College Park
Elementary School

Home of the Huskies

2019-2020
Parent-Student Handbook

~An Equal Opportunity School District~
**CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Main Office</td>
<td>(352) 291-4040</td>
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<tr>
<td>Guidance</td>
<td>(352) 291-4043</td>
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<tr>
<td>Cafeteria</td>
<td>(352) 291-4047</td>
</tr>
<tr>
<td>Extended Day</td>
<td>(352) 291-4046</td>
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<td><strong>MCPS Webpage:</strong></td>
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<td></td>
<td><a href="http://www.marion.k12.fl.us/">www.marion.k12.fl.us/</a></td>
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<tr>
<td><strong>College Park Webpage:</strong></td>
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<td></td>
<td><a href="http://www.marionschools.net/cpe/">www.marionschools.net/cpe/</a></td>
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</tbody>
</table>

**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:10 a.m.</td>
<td>Morning Drop-Off</td>
</tr>
<tr>
<td>7:40 a.m. - 2:50 p.m.</td>
<td>Students' School Day</td>
</tr>
<tr>
<td>7:40 a.m.</td>
<td>Tardy (Late) Bell</td>
</tr>
<tr>
<td>7:10 a.m. - 7:35 a.m.</td>
<td>Breakfast Served</td>
</tr>
<tr>
<td>7:05 a.m. – 3:40 p.m.</td>
<td>Teacher Day</td>
</tr>
<tr>
<td>7:10 a.m. – 4:00 p.m.</td>
<td>School Office Hours</td>
</tr>
<tr>
<td>12:50</td>
<td>Early Release</td>
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</tbody>
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**RULES AND REGULATIONS**

The following pages contain the policies, regulations, and rules of conduct as they apply to College Park Elementary School, grades Pre-K to 5. These are in addition to, and in conjunction with, Florida State Statutes and Marion County School Board rules and regulations. The Marion County Code of Student Conduct can be viewed on the district website and school webpage. Please review and call our office if you have any questions.

**Accident Insurance**

A student accident insurance policy will be available to the parents for purchase. This purchased policy will cover accidents while traveling to and from school, while at school, and on any school-sponsored trip away from school. A twenty-four (24) hour policy is also available to parents. Both policies are desirable, but parents are in no way obligated to make these purchases.

In the event your child is injured during regular school hours, any medical expense incurred is the responsibility of the parent. The School Board of Marion County does not carry insurance on students. If you do not have insurance coverage, we encourage you to purchase the "24 Hour Student Accident Policy" or the "In-School Accident Policy" offered to parents at the beginning of the school year. Keep in mind these policies are available only at the beginning of the school year. They are not offered again during the year. Additional information on this optional coverage is available on the district homepage at [https://schoolinsuranceofflorida.com/](https://schoolinsuranceofflorida.com/).

**Animals at School**

During the year, live animals may be used in our classrooms to enhance the curriculum. If you have any concerns, please contact the school. For the safety of our children we cannot allow anyone who is not approved by the School Board to bring animals on our campus.
**Attendance**

Good attendance is vital to satisfactory progress. State law (Florida Statute 232.141) requires the school mark a child absent if he/she is not present in the classroom when attendance is taken. A note from home, signed by the parents, is required within **three days** following each absence. Absences will not be excused unless the note is received within three days.

A student who has been absent five (5) or more consecutive days due to illness must present a note from a licensed physician. The principal or designee may also require a doctor’s note after ten (10) excused absences due to illness within a 90 day calendar day period.

Regular and punctual attendance of all classes is required in compliance with Florida Statutes 232.0225 and 232.09. Florida Statute 232.10 requires that an absence must be explained. Marion County recognizes excused absences in the following categories:

1. Personal or family illness (if a student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance)
2. Medical appointment (physician note required)
3. Religious holiday
4. Death in the family
5. Approved school activity
6. Financial inability
7. Court appearance by student (Summons required)
8. Absence which has been approved **prior** to the absence by the school administration

**Absences not included in the excuses listed above shall be unexcused.** A doctor’s note is required to be excused from P.E.

State law (Florida Statute 232.10) requires any absence to be explained, in writing, to the school when the child returns to school.

A student is considered truant when he/she is absent without parental permission or knowledge, or when the parent consents to unnecessary absences. Truancy is a very serious matter that may result in parental visits by a school social worker, referral to the Department of Children and Family Services, or court action (School Board Policy JED 5 B).

