or parents phoning in with “rainy day” messages. We will take the following steps for inclement weather dismissal:

- Kindergarten will be called first and escorted to buses. Any remaining students will stay in the Kindergarten kitchen area until parents arrive.
- Bus riders in first through fifth grades will be dismissed by intercom.
- Car riders and walkers will wait until parents arrive or until weather conditions abate.

NOTE: NO STUDENTS WILL BE DISMISSED DURING A TORNADO WARNING. THEY WILL BE KEPT IN A DUCK AND COVER POSITION UNTIL THE “ALL CLEAR”. PARENTS WHO ARRIVE ON CAMPUS DURING THE WARNING WILL BE ADVISED TO JOIN US IN A SAFE AREA.

44. SMOKING

Smoking is not permitted anywhere on school grounds per the Florida Clean Air Act.

45. SPECIAL PROGRAMS

Gifted Program (GP): Students identified by observation and evaluation as gifted are able to receive services in the resource gifted program.

Guidance Program: This program is concerned with the developmental needs of all students. The guidance

counselor works with children, parents, teachers, and administrators. The counselor mobilizes school and community resources. Parents, as well as students, may confer with the guidance counselor by calling for an appointment.

Homebound Instruction: In cases of extended illness, a homebound instructor will be assigned to the student upon request. Call the school office for instructions.

Intervention Team: Students exhibiting language, learning, or behavioral difficulties are referred to the school intervention team, which includes the guidance counselor, school psychologist, social worker, administrator, nurse, and exceptional education teachers.

Reading Extended Learning: This is a reading tutorial program for identified students. The delivery model is small group instruction. Groups are determined by a review of the child's progress.

Public Health Nurse: This professional visits the school once per week and assists staff, students, and parents with health concerns. The nurse reviews school records and sometimes visits homes when needed.

School Psychologist: This professional provides formal assessments, consultation and support services to help meet unique student needs.

School Social Worker: This is a service provided within the school to assist children in social adjustment, attendance, and making constructive

use of their school experience. Support is also provided to families requesting the social worker. Social and developmental histories are completed to support educational planning.

Specific Learning Disabilities (SLD): This is a program for students who meet specific criteria. Eligibility is determined through the school intervention process. An SLD resource teacher provides services and students work on academics at their instructional level.

Speech Therapy: This program services students in need of articulation, language, and voice or fluency therapy. The intervention process begins with a teacher referral to the speech clinician. The required assessments are administered and a placement staffing follows with the parent where goals are set.

46. STUDENT COUNCIL

The Student Council is composed of elected student members in third through fifth grades that make various decisions governing the student body of the school. The council sponsors special days and is concerned with the welfare of the school community

47. STEP-PARENT AND GRANDPARENT ACCESS

Step-parents and grandparents cannot access student records, or participate in conferences, without the knowledge and written consent of the parent or legal guardian to be submitted at the beginning of each school year. The parent or legal guardian must register students. Please contact the principal

regarding specific concerns.

48. STUDENTS LEAVING THE FACILITY

Students will be dismissed from the office only. No student may leave directly from the classroom or P.E. field even if a parent goes to the room or P.E. field. Only individuals listed by the parents on the office file card may pick up a student. As a safety precaution, the office staff requires identification from parties attempting to sign students out from school.

49. TELEPHONES

The office telephone is not to be used by students except in the case of an emergency. **Please make all after-school arrangements before your child departs for school in the morning.** The office should be expected to deliver only urgent messages to children during the academic day. We wish to preserve the sanctity of the learning environment and avoid classroom interruptions.

50. TRANSPORTATION

The mission of the District Call Center is to provide communication and customer service to parents, students, the community, and employees that is accurate, timely, and delivered in a professional and respectful manner. The main number for parents and the public is (727) 587-2020.

51. TUTORS

A list of local tutors is available in the office.

52. VOLUNTEER PROGRAM

Sutherland Elementary welcomes volunteers. They assist teachers and provide services that would not otherwise be available. If interested in registering to be a volunteer, please contact our volunteer coordinator at the school office. All volunteers must complete the registration process and log their hours in the office. Field trip chaperones must be registered PCS volunteers and are required to pass a background check.

53. WALKERS

Walkers must cross onto campus where crossing guards or staff members are on duty. Please remind your child to report to campus no earlier than 8:20 a.m. and depart promptly at dismissal to take advantage of adult and crossing guard supervision. Always use the crosswalk; avoid crossing in between traffic lanes/moving vehicles. **STUDENTS WILL NOT BE ALLOWED TO CROSS THE PARKING LOT WITHOUT AN ADULT.**

54. WELLNESS GUIDELINES

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 may notice a difference in the foods available at their

children's school and how that food is prepared. For example, the deep-fat fryer has been banished from elementary schools, and French fries with lunch are a thing of the past for students in kindergarten through fifth grade. The only beverages served in elementary school are milk, zero-calorie flavored water, unflavored water and 100 percent juice and/or vegetable juice. These new guidelines under the wellness policy will not affect what parents pack in their children's lunchboxes. However, foods that violate the policy may not be shared with other children. **Parents who would like to send snacks should call the school office or teacher to make sure the items are within the guidelines. All snacks must comply with the district's nutrition standards and may not contain any low nutritional candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.).**

55. WITHDRAWING FROM SCHOOL

Should your family need to move from our school, please follow the following steps to ease the transition:

- Notify the school at least two (2) days prior to your child's last day; call the office or send a note.
- Return all text and library books; pay any fines and loans; lost books without repayment will lead to no further issuance of instructional materials.
- Pick up the appropriate transfer papers from the office on your child's last day.

WHERE YOU CAN GO FOR HELP

Licensed nonprofit drug and alcohol referral sources:

Alateen	548-6811
Al-Anon	548-6811
Alcoholics Anonymous	530-0415
Crisis Line - 24 hours	344-5555
Juvenile Addictions Receiving Facility (JARF)	524-4497
Juvenile Assessment Center	464-7455
Narcotics Anonymous	547-0444
Operation PAR	545-7564

For further information or assistance, call:

Safe and Drug Free Schools Office at
588-6130

