

## Student - Parent Handbook

### **Safety & Health Guidelines for Reopening of Cape for 20 -21 (as of 8/4/20) *Visit [cap.leeschools.net](http://cap.leeschools.net) for current changes***

#### **Arrival (7:20 to 7:55)**

- Students must open their own car doors for safety.
- All students are required to have a mask and wear it when getting out of the car.
- Parents will need to remain in cars and are unable to walk your child in.
- If you need to drop off items during arrival and your child is unable to carry it, parents may not walk up to drop off items before 8:05.
- While waiting for the gate to open, students will maintain social distance.
- There will be staff members positioned around campus to ensure social distancing and to assist with students. For safety reasons, there will be no safety patrols at this time.

#### **Before/Afterschool (CKC)**

- CKC is open and registration form is located on our school website.
- We are working on procedures of how to pick up and drop off students along with the daily schedule of CKC.
- Our director, Mary Hood, can answer any questions and concerns at [MaryMHo@leeschools.net](mailto:MaryMHo@leeschools.net).

#### **Behavior**

- We will continue to follow SOAR Expectations and maintain our PBIS Gold Model status.
- Masks: Students will wear appropriate masks and wear them appropriately throughout the day.
- Students will also need to maintain social distancing throughout the day.

#### **Birthdays**

- Due to safety guidelines, there will be no treats, cupcakes, balloons, birthday invitations allowed on campus.

#### **Breakfast**

- Students will get a “breakfast in a bag” and eat in their classroom. Social distancing will be monitored by staff while in line and on the way to classrooms.

#### **Bus Transportation**

- Students will be required to wear a mask on the bus and a mask will be provided if you don't have one.
- Students will practice social distancing on the bus and on the busramp

### **Choir & Clubs**

- There will be no choir or clubs at this time however; our goal is to continue evaluating as the year goes on.

### **Clinic**

- Our clinic will follow CDC Guidelines and Lee County School District Policies.
- Students who have a temperature during the school day will be placed in an isolation room until the parent arrives.
- It is the parent's responsibility to pick up the child or have someone come pick them up if requested by school.

### **Communication**

- Please keep phone numbers and addresses updated.
- School-wide and district-wide messages will be sent using School Messenger.
- Questions and concerns need to be communicated via school phone due to the front office being closed to visitors/parents/guests.
- Parents, if needed, may come to the office door, with ID, from 8:05 to 1:45 and communicate with the office staff. Phone calls and emails are encouraged.
- Meetings and conferences will be held over the phone or virtually.
- Please check Cape's website and social media message for up to date information.

### **Counseling**

- Our school counselor will work with staff and students during the school year regarding the pandemic.

### **Dismissal**

- Car rider procedures will remain similar with the exception of students being spread out and/or in classrooms while waiting.
- Parents will pull up to a numbered cone on the parent pick up ramp given by the staff member calling on the loudspeaker.
- If you don't have your child's ID sign, you must park and walk to the orange cones on the sidewalk. When a staff member is available, they will check your picture ID. You are required to wear a mask and maintain social distancing from students and other adults.
- CKC and bus students will follow safety and health guidelines and procedures.

### **Early Sign Out**

- Parents will be required to show their driver's license at the door via camera to sign out their child.
- To ensure safety of all students and staff, we will strictly enforce our school policy of no students being signed out after 1:50.

### **Lunch**

- Students will receive a “boxed lunch”.
- Students will eat lunch while practicing social distancing in the cafeteria, library, and/or classrooms.
- Social distancing will be monitored by staff while in line and on the way to the assigned lunch area.
- No birthday treats or cupcakes allowed

### **Masks**

- Students are required to wear masks throughout the school day except during lunch, PE, and recess.
- Masks must be school appropriate and worn appropriately throughout the day.
- If students don’t have a mask, a disposable mask will be provided for students who don’t have them.
- Cape will sell masks for \$10 during the school year that say “I need my space” to go along with our space theme.

### **PTO**

- Fundraisers and other sponsored events will be determined and announced throughout the year.
- PTO and SAC meetings will be held virtually.
- If you are willing to help PTO, please contact them at [capeelemetarypto@gmail.com](mailto:capeelemetarypto@gmail.com)

### **Safety Patrols**

- For safety reasons, there will be no safety patrols at this time.

### **School Supplies**

- Students will use their own school supplies and not share them.
- Classroom teachers will share specific information on school supply procedures.

### **Visitors/Volunteers**

- Visitors and volunteers are not allowed on Cape’s campus at this time.
- Parents, if needed, may come to the office door, with ID, from 8:05 to 1:45 and communicate with the office staff. Phone calls and emails are encouraged.

### **Water Bottles**

- Water bottles are highly recommended.
- Please make sure that your child’s bottle is clearly labeled.



# Student – Parent Handbook

## SCHOOL HOURS

Parent Drop-Off begins	7:20 a.m.
Breakfast Served	7:30 a.m.
Breakfast Ends	7:45 a.m.
Gates close	7:53 a.m.
Instruction Begins	7:55 a.m.
School Dismisses	2:10 p.m.

School hours are 7:55 a.m. through 2:10 p.m. Students must be in their classroom when the bell rings at 7:55 a.m. The front gate will close each day at 7:53 a.m. There is no one available to supervise your child before 7:20 a.m. and after 2:40 p.m. If dropped off before 7:20 a.m., your child will be sent to the before school program and you will be charged \$5.00 per day. If not picked up by 2:40 p.m., your child will be sent to the after school program and you will be charged \$12.00 per day.

