

2025-2026 Parent Handbook

SAFETY HARBOR ELEMENTARY SCHOOL

535 5th Avenue North Safety Harbor, FL 34695 Phone 727-724-1462Fax 727-724-1461

SHES Home Page http://www.pcsb.org/safetyharbor-es
SHES Facebook Page https://www.facebook.com/shesseaturtle/
Volunteer Registration: https://asd.pcsb.org/schoolwiresforms/volunteer/
Parent Portal Login https://focus.pcsb.org/focus/index.php
*Contact our front office for your Portal username and password.

Lisa K. Roth, Principal

Amy Stewart, Assistant Principal

Mission Statement

The mission of Safety Harbor Elementary School is to educate and prepare each student for college, career, and life.

Vision (Purpose) Statement 100% Student Success

SCHOOL HOURS

School hours are from 8:45 a.m. to 2:55 p.m. on Monday through Friday.

Students should not arrive or be dropped off at school prior to 8:15 a.m. without prior permission from a teacher or participation in a club.

No adult supervision is available prior to 8:15 a.m. or after 3:25 p.m.

Contact the YMCA directly for before or after school care on campus at 727-467-9622

CHANGES/NEW THIS YEAR

- Entry and Exit points for students Students will only be able to enter and exit campus through the car line, on a school bus or at the K-Pod gate, the PreK gate and the Media gate.
- 2. Entry point access times In order for teachers to be in class teaching on time, all gates and car line entry will close at the first bell at 8:35 a.m. After that time, the only access will be through the front office. After the tardy bell at 8:45 a.m., parents will need to park and escort their children in to obtain a tardy slip.
- 3. <u>Parent Lunch Opportunities</u> Beginning in September, parents of students in grades K 5 will be able to sign their student out for lunch any day of the week.

PARENTAL RESPONSIBILITIES

School staff and parents must work together to maximize a student's success at school. Parents are asked to:

- Get to know the people at your child's school by going to teacher conferences and school-parent activities like PTA meetings and the School Advisory Council (SAC) meetings.
- Complete the electronic back to school forms annually. Promptly notify your child's school and update your FOCUS account if there is any change in your telephone numbers, including home phone, cell phone, work phone, emergency contact number, or home address.
- Understand and support the rules of our Pinellas County Schools Code of Student Conduct and talk to your child about them.
- Teach your child to dress neatly and appropriately for school since it is a place to work and learn.
- Make sure your child arrives at school on time every day. Parents should be aware that if they live within two (2) miles of their child's school with safe walk pathways in that area, PCS transportation will not be provided.
- Honor school starting and end times.
 Supervision is not provided prior to
 8:15 am or after 3:25pm. YMCA care is available on campus.
- Review Student Attendance Policy in the Student Code of Conduct for school and parent responsibilities.
 Notify the classroom teacher of the reason for the absence by sending in a note or e-mail within 48 hours of the absence or it will automatically be

- considered PND (Pending) which is unexcused.
- Tell the school if there is a change in residence or custody of the student, even if the parent thinks the student is still in the school's attendance zone. A parent/quardian must tell the school within five (5) days of the change and update their address in FOCUS. If the school discovers that the parent moved and the parent has not told them, their child could be considered to be "found out of that school's attendance zone". This could mean an immediate change of school for their child and their child could be deemed ineligible for athletics, clubs and other activities.
- Work with school staff members to solve any discipline or problems.
 Parents should let the school know if something has happened at home that could affect how their child does in school.
- Present government photo ID at the office before entering campus for school business while school is in session or when someone takes a student from school during the day.
- Provide court documents as needed
 when either parents' rights are
 limited or removed because of
 divorce, separation, or some other
 situation as decided by the courts.
 Both parents have full rights to
 participate in the child's school
 activities and know what is happening
 at school unless there is a court order
 limiting that access. If such an order
 exists, then the principal must have a
 certified copy.
- Give the school written permission if they want a stepparent who is not the legal guardian of the child to have information about the child or sign

forms related to the child. Permission must be submitted to the school every year.

