

# Curlew Creek Elementary Student Parent Handbook 2024-2025



Curlew Creek Elementary  
3030 Curlew Road, Palm Harbor, FL 34684

Phone: 727-724-1423

**Vision:** 100% Student Success!

**Mission:** The mission of Curlew Creek Elementary is to be responsive to the academic, emotional, social, and individual needs of each child. Our goal is to develop thinkers and problem solvers who are ready to be responsible, confident, and productive members of a diverse society.

**School Website:** <http://www.pcsb.org/curlew-es>

**Pinellas County Schools Website:** <http://www.pcsb.org>

Principal - Mrs. Kathy Brickley  
Assistant Principal – Katrina Schneider

Pinellas County Schools Administration Building  
301 Fourth St. SW, P.O. Box 2942  
Largo, FL 33770-2942

*Welcome* to our Curlew Creek Elementary School family and home of the Coyotes. We are extremely pleased to have you join us. We extend our best wishes for a happy and successful school year to all our students and their families. This handbook has been prepared to provide you with a general outline of the policies and procedures we follow at Curlew Creek Elementary throughout the year. Being acquainted with this information will help avoid misunderstandings and serve to assist parents, students, and teachers alike in knowing the practices to follow for a successful school year.

### **ABSENCES/TARDINESS**

Excused absences consist of illness of the child or death in the immediate family. EVERY absence should be reported to the school office by sending a note, or on the school's website [www.pcsb.org/curlew-es](http://www.pcsb.org/curlew-es) under the "Report Student Absences" tab at the top. Please provide a written doctor's note if your child will be missing learning time due to a doctor's appointment. Please make every effort to schedule appointments before/after school, or during school breaks. **Students must be present for the daily 90 minutes uninterrupted reading block.** Repeated absences without a valid explanation are referred to the school's **Child Study Team**. Special permission to be absent is granted by the Pinellas County School Board for certain religious holidays and emergencies. Students enrolled at Curlew Creek will be marked absent if they are not in attendance the first day of the school year. Class work is required to be made up during or after an excused absence according to arrangements made with the teacher.

It is important for your child to begin the day by arriving on time for school to begin instruction and to not disrupt the learning of others. Students who arrive to school after the second bell at 8:45 a.m. will be marked tardy. Parents must accompany their child to the office to sign them in.

Your child is receiving a valuable education at Curlew Creek Elementary and needs to be in school a full day from 8:45 a.m. - 2:55 p.m. It is imperative to have your child in class on time, and refrain from picking up your child early. We cannot remove students from instruction unless you have an emergency, or you have prearranged with the teacher.

Excessive unexcused absences may result in a referral to the State Attorney's Truancy Intervention Program. It is the parent/guardian's legal responsibility to ensure their child attends school. See the PCS Student Code of Conduct for more information regarding Student Attendance.

### **ACCIDENT INSURANCE**

An information card will be sent home in the first day packet regarding optional student insurance. It is important to beware the school does **NOT** cover medical bills.

### **AFTER CARE PROGRAMS**

The North Pinellas YMCA provides a before and after school childcare program at Curlew Creek. Please contact the YMCA at **727-467-9622** for details. Local providers also service our school. Inquire in the school office for more information.

### **ARRIVALS AND DISMISSALS**

School begins at **8:45am** and ends at **2:55pm**. *Students are not to arrive before **8:15am*** nor should they remain after **3:15pm**. This is necessary for their safety, as there is no adult supervision beyond the designated times. **When children arrive at school at 8:15 a.m. or after they should enter the**

**building through the front lobby doors and proceed to the hallway inside their pods, or they may go to the cafeteria for breakfast.**

Families should discuss how the child will go home from school (walk, bike, car, bus) prior to the child coming to school in the morning. If there is a change in how your child is to go home, *you MUST notify the child's teacher and the school office in writing.* Without written notice, your child will go home by his/her documented mode of transportation. Parents should also consider how their child should go home when there is inclement weather, especially if the child usually walks or rides a bike.

### **BICYCLES**

Bicycle riders will observe all traffic regulations including wearing bicycle helmets according to state law. Bicycles must be walked on school property. All bicycles are to be *locked* in the bike rack during the school day. The school is not responsible for the loss and/or damage to bicycles.