***Parents may walk students to class the first three days of school only.***

## ADDRESS/TELEPHONE NUMBER/E-MAIL

It is important that we have your correct home address, home/work telephone numbers and e-mail. If you do not have a telephone, please give us a family member's number or an emergency number so that we can contact you if needed.

***If you move during the school year you must provide proof of residence. Lee County School District will only accept a lease agreement, mortgage statement, electric or water bill as proof of residence.***

***If your telephone number, address or email changes, please notify the school office in writing immediately.***

## ATTENDANCE/ABSENCES/TARDIES

**Attendance is mandatory by law** and is vitally important for the education of students. To participate fully in the educational process, your child needs to attend school every day, be on time (no later than 7:55 a.m.), and remain in class until the end of the day (2:10 p.m.).

**Please refer to the *Parent Guide & Code of Conduct for Students* for other Attendance Policies and Procedures.**

***Based on the Lee County School Board and Cape's policies and procedures, our attendance guidelines are as follows:***

- Parents should call the school by 9:00 a.m. to report all absences. A note in the student's planner explaining your child's absence should also be sent the day the child returns to school.
- Excused absences will be granted for personal illness, medical or dental appointments, death of a relative, established religious holidays, emergencies, for educational purposes, students having or suspected of having a communicable disease or infestation which can be transmitted, or other justifiable reasons as approved by the principal.
- Suspension, truancy, avoidable absence and absence without contact with the school (except in cases of emergency) are considered unexcused absences.
- Family vacations cannot be approved as an excused absence.

Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. An accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equal 5 days in a calendar month or 10 days within a 90 calendar day period may be exhibiting a pattern of non-attendance.

If a student has **15** unexcused absences within 90 calendar days, a letter will be sent home mandating a meeting to develop a plan to improve the student's attendance. If the student's attendance does not improve, a referral to the Truancy Intervention Program may occur.

### **Tardies**

A student is tardy if he/she arrives on our school campus at 7:53 A.M. or later. Habitual tardiness is defined as being tardy six times within a quarter. When tardies become excessive as defined above, we will ask that you meet with the school-based problem-solving team and principal to determine how we can assist you in getting your child to school on time. If you are unable to meet with us, the school social worker may visit you at your home or place of employment.

### **Early Sign-Outs**

No student shall be released within the final 20 minutes (1:50 P.M. or later) of the school day unless the principal/designee determines it is an emergency.



## **BEFORE/AFTER SCHOOL PROGRAM**

CAPE KIDS CARE (CKC) program is the before and after school program at Cape Elementary. The ***Before School Program*** begins at 6:30 A.M. and ***After School Program*** ends promptly at 6:00 P.M. daily. Students must be registered and pay the \$30 non-refundable registration fee to attend. Registration forms are available in the front office and on our school website. There is a 48 hour waiting period prior to admittance to the program to allow for paperwork and processing to be complete.

## **BEHAVIOR**

We follow *The School District of Lee County Parent Guide & Code of Conduct for Students* as our guide for discipline concerns. At Cape, we believe that children do their best in an environment that fosters self-responsibility and independent problem solving. Faculty, staff and students are trained in proactive strategies including “bucket filling” that support appropriate behavior choices and create a positive school environment. We encourage parents to discuss these programs and expectations with their children and their childrens’ teachers, so that we can work together as partners to develop positive character qualities in all of our students.

We are a PBIS (Positive Behavior Interventions & Supports) school using a school-wide approach to discipline that includes systematic and individualized strategies to support social and academic success for all students. The school-wide SOAR expectations are that all Cape students will:

- **S**tay focused and set goals
- **O**bserve safety rules
- **A**spire to be an outstanding citizen and team player
- **R**emembers to be respectful and responsible

## **School-Wide Discipline Plan**

The “Behavior Ladder” and/or “ClassDojo” is used in classrooms.

### ***How does the Behavior Ladder work?***

All students begin each day on **Green**. As students move through the colored steps, each equates to how expectations were met.

- Blue:** Outstanding
- Orange:** Great Job
- Green:** Ready to SOAR
- Yellow:** Remember to SOAR
- Pink:** Think about it
- Purple:** Teacher’s Choice

Once a student has reached Teacher’s Choice, the teacher uses discretion to determine the consequence given.

### ***How does the ClassDojo work?***

Classrooms will utilize this computer based program to track behaviors. In the beginning of the year, the teacher will send home a letter giving parents access to the program. ClassDojo will send an electronic weekly report to all parents registered to ClassDojo. Parents are strongly encouraged to check the ClassDojo website/smartphone app daily to monitor their child’s daily classroom performance. Students may record performance in their planner.

**SOAR Rewards:** Students who follow SOAR expectations, avoid student discipline referrals both on campus and on the bus and receive all S’s in personal development on the report card will be invited to the quarterly SOAR Celebrations rewarding their outstanding choices. Each quarter, the PBIS Team reveals a different theme of activities for student participation.

In addition, students may periodically receive surprise rewards from the Principal Cart.

**Classroom Incentives:** Classroom teachers may utilize a variety of other tools to reinforce positive SOAR behavior and academic performance including but not limited to academic celebrations, Fun Friday, Capeables, charms and SchoolMessenger messages.

**Capeables:** Students earn Capeables for displaying positive behavior choices and academic success around campus, including on the bus. They can be spent at our Capeable Store to purchase items of student choice.

