

SUNSET HILLS
ELEMENTARY

STINGRAYS

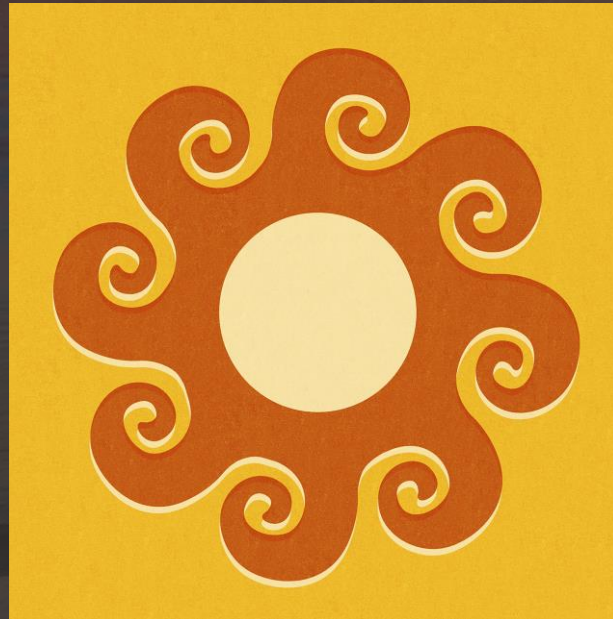


**Welcome
Back
STINGRAYS**



SHE Vision & Mission

- The **VISION** of SHE is to provide a COLLABORATIVE AND EQUITABLE learning environment ENSURING 100% STUDENT SUCCESS.
- The **MISSION** of SHE is to PROVIDE A CARING ENVIRONMENT WHERE FAMILIES, STUDENTS AND STAFF LEARN TOGETHER TO ENSURE ALL STUDENTS ARE PREPARED FOR COLLEGE, CAREER AND LIFE.



Guidelines for Success: The Rays Way

Respectful To All

- Stingrays show tolerance and consideration for others. Stingrays work collaboratively with staff and other students. Stingrays select both verbal and nonverbal methods of expressing thoughts, feelings, needs, and concerns in ways that are acceptable within the school environment and respect personal space, rights, and property.

Always Be Prepared

- Stingrays follow directions the first time and comply with directives provided by staff within a reasonable time frame. Stingrays take responsibility for their own actions.

Yearn To Learn

- Stingrays remain engaged in learning activity. Stingrays concentrate or focus attention on the learning activity and keep the learning environment free from distractions or disruptions.

Safe in all places

- Stingrays make decisions that are positive and healthy for themselves and others. Stingrays keep hands, feet, and objects to themselves. Stingrays are self-motivated, self-aware, and persistent.

The Administrative Team

- Mr. Johnnie Crawford III- Principal
CRAWFORDJO@pcsb.org
- Mrs. Karen Vargus– Assistant Principal
VARGUSK@pcsb.org

The SHE Front Office Team

- Mrs. Elisha Bowman– Principal Secretary, Bookkeeper
 - BOWMANEL@pcsb.org
- Mrs. Cris Matos – Data Management Technician
 - MATOSC@pcsb.org
- Mrs. Lia Ingargiola – Office Assistant
 - INGARGIOLAL@pcsb.org
- TBA – Nurse
- Mrs. Claire Delacqueuseaux – Family and Community Liaison
 - DELACQUESEAUXC@pcsb.org

The SHE Support Team

- Mr. Aidan Corkery – Cafeteria Manager
 - CORKERYA@pcsb.org
- Mr. Tim Makovec – Head Plant Operator
 - MAKOVECT@pcsb.org
- Officer Volker – SRO
 - PCS.VOLKERW@pcsb.org

The SHE Student Support Team

- Mr. Darren Abrahamson School Counselor, MTSS facilitator, 504 Coordinator
 - ABRAHAMSONDA@pcsb.org
- Ms. Renee Hoopes *- Psychologist
 - HOOPESR@pcsb.org
- Ms. Melinda Hassenplug *- Social Worker, 504 Support
 - HASSENPLUGM@pcsb.org

* Shared District Support

School Hours

8:45 am-2:55 pm

- 8:15 am students enter campus/ go directly to Café
- 8:25 am first bell: all students are dismissed from the Café and need to move quickly to the classroom
- 8:45 am tardy bell
- 2:25 pm early release cutoff
- 2:55 pm dismissal bell



First Day of School August 12, 2024

As you enter the car line you will receive one card tag. Please bring a dark colored marker so you can print your child's last name and grade level. This tag will allow us to release your student to the car circle in the safest and fastest way possible. Please place this car tag on your rearview mirror to hang.

