

2022 - 2023
Student Handbook

Martina Herndon
Principal

Tracey Williams
Assistant Principal

Revised August 2022

-Eastbrook Elementary Student Handbook-
2022 - 2023

Dear Parents,

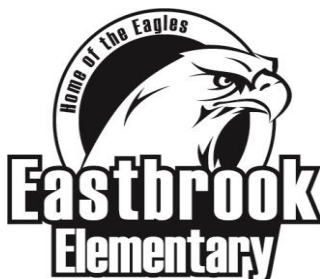
We are excited and eager to begin another school year at Eastbrook Elementary. We appreciate your support and trust in us as we embark on another awesome journey. Our first goal at Eastbrook is to make sure that all of our students, as well as our staff, are safe within the school environment. Our second major goal is to ensure the academic, social and emotional growth of each of our students.

This handbook has been prepared for you and your child to describe our school organization, the Seminole County Conduct and Discipline Code, and programs and procedures at Eastbrook Elementary. Please take time now to read this with your child. It includes important information for use throughout the school year.

TOGETHER, we will provide the best possible education for our children.

Eastbrook Eagles
are
Soaring to New Heights

Sincerely,
Martina Herndon, Principal



SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

8:35 AM - 3:05 PM

Wednesday Early Dismissal 2:05 PM

Students should not arrive before 8:05 AM unless requested by a teacher for a special assignment. Students enter the classroom at 8:30 AM and are tardy after 8:35 AM. Students who are tardy should report to the office for a permission slip to enter class. Campus supervision is provided from 8:10 AM to 3:15 PM. The School Board assumes responsibility for students on campus during supervised hours, but does not assume liability before or after posted hours.

ABSENTEES

If your child will be absent, please call the front office or leave your child's teacher a voice message prior to 8:30 AM. According to Florida Statute, parents are responsible for the attendance of their children within the compulsory attendance age (6-16).

Parents are required to verify, in writing, the cause of absences on the first day they return. A note should be sent to the child's teacher or it can be given to the secretary in the front office. Absences will be excused in case of illness of the student, death in the immediate family, religious holidays or other serious events beyond the student's or the family's control when parents verify the absence by phone and in writing. Students are not excused from school to babysit with younger family members or to work within or outside the home. Parents are in violation of the law if students are kept out of school for other than excused absences. Students who participate in "job shadow", "take your child to work" days etc. will be excused.

STUDENTS LEAVING SCHOOL

For their safety, students leaving school during the school day must be signed out through the front office. The parent/guardian is responsible for designating those who are allowed to pick up their children. These individuals must be noted in Skyward and can be confirmed at the front office. *Students will not be released to anyone whose name and identification are not noted on in Skyward without verbal or written permission from the parent/guardian.*

LEAVING THE CLASSROOM

Once a student has entered the classroom the teacher's permission is required to leave for any reason.

CAR RAMP PROCEDURE

In order to make dismissal efficient, timely and SAFE for all children, the following procedures have been developed.

We have two main car ramps. The car ramp located at the clock tower is designated for K&1 students. The car ramp located at the two-story building is designated for 2-5 students. Older siblings can join their younger siblings at the clock tower car ramp for drop off/pick up.

AM Drop off – The car ramps are used for dropping off students in the morning. Students should exit from the right side of the vehicle so that they are not walking around and in between cars. **Students are not permitted to retrieve backpacks or other items from the trunk of the cars, as this is a safety hazard.** Upon arrival, students should sit in the designated area for their grade level.

PM Pick up – The car ramps are used for dismissal of car riders only. Car riders are dismissed only from the car ramp. Please do not park to pick up your child. The parking lot is not a pedestrian area and the safety of students is compromised when parents park and walk up to pick up their child. Please stay in your car and follow the established procedures.

Car riders are dismissed at 3:00 PM daily, 2:00 PM Wednesdays. Please keep in mind that students need time to reach the car ramp and get seated. Do not use your car horn or call your child to the car. There are specific procedures in place and an adult will call students to their respective cars.

