

WHO TO CONTACT

OFFICE PERSONNEL: An office staff member will be able to help you with absences, questions regarding school activities by calling 239-369-5836 during office hours, 8:00am -4:30pm.

CHANGE IN TRANSPORTATION: Your child's safety is a primary concern to us. Any changes in the way a child goes home needs to be in writing and sent to school or via fax to 239-369-1455.

We cannot accept phone calls on this matter. If you have problems with late buses or buses that do not show up, please call the transportation department at 239-303-5999.

TEACHERS: Each teacher will provide you with a school e-mail address during Open House or during their first communication with you. Teachers can return phone calls when they are not with students, but are unable to take calls during the school day.

SUN UP TO SUN DOWN PROGRAM: Before and after care is available from 6:30 am until 8:30 am and again from 3:10pm until 6:15pm. For questions regarding the program, including associated costs, please call the school at 239-303-2951 during before and after school hours of 6:30-8:30 and 3:10-6:15.

CLINIC: The clinic is staffed each day between 8:30am and 3:30pm. You can reach the clinic by calling the school at 239-369-5836.

CAFETERIA: If your child has a special dietary need please contact the cafeteria manager at 239-369-5836.

ADMINISTRATION: The principal and assistant principals are available to meet with you during a scheduled meeting. Contact the principal's secretary to set up a meeting. Please address any concerns that you may have with your child's teacher first. If you have done so and the problem is not resolved, then please contact an administrator.

SCHOOL WEBSITE: You may contact most school staff by accessing the email links on the school's homepage: <http://sun.leeschools.net/>

FOCUS: Lee County's *Focus Parent Portal* provides parents/guardians a real-time view of their child's assignment grades, attendance information, current averages in all classes, as well as progress monitoring results. Focus is also used to store parent/guardian contact information, and emergency contacts.

Go to the website: <https://lee.focusschoolsoftware.com/focus/>

If you are creating an account for the first time, click **CREATE ACCOUNT** at the bottom of the page.

- Enter the information in all the required fields.
- You can register with the last four digits of your child's Social Security Number on file with the District to get immediate access to your child's information.
- If you do not have or do not wish to provide a Social Security Number, leave this section blank. Once all required information has been entered, click "Add a Student" button. All accounts will be verified by the school
- More information is available at <http://sun.leeschools.net> and <https://lee.focusschoolsoftware.com/focus/>



At Sunshine Elementary, It is all about the ABCDs!

Attendance

Behavior

Classroom Success



Drop-out Prevention

**Missing 2 days of
school per month**

**= 108 hours
per year**

**= 11 MONTHS
(Kg-12th Grade)**

= Over 1 School Year Lost

**EVERY
SCHOOL DAY
COUNTS**

Self Awareness

Social Awareness

Self Management

Responsible Decision Making

I can be on time and attend school every day.

I can make good decisions.

I can make and keep good grades.

I can be college, career and life ready!

Sincerely,

ME,

Class of _____

AVID

Sunshine Elementary School is proud to be the 1st AVID Elementary School in Lee County!

Advancement

Via

Individual

Determination

Sunshine Elementary's AVID Mission Statement

Sunshine Elementary believes through AVID and a Growth Mindset we will close the achievement gap by preparing all students for success in college and careers through promoting best teaching practices to develop consistency in thinking, processing, and delivering information by all stakeholders.



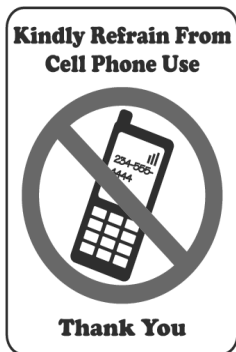
SchoolMessenger Communicate

The School District of Lee County has moved to a new platform to share important information from your child's school and the district. **SchoolMessenger Communicate** which has replaced Parentlink, enables us to send you emergency broadcasts, attendance alerts and event reminders. In addition, a companion app, **SchoolMessenger Chat**, which has replaced Class Dojo, allows teachers and parents to directly communicate with each other, individually or in groups.

