

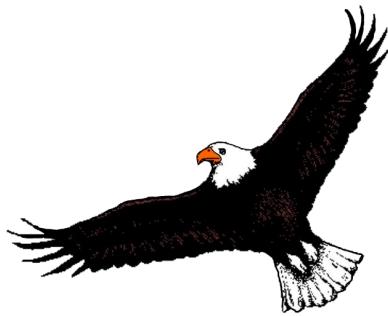
**NEW School Hours:**

Students may be on campus at 7:05 for breakfast. Breakfast for walkers, bikers and car riders closes at 7:25

School starts promptly at 7:35 and ends at 1:45.

**Shore Acres  
Elementary School**  
Student Parent Handbook  
2019-20

1800 62 Avenue NE  
St. Petersburg, FL 33702  
727-570-3173



This School Agenda Book belongs to

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

In case of Emergency: Contact \_\_\_\_\_

Contact \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A small circular icon containing a recycling symbol, which consists of three chasing arrows forming a triangle.

**Dear Shore Acres Families,**

**Welcome back to another exciting year at Shore Acres Elementary. We look forward to a year filled with learning, laughter and growth. Our staff has come together to plan for the new school year and promise to create a learning atmosphere where the needs of all our students are met with positive experiences and challenges leading to a bright future.**

**Shore Acres Elementary offers many opportunities for families to join as a community to celebrate academic successes. We offer opportunities to volunteer, chaperone, participate in family events, and become active participants in our Parent Teacher Association (PTA) and School Advisory Council (SAC).**

**This student/parent handbook and daily planner serves as an important communication tool by outlining important district policies and our school calendar. Please review this handbook daily. Feel free to write notes to your child's teacher in this planner.**

**Through constant communication, we will keep you informed on important school events. You will receive information through our newsletters, flyers, and phone messages via School Messenger.**

**Should you have any questions or concerns, please contact the front office at 570-3173.**

**Shore Acres Eagles Soar!**

**The Faculty and Staff of Shore Acres Elementary**

#### **ABSENCES & TARDIES**

Students are to bring a note the day following an absence. This note should indicate the reason for the absence and be signed by a parent/guardian. Parents may also call the school or log on to our website to report an absence. If a student is absent more than three consecutive days, parents are asked to call the school in addition to sending in a note.

**Students are expected to arrive to school on time. Students may enter their classrooms at 7:25 a.m. to prepare for the beginning of school. The tardy bell will ring at 7:35 a.m. Students are tardy if they are not in their classrooms at 7:35 a.m. and must first report to the office for a tardy slip. Students who are not picked up within 30 minutes at the end of the school day or on time from an after-school club will be considered tardy. A tardy will be excused if it is accompanied by a doctor's note at the time of the tardy. A letter from the Principal will be sent after four unexcused tardies in any given grading period.**

Gated entrances to the school are locked at 7:35 AM, when instruction begins promptly.

#### **Truancy Intervention Program**

Students who have at least five absences or tardies without a legitimate reason may be referred to the State Attorney's Office. The State Attorney's Office reviews the cases and determines which cases will be included in the Truancy Intervention Program.

School Attendance is very important. Please encourage your child to attend each day. Together we will help our children understand that their education is very important.

#### **ACADEMIC AWARDS**

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

**Honor Roll:** Students in grades 3-5 who receive no grade lower than a "B" in the academic subjects, who are performing at or above grade level and who achieve no negative grades for conduct, work habits, and effort, physical education, art and music, shall have their names entered on the Honor Roll.

**Principal's List:** Students in grades 3-5 who receive all "A's" in the academic subjects, who are performing at or above grade level and who achieve no negative grades for conduct, work habits and effort, physical education, art and music shall have their names entered on the Principal's List.

#### **ARRIVAL/DISMISSAL**

**No student should arrive before 7:05 a.m.** The building is not open and supervision is not available. Upon arrival students are to go to the cafeteria or their designated area.

- a. **WALKERS** – Walk on sidewalks. Cross only with the crossing guard. Parents and children should agree on which route to take going to and from school.
- b. **BICYCLE RIDERS** – Follow all safety rules. Park bicycle in the designated bicycle area. Cross only at crosswalks with crossing guards. Always walk your bike on school grounds and wear a helmet.
- c. **BUS STUDENTS** – Load and unload at the bus circle. In the mornings, students who eat breakfast at school will report immediately to the cafeteria.
- d. **CAR RIDERS** – Parents, please unload and pick up quickly in the school car circle, located in the front of the school.

