



# VES Student Handbook Table of Contents



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**Welcome to  
Venice Elementary School  
Office Hours 8:00 AM – 4:00 PM**

**DO YOU HAVE A QUESTION?**

- First** - Contact your child's teacher. Frequently, a conference or a sharing of information/concerns will answer the question.
- Second** - If concerns remain unresolved, contact the school at 361-6440 and request to speak with a school counselor.
- Third** - If your questions/concerns remain unresolved, contact the School Administration for further assistance.

**ATTENDANCE**

The Sarasota County School Board and Venice Elementary School are committed to maximizing the amount of time a student spends in the classroom in a positive learning environment. To help accomplish this commitment, the School Board has enacted rules to address tardiness, student absence, and work habits.



**Tardy to School**

- Students will be allowed to enter their classroom at 8:15 am, first bell.
- **Children entering the classroom after 8:30 am, second bell, are considered tardy and must report to the office to obtain a tardy pass.**
- Chronic tardiness may affect a student's academic performance.
- If the problem continues, a School Board social worker may be asked to make a home visit.

**ABSENCE FROM SCHOOL**

In order for a student's absence to be defined as "excused," a note must be sent with your child upon their return. Sarasota County School Board Rule 7.103 defines the student absence policy in detail. An excused absence is defined as:

- Illness documented by parent/guardian or medical doctor
- Major illness in student's immediate family
- Religious holidays of a specific faith
- Pre-approved absences: Special situations (i.e. family emergency) must be pre-approved by the School Administration.
- Chronic absences can definitely affect a student's academic performance.
- Letters will be sent to the parent/guardian of any student with excessive absences (9 per semester) and/or when attendance becomes an obstacle to academic success.

**ABSENCES/MAKE-UP WORK**

When a student has been absent, with a valid excuse, teachers will provide opportunities to complete missed assignments. Students will have make-up time equal to the number of days absent, to complete all assignments, per Sarasota County policy. The initiative for making up missed assignments rests with the pupil under the teacher's guidance. **(NOTE: School policy recognizes that if a student is sick, he/she is unable to work at their highest level. Therefore, make-up work will not be sent home prior to a student's return to school.)**

**BICYCLES/ROLLERBLADES/SKATEBOARDS/HEELYS SAFETY**

Students riding their bikes to school must wear a safety helmet, as required by law. Student without a helmet will not be allowed to leave the school with their bike. Parents should be contacted if their student arrives at school without a helmet. The parent may bring the helmet to school or they will have to pick up their student at dismissal, if the student does not have a helmet. For safety reasons, bicycles are never to be ridden on school grounds. Bikes should be parked in designated areas. Students are encouraged to lock their bike, as the School District will not be responsible for lost or stolen bikes. Skateboards and roller blades are not permitted on campus. Heelys are not to be worn at school with or without wheels.

## BULLYING AND HARASSMENT

Policy: School Board of Sarasota County, FL policy 2.70 states that all of its students and school employees will have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in policy 2.70, is prohibited and disciplinary action will be taken. Any reference to “bullying” includes cyberbullying whether or not specifically stated. Please refer to the School Board Policy 2.70 for information on bullying and harassment definitions, behavior standards, consequences, reporting, investigating, notifications and counseling.

- All students will receive an orientation on Bullying and the steps to take should they see bullying occur
- Training will occur on a regular basis for staff, parents and SAC
- At least one parent event annually will address bullying and harassment in school
- Parents should report any suspected bullying to the administration of the school

## BUS TRANSPORTATION

The Sarasota County School District provides transportation for kindergarten students whose residence is greater than one mile from the school, and for students in grades 1-5 whose residence is two or more miles from the school. Students are not allowed to ride a bus other than the one assigned, unless a written request is received from the parent or guardian and is pre-approved by the school office. Requests for special services, questions or concerns regarding transportation should be directed to the Sarasota County School Board Transportation Department at 486-2141.



## CHAPERONES

Anyone desiring to chaperone a field trip, or volunteer at Venice Elementary School in any capacity, must have prior approval. This is accomplished by signing into the “Volunteers Count” system on the computer located in the school office. This system has been put in place as a safety feature. It permits us to keep track of who’s on campus, if they have been screened by the FDLE, and how we might better use the services they provide. Level I screening is required for all chaperones and volunteers. Level II screening (fee based) is required to chaperone an out-of-county field trip or in-county field trip where students will be with chaperones not under the teacher’s direct supervision. Teachers assign chaperones for academic-related field trips, organizing duties and responsibilities for student supervision.