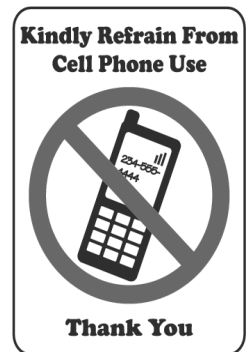
To sign up for your free account and download the apps, visit www.Go.SchoolMessenger.com. You will login using the email address we have on file for you. Once you have an account, you can set your communication preferences for school calls, emails, texts and more. We have also placed a detailed user guide on our website www.leeschools.net.

SUNSHINE'S PREFERRED METHOD OF CONTACT IS VIA TEXT MESSAGE. PLEASE text "yes" to 67587. This will ensure that you continue to receive any announcements related to our school community. This is not a two-way communication system. You will not be able to respond to messages, only receive them.

SchoolMessenger Communicate is an easy way for us to keep in touch with you, and provide information you need to know about your child's education. If you have any questions or need further assistance, please contact the school in writing.



Student Cell Phone **Policy**



Cell phones must be turned off and may not be used or displayed during regular school hours as per **The School District of Lee County Code of Conduct for Students**.

1. Cell phones must be clearly identified with the student's name.
2. Cell phones are to be kept in a backpack or given to the teacher to lock up during school hours.
3. Cell phones may not be clipped to pants or placed in pockets during school hours.
4. The school is not responsible for personal possessions and cell phones are considered as such.
5. Cell phones are to be off during the school hours.

Enrollment Requirements

Under the District Choice Plan, registration takes place at The School District of Lee County at: 2855 Colonial Blvd, Fort Myers, FL 33966. Phone Number: 239-334-1102

Information that is needed to register prior to school entry:

- Certified Birth Certificate
- A Health Examination (Completed within twelve months prior to school entry)
- Florida Certificate of Immunization
- Social Security Card
- Proof of Florida Residence: (1 of the following)
 - Lease Agreement Water Bill
 - Warranty Deed Cable Bill
 - Electric Bill Landline Phone Bill
- Proof of custody if the student does not live with both natural parents.



Volunteers

Volunteers are a valuable asset to our educational program. We invite our PARENTS, SENIOR CITIZENS AND OTHERS to become a part of our Volunteer Family. Whether you can give an hour or many hours per week, WE NEED YOU! No previous experience is required. The following is a list of jobs that Volunteers perform:

1. Work with individual students and/or with small groups.
2. Listen to students read and/or read to students.
3. Assist in the library.
4. Assist teachers with clerical work and bulletin boards.
5. Unfortunately, we cannot have volunteers in Sunshine's clinic.



If you are interested in learning more about our Volunteer Program, please contact our Parent Involvement Specialist.

The school administration may discontinue a volunteer's service, if the volunteer interferes or disrupts the learning environment of the classroom or school.

Children Leaving During School Hours

If a student needs to be picked up early or if there is a change in the way your child is sent home, **a written note is to be sent that morning to the teacher or office.** Otherwise, your child will be sent home the normal way. Students will only be released to an adult with a valid driver's license who is either a parent, guardian or designated as an authorized adult on the student emergency card. This is done as a security measure. **If the office does not have a note by 2:30 pm,** no changes will be made to the child's dismissal. Parents, guardians and authorized adults on the emergency card are asked to wait in the office until that time. Cooperation in this matter will foster a learning environment with limited disruptions for all children.

Visitors

SAFETY IS VERY IMPORTANT TO US. ALL VISITORS MUST PRESENT A VALID DRIVER'S LICENSE BEFORE ENTERING THE SCHOOL BUILDING. IN ORDER TO RECEIVE A VISITOR'S PASS, VISITORS MUST SIGN IN AT THE FRONT OFFICE AND HAVE A VALID DRIVER'S LICENSE/ IDENTIFICATION CARD SCANNED.

