

This planner belongs to: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

## Tortuga Preserve Elementary

A Title I School  
1711 Gunnery Rd. N.  
Lehigh Acres, FL 33971  
Phone: 239-693-5023 Fax: 239-693-5033

### Dr. Scott LeMaster

Amy Bobak- Assistant Principal

Marla Vest - Assistant Principal

### School Information - Información de la Escuela

School Day for Students Horario para los estudiantes-----	7:55 a.m. - 2:10 p.m.
Breakfast Desayuno-----	7:30 a.m. - 7:55 a.m.
Office Hours Horas de Oficina-----	7:15 a.m. - 3:00 p.m.
Before School Program Horas Programa Antes de Clase-----	6:30 a.m. - 7:30 a.m.
After School Program: Horas Programa Despues de Clase-----	2:10 p.m. - 6:00 p.m.
School Website-----	<a href="http://tpe.leeschools.net">http://tpe.leeschools.net</a>
AR Renaissance Place -----	<a href="https://hosted104.renlearn.com/736819/default.htm">https://hosted104.renlearn.com/736819/default.htm</a>
Parent Link-----	<a href="http://parentlink.leeschools.net/">http://parentlink.leeschools.net/</a>

### Important Numbers - Números Importantes

Clinic / Clínica-----	693-5023
Transportation East / Transportación -----	303-5999
After School / Después de Clase-----	693-5023
Student Assignment / Asignación de Estudiantes	337-8247



### Planner Color Codes

**Blue** - Student has shown exceptional behavior (no warnings) and goes above and beyond the classroom and school expectations.

**Green** - Student starts each day on "green". Student stays on "green" by following all classroom and school expectations. (Student may have 2 warnings and stay on "green").

**Yellow** - Student has had 2 warnings for not following school expectations (teacher has re-taught, modeled, redirected).

**Red** - Student continued with disruptive behaviors or committed a major infraction. Phone call made to parent by teacher to explain.

Planner Infraction Marks  
Grades 1st -5th

PA: Pays Attention
FR: Follows Rules
FD: Follows Directions
CT: Completes Tasks
DPA: Displays Positive Attitude
WW: Works Well With Others
WI: Works Independently
PD : Participates in Discussion

### Statement of Understanding

I have read all of the information in the student/parent planner and I am aware of the school's policies, procedures and behavioral expectations. I understand that:

- There are positive consequences for following the Lee County and Tortuga Preserve Elementary School Student Code of Conduct.
- There are negative consequences for violations of the Lee County and the Tortuga Preserve Elementary School Student Code of Conduct Plan and Dress Code.
- Students are responsible for their behavior and expected to treat others with dignity and respect.
- I will inform my teacher, an administrator, or an adult If I am involved in an argument or disagreement, in order to resolve the conflict without a physical confrontation.
- If I act in a disrespectful or insubordinate manner (using profanity, inappropriate gestures, religious or racial slurs) then I am subject to disciplinary action.
- Aggressive behavior (threats or intimidations) will result in immediate disciplinary action.
- If my behavior results in disciplinary action, an administrator or administrative designee will notify parents by phone and written notification will be sent home.
- I will follow all school expectations while on campus or on school-related field trips.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### School-Wide Expectations



Our students will have Turtle POWER.

We will be...  
PROACTIVE  
ORGANIZED  
WISE  
ENGAGED  
RESPECTFUL



I have read the Tortuga Preserve Elementary Planner with my child. I understand that it is my responsibility to check the planner for information regarding my child's behavior and homework requirements. I also understand that it is my responsibility to sign the planner daily to verify communication between school and home. I further understand that there are positive consequences for following and negative consequences for violation of the Lee County Code of Student Conduct and the Tortuga Preserve Elementary School Conduct Plan and Dress Code, which could include in school or out of school suspension.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Accelerated Reader

A life long habit of independent reading is encouraged through our Accelerated Reader Program. All students participate in AR, a technology-based reading program. K - 2nd Grade students are expected to spend 20 minutes each evening reading or being read to if they are not yet an independent reader. Grade 3-5 students are expected to spend 30 minutes each evening reading. Students may also have opportunities during the day for independent reading. Each child has a reading goal, which includes meeting a specific number of points and scoring at least 85% on AR tests. Each student will be responsible for tracking their reading each day.



## Before & After School Care

Tortuga Preserve provides a before and after school program from 6:30 a.m. -7:30 a.m. and 2:10 p.m.—6:00 p.m. Children may enroll at any time during the school year. Fees must be paid in advance.