**Consequences of Excess Absences**

1. An elementary school student must be in attendance 160 days or the student will be in jeopardy of being retained for non-attendance.
2. When a student has 5 days of unexcused absences within a 90-day period or 5 excused absences within a 45-day period, the student will be considered excessively absent. A referral may be made to the school social worker regarding any student that has 5 days of unexcused absences.
3. When a student has 15 days of unexcused absences within a 90-day period, the student will be declared a **habitual truant** and will be reported to the agencies required in Florida Statute 232.19.
4. Any student who is late to school or being signed out early more than five (5) times within a 45-day period will be considered excessively tardy. Valid excuses for being tardy and early sign-outs are the same as absences. Each school will address consequences for excessively tardy and early sign-outs. A referral may be made to the social worker regarding any student that has excessive tardies or early sign-outs.
5. Students who are attending College Park on an out-of-area request or MacKay...
Scholarship may lose their attendance privilege due to excessive tardies or sign outs and unexcused absences.

If you have any questions about our attendance policies, please call College Park’s Guidance Department at 291-4043.

**Attendance Awards**

Students will receive a “Perfect Attendance” award at the end of the year only if they have **no** absences and no more than three **excused** tardies/early checkouts. Tardies are defined as coming to school late or checking out early. Tardies will be excused with an official medical note only.

**Bicycles/Walkers**

Walkers and bike riders will be walked to the crossing guard on the corner of SW 13th and 33rd Streets. Parents walking with their children must meet them at the crosswalk.

All bicycles should be parked in the designated bicycle areas. When arriving on campus and nearing the bike rack, your child should stop and walk his/her bike to the designated parking area. When leaving, your child should walk the bike away from the parking area and then ride off campus.

**REMINDER:** All students who ride bicycles must wear helmets to protect them from injury in case of an accident.

**Borrowing or Exchanging Items**

Students at this age frequently exchange, loan or give away items at school. They later change their minds and want these items back. This "sharing" often results in lost or damaged items, misunderstandings, hurt feelings, and sometimes, upset parents. To avoid these problems, we discourage loaning between students. The school cannot be responsible for these items or for straightening out the misunderstandings that may result. The only items to be brought to school are solely items for academic purposes.

**Bus Policies**

1. Students who live two (2) or more miles from school are eligible to ride the school buses.
2. It is the responsibility of the parents to supervise the behavior of their child at the bus stop.
3. During the first days of school, students must ride their bus in the morning in order to ride their bus home in the afternoon. Exceptions cannot be made to this rule during the first days of school. Also, student hands may be marked OR wristbands may be attached with the bus numbers to ensure travel on the correct bus.
4. Permission will not be given for a student to ride home with another student on the bus. Only students assigned to a bus may ride that bus.
5. A student will be denied the privilege of riding the bus for continued misbehavior. Suspension from riding the bus does not mean suspension from school. Students are still obligated under state law to attend school and parents must provide the transportation to and from school.
6. **FIRST CITATION** – Warning and probation. Any further citations can result in up to 10 days of suspension.
7. A serious offense may result in immediate suspension or a long term suspension from the bus for the remainder of the school year.
Riding the bus is a privilege, not a right. Bus students are subject to the rules and regulations posted on each bus. In order to ensure a safe bus ride for all students, we ask that you please review the following rules with your child:

1. Be on time. The bus cannot wait for persons who are tardy.
2. Stand off the roadway while waiting for the bus.
3. Keep your seat at all times when the bus is moving.
4. Keep arms and head inside the bus.
5. Unnecessary conversation with the driver is dangerous.
6. Classroom conduct is to be observed.
7. The driver is in full charge of the bus and students. Students MUST OBEY the driver. Do not try to have a meeting with the driver during their route. If you wish to speak with a driver please schedule a conference (620-7525).
8. The driver has the right to assign students to certain seats to promote order on the bus.
9. No eating or drinking on the bus.
10. If it is necessary to cross the road after leaving the bus, cross in the following manner:
    a) Wait at the side of the road within sight and hearing of the driver and wait for the driver's signal before crossing.
    b) Look to your right and left and proceed across the road when safe (after the signal of the bus driver).
    c) After the driver's signal to cross, cross the road 10 to 12 feet in front of the bus.
11. Absolute silence is required at all railroad crossings.

The following items are not permitted on the bus:
- Glass containers other than thermos type containers found in lunch boxes
- Live animals of any kind
- Any hazardous items or materials
- Any item that could damage bus seats
- Any large items such as science fair projects, etc.
- Balloons

It is school policy that parents of students who normally ride a bus notify the teacher and school in writing if their child will not be riding the bus home after school. The note is to be given to the child’s teacher immediately upon arrival to the classroom. Only an administrator is authorized to take your child off the bus once he/she has boarded.

Please do not make a regular practice of changing the manner in which your child is transported home each day. Remember, we cannot change the way your child goes home over the phone or via email. You must send in a written request.

Phone Number for Bus Transportation is 671-7050

Cafeteria Policies

It is our duty, our responsibility, and our pleasure to serve your children. The purpose of the School Food Service Program is to provide at least 1/3 of your child's daily nutritional requirements for each meal. Our goal is to feed each child in the school wholesome and nutritious meals daily. We are trained and equipped to accommodate all of our students.