Kindergarten parents are allowed to walk their students to the cafeteria where teachers will greet them and their student. At the 8:25am bell, you can walk with your student and teacher to the classroom, say your goodbyes and then please make your way out of the school through the Sunshine Door.

Parents of all other grade levels can walk their student to the pod area. Parents will not be permitted in the classroom.



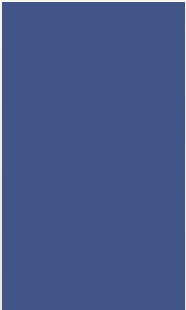
The Arrival Process

When your student arrives, an adult will be on duty to supervise and direct them to class or the cafeteria.

- Breakfast: 8:15 am – 8:45 am
- All students arriving between 8:15-8:25 must report to the cafeteria.
- After 8:25 all students will report directly to class unless eating breakfast.
- Students may not gather outside of the classroom or hallways for any reason.
- Adults will be placed strategically along the line to assist students getting to class. Kindergarten students will have the assistance of Student Safety Patrols.
- During the first two days of school, kindergarten teachers will meet kindergarten students in the cafeteria and escort them to class.
- Parents/guardians will not be allowed to walk students into the classroom.
- At 8:10 the YMCA students will eat breakfast and stop allowing parents to sign in.



Dismissal Process



2:55 pm: 1st bell

Car riders

- Teachers will display TEAMS Afternoon Dismissal Spreadsheet on Classroom Smartboards.
- The PE Coaches will radio student car line names for the front office staff to display on the TEAMS Afternoon Dismissal Spreadsheet.
- When their name is called, students will quickly move to the car circle, where they will wait until their car arrives.

YMCA

- YMCA staff will pick up individual students from their classrooms and assist them in moving to their designated areas.

3:00 pm 2nd bell

Walkers and parent pickup

- Students will exit from Sunshine Door
- Kindergarten students are released one at a time to the parent/guardian from the staff member at the Sunshine Door.

- **2:25 pm early release cutoff. Please park in the parking lot if picking up your student early. NO PARKING AT THE CURB.**

Dismissal Process Continued

3:00 pm 2nd Bell

- Buses, Childcare Vans and Bike Riders are released to the bus circle.

3:10 pm

- All remaining car riders are dismissed from the classroom to the car circle.

3:15 pm

- All students should be off campus, unless in a program.