**Weekly Personal Development Form:** At the end of each week, in the planner, there is a personal development form. Accelerated Reader goals and homework are factored into personal development. If there is a concern which will result in the student receiving an N or U on their report card in personal development, the teacher will fill it out to provide the parent with additional information on the concerns.

**Lee County Student Discipline Referral:** If a referral is issued, the student will be sent to administration for consequences. Cape Elementary follows *The School District of Lee County Parent Guide & Code of Conduct for Students* as our guide for discipline concerns.

**Please refer to the *Parent Guide & Code of Conduct for Students* for more information on discipline.**

### **BICYCLES**

You may ride your bike to and from school. We have a special gate for you on the WEST side of the school near the Bus Ramp. Bicycles must be locked up at the BIKE RACK each day for security reasons. A form must be signed by the parent/guardian giving permission for your child to walk/bike to and from school. Please contact the front office to obtain this form. **Bike riders must wear a helmet in order to ride their bike to and from school.** Remember to practice the rules of safety!

### **BIRTHDAYS**

Students' birthdays are recognized on the morning news program and in classrooms. Parents need to contact the teacher if they want to bring in treats. All treats must be store bought. Cupcakes are requested instead of cakes. Treats can be served in the café. Balloons are not permitted on campus and/or on the school bus. Invitations must be given to the entire class or all boys/all girls.

### **BOOKS**

The school must be reimbursed for lost and/or damaged textbooks and library books. Call the Bookkeeper at 542-3551 for the cost of textbooks. Call the library for lost library books at 542-3551. Please make checks payable to "Cape Elementary."

## **BULLYING**

Please visit the "anti-Bullying" link located within the student section of the Parent Portal at [www.leeschools.net](http://www.leeschools.net).

### **What Bullying IS**

Bullying is aggressive behavior which **must** include the following 3 elements:

- 1) It involves an imbalance of **power** (real or perceived)
- 2) It is **intentional** and purposeful and causes physical hurt or psychological stress
- 3) It is **repeated** over time

**Physical bullying is repeatedly** hitting, kicking, pinching, spitting, tripping, pushing, making mean or rude gestures, taking or destroying someone's belongings.

**Verbal bullying is repeatedly** teasing, name-calling, making inappropriate sexual comments, taunting, threatening to harm.

**Social bullying is repeatedly** leaving someone out on purpose, telling others not to be friends with someone, spreading rumors, embarrassing someone. Those who bully others do not need to be stronger or bigger than those they bully. The power imbalance can be one of popularity, strength, or even intellect. Bullying creates a hostile environment and frequently interferes with the target's participation in school. Bullying can be one person repeatedly acting aggressively toward another, or, it can be many people acting aggressively toward one individual.

### **What Bullying is NOT**

- Bullying is not a mutual conflict between two individuals; bullying must involve an imbalance of power.
- Bullying is not just physical. The most common form of bullying for both boys and girls is verbal bullying (name calling) and social bullying (excluding someone).
- Children who have social power and like to dominate are not the only ones likely to exhibit bullying behavior. Children who are socially isolated or have low self-esteem may also bully others.

**Please refer to the *School District of Lee County Parent Guide & Code of Conduct for Students* for additional information regarding district policies concerning bullying/harassment. Please visit the Cape Elementary website for additional tips and procedures for identifying and dealing with these concerns.**



## **BUS TRANSPORTATION**

- The automated telephone number for transportation and special needs transportation is 772-2349.
  - Bus stop and bus numbers can be accessed through: leeschools.net
  - Contact the office if a change is needed involving bus transportation.
  - Students must ride the same bus and get off at the same 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 will only be approved in an emergency situation and also must be signed by the parent and approved by an authorized school administrator.***
  - Please arrive at your bus stop ten minutes before the assigned time.
  - If a student chooses to violate a bus rule, the driver will issue a bus referral. The referral will be handled by the administration. In most cases, the following procedure will be followed:
    - 1<sup>st</sup> referral: Warning; parent contacted
    - 2<sup>nd</sup> referral: Letter home; parent contacted
    - 3<sup>rd</sup> referral: Parent conference and/or one day bus suspension
    - 4<sup>th</sup> referral: 2 day bus suspension and second parent conference
    - 5<sup>th</sup> referral: 3 day bus suspension and administrative hearing
- Please refer to the *Parent Guide & Code of Conduct for Students* for specific bus guidelines, rules and information.



## **CAFÉ**

### **Rainforest Café - Dining Room**

Breakfast and hot lunches will be served daily and are free with the exception of:

Extra Milk                      \$ .40

If you wish for your child to purchase extra food or drink, please make checks payable to **Cape Elementary School**. You may also pay using the district on-line prepayment option: MyLunchMoney.com.

Glass bottles or glass containers and carbonated beverages (soda) are not permitted in the Café.

***Special Note:*** If you have allergies, we must have a written doctor's note letting us know the types of food and drink you cannot have at school.

**For the safety of all children, no homemade items can be brought in to share with classmates.**

**All food items brought in to school for parties, birthdays etc. must be purchased at the store.**

### **Café Silver Spoon Award:**

Students are expected to SOAR to success in the Café.

- **S**peak softly
- **O**bey the adults
- **A**lways clean up after yourself
- **R**emain seated

Classes will have the opportunity to earn rewards and treats weekly for positive behavior in the Cafe.





