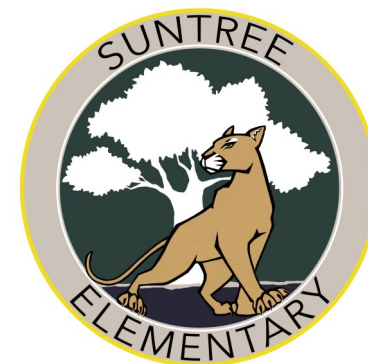


# Parent & Student Handbook



## Suntree Elementary School

900 Jordan Blass Dr. Melbourne, FL 32940  
Telephone (321)242-6480 · Fax (321)242-6485

### Websites:

[www.brevardschools.org/SuntreeES](http://www.brevardschools.org/SuntreeES)  
[SuntreeElementary@brevardschools.org](mailto:SuntreeElementary@brevardschools.org)

### *Administration*

#### Shari Tressler, Ed.D, Principal

tressler.shari@brevardschools.org

#### Kathy Hamilton-Brown, Assistant Principal

hamilton-brown.kathy@brevardschools.org

#### Heather Leathers, Instructional Coach

leathers.heather@brevardschools.org

### *Office Staff*

#### Donna Ramirez, School Secretary

ramirez.donna@brevardschools.org

#### Kelly Mogford, Bookkeeper

mogford.kelly@brevardschools.org

#### Katie Johansen, School Clerk

johansen.kathleen@brevardschools.org

#### Natalie Boutilier, Cafeteria Manager

boutilier.natalie@brevardschools.org

#### Dru Woodard, After Care Coordinator

woodard.dru@brevardschools.org

*Dear Suntree Families,*

*It is my hope that all students have a successful and productive experience at Suntree Elementary School. My primary goal as principal is to ensure that instruction is taking place every day in each classroom and to provide a safe and orderly learning environment. To assist with this, I ask that you become familiar with the information provided in our Parent/Student Handbook. This handbook was created as an informational resource to familiarize you with our programs, policies and procedures. If you have any concerns, please feel free to contact me. Remember: Parents, students and staff working together will make Suntree Elementary School a great place to learn! Welcome to the 2023-24 school year!*

*Shari Tressler, Ed.D.  
Principal*

## **OUR MISSION STATEMENT**

**At Suntree Elementary, we provide a safe, rigorous, and inclusive learning environment where every student excels academically, socially, and emotionally.**

### **School Hours**

**Monday – Thursday  
8:00 am to 2:30 pm  
Friday  
8:00 am to 1:15 pm**

### **Office Hours**

**Monday - Friday  
7:30 am to 3:30 pm**

# ARRIVAL PROCEDURES

Student supervision does not begin until 7:30am. If your child requires supervision before this time, please register with our Before/After Care Program. [brevardafterschool.com](http://brevardafterschool.com)

Students arrive on campus either by car, bus, bike, or walking. We ask that you please carefully read the appropriate and safest way to arrive to school each day.

## Car Arrival

- Students can be dropped off in the car loop each morning beginning at 7:30am.
- Please pull up, filling in all empty spaces before allowing your child to exit the car. Either an adult or student patrol will be there to assist with your arrival.
- Please do not use your cell phone in the car loop.
- Golf carts are not permitted in the car loop.
- Car loop gate closes at 7:57am.
- You may also park in the north parking lot and walk your child to the front gate beginning at 7:30am. This is NOT A DROP OFF area. For safety reasons, parents are expected to walk their child to the front gate using the crosswalk.

## Bus Arrival

- School buses arrive in the bus loop beginning 7:30am. The bus loop is for buses only!

## Walkers/Bike Rider Arrivals

- Students who walk or ride bikes to school can arrive each morning beginning at 7:30am. All bikes must be locked up in the bike rack area. For safety reasons, students must wait for adult support to cross the car loop.

## Late Arrival (Tardy Slips)

- The school day starts at 8:00am. Students arriving after 8:00am are considered tardy and will need to be escorted to the front office by a parent or guardian and must be signed in. **Students cannot sign themselves in.** Parents of students with excessive tardiness (more than five) will be contacted by administration.

