



**JAMES W. SIKES
ELEMENTARY
SCHOOL**

Name: _____

"To Be The Best I Can Be"

**2008-2009 STUDENT/PARENT
HANDBOOK**

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MESSAGE FROM THE ADMINISTRATION

Welcome to James W. Sikes Elementary! This HANDBOOK provides information about rules, policies, procedures, student privileges and responsibilities. We encourage our students and parents to become familiar with this information. As administrators there is nothing more important to us than the health, safety, and welfare of our staff and students. Please keep this in mind when you review the procedures in this handbook. There must be a cooperative effort on the part of the students, teachers, parents, and community to maintain a safe learning environment at our campus. We earnestly solicit your cooperation in this venture and assure you that your input is welcome. We urge you to become actively involved in the PTA, volunteer program, SAC (School Advisory Council) and other activities throughout the year.

After reviewing the handbook with your child please sign the last page. Please contact the school if you have any questions about the information in this handbook.

Sikes Elementary School Mission Statement

The mission of Sikes Elementary, with the support of the home and the community, is to provide the highest quality education for our students by creating a caring and challenging atmosphere that encourages life-long learning.

Sikes Elementary School Vision Statement

School, home, and community team together to educate Sikes Elementary students to be the best they can be.

Sikes Elementary School Motto

To Be The Best I Can Be!

SCHOOL HOURS

Student Hours 8:00 AM– 2:30 PM

Teacher Hours 7:30 AM– 3:15 PM

Office Hours 7:30 AM– 4:00 PM

STUDENT EXPECTATIONS

Sikes Elementary will expect students to maintain a positive image at all times on or off campus. Students will:

- ❖ arrive at school promptly, prepared to learn.
- ❖ arrive at school with supplies (non-rolling backpack, agenda, etc.), the proper school uniform, and a good attitude!
- ❖ abide by the school's homework policy.
- ❖ abide by school rules at all times.
- ❖ return agenda planner signed on a daily basis.
- ❖ show respect to school staff, parents, and members of the community.
- ❖ work hard, in order to prepare for successful careers and *be the best they can be*.

PARENT EXPECTATIONS

Sikes Elementary will expect parents to support the school in providing the highest quality education for their child. Parents will:

- ❖ send their child to school every day on time.
- ❖ read at home with their child daily.
- ❖ check homework and sign/initial agenda daily.
- ❖ show respect and support for their child, the teachers, and the school.
- ❖ be a positive role model to your child by making education a priority.

ATTENDANCE

The State of Florida legislates compulsory attendance laws for the purpose of insuring equal educational opportunities for all children. It is evident that there can be little satisfactory progress in school without regular attendance. If your child is sick and it is necessary for him/her to be absent from school, **SEND A NOTE TO THE TEACHER WHEN HE/SHE RETURNS, STATING THE REASON FOR THE ABSENCE** (You may use this agenda for these notes). FOR AN ABSENCE OF MORE THAN 5 DAYS, A DOCTOR'S NOTE WILL BE REQUIRED. **AFTER 10 UNEXCUSED ABSENCES IN ONE SCHOOL YEAR, A DOCTOR'S NOTE IS REQUIRED FOR EACH ABSENCE THEREAFTER.** State statutes specify which absences can be excused. These are listed and explained in the Code of Conduct under Attendance. If a note is not received, your child's absence must be reported as an unexcused absence. In the case of an absence for a serious or communicable disease, a note from the doctor may be required. If a student has excessive unexcused absences, a referral will be made to a visiting teacher/social worker for investigation of truancy. Excessive tardiness will also result in referral to the visiting teacher/social worker. Students who are neither absent nor tardy during the school year (180 days) will receive the Perfect Attendance Award. Exemplary Attendance awards will be given to students who have not been absent more than two (2) days. Excessive tardiness will keep a student from receiving an award.