PPK/VPK Arrival & Dismissal

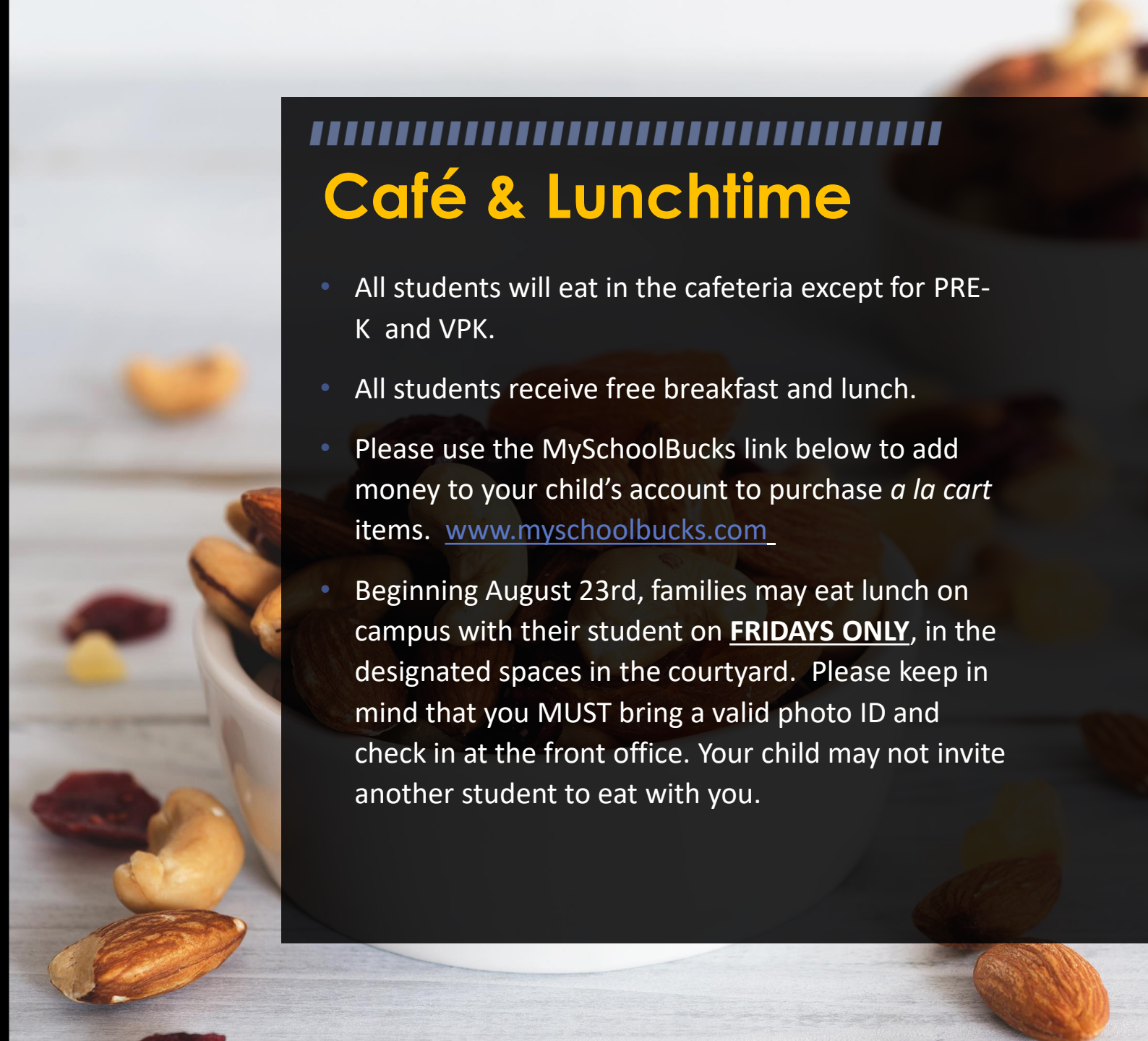
- All PPK/VPK students must be signed in/out at the designated doors on the South side of the front office.
- Parents must wait in the designated line to sign in/out, drop off or retrieve their student from a staff member at the door.
- For a safe and effective arrival and dismissal process, please limit your conversations with the teacher. If you have more questions or concerns, please request a conference.





Café & Lunchtime

- All students will eat in the cafeteria except for PRE-K and VPK.
- All students receive free breakfast and lunch.
- Please use the MySchoolBucks link below to add money to your child's account to purchase *a la cart* items. www.myschoolbucks.com
- Beginning August 23rd, families may eat lunch on campus with their student on **FRIDAYS ONLY**, in the designated spaces in the courtyard. Please keep in mind that you **MUST** bring a valid photo ID and check in at the front office. Your child may not invite another student to eat with you.



BACK TO SCHOOL ELECTRONIC FORMS

- For your convenience, all of the back- to -school forms are in one place. Please log into [FOCUS.PCSB.ORG](https://focus.pcsb.org) and use your parent ID and password to complete the back- to -school forms packet.

To create and /or reset your user ID and password, please visit [PCSB.ORG](https://pcsb.org).