- Be prepared to pay for any damage done to the School Board property by their child. If payment is not made and the amount is substantial, the principal will send the matter to the Superintendent.
- Pay for lost or damaged books, technology or other teaching materials. Failure to pay may mean that no other books, technology or materials will be given to their child, their child will not be able to participate in extra-curricular activities, or their child will be required to pay the debt through community service at the school. The principal will make those decisions.
- Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school and encourage their children if they are walkers and bicyclists to follow safety rules and use pedestrian-safety features where available.

STUDENT RESPONSIBILITIES

To be successful and to help maintain an orderly learning environment, the student should adhere to our Guidelines for Success:

1. SAFETY FIRST AT SAFETY HARBOR

Ex. - Hands and feet to self

- 2. **BE RESPECTFUL**Ex. Be tolerant to self and others
- 3. BE RESPONSIBLE AND READY TO LEARN

Ex. - Attend school daily, on time with proper materials

HIGHEST STUDENT ACHIEVEMENT

FIELD TRIPS

Educational field trips will be scheduled periodically by your child's teacher. You may be asked to contribute toward the cost of the trip or bus transportation. A signed field trip permission form is required for student participation on field trips and will be sent home by the teacher. Children will have to remain at school if a signed field trip permission form is not on file for each field trip. Phone calls are <u>not</u> accepted for permission. Dress code policies are in effect for all field trips. Sandals and Crocs should <u>not</u> be worn on field trips.

HOMEWORK

Each grade level has an established homework policy which is communicated to parents by their individual teacher. Homework is assigned in proportion to the child's academic ability, needs, and grade level. Work assigned is never new material and your child should be able to accomplish it independently for reinforcement purposes.

LIBRARY AND TEXTBOOK FEES

Students are responsible for all library books, technology or textbooks loaned to them. Lost or damaged items must be paid for by the parent.

PROGRESS REPORT

All students receive progress reports indicating their academic progress and classroom conduct. Progress reports in grades K - 5 will be issued at the end of each of the four grading periods, approximately every nine weeks. Following parent review,

progress report envelopes should be signed and returned to school as soon as possible. Grades can be reviewed weekly by parents in FOCUS.

READING AT HOME

Each child, kindergarten through fifth grade, is asked to either read or be read to daily. Required reading times vary by grade level. Research shows that students who read daily significantly increase fluency and comprehension.

SCHOOL SUPPLIES

Your child will be informed by their teacher of any supplies he/she is requested to bring. General grade level supply lists are available on the school website.

SPECIALIST PROGRAMS

Art: Art instruction is provided to each classroom once per week.

Music: Music instruction is provided to each classroom once per week.

Chorus: Fourth and fifth grade students with satisfactory report card grades in all subject areas, work habits and conduct may commit to participating in a 45-minute chorus class each week during instructional time. Parents must submit a written request to the administration to have a student withdrawn from Chorus after the program begins.

Extended Learning/Enrichment Program: Small group after school remediation or enrichment is offered to students in kindergarten through 5th grade who qualify for this program.

School Counseling: Total class school counselor instruction is provided regularly. A small group and individual counselor instruction is offered as needed.

Media Center: All Safety Harbor Elementary students visit the media center on a regular

basis for both skills' instruction and book circulation.

Physical Education: PE classes are held for 50 minutes three times a week. Sneakers are required for participation in physical education. Sandals and Crocs are not considered appropriate footwear for PE.

STUDENT HONORS CRITERIA

- Principal's List: Students in grades 3-5 who receive all "As" in the academic subjects, and who achieve ALL "E's/V's/S's" for conduct, work habits, PE, art and music and have no disciplinary office referrals, will receive the Principal's List recognition.
- Honor Roll: Students in grades 3-5
 who receive no grade lower than a "B"
 in the academic subjects and who
 achieve ALL "E's/V's/S's" for conduct,
 work habits, PE, art and music and
 have no disciplinary office referrals,
 will receive Honor Roll recognition.
- Perfect Attendance & No Tardy Recognition: Students in kindergarten through fifth grade are eligible for Perfect Attendance recognition for any grading period in which they are in attendance each day for <u>bell-tobell instruction</u> (8:45am-2:55pm). This includes no absences, no tardies, no early pick-ups and no sign outs during the school day that are not school related. This year students will be recognized separately for being on time to class daily with a No Tardy Party each grading period.