### CAR RIDERS

The Car Ramp is located on the NORTH end of the campus on SE 45<sup>th</sup> Street. Cars are to enter the car ramp by way of SE 14<sup>th</sup> Avenue only and cars must exit to the right. This will help us have a smooth and safe flow of traffic. In addition, parents can help by pulling all the way to the front of the ramp before letting child(ren) in/out of the car. Parents must remain in the car at all times.

Each family will be given 2 cards to display on the dashboard with your last name on it. At dismissal, our staff will call your name over the loudspeaker as the parent enters the car ramp.

**If you do not have an ID sign, you must park, go into the office, and show a photo ID to receive a temporary sign. Proceed back to the line to pick up your child.**

Replacement cards are available in the front office.

If a student is not picked up by 2:40 p.m., he/she will be sent to CKC and the parent will be charged \$12.

### CELEBRATIONS OF LEARNING

During the last month of school, Cape Elementary invites families to our annual classroom celebrations that recognize academic and personal achievements of students. These celebrations are held at the end of the year and families are welcome and encouraged to attend to celebrate with their child(ren). All students are celebrated for their achievements and individual successes. Celebrations typically last about 30-60 minutes, followed with refreshments. Please look at the school calendar for dates and times.

### CELL PHONES

**Please refer to the Electronic Device Section of our handbook and the *Parent Guide & Code of Conduct for Students* for more details.**

### CHANGE IN THE WAY YOU GO HOME

If there is a change in the way a student goes home, there must be a note written in the planner. Otherwise, the student will be sent home the normal way. **There will be no bus changes made over the phone for any reason;** for example, change student from Parent Pick-up to bus is not permitted.

Please refer to the DISMISSAL section for more information.

### CHANGE OF ADDRESS

Parents must immediately report any change of address or phone numbers to the Information Specialist in the front office. **PROOF OF ADDRESS** will be needed. Only one of these documents will be required: lease/mortgage, electric bill, water bill, landline phone bill with YOUR name and address on it. If you do not have any of these items in your name, a letter from a third party along with one of the above will be accepted. This will help us with communication, especially in the case of an emergency.

### CHOIR

Any 3rd, 4th, or 5th grade student has the opportunity to join one of our Cape Choirs. Our Cape Choirs perform at an assembly for the celebration of Veteran's Day, as well as assemblies and evening concerts during the December Holidays and a Spring Program, usually held in May. In addition, the Cape Choirs perform at events outside of school, often at local retirement homes.

### CLINIC

Cape has a full-time assistant and a part-time nurse working in the clinic. Guidelines for calling parents and requiring them to pick up their child are as follows:

- a temperature over 100 degrees (students must remain at home for at least 24 hours or until all symptoms subside)
- vomiting
- a communicable disease
- an injury requiring more than basic first aid
- head lice

Please cooperate by picking up your child promptly.

**Medical condition:** If your child has a known medical condition please notify the school clinic and indicate on the emergency form.

The school nurse will contact the parents to identify any medical needs while in school and create a plan of care.

**Please make sure that you have an emergency form on file in the clinic with correct phone numbers.** Updating your information on emergency forms is essential.





### **CLUBS: After School**

Cape Elementary is excited to offer After School Enrichment Clubs which offer a wide variety of enrichment and recreational classes for students. Enrichment clubs are held on Tuesdays and Thursdays from 2:30 p.m. to 3:30 p.m. We offer 2 sessions of clubs each school year which are each 6 weeks long. There is a registration fee for all clubs which includes a snack and a drink.

Clubs support enrichment, learning, and leadership for all students. Our clubs are organized by staff who volunteer their time and are based on teacher preference and student interest.

A student who wishes to represent the school through club/enrichment activities and interscholastic competitions or performances must comply with school expectations of being safe, responsible, respectful, cooperative, and always doing their best. It is a privilege for students to participate in a club.

Transportation will not be provided. Transportation will have to be arranged by the parent/guardian. If your child is being picked up after a club, they must be picked up by 3:40 PM. Children who are not picked up on time will be held in the school office. Children who are picked up after 3:40 PM three times will be dismissed from ALL clubs.

Flyers will come home prior to the start of clubs with more detailed information.

### **COMMUNICATION WITH TEACHERS & PARENTS**

#### **Agendas/Planners**

- All students in grades K through 5 will be given one free agenda/planner.
- If they lose, misplace or damage their planner/agenda, they will be expected to replace it at a cost of \$3.00.
- Students are expected to have it with them at school every day.

- By using an agenda/planner a student learns how to organize homework assignments and develop good study skills and habits.
- Your child's agenda/planner is an excellent means of communication with the teacher.
- Change of transportation must be written in the planner.
- *Parents are expected to sign the agenda/planner each night. Teachers are expected to sign the agenda/planner each day.*

#### **Brown Weekly Communication Envelopes**

- Envelopes are sent home once a week on a Friday or Monday.
- Graded papers and newsletters will be included weekly in the envelope.
- Parents must empty the envelope, sign the outside and return each week.

#### **Conferences**

- Teachers are available for conferences before and after school.
- Conferences with teachers need to be scheduled at times other than during student arrival and instructional time.
- Student Led Conferences are held during the year. Look at the school calendar for dates.

#### **E-Mail**

- Teacher email addresses are available on our website.
- We request email be used on a limited basis.

#### **Monthly Newsletter**

- Our electronic newsletter is published the first week of each month.
- An automated message will be sent out monthly with the link.
- Parents can also read on Twitter, Facebook, and the Cape website.