The Before/After School Program provides supervised homework, outside play, and inside activities. The program runs during the basic school calendar year and is in session during student school days only. The cost of the program is:

- \$10.00 Registration Fee
- \$3.00 for morning care (6:30 a.m. until school begins)
- \$10.00 for after school care (2:10 p.m.-6:00 p.m.)
- 1 child = \$50/week or \$10.00 per day
- 2 children = \$90/week or \$9.00 per child per day
- 3 children = \$120/week or \$8.00 per child per day

## Attendance

In order for a student to benefit from classroom instruction, regular school attendance is essential. Lee County School Board Policy includes the following rules:

1. Legitimate excuses for absence are: illness, the death of someone in the family, religious holidays of a child's own religion, a court date, or a justifiable reason approved by the principal.
2. A parent should call the school each day a child is absent (693-5023). When a child returns to school, a written note including a guardian signature should be sent specifying the date and the reason for the absence.
3. The responsibility for school attendance of children rests primarily with the parent/guardian.

The new district policy on attendance sets specific guidelines for the schools to follow when students are excessively absent or tardy. The following procedures are in place at TPES:

1. The school will send the parent a statement outlining the attendance policy and steps to be initiated for continued

absences.

2. After 11 absences, the social worker will contact the parent to document the reasons for the absences and to inform the parent of the compulsory attendance law and consequences for excessive absences or tardiness.
3. After 14 absences, the parent will receive a written request to meet at school to discuss and resolve the attendance problem.
4. After 19 absences, the student will be referred to the Academic Review Committee to determine whether the student shall be promoted.

It is important that your child be on time every day. Our school opens at 7:30 a.m., and the school day begins promptly at 7:55 a.m.. We recommend dropping students off between 7:30 a.m. and 7:45 a.m.. Students are considered tardy for school if they are not in their classrooms at the 7:55 a.m. tardy bell. Students needing to be signed out within the final 40 minutes of the school day (1:30 p.m.—2:10 p.m.) will be granted on emergency cases only with the approval of the Principal (District Policy 4.16-145).



## Breakfast / Lunch Program Information

Important reminders:

\*Students may bring a lunch from home.

**Student Breakfast and Lunch:** Free for all students for the 2017-2018 school year.

	<u>Full Price</u>	<u>Reduced</u>
<b>Adult Breakfast:</b>	\$1.40	NA
<b>Adult Lunch:</b>	\$3.10	NA

\*Please send only plastic water bottles to school.

\*No candy, soda, or gum is permitted.

\*Parents are always welcome to eat lunch with their children.

We want students to enjoy their lunch time break, so conversation is allowed. However, students are expected to follow these rules:

1. Speak in soft, conversational tones
2. Remain seated unless given permission to leave their seat.
3. Respect adults supervising the lunchroom.
4. Clean up after they finish eating.

## Celebrations (Birthday, Honors, etc.)

TPES enjoys celebrating special events with our students. All birthday celebrations will take place during the scheduled classroom's lunch period. Due to food allergies no homemade foods can be distributed to classmates, all treats must be store bought with a store ingredient label attached.





## **BYOD - Bring Your Own Device**

School Board Policy 2.202 Acceptable Use Policy Governing Student Use of Personal Electronic Mobile Devices:  
[http://www.leeschools.net/board/policies/chapter2/2202\\_AcceptableUsePolicyGoverningStudentuseofPersonalElectronicMobileDevices.pdf](http://www.leeschools.net/board/policies/chapter2/2202_AcceptableUsePolicyGoverningStudentuseofPersonalElectronicMobileDevices.pdf)

February, 2014 the school board of Lee County implemented a new policy allowing students to use personal electronic devices during specified times and locations. Students may utilize personal electronic devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel.

### **Computer Technology**

Students will have opportunities to learn technology skills based on National Education Technology Standards while learning content-area curriculum. Please see the Student Network Use Agreement in the Code of Conduct regarding expectations and disciplinary action for misuse of technology equipment.

### **Data Notebooks**

Each student has a data notebook. The data notebook contains quarterly goals written by the student in conjunction with the classroom teacher. The purpose of the data notebook is to teach students to monitor their individual progress and to connect this progress with their report card grades. Data notebooks help the student understand the importance of setting goals and reaching them.

### **Discipline Policy**

Students are expected to treat others with respect. Any behavior or action which interferes with learning will result in disciplinary action. Please refer to the Student Code of Conduct for additional information and Lee County School District discipline policies (on our website).

## **Dress Code - Standardized**

### **Jewelry/Make-up**

No dangling earrings, excessive jewelry, chokers, dog collars, spikes, chain wallets, are allowed. Earrings may be worn in the ears. No tattoos - whether temporary or permanent.