## COMPUTER USE

The school district is providing access for staff and students to the Internet via computers. The benefits for staff and students to such information access are obvious. However, with this privilege comes responsibility.

Although district staff monitor use, on a global network, it is impossible to control all access. The district believes that the valuable information available on this worldwide network far outweighs the potential problems. The county provides a firewall (a blocker) to help prevent students from visiting inappropriate sites. Students are trained to go back to the “home” site and inform the teacher, if they come across a site that is not appropriate for elementary students. The school can block that site from any further visits.

If any user violates any of these provisions, his or her access to electronic information services will be terminated. Willful violations will lead to disciplinary action, and if a criminal offense is committed, the user will be prosecuted per State Statute 815.04. NOTE: The student assigned the network account, is responsible at all times, for its proper use. The school district does have the right to review the contents of any and all email and other files created and stored on school district equipment.

## ELECTRONIC COMMUNICATION DEVICES

A student may possess an electronic device at school such as a cell phone, smart phone, smart watch, laptop or other device that receives, sends or stores digital data, provided that the electronic device remains powered off, in backpack or with the teacher during the school day. Smart Watches must be off and in backpack while at school. Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at school. In special circumstances with permission from a supervising school district employee, a student may use an electronic device for communication. The requirement that electronic devices must be turned off will not apply when the device is being used for an educational or instructional purpose with a teacher's permission and supervision. Students may not possess any electronic device during testing, even if the device is turned off or the student does not use it. Violation of this rule will result in the student's test being invalidated. Any student who uses an electronic device to threaten or intimidate another student or district staff member through email, social network posting or other electronic message will be subject to disciplinary action as determined by school administration. Electronic devices used in violation of school rules will be confiscated and returned to the student's parent or guardian. The school is not liable for any device that is lost or stolen.

## HEALTH ROOM



Children who become ill or injured are sent to the health room. **All children with a temperature of 100 ° or higher will not be allowed to remain in school. Children must be fever-free for 24 hours prior to returning to school.**

Students with head lice infestation will be excluded from school until treatment for removal of live lice has been completed. Siblings and close associates of the student should also be examined for lice or nits. The health room aide examines students upon their return to school to ensure that no live lice are present.

Whenever possible, give medications at home. School personnel will give medication to students only if the following conditions are met:

- A serious or chronic health condition exists and failure to take medication could jeopardize the student's health.
- Medication including non-prescription or over the counter must be in the original prescription container with the child's name, name of the medicine, dosage and times to be given.
- Medication must be delivered by the parent to the health room aide.
- A Medication/Treatment Authorization Form must be signed by parent or guardian, completed by the prescribing doctor and given to the health room aide. No medication should be sent in a child's backpack.
- Parents are responsible for keeping forms and medication up to date.

## HOMEWORK

In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study. Homework can contribute greatly to the learning process for every child. Homework expectations will be explained by the classroom teacher to your child. They will also be explained at Open House, and in regular communication between you and your child's teacher. **Parental support in seeing that all homework is completed is strongly encouraged and plays an important role in every child's academic success.**



When a student has been absent with a valid excuse, teachers will provide opportunities to complete missed assignments. Students will have make-up time equal to the number of days absent, to complete all assignments, per Sarasota County policy. The initiative for making up missed assignments rests with the pupil under the teacher's guidance.

**(NOTE: School policy recognizes that if a student is sick he/she is unable to work at their highest level. Therefore, makeup work will not be sent home prior to a student's return to school).**

## LOST AND FOUND

"Lost and Found" is located outside the cafeteria door. Children and parents should immediately check with office personnel in the event of a missing item. All unclaimed items are removed at the end of each month.



## LUNCH PROGRAM

Lunch is available daily at school at \$2.25 for students; \$3.50 for adults. Milk, purchased separately is \$.50. Breakfast is available from 8:00-8:30 AM this year at a cost of \$1.00. Applications must be completed each year for a family to be considered for free or reduced lunch. You may be asked to verify the information provided in your application. Any questions regarding the lunch program may be directed to the Food Service Manager at 486-2115.