Please have the **Eastbrook Car Rider** sign visible with the child's last name & grade or name of the carpool in bold print. When in the car lines, please pull all the way forward as directed by adult staff members. This will maximize efficiency and minimize time spent in the car line. When all cars are in position a staff member will signal students to enter their cars. Please wait for a staff member to signal cars to move before exiting. We encourage children to sit in the back seats of cars due to the danger of air bag injuries in front seats.

For security and safety, students are not released from the car ramp to parents on foot. Any student going home by car must be placed in the car at the ramp curb. If changes in arrangements are made, students must be checked out through the office at least 30 minutes prior to dismissal.

When the above procedures are followed, our car lines run safely, smoothly and efficiently. Remember to arrive at school no later than 3:00 PM, except Wednesdays - arrive at 2:00 PM. The above procedures are for the SAFETY of all children. Thank you for cooperating.

It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students until 3:15 PM. Following this time, and after all efforts have been made to locate an emergency contact, the Police Department will be called to assist in this effort.

BIKE RIDERS

1. All bike and scooter riders should wear protective headgear. Florida law now requires all bike riders and bicycle passengers under the age of 16 to wear a bike helmet. (FL Senate Bill 2370)
2. All bikes and scooters should be locked with a combination or key lock during the day. Do not lock your bike or scooter to another student's bike unless you are related.
3. When arriving and leaving campus, walk your bike on the sidewalk. You may mount your bike after crossing the street at the crosswalk or after leaving campus.
4. There is to be **NO** running in the bike area.
5. When walking your bike, both feet are to be on the ground - no coasting or cruising on your bike.
6. Walkers, please do not walk through the bike rack. Please walk around to get from one side to another.
7. **Skateboards, Rollerblades, Wheelies etc. are not to be used on school grounds.**
8. Mark/etch your child's name on your child's belongings. Please keep a record of serial numbers, etc.
9. If parents wish to meet bike riders or walkers, they may meet them at either gate on the perimeter of campus.

OTHER DISMISSAL PROCEDURES

Picking up students before the end of the school day - We realize there are times when students need to be released early for emergency reasons. All students must be checked out at the front office. **Early release can be disruptive to class instruction. Students will not be called out of their classes between 2:30 and 3:00 PM (Wednesday 1:30 and 2:00 PM) due to transitional and educational purposes.** If you find it necessary to have your child released early, please do so prior to 2:30 PM (1:30 PM Wednesday). If you need to change your child's dismissal method for the day, please do so prior to 2:30 PM (1:30 PM Wednesdays). **Dismissal changes are not to be made after 2:30 PM.**

Rain and Other Inclement Weather – It is imperative that you and your child have a set plan regarding inclement weather. Make certain your child knows this plan. *Students are not to call home from school to arrange for transportation changes.*

For hazardous weather conditions at end of day: **Dismissal on Hold** (no movement of students) "Dismissal on Hold" indicates heavy rain and lightning. No students will move from their classrooms under such conditions. In order to pick up a student during "Dismissal on Hold", parents must sign out their children through the front office. Bus riders, daycare, etc. will be called individually for their dismissal.

All Clear – an administrator will make this announcement when the inclement weather danger is over, allowing walkers/bikers to be released.

Rainy Day (movement of students to designated areas)

"Rainy Day" indicates heavy rain with no lightning. Dismissal will proceed as follows:

- Car riders will report to the designated area
- Bikers and walkers will most likely be dismissed if there is no lightning.

Parents of car riders, please remain in the car line to avoid confusion. We will call students to the ramp. Your patience at dismissal on days that we have inclement weather is greatly appreciated.

Please Note – Students should not wait until dismissal time to tell us they are to go home in a different manner (leave a different way; walk, not ride, etc.). **Unless we have a written note or phone call from the parents in advance, students will be dismissed in whatever way is normal for them.** Also notify the day care center if your needs change for any particular day.

DINING SERVICES

Breakfast is served from 8:05 AM - 8:25 AM daily. Students who are having breakfast at school should go directly to the Eastbrook Dining Room upon arrival. When they are finished eating breakfast, they will go to their grade level holding area.