SAFE LEARNING ENVIRONMENT

<u>ATTENDANCE</u>

A student's academic progress can be greatly affected by absence and tardiness. As part of our Truancy Intervention Program (TIP), excessive student absences and tardies are monitored by our school-based Child Study Team and the Florida State Attorney's office. Our school-based Child Study Team is required by law to record, monitor and make parent contact if the number of tardies and absences, whether excused and unexcused, are of concern. Please see the Pinellas County Schools Code of Student Conduct for more information.

AFTER SCHOOL CARE

Several day care centers in the Safety Harbor / Clearwater community will provide transportation and after school care. The YMCA provides a before and after school program in the Safety Harbor Elementary cafeteria. The Y is open from 6:30-8:15am and from 2:55-6:00pm. Please contact the front office for a list of before and after care programs and phone numbers.

DRESS CODE - STUDENTS

Safety Harbor Elementary School adheres to the student dress code found in the Pinellas County Schools Student Code of Conduct. Safety Harbor Elementary does not require student uniforms.

BICYCLES

Bicycle riders will observe all traffic regulations. Bicycles must be walked on school property. All bicycle riders must wear helmets. All bicycles are to be locked in either the East/Media Center or South/K-Pod bike rack during the school day. Parents may wish to provide an individual bike lock as

well. The school is not responsible for lost or damaged bicycles.

BUS TRANSPORTATION

Transportation by bus is available to students living more than two miles from their in-zone school. Only registered transported students may ride school buses. Students are to behave in an orderly manner and may be excluded from the school bus if they do not follow prescribed county regulations, both on the bus and at the bus stop.

CAFETERIA/LUNCH VISITATION:

Food and beverages must be consumed by students in the cafeteria or before entering campus. Snack time is at the discretion of classroom teacher.

Beginning in September, parents may sign their K - grade 5 student out for lunch on any day to eat at tables out front of the school. 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. For the instructional day to continue as planned, parents are requested to sign their children back in on time. PreK and VPK students will not be participating as having lunch and social conversation with peers is part of the early childhood curriculum.

<u>CELEBRATIONS -</u> <u>BIRTHDAYS/CLASS</u>

In accordance with the district wellness policy, schools are allowed to have only two approved events each year where Foods of Minimal Nutritional Value are allowed to be served. Safety Harbor's two approved days will be communicated through our newsletter and via our website. On those two days

ONLY are cookies, cakes, cupcakes, ice cream, frozen desserts, etc. allowed to be served. All other days of the school year, including birthday celebrations, cookies, cakes, cupcakes, ice cream, frozen desserts, etc. are NOT allowed to be served. For birthday celebrations, parents may schedule a time with the classroom teacher and send in one small, healthy snack. Wellness and Nutrition Guidelines are posted on our school website and on the www.pcsb.org website. If you have any questions, contact our front office. Please do not send balloons, flower bouquets, goodie bags or other distracting items to the classroom. If these are sent in, they will be held in the front office until the end of the day for your child to pick up.

CLASSROOM VISITATION

Parents are welcome to visit classrooms. Prior arrangements with the teacher and/or office are necessary to ensure a smooth and appropriate visit. All visitors are required to stop in the school office, provide picture ID, sign in, and wear a visitor badge throughout their visit. This policy is for the protection of the students and to avoid disruption of classes and instruction. Parents are not permitted to enter the classroom before arrival or dismissal without a prior appointment with the classroom teacher.

CODE OF CONDUCT

Parents will receive a copy of the Pinellas County Schools Code of Student Conduct. You are expected to read the code, review it with your child, and acknowledge electronically in FOCUS.

DISCIPLINE PLAN

Administration and faculty are intent on providing an educational environment conducive to optimum student achievement. An educational climate of organization,

safety and cooperation must be maintained to ensure that teachers are able to concentrate their efforts on providing diversified learning experiences for our students. Students who are not meeting our SHES Guidelines for Success are detracting from the educational experience for themselves and others. Our progressive discipline plan, which is in conjunction with the Pinellas County School Board guidelines, encourages children to take personal responsibility for their behavior to advance their social and academic pursuits.

PPK / VPK

Parents must sign their children in and out each school day. Arrival and dismissal processes will be shared for PPK and VPK at the beginning of each school year.