As part of our school-wide commitment to good nutrition and a healthy diet, carbonated drinks will not be allowed in the cafeteria. This gives us the opportunity to model the habits taught in our health curriculum. Please note that school staff are not allowed to heat lunches from home.
Parents are welcome to eat lunch occasionally with their child outside at one of the picnic tables. If you choose to drop lunch off for your student, it should be delivered at least 10 minutes before their scheduled lunch time. Remember to sign in at the front office to receive an identification sticker from the receptionist. Parents may eat lunch with their child only during the child’s scheduled lunch time. Parents may only eat lunch with their own children.

The cafeteria is an extension of the classroom. Our cafeteria will be utilized as a learning center where proper manners are taught and practiced. For health reasons, students should not swap or share food with others.

The following rules will be taught and enforced for the students:

1. To demonstrate good behavior in the cafeteria, students will-
   a) Stay seated and raise hand for help
   b) Always walk in the cafeteria
   c) Keep hands and feet under control and sit flat on the seat
2. To keep the cafeteria neat, students will-
   a) Clean up the table and floor around their chair before leaving
   b) Dispose of all uneaten food and other paper products in the trash can
3. To maintain a pleasant atmosphere in the cafeteria, students will-
   a) Talk softly to the people sitting beside them at their table
   b) Be respectful and obey the lunchroom aides and cafeteria workers
   c) Chew food with mouths closed

A student that does not follow the basic rules will be removed from the table and taken to an “R & R” (reflect and resolve) area to finish his/her meal.

Menus

You may obtain the menu by calling 291-4047 before 6:30 a.m. or after 2:00 p.m. Menus are also available on the school webpage.

It should be noted that the menu is subject to change due to conditions such as product availability, equipment failure, or schedule changes. We request that parents refrain from calling the cafeteria early in the morning to simply ask what is on the menu. This is a peak preparation time and the manpower is not available to cover the phones. The county menu is accessible on the Marion County website at https://www.marionschools.net/Page/51989

Breakfast

Breakfast is available to all students at no charge. Breakfast is served from 7:10 a.m. – 7:35 a.m. each morning. Students must eat and report to class by 7:40 a.m. Students who arrive after 7:35 a.m. will not be permitted to get a breakfast unless they arrive on a bus that is running late.

Special Dietary Needs

Students with food allergies or low tolerance to certain foods should have a doctor's prescription in their school file and the cafeteria should be informed.

Conferences

Every child benefits from good parent-teacher relationships and they are helpful in keeping the lines of communication open. Conferences may be requested by the parent, teacher or administration and scheduled at a mutually convenient time. An appointment should be made for
a conference. Teachers are not permitted to take class time away from students to hold a parent conference. **Please do not show up at the school in the morning and expect a conference.** Teachers have many duties in the mornings as they are preparing for their day. Our wish is to meet with you in a quiet, relaxed, private atmosphere to discuss your needs and concerns. Teacher work hours are 7:05-3:40. We have an open and knowledgeable faculty, interested in addressing any concerns in order to provide your child with the best educational experience possible.

**Counseling Services**
Counseling services are available to all students. Our counselors are special resource persons on whom parents may wish to call. Counselors hold conferences with students, parents and teachers and work with county and state agencies in providing services for our students. Our Guidance Counselors are available to address any student and/or parent concerns.

**Custody Situations**
In order to best serve the needs of the students of our school we use the following guidelines in dealing with divorce/separation issues. We are guided by the documents of the court, which outline restrictions involving the school and the student. Such documents must be signed by the court (judge). Documents that are not signed by the court cannot be considered legal and binding. Copies of documents must be provided to the school and shall be complete (contain all pages of the decree/order). Parents need to provide:

- Complete documents signed by the court
- Court documents as they are updated

When parents have "shared parental responsibility," the child is viewed as both parents retaining full parental responsibility with respect to their child (F.S. 61.046[11]). This might include such instances as:

- Equal access to the child's records (including report cards)
- Equal access to the child
- Equal ability to sign out the child from school or designate another person of their choice to pick up the child
- Equal access to parent conferences or other educational meetings/staffing

It is recommended both parents totally complete all appropriate registration forms online including the names and phone numbers of any persons approved to sign their child out of school.

In instances of "sole parental responsibility," as stipulated by the court, one parent makes decisions regarding matters of the minor child. Schools are limited by the specifics of the court's decree/order. Non-custodial parents may be limited to:

- Equal access to both parents of the child's records (including report cards)
- Only provide access to the child as stated in the court's decree/order, and as listed on the child's registration forms as completed by the "sole responsible" parent

Parents bear the burden of communication between the school and each other regarding their child.

**Directory Information**
Parents objecting to the use of directory information concerning their child must notify the
school in writing within ten school days at the beginning of each school year.