Parents may eat lunch, **with their child only**, in the designated areas. **Recess activities are not permitted during lunch time with your child. Do not use or access the playground areas. Recess is part of the instructional day. For accountability purposes, parents are not permitted to escort their child to recess after lunch. FOR PURPOSES OF SECURITY, IT IS REQUIRED THAT YOU SIGN IN AND PICK UP A VISITOR'S PASS AT THE OFFICE BEFORE VISITING THE LUNCHROOM.**

### LUNCH ROOM RULES FOR CHILDREN

- ◆ Inside voices
- ◆ Stay in your seat
- ◆ Clean tables top and below
- ◆ Face the table
- ◆ Use table manners
- ◆ Keep hands and feet to self

**Home-baked Items** – The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to students or staff. Any food items to be shared with students or staff must be commercially prepared and packaged with all ingredients listed on the front label.

**Healthy Food Focus** – At Venice, there is a conscious effort being made to support healthy eating habits while on campus. Although on occasion, students may be provided a “special treat” in recognition of select accomplishments, it is our intent to promote a balance in the selection/consumption of healthy foods/snacks.

#### ENCOURAGED

Water  
Fruits  
Vegetables

#### DISCOURAGED

Soda (bottled or canned)  
Candy/Sweets  
Items lacking in nutritional value

### MEDIA CENTER

The Venice media center offers a wide variety of materials and equipment in order to reinforce and expand the educational experience for your child. Media center hours **for students** are **8:30 AM to 3:15 PM**. Our media center prides itself in the use of technology. Computers are used for circulation and inventory of all materials. Students learn at a very early age how to use the electronic card catalog system.

Books are checked out for two week, and may be renewed as needed. We encourage students to return or renew their books on time. Books may be renewed up to three times. Notices will be sent home with your child requesting the return of overdue books. Lost or damaged books must be paid for at their replacement cost.



### MESSAGES

Messages will be delivered to children **ONLY** in emergency cases. Dismissal arrangements should be made before your child leaves home in the morning, or by using our Pick My Kid system. Children will **NOT** be released from class to respond to incoming telephone calls. **DO NOT USE EMAIL OR TEXT TO INFORM THE TEACHER OF DISMISSAL PROCEDURES.**

### MORNING SUPERVISION

Adult supervision for students begins at 8:00 AM. **Children may be dropped at parent drop off/pick-up loop.** The school is not responsible for students left unattended prior to 8:00 AM.

### NEW STUDENTS

Students enrolled prior to 12:00 PM will begin attending Venice the following day. This allows the teacher to prepare the classroom, the Administration time to create the best placement, and for the new student to start at the beginning of a school day (in lieu of walking in unannounced).

## PARENT PICK UP/DROP-OFF

Parents are to pick up/drop off students in the parent pick-up area **ONLY**. Students who ride to or from school in a private vehicle should be dropped off and picked up next to the sidewalks. **You may not have your child enter or exit your automobile in the bus area, grassy areas, or streets surrounding the school building.** Please be cooperative with our students on patrol.

## PASSPORTS (EARLY DISMISSAL)



If a parent/guardian wishes to have his/her child dismissed from school prior to the end of the day, a written notice is required. A PASSPORT will be issued to the student to release them from the class. The school will need to be provided with: date and time of dismissal, and name and relation of adult picking student up. The person picking up the student will sign him/her out in the front office, where the student should be waiting. **Proper identification must be provided before any student is dismissed.**

## PERSONAL INFORMATION



### ADDRESS CHANGE

In the event of an address change, whether during the school year or at re-registration time, Sarasota County requires written proof of the new address in order for the school to change the records.

### CUSTODY

Before a request is made that we restrict information and/or release a student to an authorized person, a parent must provide a copy of custody papers which will become a part of the student's cumulative record. This will ensure that rights will not be violated. Student safety and best interest are always our concern.

### MEDIA/DIRECTORY RELEASE

When a child is enrolled in a Sarasota County Public School, parents/guardians are asked to either grant or refuse permission for a child to be included in newspapers, directories, etc. Any change to this information must be submitted in writing.



## PICTURES

Individual student pictures are taken in the fall and class photographs in the spring. Flyers and payment envelopes are sent home prior to this special day. Payment in advance is requested.

## RELIGIOUS & CULTURAL ACTIVITIES

Individual classes and grade level teams may hold traditional seasonal parties. Parties may include the recognition of an event of cultural or social importance. If a parent strongly objects to their child's use of instructional materials that include certain symbols, or participation in a school or class activity, please notify the classroom teacher in writing. Any parent willing to assist the classroom teacher with activities such as these or would like to recommend the recognition of other cultural activities, please submit your suggestion to the teacher in writing. If you have any questions, the classroom teacher will be glad to assist.

