## THE SANIBEL SCHOOL

*Nationally Recognized Blue Ribbon School*

*“Great Things Happen Here”*

3840 Sanibel Captiva Road, Sanibel, Florida 33957

Ph: (239) 472-1617 Fax: (239) 472-6544

Website: http://sbl.leeschools.net

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# **Unite, Inspire, Empower!**

# **STUDENT HANDBOOK K-5**

1999-2000

1998 - 1999

3840 Sanibel Captiva Road

Sanibel, Florida 33957

Barbara Von Harten

Principal

2023-2024

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PARENT/STUDENT HANDBOOK

SCHOOL HOURS

7:55 am – 2:10 pm

THE SANIBEL SCHOOL VISION: Unite, Inspire, Empower!

THE SANIBEL SCHOOL MISSION: To provide a world class education, so that students reach their potential through hands-on exploration!

THE SANIBEL SCHOOL GOALS:

1. The Sanibel School is dedicated to enabling every student to discover the joy of learning. We teach ALL children to believe that they can learn.

2. We believe that the content of curriculum is important. Our children acquire a broad range of knowledge in literature, language, the arts, history, civics, geography, math, science, and health. Our students learn to use knowledge and to be problem solvers as they examine their lifestyles, school, community, and world issues.

3. We teach children the importance of a healthy mind in developing a satisfying life. We teach them to be responsible, to manage stress, to practice the Golden Rule, to be honest, trustworthy and dependable, and to demonstrate self-discipline and respect for others.

4. We teach children about their bodies, their minds and their emotions. We help them use what they learn to make responsible choices about food, drugs, and exercise.

5. We teach children that their choices are important to them and to the future health of our nation.

6. We teach children to understand and participate in computer technology in order to be knowledgeable adults in the future.

7. We teach children about the earth's environment. We help them understand that they are caretakers of the earth and must work with others to solve environmental problems.

8. We teach children to be inquisitive, tolerant, and flexible, because the one certainty in their future world is change. We challenge them to participate in, explore, and help mold the changes that will affect their futures.

8. We teach children to appreciate, and to express their feelings through the arts.

9. We teach children the "Basics Plus More" because we believe in the enrichment of curriculum for all Sanibel students.

ACCELERATED READER

Accelerated Reader, or AR, is an excellent program designed to give students reading practice at their independent level, and we as staff hope to motivate students to develop a love for reading as well. Students choose a book to read from literally thousands of titles and are then quizzed independently on a computer-generated comprehension quiz. Students with a third through eighth grade independent reading level may also be able to take vocabulary quizzes and literacy skills quizzes which focus on more thoughtful, higher order thinking questions. Teachers and students set individual goals for each child on the amount of points to be earned, the level of the books to be read, and the percent correct on each quiz taken. In addition, students reading a million words are recognized by the principal. Students take their quizzes under the teacher’s supervision and may only take a quiz one time. Various awards may be earned as a student moves through the program. Parents are urged to read the parent letters for each grade level, K -5, for a further explanation of AR’s place within the reading curriculum and to contact their child’s teacher if any questions arise.

Accelerated Reader offers a website which allows parents to connect through HOME CONNECT. You can sign up to receive emails showing your student’s quiz results, overall progress, as well as the books that your child has read this year. Information on how to access this site will be sent home with your child. Check with your child’s teacher for more information. [www.arbookfind.com](http://www.arbookfind.com) will assist parents in viewing books which have AR quizzes available for their children to read based on authors, topics, titles, and/or reading levels.

ARRIVAL AND DISMISSAL

Parent Drop Off and Pick Up Procedures:

In order to ensure safe and orderly procedures in the morning and in the afternoons, please follow these procedures when dropping off and picking up your child at school. Following these procedures will help ensure the safety of all of our students.

Morning Drop Off

1. A bell will ring for students to exit their cars and report to their classrooms at 7:25 am. Students are to report to their classrooms immediately upon arrival at school.
2. Parents are allowed to walk their children into school for the first 8 days of school from 7:25to 7:55 am. Parents should exit the campus before the late bell rings at 7:55 am. After the first eight days of school, parents may not walk their children past the blue entrance gates of the school. Students are expected to walk themselves to class. Staff members are posted throughout campus to ensure the safety of students as they walk to class.
3. Students should not be dropped off at school prior to 7:25 am. Supervision is not available prior to this time.  No child should be left unsupervised at any time.
4. When a student has pre-arranged to attend a before school program or class (tutoring, Jr. Performing Arts), students may not be dropped off on campus prior to 7:25 am, as the office is closed and supervision is not available prior to 7:25 am.
5. The late bell rings at 7:55 am, so please plan to have your child arrive at school by 7:50 am to allow time to walk to the classroom.
6. Students should report to the office for a late pass if they arrive after the late bell has rung.  Parents are required to sign students in at the office after the late bell rings at 7:55 am.
7. From 7:25 am until 7:55 am in the morning, students should only be dropped off in front of the school sidewalk in the Parent Pick Up/Drop off area. If they are walking into school, they should be accompanied by their parent/guardian after parking in the parking lot. Students may not be dropped off on the far side of the Drop Off Loop, on the Bus Loop, or in the parking lots as these areas are not supervised and it is dangerous for children to cross traffic.

Morning Drop Off (continued)

8. Children should only exit a vehicle curbside.  If children are not ready to exit your vehicle once you are curbside, you will need to pull around the loop again in order to avoid delaying exiting cars behind you.  Our staff can assist with seatbelts if necessary.  This may be a good time to try to teach your children to have their belongings ready and to unfasten their own seatbelts.

9. Parents walking to the front of the school with their children should use the boardwalk between the parked cars to walk their children to the official crosswalk, where they must wait until a staff member directs them to cross when the cars have stopped moving and it is safe.   It is important for us to keep the traffic flowing on the Parent Drop Off Loop in order to avoid a backup on San Cap Road, which is why we only cross children accompanied by parents when the cars have come to a stop.

10. Vehicles should pull all the way forward before unloading.

11. Parents should remain inside their vehicle at all times.  Our staff can assist with the opening and closing of doors if necessary.