**Discipline**

Within the area of school administered discipline, we ask parents to recognize that the school staff take the place of a parent while the child is attending school. Therefore, we believe parents and school staff must work together to teach children to respect law, authority, and the rights of others, as well as respecting private or public property. Our ultimate goal is a well-adjusted, productive citizen who is responsible for his/her own behavior.

The administrative staff will follow the procedures for school disciplinary measures as outlined in the Marion County Code of Student Conduct.

Children should always report any difficulties and/or problems to their teacher first. If need be, after discussion with his/her teacher, the child can also talk to a guidance counselor, assistant principal, and principal. **WE ARE HERE TO HELP!**

All students must behave in a manner that is conducive to a good learning environment. Our **3 R’s** will support our school-wide discipline plan.

1. Be Respectful
2. Be Responsible
3. Be a Role Model

**Students who are attending on an out of area request may lose their attendance privilege if school and district rules are not followed.**

**Dress and Grooming Guidelines**

We request students wear clothing that is clean, and reflects modesty, safety, and good taste. Shirts or jewelry that depicts violence, blood, inappropriate language, alcohol, drugs, or tobacco, etc. should not be worn. Pants and shorts must be worn at the waist. We feel sport shoes are the safest form of footwear. Wheeled shoes and slippers are not permitted. Clogs, flip-flops, and backless shoes are not safe shoes. Hats, caps, and sunglasses may be worn only for special events advertised ahead of time. No child is allowed to go barefoot on school property for safety reasons. Shorts and skirts must be no shorter than half the distance between the child’s knee and the top of his or her leg. Shirts and tops must be long enough so that no skin is bare during normal classroom activity. If a tank top is worn, the shoulder straps must be at least the width of four fingers. If clothing or hair style (coloring) is deemed inappropriate or interferes with the learning environment (ex. wearing gang colors or insignias), and acceptable clothing cannot be found at school, parents will be contacted to bring in appropriate clothing. If there is a question regarding suitable dress, the final decision will be made by administration.

**Emergency Drills**

Fire drills, a tornado drill, and crisis management drills will be conducted during the school year as training sessions to prepare for actual emergencies.

**Extended Day**

Students arriving at school before 7:10 a.m. MUST enroll in the **Extended Day Program**. This program provides before school supervision for our students at a reasonable fee. The program is
Field Trips
An official Marion County Field Trip permission form must be on file at the school before any child may go on a field trip. No handwritten notes or phone calls will be accepted. This is county policy. Field trip payment deadlines MUST be adhered to. There are tickets to purchase, lunches to order, busses to secure and much more that goes into planning a field trip.

- Acceptable attendance is required to participate in field trips
- Only students enrolled at CPE can go on field trips.
- Only parents who are acting as official chaperones may ride the bus. Non-students may not attend field trips.
- No one may chaperone without an official volunteer form on file and approval from the district office. Those who have volunteered during this year will receive priority assignment for chaperoning.
- The cost of tickets, admission, etc. may be reimbursed if the child cannot participate but only if the school can be reimbursed. The cost of transportation will not be reimbursed.
- Chaperones may NOT follow the bus in private vehicles.
- Smoking is prohibited in the presence of students.
- Field trip privileges may be denied for discipline reasons if a student demonstrates unacceptable behavior at school or on school transportation.

Grading Procedures
Students in all grades will receive a report card after each nine-week grading period (45 school days). A student must be enrolled at least one-half of the grading period (23 days) to receive a grade on his or her report card. Any student in attendance less than 23 days will receive an NG (no grade) or the grades given by his or her previous school.

Parents will receive progress reports concerning their children through a variety of methods: 1) work papers, 2) notes to parents from the teacher, 3) parent conferences, 4) printed notes, 5) telephone calls, 6) mid-term progress reports available on the parent portal, and/or 7) report cards at the end of each grading period.

NOTE: All report cards will be sent home at the end of the school day. If you check out your child early, you will have to arrange to pick up the report card after school or on the next day.

Head Lice
MARION COUNTY SCHOOL BOARD POLICY STATES: “Any student infested with head lice and/or nits shall be excluded from school until the student has received treatment for head lice and all nits have been removed. To be readmitted to school, the student must be free of head lice and nits and will be checked by designated school personnel. A student who is absent from school in excess of three (3) consecutive days because of head lice will be referred to appropriate school/health officials.”

Documentation of treatment (label from medication) will be required before the student will be...
readmitted to school. Please bring the child to the clinic to be rechecked. Remember, head lice can happen to anyone - rich, poor, clean or dirty. If you find that your child has contracted head lice, please call the school immediately so that we may take steps to stop an infestation. The most important fact to remember is that the problem must be quickly treated to prevent spreading the infestation throughout the school and community.

School wide head checks may be done the first week of school and after each major holiday, or if a child is found to have head lice in a classroom.