All classroom visits should be arranged with the school ahead of time. **If you would like to have a conference with the principal or the teacher, please call the school for an appointment.**



2022-2023 School Hours

8:55-3:10

8:30	Student Arrival
8:30-8:50	Breakfast Begins
8:55	School begins with Morning Announcements
3:10	Dismissal



2022-2023 Dress Code

The administration, faculty, staff and parents of Sunshine Elementary School wish to promote school unity, school pride and create a safe and positive climate to ensure a distraction free learning environment for all of our students. The uniform policy is mandatory for all students with the exception of designated casual/Spirit Day dress as determined by School Administration.

Students shall maintain a clean, orderly appearance at all times. The responsibility of the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process. **The following is the minimum acceptable standard for student dress: shoes to be worn at all times; apparel adequate and appropriate in length and coverage; pants fastened and worn at the waist; shirts and blouses appropriately fastened and the length beyond the waist level.**

Items **not** permitted include: flip-flops; cleats and shoes with high heels; shoes with wheels; make-up, unusual or distracting hair coloring or style; fake tattoos; fake nails, bandanas, dangling earrings; and distracting jewelry. Purses are often a source of distraction for elementary students who carry them as well as others. If a purse is brought to school, it will be kept in the place designated by the teacher throughout the day.

Parents will be contacted for dress code violations. The student will have the option to adjust their apparel if the parent cannot provide a change of dress.

(Based on School Board Policy 5.24)

Mandatory School Uniform Policy

2022-2023

- Khaki, or navy pants
- Khaki, or navy shorts (fingertip length)
- Khaki, or navy uniform skirts for girls (fingertip length)
- Any color knit, collared polo shirts
- Sunshine shirts are permitted on School Spirit Days as designated by Administration
- Closed toed, rubber-soled shoes.
- No open toed shoes.
- No hoodies

Where to Purchase Uniforms

These are just a few stores/websites that carry the appropriate clothing needed to ensure your child(ren) is following the Uniform Policy set forth in this brochure.

JC Penney—www.jcpenney.com

Walmart—www.walmart.com

Target—www.target.com

Old Navy— www.oldnavy.com

Lands End—www.landsend.com

Bealls—www.beallsflorida.com



Bus Changes

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, will be approved only in cases of emergency.



Parents must request transportation changes in writing. Students will be refused transportation changes unless they have a SCHOOL BUS SPECIAL REQUEST signed by the principal or an assistant principal.

A permission slip may be obtained from the office and should be taken care of early in the morning. The permission slip must be given to the bus driver before getting on the bus.

If a child moves, the parent is responsible to turn the new proof of residence into the office. Only then will the bus be changed. If you have any questions, please feel free to call the school at 239-369-5836.

Bus Rules for Students

- The driver is in full charge of the bus and students **must** obey the driver.
- Students shall keep assigned seats at all times with arms and head inside the bus.
- Eating, drinking, using tobacco products or chewing gum will not be allowed on the school bus.
- Anything that interferes with student safety such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, radios, tape players, animals, and/or glass containers will not be allowed.

Consequences for Misbehavior on the Bus

If this privilege is abused, the following steps will be taken:

First Bus Referral – Conference with administrator or designee, verbal warning.

Second Bus Referral – Conference with administrator, problem is discussed, and parent contacted by telephone. A warning letter about possible suspension from the bus will be sent home.

Third Bus Referral – Suspension from the bus: one or more school days (depending on the severity of the problem). Parent contacted by telephone and a letter sent home with the student.

Fourth Bus Referral – Suspension from the bus: 2 to 5 school days (depending on the severity of the problem). Parent contacted by telephone and a letter sent home with the student.

Fifth Bus Referral – Suspension from the bus: 5 to 7 school days (depending on the severity of the problem). Parent contacted by telephone and a letter sent home with the student.