Students are expected to leave school campus immediately upon dismissal. Students are to be picked at the dismissal time.



## BUS

The bus driver is in charge of the students on the bus. Students must obey the driver.

We ask that parents/guardians:

- a. Be responsible for seeing that their children are at the bus stop approximately ten (10) minutes before the scheduled time.
- b. Be responsible for providing necessary protection for their children going to and from bus stops where adequate shelter is not provided.
- c. Accept joint responsibility with school authorities for the proper conduct of their children at bus stops.
- d. Cooperate with school authorities in all matters affecting the health and safety of their children who ride school buses.

Also, no one is permitted to cross the bus circle during arrival and dismissal times.

## CAFETERIA

School lunch prices are \$2.25 for students and \$3.50 for adults. Breakfast is no charge for all students. Parents may place money on their child's account any day or through my school bucks at [www.myschoolbucks.com](http://www.myschoolbucks.com). Please complete the online lunch assistance forms the first week of school at [www.myschoolapps.com](http://www.myschoolapps.com). Students may not bring in glass bottles or canned drinks. Our designated parent lunch day is Friday. After signing in at the office and getting a visitor's badge, parents will be escorted to the cafeteria to meet their child. **Parents may remove their own child** from the cafeteria to eat outside. Parents who have more than one child may not take one child from class during another child's lunch time to eat with both at the same time. The cafeteria will sell ice cream on Fridays and snacks on Wednesdays.

## CARE OF SCHOOL PROPERTY

We are very proud of our school and equipment. Please encourage your child to take care of school property. The cooperation of parents and school staff members is needed to help students learn to respect materials, furnishings, equipment, and grounds.

## CHANGE OF ADDRESS

It is necessary that the school office have the current address and phone number of students at all times. This

information is especially important in cases of illness and emergencies. The school should be notified immediately when a student has changed an address, phone number, or emergency number.

## CHILD CARE

The R'Club provides before and after school care daily from 6:00-7:05 am. and from 1:45- 6:00 p.m. in our school cafeteria. Developmental and enrichment activities are a part of the program as well as an afternoon snack. If you are interested in having your child(ren) participate, you can call the school for additional information. The R'Club's phone number is 522-2135.

## CLINIC

A school clinic is maintained in the office area for temporary placement of children who become sick at school. If the child is ill, we will contact the parent/guardian to come for him/her. Therefore, it is vitally important that we have information regarding names and numbers of who to contact in an emergency. Please do not send seriously ill students to school.

## The following guidelines must be followed if your child needs to take medication at school:

1. Medications must be delivered to school's clinic by parent/guardian. Students may **not** carry medication to, from or during school.
2. Medications (prescription and over-the-counter) must be in the original pharmacy bottle with original label stating student's name, medication, dose and instructions.
3. **Prescription Medications-** Requires Blue Card (PCS form 1876A) to be completed and signed by parent/guardian. Blue Cards available in clinic or front office.
4. **Over-the-Counter Medications-** Requires an Orange Card (PCS form 1876B) to be **completed** and signed by parent/guardian **and** prescribing physician. Orange Cards are available in clinic or front office.

## CODE OF STUDENT CONDUCT

Each year, every student is provided with a copy of the Pinellas County Code of Student Conduct. Parents are requested to read and discuss the code with their children. Once this is done, both of you are expected to sign the acknowledgment page of the booklet and return that page to the school for inclusion in the child's records.

## **COMMUNICATION**

Agenda books will be sent home every day. All important school information, student papers, and teacher notes will be placed in the clear pocket located inside the front cover. Parents will need to read the contents, sign below the current days date, and return the agenda book to school with your child the following day.

## **COMMITMENT TO CHARACTER**

The school is using the program, *Commitment to Character* to create an environment that is saturated with the character traits of **respect, responsibility, honesty, and self-motivation** with a focus on social and academic goals. Students are actively involved and **responsible** for their own education. They are **motivated** to reach the goals they set for themselves. Students must **honestly** examine and evaluate their own performance and show **respect** to themselves and others.