Lunch periods are scheduled for each grade level. Lunch is a very important part of the school day. It is a time for students to relax and to develop acceptable social skills with their peers. Therefore, throwing food, screaming, or pushing and shoving in line or at the table are not tolerated.

In order to serve over 700 students efficiently, students are not allowed to return to the lunch line after their original purchases. Students must pick up condiments, straws, utensils, etc., the first time through the line. If a student needs anything after they are seated, they can raise their hand and one of the adults on duty will assist them. Students who do not purchase lunch should bring utensils from home. One student at a time is permitted in the lunchroom restroom. Thank you for your support in reinforcing lunchroom procedures.

Applications for free and reduced meals can be found at **diningservices.scps.us**. If you believe you qualify, please return the form for approval. Meal prices are set by SCPS Dining Services. You can pay for your child's meal account online through myschoolbucks.com.

Read the detailed information from SCPS Dining Services for additional information.

Children with special health problems should bring a note from their doctor. Substitutes for milk require a doctor's statement. Food allergy information needs to be shared. Please notify the teacher, cafeteria manager and clinic in

-Eastbrook Elementary Student Handbook-
2022 - 2023

writing or in person if your child has special dietary needs.

After the first two weeks of school, you are welcome to have lunch with your child. Parents must be noted in Skyward and sign in at the front office before meeting their children outside the cafeteria door. Due to safety concerns, **parents are asked to enjoy lunch on the picnic tables outside the cafeteria doors.** Students may only eat at the outdoor picnic tables if their family member is there to join them.

STUDENT DRESS

SCPS requirements for student dress are found in the Student Conduct Code and state students "...shall not dress or wear emblems, insignias, badges, or other distracting symbols that cause a disruption of the orderly operation of the school. Elementary students will wear clothing and hair styles which are not harmful, disruptive, or hazardous to health or safety..." and to "consult your school or student handbook for more specific guidelines." At Eastbrook, we request students wear clothing that is clean, and reflects modesty, safety, and good taste. Shirts or jewelry that depict violence, inappropriate language, alcohol, drugs, or cigarettes, etc. should not be worn. Pants and shorts must be worn at the waist. We believe that sport shoes are the safest footwear and must be worn to participate in Physical Education and playground activities.

Wheels must be taken off "Wheelies" when worn on campus. Hats and caps may be worn for PE/recess only and must be kept in backpacks, desks, or cubbies at all other times, unless special permission is given. **No child is allowed to go barefoot on school property for safety reasons.** Shirts and tops must be long enough so no skin is bare during normal classroom activity. Clothing deemed inappropriate and unacceptable which cannot be corrected at school will result in a call to parents to bring in appropriate clothing. Final decisions are made by the administrators.

TOYS, ANIMALS, PROHIBITED ITEMS AND ELECTRONIC DEVICES

No toys, card collections, etc. may be brought to school unless requested by the teacher.

No animals may be brought to school except by special arrangements or notification of service animals to administration. Animals may only be brought by the parents upon request of the teacher and must be returned home after the sharing activity. Animals must be leashed or caged.

Pocketknives, cap guns, and any other dangerous toys or weapons are not to be brought to school. **SEMINOLE COUNTY PUBLIC SCHOOLS HAS A POLICY OF ZERO TOLERANCE AND STUDENTS WHO BRING POCKETKNIVES, CAP GUNS AND CAPS, OR ANY OTHER DANGEROUS TOYS OR WEAPONS CAN BE EXPELLED FROM SCHOOL.** Any weapons collected will be returned only to parents. Items qualifying as weapons require police involvement. **Other unauthorized items include skateboards, roller-blades, radios, chains on clothing, etc.** These items are considered "contraband" and will be collected by administration if brought to school.

Electronic Devices, such as cell phones, personal laptops or smart watches may be used on campus at the student's own risk. **The school and/or school board are not responsible for damaged, lost or stolen items.** These items are strictly the responsibility of the student. If a student is found using these devices inappropriately, the privilege of bringing them to school can be removed. Please see the Student Code of Conduct for more information on Acceptable Use of Electronic Devices.

