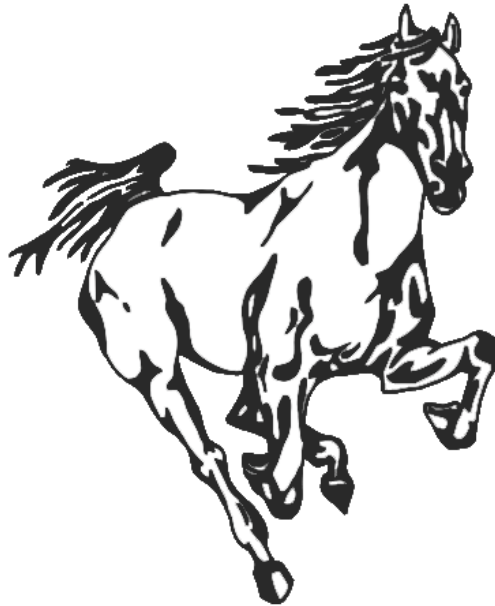




**STUDENT - PARENT  
HANDBOOK  
AND  
CODE OF STUDENT CONDUCT  
2011-2012**



NOCATEE ELEMENTARY SCHOOL  
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Accredited by the Southern Association of Colleges and Schools

# DeSOTO COUNTY SCHOOLS

## MISSION STATEMENT

The mission of the School District of DeSoto is to prepare all students to be successful citizens and productive workers

### Guiding Principles

1. Students, the quality of work provided to students, and the needs of students will be central concerns in all decisions made in the School District of DeSoto.
2. Fairness, honesty, responsiveness, and openness are core values in the School District of DeSoto.
3. Decisions should be made as close to the point of implementation as possible.
4. The schools belong to the community and the community's opinions and partnerships are essential to effectively meet the needs of students.

### Goals

1. To create a challenging supportive educational environment that results in higher levels of achievement for all students.
2. To provide leadership to agencies that serve youth and families to ensure that families have the necessary support to actively work to help achieve academic success for their children.
3. To help all employees become educational leaders responsible for providing quality leadership at all levels and to all publics, internal and external, to achieve quality instruction for students.
4. To hold everyone in the school district accountable for contributing to the educational bottom line: student achievement.
5. To create an organizational culture that treats its people as its most valuable resource, invests in their growth and development, and encourages risk taking consistent with the School District of DeSoto's mission and beliefs.
6. To create within the total community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of DeSoto County.

**DeSOTO DISTRICT SCHOOL BOARD**

Ronnie Allen  
Karen Chancey  
Rodney Hollingsworth  
Debby Snyder  
Bill Stanko

**SUPERINTENDENT OF SCHOOLS**

Adrian H. Cline

**SCHOOL BOARD ATTORNEY**

Bucky Waldron

**PRINCIPAL**

Bruce Anderson

**ASSISTANT PRINCIPAL**

Karen Denison

DeSoto District Schools are an Affirmative Action/Equal  
Opportunity Employer

## **NOCATEE ELEMENTARY SCHOOL**

### **Vision**

Achieving Excellence

### **Mission**

The mission of Nocatee Elementary is to ensure that all students reach a high level of academic achievement as measured by national and Next Generation Sunshine State Standards and to provide a system of support to assure this outcome.

### **Goals**

Nocatee Elementary will provide:

1. Research based learning opportunities that promote high expectations of all individuals.
2. A positive, structured environment conducive to achieving excellence.
3. Effective communication among students, staff, families, and community.
4. A safe and welcoming environment for all members of our school community.

### **EXPECTATIONS AT NOCATEE**

**A**ct and speak with respect

**B**e honest and responsible

**C**are for others and their property

**D**o your best

**A. ARRIVAL BEFORE SCHOOL**

Nocatee Elementary School is neither open nor provides supervision before 7:00 a.m. each school day.

Upon arriving after 7:00 a.m., the students will go directly to breakfast or their assigned area and wait until dismissed.

