



Title I School

2019-2020

Student Handbook and School Calendar

Your Great Character

is

Helping Determine Your Future!

Welcome
to
Hancock Creek Elementary School

Dr. Cynthia D. Phillips-Luster, Principal

Mr. Ryan Jackson, Assistant Principal

Address

1601 Skyline Drive
North Fort Myers, FL 33903

Telephone Numbers

School Office	(239) 995-3600	School Fax	(239) 995-7674
'93 Bistro	(239) 995-8411	Roundup	(239) 995-8624

School Website

<http://han.leeschools.net/>

Hours

Campus Opens	7:25 a.m.
Breakfast	7:20 a.m.-7:45 a.m.
Official School Start Time	7:55 a.m.
Official School End Time	2:10 p.m.
Office Hours	7:00 a.m.-3:30 p.m.
AM Roundup ('93 Bistro)	6:30 a.m.-7:25 a.m.
PM Roundup (Front Office)	2:10 p.m.-6:00 p.m.

AFTER SCHOOL DISMISSAL PROCEDURES

During the first days of school, we will document and establish each child's "going home" routine. This is done by noting how the child arrives at school, and assuming he/she will go home the same way unless we are specifically informed otherwise. For instance, a child arriving on Bus 123, will be put on Bus 123 in the afternoon, unless the parent has made clear the different afternoon routine. Once this "going home" routine has been established, *it will not change without express written instructions from the parent.*

If you need to change your child's "going home" routine, either temporarily for a day or permanently, you must put the change in writing and send the written change to school with your child. If the written note includes a permanent bus change, we must have proof of your new address before we can change your child's bus stop.

We will not accept a child's verbal insistence that they have a different "going home" method for the day. Children may be easily confused with details such as date and time. We must have your request in writing. This note must be received by the morning of the change in order to clear up any questions that may arise. *If we do not get a note, your child must go home the normal way.*

Dismissal changes are not accepted over the phone.

Students may not be signed out after 1:30 p.m. If you need to pick up your child prior to our 2:10 p.m. dismissal time, please make arrangements to arrive before 1:30 p.m.

For safety reasons, please do not ask to have your child(ren) come to the office to meet you at dismissal. Parent pick-up students should be picked up via the "parent pick-up" line. A parent pick-up sign must be displayed in your vehicle. Additional parent pick-up signs are available in the office.

PARENT DROP OFF PROCEDURES (A.M.)

Drop off children between 7:00 a.m. and 7:55 a.m. Students should be in their classroom by 7:55 a.m.

Drop off children along the sidewalk in front of the school. Please pull forward to fit as many cars as possible along the sidewalk.

PARENT PICK-UP PROCEDURES (P.M.)

The Parent Pick Up area in front of our school is a very busy place in the afternoon. Our goal is to make sure that all of our students are safe and secure as they wait and are placed in their cars. Your cooperation and patience while picking up your child will make this a safe area for everyone.

- Parent Pick Up students are dismissed at 2:10 p.m.
- When entering our parking lot, please observe the sign and turn right, staying to the outside, forming a double line.
- Please stay in line, wait your turn, and have **name card visible** until your child is safely in your car. Name cards will be given out at the beginning of the year. **If you do not have a name card you will be asked to park, go into the office and show photo identification.** Additional name cards are available in the front office.
- The children will be waiting in the area identified by their grade level. We will have staff members on duty. They will supervise and assist the children.
- Please do not double park or pull out of line and call for your child. This creates a dangerous situation and we will not permit children to walk between cars to get to you.
- Please do not leave cars unattended in the Parent Pick Up lane.
- Parent Pick Up students left over will be sent to Roundup at 2:45 p.m. Roundup fees will be charged.
- **HELP US MAKE THIS A SAFE PLACE FOR EVERYONE!**

BIKE RIDER PROCEDURES

- The fenced bike rack is located near the kindergarten playground. We encourage bike riders to bring a lock and use it to secure their bike to the fence.
- The second bike rack is located near Building #1. You will need a lock to secure your bike to this rack.
- **Bike riders are dismissed at 2:10 p.m.**
- Bike riders should always “walk” their bikes when on school grounds.
- A crossing guard is located at the front of our school. Students crossing Skyline Drive must cross with the guard.
- A teacher is located at the front of our school. Students crossing the bus access road must cross with a teacher.
- Bike riders should always follow traffic safety laws and use sidewalks and bike paths whenever possible.
- Bike riders should not enter private property, such as the El Rio Golf Course.
- Bike riders should always go straight home and check in with the adult who is responsible for them.
- **In the event of inclement weather (heavy rain and/or lightning) bike riders will be kept at school and should be picked up at Parent Pick Up.**
- Florida State Law 316.2065 requires a bicycle rider or passengers under 16 years of age to wear a bicycle helmet that meets the standards of the American National Standards Institute. Bicycle helmets should be worn by anyone under the age of 16 riding or a passenger on a bicycle on School Board-owned property.