12. Parents may park on the grass field located in front of the pavilion and walk their children to their classroom.  Cars may only park in this area for short-term parking in the mornings, as vehicles must be moved prior to PE classes.  This is a safe place to park and walk in without having to cross traffic with your child.

13. By law, no vehicles other than busses are allowed on an active bus loop; therefore, parents may not park or drop off students on the bus loop from 7:20 am to 7:55 am.

Afternoon Pick Up Procedures

1. A bell will ring at 2:10 pm for students to be dismissed.  All students not going home on the bus must either be picked up by a parent, enrolled in an after -school club or program (ORFF, Choir, Run Club, tutoring, etc.) or enrolled in the City of Sanibel Recreation Program. The students must report to these programs immediately upon dismissal.
2. Please make sure that your child knows where to go after school before leaving home in the morning.  It is disruptive to the education of all students for messages regarding after school plans and activities to be delivered to a student during the school day.  The school will not interrupt classes to deliver messages for personal convenience; therefore, the school cannot guarantee that students will receive the message before they leave in the afternoon.
3. All cars must have the student’s last name visible on the car’s visor in order to enter the Parent Pick up line.   Name tags will be provided for all families who plan to pick their children up one or more days this school year.  If you do not have a name tag visor, or would like a tag for a second car, please pick one up from the front office before picking up your child. These name tags will also be required during any emergency reunification situations in order for you to gain quicker access to your child in an emergency. Visor signs will be issued to families who utilize the parent Pick-Up Loop.  Please attach the sign to your visor with rubber bands.  This will assist the staff with the dismissal process.
4. In order to ensure a safe and orderly pick-up of all students, parents and coaches may not walk down the sidewalk in the Parent Pick up area where teachers and students are gathered after school. Parents may wait for their children either in their cars in the pickup area or in the area with the benches in front of the school. Teachers will reunite children with their parents ONLY if they recognize them and ONLY when they are walking their class to the Parent Pick up area, so please plan to arrive by 2:10 pm if you want to pick up your child in person. If you arrive after the classes are assembled in the Parent Pick up area, you will have to wait to be reunited with your children. If the teacher does not recognize someone as the parent of a particular child, they will be asked to go into the office so that we can check the emergency card to see if they have authorization to pick the child up from school. Please make sure your emergency cards are accurate and up to date with changes as they occur throughout the year A staff member will assist with crossing children, who are accompanied by their parent, at the cross walk in the front of the school.
5. Students will not be dismissed to parents who are waiting in the parking lot.  Parents are not allowed to park on the bus ramp.

Tardies: Prompt arrival at school is important. Tardy students interrupt the normal school routine. Not only does the tardy child suffer by beginning the day in an anxious state, but the rest of the class is interrupted from learning. The teacher must stop instruction in order to help the tardy child “catch up.” Students arriving late should report directly to the office for a late pass. In order for the lateness to be considered excused, a parent or guardian must sign the student in and include the reason for the lateness. Only lateness due to illness, a doctor or dentist appointment, or family emergency will be considered excused. Unless acceptable documentation is presented/submitted, an accumulation of daily absences (excused or unexcused) by tardiness, or early sign-out that equal 5 days in a calendar month or 10 days within a 90- calendar day period may be considered a pattern of non-attendance. If the student exhibits a pattern of nonattendance, documentation for subsequent absences may be required. Students who are absent from school may not be allowed to participate in extracurricular activities/programs after school.

Signing out Early: It is important for students to remain in school for the entire school day. Parents wishing to take a child out of school before the end of the day must come to the office and present picture identification to sign the child out of school. The office staff will call for the child from the classroom at that time. When the student has an appointment with the doctor or dentist, please send a note to the teacher beforehand. If the child returns to school, please bring him/her to the office first before returning to the classroom. Children will not be released by a telephone request. A child who must leave school during the day will only be released to the parent, guardian, or to someone that the parent or guardian has authorized in writing as a designee. If a parent needs to take his/her child from school before dismissal, he/she should make the request in the office prior to 1:30 pm. No student will be released between 1:40 pm and 2:10 pm unless the principal/designee determines it is an emergency.

Perfect Attendance: Perfect attendance is recognized when a child has not been absent for the entire school year.

Make-up Work: Students will be given an opportunity to make up any missed homework assignments from the time they return to school, through the same number of days/classes that they were absent, plus one additional day.

## BICYCLE RIDERS

We caution children to use care in riding their bicycles to school. As per state law, all students must wear safety helmets when riding a bicycle to and from school. Students may be fined for failure to follow this rule. Students must store their bicycles in the fenced area located at the far end of the bus ramp. Owners should provide individual locks for their bicycles. The school assumes no liability for bicycles or skateboards brought to school.

## BREAKFAST PROGRAM

Breakfast is served every day from 7:25 am to 7:55 am. Selections include hot items such as pancakes and omelets as well as cereal. Parents may drop their children off at 7:25 am if they wish to have breakfast. Students who ride the bus will also have an opportunity to eat breakfast. Breakfast is free for all students.

## BUS TRANSPORTATION

Bus transportation is available for on-island students. Bus transportation for off-island students is only available on a space available basis. Per district policy, permission for a student to ride a bus other than the one assigned to him/her or to get on or off at a different bus stop will only be approved in cases of emergency. Any request to ride a different bus or get on or off at a different bus stop must be put in writing by the parent/guardian and submitted to the office in the morning for administrative approval. If the request is approved the student will receive a special bus pass for that day only. The pass must be presented to the bus driver in order to get on a different bus or get off at a different stop. NO EXCEPTIONS!

While waiting for the bus, students:

* Must stand away from the roadway while awaiting the bus.
* Must be on time. The bus cannot wait for students who are late.
* Will conduct themselves in an orderly manner at bus stops.
* Will not block the bike path. Safe passage for all must be maintained.

Riding the bus:

1. The driver is in full charge of the bus and students must obey the driver.
2. Students shall stay in their assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, using tobacco products or chewing gum will not be allowed on the bus.
4. Anything that interferes with student safety will not be allowed, such as standing, pushing, fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, balloons, animals, glass containers, etc.
5. Students bringing toy guns or knives on the bus will be subject to suspension.
6. The privilege of riding the bus will be suspended for students who choose to not obey bus rules.
7. Riding other buses for the purpose of going home with friends, going to non-school meetings and clubs, or other personal conveniences will not be approved.