ELECTRONIC FORMS INCLUDE

- Parent Acknowledgement of Student Code of Conduct
- Media Release
- Directory Information Opt-Out Letter
- Network/Internet Acceptable Use Agreement
- School and Classroom Library Material Student Access
- Technology Equipment Acceptance and Responsibility
- Residency Questionnaire
- School-Based Healthcare Services
- Student Clinic Card



SAC and PTA Meetings

- SAC (School Advisory Council) meetings will be conducted on campus on the second Tuesday of each month. If you are interested in joining SAC, please contact Elisha Bowman, bowmanel@pcsb.org
- PTA meetings will be conducted on campus. Schedule will be provided by PTA.

How to Report an Absence

- If your child is going to be absent from school, please call or email the teacher. You can also use the [Report Absence Icon](#) on the *SHE* website.
- It is important to report all absences
- All students must provide a written note from their parent or guardian or report absence using school website following an absence. These notes should contain: **the student's name, date of absence, and reason for absence.**
- If absences/tardies become excessive and teachers have attempted to contact parents (with no improvement noted), the below listed may occur:
 - The social worker will attempt to make a home visit after the letter from the principal is mailed.
 - Florida law requires schools to enlist assistance from the state attorney's office for more than 10 unexcused absences in any 90-day period. An unexcused absence is one for which there was no note, vacation, etc.
- Excused absences include illness, death in family, medical appointments, and family emergencies.
- Attendance is addressed in the Student Code of Conduct and parents should review that section with their students.
- Children who are absent due to head lice have a maximum of 5 days of excused absence per occurrence and must be cleared through our clinic before returning to class.

Tardies and Early Sign out

- A student is tardy when the student is not in his/her classroom when the bell rings.
- Excused Tardy is only if the student is late for one of the reasons described in the Student Code of Conduct.
- Unexcused Tardy is a tardy not excused for one of the following:
 - Oversleeping, missing the school bus, shopping trips, pleasure trips, car problems, heavy traffic

Early Sign out/ Release

Students academic performances may be negatively impacted by early sign out. Parents must request an early release by coming into the front office, with proper photo ID prior to 2:25pm.

- Excused Early Sign out/Release: Please refer to the Student Code of Conduct for EXCUSED EARLY RELEASE.
- Unexcused Early Sign out/Release: Please refer to the above reasons above for UNEXCUSED EARLY RELEASE.



CLINIC

- Students requiring daily medications will receive their medications from the school nurse/trained office staff in the clinic.
- If your child requires any prescriptions or over the counter medications, please visit the school's clinic to fill out the proper paperwork.
- Students needing nursing procedures (tube feedings, catheterizations) will have them done in the clinic.
- Students with asthma will not be permitted to use nebulizers in the classroom due to the potential for aerosolized particles to spread around the environment. They must come to the clinic.
- Students with diabetes who need the nurse for insulin injection, or who need adult supervision to perform their diabetes care tasks, will be supported in the clinic.
- Classroom staff will have resources to support minor complaints or injuries in the classroom.
- **Immunizations:**
 - The State of Florida has not waived any immunization requirements for the 24/25 school year.
 - Incoming Kindergarten students must be up to date for age/grade level.
 - If not compliant with immunization requirements the student will be excluded from school after 30 days.

STUDENT DRESS CODE

• □ SEQUENCE OF CONSEQUENCES FOR DRESS CODE VIOLATIONS

• **Students out of dress code for inappropriate clothing (shirts or bottoms) will be sent to the office to receive an alternative t-shirt and/or bottoms, if clothes ARE available.**

- • 1st violation: Teacher gives verbal warning to student.
- • 2nd violation: Teacher calls parent regarding violation.
- • 3rd violation: Teacher notifies administration who will meet with the student.