#### **School Messenger**

- There is a link on our school website for School Messenger.
- Specific messages will be sent out for reminders of class news, school events and issues.
- Please make sure the office has updated phone numbers and email addresses.
- School Messenger will be the main communication when there is an emergency.

### Phone Calls

- Teachers are available for phone calls before and after school. We will not be able to put calls through during the school day.
- Teachers are required to make at least three positive phone calls home each year.

### Social Media

- Parents can get updates on school events on Twitter and Facebook(Cape Principal).

### Web Site

- Our website, <http://cap.leeschools.net/>, has updated information throughout the school year. Please check periodically.

## COUNSELING

Our School Counselor provides intervention when a student's concerns make functioning in school difficult. This may involve working with teachers, parents, and/or children individually, in small groups and/or in classrooms as the need arises. Students may complete a Student Request to See the Counselor Form available in their classroom to meet with the counselor. Teachers may complete a Student Assistance Referral Form. Parents may call the school and request a phone call from the counselor to discuss concerns or to set up an appointment for a meeting.

Meeting with the school counselor is not a substitute for individual counseling in a therapeutic setting and is not intended to serve as a replacement when a need for mental health counseling arises. Our School Counselor works with school resource personnel and community agencies to obtain help for children and families and will provide community resource listings upon request.

## CURRICULUM

The Florida State Standards for Career and College Readiness clearly define what every student is expected to know and what every student is expected to be able to do. While our teachers utilize many different strategies and resources to enable our students to meet these high and rigorous standards, our goal is to produce high-achieving students whose self-esteem and confidence are built upon authentic academic success. The curriculum at Cape stresses high achievement in Language Arts (reading, writing, language, listening, speaking), Mathematics, Science, and Social Studies. We believe that reading is the foundation for successful

mastery of all subject areas and at Cape reading skills are emphasized at every grade level. It is the responsibility of the staff to provide every opportunity for students to reach and even exceed their potential.

## DISMISSAL

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

If you need to change your child's "going home" routine at any time during the school year, either temporarily for a day or permanently, please follow these procedures:

- Send us a **written notice** with detailed information in your child's planner.
- Requests to ride a different bus or use another stop must be approved by a school administrator. **This will only be approved in emergency situations.**
- **There will be no bus changes made over the phone for any reason.** For example: changing student from Parent Pick-up to bus is not permitted.
- **Early removal from class will be honored only for doctor's appointments or emergencies.** Should you come to the office to remove your child early from class, you **MUST** have a photo ID with you. If you send someone in your place, the person must be listed on the emergency card and have a photo ID. **Students will not be released to anyone whose name is not listed on the emergency card.**



## DRESS CODE

Students at Cape Elementary encourage one another through positive examples in appearance and behavior. This helps create an environment where all students can learn and grow together. **No students will be permitted to wear clothing that disrupts or interferes with the educational process.** Guidelines for appropriate dress are listed below.

- Wear safe and protective closed-toe shoes. The following types of shoes are not permitted at school: sandals, flip-flops, high-heel shoes, open toe shoes, platform shoes, shoes without backs, shoes with wheels. Crocs with backs are acceptable.
- Wear clothes that are your size. Fasten pants at your waist or wear a belt as needed.
- Pants must not extend beyond the shoe.
- Skirts and shorts must be at fingertip length or longer. No leggings or bike shorts worn as pants unless a pair of shorts or shirt is worn that is fingertip length or longer.
- Transparent or see-through tops, bare midriff, strapless, low-cut clothing or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited.
- Halter tops, backless dresses or tops, tube tops, spaghetti strap tank tops or any clothing which may be distracting are prohibited. Tank tops may be worn but must be three finger width wide at shoulder.
- Undergarments should not be visible.
- Be aware of clothing or jewelry that might cause harm to you or someone else. The following can be a safety hazard: chains, chokers, bracelets, wallet chains, rings, dangling or hoop earrings.
- Clothing with slogans or advertising which are conversational or obscene are prohibited.
- No make-up, no acrylic or press-on nails, no tattoos, no pictures or writing on one's skin.
- Be considerate when wearing fragrances, such as cologne/perfume. Many students have allergic reactions.
- Hair must be your natural color, no sparkles, dye, colored extensions, fades with pictures, or feathers added to your natural beauty. Mohawk haircuts are not permitted.

Students must also follow the School District of Lee County Dress Code as listed in *The School District of Lee County Parent Guide & Code of Conduct for Students*.

## ELECTRONIC DEVICES

Students in Grades K to 2 must have their electronic devices off and away during the school day.

Students in Grades 3 to 5 may be permitted to use their electronic devices (laptop, tablet, notebook, netbook, e-Reader, iPod touch, or cell/smart phone) during specified times only in classrooms. Classrooms will use the Traffic Signal approach which breaks down when electronic devices can be used in the classroom.

### **RED LIGHT**

*Students must have their cell phones and other electronic devices completely put away. Any visibility of these devices will incur a consequence.*

### **YELLOW LIGHT**

*Students may have their cell phones out as long as they are being used for educational purposes. Any misuse or inappropriate behavior will result in consequences.*

### **GREEN LIGHT**

*Students must have their cell phones out for a classroom activity. Any misuse or inappropriate behavior will result in consequences.*

Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:

- (a) Use only the District specified Wi-Fi 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 instructional 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 School Board Policy 2.20, Acceptable Use Policy Governing Internet and Technology Access located in the *Parent Guide & Code of Conduct for Students*.
- (i) Failure to follow the directives will result in appropriate disciplinary consequences as outlined in the *Code of Conduct for Students*.