Sixth Bus Referral – Transportation Department or Administrator may choose to deny the student privilege of riding the bus for the remainder of the quarter, semester, or school year (depending on the severity of the problem).

The above consequences for inappropriate bus behavior are minimum consequences. In the case of severe misconduct, a student may receive a bus suspension at any step in the process.

Attendance

In order for a student to benefit from classroom instruction, regular school attendance is essential. Parents can be very helpful by discussing the reasons why regular attendance and coming to school on time are so important to a child's learning and development.

The only legitimate excuses for absences are: illnesses, the death of someone in the family, religious holidays of the child's own religion, a subpoena by law enforcement agency or other justifiable reason approved by the principal.

If your child will be tardy or absent due to a medical appointment, please provide the school with a written note from the doctor so the tardy or absence can be excused. Failure to provide the written note will result in an unexcused tardy or absence for your child.

All students who have an unexcused absence may receive a zero for missed work.

If a student is absent 10 or more times per year and additional absences occur from an illness, a doctor's note is needed in order for the absences to be considered excused.

A parent should call the school each day a child is absent. A written excuse should also be sent to school on the first day the child returns. The written excuse is important. Not sending a written excuse will result in an unexcused absence and the possibility of a home visit by the school social worker.

Excused notes should include the following information:

- **Child's Full Name**
- **Teacher's Name**
- **Date of Absence/Tardy**
- **Reason for Absence/Tardy**
- **Parent's Signature**

Student Arrival

- Due to the unavailability of adult supervision, students who arrive by personal vehicle should arrive at or after 8:30AM in the morning.
- If you arrive at school at 8:55 or later, you **must** park your vehicle, walk your child into the front office and sign him/her in. **NO EXCEPTIONS.**

Parent Pick-Up Procedures

Parent Pick-up students will be dismissed directly from the cafeteria. In order to provide for your child's safety, the following procedures will be observed:

- Students must remain in the cafeteria until they are called for.
- Please remain in your car at all times while in the pickup area.
- Have your child's parent pick-up card displayed on the **passenger side** of your vehicle.
- Once outside and assigned to a numbered cone, students will be escorted to their car by an adult.



Homework

Homework can be: a Math activity, AR reading fluency building passages, extending class work, or routine study. For our homework policy to be successful, parents should see that their children actually complete the assignments.

In Kindergarten and First Grade, homework will be assigned Monday through Thursday and should take approximately 15-30 minutes each day. Their homework folder will be sent home daily with a Student Behavior Calendar that needs to be signed by a parent.

In Second, Third, Fourth and Fifth grades, homework will be assigned Monday through Thursday and should take approximately 30-40 minutes each day.

These students will record their nightly assignments in an assignment book. Assignment Books are provided to each student at the beginning of the year. If a student misplaces their Assignment Book, they may purchase them from the Information Specialist for \$5.00.

Please contact your child's teacher if the homework is extremely difficult or taking an extended amount of time. Reading outside of school can maintain and increase levels of reading growth reached in the classroom. Through close cooperation between parents and teachers, homework will be a meaningful learning experience for your child.

Valuables

Students are not allowed to bring valuables to school. So often these items are lost, stolen or damaged and cause classroom disruptions. The school cannot and will not be responsible for valuable items being lost, stolen or damaged. Items which create a disruption may be taken from the child and held until the end of the school year or until an adult comes for the item. At the end of the school year, if the item is not picked up, it will be discarded.