STUDENT ARRIVAL POLICY

To keep your child safe, we have the following policies concerning arrival and dismissal.

- Before 8:15 a.m.: <u>Students are not</u> <u>allowed on school grounds unless</u> <u>enrolled in the YMCA, under parent</u> <u>supervision, or have prior permission</u> <u>as member of a club.</u>
- South and West Walkers enter campus through the South/Kindergarten Pod gate only utilizing crossing guards. Please do not cross MLK with your child unless it in a designated crossing zone. It is dangerous and does not demonstrate safe behavior.
- North and East Walkers arrive on campus at the front of the main building near the bus lane, entering the East/Media Center gate.
- 8:15 a.m.: Students may go to the cafeteria for breakfast, or they must go to their designated waiting area until the 8:35 a.m. bell.

 8:35 a.m.: Students may go to classrooms, where teachers will greet them.

Car Riders: Parents, PLEASE remain in your cars and prepare your students for loading and unloading from the passenger side of the vehicle. Follow the One-Way traffic pattern around the school property for arrival and dismissal. Drop off students along the car line sidewalk where openings in guardrails are available. Assistance is available at the gates designated by colors if needed. Please always pull as far forward as the traffic allows before stopping to let your child exit the car. Please DO NOT drop off children in the bus circle, or in the North or South parking lot or any other non-designated area. This is for the safety of your child. No cars are permitted into the bus circle. Please see our website for identified traffic patterns.

Pedestrian and car gates close at the first bell at 8:35 a.m.

STUDENT DISMISSAL POLICY

- 2:50 p.m.: Patrols report to duty. Day
 Care vans, Bus Riders and Car Circle
 Riders are dismissed from classrooms.
 Parents in the car circle, PLEASE
 remain in your cars with your child's
 name or names posted in the
 windshield. Please leave their name
 posted in the windshield until you exit
 the car circle.
- 2:55 p.m.: Walkers, bike riders and YMCA students are dismissed. North and East Walkers/Bike Riders exit campus at the crosswalk at the East/Media Center gate. South and West Walkers/Bike Riders, exit campus at the crosswalk at the South/ Kindergarten Pod gate.
- 3:10 p.m.: Patrols are off duty. All students should be off school grounds

- unless in the YMCA program or participating in an after-school program.
- Any students still on campus at 3:10pm will be taken to the front office to await pick-up.
- Parents, if you meet your child to walk or bike ride with him/her and are arriving from the south or west, meet him/her at the South/K-Pod Gate. If you are arriving from the north or east, meet him/her at the East/Media Center Gate (near the bus circle). This prevents your child from having to cross the car circle entrance or exit without an adult.
- Please have a "Rainy Day" backup plan with your child for dismissal time.
 With over 600 students on campus, we cannot permit students to call home or parents repeatedly calling the office with messages.
- If there is a change in the way your child goes home, the parent must send the teacher a note notifying him/her of the change or provide the office with a call before 2:20pm to ensure a message can be delivered in a timely manner.

Students should not be in any parking lot unless accompanied by a parent.

CAR CIRCLE AND PARKING LOT PROCEDURES

We ask parents to please support us in keeping your child safe by modeling our Guidelines for Success when using the car circle.

SAFETY FIRST AT SAFETY HARBOR

 Refrain from the use of cell phones and smoking, in the car circle, including the use of vapor products.

- There is no smoking allowed on school board property.
- Watch out for pedestrians in the crosswalk.
- Use the crosswalk only when crossing from the parking lot to the student walkway.

RESPECT

- In the morning and in the afternoon, there is One Way traffic around the perimeter of the campus.
- Please be courteous to all motorists and staff members.
- Once in the car circle, pull all the way up to the vehicle in front of you before dropping off and picking up your child, leaving no gaps between cars.
- Students, including kindergarteners, may exit cars beginning where guardrail openings are visible for the entire length of the car circle.