SCHOOL HEALTH SERVICES

Students receive specified health services as provided in the SCPS Health Services Plan. A student shall be exempt from any of these services when parent(s) or legal guardians do not provide consent. Consent can be provided online. Simple procedures, such as temperature measurement, are commonly used during evaluation of the health status of a student, and should not be considered invasive and may be performed without expressed written consent of parent(s) or legal guardian.

CLINIC

A clinic assistant is on duty to call parents when children are no longer able to stay in school due to illness or injury. Please make an effort to pick up your child as soon as possible when notified by the clinic. If your child tells you he/she does

not feel well in the morning before school, please take his/her temperature and keep him/her home if he/she has a fever. Slight temperatures with other minor symptoms often become worse as the day progresses.

EVERY CHILD MUST HAVE AN UPDATED COMPLETE EMERGENCY CARD ON FILE IN THE CLINIC WITH SIGNED CONSENT ON BACK. Please keep the school informed of changes in phone numbers or location of parents so we may contact you in an emergency.

No student may keep or self-administer any medicine at school at the elementary level (including cough drops/medicine, aspirin, medicated lip balm and other non-prescription items) without a signed authorization form renewed once each year. School Board Policy 4.014 states: "Only those medications, which are prescribed by a physician may be administered in school and only in cases where failure to take such medication during the school hours could jeopardize a student's health." **NOTE:** ask your doctor if three times a day can be breakfast, after school and bedtime.

All medication (prescription or prescribed over the counter) to be administered to an elementary student shall be delivered to the designated staff person (Clinic Assistant) at the student's school and retrieved from said staff person by the student's parent, legal guardian or other adult. In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian.

A parent or guardian may come to the school to administer prescribed or non-prescribed (over-the-counter) medication to his or her child upon completion of a *Seminole County Public Schools Student Medication Record*.

HEAD LICE - Pediculosis (head lice) is one of the most common health problems of childhood. School nurses, clinic assistants, and other school personnel have been trained to identify lice and nits. Parents should be aware of the facts about lice and should inspect children often.

Facts

1. Anyone can get head lice; it is not a sign of being unclean.
2. Head lice cannot jump or fly, but crawl rapidly.
3. Head lice are transmitted by direct contact with an infested person, by wearing infested clothing, or using an infested comb or brush.
4. Head lice make their home in human hair and lay eggs (nits) on the hair.
5. Nits are tiny yellowish white, oval specks attached to hair shafts. Unlike dandruff, they will not wash off or blow away.
6. Persistent itching is one of the first signs that one may have head lice.
7. If one person in the family has head lice, there is a good chance others will have it too. Therefore, each family member should be checked.
8. Dogs and cats do not carry head lice.

Treatment

1. Parents are responsible for the treatment of their child.
2. Treatment is a two-step process involving the use of a head lice shampoo or rinse (pediculicide) and a comb made especially for nit removal.
3. Several brands of pediculicides are available at pharmacies.
4. Read all package information and follow directions carefully.

Preventive Measures

1. Do not share articles that come in contact with head, neck, or shoulders (combs, brushes, hats, coats, towels, ribbons, scarves, sweaters, etc.)
2. Inspect your children for head lice on a regular basis.

SPECIAL ACTIVITIES

FIELD TRIPS: Field trips are planned as part of the instructional program and are not used as a "day off" from school. Students on field trips are representing the school and should be on their best behavior. All school rules apply when on a field trip. Any student who cannot be expected to behave appropriately and may endanger themselves or others, will have schoolwork in place of the field trip. Students may not go on field trips without parental permission. Chaperones are needed to supervise Eastbrook students for most field trips and **will be**

contacted by the teacher if chosen. Pre-school children or other siblings cannot be included on field trips or for in-school activities. ***All chaperones are required to complete a SCPS Dividend application three weeks in advance of the field trip.*** Field trip costs to students are kept as low as possible and are governed by admission and transportation rates.

SAFETY PATROLS: Our Safety Patrol program is made up of responsible students in fifth grade that set good examples. Students are chosen from teacher recommendations. The Safety Patrol is to help students with safe practices on the ground and in the building. All students are expected to cooperate with the Patrols and to follow their directions. Complaints about how the Patrols are performing their jobs should be brought to the attention of the Patrol sponsor, Coach Nittolo. Please encourage your children to have respect for authority even if the person in charge is the same age or younger. Fourth grade students train as Safety Patrol members during the last month of the school year.