Day Care

Sunshine Elementary School is proud to operate our own before and after school program, Sun Up to Sun Down. The Sun Up to Sun Down program will be held each regular school day from 6:30 a.m. to 8:30 a.m.. and 3:10 p.m. to 6:15 p.m. The Sun Up to Sun Down program will be closed for all holidays and school closings according to the district calendar. Parents must complete an enrollment form and make payments for the upcoming week with daycare staff. There is a non-refundable \$35 registration fee. The price for the program is a \$15 flat weekly rate for mornings, \$35 flat weekly rate for afternoons, and a \$50 flat weekly fee for both mornings and afternoons. A discount of \$10 per week will be applied for each additional child in the family who is registered **both** in the morning and afternoon program. On Early Release days, the aftercare program will begin at 1:10 p.m. and there will be an extra fee of \$5.00 per day, per child. Fees are due on Friday for the following week. There will be a \$20.00 late fee if fees are not paid on time.

Your child will be unable to attend the program until your account is current.



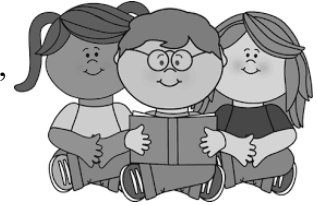
Responsibility for Books

Students are responsible for school textbooks and library books. If they are lost, misused, damaged, or written in, parents will be assessed their replacement cost.

In the event a student loses their library book:

- Verbal and printed reminders will be given to the student
- Checkout privileges will be restricted to one AR book which may not be taken home.

Full library privileges will be reinstated when the book has been returned in good condition or paid in full.



Responsibility for Chromebooks



Students are responsible for appropriate use of their assigned Chromebook's . They are to be used during school hours for assigned class work , not for games or videos. Chromebooks are not to be removed from school grounds. If they are lost, misused, or damaged, parents will be assessed their replacement cost.

Student ID Cards

Students in Kindergarten through 5th grades are assigned two ID cards for the school year. One ID card must be attached to the student's backpack to use for the breakfast program, and late student arrival. The second ID card will be attached to a student lanyard to use during the day for lunch, library and computer use. Replacement costs are \$2 each.

Breakfast & Lunch Program

The cafeteria serves breakfast at 8:30am. All students are welcome to eat breakfast & lunch free of charge. Breakfast lines must move quickly to serve all children by 8:50am. Breakfast includes cereal, entrée, fruit or juice, and milk.. If a school bus arrives late, students on that bus will be given a pass and permitted to eat breakfast upon arrival.



Birthdays

If you wish to bring in a special treat for your child's birthday, we ask that you pre-arrange a time with your child's teacher. Treats for birthdays will only be served at the time designated by the teacher. Only store bought treats will be allowed. Birthday party invitations are not to be passed out at school. Balloon's, gum, candy and soda are not permitted at Birthday celebrations.



Gum and sodas are NOT permitted in school.

School Closing

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00am and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert Radios.

Parents and staff should listen to local media beginning at 5:00pm for the latest information pertaining to school closing during severe weather months.

PBiS

Sunshine Elementary is a **Positive Behavior Intervention School (PBiS)**. Through this system, we aim to build an effective learning environment in which positive behavior is supported and recognized. Sunshine Elementary School has three core expectations that is taught to students and reinforced in a positive manner. Students review each of the core expectations look like in the classroom and areas around the school campus. Our scholars recite the PBiS Expectation Pledge daily.

A Sunshine Scholar is ***always:***

Safe

Respectful

Responsible

Scholar Cards

In order to reinforce positive behavior at Sunshine Elementary, students will be recognized when they display PBiS expectations. All students will receive a Scholar Card for their AVID binder. Students will have multiple opportunities in and out of the classroom (i.e. recess, cafeteria, hallways, and enrichment) to earn initials for their Scholar Card. Students will redeem their completed cards for incentives such as prizes and monthly celebrations.



Physical Education

Physical Education is a regular part of our school program. It is important that students wear clothes that are appropriate for physical activity. Athletic shoes that are closed toe and closed heel must be worn. Sandals, flip-flops, beach shoes, dress shoes, cleats, high heeled sneakers will not be allowed for your child's safety. If a child needs to be excused from Physical Education, a written note from the parent must be presented for that day. If a child is to miss more than three days, a doctor's excuse with the dates to be excused is required.