### **BULLYING**

For information on policy and how to report bullying visit <http://bullying.pcsb.org>

### **CALENDAR**

The Pinellas County Schools [2024-2025 calendars](#) including religious holiday exemptions are located at <http://www.pcsb.org/page/42339>.

### **CAFETERIA**

Our cafeteria serves breakfast daily from 8:15 a.m. to 8:40 a.m., and lunch from 10:35 a.m. to 12:05 p.m. All students are eligible for a **free breakfast and free lunch**. Money for extra snacks and drinks can be prepaid by cash/checks and should be made out to Curlew Creek Elementary Food Service. **My School Bucks** is an online payment portal especially designed to allow parents to make quick and easy online payments to their children's school meal accounts, [www.myschoolbucks.com](http://www.myschoolbucks.com). Any money left in a student's account will carry on to the next school year. If you have any questions regarding the cafeteria and food service, contact the Curlew Creek Cafeteria Manager at 669-1227.

### **CLINIC AND HEALTH SERVICES**

**IMPORTANT:** Due to privacy and confidentiality issues along with The Health Insurance Portability and Accountability ACT (HIPAA), Parents are not permitted in the clinic during school hours. The office staff will be happy to page the nurse to assist you in the office. Please help our nurse provide a safe and secure environment for our students.

Emergency phone contact numbers must be updated online and on file in the clinic and the school office in case of an emergency. When parents pick up a student from the school, they must sign the child out in the office. Please update information online and inform the school office.

The school attempts to prevent accidents. However, should a minor accident occur, first aid will be given. In case of a serious accident, the parent or guardian will be notified by telephone. The school staff never attempts any treatment beyond the necessary immediate aid.

Parents, please follow the School Board policy concerning prescription or non-prescription medications at school.

**Prescription Medications:** Blue cards must be completed with the name of the medication, dosage, special instructions, and a signature of a parent or a guardian. Medication must be presented to the school nurse in the labeled ORIGINAL container.

**Non-Prescription Medications:** A physician must order the medication to be given at school. An orange card must be completed with the name of the medication, dosage, special instructions, and name/signature of a physician and a parent signature. Medication must be presented to the school nurse in a labeled ORIGINAL container.

BLUE AND/OR ORANGE CARDS ARE AVAILABLE FROM THE SCHOOL OFFICE.

The school nurse or designated trained school personnel will assist the student in administration of medication. Medications are to be brought to school by the parent. *Children are not to bring medications to school.* Medications will need to be picked up at the end of the school year. School Board policy prohibits them being stored at school during summer vacation.

### **COMMITMENT TO CHARACTER**

Curlw Creek is a Commitment to Character school. This means we practice and teach the character traits of **Citizenship, Tolerance, Patriotism, Charity, Kindness & Caring, Cooperation, Responsibility, Honesty, and Respect.** School wide activities are planned throughout the year that encourages the use of these traits. Assemblies are held at the end of each month during which two students from each class are recognized for displaying the character trait for the month.

### **CONFERENCES FOR PARENTS**

We believe parent/teacher conferences are most important for the welfare of the child and for the promotion of good understanding between the home and the school. An appointment provides time for preparation and privacy desirable for a satisfactory conference. Conferences between teachers and parents are arranged at the request of either party. They are held outside of class time, preferably during the time following dismissal in the afternoon or during the period before school. Conferences may be requested by sending a note, phone call, or email to the teacher, by appointment through the teacher or as requested on the report card. School events are not intended as private conference times for discussion of your individual child. At our first Open House, each teacher will hold a group conference. This is for the purpose of interpreting the curriculum, the general school program, classroom policies and report cards.

### **DRESS CODE**

Curlw Creek Elementary follows Pinellas County Schools dress code which is in the Code of Student Conduct. See last page of this handbook.

### **FAMILY RIGHTS AND PRIVACY ACT**

The intent of this law is to protect the accuracy and privacy of student educational records. These records include files, documents and other materials containing information directly related to your child. Without your prior consent, only you and the authorized individuals having legitimate educational interest will have access to your child's educational records. You have the right to review all records. Appointments to review records must be made at least one day in advance.

### **FIELD TRIPS**

Written permission of parents on the school field trip permission form is required for all children to go on educational trips. No exceptions will be allowed. Chaperones **must** be a Level 2 Volunteer.