Monthly Character Books are shared with students and each class selects a Citizen of the Month who has represent the commitment to character trait. The dates will be announced in the monthly newsletter.



## **DISCIPLINE**

Having and maintaining appropriate student behavior is the expectation for all students at Shore Acres. All students are expected to comply with the Shore Acres rules without exception. The Administration and staff of Shore Acres are committed to providing the highest quality of instructional support for our/your children and will not allow students misbehavior to prevent this from happening. There is a school-wide discipline plan included in this planner. Classroom discipline plans are modified by the teachers with student input. A discipline plan is used and typically, this means that the first offense might result in a warning; the second offense is a short period of isolation from the class activity; additional offenses may include parent contacts or a visit with Administrator. These consequences may vary slightly depending on the teacher and the maturity of the class. Every classroom plan contains a serious disruption clause which means if a child causes a serious disruption he/she goes directly to the behavior specialist or administrator. Children start fresh daily. Classroom discipline plans will be sent home with every child during the first week of school.

**School-wide Consequences** - (Violations of rules will be dealt with on an individual basis.) Consequences may include:

- Individual conference with administrator
- Required parent, child, teacher, principal conference
- Suspension in or out of school
- Detention
- Revocation of Special Attendance Permit
- Suspension or Expulsion from bus in applicable instance

## **DRESS CODE**

The dress and grooming of Shore Acres students shall be neat and clean, promoting a positive educational environment.

### **Requirements for student dress:**

- A. All shirts, tops, and dresses shall have sleeves and cover the shoulders. All shirts and blouses must cover midriff, back, sides, and all undergarments always.
- 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 shall be free of the following: profanity; violent images, wording or suggestion; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
- E. Students must wear close toed shoes daily for physical education and recess.

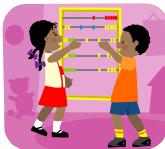
We also expect parents to use good judgment in their attire while volunteering in the building. The dress code will be strictly enforced at Shore Acres for students. If there is a question regarding the appropriateness of student dress, please consult an administrator. The administrator shall have the final decision regarding the enforcement of the student dress code.

## **GUIDELINES FOR SUCCESS**

The following directives will serve as the common thread connecting all plans, processes and procedures at Shore Acres Avenue Elementary.

### **PRIDE**

1. Positive Attitude
2. Respect
3. Individual Responsibility
4. Demonstrate Safety
5. Excellence Always



### **EARLY SIGN OUT**

**Signing your child out early will be excused for one of the following reasons:**

- Student is ill or injured
- Major illness in student's immediate family
- There is a death in the immediate family
- The student attends religious instruction or there is a religious holiday in the student's own faith
- The student is required by summons to appear in court- a copy must be given to the principal.
- The student has a scheduled medical or dental appointment. **Note from doctor's is required the next school day. Notes will not be accepted after that.**
- Special event – national or state conferences. Student must get permission from principal at least 5 days in advance.
- Student is suspected of having a communicable disease or infestation.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. **Every three (3) unexcused early sign outs within a grading period will count as one unexcused absence.**

**The office will not call students until you arrive or 30 minutes prior to the end of the school day.**

## **EMERGENCY DRILLS**

In accordance with state laws, fire drills are held each month. Tornado drills are also held during the school year. We will also conduct Safety Drills in accordance with Pinellas County Schools and Sheriff's Department. Each teacher is responsible for instructing students of the expectations and exit routes for these drills. These unannounced rehearsals are necessary for helping children react quickly and responsibly in instances of emergency.

### **FIELD TRIPS**

The Shore Acres teachers are encouraged to take students on field trips. Integrating the school taught curriculum into "real world experiences," is a valuable learning opportunity for children. You may be asked to assist with transportation for a field trip or contribute toward the cost of bus transportation. A signed field trip permission form is required for students' participation on field trips. Children will have to remain at school if a signed permission form is not returned. Parents wishing to chaperone must be registered volunteers. Volunteers driving on field trips must be Level 2 and are expected to look out for the children in their car. It is especially important that you refrain from using your personal cell phone. This is strictly a safety and liability issue. Parents who are responsible for monitoring students may not bring siblings along on field trips. Seat belts are mandatory. If a student's behavior at school or on an earlier field trip has been inappropriate and the staff feels it is unsafe for the student to participate, a parent may be requested to chaperone their child for them to attend.