WALKER PROCEDURES

- **Walkers are dismissed at 2:10 p.m.**
- A crossing guard is located at the front of our school. Students crossing Skyline Drive must cross with the crossing guard.
- A teacher is located at the front of our school. Students crossing the bus access road must cross with the teacher.
- **In the event of inclement weather (heavy rain and/or lightning) walkers will be kept at school and should be picked up at Parent Pick Up.**

BUS TRANSPORTATION

Bus riders are dismissed at 2:15 p.m. Riding the bus is a privilege. A student who violates these rules will be reported to an administrator who has authority to suspend the student from bus transportation. A bus suspension does not mean that a student is suspended from attending school. When a student is serving a bus suspension, they are still required to attend school. School bus drivers have the authority to monitor and control the behavior of students anytime they are being transported to and from school or school functions.

- The driver is in full charge of the bus and students must obey the driver.
- Students shall keep assigned seats at all times with arms and heads inside the bus.
- Eating, drinking or chewing gum will not be allowed on the school bus.
- Anything that interferes with student safety will not be permitted.
- Use of personal electronic devices is allowed when audible to the individual listener only. Students are not permitted to use an electronic device or camera to record activities on a school bus.
- Students who make false reports while riding a school bus will face disciplinary action per the Code of Conduct.

Suspension of bus-riding privileges may result when a student violates the Code of Conduct for Students. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

REQUESTS TO RIDE A DIFFERENT BUS OR USE ANOTHER STOP

Any request to ride a bus other than the one assigned or to get off at a different stop on the student’s regular bus **must be signed by the parent/guardian and approved by an authorized school administrator or designee.**

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, **should be approved only in cases of emergency.** Students are required to be discharged at the same stop where they were picked up.

Riding other buses for the purposes of going home with friends, going to non-school meetings, clubs, private lessons, and other personal conveniences **may not be approved.**

'93 BISTRO

The Bistro will open at 7:25 a.m. for breakfast. Students who are participating must be in the Bistro before 7:45 a.m. This will reduce the number of students tardy to class.

Students

Breakfast	Free of charge
Lunch	Free of charge
Additional Milk/Juice	40¢

If you child would like to purchase an additional meal, the cost is \$2.25 and would need to be paid at the time of purchase.

We must have a written doctor's note if your child has allergies that prevent him/her from eating or drinking specific food items. Children are not allowed to bring soda, glass containers, candy or gum to school. In addition, we encourage our students to eat a healthy school breakfast and lunch. Breakfast from local restaurants must be eaten prior to entering campus.

Parents are encouraged and always welcome to have lunch with their child. **You must first sign in at the office.** Adult lunches are available for \$3.75.

ABSENCES AND MAKE-UP WORK

- Please read the Code of Conduct Book for the School Board of Lee County Attendance Policy.
- In order for a student to benefit from classroom instruction, regular school attendance is essential. Please help increase student achievement by scheduling appointments after 2:10 p.m.
- Students and parents are urged to remember the importance of attending school each day as well as being to school on time. Missed class discussions and presentations cannot be made up. If a student is absent, it is the responsibility of the student to complete missed assignments. When a student is ill and parents wish to pick up work, *we request that a one day notice be given to the teacher and arrange* pick up at the front

ABSENCES AND MAKE-UP WORK CONTINUED

office. When a student is absent, please send in a note with your child when they return stating the reason for the absence.

- **For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign outs may, at the discretion of the school principal, be considered equal to one day absence.**

BIRTHDAY TREATS

Question:

"I would like to send birthday treats in for the class so my child may share and celebrate his birthday with his classmates. Is this allowed?"

Answer:

Yes, but...

- Only store bought items may be brought to school for sharing.
- The teacher will schedule the treats at the time that works best for his/her teaching schedule. Please bring the treats to school first thing in the morning so the teacher has this option.
- Send in one of the following:
 - a package of cookies
 - small, individually wrapped Little Debbie, Hostess, etc. cookies/treats
 - bakery cookies or miniature cupcakes
- Make sure you have enough for the entire class. You may want to touch base with the teacher for an exact number.