Health Screening Program

Every year, according to Florida Statute 381.0056, schools participate in a health screening program. Health problems may affect a child’s ability to learn or participate fully in the learning process. Paraprofessionals, school personnel or volunteers perform the initial screenings. For any concern detected, a registered nurse will re-screen the child and if necessary, recommend a medical evaluation. The Marion County School Health Services Plan provides the following:

<table>
<thead>
<tr>
<th>Screening</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision*</td>
<td>K,1,3</td>
</tr>
<tr>
<td>Hearing*</td>
<td>K,1,3</td>
</tr>
<tr>
<td>Growth/Development (height and weight)</td>
<td>1,3</td>
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</tbody>
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*Vision and hearing screening must be done for students entering a Florida school for the first time.

Children in other grades will receive a screening if the teacher suspects a problem.

Screenings find possible problems. It does not take the place of an examination by a doctor. If you do not wish your child to participate in health screenings, you must submit a written request, annually. Submit this request the first week of school.

You may call the Marion County Public Schools Health Education Office at 671-6832 if you have any questions. The Marion County Health Department will also answer questions. Their number is 629-0137, ext. 2043.

Lost and Damaged Books

Florida Statute 233.46 has been amended to make it the duty of school principals to collect money from students or their parents for lost or damaged textbooks. The statute provides a formula for determining the cost to be collected and provides that the student can make amends for lost or damaged textbooks/library books by performing community service. Failure to pay or to otherwise make amends shall prevent the offending student from participating in extracurricular activities.

Lost and Found

Things found at school should be turned in to the teacher or to the office. Found jackets are displayed on the stage daily. Please label all clothing and backpacks with your child's name. Items not claimed after thirty days will be donated to charity.

Money at School

When it is necessary for students to bring money, please put it in an envelope clearly labeled with the name of the student and the name of the teacher. When writing a check to the school,
please put your child's name, the teacher's name and what the money is for on the bottom of your check. Place the envelope in a safe pocket or backpack and encourage your child to give it to the teacher as soon as he/she gets to school.

**Make-up Work**

Please give the teacher 24 hour notice when requesting school work for a student who has been or will be absent. The work may be picked up in the office after that time. You may want to call first to see if it is ready to be picked up. Students have one day for each day absent to make up work. A maximum of 10 days is allowed for makeup work.

**Parties**

Each classroom will be permitted to have three (3) parties during the school year: 1) before Winter Break, 2) Valentine's Day, and 3) end of year. The parties are to be held at school. **Birthday parties are not permitted at school.** School personnel will not give out class lists, student addresses or phone numbers. Invitations to private parties may be distributed at school only if every class member receives one. If it is a party for girls or boys only, invite all the girls or boys in the class. Parents are asked not to give balloons as favors at school parties since students are not allowed to take them on the bus for safety reasons. If bringing in treats for the entire class, all food items must be store bought, unopened, and must list all ingredients. Due to allergy concerns, no home baked goods are permitted.

**First Aid**

Your child will be given first aid in case of minor accidents. A sick child will be sent to the nurse’s office and sent home as soon as possible. Please keep children home if they have sore/pink eyes, a rash, fever, vomiting, diarrhea, or show any symptoms of illness. This is necessary for the protection of other children.

It is an approved State Policy that no treatment shall be given by the teacher except first aid for minor injuries. In case of a health emergency, “911” (Emergency Medical Services) will be called. You will be notified immediately in case of sudden illness or accidents of a serious nature. If we cannot locate you, the person designated by the parent/guardian to call "in case of emergency" on your child's emergency card will be called. **For the welfare of your child, please keep emergency contact information up to date.**

**Medication**

State law requires parents of children with the need for doctor ordered prescription medication to be taken at school to do the following:

1. All medication must be brought to the clinic by a student’s parent or guardian. Do not send medication to school in a backpack or lunchbox with your child. All medication is counted and recorded on the medication sheet by the nurse and the parent/guardian must initial to verify the information.
2. Medicine **must** be properly labeled by the pharmacy and in the latest original pharmacy container. The pharmacy label and the amount of medication must agree. We cannot give a different dose. If the dosage changes, you must come in and fill out a new form.
3. No medication is allowed on the bus.
4. Parent/guardian must fill out an "Authorization for Prescribed Medication" form (one form for each medication). A new form must be filled out at the beginning of each school year.
year. Medication forms will be pulled after summer school and all medication not picked up will be destroyed before the next school year begins.

5. Medication will be stored in the nurse’s office for ALL students. No medication will be kept in the classrooms. Ambulatory students will come quietly to the nurse’s office to receive their medication. Non-ambulatory students may have their medication signed out by their teacher or the nurse to be given in the classroom.