## **HEAD LICE**

Occasionally a child may be found to have head lice. Head lice do not carry disease, nor does their presence mean your child is dirty. However, to prevent further spread in the school, this condition must be treated at once. If your child is sent home with head lice, the school will notify you of the proper procedure to follow. For prevention purposes, please check your child weekly. **Students must be nit free before returning to class.**

## **HOMEWORK**

Policies for homework, the type, and amount is determined by grade level teams. Homework is generally assigned Monday through Thursday. Homework is an extension of the classroom work and should be in proportion to the child's ability, needs, and grade level. Homework can also be occasional long-term projects. Parents can help establish good work habits by providing a quiet, well-lit place for their child to work at home. Pinellas County Schools offers a free Homework Help Line at 727-547-7223. More information can be found at <http://www.pcsb.org/domain/240>

## **LOST AND FOUND**

Parents should **write their child's name** on clothing (sweaters, jackets, etc.), lunchboxes and other articles to help identify them when lost. The lost and found is in the hallway leading to the cafeteria.

## **PARENT INPUT**

Pinellas County Schools welcomes the input of parents regarding the job performance of district employees. The forms are available in the office. We also welcome your input regarding anything at school. Feel free to email school staff or leave a written note in the school office. In addition, our monthly School Advisory Council (SAC) meetings are a venue not only for staying informed of school processes and the educational program, but also for voicing your suggestions.

## **PARENT TEACHER ASSOCIATION (PTA)**

Curlew Creek Elementary has an active PTA that advocates for children by keeping families informed about issues relating to children, school activities and educational programs. The PTA also raises needed funds for school activities, materials, and other special projects. Volunteering is at the heart of all PTA activities. Giving freely of your time and energy for the welfare of the children is the core of every PTA. Every teacher is a member of PTA, and we urge every parent to become a PTA member. Volunteering is not a requirement for membership. Visit our PTA Facebook <https://www.facebook.com/curlewcreekelementary/> for more information and to keep updated on school happenings throughout the year.

## **PARTIES**

Two parties are planned for classrooms during the school year, Winter Holiday and End of the Year. Teachers and room representatives work together to plan classroom parties. **ALL FOOD MUST BE PRE-PACKAGED, CANNOT BE HOMEMADE, AND MUST MEET PCS WELLNESS GUIDELINES.** Parties should offer educational and social experiences for the children and should be planned with this in mind.

Student invitations to private parties are **not** to be given out during the school day unless given to all students in the class.

## **PHYSICAL EDUCATION**

All children are required to participate in physical education. Medical excuses for not participating in PE for three or more days must be provided in writing by the child's doctor and given to the PE staff for their files. Shoes must be closed-toe and closed heel, with flat, rubber-soles. Socks are recommended. Students must wear appropriate footwear to be permitted to participate.

## **PROGRESS REPORTS (REPORT CARDS)**

Elementary report cards will be distributed four times during the school year. Parents may also monitor their child's grades through the **PCS Parent Portal**. For assistance with your Parent Portal Account, contact the school office. The progress report shows the progress of your child and their growth in the subjects taught at their instructional level. You are asked to examine the report carefully and discuss it with your child. Please sign and return the envelope to school. If you have any questions concerning this report, you are urged to confer with the teacher as soon as possible. Mid-term progress reports will be distributed to students who are not meeting grade level expectations.

## **PROMOTION-RETENTION POLICY**

Parents are notified by mid-February if their child is being considered for retention. To determine promotion/retention, the following will be considered: test scores, reading and math levels, progress toward grade level expectations, daily class performance, attendance, previous retentions, and special programs. Third and fifth grade retention is determined by Florida State Law.

## **SAFETY PATROL**

Responsible children from the fifth grade are chosen to help maintain order and the safety of our children. The teachers choose students based on scholarship, courtesy, cooperation, and dependability. It is an honor to be chosen.

## **SCHOOL ADVISORY COUNCIL (SAC)/SCHOOL IMPROVEMENT PLAN (SIP)**

SAC membership must align with the school demographics. Our quarterly meetings are held in the school's Media Center, dates and times TBA. The primary function of SAC is to provide parents, teachers, and all other members of the community an opportunity to actively participate in the development of education priorities, assessment of school needs, and development and implementation of the School Improvement Plan (SIP). All community members are invited to attend meetings.