**B. DEPARTURE AFTER SCHOOL**

1. Students are to leave the building immediately upon being dismissed by the teacher. Teachers will walk students to the buses.
2. No students are to be inside the school building after 2:30 p.m. unless under the direct supervision and instruction of teachers. This rule applies to children of personnel employed at the school. Children of personnel must remain with their parents and under parental control.
3. All bus students will be dismissed from their classrooms at 2:15 p.m. They will report directly to their buses.
4. Students waiting for buses are expected to obey the teachers and paraprofessionals who are on afternoon bus duty.
5. Students wishing to ride a different bus home other than the bus they are assigned must bring written notes from their parents requesting permission. This note is to be brought to the office and then given to the bus driver. Without a note from the parents, signed by the office personnel, and given to the bus driver, the student will be sent home on his/her regularly assigned bus.
6. All students who walk home (or ride bicycles) are expected to leave the school grounds immediately after being dismissed from class by their teachers at 2:15 p.m.
7. Parent pick-up and walkers are dismissed at 2:15
8. Due to the dangerous situation created by automobiles being parked along Welles Avenue (behind the school), we request that students not be picked up there. Please use the parent pickup area at the front of the building. The back gate will remain open for walking students.
9. To help us help your child achieve excellence, please allow your child to complete the school day at 2:15.

## C. SCHOOL ATTENDANCE PROCEDURES AND REQUIREMENTS

1. ABSENCES – Please notify the school on the day of absence. Upon his/her return to school after an absence a student should bring a note from his/her parent or legal guardian to the class-room teacher. This note should contain the following information:
  - a. Dates of absence covered by the excuse
  - b. Reason for the absence
  - c. Signature of parent or legal guardian

“**EXCUSED ABSENCE** - any absence caused by illness of the student or death within the family.”

“**UNEXCUSED ABSENCE** – any absence that does not have the approval of the school or which is due to disciplinary action against the pupil.”

2. MAKE-UP WORK - If a parent would like the student’s work during the absence, the request should be made to the office before 9:00 a.m. to give the teacher adequate time to prepare it. Whenever possible, twenty four-hour notification is appreciated.
3. EXCESSIVE ABSENCES - A student who has accumulated an excessive number of absences may be required to bring a doctor’s statement for each absence. Students may jeopardize their promotion to the next grade by being absent excessively.

Excessive absence is defined as missing three (3) unexcused cumulative days in a grading period.

4. TRUANCY - Chronic truancy (excessive absences) without a valid reason will result in an affidavit being filed with the proper law enforcement authorities for the purpose of pursuing legal remedy with the court against the child and/or his/her parents.
5. Help your child’s class achieve the Hip-Hip-Hooray by attending from 7:45 until 2:15.

If a student is absent from school 3 consecutive days with no contact from the family the school will attempt to reach the home by either phone or mail. After five days if the school has not been in touch with the family, the child’s number will be given to the School Social Worker.

**School attendance is vital to learning. Here at NES we want your child to be in school. Attendance all day every day is vital to achieving excellence at Nocatee.**

A student is tardy if he or she arrives in the classroom after 7:45 a.m. Students must check in at the office before going to class.

Three unexcused tardies will result in an unexcused absence being charged to the student.

#### D. AWARDS

Nocatee proudly recognizes students who are achieving excellence in the areas of academics, attendance and attitude

Principal's List:

1. All A's
2. On Grade Level
3. All positive comments
4. Grades 3-5

Honor Roll:

1. All A's and B's
2. On Grade Level
3. All positive comments
4. Grades 3-5

Star Shine:

1. All A's/All E's
2. On Grade Level
3. All positive comments
4. Grades K-2

Rising Stars:

1. All A's and B's/All E's and S's
2. For Kindergarten, majority E's ...
3. On Grade Level
4. Grades K-2
5. All positive comments

Outstanding Effort:

1. All positive comments
2. No F's/U's
3. Striving towards grade level by always doing his/her BEST
4. Grades K-5

Behavior Awards:

1. Follows Nocatee Expectations

Attendance Awards:

1. Here all day, every day
2. Here for whole 9 weeks

Grades K-5

A	90-100%	Excellent
B	80-90%	Above Average
C	70-79%	Average
D	60-69%	Below Average
F	0 -59%	Failing

**E. STUDENT WITHDRAWAL PROCEDURES**

1. Parents should notify the school office in person of plans for withdrawal in advance.
2. All textbooks, library books, and school materials must be returned before withdrawal from school.
3. All monies owed for lunches, for lost or damaged textbooks and library books should be paid.
4. Records of withdrawn students will be forwarded directly to all educational institutions upon proper request.
5. Parents have a right to review their student's cumulative record and have copies made of the contents.