ARRIVAL

FOR THE SAFETY OF THE STUDENTS, THEY SHOULD NOT ARRIVE ON CAMPUS BEFORE 7:30 AM, UNLESS THEY ARE PARTICIPATING IN CAMPUS KIDCARE. If a student rides a school bus, arrival time will depend upon the bus schedule. The school day begins at 8:00 a.m. **AFTER THE FIRST**

DAY OF SCHOOL, PARENTS MAY NOT WALK THEIR CHILD TO THE CLASSROOM.

7:30 a.m.-8:00 a.m. -**Supervision of students:**
Students will report to the hallway next to their class or they will report to breakfast.

7:50 a.m. -Students must arrive by 7:50 for breakfast.

8:00 a.m. -SCHOOL BEGINS

8:05 a.m. -TARDY BELL (After 8:05 parents must come in to sign in their child.)

DISMISSAL

When it is time for dismissal the students are grouped in the following dismissal categories: **Car Riders, Walkers, Bike Riders, Daycare Van Riders, Bus Riders, and Campus Kidcare.** The student agenda is the primary mode of communication between parent and teacher. **Parents must write all dismissal changes in the agenda. If the teacher does not receive a note, the child will be sent home their usual way.** For example, if your child is usually a bus rider and you want them to be a car rider on a particular day, write a note to the teacher in the student agenda. If you have the need to change your child's dismissal status **DURING THE SCHOOL DAY** there are three ways to do this:

1. Come into the school office with a picture ID before 2:15 pm.
2. Send in a written request with an adult listed on the student's emergency card. They must present a picture ID.
3. Fax a signed request to the school at 863-648-3187. Call ahead to let us know you are sending us a fax. Calling on the phone is not an option to change your child's dismissal status because there is no way to verify that you are indeed the person who is calling.

We realize emergencies may arise which may affect the way your child should be dismissed. Emergency situations will be handled on a case by case basis by our administrators.

STUDENT CHECK-OUT

STUDENTS WILL NOT BE ALLOWED TO CHECK OUT AFTER 2:15 P.M.

CAR RIDERS

We have two pickup times. Parents will choose at the beginning of the year which time works best for them...

GREEN: 2:30 – 2:45

RED: 2:45 – 3:00

KG-2nd grade will be dismissed from Bldg Two and 3rd-5th grade from Bldg One.

Notes:

- If you cannot pick up your child by 3:00, he/she will need to be in an after school daycare program.
- ALL CARS COMING THROUGH THE CAR LINE MUST HAVE A SIKES CAR TAG. ANYONE WITHOUT A TAG MUST PARK AND REPORT TO THE MAIN OFFICE TO SIGN OUT THE CHILD (MUST HAVE I.D. AND MUST BE ON THE CHILD'S EMERGENCY CARD PICKUP LIST).

ABSOLUTELY NO EXCEPTIONS TO THIS RULE!

WALKERS

Walkers will be released at 2:40. KG-2nd grade students must walk with an older student or be picked up by a "Walk-up Parent". The students belonging to Walking Parents must have a Sikes Walker Parent I.D. card on their backpack. If your child is a walker and you walk to get them, it is because you do not drive a car to get them. You will not be able to park anywhere on campus to be a Walker Parent. The sheriff's department will not allow you to park at the Get N Go market to walk over and get

your child. They will also not let parents park at the market to have their children walk over to them. If you have a car, choose one of the car wave pickup times, get a car tag, and join the car line. Do not park on the side of Shepherd Rd. or Lunn Rd., do not park at the entrance of Sundance, and do not park in our back employee parking lot. Bottom Line for Walker Parents: If you have a car, make your child a car rider or leave your car at home and walk to school to get your child.

BIKE RIDERS

Biker Riders will be released at 2:35. Many of our students ride their bikes to school. This is a PRIVILEGE that may be withdrawn for not following good safety practices or the school rules.

1. **Bicycles should be locked on racks. WE ARE NOT RESPONSIBLE FOR STOLEN BICYCLES.**
2. The bicycle area is off limits during the school day.
3. Bicycles are not to be ridden on the walkways or school campus.
4. **Florida law requires children to wear helmets when riding a bike. Failure to wear a helmet may result in a citation from law enforcement and/or loss of bicycle privileges.**
5. Skateboards or scooters are not allowed on campus.