## **STUDENT SAFETY & SECURITY**

- Only the parent, guardian, or emergency contact listed in FOCUS will be permitted to check out a child from school.
- The parent/guardian must be in the front office to check out their child.
- The parent/guardian cannot call the office on their way to school and request the child be waiting in the office.
- Identification will be required for all student checkouts.
- Student will be called to the office for checkout.
- Under no circumstances will students be allowed to leave campus before regular dismissal unless signed out in the office and accompanied by a parent or guardian.
- No student checkout will be permitted after 2:00pm (12:45pm on early dismissal days).
- Changes in dismissal must be in writing. We cannot accept dismissal changes over the phone.

***The front office doors will remain locked at all times.  
Please use the doorbell for assistance.***

## **DISMISSAL PROCEDURES**

Dismissal begins at 2:30pm; 1:15pm on early dismissal days. Students are dismissed each day either by car, bus, bike, or as walkers. We ask that you please carefully read the appropriate and safest way to dismiss from school each day. It is always best to have a regular arrival and dismissal routine for your child to remember; however, we understand that changes and emergency situations do occur. Changes in transportation will not be made over the phone. Parents must write a note or email the classroom teacher and the front office with the change in transportation. Transportation changes made after 2:00pm cannot be guaranteed (12:45pm on early dismissal days).

### **Car Dismissal**

- The car loop gates open each afternoon at 2:25pm.
- A car tag is required to pickup a student.
- When entering the car loop, please have your car tag hanging from the rearview mirror and pull up to the designated spot where your child will be waiting for you.
- Please do not use your cell phone in the car loop.
- Once your child is in the car, take your car tag out of the window. This indicates to us that your vehicle is ready to go.
- We understand the car loop can be a very stressful place each afternoon. Your patience and kindness are appreciated. Student safety is our number one priority and we need your help to keep us successful in this mission.

### **Bus Dismissal**

- Buses leave campus each afternoon at 2:35pm. The bus loop is for buses only.

### **Walkers/Bike Riders**

- Walkers and bike riders are dismissed at 2:30pm. Students are expected to follow safety rules and listen to crossing guard instructions. Parents are not permitted to park in the school parking lot to pick up walkers or bike riders.

## **RAINY DAY & SEVERE WEATHER DISMISSAL**

There are many times throughout the year when we must adjust our regular dismissal procedures. Your patience is greatly appreciated at these times.

### **Rainy Day Dismissal**

- There may be a slight delay with dismissal.
- Students will be dismissed as normal.
- A text or email will be sent to parents informing them that we are changing our dismissal procedure.

### **Severe Weather Dismissal (When lightning is within 3 miles of the school)**

- A text and e-mail message will be sent to parents informing that we are changing our regular dismissal to a severe weather dismissal.
- Severe weather dismissal means ALL Students will be dismissed through the car loop. We ask that parents not walk up to the school to pick up students in severe weather.
- Buses may be delayed until it is safe for travel and disembarking off the bus.
- During severe lightening, we may postpone dismissal altogether until it is safe for our children and adults to dismiss.

# **ATTENDANCE**

*\*Subject to BPS policy changes*

Regular, daily attendance is important to the academic and social progress of every student at Suntree Elementary. We understand that there are times when a child gets sick and it is important to stay home. Please be mindful of the following when monitoring your child's attendance:

- When a student has been absent for three (3) consecutive days or four (4) days within a grading period, the classroom teacher will contact the parent.
- A student who is absent more than nine (9) unexcused days within a semester may not receive a passing grade for the semester (parent notes are not considered excused absences). The parent will be asked to complete an Attendance Waiver Packet for promotion to be considered by the school-based committee.
- Absences that do not count in the 9-day attendance policy are:
  - Court dates (documentation required)
  - Religious Holidays (with prior written request)
  - Illness with medical documentation (doctor's note)
  - Chronic and extended illness for which proper documentation, provided by a licensed physician pursuant to Florida statute and board policy, has been reviewed by the Florida Department of Health and the principal.