RESPONSIBILITY

- Be on time to drop off your child in the morning. The car circle gate closes promptly at 8:35 a.m. and students arriving after the gate closes need to go to the front office. If they arrive after 8:45am, they will need to get a tardy slip with their parents. According to Pinellas County Schools Student Code of Conduct, a student is tardy when he/she is not in his/her seat when the bell rings at 8:45 a.m.
- Be on time to pick up your child in the afternoon. School ends at 2:55 p.m.
 After 3:10pm students will be brought to the front office. Students should be picked up from school no later than 3:25 p.m. Staff members are on duty in the office until 3:25 p.m. Parents that have not picked up

- their child by 3:25 p.m. will need to come in and sign their child out.
- Place a sign on your dashboard or rear-view mirror that clearly states your child's name and grade. Please leave this visible until your child is in the car, and you exit the car circle.
- Pay attention to your driving by maintaining a safe speed (speed limit is 5 miles per hour).
- Stop at all stop signs.

EARLY DISMISSAL

If you need your child to leave school at any time during the school day, you must stop in the office, show your photo identification and sign your child out. Anyone picking up a child early must be listed as able to do so in FOCUS. Office staff will call your child from the classroom only when the authorized pickup person has arrived.

EXCLUSION FROM PHYSICAL EDUCATION

If your child is unable to participate in physical education due to illness or injury, a written note from home is required. A note on the doctor's letterhead is required if the exclusion exceeds three days.

<u>GUM</u>

Gum is not permitted at any time on campus.

LOST AND FOUND

All items found will be placed in our lost & found cart visible to students daily. Please label all your child's belongings. Items left for more than one grading period will be donated to charity. Parents are welcome to sign in at the front office and look in the lost and found for clothing items their child may have lost.

MEDICATION

All medication will be kept in the office. Students are not to bring any medication to school with them, including cough drops, Tylenol, aspirin or antacids. If a child needs to take medication during the school day, parents must request the appropriate form from the school office. Prescription medication must be in the prescriptive container and accompanied by the appropriate form, signed by the parent. Nonprescription medication, including cough drops or antacids, requires the appropriate form signed by both the parent and the doctor. Office staff cannot administer any medication (oral or inhalers, or even aspirin), without prior written instructions from the physician and parent consent on appropriate forms. Please contact the front office for information that must be legibly visible on the prescription label. All medication must be picked up by 3:00pm on the last day of the school year or it will be destroyed.

SAFETY PATROL

The safety patrol is composed of fifth graders who are trained to assist children in the various aspects of safety around the school. Students are expected to follow their directions. Patrols are expected to be model students following our SHES Turtle Traits. Patrols will be dismissed from their duties if they have discipline or academic concerns.

STUDENT ILLNESS

Safety Harbor Elementary clinic is maintained in the office area for temporary placement of students who may become ill during the school day. Children with an illness may not return to school until they are better and/or are fever-free for at least twenty-four (24) hours. For your child's

safety it is imperative that you keep parent and emergency contact telephone numbers up to date in FOCUS in case of an emergency.

STUDENT INSURANCE

Student medical, dental, and life insurance coverage is offered. Contact the school office for an application if desired.

TELEPHONE

Students are not permitted to use the school telephone except in emergencies and with the permission of office personnel. Urgent messages from home will be relayed by office personnel to the student in the classroom at some point during the school day if left prior to 2:00pm.

CELL PHONE AND ELECTRONIC DEVICES

If provided for safety reasons, a student may possess a cell phone on campus, if it is powered down, concealed from view and stored in the child's backpack while on campus. If a child is seen using the cell phone or electronic device while on campus, a warning will be shared to power it off and returned to their backpack. A second incident of use on campus will result in the device being taken away and a parent will need to come to the school front office to retrieve it. Depending on the incident, the student may also receive a discipline referral.

THREATS

Verbal threats are a serious matter that will be investigated. Verbal violent threats could lead to in-school or out of school suspension and/or involvement of Pinellas County Schools Police or the Pinellas County Sheriff's Department.

TRESPASSING

No adult supervision is available on school grounds during non-school hours. Students loitering on school grounds are considered trespassing. Please, for your child's safety, instruct him/her to stay off school grounds when school is not in session.

WALKERS

Parents and children should agree on the route the child will walk home. Crossing guards from the Pinellas County Sheriff's department are located at intersections both east and south of the school. Please, for the safety of your child, do not have your child arrive at these busy streets before the guards are on duty or after they have left for the day. Students walking to their vehicles, other than Car Circle Riders, are considered a Walker.