## COMMUNICATION

Communication between the school and the home is very important. Parent communication is encouraged at The Sanibel School. Please make every effort to let us know about important issues that may be going on at home. To set up a conference with your child's teacher, call the school during school hours, email the teacher, or send a note to the teacher.

Any time students or parents have a problem or concern, we suggest communicating with a teacher, counselor, or administrator as soon as possible so that we can help answer questions, offer support, or resolve conflicts. Please don’t hesitate to call the school and voice your concerns. Parents are asked to model effective conflict resolution by handling concerns appropriately, directly and honestly, only with those involved. You are encouraged, whenever possible, to first contact your child’s teacher regarding a classroom or academic concern. A Parent Communication Decision Tree has been developed for parents to use as a guide to determine to whom parents may direct their questions. We are all here to help!

# The Sanibel School

“Where all students will thrive in our nurturing learning community”

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Other

Questions

1

Contact the school counselor who will address your question or refer you to someone who can.

# Contact Information

## The Sanibel School 239-472-1617

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### Jennifer Lusk JenniferLLU@LeeSchools.net

Dr. Michelle Heuck MichelleLHE@LeeSchools.net

1

Contact the

School assistant principal or principal by phone, note, or email.

1

Contact your child’s teacher

by phone, note,

or email.

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School Policy or Procedure Question

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Classroom/Child

Question

2

\*Contact the assistant principal or principal for a personal conference.

2

\*Contact the teacher for a personal conference.

3

\*Take the policy or procedure issue to SAC by calling or emailing the SAC Chairperson to be placed on the next SAC meeting agenda.

3

\*Contact the school guidance counselor, assistant principal, or principal until resolution or understanding is reached. Such contact may require more than one type of communication.

\*Proceed to the next level only if the question has not been answered or resolved at a previous level.

COMPUTERS

All students will be assigned a Chromebook as an instructional tool for the year. Computers serve as an important educational resource and their use is encouraged provided that abuses do not occur. The school district’s intranet and internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the District and the School Computer Policies and Guidelines will result in suspension or revocation of the student’s computer privileges. Abuse of computer use may include but is not limited to the following: malicious attempt to harm or destroy data of another user or any other network, manipulation of computer data and/or misuse of telecommunication services or technology and/or posting inappropriate information on the web during or after school hours that may interfere with the school environment. Students must only use computers for school assignments, may only use school approved software programs, and must obtain a teacher’s permission before inserting any external devices such as USB drives, CDs, DVDs, and/or other computer attachments. Access is a privilege that will be denied if used inappropriately. In addition to suspension or revocation of the student’s computer privileges, misuse and/or abuse of computers may result in disciplinary and/or legal action.

CRIME STOPPERS

CRIME PREVENTION: The City of Sanibel provides a 24-hour-a-day text messaging system to anonymously report physical abuse, drug abuse, alcohol abuse, fights, weapons, vandalism, crimes, bullying, and any other safety concerns on the island.  A person can send a text message to 274637 and type in Sanibel in the message section and hit send.  You will receive a message back with information on how to proceed.   Lee County also provides a 24-hour–a-day hotline that is available to students and parents to anonymously report a crime that has already occurred, or that is rumored to occur on any school campus or in any community.  The phone number is 1-800-780-TIPS.  The caller can remain anonymous and be eligible for a cash reward for information leading to an arrest or retrieval of stolen property.

DISCIPLINE

The Sanibel School is committed to providing a safe and orderly environment for all of its students. Students who participate in school activities are expected to exhibit exemplary behavior as representatives of The Sanibel School. Participation in field trips, intramurals, and extra-curricular activities is a privilege requiring satisfactory discipline records.

K-5 Discipline Procedures:

Everyone at the Sanibel School shares the responsibility of maintaining a positive learning environment. The rules of the classroom and school will be carefully explained to the child, and he/she will be offered the opportunity to ask questions if there is something he/she does not understand. Elementary school students earn “chips” each day for following classroom rules and expectations. This way, positive rewards are given for positive choices.

On Friday afternoon, students who have earned the determined amount of “chips” for their grade level will participate in "Something Special," while those who have not will report to detention. In detention, they sit quietly and think about why they are in detention and how to avoid being there again. “Something Special” will begin at 1:30 pm each Friday. Students in grades K-3 will serve detention from 1:30 pm until 2:10 pm. Students in grades 4 and 5 will serve detention from 1:30 pm until 2:40 pm. Parents will be called, or a note will be sent home on Thursday if a child is scheduled for after school detention on Friday, in order for parents to make arrangements for their child's transportation home. After school detentions may also be used as a consequence for more serious behavior warranting office discipline referrals.

## DRESS CODE

The purpose of a student dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the teacher, principal or designee:

1. Apparel shall be adequate in both length and coverage to be considered appropriate for school.

* The length of shorts, skirts, dresses or apparel that covers leggings shall not be less than the fingertips for students in grades 5-8.
* Clothing may not have any slits, tears or holes.
* Clothing that is sheer or designed to be used as sleepwear or loungewear is not permitted.
* Pants and shorts shall be worn fastened at the waist, and shall not expose underwear or shall not touch the floor.
* Oversized clothing is not appropriate for school.

1. Apparel, emblems, insignias, badges or symbols that promote the use of violence, drugs, alcohol, tobacco, gangs or any illegal activity are prohibited.

* Clothing with slogans or advertising that by its controversial or obscene nature disrupts the educational setting is prohibited.

1. Shirts or blouses shall be appropriately fastened in accord with the design of the garment.

* The length must extend beyond waist level when arms are raised.
* Transparent or see through tops, tight tops, bare midriff, strapless or low cut clothing, or tops that provide minimum coverage or are of a suggestive nature are prohibited.
* Halters, spaghetti straps, backless dresses or tops, tube tops, tank tops, muscle shirts or any clothing deemed to be distracting is prohibited.
* Tops must be at least four fingers in width at the shoulder.
* Undergarments must not be visible.
* Sweaters, jackets, or shirts cannot be used to cover up dress code violations.