• □ DRESS CODE REGULATIONS FROM STUDENT CODE OF CONDUCT

- • All shirts and blouses must cover midriff, back, sides and all undergarments including bra straps at all times. **Tank tops or tops with spaghetti straps are not allowed, this applies to BOYS AND GIRLS.**
- • Shorts, skirts, divided skirts, dresses, and culottes are allowed. **They must be mid-thigh length or longer.**
- • All trousers, pants, or shorts must totally cover undergarments including boxer shorts.
- • Safe and appropriate footwear must be worn. **Sneakers/tennis shoes are required for PE classes.**



STUDENT DRESS CODE Continued

- Inappropriate footwear includes but is not limited to; roller skates, skate shoes, slides, and bedroom slippers.
- Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- See through and mesh fabric may only be worn over clothing meeting dress code.
- Clothing must fit appropriately, with the waist of the garment at the student's waist.
- Clothing must be properly buttoned, zipped, and fastened.
- Clothing with inappropriate tears or holes should not be worn.
- No sleepwear is allowed, except on designated spirit days.
- Head gear, including but not limited to , caps, hats, bandanas, sweatbands and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons
- Clothing with inappropriate images, language, or suggestions may not be worn.



Cell Phones and other Wireless Communication Devices

(Per SCC)

- Parents are advised that the best way to get in touch with their child during the school day is by calling the front office.
- **Definition of Wireless Communication Device**; they are devices that have the ability to receive and/or transmit any communication without a cable connection, which may include , but is not limited to, cell phones, headphones, earbuds and tablets. This definition also includes any current or emerging wireless handheld technologies or portable information technology systems developed for similar purposes.
- **"Off Position"**; means powered completely off, and is not simply set on a vibrate, silent, standby, hibernation or airplane mode.
- **"Silent Mode"**; means no audible alerts of vibrations.
- **"Instructional School Mode"**; is the time of day within the bell times approved by the School Board for that school.

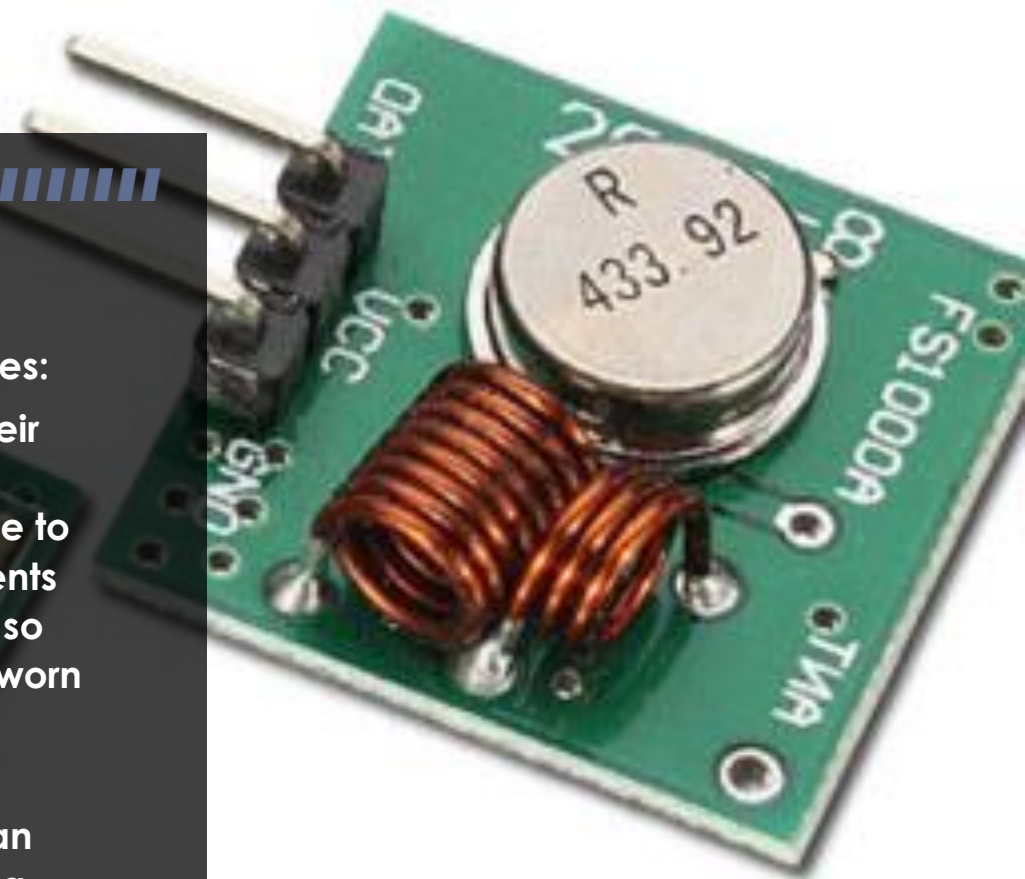


CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES Continued (PER SCC)