### **HEAD LICE**

Since head lice is contagious, the School Board has adopted a policy to reduce the spread of lice in schools. When students are found to have nits, parents are notified and the students are sent home at the end of the day. If a student has live lice, parents must pick them up immediately. Students are not allowed to return until they have been treated and are no longer contagious. A child should be able to return to school within 3 days if immediate attention is given to the problem.

Please check your children weekly for evidence of nits or lice. Contact the office if you would like help in the identification of the problem. When thinking about head lice, most parents focus on head lice treatments as they try to rid their children's head of lice infestation. Just as important, if not more important, is to learn about head lice prevention.

**Remember, head lice don't usually jump from one child's head to another child.** Instead, they spread by direct contact, such as using another child's hairbrush or

wearing another child's hat to help them get from one child's head to another.

### **Head Lice Prevention**

To prevent your child from getting head lice, it can help to:

- ✓ Teach children to avoid sharing things that have been on or around another child's head, neck or shoulders including hairbrushes, barrettes, jackets, towels and headbands.
- ✓ Regularly clean items that your child's head has direct contact with, such as car seats, pillows, and headphones.

### **HOMEWORK POLICY**

When teachers assign homework and students complete the assigned work, higher student achievement gains are made. Homework also helps children assume responsibility, teaches self-discipline, and helps to form good study habits. The decision to give homework, what kind and amount, is left up to the individual teacher to benefit the student's progress. Homework is given in proportion to the child's ability, needs and grade level. Contact your child's teacher if you have homework questions or concerns.

Teachers will send parents their written homework policy. If a parent wishes to pick up homework for an absent student, the parent should call the office before 10:00 am to request students work. Work may be picked up after that time.

### **LOST AND FOUND**

All items found on school grounds should be turned into the office. Parents are urged to mark students' clothing and other belongings with the child's name for proper identification. Items not claimed are donated to a local charity monthly.

### **LUNCH/BREAKFAST**

Balanced lunches are served daily in the cafeteria. Menus are published in the local newspaper and in our school newsletter.

During the 2019-20 school year, Shore Acres will participate in the Universal Breakfast program. All students are eligible for free breakfast. **Breakfast will not be served to non-bus riders after 7:25 Students wanting to eat breakfast should arrive before that time. Please plan accordingly.** Bus students wishing to eat breakfast are to go directly to the cafeteria as they arrive. Students are dismissed to classrooms beginning at 7:30

### **MEDIA CENTER**

The Media Center is an important part of our school. Once students check out books, they are responsible for returning them on time and in good condition. Additional books may not be checked out until overdue books are returned. Any lost or damaged books must be paid for by the child.

### **MEDIA RELEASE**

Directory information may be released without your consent unless you make a request to the contrary, in writing within the first 30 days of school. Directory information includes full legal name, image or likeness in pictures, videotape, film or other medium, dates of attendance, and academic work intended for publication or display.

### **NEWSLETTERS**

Parent newsletters are sent home during the first week of each month. Flyers/bulletins are sent home as needed to keep parents informed about important dates and school news. Please impress upon your child the importance of bringing home these newsletters, since this is the primary way we have of communicating school information and news.

### **PARENT/TEACHER CONFERENCES**

The teachers and administration at Shore Acres support close communication between parents, students, and teachers. Conferences with your child's teacher may be held before or after school hours by appointment. If you find that an appointment cannot be kept, please notify the teacher. You are always welcome to visit the school and observe your child's learning activities if this visit is approved with 24 hours' notice. All classroom visits are limited to 45 minutes in length and are for legal guardians only.

### **PARENT/TEACHER ASSOCIATION**

The PTA officers and Board members work hard to develop programs and activities to enrich the educational experiences of our students and unite our community. The PTA counts on your support. Working together, we can continue to promote a quality atmosphere for our children's education. Parents and teachers are encouraged to join the PTA and attend meetings. This organization provides an excellent opportunity for parents to become involved in their child's education.