1. Any articles of clothing or jewelry that could likely cause injury such as chains and chokers with spikes or studs are prohibited.

* Adornments that are attached (pierced) to body parts other than the ears are prohibited.

1. The wearing of hats, caps and headgear or sunglasses is permissible only when students are participating in Field Day, going on outdoor field trips, at P.E., or as part of a special program.
2. Shoes must be worn at all times and they must be safely secured. Students should dress in tennis and or closed-toed shoes and clothing that they can comfortably wear for active games. Sneakers are required on PE days and the soles must not create scuffs on the gym floor. Flip flops, crocs, sliders, slippers, etc. not permitted.

## Consequences:

For grades K-4:

Students will be sent to the office for a t-shirt or other appropriate clothing. If appropriate clothing cannot be found, the parent will be contacted to bring appropriate clothing.

For grades 5-8:

1st Offense Students will be sent to the office for a t-shirt or other appropriate clothing to correct the dress code offense and will receive a warning letter.

Continued Offenses: Dress code offenses must be corrected and a lunch detention will be assigned for each recurring offense.

## 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 school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 am and announced through NBC-2, WINK, and ABC-7 TV morning news shows, and via NOAA Weather Alert Radios. Parents should listen to local media beginning at 5:00 am for the latest information pertaining to school closings during severe weather months.

FIELD TRIPS

Participation in field trips is a privilege requiring satisfactory discipline records. Students will be participating in walking field trips to the Pick Preserve (across the street from the school), and to J.N. Ding Darling National Wildlife Refuge, which surrounds the school campus. Parents sign permission for participation in all walking field trips when their child is enrolled at The Sanibel School.

SAFETY DRILLS

Regularly scheduled fire and disaster drills are required by law and are an important safety precaution. Everyone must obey orders promptly and clear the building by the prescribed route. A map is posted in every room, which indicates how to exit each room. Students are expected to move quickly and silently to the designated area and follow directions.

GRADES

A report card will be sent home with each elementary student at the end of each quarter (see calendar for dates). The report card indicates each student’s progress towards meeting grade level standards. An interim report will be sent home once in the middle of each quarter for students in grades K-8.

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| --- | --- | --- |
| A | = | 90-100 |
| B | = | 80-89 |
| C | = | 70-79 |
| N/D | = | 60-69 |
| U/F | = | Below 59 |

Our District uses the following grading scales:

GUIDANCE

The school counselor serves as a resource person for students and parents. The counselor’s primary goal is to provide students with the assistance they need to maximize their educational and personal development. Problems concerning school and/or a child’s personal life may seem overwhelming. In many situations, these problems can be resolved by talking with the counselor. A student may email Ms. King to sign up for an appointment with the counselor. The counselor will arrange to see the student as soon as possible. Working together with teachers, administrators, and parents, the counselor helps to foster a student’s academic and personal growth. The following guidance services are also provided: individual counseling, group guidance, mediation, orientation programs, individual/group testing, and coordination of other counseling services. Parents are encouraged to contact the school’s counselor any time.

HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN AND DISABILITY

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability:

Sexual Harassment:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the School District. Examples of conduct which may constitute sexual harassment include:

* touching oneself sexually or talking about one’s sexual activities in front of others;
* coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts;
* sexually dirty jokes or gestures;
* graffiti of sexual nature or notes and cartoons of a sexual nature;
* forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
* unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
* offensive or graphic posters or book covers;
* violent acts, or
* unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status.

Harassment because of race or color:

Racial harassment of a student consists of verbal or physical conduct relating to an individual’s race or color, when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
3. the harassing conduct otherwise adversely affects an individual’s learning opportunities.
   * Examples of conduct which may constitute harassment because of race or color include:
   * graffiti containing racially offensive language;
   * name calling, jokes, or rumors;
   * threatening or conduct directed at another because of the other’s race or color;
   * notes or cartoons;
   * racial slurs, negative stereotypes, and hostile acts which are based upon another’s race or color;
   * written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
   * a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, or color;
   * other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment based upon National Origin or Ethnicity:

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual’s ethnicity or country of origin or the country of origin of the individual’s parents, family members or ancestors when:

1. the harassing conduct is so severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance, or
3. the harassing conduct otherwise adversely affects an individual’s learning opportunity.

Examples of conduct which may constitute harassment because of national origin or ethnicity

include:

* + graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
  + threatening or intimidating conduct directed at another because of the other’s national origin or ethnicity;
  + jokes, name calling, or rumors based upon an individual’s national origin or ethnicity;
  + ethnic slurs, negative stereotypes, and hostile acts which are based upon another’s national origin or

ethnicity;

* + written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
  + a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
  + other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**Harassment because of disability:**

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual’s physical or mental impairment when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose of substantially or unreasonably interfering with an individual’s work or academic performance.; or
3. the harassing conduct otherwise adversely affects an individual’s learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

* + graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
  + threatening or intimidating conduct directed at another because of their physical or mental disability;
  + jokes, rumors, or name calling based upon an individual’s physical or mental disability;
  + slurs, negative stereotypes, and hostile acts which are based upon another’s physical or mental disability;
  + graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
  + a physical act of aggression or assault upon another because of, or in a manner reasonably related to an individual's physical or mental disability;
  + other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual’s physical or mental disability.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the equity coordinator.

You may also make a written report. It should be given to a teacher, counselor, the principal, or the equity coordinator.

Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment and harassment based upon race, color, rational origin, and disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

**SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, COLOR, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION BASED ON RACE, COLOR AND NATIONAL ORIGIN IS AGAINST THE LAW.**

## HEAD LICE

Many schools in Lee County and throughout the state and nation are finding that some of their students have head lice. Most people do not want to talk about lice. They find it embarrassing or distasteful. However, it is important that all parents understand how lice are spread, how to control them, and how to inspect members of the family for evidence of lice.