## **VISITORS & VOLUNTEERS**

Visitors and volunteers are welcome at Suntree! They must, however, sign-in through the front office with a driver's license to obtain an official yellow identification badge. We do ask that you follow our guidelines:

- All volunteers must be registered through Brevard Public Schools' District and School Security Department. The initial fee is \$35.00 with an \$8.00 annual renewal fee. Please visit the Brevard Public School website for an application and additional information. [brevardschool.org](http://brevardschool.org)
- Volunteers do not discipline students. Please report discipline issues to the teacher.
- Volunteers must maintain strict confidentiality.
- Volunteers agree to abide by School Board Policy: ADC, Tobacco-Free Schools and Facilities.
- Volunteers should set a good example for students by their manners, appearance, and behavior.
- Volunteers must only use the copy machine in the PTO workroom.
- Visitors and volunteers should not disrupt classroom instruction; classroom instruction begins at 8:00am and ends at 2:30pm. Please do not hold informal parent/teacher conferences during the school day unless specifically scheduled by the teacher.
- Volunteers must sign up with the classroom teacher for a designated day and time. Volunteer hours are Monday - Friday 8:30am to 10:30am and Monday - Thursday 12:30pm to 2:00pm.



## **CAFETERIA & LUNCH PROCEDURES**

- For your convenience, every student is automatically set-up with a cafeteria account when they enroll at Brevard Public Schools. It is the responsibility of the parent or guardian to ensure that their child has adequate funds for lunch.
- All students are offered breakfast every day at no cost beginning at 7:30am. Students may eat breakfast in the cafeteria or in the commons area; they are expected to have good cafeteria manners and clean up after themselves.
- Students may qualify for free or reduced price lunch meals based on the Federal Income Eligibility Guidelines. Parents must reapply for meal benefits for their child each school year. Information regarding free and reduced meals can be found on the Brevard Public School website. [brevardschools.org](http://brevardschools.org) Applications can be filled out on-line and must be completed every year.
- Brevard Public Schools' Food and Nutritional Services (FNS) understands how busy life can be and that there may be times that you forget to fund your child's lunch account, or your child may have left their lunch money at home. To ensure our students are prepared to learn, FNS allows students to charge two lunch meals to their cafeteria account when they have insufficient funds. This extension of credit only applies to lunch meals and does not include a la carte items. Parents are responsible for repaying all charges accrued. If a negative balance has been reached, a phone call or automated call is placed by the cafeteria manager or front office staff to the parent or guardian requesting replenishment of the student's account. Elementary students only will be provided an alternate meal once they have reached their charge limit.
- FNS has several convenient ways for you to manage your child's cafeteria account through <http://www.mypaymentsplus.com/>. Parents can check account balances online, sign up for free low-balance e-mail reminders, make payments using a credit/debit card, and set up auto-pay for when your child's account reaches a low-balance threshold. This service is free and eliminates the worry of lost or forgotten lunch money. In addition, the cafeteria accepts cash and check payments. Should your student graduate or move, funds may be transferred to a sibling's account or a refund can be requested from FNS. Funds under \$50.00 remaining in an inactive account for three years will be donated to the school's account to be utilized by students who have reached their charge limit.

- Birthdays are important and parents are welcome to send in appropriate pre-packaged snacks for the classroom. Parents can also order a cookie cake or cupcakes through our cafeteria to be served during lunch. Please contact our Cafeteria Manager, Natalie Boutilier, at (321) 242-6480 ext. 51610 to place your order.
- Food and snacks sent in by parents will be served to students at the discretion of the grade level teachers.
- Allergies may prohibit outside food from being served in the classroom.

## **DRESS CODE**

The following procedures are established to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. These procedures should not be used to replace the specificity that schools currently have in place in their school site dress codes:

### **Head**

- No hats, curlers, bandanas, or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
- Extreme hair styles or hair colors that create a disruption are prohibited.