### **PARTIES**

As part of Pinellas County's commitment to the health and fitness of our children, we will limit the amount of sugary foods our students may have at school to two class celebrations per year. We request that families not send in

any sugary items such as birthday cupcakes and such. We will schedule these two celebrations as a school and have your child's teacher notify you. Thank you for your cooperation. All foods should be store bought and follow Pinellas County School/Alliance for Healthier Generation guidelines. The Guidelines can be found at [pcsb.org](http://pcsb.org).

### **PETS**

Pets may be brought to school for demonstrations which are part of the established curriculum. All pets must be in cages. Approval from the classroom teacher is required before any pets are brought to school. Please refrain from bringing your dogs onto school campus while you are waiting for students to be dismissed for the day.

### **POTENTIAL RETAINEE POLICY**

The Shore Acres teachers will keep you informed of the progress of your child throughout the year. School Board policy requires that each school notify parents if their child is a potential retainer by the middle of February. A potential retainer is a student experiencing great academic difficulty. Parents are notified that if academic growth does not occur before the end of the year, the potential exists for their child to be retained. Our expectation is that parents and teachers will work closely to plan appropriate strategies to support each child. Before the end of the school year, a decision will be made regarding your child's status. Parents will be informed of the recommendation.



### **PRINCIPAL'S MULTICULTURAL ADVISORY COMMITTEE (PMAC)**

As a PCSB mandated program in every school, the PMAC is an organization comprised of interested 3rd, 4th and 5th grade students. Under the direction of a school staff member, the group focuses their efforts on learning and sharing information on cultural diversity and peaceful recognition and acceptance. In addition, the group assists with various community service projects throughout the year.

### **PROGRESS REPORTS/GRADING POLICY**

**All students receive progress reports indicating their academic progress, classroom conduct and work habits. Progress reports are given out every 9 weeks.**

Kindergarten students will receive a number that signifies their current level of mastery. A 0=No progress toward mastery to a 4=Exceeding the standard.

Students in grades 1-2 will receive a progress report that shows their progress in all academic areas using E-V-S-N-U.

Students in grades 3-5 will receive the following grades for all academic subjects:

|    |         |
|----|---------|
| A- | 90-100% |
| B- | 80-89%  |
| C- | 70-79%  |
| D- | 60-69%  |
| F- | 0-59%   |

Students in grades K-5 will receive the letter grades of either E-V-S-N-U, in PE, Music, Art, Conduct, Work Habits and Effort

### **PROHIBITED ITEMS**



In accordance with School Board Policies, electronic items such as, but not limited to, cell phones, CD Players, MP3 Players, and video gaming devices are prohibited on School Grounds. We will not accept responsibility for these items should they become lost, stolen or damaged.

The School Board does respect the use of cell phones for security reasons.

### **PARENT TEACHER ASSOCIATION**

The PTA promotes the welfare of children in home, school and community. They work to develop a positive home school connection through programs and events. All families are encouraged to support this effort by becoming members of our PTA.

### **RIGHT TO REVIEW**

The Family Rights and Privacy Act was revised and became a federal law in November 1974. 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 authorized individuals having legitimate educational interests will have access to your child's educational records. You have the right to review all records.

### **SCHOOL ADVISORY COUNCIL**

The SAC is made up of parents, teachers and community members. The major purposes of this committee are:

- a. To gain knowledge concerning the purpose and goals of the school
- b. To inform parents and community members of school activities and programs

- c. To make suggestions concerning program improvements with respect to student needs and program operation
- d. To assist in the preparation of the School Improvement Plan and its evaluation

Meetings are held five times a year and announced in the school newsletters. All parents and community members are invited to participate in these open meetings.

Agendas are planned, prepared, and posted the day prior to the scheduled meeting date. Contact the school office for more information.

### **SCHOOL IMPROVEMENT PLAN (SIP)**

Each year the school staff works in collaboration with the School Advisory Council to develop an improvement plan that addresses curriculum areas and student groups. The results are monitored throughout the year and revisions are made as needed. Adequate yearly progress is reported at the end of each year. Shore Acres' SIP can be viewed at our website.

### **TELEPHONE**

Students may only use the office telephone for emergencies. Telephones are answered from 7:45 A.M. – 3:45 P.M. We ask that all students know their afternoon arrangements before coming to school in the morning.