## **SCHOOL BOARD POLICIES**

The Pinellas County School Board policies and School Board Agendas are available online at [pcsb.org](http://pcsb.org)

## **SCHOOL SUPPLIES**

Grade level supply lists and wish lists are posted on our school website. In addition, teachers will notify you of supplies needed as well as optional items requested for the classroom.

## **SCHOOL TELEPHONE/STUDENT CELL PHONE**

Students are not permitted to use the school telephones except in emergencies and with permission from school personnel. Urgent messages from home will be relayed by office personnel to the

student in the classroom. Student cell phones are to be kept turned off and out of sight while on school grounds during the school day. Students who do not abide by this rule may have their cell phones taken and a parent may have to pick up the phone from the school office.

### **SCHOOL-WIDE DISCIPLINE PLAN**

A safe learning environment is crucial for achieving our school goal of **highest student achievement** for all students. In order to have a safe learning environment all students are expected to follow school expectations and procedures. Children are expected to conform to good standards of behavior in the classroom, in the halls, on the walkways, in the cafeteria, on the playground, and on the way to and from school. See our Guidelines for Success below. School expectations and individual classroom expectations will be fully explained to all students by their teacher.

Parents should become familiar with the **Pinellas County Schools Code of Student Conduct** at [www.pcsb.org/code](http://www.pcsb.org/code) and use it as a reference. Please read the Code of Student Conduct booklet with your child, then **acknowledge online in your Parent Portal**. Should your child bring home a discipline referral, please be certain to discuss the behavior with him/her and sign and return the form to school the following day. **Parental support is vital to our school goal of highest student achievement in a safe learning environment for all our students.**

### **GUIDELINES FOR SUCCESS (GFS) TO KEEP “OUR PACK ON TRACK”**

Guidelines for Success are skills, traits, and attitudes that students need to be successful in school and life.

**Coyotes Own Our Learning & Actions. We:**

- Put Safety First
- Are Responsible
- Wonder & Learn
- Show Respect



### **SMOKING**

According to School Board policy, smoking is prohibited anywhere on the school campus.

### **TEXTBOOKS**

Textbooks are furnished at no charge to all students by the state of Florida. Students are expected to care for these books and use them without damaging them in any way. Fines are assessed for loss or damage. While providing instruction for our students, our teachers use a wide range of materials and textbooks are one of these materials. Each student may be assigned a textbook in each content area.

### **TOY WEAPONS AND OTHER TOYS**

It is Pinellas County School Board policy that no toy guns, knives, or weapons of any sort are allowed in school. This includes weapons which may be part of a costume for a dress up or theme day. We appreciate your cooperation. Infractions of this policy are taken very seriously and may result in suspension from school. Toys and other personal items, including electronic devices,

should not be brought to school unless specifically requested by the teacher for a classroom activity. These are a distraction to learning and risk being lost or stolen.

### **MOVING & TRANSFERRING REQUESTS**

It may become necessary for some families to leave our school during the school year. Please notify our school DMT – Tricia Wheeldon at [wheeldont@pcsb.org](mailto:wheeldont@pcsb.org). All transcripts/records must be made 2 weeks prior and in person. All address changes must be reported, and address change request must be completed in your parent portal within 5 days of your move. Library books and textbooks must be returned, and all outstanding debts paid before leaving.

### **TRANSPORTATION – AUTOMOBILE**

PreK & Special needs students will use our PreK car circle (second right upon entering school). K-5 Car riders will be dropped off and picked up in the south circle (first driveway into the school). Students must behave in a safe and responsible manner. No students may be “dropped off” before 8:15 a.m., parents are welcome to wait with their student until there is ***staff supervision at 8:15 a.m.*** Drivers will pull all the way up to the first available drop off position before releasing or picking up children.

For the safety of all our children, please observe the following rules:

- Students may enter/exit cars ONLY from the passenger side.
- When parents park in the parking spaces, they must accompany the child across the parking lot. No student shall walk across the parking lot unattended.
- Patrols will ask cars to keep moving up as far as possible in the curb lane so that others may move up to the curb. Cars should stay in line.
- Cars may not park or be left unattended in the pick-up area.
- ALL parents must post a sign with the last name of the family on it, which can be placed in the front window of the car. This will allow the teachers and patrols who are loading children into the cars find the child’s car quicker and our dismissal will move more efficiently.