DAYCARE VAN RIDERS

Daycare Van Riders will be released as the vans arrive in the bus ramp. They will meet their daycare van driver in the cafeteria. We have at least 8 daycare providers that offer after-school care to Sikes students (including our on campus Kidcare). Please call or stop by the school office for more information.

BUS RIDERS

Bus Riders are dismissed when their bus arrives in the bus ramp. Only students living in designated areas

approved for school bus transportation shall ride school buses on regular school bus routes. Students living within two (2) miles of school, unless they are ruled eligible to ride the bus due to hazardous conditions, will not be permitted to ride the buses.

Ineligible riders (Ex: Students that live within 2 miles of the school.) are not permitted to ride the school bus to a babysitter, relative, or friend's house.

Bus riders may not switch buses to ride home with a friend. In the case of an emergency, such as a parent in the hospital and no one at home, the principal may approve a temporary switch provided the child brings a note from home detailing the emergency. This temporary switch is subject to space on the bus and is only available to students who are already approved bus riders.

Each child should go straight home from his/her bus stop and not remain at a friend's home.

If a bus rider is not to ride the bus home, he/she must bring a signed note from a parent indicating this; otherwise the child will be put on the bus.

For safety's sake, please impress upon your child the necessity of obeying the school bus driver. Inappropriate behavior on the bus or at the bus stop could cause a tragic accident.

Failure to observe bus safety rules will result in consequences as outlined in the Code of Conduct for Polk County Schools.

If a student is suspended from the bus, the parents are responsible for getting the child to school.

Bus stop safety is the responsibility of the parent. Parents are encouraged to supervise the bus stop and the behavior of the students at the bus stop.

AT THE BUS STOP

Students are to:

- ❖ refrain from fighting and using profane language and gestures

- ❖ refrain from throwing objects
- ❖ refrain from behavior/activities which could endanger students' safety
- ❖ remain off the roadway and in a safe area

Polk County School Bus Riders Guidelines

1. Stand off roadway while awaiting bus.
2. The emergency door must not be tampered with and must not be used for ordinary boarding and alighting.
3. Keep arms and head inside windows.
4. Cross the roadway 3 or 4 steps in front of the bus. Wait for the driver's signal before crossing.
5. Please do not move about within the bus while it is in motion.

CAMPUS KIDCARE PROGRAM

A licensed before and after school child care program for students is available on our campus.

HOURS: 6:30 – 7:30 a.m. & 2:45 – 6:00 p.m.

LOCATION: Cafeteria or Multi-Purpose Room

Financial aid and sliding scale fees are available. For more information, please come by or call Sikes KidCare (648-3507) during hours listed above.

CLASS PARTIES

At Sikes we only have two class parties per year; one to celebrate the winter break and one to celebrate the end of the year. On Valentines Day students will be permitted to pass out Valentine cards to their classmates. However, food items, party items, and treats should not be sent for Valentines Day. Students will not be able to receive gift deliveries through the office for Valentines Day, birthdays, or any other holiday. **Parents must be an approved volunteer to attend the two class parties. Younger siblings are not permitted to attend class parties for safety and liability reasons.**

POLK COUNTY SCHOOLS RULE: All food items that are used as refreshments must be commercially prepared and individually wrapped by the commercial supplier to protect children against food borne illnesses. Beverages should be purchased ready to serve (such as juice boxes). Home prepared food or preserved food products are not permitted per the Communicable Disease Policy for Polk County Schools.

BIRTHDAYS

Birthday parties will not be held in the classrooms. Parents are not permitted to bring or send refreshments (ex: cupcakes) for birthdays. Balloons are not to be sent to students for celebration at school. The school will recognize each child's birthday on the morning news show and with a birthday pencil from the office.

Birthday party invitations may not be distributed at school unless there is an invitation for every student in the class. You will need to make arrangements for passing out invitations outside of school. Teachers are not permitted to give out student phone numbers or addresses.