Head lice are tiny insects, usually less than one-eighth of an inch long, which live on the scalp and lay eggs or nits on the hair. They are spread from one person to another by very close contact with an infested person’s clothing (baseball caps, football helmets, etc.), combs, brushes, bedding, carpeting or upholstered furniture. A parent can easily tell if a child has lice by the presence of eggs or nits in the hair. Nits are about the size of a pin head or smaller, are grayish or yellowish-white, and are usually found on the back of the head and above the ears near the hair shaft. In contrast to dandruff, which can be brushed out easily, nits are cemented to the hair and are difficult to remove.

We will attempt to identify children with lice and send home instructions for treatment. However, an important person in the control of this condition is you, the parent. Please inspect your children often. Instruct them not to use other children’s combs, brushes, hats or clothing. Should you find that your child has become infested, please notify the school so we can check in your child’s classroom to prevent further spread of head lice. Following treatment, the child must be checked by the clinic assistant before being readmitted to school.

In order that extra precautions may be taken, parents will be notified wherever there are more than two students in one class or more than six students in the school identified with head lice within a one week period of time.

## HEALTH SERVICES

Our school receives the services of a registered professional school nurse at least twice a month. The school nurse is available to assist parents and students with the management of students’ health problems in school.

School health is an important part of The Sanibel School’s total program. School professionals meet with the Leadership Team to ensure that students' health problems are identified early and measures are instituted to resolve those problems. The ability to learn can be affected by vision, hearing, or general health. Health screening tests are not diagnostic, but are designed to identify students who may have a problem of which they are not aware and that needs further evaluation by a doctor or other health professional. All students in grades K, 1, 3 and 6 are screened for vision and hearing problems. Middle school students are also screened for scoliosis, curvature of the spine.

Students who become ill or injured in school will be cared for in the school clinic until they are able to return to class or be taken home by the parent or guardian. A clinic assistant cares for students until parents can be reached. It is important that the clinic and office staff know who to contact in case of an emergency or illness at school. Forms completed during the first week of school should include this information. It is extremely important that you notify the office when any information changes, such as your address, phone number, work number or custody arrangements. 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 clinic personnel. Prescriptions may be administered in the clinic if necessary. Written permission from the parent and doctor must be provided on forms supplied by the school.

## HOMEWORK

Homework is an important part of your child’s education. Activities are designed to be a follow-up or practice of teacher instruction and vary among grade levels. Timely completion of homework submitted to the instructor reinforces learning and teaches responsibility. Children who are absent must ask for missed assignments on the day they return to school. If your child will be absent for more than 1 day and you wish to arrange for missed assignments, please e-mail the teacher and allow the teacher 24 hours to gather the child’s assignments.

Building responsibility in our students is very important at The Sanibel School. In order to achieve this, we have outlined the following policies on homework:

1. Reasons for Homework: Homework is assigned to reinforce content already taught in the classroom, to instill in the child a sense of responsibility, to promote self-discipline, to involve parents in the learning process, and to communicate to parents about the subjects being studied.
2. Types of Homework Assignments: Homework Assignments can include rote studying (drill, review, and memorization), written assignments, listening activities, reading a story, watching a particular TV program, playing an educational game, keeping records, charts, journals, or working on projects.
3. Recommended Length of Assignments:
4. Kindergarten Approximately 20 minutes per night
5. First Grade Approximately 30 minutes per night
6. Second and Third Grades Approximately 45 minutes per night
7. Fourth, and Fifth Grades Approximately 60 minutes per night

1. Special Considerations:
2. Gifted Students Assignments given in class will be considered homework for that night (not to exceed the length of time listed aaaaaaaaaaaaaaaaaaaaaaaaaa above).
3. Long -term projects Sufficient homework time will be provided for long term projects.
4. Procedure for Homework:
5. Homework will usually be assigned four nights a week (Monday through Thursday) for students in grades K-5.
6. Each student will bring home a weekly assignment sheet or will be responsible for writing assignments in a homework assignment book. Many teachers also post homework assignments on the website.
7. Homework assignments may not be faxed or e-mailed to the school.
8. Consequences:

During the quarter, if a student in grades K-5 consistently fails to return his/her homework, the teacher will contact the parents. If the problem continues it will be indicated on the interim and/or report card, and a parent conference will be requested.

## HONOR ROLL SCHOOL POLICIES

Quarterly Honor Roll Recognition – Students will be recognized quarterly by the Principal for being on the Honor Roll.

Elementary School:

A/B HONOR ROLL – a child must have all A’s, B’s, or S’s in all subjects.

End of Year Award Academic Recognition – Students will receive a ribbon at the end of the school year for the following accomplishments:

A HONOR ROLL ALL QUARTERS - a child must have an A or S in all subjects each quarter of the school year.

A HONOR ROLL YEARLY AVERAGE – a child must have an A or S yearly average in all subjects.

A or B HONOR ROLL YEARLY AVERAGE – a child must have an A or B or S yearly average in all subjects.

BEHAVIOR - The conduct grade of the child will not affect the child's eligibility for the honor roll; however, the child’s misbehavior could affect the grades that the child receives.

Students may be kept off the Honor Roll if they have anything other than an “S” in the effort category of their grade.

## INSURANCE

Optional school insurance is available to parents through an independent company. Claim forms are available at the school office. The school does not handle the claims. All dealings are between parents and the insurance company.

## LOST AND FOUND

The main lost and found area is located in the cafetorium for lost clothing, lunch boxes, and binders. Found books will be returned to the library. Cash, jewelry, eye glasses, cell phones, or other items of value are stored in the front office. **Students should write their names in all textbooks, workbooks, notebooks, and on all personal property.** The loss or theft of items should be reported to the office personnel as soon as possible. Every effort will be made to relocate and return missing property. At the end of each quarter, suitable items that have not been claimed will be donated to charity.

## LUNCHES

Nutritious, well-prepared meals are prepared right here in our kitchen every day. Lunch, which includes a half-pint of milk, is free to all K-8 students. Students ordering an extra lunch will cost $2.00 per day for elementary students and $2.25 for middle school students. Extra milk is available for $.40 each.