**F. VISITORS ON SCHOOL GROUNDS**

All visitors to the school must report first to the office for permission to be on campus and before going to any classroom.

Persons on campus or in classrooms without permission will be directed to the office or asked to leave the grounds if they refuse to comply.

Parents are encouraged to visit the school frequently. However, it is important that you remember to sign in at the office when you enter the school for a visitation or to go anywhere beyond the office area.

Releasing students early also requires a sign-out procedure, including photo identification.

Whenever possible, please schedule parent/teacher conferences ahead of time.

**G. MEDICATION**

Parents wishing School Board personnel to give medications must provide the appropriate information and execute such forms as are required. Only prescription medications will be administered. Forms may be obtained from the office and completed by a doctor before medication can be administered. Medication must be brought to the office by a parent/guardian and given to the Clinic Nurse.

## **H. BUS RIDERS' RULES**

1. The school bus driver is in charge of the bus.
2. Talking is permitted on the bus but there is to be no loud shouting or screaming.
3. All talking and all noise must stop when the bus approaches a railroad crossing.
4. Students must not throw paper or any other trash on the bus floor or out the bus window. Nor is any student to mark, deface or damage any part of the bus.
5. Students must remain seated while the bus is in motion. No student is to try and board or depart a bus while it is still in motion.
6. Students must not extend their arms or head out of the bus windows at any time whether or not the bus is in motion.
7. The emergency exit on the bus must be left alone.
8. Any student assigned a specific seat on the bus by the driver will stay in that seat each time he/she rides the bus until reassigned by the driver.
9. Students are to board and depart their bus in an orderly manner. Pushing and fighting will not be tolerated.
10. Students waiting to be picked up by the bus in the morning should wait at the stop, off the roadway, and without fighting or any physical contact with one another.

Repeated failure to obey any of the above listed rules will result in the suspension of the bus riding privilege of the student. The principal may suspend any student transported to or from school at public expense. It will then be the parents' obligation to arrange for the student's transportation to and from school. It should be noted that the suspension from the bus does NOT release the student or his/her parents from the compulsory attendance laws of the State of Florida.

## **I. BUILDING AND CAMPUS CLEANLINESS**

Students are expected to keep the school building and the school grounds neat and attractive. Students maliciously causing damage to any school property will cause their parents to be liable for the cost of repairing the damaged property.

## **J. THEFT**

The school cannot assume the total responsibility for money and items of value brought to school by students. However, the school is concerned and is willing to do everything possible to prevent and discourage theft as well as to attempt to recover stolen property.

Each student must take appropriate precautions to protect his/her own property. Also, each student is responsible for school properties loaned to him/her such as textbooks, library books, recorders, etc. Students and their parents should strongly consider the following suggestions:

1. Never bring a large amount of money or any particularly valuable item to school. Leave all electronic games at home.
2. Be sure to take your money, purse, valuables, with you when you leave the room.
3. Do not borrow from other students (especially without their permission).
4. Report any thefts you may witness personally or any information you might have concerning a theft. Report any such incidents to your teacher or directly to the principal.

## **K. DESOTO DISTRICT ELEMENTARY SCHOOLS DRESS CODE POLICY**

Students are required to wear appropriate clothing to school in order to maintain student safety and for all of our students to develop a sense of pride in both their school and themselves. In order for our students to become prepared for the middle school, the high school and for their adult lives, Memorial Elementary School, Nocatee Elementary School and West Elementary School are in agreement in developing this dress code policy for all of the elementary school students in the DeSoto County School District beginning the 2010 – 2011 school year.

### **SHIRTS**

- Any solid color shirt with a collar such as a polo shirt, oxford shirt or dress shirt is allowed.
- T-shirts and shirts with no collar are not permissible.
- Logos are allowed on shirts just as long as they are no larger than a fist.
- School spirit shirts and school club shirts will be allowed to be worn on Fridays.
- The size of the shirt must be appropriate to the student's body size and not oversized or undersized.
- Shirts must be tucked into the waistband of a student's pant or skirt.
- All shirts must have sleeves which, forbids tank tops.