CLINIC/MEDICATIONS

The school provides a First-Aid Clinic that is operated by a certified LPN. Parents are contacted by telephone when the school nurse feels it is necessary for the child to go home. There are way too many students visiting the clinic throughout the day for the nurse to call every single parent for minor incidents. **PLEASE KEEP YOUR CURRENT PHONE NUMBER(S) UP-TO-DATE ON THE OFFICE AND CLINIC EMERGENCY AND MEDICAL CARDS.**

The goal for administration of medications at schools is to enable all students to participate at their fullest independent capacity, while ensuring a safe, secure and orderly school environment. If your child must have medication of ANY TYPE given during school hours,

INCLUDING OVER-THE-COUNTER drugs, you have the following choices:

1. You or someone designated by you may come to school and give the medication to your child at the appropriate time.
2. You may obtain a copy of the Authorization for Medication form from the school clinic nurse, health clinic aide or school secretary. Take the form to your child's doctor/nurse practitioner and have him/her complete the form by listing the medication(s) needed, dosage and number of times per day the medication is to be administered. THIS FORM MUST BE COMPLETED BY THE DOCTOR/NURSE PRACTITIONER FOR BOTH PRESCRIPTION AND OVER-THE-COUNTER DRUGS. THE FORM MUST BE SIGNED BY THE DOCTOR/NURSE PRACTITIONER. Prescription medicines must be brought to the school BY AN ADULT in a pharmacy-labeled bottle, which contains instructions on how and when the medicine is to be given. Over-the-counter drugs MUST be received in the original container labeled with the child's name, and will be administered according to the doctor's/nurse practitioner's written instructions.

STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION TO OR FROM SCHOOL AT ANY TIME.

3. You may choose to discuss with your doctor/nurse practitioner an alternative schedule for administering medication (e.g., outside of school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor/nurse practitioner, and the medication has been received in an appropriately labeled container. You may take the Authorization for Medication form to your private physician, Medicaid provider, the Health Department, or a walk-in clinic or emergency care provider.

CONFERENCES

We encourage you to confer with the teachers. Please call the office or notify the teacher (at least one day) ahead of time to schedule a time convenient for the conference. Teachers must schedule conferences so that they do not interfere with the instruction of their students. Step-parents need written permission from the parent on file to attend a parent conference without the parent present. **PARENTS WILL NOT BE ABLE TO “DROP IN” BEFORE, DURING, OR AFTER SCHOOL FOR AN UNSCHEDULED CONFERENCE OR MEETING.**

DISCIPLINE

(Also see Code of Conduct for Polk County Schools)

In order to have the best learning environment for each child, rules and regulations must be adhered to. Each child should strive for self-discipline adhering to his/her rights and responsibilities.

Classroom teachers will be following the school-wide discipline plan (S.I.K.E.S.: Safety; Integrity; Kindness; Effort; Self-Control). Students should act in a manner as to enable themselves to acquire the fullest education possible. They should avoid any behavior that is harmful to the good order of themselves, the school, or to fellow students.

Children will follow classroom rules, receiving positive reinforcement or negative reinforcement. Copies of rules will be sent home to parents. Out of class, students will be expected to follow directions, stay in assigned areas, keep hands to themselves, use appropriate language, and respect school property.

FIGHTING, BULLYING, INSUBORDINATION, AND ABUSIVE/PROFANE LANGUAGE ARE PROHIBITED.

DRESS CODE

Student dress and appearance reflects the image of the entire school. We will adhere to the mandatory uniform dress code adopted by the district.

BASIC UNIFORM CLOTHING

Bottoms: (Plain) dark blue, black or khaki/tan

- Shorts, pants, skorts/skirts, jumpers
- May be twill, corduroy or denim fabric
- No sweat pants, spandex, or overalls
- Belts required if there are belt loops
- Shorts must be at least mid-thigh length
- Appropriate size, with waist worn at waist
- No trim or designs

Tops: White, navy, or hunter green with collar

- Knit polo-type or woven dress shirts
- No trim or designs
- Shirts must be tucked in
- School T-shirts are allowed at any time
- Long sleeve shirts that meet the above requirements are permitted; however no long sleeve shirts should be worn under a short sleeve shirt. Instead the long sleeve shirt should be worn on top and it must meet the dress code.