SCHOOL PARTIES: Room parents help with parties during the year. A Valentine exchange is also held, if the grade level chooses to do so. Kindergarten children and other grades may also have other celebrations as part of their instructional program. Parents of students may send in a class treat on their child's birthday. Due to various student food allergies and health concerns, please make certain you have notified the teacher of your intent to send in a birthday treat in advance. Treats should be individually portioned, so teachers do not need to cut, slice, or portion servings to students. Drinks should not be sent in for birthday treats. Healthy treats are suggested however, cupcakes, cookies, etc may be brought in as well. Ideally the treats should be shared during the students' lunch time to avoid academic interruptions.

BIRTHDAY AND OTHER OFF-CAMPUS CELEBRATIONS: **In planning for off-campus celebrations, please keep in mind the sensitive nature of children's feelings.** If you plan to distribute invitations at school, these must be given to all students in the class or to all students of one gender in the class, i.e. all boys or all girls. Please do not send in invitations for a select group of students in a class or classes, for they will not be distributed at school. Thank

you for your cooperation. Balloon/Floral deliveries will not be delivered to a child's classroom due to the disruption of the learning environment and bus safety. Balloon/Floral deliveries will be held in the front office until the end of the day for parent pick-up.

CODE OF STUDENT CONDUCT

[Seminole County Public Schools' Code of Student Conduct](#) is available on the SCPS website. Each grade level and team notifies parents of class rules. Woodlands utilizes the rules stated in this booklet as the guide for discipline. In general, if students are respectful to others, considerate, courteous, and obey adults, they have no difficulty in conforming to any rules. The following are some highlights from the district's Code of Student Conduct.

RESPONSIBILITIES OF STUDENTS - Students are expected to:

- Keep hands to themselves at all times.
- Report on time, with proper materials, to classes or school activities to which they are assigned.
- Cooperate with and show respect for principals, teachers, school staff, and other students.
- Respect school property.
- Know and observe school rules.
- Complete classroom assignments.
- Not disrupt school in any way or interfere with the rights of others - especially their right to an education.

Parents will be contacted whenever students are in serious or repeated violation of any behavior expectations.

POSITIVE BEHAVIOR SUPPORT

Eastbrook Elementary is all about Positive Behavioral Interventions & Support! Our teachers continue to work collaboratively to reinforce positive policies and procedures throughout the school. The grade levels continue to work together with administration and the support staff to promote our school-wide positive behavior support plan, which is based on the following Eagle Expectations::

Be Safe
Be Respectful
Be Honest
Be Ready

-Eastbrook Elementary Student Handbook-
2022 - 2023

The morning news reminds our students to display the Eagle Expectations every day. Our Eagle Expectations are posted throughout the school, including classrooms and common areas. Students earn Eagle Excellence awards for demonstrating the Eagle Expectations.

The students can put their earned Eagle Excellence Awards in a box in the activity center for a chance to win Lunch with the Principal and the Assistant Principal.

Eastbrook students are expected to strive to do their best everyday so that they can be recognized for their excellent behaviors!

PARENT INVOLVEMENT

PTA - Our PTA is very active and supportive of our school. The PTA Board meets monthly and meetings are scheduled throughout the year. The Eastbrook PTA sponsors many activities such as the Multi-Cultural Fair, Family Reading Night, the Prince & Princess Ball, Trunk or Treat and many more exciting events. If you are interested in volunteering with the PTA please contact our current PTA president, Katherine Fabian, at the following email address: president@eastbrookpta.org

VISITING CLASSROOMS - We encourage parents to take an interest in their child's activities at school and invite you to visit the classroom. However, state law prohibits unauthorized entry to the classrooms. **In order to enter the classrooms, you must be a REGISTERED DIVIDEND, you will need to have prior permission from the teacher and you must also check in at the front office.** If you would like to observe in the classroom for an extended period, this can be arranged by the administrative staff.