- (j) Students that bring personal mobile electronic devices to school do so at their own risk. Cape and 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.
- (k) Students are responsible for charging and maintaining their personal mobile electronic device(s) and the District assumes no responsibility for same as above. This includes the use of antimalware software, if applicable, on the personal mobile electronic device.

### **EMERGENCY DRILLS - SITUATIONS**

Fire, Evacuation, Tornado and Lock Down Drills will be held at regular intervals to ensure safety in the event of a real emergency. Students will be taught what to do in each situation.

We will communicate through School Messenger if there is an emergency on our campus. It is important for Cape Elementary to have correct information on the Emergency Card (phone numbers, emails and list of adults who can pick up your child).

### **EMERGENCY SCHOOL CLOSINGS**

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close when severe weather threatens. **Unless there is an absolute 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.** Listen for a message via the automated system, School Messenger and also local media beginning at 5:00 a.m. for the latest information pertaining to school closing during severe weather months.

### **FIELD TRIPS**

Student field trip permission forms must be signed by a parent in order for a child to attend a field trip. Students may bring their lunch or a brown bag lunch from the Café will be provided. Only parents may attend field trips and ride the school bus when

attending the field trip (siblings and preschoolers are not allowed to attend field trips for liability reasons).

### **FOOD**

***Special Note:*** If you have allergies, we must have a written doctor's note letting us know the types of food and drink you cannot have at school.

**For the safety of all children, no homemade items can be brought in to share with classmates.**

**All food items brought in to school for parties, birthdays etc. must be purchased at the store.**

### **GRADES**

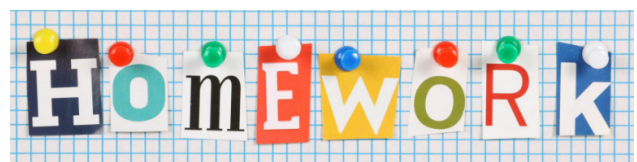
Please refer to the COMMUNICATION section and REPORT CARD section of the handbook.

### **HEAD LICE**

Should your child get head lice, you will be contacted and requested to pick up your child. Parents are responsible for treatment of the head lice by shampoo (Pediculicide) and nit removal (special comb). All nits must be removed before the student is allowed to return to the classroom. **Parents must accompany their child to the clinic for a recheck before the child may return to the classroom.** Contact the clinic assistant for more information on how to treat head lice.

### **HOMEWORK**

The purpose of homework is to enhance learning. It is a school policy for homework to be assigned Monday through Thursday each week. Assignments are designed to review and reinforce academic skills. In Grades 1 to 5, students must read an AR book for 30 minutes in addition to their homework. Kindergarten students are also assigned homework. Please work with your child and check his/her homework. Contact the teacher if you have questions about homework. This will enable you to become aware of the skills being taught, as well as the progress your child is making. Your child's teacher will send home a copy of the classroom homework policy at the beginning of the year.



## **INTERIM REPORTS**

Interim reports are sent home mid-quarter with each student at all grade levels to inform parents of student academic progress and personal development. Interim report days are listed on the school calendar.

## **IREADY**

iReady is an assessment and instruction program for reading and math. It delivers on line lessons that provide tailored instruction and practice for each student to accelerate growth. Students complete 45 minutes of reading and math weekly and also need to pass lessons with a 70% or higher pass rate.

## **LAUNCHPAD**

Student's may log on to the District's Launchpad from home devices and use most programs from home to keep current with their practice. These programs may include, but are not limited to Overdrive, iReady and Compass Odyssey.

Please refer to the USER NAME section section of the handbook for detailed information about the district launchpad.

## **LOST AND FOUND**

Lost and Found is located in the Café. *Be sure to put your name on all belongings!* Items not collected will be given to charity at the end of each quarter.

## **MAKE-UP WORK**

Students shall be responsible for all work and assignments missed during an absence. Parents may call the school to request make-up work which will be ready for pick up in the front office after 2:45. Immediately upon return to school from an absence, the student shall be given the number of school days missed plus one additional day to submit the make-up work for full credit.

## **MEDICATION**

If a student must take medication, arrangements should be made with the attending physician so that the medication is given at home before or after school hours. Medication may only be given at school if failure to take it could jeopardize the student's health. The Parent Permission Medication Form MIS 398 and Physician Permission Form MIS

401 must be completed and kept in the clinic with the medication. Forms are available in the clinic.

1. Medication must be brought to school clinic by an adult fully labeled and in the original container from the pharmacist. If the prescription medication is needed for more than 48 hours, a MIS 401 must be filled out by a physician.
2. If a doctor orders a non-prescription medication, it must be labeled with the student's name and directions concerning dosage. MIS 401 must be on file.
3. No over-the-counter medications will be given without a written statement from the doctor and a note from parent giving permission to administer the medication.

## **MTSS**

### **Multi-Tiered Level of Student Support**

Florida uses a three-tiered model for learning/behavior with the tiers representing a continuum of student support - MTSS (Multi-Tiered Systems of Support). The tiers do not represent placements or procedural steps, but rather varying levels of instructional intensity. All students receive universal behavior/academic support (Tier I). In addition to the school-wide curriculum for academics and behavior, some students may require more strategic or supplemental support (Tier II) or intensive/targeted (Tier III) levels of support in order to be successful.