PLEASE DO NOT SEND: homemade food or beverage items, presents, anything requiring cutting and/or portioning, decorations, balloons, candles, matches, lighters, flowers, etc.

CAMPUS ACCESS AND SAFETY

The safety of our students and staff is of utmost concern to us. Parents/guardians are not permitted to walk students to their classroom. A photo ID is REQUIRED to gain access to the office, to sign-out a student or to sign-in to have lunch with your child, attend a parent/teacher conference, etc. If a photo ID is not available, you will not be granted access to our campus. Thank you for your cooperation and understanding.

The School District has installed a doorbell access system with a security camera at the front of all schools in Lee County. This new system will require you to show your identification, to the camera, to gain access to the office. The main office door will be locked during regular school hours and you will be required to show identification to be buzzed into the office. Please follow these procedures when coming to school:

- Ring bell for assistance
- Hold your government issued photo identification or passport up to the camera and a staff member will ask your name and the reason for your visit.
- Once buzzed in to the office, hand your ID to the staff member at the desk.
 - To sign out a student for dismissal, visit a student for lunch, or speak in the office you must be listed on the child's emergency card on file.
 - An important reminder: Students should be arriving to school no later than 7:50 a.m. and no early sign outs after 1:30 p.m. If an emergency comes up and your child must be signed out early after the district cut off time, it will need to be approved by an administrator and will be noted on our student's file.
- Do not hold the door open for others to enter the building as they must also follow the same process.

The safety of our students and staff is our first priority. We appreciate your compliance in helping to keep all of our children safe!

COMMUNICATION ENVELOPE

A weekly communication envelope will be sent home the first day of each week. The purpose of this communication envelope is to provide a weekly means of sharing what special events and activities are taking place in our school. Samples of schoolwork, progress and interim reports, school pictures, newsletters and other information will be sent in the communication envelope. Parents are expected to sign the communication envelope and return it to the school on the next day.

CONTACT INFORMATION

Parents are reminded to inform the office if there is a change of address, telephone number or e-mail address to facilitate mailing and communications between school and home. **Up-to-date telephone numbers and addresses are necessary in case of an emergency.** To update your child's contact information (telephone number or e-mail address) please contact Ms. Bernadette Deis or Mrs. Sarah Fitzgerald at 239-995-3600.

DISCIPLINE POLICY

When every person in school is doing his/her best, the school becomes an exciting and warm place where every person is learning new things every single day. Every person at Hancock Creek Elementary is expected to treat all people with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action which interferes with another person's growth or the student's own growth will not be tolerated. Please see Student Code of Conduct for detailed information.

DRESS CODE

- Tennis shoes must be worn at PE. Students not wearing tennis shoes will perform an alternative assignment.
- Open toe sandals are discouraged (except for special occasions).
- Flip flops and slides are not permitted.
- Clothes must be adequate in length and coverage appropriate for school.
- Pants shall be worn fastened and at the waist.
- Shirts or blouses shall be appropriately fastened in accordance with the design of that shirt or blouse. The length shall extend beyond the waist.
- No see-through tops, bare midriffs, strapless, low-cut clothing, or tops/outfits suggestive in nature, halters, backless dresses or tops, tube tops, or any clothing which may be distracting.
- No apparel that promotes the use of alcohol, drugs, tobacco or other illegal activity, or any slogans considered controversial or obscene.
- No apparel that may be gang related. Gang apparel includes, but is not limited to jewelry, insignias, hats and baseball caps, prevalence or a certain color, gloves, bandanas, shoelaces, wristbands and other items identified as symbols of a gang.
- Hats and caps are prohibited except as permitted under School District guidelines for sun protection.
- Any articles of clothing or jewelry that could likely cause injury—such as chains, bracelets, rings, chokers with or without spikes, or studs—are prohibited. Wallet chains of any length are prohibited.

HEAD LICE (Pediculosis)

If you find that your child has Pediculosis, please call the school immediately so that steps may be taken to prevent the lice from spreading. A child who has Pediculosis will be sent home for treatment. A referral and proof of treatment form will be sent with the child. A parent must accompany the child upon returning to school with proof of treatment (label, box, etc.) and proof of treatment form. No child will be allowed back in class until cleared through the clinic (lice and nit free). Periodically, all students will be checked for Pediculosis. If you have any questions, please call the school clinic.

