



Parent Handbook  
2018-2019

We are delighted to have you as members of the Cunningham Creek Elementary family. Our faculty and staff are dedicated to creating an engaging, challenging, and productive learning environment for each student. Our partnership with you is the foundation for helping students maximize their full potential. Thank you for your involvement, commitment, and support. Together, we will make this school year the best ever! If you need to reach us by phone, please call 904.547.7860. Our website address is <http://www-ccs.stjohns.k12.fl.us/>

### **ADDRESS & TELEPHONE NUMBER CHANGE**

Please notify our office immediately if there is a change in your address, telephone number, or your emergency contact. This information is very important in case your child becomes ill or injured. Students will not be released to anyone who is not listed on the emergency information card. If you would like a neighbor or friend to be eligible to pick up your child from school, please list them on your emergency contact card. Please make sure this information is updated whenever necessary. Remember: A photo ID is required.

### **AFTERNOON PARENT PICK-UP PROCEDURES**

Parent Pickup cars MUST have a "Parent Pickup Card". If your car does not have a "Parent Pickup Card" you will be required to show appropriate ID and may have to check your child out at the office. Students will be called to line up at a lettered cone. As cars move to those cones, a safety patrol will open the door for your child to enter your car.

### **ATTENDANCE**

All students should be in school every day that they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular.

Excused absences include:

Personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, scheduled doctor or dentist appointments.

Unexcused absences include: shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency, truancy.

Refer to the Student Code of Conduct for more information. Absences

If your child is ill and absent for two or more days, contact your child's teacher to arrange for the school work your child has missed. Students should always bring a note explaining their absence on the day they return to school. Failure to bring in a note will result in an automatic unexcused absence. Any student who is absent must make his/her own arrangements with the teacher to make up the missed work.

Tardiness

School begins at 8:30, but you may drop off your child any time after 8:00. Any student reporting to school after 8:30 must be escorted by a parent to the front office to receive an admittance slip before going to the classroom. Tardiness is disruptive to the learning environment and has a negative impact on student achievement so please have your student at school by 8:25. They must be in their classroom by 8:30.

Early Check Out

Our academic program runs from bell to bell. It is very important for students to be present for the entire school day. Please schedule appointments after school and make every attempt to have students present for the full day. If you must pick up your child early, please be aware that children may not be checked out of school after 2:00 pm; 1:00 on Wednesdays. Anyone checking out your child MUST be listed on the Student Information Form in our office. You MUST also show a picture

ID. Excessive absences, tardies, and early check-outs may lead to truancy violations. Please make your child's school attendance a priority in your family.

## **BUS REGULATIONS**

Students are given the privilege of using the transportation services of the St. Johns County School District. Standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her full attention away from the road, danger exists. No student will be allowed to endanger the other students on the bus. Parents are not to board the bus at any time. A complete list of bus regulations is available in the Student Code of Conduct.

## **CLINIC**

Some of the services provided by the clinic include:

- In-school management of chronic and acute health conditions; response to emergency needs
- Health prevention education and information on communicable diseases
- CPR, First Aid and Emergency Medication training for school personnel
- Medication administration
- Health screenings

If your child has medical needs please talk to a nurse in the clinic. Specific medical forms must be completed by a physician. No medications may be given without a Physician order including over the counter medications. All medications must be transported by a guardian.

CCE is a **peanut aware** school. No homemade products are allowed at CCE; all special treats must be store purchased with a nutrition label. If you are informed your child is in a class with a life threatening nut allergy, no nuts will be allowed in the room, including snacks.

Most common illnesses and guidelines to know when to keep you child home: vomiting, diarrhea, stomach pain accompanied by other symptoms, fever. Refer to the county website for a more detailed list.

Lice: please notify your teacher so we may check the entire class to prevent spread. If found, a guardian will be called to pick up the student and must come through the clinic after treatment to be re-admitted to school.

Please teach your child their legal first and last name and phone number.