EFFECTIVE AND EFFICIENT OPERATIONS

CAFETERIA

Students who eat a cafeteria lunch may choose from a hot entree or cold sandwich, with accompanying items. Students may bring money for snacks or parents may prepay for snacks by cash, check or online at myschoolbucks.com. Prepaying or putting money into your child's account is recommended. Although breakfast and lunch are free, parents can still apply online at myschoolapps.com for possible additional benefits. Students may not take food or beverages outside of the cafeteria to bring back to class. Lunches will not be delivered to the cafeteria for students.

Breakfast and lunch are free for all students every school day. Breakfast is served from 8:15-8:35 a.m. each day. Students should arrive at school in time to eat a healthy breakfast and get to class in a timely manner. Students are marked tardy at the 8:45 bell if they are not in their classroom seat.

COMMUNICATION

School calls will go out weekly with announcements from administration. Please update your phone number and/or e-mail addresses with Safety Harbor Elementary through FOCUS if you are not receiving these calls. The school newsletter will be sent home via FOCUS once per quarter. It will also be posted on the Safety Harbor Elementary website. You may request a hard copy via the front office that will be sent home with your child.

Be sure to sign up for school communication through PEACH JAR flyers on the SHES website.



FOCUS/PORTAL

One form of communication is your child's FOCUS / Portal account. You can log into FOCUS from our SHES Website http://www.pcsb.org/safetyharbor-es, visit the district website at www.pcsb.org or enter focus.pcsb.org for the login page.

In addition to checking grades, parents can also check attendance, pay for lunch, communicate with teachers, update address and phone, apply for magnet programs, etc. If you need assistance with accessing your child's FOCUS/Portal account, please visit the front office and bring your ID.

CONFERENCE REQUESTS

<u>Conferences between teachers and parents</u> <u>are arranged at the request of either and at</u> <u>the convenience of both.</u> Conference appointments are scheduled by sending a note with your child to school, leaving a phone message for the teacher, an e-mail to the teacher or by request on the report card. When you arrive at school for your conference, please come to the front office of the school to check in. Please bring a government issued id.

We believe that the parent/teacher conferences are important for the welfare of each child and for the promotion of good understanding between the home and the school. An appointment provides time for preparation and the privacy desirable for a satisfactory conference.

VOLUNTEER INFORMATION

A key philosophy of Safety Harbor Elementary is that with the support of parents and community volunteers our students can achieve more academically and socially. SHES volunteers work as tutors, mentors, youth motivators, classroom assistants, computer assistants, media center assistants, and support PTA and SAC initiatives. Volunteer work may be done at home, but the majority is completed at school. Periodic workshops and recognition programs are provided for volunteers. The Safety Harbor staff encourages you to join us in providing the best quality educational program possible for our children.

To volunteer at the school, you must register through PCS and must be updated annually. Some school volunteer positions require you to be Level II certified. Volunteers are required to complete a registration form found at https://asd.pcsb.org/schoolwiresforms/volunteer/ and provide a copy of a government issued ID to begin the background check process.

Please allow 2-3 weeks prior to an event for processing. Volunteers driving on a field trip

must have a Level II badge and complete a car insurance form. Level II badges are also necessary to be a mentor. Pinellas County Schools Volunteer Handbook can be found at www.pcsb.org. Please contact our Family Liaison in the front office or call 727-724-1462, ext. 2001 for more information.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a national organization consisting of parents and teachers working for the improvement of education for all children. Meetings, informative programs, and fundraising activities are held throughout the school year. All parents are encouraged to participate and support their child's school. Dues are paid per adult member. PTA officers are elected by the PTA membership. The Safety Harbor Elementary PTA website is available at http://ourshespta.org

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) is a link between the schools and the local community. It serves as a mechanism for participatory management through which the various stakeholders in the school community, both internal and external, can benefit the school and produce better student outcomes. The term advisory is intended to mean assistance, suggest, recommend, inform, and consult. The stakeholders are parents, businesspeople, students, community interests, professional educators, and other school staff. A School Advisory Council is a resource to the school and school principal. Meetings are open to all, but only SAC Board Members may vote on issues. Monthly SAC meeting dates will be announced at the start of the school year and will be held from 7:30am - 8:30am.