- All students must store wireless communications devices, headphones and earbuds in a designated area, except when otherwise directed by a teacher. For the purpose of this policy, the designated area is a non-visible secure location, such as the students backpack, pocket or lunchbox.
- **Elementary Students:**
 - Elementary school students must keep wireless communication devices in the "OFF POSITION" throughout the instructional school day, and while participating in a school-sponsored activity on or off campus. Students are permitted to use their wireless communication devices after the end of the instructional school day, if needed to communicate with parents regarding the coordination of transportation.
 - Headphones and earbuds are not allowed during the instructional school day or while participating in a school-sponsored activity on or off campus, unless otherwise directed by the teacher. When allowed, headphones and earbuds are restricted to minimal volume, only to be heard by its user. Due to school safety concerns, one ear must remain free of the accessory at all times during authorized use.

CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES (PER SCC) CONT'D

- Wireless communication devices are permissible in the following circumstances:
 - SMARTWATCHES: the district recognizes that some parents will provide their students with smartwatches for safety reasons, emergency communication purposes, or location tracking. All of the rules applicable to wireless communication devices apply to smartwatches; however, students may wear smartwatches only in silent mode during the instructional day so there will not be disruption to the classroom. Smartwatches may not be worn during district or state assessments.
 - IEP, 504 or Health Care/Medical Plan: students may use wireless communication devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student physician.
 - Health, Safety or Emergency: Students may use wireless communication devices in the event of health, safety or emergency situations.
 - Teacher directed use of wireless communication devices solely for educational purposes.





PROCESS FOR REQUESTING A CLASS CHANGE

- The parent meets with the teacher for a conference to discuss any concerns or clarifying questions about the classroom, including but not limited to, grading, curriculum, or expectations.
- A teacher/parent plan is developed to address the concerns moving forward.
- A follow up conference is held to see if the plan implementation is effective.
- If not, the administration team will review the continued concerns and depending on several criteria, a change may be possible but not guaranteed.
- While we appreciate and encourage information about your student's learning needs, we cannot guarantee that your child will be placed with a specific teacher.

PCSB BUS TRANSPORTATION

- All bus students must be registered on the bus. Unauthorized students are not permitted to ride the school bus. Students are to ride the bus to which they are assigned.



A photograph of a family walking away from the camera in a field of autumn leaves. A woman on the left, a young girl in the middle, and a man on the right are holding hands. The scene is bathed in warm, golden light, suggesting late afternoon or early morning. The woman is wearing a light-colored top and dark pants. The girl is wearing a blue long-sleeved shirt and a white tutu. The man is wearing a blue and white checkered shirt and brown pants.

Visitors & volunteers

To register to become a level 1 volunteer, please use our online volunteer application link: <https://asd.pcsb.org/schoolwiresfroms/volunteer/>

If after you are cleared as a level 1 volunteer and want to pursue a Level 2 volunteer status, you need to visit an approved vendor and have your fingerprints processed. The list of approved vendors are on [pcsb.org/page/12334](https://www.pcsb.org/page/12334).

There are a variety of volunteer opportunities such as helping in a classroom, tutoring/mentoring students, helping in the Café and/or Library or chaperoning a fieldtrip. We encourage all of our families to volunteer their time or talents. You can make a difference in a child's life.

We are very thankful and fortunate for our community and family support. Our Family and Community Liaison, Claire Delacqueseaux will be working closely with our volunteers and mentors to support our students and school.

Please email Mrs. Claire at delacqueseauxc@pcsba.org



Thank you for your continued support. We look forward to working with all OUR families.