Sun Protection

To help prevent students from the year-after-year exposure to sun; caps and sunglasses may be worn during PE, on outdoor field trips, and any other school sponsored outdoor activities. When students come indoors these articles must be removed and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name.

Shatterproof plastic U.V. protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the utmost impact resistance. U.V. coating for all prescription lens is appropriate. Sunscreen is also beneficial protection against sun exposure.

If parents wish to have their child protected, the following guidelines should be followed:

Sunscreen should be applied at home to all exposed skin surfaces before the student dresses for school. This will provide protection to the student during the time traveling to school as well as during the rest of the day. Sunscreen should not be brought to school. There are products on the market which last for long periods of time even when a student is in water. Reapplication of sunscreen at school is not necessary. A minimum of SPF 15 is suggested but no more than SPF 30 is needed. Higher SPF ratings produce limited additional protection.



Non-Discrimination Policy

It is the policy of the Lee County Public Schools not to discriminate on the basis of sex, race, color, age, religion, national origin, handicap or marital status in its educational programs, activities or employment policies. For additional information, see the statement of Non-Discrimination Policy in the Student Code of Conduct book. Established grievance procedures and appropriate discrimination complaint forms are available from the equity coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be directed to:

The Director of Equity

Lee County Public Schools

2855 Colonial Boulevard

Ft. Myers, FL 33966

(239) 337-8181

TTD/TTY (239) 335-1512

Health Services

Each school receives the services of a registered professional school nurse at least one day per week. The school nurse is available to assist parents and students with the management of students' health problems at school.

Students' ability to learn may be affected by vision, hearing or other general health problems. Health screening tests are done in school to identify students who may have a problem which they are not aware of and that may require further evaluation by a doctor or other health professional. The school notifies parents when health care may be needed.

Students who become ill or injured in school will be cared for in the school clinic until the parent or guardian can pick them up or they will be returned to class. A health paraprofessional cares for the students until parents can be reached. If necessary, prescriptions may be administered at school. However, written permission from the parent and doctor must be provided on forms available at the school.

Health Information Card

To ensure student safety, parents should complete an up-to-date health information card to be kept on file in the school. It is essential for the school to have telephone numbers for parents or guardians and alternate contact people in the event of an emergency. **If any information changes during the school year, parents are asked to notify the office, in writing, as soon as possible with the correct information.**

Medication in School

If medication is to be given in school, a statement from the physician must also be provided on the form (MIS 401) supplied by the school. Over-the-counter medicine (such as aspirin or cough medicine) can be given only with a written statement from the doctor.

Pediculosis (Head Lice)

Pediculosis (head lice) rarely causes direct harm, is not known to transmit infectious disease, is not contagious and therefore should not be considered a medical or public health program. Head lice are annoying, uncomfortable and socially unacceptable. They may cause itching, irritation and embarrassment. Head lice are usually transmitted by direct contact with infected person's hair, but may be transferred with shared combs, hats or hair accessories; it is the policy of the School District of Lee County to control the spread of pediculosis among school age children with minimal interruption of the learning process. Screening for pediculosis is necessary only when infestation of live lice or nits is identified on an individual student or at the request of the school principal.

Procedure:

1. When there is suspicion of infestation on an individual student, he/she should be sent to the Clinic for inspection.
2. If live lice or nits are found, the child's parents will be notified.
3. If live lice or nits are found on an elementary school student, a screening of the entire class should be done by the clinic assistant. If live lice or nits are found on any classmate, they too should receive a note from their parents at the end of the school day.
4. Prior to returning to school, the parent must accompany the student to be re-inspected. He/she will not be allowed to return to the classroom until all live lice and nits have been removed from the hair.

Children should not be over treated with pediculicides. An initial treatment with a pediculicide followed by mechanical removal of all nits should be effective to eliminate the problem.