6. For non-ambulatory students, a primary medication administrator will be listed on the "Authorization for Prescribed Medication" form. A secondary name should also be listed for emergencies. **NO OTHER INDIVIDUALS WILL BE ALLOWED TO SIGN OUT STUDENT MEDICATION.**

7. Anyone administering medication has seen the video designated by the District on dispensing medication.

8. No medication will be stored in the front office or received in any classroom.

9. Students are not allowed to bring non-prescription medication such as cough drops, aspirin, Tylenol, eye drops, etc. to school.

The nurse will keep your child's prescription medication in a locked cabinet and assist him/her in taking it. However, please be advised that it is the student's responsibility to come to the clinic at the appropriate time(s) for his/her medication and to return to class promptly. Please let your child’s teacher know if your child will be taking medicine at school.

An asthmatic student shall be able to carry a metered dose inhaler on their person while in school when they have approval from their parents and their physician. The school principal shall be provided with a copy of the parents’ and physician’s approval. This is Board Policy as well as Florida Statute 232.47.

**Parent Communication**

**Website**

College Park Elementary has a current website that offers extensive information, including an updated Calendar of Events. The school website address is [http://www.marionschools.net/cpe](http://www.marionschools.net/cpe)

**Email**

A school newsletter will be posted to the school website and updated quarterly. It will contain important information for parents including news about upcoming events and more. Please make sure your email address is up-to-date in Skyward.

**Change of Address/Telephone Number**

It is very important the school be able to get in touch with you in case of an emergency involving your child. **Please log on to Skyward immediately when you have a change of address and/or telephone number (home, work, or other emergency numbers), or any changes in people you have listed previously as authorized to pick up your child.**

**Pick Up/Drop Off Procedures**

**Morning Traffic Procedures**

For your child’s safety, students are not to arrive at school before 7:10 a.m. Staff members are not on duty until 7:10 a.m. each day. When students arrive at school, they are expected to go directly to the cafeteria to eat breakfast. **All students are expected to be in class by 7:40 a.m.**
Parents must drop off their student in the car line at the front of the school. **Parents may not walk their children to the classroom in the morning or pick them up from the classroom in the afternoon.** We anticipate a large volume of car riders, and time is of the essence. **You may not drop off or pick up students in the staff parking areas on campus.**

**Afternoon Traffic Procedures**

- Parents are not permitted to walk up to the car rider area to pick up their children. **If you need to sign your child out early, you must do so before 2:20 p.m. through the Main Office.** Sign out prior to 2:20 will be considered an unexcused tardy and will require a medical note.
- For early sign out, you will be required to show a picture ID before the student will be called out of class. Please wait for your child in the Main Office. Do not go directly to the classroom. For your child’s safety we will not release a student to someone who is not listed in Skyward as an emergency contact. Please remember to update your child’s Emergency and Medical Information in Skyward.
- If you need to change the way your child normally goes home in the afternoon, the classroom teacher must receive a written note stating the change. **No phone calls or emails will be accepted.** If we do not receive a request for change in writing, your child will be dismissed in the usual way.
- Children not picked up by 3:20 p.m. will be escorted to Extended Day and a fee will be charged for the service.
- Per District policy, parents must display the official identification sign with the child’s name in the right, front area of the windshield. (The school will issue the signs.) If a person is in the carline without the identification sign, a staff member will need to personally verify the driver’s identity OR the person will have to move out of carline. Please do not assume all staff will know your name. Use your identification sign. There may occasions where an adult will be asked to present picture identification in the Main Office.

**Procedures for Walker and Bike Riders on Rainy Days**

Make a rainy day plan. If your child is a bike rider or walker please give him/her instructions for rainy days and **send a written note to the teacher** with your instructions. Students are not permitted to use the school phone unless an emergency arises. **If you plan to pick up your child at school on rainy days, please pick him/her up in the car line.** Make sure your school-issued identification sign is clearly visible on the right side of your dashboard.

**Procedures for Changing How Your Child Goes Home**

If you need to change how your child normally goes home in the afternoon, the classroom teacher must receive a written note stating the change. **No phone calls or emails will be accepted.** If we do not receive a request for change in writing, your child will be dismissed in the usual way. Rainy day plans will be followed on rainy days per your previously written instructions to your child’s teacher.

**Religious Holidays**

The increased enrollment of students of various ethnic and religious backgrounds makes it necessary to establish guidelines for the observance of religious holidays by those students. Staff will ensure that the following guidelines are closely followed:
1. The day is a bona fide religious holiday for the student’s faith.
2. A written request signed by the parent/guardian should be sent to the school prior to the date of the excused religious holiday.
3. The advanced absence request for observance of the religious holiday will be honored by teachers and administrators.
4. If quizzes or tests are necessary, then make-ups of the same importance will be provided.
5. With the approved advanced absence request for religious observance, and the make-up work being accomplished, the student will not be penalized for perfect attendance.