Please bring late lunches, homework, projects, etc. to the front office and our staff members will deliver them to the classrooms.

NOTE: For your child's protection we do not allow unidentified adults on campus (in the buildings, or on the grounds). **Please check in at the Front office with your driver's license to obtain a Visitor's Pass whenever you enter the building or are on campus. Please keep**

Visitor's pass visible at all times while on campus.

DIVIDENDS (Volunteers) - We invite you to help us enhance the learning experiences of our students. If you, your friends or your neighbors have free time and would like to work with children, please let us know. You do not have to have any special training or talent (we will provide training), just the desire to help. Our volunteers are organized through the county-wide "Dividend" Program. Please fill out a Dividend [Volunteer Application](#) online. **You must fill out a new form each year that you participate.**

Please contact the school Dividend Coordinator for more information. We are proud of our Dividends and sincerely appreciate their efforts. We look forward to seeing you become one of our Dividends this year. **According to county policy and insurance reasons, siblings are not permitted to come with Dividends when they are working at the school.**

SCHOOL ADVISORY COUNCIL – The *School Advisory Council* is a volunteer group elected by the school community. State law requires this council to provide a vehicle for parent input and communication. All community members are welcome and meetings are public. The purpose of the School Advisory Council (SAC) is to promote communication and understanding among the school's administration, faculty, students, the school board, the parents and the community.

The Advisory Council is an elected body but all parents and citizens residing in the attendance area of the school are encouraged to attend council meetings. This elected body is comprised of parents, instructional and non-instructional personnel and administration. If you are interested in serving on our SAC, please contact the principal.

SCHOOL INSURANCE

School accident and hospitalization insurance is available for students during school time only or for 24-hour coverage. This provides coverage for your child if you do not carry other accident or hospitalization insurance. Insurance forms are sent home the first day of school.

-Eastbrook Elementary Student Handbook-
2022 - 2023

**GUIDANCE/FAMILY LIAISON/BEHAVIOR
RESOURCE**

Our guidance counselor is available to help with problems students and parents may have, and to assist in explanation of testing results. The guidance office can serve as a source of help and support as we accomplish the difficult task of raising children. Guidance personnel also have knowledge of agencies that may provide assistance to families.

The guidance program at Eastbrook Elementary helps students to develop the ability to make positive choices, encourages self-awareness, and builds self-confidence. In addition, assistance may be provided for those students who are referred or who request it. The guidance program is here to benefit you and your children.

MOVING

If you are moving and your child will be withdrawing from school, please notify the teacher and the front office as soon as possible. Withdrawal forms need to be prepared and records sent to the receiving school. If you move within our school zone, please notify the school of your change of address and phone number IMMEDIATELY for safety reasons. You will be required to bring in new proof of residence documents.

BOOKS

Students are responsible for any textbooks or media books checked out to them. Students are expected to pay for all lost or damaged books. Books are the property of SCPS and are loaned to students. Please take good care of all books.

**GUIDELINES FOR RESOLVING SCHOOL
RELATED PROBLEMS**

Misunderstandings and problems can be resolved through discussion between the parent, teacher or other appropriate school personnel. These guidelines are procedures to assist you when you are attempting to solve a problem. Please make every effort to gather accurate facts before contacting the school.

1. Step one is always to contact the teacher or staff member involved. Call the school office and ask for a conference with the appropriate person.

2. If matters are still unsettled after meeting, schedule a conference with the Guidance Counselor, Behavior Support Personnel or administration.

Most concerns are satisfactorily resolved at step one. Our teachers are open and willing to communicate. We always have the best interest of the student in mind.

CONFERENCES

To schedule a parent conference, it is best to communicate with the teacher and/or teachers in order to schedule a time that is convenient and appropriate for all parties. The Guidance Counselor and special area teachers are also available for conferences when requested by teachers or parents. Our voicemail system allows you to leave a personal and private message for any staff member at our school. We encourage you to ask for a conference when needed.

We want to make this a **safe** and **successful** year for you and your child. Thank you for helping us with this endeavor by adhering to these procedures and guidelines.

We are proud to be working together for the success of our students! Go Eagles!