Each student has his/her own five digit lunch account number. The students can deposit cash or a check into their lunch accounts to use for lunch and ala carte items. The money stays in your child’s account until he/she makes a meal purchase. If your child is absent or decides to bring lunch from home, his/her lunch money will stay in his/her account until used. You are encouraged to pre-pay weekly, bi-monthly, quarterly or by semester. We try to let the students know when their lunch accounts are getting low by sending home a note. Lunch balance information is also available on <http://myschoolbucks.com>. The food service cashier maintains an accurate record of "lunch credits." Please send money or a check in a clearly marked envelope. Students are no longer permitted to charge for more than one school lunch. Students who owe money will not be permitted to get a regular school lunch until their balance is paid. If your child brings a lunch from home, please assist him/her with packing a complete nutritious lunch in easily opened containers. Students are NOT permitted to bring glass containers to school. Non-nutritious snacks are strongly discouraged. Students should not bring carbonated or energy drinks, or food that requires the use of a microwave. Due to the limited amount of time for lunch, they will not be allowed to call home for lunch money.

LUNCH ROOM RULES

Goal: The lunch room will be a safe and clean environment where everyone interacts with courtesy and respect for all.

Students must observe the following rules:

1. If you are purchasing a lunch, please line up at the end of the line as soon as you arrive.
2. You may choose where to sit at your assigned table. Once you have chosen a seat, you may change seats once with permission from an adult.
3. You must raise your hand to get permission to get up out of your seat.
4. Appropriate conversational levels and tones are expected at all times.
5. You must wait until the section of your table is dismissed before standing up and disposing of your tray or other trash. All students siting at a table are responsible for cleaning it up and will not be dismissed until the table and floor in their section is clean.
6. Cooperate with the adult lunch monitors and with other students to help keep our lunch areas clean and orderly at all times.
7. Students are encouraged to use the restrooms before or during lunch time, and may not be permitted to use the restroom as they are exiting from the cafetorium.
8. Failure to follow lunch rules may result in an assigned seat at lunch.
9. Students may eat in the courtyard under the supervision of their parent or guardian. The same rules apply to lunch in the cafetorium.

## MEDIA CENTER POLICIES

CIRCULATION: Students in all grades may check out five (5) books at a time. The maximum loan period is for two (2) weeks. At the end of two weeks, students may renew books one time unless a hold has been placed on the book. Reference materials may be checked out overnight.

OVERDUE BOOKS: Students are responsible for any material checked out in their name. Periodically throughout the year overdue notices will be issued. Students are expected to pay for all damaged or lost library or text books. Payment is set at the full price of the book. Students who have not returned all books to the Media Center, or have not paid for lost books by the last week of school, will not be eligible to attend the Talent Show or other special activities.

MEDICATION

If a student must take medication during school hours, it can only be dispensed in the clinic by the clinic assistant.  All medication must be turned in to the clinic in its original container and remain in the clinic.  Parents must provide their written permission on a school MIS 398 form for the dispensing of any medication. These medications forms will only be honored for up to two weeks.  If medication is to be taken at school for more than two weeks, the parents must also provide written permission on a school MIS 401 form completed by the child’s physician.  The clinic must dispense all medications.  Students may not carry or dispense any prescription medications or any over-the-counter medications at any time.  Failure to follow this policy may result in disciplinary action.

MTSS (Multi-Tired Systems of Support)

When a child is found to have a social, emotional, behavioral, or educational concern, he/she is referred to the Leadership Team in hopes of finding a solution.  The permanent members of the team are:  the Principal, Assistant Principal, School Counselor, and Reading Specialist. Depending upon the nature of the referral, additional personnel (Social Worker, Nurse, and Psychologist) may sit on the team.  Students who require additional or more intense interventions will go through the MTSS process.  MTSS is an assessment and intervention process for systematically monitoring student progress and making decisions about the need for instructional modifications or increasingly intensified services using progress monitoring data.  The parents are included in the problem-solving and decision-making process of MTSS.  It is comprehensive and allows the team to effectively use data to match research-based and/or evidence-based interventions with student needs.

## SANIBEL SCHOOL JUNIOR HONOR SOCIETY

Sixth through eighth grade students who demonstrate exemplary character, citizenship, leadership, scholarship, and service at the school or community level, and have maintained a 3.5 cumulative grade point average during their middle school years, may be eligible for membership in the Sanibel School Junior Honor Society. An induction ceremony will be held each year for those students who qualify for this honor.

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, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. 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: Andy Brown, Director of Professional Standards & Equity.

HB-7029 states that students are not required to participate in the morning pledge to the flag. Their right to not participate includes not standing or placing the right hand over his or her heart.

## PARENT COMMUNICATIONS

The Lee County School District provides parents with Messenger, a school-to-home communication system. Parents may be contacted via automated phone messages, texts or emails informing them about their children’s absences, grades, lunch account balances and important school messages. Information on how to access this system is posted on the school website at http://sbl.leeschools.net, Resources. Your student’s current academic progress should be viewed on FOCUS, which ties directly into the teachers’ gradebooks. To monitor your student’s progress, please go to http://focus.leeschools.net. Tutorials on how to access and use both applications (Messenger and FOCUS) can be found on our website, http://sbl.leeschools.net on the homepage under Resources/Parent Portal.

## PATROLS

Fifth grade students will serve as school safety patrols. These students provide a real service for the safety and well-being of the other children at our school. All students are expected to cooperate fully and completely when reminded by a member of the safety patrol to obey school rules.

## PHYSICAL EDUCATION

Students are expected to participate in physical education classes unless there is a serious reason that they are unable to do so. In such cases, a daily note from parents is necessary. For prolonged excuses (more than 3 consecutive days), a statement from the doctor should state the reason and the period of inactivity. If your child has a note that he/she is recuperating from an illness or has a medical excuse note from a doctor, they may be excused from P.E. activities.

## PROMOTION STANDARDS

The District has established promotion standards for each grade level. Students are expected to apply consistent and sustained effort toward meeting the established standards.