If a student experiences academic, attendance, behavior, social/emotional, medical and/or other difficulties, our MTSS Problem-Solving Team (PST) is organized to meet and address these concerns. Generally, the student's teacher initiates the referral, but parents and other staff members may also request a meeting. If a student requires interventions at a Tier II level, a meeting will be held by school personnel and a copy of the Student Intervention Plan (SIP) will be sent home for parental review. The student's teacher, parents, the Curriculum Specialist and the School Counselor may attend Tier III meetings. Depending upon the individual needs of each student referred, additional members invited to attend may include: School Social Worker, ESE teacher, School Psychologist, School Nurse, Speech Pathologist, Equity Coordinator, student and Administrators. Parents may contact the Curriculum Specialist or School Counselor for more information. MTSS PST meetings are scheduled on an as-needed basis and last approximately sixty

minutes. Invitations to attend Tier III meetings are sent home with students or sent via United States Postal Service.

During the beginning of the intervention period, the team will gather and analyze data to determine the possible cause of the problem. The appropriate staff will implement the strategies and collect data for approximately 8 to 16 weeks and then reconvene to determine the effectiveness of the interventions. Additional information on this Multi-Tiered level of Student Support (MTSS) is provided in the Lee County School District's Student Progression Plan.

### **PARENT CONFERENCES**

- Teachers are available for conferences before and after school.
- Conferences with teachers need to be scheduled at times other than during student arrival and instructional time.
- Student Led Conferences are held during the year. Look at the school calendar for dates.
- Parents may not walk their child to class to speak with the teacher.

### **PARKING**

Parents and guests may use the visitor parking lot by entering on the SE 14th Avenue end of the campus.

### **PERFORMANCE CLASS PLACEMENT**

Cape Elementary students are grouped in classes based upon their educational performance. This structure enables our students to learn in an educational environment with students of similar needs and learning rates. At each grade level, we offer a continuum of classes ranging from intensive reading/language arts to enriched and gifted. In Grades 2nd to 5th we also have a co-teach model with two teachers in the classroom. Different resources and teaching strategies are used to provide optimal teaching and learning environments at every level. Your child's academic needs and subsequent academic performance determine classroom placement. Teachers closely monitor student progress and throughout the year may recommend a change in classroom placement to better meet the needs of a student.

### **PERSONAL ITEMS, TOYS & GAMES**

School is not the place to bring toys, games or personal items. The school is not responsible if personal items are lost or broken. Sometimes you may be able to bring and share an item that has something to do with what you are studying. Get permission from your teacher and your parent before bringing any personal items to school.

### **PROGRESS MONITORING: STAR and iReady**

Cape Elementary is responsible for overseeing the administration and reporting of all state assessments such as the Florida Standards Assessments (FSA), Florida Comprehensive Assessment Test (FCAT), the Florida Kindergarten Readiness Screener (FLKRS), WIDA as well as, other District assessments including STAR Reading, STAR Math, iReady Reading Diagnostic, and iReady Math Diagnostic.

These assessment systems monitor student achievement and are built into the School Improvement Plan process as well as the Strategic Planning process. Our school participates in regular analysis of achievement trends and other student data. The data is used primarily to monitor the progress of students, schools and the District as a whole.

STAR and iReady assessments are designed to help teachers assess students quickly, accurately and efficiently. STAR and iReady provides teachers and administrators with reliable and valid data instantly so they can target content, provide students with appropriate instructional materials, monitor progress and intervene with at-risk students.

Administrators use real-time data from STAR and iReady to make decisions about curriculum, assessment, and instruction at the classroom, school, and district levels.

STAR Assessments and iReady have been favorably reviewed as reliable, valid, and efficient by various independent groups, including the National Center on Intensive Intervention, the National Center on Response to Intervention and the National Center on Student Progress Monitoring.



## PTO

All parents are welcomed and encouraged to be active in our PTO (Parent Teacher Organization) which meets to discuss school needs and assist with school wide projects. Each year the PTO participates in two major fundraisers. PTO also sponsors family events like the monthly spirit nights at restaurants, Holiday Shoppe and Spring Fling. The money raised goes to field trips, assemblies, supplies, teacher recognition and many educational and technology materials for the school. Please contact PTO at [capeelementarypto@gmail.com](mailto:capeelementarypto@gmail.com) if you are interested in becoming a member. PTO meetings are held four times a year. Dates are on our school calendar.

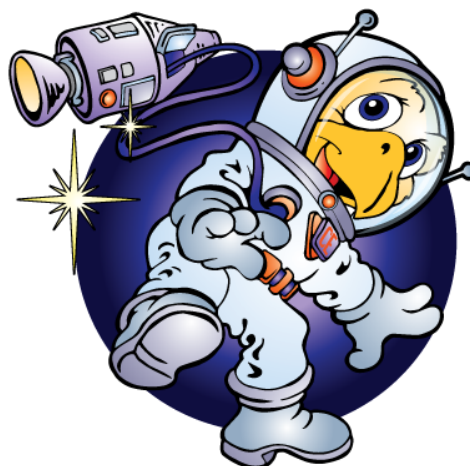


## REPORT CARDS

Report card grades are a means of communication between school and home. Grading procedures are based on Florida Statute 1003.33(1) (a) and were developed to ensure that report cards accurately represent your child's academic grade level performance. Teachers use weighted categories to determine grades in all subject areas. Academic grade level standards exist for each subject area and your child's grades reflect the degree to which mastery of those standards has been achieved. All teachers share their grading policies and procedures in their beginning school packet and on their class Website. Parents may use FOCUS to see individual and overall grades.