ILLNESS AT SCHOOL

Each school receives the services of a registered professional school nurse at least one day per week and a clinic assistant five days a week. The school nurse is available to assist parents and students with the management of student health problems in school. Students who become ill will be cared for in the school clinic by the clinic assistant until able to return to class or until taken home by the parent or guardian. When fever is elevated to 100 degrees or more, a child must remain at home for 24 hours after temperature returns to normal. It is important that the clinic knows who to contact in case of illness or emergency at school. Emergency forms completed during the first days of school should include this information. Please remember to notify the school should this information change. If a child has a chronic illness such as asthma, or an allergy, it is the parent's responsibility to give this information to the teacher and the nurse. As part of the School Health Services Program, students will receive the following health screening services: Vision, Hearing, Height and Weight Screening and periodic Pediculosis Screening in grades K-5. Ability to learn can be affected by vision, hearing or general health issues. Health screening tests are not diagnostic, but are designed to identify students who may have a problem of which you are not aware that needs further evaluation.

LOST AND FOUND

Please label all items (ex. coats, jackets, lunchboxes) brought to school with your child's name. Also encourage your child to inquire about lost items. Lost items such as jewelry, eyeglasses and wallets will be kept in the school office. Other items such as clothing and lunch boxes will be kept at the PE pavilion. All items left at the end of the month will be donated to charity. Each year we send numerous items to charity due to lack of retrieval of lost apparel.

HCE ROUNDUP (Before and After School Program)

The Roundup program is designed to provide safe, enjoyable, child care for your K-5 child. Child care is offered both before and after school on our campus by trained school personnel. Students who attend the Roundup Program will enjoy recreational activities, arts and crafts, outdoor play, computer time, homework time, as well as after school meals. Registration information is available in the school office.

MEDICATION

State law mandates the following procedures if your child needs medication administered at school:

- A student may have an illness that does not prevent him/her from attending school, but which requires medication for relief or cure. If possible, such medication should be given by the parents at home. The medication may be taken at school only if failure to take it could jeopardize the student's health.
- The parent must complete a Parent Permission for Medication form available from the school clinic.
- If medication is to be given in school longer than 2 weeks, a statement from the attending physician must also be provided on the Physician's Permission for Medication form supplied by the school.
- Prescription medication must be brought to school by a parent in the original container with the pharmacy label. This medication must be kept in the school clinic. **Students are not permitted to transport medication to and from school.**
- Absolutely no nonprescription medication (aspirin, aspergum, cough drops, cough syrup, decongestants, etc.) will be given without a written statement from the doctor. It is against Lee County School Board Policy for any child to have prescription or nonprescription medications on campus.

PARENTS AND THE COMMUNITY

Hancock Creek Elementary is committed to the importance of citizen involvement in the educational process. Hancock Creek Elementary has many ties to its community. Several local businesses have donated items to our school and parent/community volunteers have contributed hours of service to our school. If you have one hour or many to share, please contact the school. We look forward to working with each of you and appreciate your support. All interested parents, high school students and community members must complete a volunteer application and pass a background check before serving as a HCE volunteer.

PARENT CONFERENCES

The strength of our school lies in the hands of you, the parents. Your active participation in your child's education begins at home by providing encouragement, support and supervision. Communication with the school is vital to keeping current with your child's educational progress. Visit Hancock Creek Elementary as often as you can and schedule conferences with your child's teacher periodically.

If you need to talk to your child's teacher, please make arrangements by note or telephone. It is best to set a time when you can sit down to discuss your child's progress in private and without distractions. Conferences are usually arranged before or after school, or on professional duty days. Open Houses are times for general discussion and are not suited for parent conferences. The principal, assistant principal, special area teachers and the school counselor are also available for conferences. You may receive assistance in setting up conferences by calling the school office at: **239-995-3600**.

PLEDGE OF ALLEGIANCE

All students have the right to not participate in the morning pledge, which includes not standing or placing the right hand over his or her heart.

PTSO

Become involved! Join our PTSO (Parent..Teacher..Student/Staff..Organization). The goal of our PTSO is to enhance the learning environment of Hancock Creek Elementary. The PTSO organizes fun-filled activities while raising funds for school-wide projects. PTSO meeting dates are listed in the calendar. Your participation is greatly appreciated.