Shoes: Must be safe and appropriate.

Must be closed toe w/ closed heel w/ rubber sole. (cleats, sandals/slides, crocs, or high heels are a hazard and are not allowed)

- Boots may be worn to school but not outside for PE or on the KG/1st Grade playground. They may bring PE shoes in their backpack to change into.

Outer Garments: The uniform dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons.

- For use inside the buildings only sweaters and sweatshirts of solid white, navy, hunter green, or gray may be worn over appropriate uniform shirt or blouse. They may have a hood but hoods are not to be worn over the head inside the buildings.
- Coats, jackets, and zip-up sweatshirts (of any color) may be worn inside the buildings as long as an approved uniform shirt is visible underneath.

Appearance:

- No temporary tattoos
- No colors or dyes in hair that are not a natural hair color.
- Any hair style that the Principal determines as distracting to the educational process is prohibited (ex: Excessive beads in hair, or high spiked hair)

THE UNIFORM DRESS CODE IS MANDATORY.

For more detailed information on Polk County’s Uniform Dress Code, refer to the Student Code of Conduct.

HOMEWORK POLICY

Homework is an important part of a student’s total learning experience. It is closely related to the day’s instructional program and contributes by helping:

- ❖ to meet the individual needs of each student
- ❖ to develop good study habits and self discipline

- ❖ to develop a sense of responsibility and independence
- ❖ support the school experience with related home activities
- ❖ acquaint parents with what their children are learning in school

HOMEWORK GUIDELINES

Homework may be assigned on any or all of the following nights: Monday through Thursday. Homework will not be assigned over weekends or holidays except to complete long-range assignments and projects.

The length of homework assignments will closely fit the following minimum time guidelines:

Kindergarten:

10 minutes of parent/child reading and 10 minutes for assignments

1st Grade:

10 minutes for reading and 15 minutes for assignments

2nd Grade:

10 minutes for reading and 20 minutes for assignments

3rd Grade:

10 minutes for reading and 25 minutes for assignments

4th Grade:

15 minutes for reading and 30 minutes for assignments

5th Grade:

20 minutes for reading and 30 minutes for assignments

Homework At Sikes Elementary:

- should be meaningful.
- may be written or unwritten.
- should be reviewed by parents.
- should be neat and completed on time, according to the teacher directions.
- should be copied into the agenda planner daily by the student.

This time includes reading assignments for book reports and recreational reading.

Homework will be evaluated and returned promptly to the student.

Homework will not be used for disciplinary purposes.

Homework is NOT incomplete classwork. If incomplete classwork is frequently brought home to finish, please schedule a conference with your child's teacher.

HOW CAN YOU HELP AT HOME

- ❖ Allow your child a short break between school and homework.
- ❖ Provide a place where homework is done with little interruption. The place should have a writing surface, reasonable lighting and should be relatively quiet.
- ❖ Set aside a time for homework, generally the same hour each night.
- ❖ Lend assistance when needed but don't "DO" the homework. Show your child where to find the answer – such as in their textbook, a dictionary, encyclopedia, other books on the subject.
- ❖ Provide a short session for a study period when there are not written assignments (sometimes referred to as "no homework" by the child). You can help with spelling words, math, vocabulary, "times tables", problem areas where more help is needed, or have a discussion about things in general.
- ❖ A period of time of silent reading with a good book is a must and should be continued throughout the weekend. If your child is in the primary grades, you might take turns reading aloud. (It's a good idea to let your child see you enjoy reading books, magazines, or newspapers.)