### **Upper Garments**

- Garments must be of a length and fit that are suitable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
- Strapless garments are prohibited. Straps of permitted garments must be a minimum of 1 1/2 inches in width. (Tube tops and halter tops are prohibited.)
- Necklines of all upper garments must be modest. Low cut necklines are prohibited.
- Excessively large or baggy clothes, which may conceal dangerous items or be a safety hazard, shall not be worn.
- Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.).

### **Lower Garments**

- Pants shall conform to the build and stature of the student, shall be worn at the waist, and shall not extend below the heel of the shoe in length. Pants shall have no holes or rips. (tights, spandex, leggings, bike shorts, etc., are not permitted.)
- Undergarments shall not be visible. (sports bras are considered undergarments.)
- Dresses and skirts must reach mid-thigh or below in length with the waistband of skirts worn at waist level.
- Shorts must have clearly discernable inseams of reasonable length and cover the buttocks. Short shorts are prohibited.
- Garments must be of a length and fit that are suitable to the build and stature of the student.

### **Footwear**

- Students in grades K-6 must wear shoes that are safe and appropriate for recess and physical education. Flip flops, sandals, and crocs are not considered appropriate and safe.

### **Accessories**

- Clothing, jewelry, and accessories shall not convey messages that are crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, or that promote alcohol, drugs, or tobacco.
- Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.

## **FIELD TRIPS**

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each student must have a permission form signed by the parent or guardian prior to the field trip date. Transportation is provided and coordinated by the school. Students are supervised and chaperoned by adults while on the field trip. Please be aware of the following guidelines for field trips at Suntree Elementary as these may differ from district guidelines:

- Safety, education, and enjoyment are our priorities when planning field trips. Understand when our plans, procedures, or policies do not fit in to your family plans, it is not done intentionally; we are working with many factors and must make the trip follow guidelines and procedures.
- Chaperones must be Brevard Public School registered volunteers with active status in order to be able to chaperone a field trip. There are no exceptions to this rule. Please check your status early in the school year to be sure you are eligible to attend the field trip.
- All chaperones will be considered part of the field trip. This means chaperones will ride to and from the field trip with the group.
- All students will ride with the group to and from the field trip. Students can not be checked in or out early from the field trip by a parent or chaperone.
- Being a chaperone means you agree to supervise students in addition to your own child on the field trip.
- Some field trip locations may limit the number of adults therefore limiting the number of chaperones. Please understand that not every parent will be able chaperone every field trip.
- If you must cancel your participation in the field trip, a refund of the cost of the field trip is NOT guaranteed.

## **SCHOOL CLINIC**

The school clinic is open from 8:00am - 2:30pm, Monday through Thursday and 8:00am - 1:15pm on Fridays.

### **Student Health**

- Clinic facilities are not available for extended periods of time. Children who are unable to return to class will need to go home. Illnesses and injuries that occur outside of school hours need to be treated before the child returns to school.
- It is extremely important to have current phone numbers and contact information in the event of an emergency, injury, or illness.
- If a child has a fever, it is best practice to keep him/her home for at least 24 hours after the fever has broken and without medication.

**Medications**

According to Board Policy, students are prohibited from carrying ANY medications with them at any time. A parent or adult must bring in and /or pick up all unused medications. Do not send anything that may be considered medication, including cough drops to school with your child.

Medications, which are PRESCRIPTION items, must be in the original prescription container, with exact administration times on the label (example: we cannot administer medication that states...given 3 times daily; it must specify exact times). Parents MUST complete authorization forms before school personnel will administer any medication.

**Sick Children**

Deciding whether to keep your student home on a school day is a difficult decision parents will be faced with during the school year. Please use these basic guidelines to assist you in your decision making. Students must not be brought to school when they have had vomiting or diarrhea within the last 24 hours. Students must remain home until "fever free" for a minimum of 24 hours. A fever is considered anything greater than 100 degrees by mouth. A child who has started antibiotics needs to be on medication for at least 48 hours before considered non-contagious and able to return to school. Your child should be physically able to participate in all school activities upon return to school. Students who become ill or injured while at school will be brought to the clinic. Parents will be asked to pick up children with elevated temperatures, upset stomachs and other injuries not treatable with a band-aid or ice pack.