REPORTING PUPIL PROGRESS

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
U	59% or below

Interim Reports: An interim report is sent home halfway through each nine week period. Dates are listed on the school calendar

Report Cards: A report on the progress of each student is issued each nine weeks. This report is given to the student to take home for the parent's or guardian's signature. You should return the bottom portion to school the following day. Dates are listed on the school calendar.

Interim Reports and Report Cards will be sent home in a gold envelope. Parents should sign, date and return the envelope to school.

SAC

The School Advisory Committee is composed of teachers, parents and other citizen representatives of the community served by the school. The SAC assists in preparation and evaluation of the school improvement plans. The SAC designs plans to implement state education goals, indicators of student progress, strategies and evaluation procedures. SAC meeting dates are listed on the calendar.

SCHOOL CLOSURE

The School District of Lee County will always consider the student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 a.m. and announced through NBC-2, WINK, ABC-7 TV morning news shows and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 5:00 a.m. for the latest information pertaining to school closing during severe weather.

SUN PROTECTION POLICY

To help prevent students from the year-after-year exposure to sun, caps and sunglasses may be worn during PE, recess, on outdoor field trips and any other school sponsored outdoor activity. When students come indoors these articles must be removed and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name. Shatterproof plastic U.V. protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the utmost impact resistance. U.V. coating for all prescription lenses is appropriate.

Sunscreen is also beneficial protection against sun exposure. If parents wish to have their student protected, the following guidelines should be followed:

Sunscreen should be applied at home to all exposed skin surfaces before the student dresses for school. This will provide protection to the student during the time traveling to school as well as during the rest of the day. Sunscreen should not be brought to school. There are products on the market which last for long periods of time even when a student is in water. Reapplication of sunscreen at school is not necessary. A minimum of SPF 15 is suggested but no more than SPF 30 is needed. Higher SPF ratings produce limited additional protection.

TOYS AND VALUABLES

It is requested that parents refrain from allowing children to bring to school such articles as valuable jewelry, watches, radios, trading cards and the like. So often these articles are lost, stolen or destroyed and often cause disruptions in the classroom.

ACCEPTABLE USE POLICY GOVERNING STUDENT USE OF PERSONAL ELECTRONIC MOBILE DEVICES

It is the intent of the School Board to permit the use of personal electronic devices during specified times. Students will be allowed to bring their own device to school. It is voluntary for students to bring their own personal electronic mobile devices to school. Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel.

- For the purpose for this policy a personal electronic mobile device shall include, but not be limited to the following:
 - A privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar) or cell/smart phone.
- Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:
 - A. Use only the District specified WiFi network for all network and internet access and refrain from destroying or damaging District data networks or other resources.
 - B. Use all District internet filters and posted network security practices
 - C. Report network security risks or violations of network security to a school administrator.
 - D. Refrain from creating ad-hoc, peer-to-peer, or other wireless networks with District or student owned devices including the use of wireless hotspots or other similar devices.
 - E. Use the District network for instruction and school related purposes only.
 - F. Follow copyright laws which prohibit the reproduction of content, eBooks, music, games or movies.
 - G. Refrain from intentionally accessing, transmitting, copying or creating mobile apps, websites or other material that contains inappropriate information, content, advertisements or any material that is illegal, not age appropriate or inappropriate for a school environment.

H. Comply with the School Board Policy 2.20, Acceptable Use Policy Governing Internet and Technology Access.

- Failure to follow the directives outlined in paragraph above will result in appropriate disciplinary consequences as outlined in the Code of Conduct for Students.
- Students that bring personal mobile electronic devices to school do so at their own risk. The District accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The District accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the District's network. The District accepts no responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device.
- Students are responsible for charging and maintaining their personal mobile electronic device(s) and the District assumes no responsibility for same. This includes the use of anti-malware software, if applicable, on the personal mobile electronic device.

School Board of Lee County Vision

To be a world-class school system

School Board of Lee County Mission

To ensure that each student achieves his/her highest personal potential

Hancock Creek Elementary School Vision

To be a 1st choice school of excellence for students, parents and educators

Hancock Creek Elementary School Mission

The Hancock Creek Elementary family will inspire and cultivate all learners to their fullest potential through the implementation of engaging and relevant learning experiences.

The School Board of Lee County, Florida

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Chris N. Patricca, District 3 (Vice Chair)

Mary Fischer, District 1
Melisa W. Giovannelli, District 2
Debbie Jordan, District 4
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Dr. Gregory K. Adkins
Superintendent

www.leeschools.net

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