## **PANTS**

- All students will wear solid blue, black, or khaki pants, walking shorts, slacks, skirts, skorts, jumpers, or similar clothing made of twill, corduroy, or denim fabric. Shorts and skirts must be no shorter than mid-thigh.
- Athletic shorts including spandex-style bicycle shorts, basketball-style shorts, cut-off jeans, frayed jeans, cut-off sweat pants, short-shorts and running shorts are not permitted.
- Pants and shorts shall be worn so that the waistband is not below the waist.
- Shorts can be no shorter than mid-thigh.
- The hem of a girl's skirt or dress must also be no shorter than mid-thigh.

## **SHOES**

- All students will wear acceptable shoes with closed toes and heels, or sandals with a strap on the back.
- Athletic shoes are encouraged to be worn.
- Platform shoes and shoes with wheels are not permissible.
- Sandals and flip-flops are not allowed.

## **OUTERWEAR**

- Jackets, jackets with hoods, and sweatshirts shall not be worn in classrooms, specials areas, and during lunch in the cafeteria. Specific exceptions may be granted in some cases by a teacher or an administrator.

## **UNACCEPTABLE ATTIRE**

The following items are prohibited from being worn on campus:

- Clothing associated with gangs.
- Clothing encouraging the use of tobacco, drugs, alcohol or violence.
- Clothing associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion or sex.
- Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops, tank tops, spaghetti straps, bare midriff outfits or shirts tied at the midriff.
- Clothing not properly fastened or with tears or holes.
- Clothing traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery and sleepwear should not be worn as an outer garment.
- Hats, caps, headgear or any head covering.
- Sunglasses.
- Armbands, wristbands, gloves, wallet chains or any other item with heavy metal projections.
- Students may not display inappropriate markings such as signs, graffiti, symbols or writings on themselves or any items they have at school.
- Gang paraphernalia, jewelry, tattoos or insignias which provoke and/or promote violence or disruptions.

## **OTHER UNACCEPTABLE DRESS CODE POLICIES**

- Visible body piercing other than earrings.

- Extremely garish hair colors such as neon green, orange or other unnatural colors.
- Mohawk-style, extremely spiked or other hairstyles which would be distracting.
- Excessive make-up which exceeds the acceptable standards of the school and community.

Any violation of the school dress code policy will be treated as rebellious behavior under the Code of Student Conduct. When it is determined that a student's clothing does not comply with the school dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may be sent home in order to change clothes if a parent or guardian signs the student out to transport them home.

***SCHOOL ADMINISTRATORS HAVE THE FINAL AUTHORITY TO DECIDE IF THERE IS A VIOLATION OF THE SCHOOL DRESS CODE POLICY.***

No student will be denied attendance at school or be penalized for failing to wear approved clothing due to a financial hardship. The school administration in cooperation with the school advisory council will offer assistance to those students in need. Parents are requested to apply for this assistance through their school's guidance department.

#### **L. SCHOOL STORE**

1. The school store will be open each morning.
2. There will be no "charges" permitted at the school store.

#### **M. CLASSROOM RULES**

Each classroom (pod) has a set of rules which the teacher(s) will explain to all students. Students will be expected to follow these rules at all times while in the classroom.

#### **N. MEDIA CENTER**

Students are responsible for returning library books by the due date. Students must have a pass to enter the media center.

#### **O. LUNCHROOM RULES**

1. All students are expected to line up and walk quietly when on their way to the lunchroom.
2. Good table manners will be expected of all students.
3. Students will remain seated during lunch and are to leave their seats only when directed.

4. Talking among students should be kept to a minimum noise level in the lunchroom.

**P. PLAYGROUND RULES**

Students should observe the following rules while on the playground:

1. Walk around other children.
2. Use equipment appropriately.
3. Resolve conflicts peacefully. Report concerns directly to the teacher or paraprofessional on duty.
4. Obey the adult on duty.

**Q. FIGHTING**

Fighting or roughhousing among students is absolutely prohibited.