### **VISITING PROCEDURES**

For our students' safety, we require all visitors to present identification at the front office first to receive a computer-generated badge. Our fence will permit visitors to enter through the front office only. Visitors must wear school issued identification always, including conferences and lunch. All visitors will be escorted to their destination by a School Board employee. All visitors must be listed on the official student office card on file.

Furthermore, while we welcome your participation in your child's education, we ask that visits with our teachers be scheduled in advance to avoid disruption of instruction and scheduling issues. Thank you for your cooperation in making Shore Acres a safe place to learn.

### **VOLUNTEER PROGRAM**

Every day, hundreds of exciting opportunities for Pinellas County School students take place because the members of the community care enough to get involved. School volunteers are people just like you -- community members, parents, grandparents, students, business people and seniors – who have discovered that spending time and sharing talents with students is

an energizing and worthwhile experience.

Being a school volunteer doesn't require any special skills – you simply need to be yourself. As you share your time and skills, students' lives can change. Seeing students reach their potential in the classroom and grow as individuals is a wonderful benefit of being a school volunteer. Knowing that you play a role in helping students achieve success is the satisfying part. Make a difference one hour at a time.

Register to become one of our volunteers by contacting our Family and Community Liaison, at 570-3173. We look forward to working together as a partner in your child's education.

Volunteers are required to pass security and background checks when they register. Chaperones must allow a minimum of three weeks for the completion of the registration process.

### **WEBSITE**

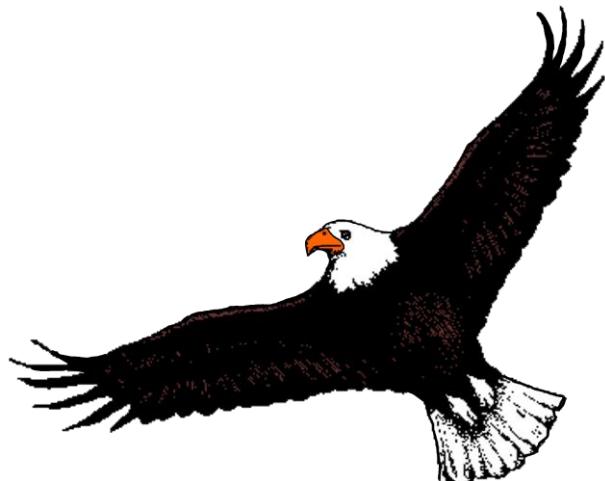
[www.pcsb.org/shoreacres-es](http://www.pcsb.org/shoreacres-es)

### **Vision Statement**

100% student achievement.  
Succeed- Achieve- Educate

### **Mission Statement**

The mission of Shore Acres Elementary is to provide a rigorous educational program to prepare students to be life-long learners and productive citizens.



### **Shore Acres Elementary School Calendar**

|                              |   |
|------------------------------|---|
| Wednesday August 13          | Meet the Teacher  |
| Monday August 14             | First day of school   |
| Monday September 2           | Labor Day- No school for students                                   |
| Thursday September 5         | Open House PreK- 2 - 6:00   3-5 -7:00                               |
| Monday October 14            | Teacher Planning Day- No school for students, Hurricane Make Up     |
| Tuesday October 29           | Report Cards go home  |
| Wednesday November 20        | Great American Teach-In   |
| Monday November 25-29        | Thanksgiving Holidays- No school for students, Hurricane Make Up    |
| Monday December 23-January 6 | Winter Holidays- No school for students                             |
| Monday January 6             | Teacher Planning Day- No school for students, Hurricane Make Up     |
| Tuesday January 7            | Students return from Winter Break                                   |
| Monday January 20            | Martin Luther King Day- No school for students                      |
| Tuesday January 21           | Report Cards go home  |
| Monday February 17           | Teacher Planning Day- No school for students                        |
| Monday March 16-20           | Spring Break  |
| Monday March 23              | Teacher Planning Day – No school for students                       |
| Tuesday March 24             | Student return from Spring Break                                    |
| Monday April 6               | Report Cards go home  |
| Friday April 10              | Schools Closed  |
| Monday May 4-8               | Teacher Appreciation Week   |
| Monday May 25                | Schools Closed for Memorial Day                                     |
| Friday May 29                | Last Day of School, Students released at 11:45 Report Cards Go Home |