Special Events Participation
As per Marion County procedures, student participation in special events, such as chorus, sport events, field trips etc. will be determined by the following guidelines obtained from the report card: 1) 2.0 overall grade point average and 2) conduct grades of “S” or “E” only.

Technology Policy
Cell phones and similar wireless devices may be in the possession of students on campus but cannot be activated or visible. The exception to activation would be before or after school in designated areas and under direct supervision of school personnel. College Park Elementary will not be held responsible for items that are stolen on school grounds. If a student brings a technology device to school it may be subject to theft, therefore it is not recommended that technology devices be brought to school.

Telephone Use
Students should not ask to use the school telephone except in case of an emergency and only after asking the office staff. Special arrangements concerning transportation and after school activities should be made before coming to school in the morning. Please remember that only EMERGENCY messages can be relayed to your child. Each message disturbs the class and takes teaching time away from all the children in the room.

Visitors on Campus
All non-school personnel, including visitors, volunteers and parents, must check in at the main office. Please be prepared to present a state-issued photo identification. You will be given a visitor’s sticker, which must be worn at all times while you are on campus. You are not permitted on campus or in the area of the campus without proper authorization. Students are not allowed to bring visitors to school. These guidelines are required for the safety of all students and school personnel. In order to ensure classes are not interrupted, parents need to arrange classroom visits with the teacher in advance.

Volunteers
We want to encourage all parents to volunteer if time and circumstances permit. Volunteers are needed to assist teachers and students in a wide variety of ways. Any person wishing to volunteer should see our receptionist to complete the appropriate screening process paperwork.

For your child’s safety and the safety of others, we ask that the following simple rules be followed:
- Parents will not be assigned to volunteer in their child’s classroom. This practice puts unnecessary stress on the child and teacher.
- Volunteers must sign in and out, and wear the volunteer sticker issued by the office while
Walkers

Walkers and bike riders will be walked to the crossing guard on the corner of SW 13th and 33rd Streets. Parents walking with their children must meet them at the crosswalk.

Withdrawals/Transfers

Parents are requested to notify the school in advance, if possible, if they plan to withdraw their child from College Park. This will permit us to have his/her records brought up-to-date and a withdrawal and transfer slip completed. All outstanding debts to the school must be paid.

PUBLIC NOTIFICATION OF NONDISCRIMINATION REQUIREMENTS

Students in Marion County are entitled to certain rights, standards and protections including those of due process, equal opportunity protection, accurate and confidential record keeping, safeguards to health and safety, and access to suitable employment. The School Board is committed to affording students the benefits of these rights, standards and protections.

Students who feel that they have questions concerning this matter have the right and the responsibility of discussing such questions with the school’s administration.

The Marion County Public School District does not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or qualified disability in its employment practices and in its access and admission to educational programs, services and activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, the Florida Educational Equity Act of 1985, Section 504 of the Rehabilitation Act of 1973, Title IX Amendments of 1972 and the Civil Rights Act of 1964. Questions or request for additional information regarding these acts may be forwarded to the designated equity administrator.

Dawana Gary, Equity Assurance Director, ADA, Title IX and Equity Issues
Phone: (352) 671-7711, 512 SE Third Street, Ocala, Florida 34471

Contact for Section 504 compliance:
Lorilynn Bowie, Program Specialist, Phone: (352) 671-6860

~An Equal Opportunity School District~

EXPECTATIONS AND REASSIGNMENT/OUT OF AREA POLICY

Students at College Park Elementary are held to the highest standards. Our expectation is that students will be punctual and attend school on a daily basis. We also expect students to demonstrate excellent behavior and perform to the best of his or her academic ability, maintaining satisfactory and above grades and FSA scores.

Reassignments, with the exception of level 3 or 4 referrals, will occur at the end of the nine weeks at the time the reassignment is determined. Students receiving a level 3 or 4 referral will be immediately removed from College Park and reassigned to their home-based school, or will be recommended for an alternative/special school assignment.
TITLE I SCHOOLWIDE PARTICIPATION
We operate a school wide Title I, Part A program, which is the largest federally funded grant
program for grades K-12. It is designed to provide all children that attend low-income schools
significant opportunities to receive a fair, equitable, and high-quality education.
Title I funds can be used to:
• hire highly qualified teachers and/or para-professionals,
• provide additional learning time through before/after school and/or summer programs,
• purchase extra resources such as equipment, computers, and supplemental materials,
• provide additional training for our school’s staff, and
• implement innovative family engagement opportunities.
You will be invited to attend our Annual Title I Meeting that will explain how this program is
used to support the needs of your child and the school goals. You will also receive information
about the rights you have as a parent of a child attending a Title I school. We look forward to
sharing this information and other exciting news at this meeting!