LOST AND FOUND

Students are encouraged to turn in all found articles (money, clothing, lunch boxes, book bags, jewelry, etc.) to the office. A special "LOST AND FOUND" area is located in the hallway near the lunchroom. Students should check this area first for lost items before coming to the office. **PLEASE WRITE YOUR CHILD'S**

NAME INSIDE JACKETS, SWEATERS, LUNCH BOXES, BACKPACKS, ETC.

LUNCH PROCEDURES

The cafeteria serves breakfast and lunch daily. Each child has a cafeteria account. Money should be deposited, in advance, in your child's meal account. This money can be deposited any weekday prior to school. A statement of your child's account will be sent home on request. We encourage you to purchase meals by the week or month. Checks should be made out to "Sikes Elementary Lunchroom".

Some students may qualify for free or reduced price lunch depending on family income. Forms are available in the office.

Children will choose daily between two lunch choices or salad bar (grades 3-5 only), or bring lunch from home.

1. Milk for cold lunches may be purchased separately.
2. Monthly menus are sent home for breakfast and lunch.
3. The Charge Limit is \$7 (\$3 for Reduced Lunch). If a student is over the charge limit an Alternate Lunch (PBJ or Cheese Sandwich & Milk) will be served to the child.
4. A student bringing lunch from home may purchase a drink. (Free and Reduced Lunch students must also pay for extra drinks.)
5. Parents may eat with their child for lunch.

If they choose to eat in the courtyard, they can only take their own children outside. Food brought in from other eating establishments is not allowed inside the cafeteria.
6. Please do not send carbonated beverages or candy with your child for lunch.

PHYSICAL EDUCATION

Physical education is a regular part of the curriculum. When a student cannot participate because of health reasons, a note from the parent is required with a

statement of reason(s) for not participating. The note will only be valid for that school day; if the request is for an extended time (more than 1 day), a doctor's statement will be required.

It is suggested that comfortable clothing and appropriate shoes be worn for maximum play during activity time. Students will be allowed unlimited water from the outside water fountains (no water bottles/sport bottles permitted).

If you have any problems or medical concerns about your child, please feel free to contact the P.E. teachers at the school.

REPORT CARDS

Report cards for grades K – 5 are sent home four times a year and tell how your child is progressing during a nine-week period. Grades are based on your child's achievement in learning and using the skills taught. District criteria used for grading are:

Kindergarten – 2nd Grade

A Standards Based Assessment Report (SBAR) will replace the report card this year. More information will be sent home with students at the beginning of the school year.

3rd – 5th Grade

A (90-100)- Outstanding

B (80-89)- Above Average

C (70-79)- Average

D (60-69)- Below Average

U (Below 60)- Unsatisfactory

Interim reports will be given during the mid term of each nine weeks. Interim reports are created from our computer based grading system.

Parents may also gain access to view their child's weekly grades from the internet through Elegrade Parent Viewer.

VOLUNTEERS & VISITORS

All parents are urged to become members of the Parent Teacher Association (PTA). Membership is available throughout the school year. Joining PTA does not mean you have to do anything special, it is just a donation.

You are invited to become a part of our volunteer program at Sikes Elementary. You do not have to be a member of PTA to be a volunteer. **All Polk County Schools volunteers must be approved BEFORE helping at school, attending class parties, or going on field trips.** A volunteer form is included in your

orientation packet. These forms may also be obtained in our office. Visitors and volunteers must register in the office on our computer data base. This is a nation-wide database designed to keep sexual predators out of

schools. Each time you visit or volunteer at Sikes you must bring a Picture ID. NO

EXCEPTIONS!!! Volunteers and visitors receive an identification badge with their photo on it. The badge is only valid for up to 8 hours. Volunteers will also log their volunteer hours daily on the office computer. Any amount of volunteer time is appreciated and valued.

When coming to volunteer or chaperoning for a field trip, **younger siblings are not permitted** to join you due to safety and liability reasons.

We encourage all of our volunteers to dress appropriately when visiting our campus.

Parent Acknowledgement:

I have read this handbook and I have discussed it with my child.

Parent Initials: _____ Date: _____