In order to be assured of promotion to the next grade level students must:

1. Demonstrate mastery of 80% of the appropriate grade level curriculum/standards in reading, writing, and mathematics by the end of the school year.
2. Meet District and State standards established in the areas of reading, writing, and mathematics as measured by the STAR (grades K-2) or the FSA (grades 3-8).
3. Adhere to and meet all the attendance requirements set forth in School Board Policy 5.11.
4. Middle School students must earn 12.5 academic credits in order to be promoted to the 9th grade.

## RULES AND REGULATIONS

The most important rule in the school is the GOLDEN RULE, and we encourage everyone to use it as a guide to living and forming relationships. Because it is the responsibility of all students to know and observe the school rules and laws that govern their conduct, it is also the right of all students to have clear, easily understood rules and laws governing their conduct made available to them. The following is a list of such rules:

1. Lying, stealing, and cheating will be dealt with very sternly.
2. Respect will be shown for all school personnel. Disrespectful back talk or vulgar, inappropriate language or gestures will not be tolerated.
3. Aggressive behavior (fighting) will place a child automatically in detention or have him/her suspended from school. If a child is hit, he/she should go to the person supervising rather than striking back.
4. All students should respect school property and the property of peers and teachers.
5. Loud, disturbing talking/yelling in the class, in the lunchroom, in the hallways or on buses will not be allowed.
6. Exclusionary clubs will not be allowed.
7. Each student will conform to the lunchroom rules of safety and acceptable manners and conduct. These will be explained thoroughly by the teacher and the principal at the beginning of each school year. Lunchroom rules may be subject to changes if it is deemed necessary to improve the program.
8. Out of school party invitations may be distributed at school only under the following conditions:
9. They must be given to the homeroom teacher upon entering class that day. The teacher will supervise the distribution.
10. They must not be distributed on the bus.
11. There must be an invitation for every member of the sender’s same sex in that classroom, or there must an invitation for every member of the sender’s classroom. Otherwise, please mail the invitations.
12. Any handouts or flyers require the approval of the Superintendent’s office prior to distribution on campus.
13. The following items will not be permitted in the possession of a student:
14. Any object that could be used as a weapon, or toy weapons.
15. Tobacco, drugs, or alcohol.
16. Gum is prohibited in school. Snacks (food, candy) will only be allowed during “Something Special” or holiday parties. Nutritious snacks such as fruit or crackers are preferred. Food and drinks, other than water, are prohibited in carpeted areas.
17. Running in hallways will not be allowed.
18. Skate boarding, roller blading, scooter riding, and bike riding on the sidewalks, in the courtyard or anywhere on campus is not allowed. Students using these items as transportation to and from school or the Recreation Center must disembark upon exiting the bike path and must discontinue use on their way to any of the facilities on campus. The first offense will result in confiscation until the parent comes to retrieve the item. The second offense and repeated offenses will result in disciplinary action by the school and/or REC center. During school hours, boards or skates must be secured in lockers or cubbies. Bikes must be locked in bike racks.
19. The failure of a student or parent to pay for lost, damaged, destroyed instructional materials, other school property, or to pay any other outstanding balances may result in the suspension of the student from participation in extracurricular activities, including the Talent Show and Swim Parties.
20. Students will not be permitted to return to the classroom for items they have forgotten once their teacher has left in the afternoon.
21. Students are not permitted to use any telephone in the school without permission. Emergency messages will be delivered to students if approved by the administration.
22. Students may not use or display cell phones during the day. If a student uses a cell phone during school hours it will be confiscated.

18. Due to limited storage, backpacks on wheels are not allowed for students in grades K-5.

19. Parental Supervision is required for students during after school events/activities such as School Musicals, Open House, PTA functions, Seahorse Festival, A. Science Fair, STEM Night, Leadership Day, Awards Ceremonies, etc.

SAFETY

The Florida Department of Law Enforcement has a website which lists all of the sexual offenders and predators in Lee County. The Sanibel Police Department will notify The Sanibel School however, parents who want notification must sign up themselves. Parents are encouraged to monitor the website for additional information: http://offender.fdle.state.fl.us/offender. The Lee County Sheriff’s Office has developed an e-mail alert system which can be accessed through the Lee County Sheriff’s Office public Web site. This site allows anyone to sign up to receive e-mail alert notifications when a registered sexual offender or predator moves into his/her neighborhood, or within a radius of any other designated location. The Lee County Sheriff’s Office encourages people to sign up for this free service by:

1. Visit the Lee County Sheriff’s Office website at [www.sheriffleefl.org](http://www.sheriffleefl.org)
2. Click on “Bureaus & Departments”
3. Click on “Sex Offender Alert Notification”
4. Follow the instructions to register your request

The safety of our children is always our first priority. An armed Sanibel Police Officer will be on campus every school day. Links to other important websites that may affect the safety of students have been added to the Parent Page of The Sanibel School website: http://sbl.leeschools.net. Parents are encouraged to review this information.

## SCHOOL ADVISORY COUNCIL

The School Advisory Council's purpose is to advise the principal. The School Advisory Council meets approximately once each month and is responsible for developing the School Improvement Plan. The School Advisory Council is composed of parents, teachers, administrators, business, and community representatives. The team works closely with the principal and staff to: advise and assist with educational needs, establish priorities, inform and advise school staff of community issues, and facilitate communications among school, parents and the community. The School Advisory Council at The Sanibel School has agreed that business and community service groups can only be approached for donations to the school by the PTA or the SSF. Individual grade levels, clubs, teams, etc. may not seek donations for field trips or other items without the approval of SAC. If you are interested in becoming a member of this team, please contact the school office. Check the calendar for meeting dates and times.

## SCHOOL MASCOT /COLORS

The elementary school mascot is a seahorse and the middle school mascot is a sea dragon. The school colors are blue and white.

## SCHOOL HOMEWORK SITE

Every teacher at The Sanibel School posts homework on a portal provided by OnCourse. The homework posts every day at 2 PM for the current school day. To access the homework portal, go to http://leeschools.oncoursesystems.com.