PARENT AND FAMILY ENGAGEMENT
Our school is committed to ensuring that meaningful consultation is ongoing between family
members and school staff. When families engage with schools to support their students learning,
several positive effects can take place:
1. Students learn to read faster.
2. Students typically score higher on tests.
3. Students attend school on a more regular basis.
4. Students experience less disciplinary occurrences.
5. Students are more likely to graduate.
The most recent version of our Parent and Family Engagement Plan is available by request
through the school front office or for review at any time online at
https://www.floridacims.org/districts/marion (click on your school, then click on “Other
Documents”). The District’s Parent Engagement and Family Plan is available in the front office
or at www.marion.k12.fl.us under “Curriculum and Instruction”, then, “Grants and Federal
Programs”.

NOTIFICATION OF TEACHERS “CERTIFICATION”
Schools are required to provide timely notice to each individual parent that their child has been
assigned to or taught for FOUR or more consecutive weeks by a teacher or substitute who is not
state certified. You will be provided this notification, if applicable, throughout the school year.

“RIGHT TO KNOW NOTIFICATION”
As a parent, you have the right to know the professional qualifications for the classroom teacher
and/or paraprofessional who instructs your child. The Every Student Succeeds Act (ESSA)
allows you to ask to receive information about certification(s)/credential(s) and you can request
this information at any time. Requests can be made at any time by contacting our front office and
asking for a Parent’s Right-To-Know Request form.

SCHOOL ADVISORY COUNCIL (SAC)
People from several groups are welcome to join our SAC committee, including parents, students,
community members, business partners, and school staff. Certain SAC members are elected by
their peers, business and community members are appointed and the Principal automatically
serves. The SAC reviews issues of a school wide nature, helps to create and review the
effectiveness of the School-Parent Compact, the Parent and Family Engagement Plan for both
the school and district, and reviews the annual Schoolwide Improvement Plan. SAC meetings
fall under the Sunshine Law and are declared public meetings and open to the public at all times.
Your input matters and we encourage you to join our SAC committee by notifying the front
office. SAC meeting minutes and other related information are available to review by contacting
our front office.

SCHOOLWIDE IMPROVEMENT PLAN (SIP)
The SIP is a tool used by stakeholders to review data, set goals, progress monitor and create action plans. The most recent version of our Schoolwide Improvement Plan is available by request through the school front office or for review at any time online at https://www.floridacims.org/districts/marion.

PARENT OPPORTUNITY TO REQUEST MEETINGS
Parent-Teacher Conferences may be scheduled when the need arises at the request of either the parent or the teacher. Parents may schedule a conference by writing a note or e-mail to the teacher, or calling the front office to set up a time. By scheduling a conference, the teacher is able to prepare individual reports, papers, etc., regarding your child to improve the sharing of information during the conference. During planned instructional time, teachers are working hard on supporting students to master state standards and are not allowed to conference with parents. We encourage all parents to set up and attend at least one conference per quarter.

SCHOOL-PARENT COMPACT
Each Title I school must collaborate with parents to develop an agreement that clearly outlines the responsibilities and commitments that the parents, entire school staff, and student will share. This document is known as the School-Parent Compact and assists with building and developing a partnership to help students achieve the state’s high academic standards. The School-Parent Compact is a living document, signed by the school, staff, and parent, that will be used throughout the year as parents and school staff communicate about the progress and growth of your child. Please see your child’s teacher if you have not yet received a School-Parent Compact. If you would like to provide suggestions or input about the compact, please contact the school.

TITLE I PARENT RESOURCES
The Marion County School District invites all parents and families to visit the Title I Parent Resource Center where there are many resources and materials available for checkout to assist you in teaching your child. The Title I Parent Resource Center is located within the Howard Academy Community Center at 306 NW 7th Avenue. Hours of operation are Monday through Friday from 8:00 AM-5:00 PM. If you have questions about available materials, please call 352-671-4171.
The Parent Resource Center on Wheels travels to each Title I school in the district and various community events throughout the school year. Resources can be checked out from the van as well! Watch for upcoming notifications alerting you when the van will be at our school.

STATE LEVEL PARENT RESOURCES
The mission of the Bureau of Family and Community Outreach (BFCO) is to empower families and communities with resources and information needed to promote a high quality education for their children. The Bureau reaches out to serve Florida's diverse families and communities in a number of ways including dropout and bullying prevention; family engagement; volunteer and community involvement; faith- and community-based initiatives; mentoring/student assistance and school and instructional enhancement state grants; and the 21st Century Community Learning Centers federal afterschool grant.
For general information related to Family and Community Outreach, please call: 888-665-5055 or visit the website below:
http://www.fldoe.org/schools/family-community/activities-programs/parental-involvement.stml
For questions related to Parents as Teachers (PAT) or home visiting, please contact the National PAT Center directly:
Parents as Teachers, 2228 Ball Drive, St. Louis, MO 63146
Phone (314) 432-4330; FAX: (314) 432-8963 Monday-Friday 8am-5pm
http://www.parentsasteachers.org/contact