### **TRANSPORTATION – BUS**

Transportation is available to elementary students living two or more miles from school. Students are to behave in an orderly manner and may be excluded from the bus if they do not follow the prescribed regulations. (See Code of Student Conduct). Except for class field trips, only students registered for a specific bus may ride it. **STUDENTS MAY NOT RIDE A DIFFERENT BUS THAN THE ONE ASSIGNED.**

Large bulky objects should be brought to school by private vehicle. All referrals for bus discipline must be signed by the bus driver, student, and school administrator. This notice will be sent home with the student. It must be signed by the parent and returned the next school day for the student to ride the bus. Parents are responsible for the supervision of their students at the bus stop. For transportation questions please call Pinellas County Schools Transportation Department at 727-587-2020.

***NOTIFY THE SCHOOL OFFICE IF THERE IS A CHANGE  
IN YOUR CHILD'S TYPICAL TRANSPORTATION.***



## VISITORS

All visitors must report to the front office. Visitors are allowed only for special functions, conferences, and you must provide a valid driver's license to enter the building. This policy is for the protection of the students and to avoid disruption of instruction. *PK-5 Parents are permitted to walk their child to class on the first day; Pre-K & Kindergarten parents may also walk their child to class on the second day.* After that, please say goodbye to your child at the front door.

## VOLUNTEER PROGRAM/SCHOOL PARTNERS

Curlew Creek Elementary has a very active volunteer program which greatly benefits our students. We value our volunteers and invite everyone to become a Level 2 volunteer. We also have a great need for tutors, mentors, classroom assistants, Media Center helpers, cafeteria helpers, field trip chaperones, etc. **All volunteers, including field trip chaperones, must complete their level 2 process registration form online and upload a copy of their driver's license/government-issued photo ID.** *Registration forms take 1-2 weeks to process.*

We invite you to become a school partner by sponsoring a classroom or program with a monetary donation to purchase classroom materials or supplies. Forms will be sent home in the first day packet and are available in the school office. If you are interested in these opportunities, please contact our **Family and Community Liaison** at 727-724-1423.

Volunteers may not bring other children to school who are not enrolled at Curlew Creek when volunteering to help in the classroom and when tutoring another child. Other children may accompany the parent to school when participating in certain PTA activities (the PTA insurance then bears the liability for children). See specific guidelines per event.

## WELLNESS POLICY

Federal law requires school districts participating in the National School Lunch Program and or School Breakfast Program to develop a local wellness policy that addresses student wellness and the growing problem of childhood obesity. The four basic components of the wellness policy are nutrition education, physical activity, nutrition standards for foods on campuses, and other school-based activities.

Parents who would like to send class snacks must comply with the district's nutrition standards and may not send any low nutritional candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts). Our wellness exemption days for these snacks include the Winter Holiday and End of Year parties. **Homemade foods are not permitted on campus. In addition, no gum is permitted at any time.**

*Examples of approved class snacks: Cereal bars, multigrain bars, rice cereal treats, pretzels, graham crackers, animal crackers, goldfish, whole grain crackers, low fat cheeses and fresh fruits and veggies.*

More information on the wellness policy and nutritional guidelines is available on the Pinellas County Schools' website School Wellness page at <http://www.pcsb.org/Domain/5066>.

## **PINELLAS COUNTY SCHOOLS STUDENT DRESS CODE**

- A. All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, and all undergarments at all times. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
- B. Clothing must cover the body from one armpit across to the other armpit and down to mid-thigh. All tops must have sleeves and cover the entire shoulder.
- C. Rips, holes, or tears in clothing must be below mid-thigh.
- D. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
- E. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
- F. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law or Board policy.
- G. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, and heavy link chains are not allowed.
- H. Students must wear shoes that are safe and appropriate for the learning environment. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- I. Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- J. Clothing and footwear traditionally designed as sleepwear shall not be worn.
- K. 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. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.
- L. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards; any adjustments may be made upon approval of the School Advisory Council (SAC). The principal at each school reserves the right to determine what appropriate dress is for the school as detailed in these minimum standards.
- M. If the school has a mandatory school uniform policy, the student must adhere to those requirements.