### **Hair and Head Wear**

**Student hair color is limited to any naturally occurring color. Hair dye of any type is not permitted. Extreme, distracting hair styles and hair cuts including Mohawks, edging or designs cut into the hair are not acceptable. Bandanas, sweatbands, scarves and hats are not permitted with the exception of hats for outdoor activities.**

### **Shoes**

Shoes must be athletic or students may wear dress shoes with closed toes with back properly fastened on a non-Physical

Education day. Plain colored socks (white, black, brown or blue) or plain colored tights are required. Long socks and knee high socks may not be worn.

Sandals, flip flops, crocs, high heels or skate shoes are not permitted. Athletic shoes must be worn at PE.

**General Expectation: All students must wear a uniform every day. Choose one uniform piece from Column A and one or more pieces from Column B:**

### **Column A: Main Uniform Piece** (Only Khaki or Navy Blue)

Pants -relaxed or classic fit. <b>No cargo, baggy, joggers or jeans (denim) pants</b>
Shorts -below fingertip length
Capris -none cargo style
Pleated jumper - plain
Jumper - plain
Skirts/Skortts—must fall 3" above the knee

### **Column B: Uniform Shirt/Blouse/Sweaters** (any solid color)

Short or Long Sleeved Collared Golf Style Shirt (logo no bigger than a quarter)
Short or Long Sleeved Button down Collared Shirts
Short or Long Sleeved Collared Blouses
Long Sleeved Turtleneck Shirts
Pullover sweater (optional for cooler weather)
Cardigan sweaters (Optional for cooler weather)

### **Other**

All shirts must be long enough to remain tucked in at the waist at all times and must contain a collar and sleeves. Pants and skirts must fit at the natural waist. A plain black or brown belt must be worn (except in Kindergarten) if bottoms contain belt loops. Shorts under skirts are recommended. **No rolling backpacks.** Any article of clothing or accessory which creates a distraction or is a safety hazard can be forbidden at the discretion of administration without warning. If the item is questionable, please do not wear it.

## **Illness at School**

It is important that the clinic knows whom to contact in case of illness or emergency at school. Emergency forms are to be completed during the first few days of school. Please remember to complete a new emergency form should any information on the card change.

If a child has a chronic illness such as asthma, or an allergy, it is the parent's responsibility to provide this information on the emergency form to inform the clinic and the teacher.



## Medication



State Law mandates the following procedures be followed if your child needs medication administered at school:

1. A student may have an illness that does not prevent his/her attending school, but which requires medication for relief or cure. If possible, such medication should be given by the parents at home. The medication may be taken at school only if failure to take it could jeopardize the student's health.
2. The parent must complete a Parent Permission for Medication form, available from the school clinic.
3. If medication is to be given in school longer than two weeks, a statement from the attending physician must also be provided on the Physician's Permission for Medication form supplied by the school.
4. Prescription medication must be brought to school in the original container with pharmacy label and will be kept in the school clinic. Medicine should never be brought in by the student in a backpack. District Policy requires medication to be brought in by the parent/guardian personally.
5. Absolutely no non-prescription medication (aspirin, aspergum, cough drops, cough syrup, decongestants, etc.) will be given without a written statement from the doctor.

## Multi-Tiered System of Supports (MTSS)

MTSS is a process that provides intervention and educational support to students at increasing levels of intensity based on their individual needs. This team may include any of the following: Principal, Assistant Principal, Curriculum Specialist, classroom teacher, and other professionals as needed. Parents are invited and encouraged to attend any of these meetings for their child.

## Planners

Students are expected to bring their planners to school each day. Planners are an integral part of the day at Tortuga Preserve. It is an expectation that parents sign the planner daily to verify communication between school and home. Students will be expected to carry their planners with them throughout the school day. Lost planners can be replaced at a cost of \$5.00.

## Report Cards / Interim Reports/ Conferences

A report on the progress of each student is issued every nine weeks. An interim report may be sent home halfway through each grading period. These reports include information on the child's skill development, work habits and personal development. These reports are given to the student to carry home for the parents or guardians signature.



Tortuga Preserve also conducts schoolwide Student-Led Conferences. Please check the calendar so that you and your child can attend this important event. Your child will share with you their academic progress toward their yearly goals.

## SAC (School Advisory Council)

This team has representatives from all areas of school: staff groups, parents and community members. This team prepares the School Improvement Plan and will be involved in the implementation and assessment of this plan.

## Sexual Harassment/Bullying

If any words or actions make a student feel uncomfortable or fearful we ask that they tell a teacher, the Principal, Assistant Principals or another adult at school.

Any student may make a written report detailing the events of the incident. It should be given to a teacher, the Principal, a mentor, or the Assistant Principals. A student's right to privacy will be respected as much as possible.