**R. ADMINISTRATIVE DISCIPLINE**

The principal or the assistant principal will handle student discipline by the classroom teacher or para-professional in the following way:

1. Counseling - making sure the student realizes when he/she has broken a rule and how to correct this problem.
2. Detention - a student may be required to serve detention after school. One day's notice will be given to parents and the parents will be responsible for transporting the student home the day he/she serves the detention.
3. Corporal Punishment - will be used as a last resort after other corrective measures have failed. The administering of corporal punishment shall be done by the principal or his designee and shall be witnessed by at least one other member of the school staff.
4. Intervention Room - the principal may place a student for willful disobedience, open defiance of authority or profane language.
5. External Suspension - the principal may externally suspend a student for the same offenses listed above if other corrective measures have failed including internal suspension. Any student who causes a disturbance at school by action or language can be suspended and further could be expelled from school for the remainder of the school year.

6. Suspension from bus - the principal may suspend any student transported to or from school at public expense from the privilege of riding on a school bus. This suspension does not release the student or his/her parents from compulsory school attendance laws of the State of Florida.
7. Expulsion - a student can be expelled from school for the remainder of the school year for repeated serious misconduct.

#### **S. Safety**

Fire, tornado and safety drills are held at intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to respond in case of emergency.
2. Walk. No talking. Move quickly and quietly to designated area.
3. Fire Alarm - Loud fire horn.
4. Tornado Alarm - Intercom Announcement.
5. Safety alarms – Intercom or Teacher directions.

#### **T. GUIDANCE**

A guidance counselor is available for students, teachers, and parents. The guidance services are available as a resource to the school. The guidance office is open during the school day to assist in any way possible.

Students who are experiencing difficulty in their academics, social, emotional, behavioral or some other problem should be referred to the guidance counselor.

The guidance counselor will work with parents to coordinate the school's efforts with those of the home. Parents are encouraged to call the office or make appointments to discuss any problems concerning their children.

#### **U. NEWSLETTER**

A school newsletter is distributed quarterly to keep parents informed of school events and activities. We encourage all parents to become involved in our school. Through your cooperation and participation, we can continue to achieve excellence.

#### **V. ILL STUDENTS**

When a student becomes ill at school, he/she must be picked up immediately by their parent or emergency person.

## **W. LICE**

From time to time we do discover cases of head lice among the children. When such a discovery is made, parents are notified by the school to pick up their children. Students may return to school as soon as they are treated, all nits removed and they are cleared by the school's Clinic Nurse. Parents are asked to report any cases of lice to the office so that a spot check can be made.

During the first week of school, please check your child for head lice prior to sending her/him. If you find lice, please let the school office know immediately. Good communications are the key to control.

## **X. TIPS TO PARENTS**

As an interested parent, you can provide lots of activities to help with your child's education. The suggestions listed below are helpful hints:

1. Visit the school, see the classroom and make an appointment to talk with your child's teacher. Find out what is going on and how your child is meeting expectations.
2. Give the child a feeling of security at home.
3. Help your child develop self-reliance.
4. Encourage your child to be prompt, obedient and to respect authority.
5. Be consistent and firm (yes means yes; no means no).
6. Refrain from criticism of other children and of teachers in front of your child.
7. Avoid expressing opinions that may result in the formation of prejudice.
8. Be prompt in answering and returning requested information to school.
9. Appreciate the good work your child brings home from school.
10. Be sure your child has a written excuse upon returning to school following an absence.
11. Instruct your child in the various safety precautions he/she should take while at school or at play.
12. Make sure your child arrives at school 7:40 ready to work, healthy, properly attired, well fed and well rested and remains at Nocatee until 2:15.

**Y. Parent Involvement**

**Boosters**

We are working hard to establish good communications with parents and the community. You can show your support for our school by becoming an active member of the Nocatee Elementary School Boosters. Parents, members of the community, teachers, and citizens are welcome to join our volunteer efforts.

**School Advisory Council**

Established by the state to encourage parent involvement in support of the children in our school, SAC helps to develop the SIP (School Improvement Plan), facilitates community involvement, discusses funding needs, and provides input to school administration.

**Z. NOCATEE ELEMENTARY SCHOOL VOLUNTEERS**

We are proud of our volunteers and always seek additional persons who would like to give their time for the benefit of our students. Ask your child's teacher for further information.