## SAFETY PATROLS

Fifth graders have the opportunity to be selected to serve as Safety Patrols. The areas of focus for our Safety Patrols are safety on campus, café and parent drop off and pick up areas. We are grateful for all of the Safety Patrols who help us on campus and at parent drop off and pick up.



## SCHOOL SUPPLIES - SCHOOL STORE

Supply lists are available on our website. Teachers may request additional supplies throughout the year. The school store will only sell agendas/planners, t-shirts, and headphones. The school store is open each morning before school and is located in the office.

## SPIRIT DAY

Each Friday we celebrate our school spirit and pride. Students are encouraged to wear their Cape Elementary t-shirts. Students and parents may buy Cape Elementary t-shirts at our school store.

## STAR

See Progress Monitoring.

## SUN PROTECTION

To help prevent your exposure to sun, caps and sunglasses may be worn to recess, PE, on outdoor field trips and at any other outdoor activities. When you come indoors these articles must be removed and placed in a designated area. *Mark your items so you can easily identify them.*

**Sunscreen** is also beneficial protection against sun exposure. Apply it at home before dressing for school. Sunscreen should **not** be brought to school.



## USER NAMES/PASSWORDS & WEBSITES

There are several websites available to parents and students to assist with learning and communicating.

**Launchpad:** Student's may log on to the District's Launchpad from home devices and use most programs from home to keep current with their practice. These programs may include, but are not limited to Overdrive, IReady and Compass Odyssey.

1. Open Browser.
2. Go to <http://launchpad.leeschools.net/>.
3. Enter student's district username and password.
4. First time logging in, verify the network password.
5. Select the Instructional Apps Folder.
6. Select the application icon.

### **Renaissance HomeConnect(AR):**

(<https://hosted104.renlearn.com/736819/HomeConnect>)

- Parents will be able to view AR test scores.
- Teachers will send home a letter with username and password at the beginning of the year. You may request this information at any time during the year if needed.

## VISITORS

- For the safety of our children, no person is allowed to go directly to a classroom to visit or remove a child at any time during the day.
- **All visitors must provide a photo ID and check in at the front office each time they visit campus for any reason. This includes: classroom visits, school wide events, concerts and programs. All visitors must wear a visitor's badge/sticker that can be seen - at all times.**
- We will do this through the *KeepnTrack* visitor management system.
- Anyone on campus without a visitor's badge will be stopped and directed to the office.
- Parents may go to class during arrival time only if pre-arranged with the teacher.



## VOLUNTEERS

Our volunteers play an invaluable role in our students' education and development and make a positive difference in their lives. There are many ways to get involved with our school. We encourage you to share your time and talents with our very active school community. Volunteers assist with many jobs to help students and teachers.

Our school needs volunteers to help with a wide variety of activities, such as:

- classroom activities
- AR Program
- SOAR Parties
- shelving books in our Library
- fundraisers
- supervising learning centers
- mentors
- selling ice cream on Fridays

The first step in getting involved is to complete a volunteer application and file your driver's license information with our office staff. Then, you will be on your way to making a difference!

### WATCH D.O.G.S.

(Dads of Great Students)

WATCH D.O.G.S. is a nationally recognized innovative program focusing on safety and education in schools by using the positive influence of fathers and father figures for a two-fold purpose:

(1) To provide an unobtrusive fathering presence and (2) provide a positive and active role-model for students at the school. Fathers, stepfathers, grandfathers and uncles are asked to spend at least one day volunteering. Your support and time will benefit the students and school performing activities such as:

- Eating lunch with students
- Working one on one or in small groups
- Reading AR books with students
- Helping students find books in the library

- Attending SOAR Parties, PE Field Days, and classroom events
- Working at PE with students
- Listening ears
- Or, wherever they are needed

We are currently seeking volunteers to join Watch D.O.G.S. You can volunteer for one hour or all day! We do ask you to wear a WATCH D.O.G.S. shirt to identify yourself as a WATCH D.O.G.S. volunteer. There is an orientation meeting in the fall. Please look for a flyer in your child's brown weekly envelope.

### **WATER BOTTLES**

Students may bring a water bottle which should only include water to school each day to use in the classroom and at PE. Please label the bottle with child's name or initials.

### **WALKERS**

To be a walker you must live within two miles of the school. Students who walk to school should enter the gate on the Vincennes Blvd. (WEST) side of the school near the bus ramp. If your child walks to and from school, he/she should meet the parent/guardian at the bike rack. Parents must have a designated walker sign to pick students up and are available in the front office. **A form must be signed by the parent/guardian giving permission for your child to walk/bike to and from school.** Please contact the front office to obtain this form.

### **YEARBOOKS**

Yearbooks are sold each year. Orders will come home in the brown weekly envelope. Yearbooks arrive in May. Please look for detailed information in newsletters. In order for students' pictures to be in the yearbook, parents must check "yes" on the Parent Guide & Code of Conduct for Students signature page for release of information.



**STATEMENT OF NON-DISCRIMINATION POLICY**  
The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

Shelly Boeck  
School Equity Coordinator  
Cape Elementary

Student - Related Equity Issues  
Employee Related Equity Issues  
Dr. Pete Bohatch, Director of  
Professional Standards and Equity  
The School District of Lee County  
2855 Colonial Boulevard  
Fort Myers, FL 33966  
(239)337-8330