All reports of sexual harassment and harassment based upon race, color, national origin, and disability, are taken very seriously and we will take all appropriate action to investigate such claims to eliminate that harassment. Any person who has taken part in such conduct will be disciplined accordingly.

The School District will also take action if anyone tries to intimidate or harm a student because a report was made.

## Teacher Conference

If you ever have any questions about your child's progress or any reports, please do not hesitate to call your child's teacher or the school administration, so that we may clarify and assist you. Teacher conferences can be scheduled for 2:10 p.m.—2:55 p.m.. Communication between home and school is very important.



## Toys and Valuable Items

It is requested that parents check to make sure that children DO NOT bring to school articles such as:

1. valuable jewelry
2. toys/games
3. small computer games/electronic
4. trading cards

These items are often lost, stolen or damaged. They also cause disruptions in the classroom. The school cannot and will not be responsible for valuable articles lost or stolen.

## Transportation

Each student will receive an identification tag which lets all school personnel know how that student will be going home. This tag must be visible on the backpack at all times.



### **Changes in How I Go Home**

A change in the method of a student's transportation requires written notification and approval; otherwise, the child will be transported home in his/her usual manner. Please send a note containing a contact phone number for verification. PLEASE do not call the office after 1:30 p.m. to request a change in transportation for your child. Absolutely no changes will be made after this time. All other phone call changes must be accompanied by a fax containing your driver's license and a written request. Emergency changes must be approved by administration.

### **Bus Transportation**

Riding the bus to school is a privilege! For safety reasons, it is absolutely necessary for each and every student to obey their bus driver. Students must follow the rules on the bus. School Administration has the right to suspend students from riding the bus. If a student is suspended from riding the bus, parents will be responsible for transportation.

The Bus Rules are:

1. The driver is in full charge of the bus and students must obey the driver.
2. Students must be on time. The bus cannot wait for those who are late.
3. Students shall sit in their assigned seats at all times, with their head and arms inside the bus.
4. Eating, drinking, chewing gum and candy are not allowed on the bus.
5. Anything that interferes with student safety will not be permitted, such as fighting, profanity, abusive language, toy guns and knives, large or sharp objects, fireworks, ball bats, radios, tape players, animals, glass containers, etc.
6. Students bringing toy guns or knives on the bus will be subject to suspension.
7. Cell phones may be used for a brief, parent contact if necessary or stored in a student's backpack. Filming is not permitted on the bus.



### **School Policy for Bus Referrals is as follows:**

- 1st Referral: The student will receive a verbal warning and counseling on the bus rules.
- 2nd Referral: The student will receive a written reprimand seat change (if deemed appropriate by administrator), and the parents will be notified.
- 3rd Referral: The student will be suspended from riding the bus for one or more days and the parents will be notified.

## Bike Transportation

Students who ride bikes to school are responsible for bringing their own bike lock. The school is not responsible for bikes or helmets left on the bike rack. All students riding bikes must wear bike helmets for safety.



### **Parent Drop-Off / Pick-Up**

The circular drive is the designated area for morning drop-off and afternoon pick-up. Students may be dropped off beginning at 7:30 a.m.. It is very important that students are not dropped off before 7:30 a.m., as there will be no supervision. There is a Before Care program for parents that need to drop children before 7:30 a.m.. If you must leave your car, please park in the parking lot. Also, the bus ramp is strictly for buses. After 2:10 p.m., students attending the After School Program may be picked up in the cafeteria.

For the safety of our students, we ask that the following procedures be followed when you transport your child to or from our school:

1. School provided student I.D. signs must be displayed on the car dash.
2. Use only the circular drive.
3. Pull your vehicle forward as far as possible and wait for a staff member to escort your child to or from the vehicle.
4. Remain in your car at all times.
5. Move forward carefully.
6. No cell phone use during drop off and pick up.



### **Walkers**

Parents must complete a permission to walk form obtained from the school for a student to be considered a walker. This form will verify that the child is within walking distance, whether the child will walk home unescorted, or escorted, and will also provide the school with an alternate plan for rainy days. For a student to be a walker, the student must live within a **two** mile radius from the school. All students who meet qualifications will receive a walker pass. This pass must be attached to the student backpack and presented daily to the adult on duty. Parents escorting their child must present their pick-up sign provided with the walker packet.

## Volunteer Program

We invite you to become a part of our volunteer program. Our program is designed to work with students who need one-on-one or small group assistance. Students need that caring adult who will make a difference in their life! Do you like to read? Do you want to make a difference? Come be a part of this program and give a child the gift that just may change his/her life! Serve as a responsible role model. Contact the Volunteer Coordinator at 239-693-5023.