**Head Lice**

The following procedure will be followed when a student is observed to be infested with head lice:

The student will be sent to the clinic from class and a parent will be called so treatment can begin. According to the Department of Health's policy, a student may return to school or remain at school with nits, but not live bugs.

## **ADDITIONAL INFORMATION**

### **Teacher Change Request**

We work very hard to place your child in the best learning environment possible. We are aware that there are times when circumstances arise where a parent may request a change in their child's classroom. The following process will be followed according to and referenced in Florida Statute Section 1003.3101:

- Teacher change requests will not be considered until after the first ten (10) school days.
- The parent must request in writing, to the principal, that his/her child be transferred out of a specific teacher's classroom stating specific reasons for the change.
- The date the parent request is received, is noted and logged by the principal or designee.
- The principal or assistant principal may hold a meeting to include the parents, student, and teacher to discuss the concern related to the request.
- The school administrator must approve or deny the transfer request within ten (10) days of receiving the request.
- If the request is denied, the school must notify the parent and specify the reason for the denial.

### **Student and Classroom Deliveries**

- Teachers are expected to teach from 8:00am to 2:30pm. Often, their day is interrupted with calls to the classroom; student items that were forgotten at home have been dropped off or parent messages have been received. We ask that you keep deliveries, drop offs and other classroom interruptions to a minimum. If you have items that must be dropped off:
  - Label the item with your student's name as well as the teacher's name.
  - Place the item on the shelf outside the front office.
  - Email the teacher that you have dropped something off.
  - Please do not drop off items in the front office.



### **Cell Phone Policy**

- All elementary students who elect to have a cell phone on campus must have a signed cell phone student/parent contract on file in the front office. Cell phones, including smart watches, may not be used at any time during the school day or while being transported on the school bus. During the day, cell phones must be turned off and put in the student's backpack. The cell phone is not permitted to be on the student during the school day. Failure to follow these guidelines will result in loss of cell phone privileges.

## PARENT TEACHER ORGANIZATION (PTO)

- The Suntree PTO is always looking for help and provides every parent and teacher the opportunity to participate in events that benefit every part of our school community. Please consider joining the PTO and supporting their efforts to bring new programs, materials, and equipment to Suntree Elementary.
- Each year, the PTO auctions four (4) parking spaces to the highest bidder at our silent auction. Please be mindful of these spaces identified in green paint in the front of the school. These parents pay a substantial amount of money and should always have access to their spaces: **please do not park in in their parking space.**
- You can volunteer for any of the many school events this year at <https://signup.com/go/Odxjfae>.
- The PTO Webpage can be found at <https://suntreeppto.org>.

## **SUPPORT SUNTREE ELEMENTARY**

### **Amazon Smile**

- Amazon Smile is a simple and automatic way for you to support Suntree Elementary PTO every time you shop, at no cost to you. When you shop at [smile.amazon.com](https://smile.amazon.com), you will find the same exact prices, selection, and convenience as you do when you shop on [amazon.com](https://amazon.com) with the bonus being that Amazon will donate a portion of your purchase price (0.5%) to Suntree PTO. You will need to register Suntree Elementary as your designated school. Additionally, individual teachers have created Amazon Wish lists that include items for purchase for their classroom. Please talk to your child's teacher about this opportunity.

### **Spirit Nights**

- Several times throughout the school year, different local restaurants support Suntree Elementary by hosting a spirit night. During this event, our Suntree families eat in or take out at the restaurant and the restaurant donates a portion of money back to the school. This is a great way to support our local businesses and enjoy dinner with Suntree staff and families.

### **Office Depot/Office Max**

- Use the Suntree Code #70022361 at Office Depot/Office Max and Suntree earns 5% from your purchase.