## SUN PROTECTION

To help prevent students from the year-after-year exposure to the sun, caps and sunglasses may be worn during PE, on outdoor field trips, and any other school sponsored outdoor activities. 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 lens is appropriate. Sunscreen is also beneficial protection against sun exposure. If parents wish to have their child protected, the following guidelines should be followed: Sunscreen should be applied at home to all exposed skin surfaces before the child dresses for school. This will provide protection to the child 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 child 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.

## TECHNOLOGY, TOYS AND VALUABLES

Students may possess cell phones and other personal electronic devices, with the exception of laptop computers while on school campus during regular school hours, however they must be turned off at all times unless utilized for a teacher approved and supervised activity. Possession of all personal electronic devices, including cell phones, is done at the student’s own risk and the school assumes no responsibility with regard to these items. Students are also prohibited from using or displaying the following items during the school day: cell phones or other telecommunication devices or electronic equipment including, but not limited to, iPods, MP3 players, I-Watches, cameras, radios, CD players, headsets, or gaming devices, laser pens, games, toys, aerosol cans, or other unnecessary gadgets or items. Such articles may be confiscated and only returned to the parent. All unclaimed items will be donated to a charitable organization. The school is not responsible for valuable items that are lost or stolen. Cell phones must be turned off during the school day and may not be used during school hours unless a teacher gives permission to do so.. Phones that ring or vibrate or are used during school hours will be confiscated. Any display of inappropriate messages, pictures or images on a cell phone or other device or unauthorized use of an electronic device or camera to record school related functions will result in disciplinary action per the Lee County School District Code of Conduct.

## TESTING

The following tests are required for students in Lee County. See the School Calendar for specific testing dates.

STAR Reading/Math FCAT 2.0 Progress Monitoring State EOC

K – 2 5th - Science 3rd - ELA & Math 7th - Civics

8th - Science 4th – ELA, Writing, & Math 8th - Algebra 1

5th – ELA, Writing, & Math

6th – ELA, Writing, & Math

7th – ELA, Writing, & Math

8th – ELA, Writing, & Math

## VISITATION

All visitors must check in at the office, present a valid driver’s license, and receive a visitor’s badge before going to classrooms or the cafetorium. All visits must be arranged with the school ahead of time and may not disrupt the classroom.

1. Visitors, including siblings or visiting relatives, are not allowed to stay in classrooms.
2. If you would like to have a conference with the teacher, principal, assistant principal, and/or guidance counselor, please call the office to schedule an appointment.
3. Gates have been installed around the school campus. In order to ensure the safety of our students, these gates will remain closed and locked during the school day. All visitors must check in through the front office, and parents are prohibited from calling a child to open a gate to give them access on campus.
4. Parents and visitors will all be screened through the office in order to attend parent luncheons and programs during the school day. Please plan on arriving 30 minutes prior to these events in order to allow time for the screening.
5. Parents eating lunch with their children are only granted access to the lunchroom or courtyard area and they may not return to their child’s classroom or remain on campus after lunch.
6. All processed food must be store-bought (no homemade foods) and ingredients must be listed due to food allergies. Distribution must be approved in advance by the teacher and coordinated by the teacher. We ask that parents do not distribute food/birthday treats in the cafeteria.

## VOLUNTEERS

Volunteers are valuable assets to our educational program. We welcome parents, senior citizens, community residents, high school and college students, and any other interested people to join our volunteer program. Volunteers do many tasks to assist students and teachers. Room mothers help teachers plan parties for special occasions and coordinate special activities. Volunteers assist in the library, work with children, do clerical work, work in the computer lab and help with material preparation. There are many tasks waiting for your volunteer assistance. Volunteers will only be allowed access to the area of campus where they are scheduled to volunteer. They may not visit classrooms or other areas of campus other than the area where they are volunteering. Pre-school aged children may not accompany volunteers while they are working at school.

We encourage you to call Cozi Kelly or Stacey King at 472-1617, or contact your child's teacher, if you have the interest and the time to serve as a volunteer.

WEBSITES/DIGITAL RESOURCES

The Media Specialist teaches students in grades 1 – 8 about online digital resources made available by the School District of Lee County for research, homework, and general information access.  The District pays for annual subscriptions to databases and tools created, filtered, and reviewed by reference experts, to gain access to quality materials for our students.  Below are links, login names, and passwords for these databases and tools.  Save the links as Internet favorites and the login information as a text file somewhere safe so you can refer to it as needed.  Please do not share the resources with persons who are not enrolled in Lee County schools to avoid violation of the license restrictions and agreements for ethical use.

Accelerated Reader (AR):  To view a listing of current AR quizzes, and their level and point value, parents or students can go to: [www.ARbookfind.com](http://www.ARbookfind.com)

Electronic Research Resources for Lee County School District Students:

* EBSCO Databases (Searchasaurus): <http://search.ebscohost.com>  ID: lee  PW: schools
* Encyclopedia Britannica Online : <http://new.school.eb.com>  Username: leeschools  PW: students
* Florida Standards: https://www.cpalms.org/Public/search/Standard

Student Application Portal: <http://launchpad.leeschools.net> takes students to a single sign in on sites such as Google Classroom, Algebra Nation, Blackboard, Compass, Destiny, Edgenuity, FOCUS, Google Drive, McGraw Hill, Renaissance Learning, Safari Montage and Successnet, ALEKS, Houghton Mifflin, National Geographic, AR, and Think Central. Launchpad is accessible for students both at school and at home. Simply log in with your student’s username and password.

## WEEKLY NEWSLETTER

A weekly newsletter, The Sanibel Reporter, will be e-mailed to parents each Monday throughout the school year. Please notify the office if you prefer to have a hard copy sent home with your child. The purpose of this newsletter is to let you know what special events and activities are taking place in our school. You are strongly encouraged to read it each week. Articles submitted for publication in the Monday Reporter must be received by 1:00 pm on Friday. The school does not endorse or support community activities printed in the Electronic Flyer.

## WITHDRAWALS & TRANSFERS

Parents should contact the registrar in the school office if students are withdrawing or transferring from school. A withdrawal form must be obtained from the registrar and completed by teachers and office staff. All school books, computers, and property must be returned before the student can be withdrawn. Fees will be charged and must be paid for any books, computers, or property not returned.