Send a complete change of clothes to be kept in the classroom.

Florida Statute 381.0056 requires that health screenings be conducted in the first semester of school. School health screenings are often the best way to detect problems that interfere with a students' education. You will receive prior notification for the screenings. If you do not wish your child to be screened, complete the opt-out form. You will **ONLY** be notified if your child **FAILS** any portion of the screen.

See the website for medical forms and further information.

## **DRESS CODE**

We strongly encourage parents to play an active role in determining how their children dress for school. Please follow the guidelines below:

1. Clothing of a distracting nature is unacceptable. Clothing with reference to cigarettes, alcohol, illegal drugs or violence is prohibited.
2. Tennis shoes are the daily recommended footwear for safety.
3. Clothes must not be intentionally torn or slashed.
4. Swim wear or biking shorts are prohibited.
5. Outfits must not expose the midriff while in normal activity.
6. Shirts are to remain buttoned; shirts with cutout sleeves are not permitted. Shirts must also have straps that are at least 3 fingers wide.
7. Hats, caps or coats must not be worn in class or buildings.
8. Halter tops, tube tops, "muscle shirts", fishnet shirts and see through blouses are improper dress.

9. Boys pants must be worn at the waist; no sagging. Pants that have belt loops should be belted.
  10. Extremely large jewelry, extreme makeup, and/or unusual hair color or styles that create a distraction to the normal routine of school will not be permitted.
  11. Shorts and skirts must be no shorter than four inches (4") above the top of the knee.
- Students should come to school dressed in a manner that demonstrates respect for oneself and others. Parents will be contacted to bring a change of clothes if their child is wearing inappropriate clothing.

## **ILLNESS**

Students who become ill will have to wait in the clinic until they are picked up by a parent or guardian. If a child runs a temperature or requires medical treatment, the parent or guardian will be called immediately to pick up the child. All children who are ill or who have a fever must stay home. If a student is to receive medication while at school the parent must obtain a form from the school office, and bring all medication in the original container. Aspirin, cough drops, etc. must be brought to school with a note of parental authorization as well. All medications must be distributed through the office. Children are not permitted to keep medication while attending classes, or transport medication to and from school.

If your child is ill at home before school, please do not send him/her to school with the understanding that he/she may call home. If a child is sick, he/she does not need to be in school. Not only might he/she be contagious, but also the ability to learn is also impaired.

Any student with a health problem should have a letter on file explaining that problem.

## **LOST & FOUND**

All personal belongings (jackets, hats, book bags, lunch boxes, etc.) should be permanently labeled with your child's name before being brought to school. Check our lost and found if an item is missing. Items not claimed from the lost and found will be given to charity at the end of each nine-week period.

## **MORNING DROP OFF PROCEDURES**

Parents may drop off students no earlier than 8:00 am. Safety Patrols will assist opening the car door for your child's arrival. Cars must only use the car loop, keeping the bus loop open for buses.

It is important that your child arrive at school between 8:00 am and 8:25 am. Safety Patrols leave their posts at 8:25 so that they arrive in their classroom on time. Please make sure your child arrives at school by 8:25 am so that they can be in their classroom ready to learn by 8:30 am. If you do arrive after 8:30, please park your car and escort your child to the office for a tardy slip.

## **VISITORS**

Throughout the year, there may be events that family members wish to attend. In order to be on campus, all adults must complete the School Access Form on the District Website. Please take care of this so you will be able to be a part of our school activities.

## **VOLUNTEERS**

We are delighted and grateful to have parent volunteers in our school. Please be sure you have been cleared and then make arrangements with your child's teacher to schedule a time and activity for you to help with. All visitors must sign in through the KeepNTrack system in the front office.

If parents need to give a message, medication, homework, lunch money, supplies, etc., you should go to the front office. Interrupting class hinders valuable instruction time.

We are looking forward to a great year. Please let us know if you have any questions or concerns. We are privileged to serve your family.