## REPORT CARDS

Report cards are distributed through the Parent Portal. However, you should expect ongoing communication with your child's teacher regarding their performance at school. If you have questions or concerns, do not wait until the report card or performance report is distributed. Contact your child's teacher in writing or by telephone.



The following are suggested guidelines that teachers will follow as it relates to the Grading Parent Portal:

- Grades will be posted within one week of a graded assignment/test being given
- Teachers will respond to a parent inquiry regarding a grade(s) within two school days
- Midterms will NOT be required as grades are always accessible to parents via the Grading Parent Portal  
\*\* Please note that factors, such as teacher illness, and other factors may delay the above parameters. Our goal is to have ongoing communication with you regarding your child's academic progress.



## REPORT CARD GRADING SCALE

The Grading Scale that has been adopted by the Sarasota County School District is as follows:

A – Outstanding	90-100%	E - Excellent
B – Above Average	80-89%	G – Good
C – Average	70-79%	S – Satisfactory
D – Below Average	60-69%	N – Needs Improvement
F - Failing	0-59%	U – Unsatisfactory

## SCHOOL DAY

**School hours are 8:00 AM to 4:00 PM – Student day is 8:15 AM to 3:15 PM**

- Students are not permitted in the building/classroom until the first bell at 7:50 AM
- No student will be allowed back into the school building after the dismissal bell

## STUDENT DISCIPLINE

At the beginning of the school year each teacher will clarify rules and procedures for their classroom. Rules guiding behavior are written in general terms to require interpretation and discussion by teachers and students. Once the rules are discussed and understood, they will set the standards of conduct.

- ◆ Listen      ◆ Walk      ◆ Use Inside Voices
- ◆ Respect Others' Property & Personal Space

Everyone shares in the responsibility of behaving in a manner that makes Venice Elementary a school where there are high expectations and people are valued. At the opening of school, all students will receive information about school rules from their teachers and through a “**Student and Family Handbook**” distributed by the Sarasota County School District on-line as well as this Venice Parent Handbook distributed on-line. Parents are expected to review this information with their children. Open lines of communication are a must. Children who repeatedly violate the rules are referred to the administration. An appropriate action will be taken which could involve restricting freedom or loss of privileges. Some violations of school rules are so severe they may require out of school suspension for a period not to exceed ten school days. If the behavior is not only a breach of school rules, but a violation of the law, students will be referred to the appropriate community authority. This does not preclude disciplinary action by the school as well.

## STUDENT INSURANCE

### **Student Accident Insurance**

At the beginning of the school year, the Sarasota County School District provides the opportunity for all students to purchase a Student Accident Insurance Plan. Enrollment forms are sent home during the first few weeks of school. The plan is also available to any new student enrolling during the school year. Students have the option of purchasing accidental insurance coverage for the school day only, or they may purchase coverage for 24 hours a day, seven days a week. The cost

and coverage descriptions are explained in the insurance company literature. The purchase of these insurance programs is strictly voluntary, and the cost of the plan is paid by the parent or guardian of the student.

#### **Student Medical Coverage (other than Student Accident Insurance)**

*The Sarasota County School District has no provision, either insured or otherwise, to make routine payments of medical expenses for students injured as the result of accidents. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.*

### **STUDENT PLACEMENT**

*The Parent Placement Form* for grades K-5 will be available in the front office. This form is intended to provide parents/guardians with an opportunity to detail special considerations for their child, **not to request a specific teacher.** The best placement of our students is our first consideration.

### **STUDENT RELEASE FORMS**

A Release Form is filled out for each student at the time of registration. This form is required by the Sarasota County School District, and is official permission for your child to be included in the yearbook, have their picture taken by newspaper or television, etc. The signed form remains in effect for your child's entire career at Venice School. If the status needs to be changed, it can be done so by contacting the Venice registrar and completing a new form.

### **TELEPHONE USE**

Children are not permitted to use the telephones except in EMERGENCIES. *Students are NOT to use the telephone to call for homework or lunches that have been left at home.*

### **TEXTBOOKS**

Students are expected to be responsible for their textbooks. Classroom teachers keep a record of books assigned to students. Each child is also required to write his/her name in the front. Students will be charged, if they do not return the books assigned to them. If a book is lost during the school year, the student will be charged for the book prior to another being issued. Any student paying for a book which is found within the school year is eligible for a refund.

### **TOYS, TRADING CARDS, ELECTRONIC DEVICES, ETC.**

Trading cards, electronic games, electronic music devices, and other toys that may be a distraction to the learning environment, **are not permitted at school.** Should one of these items be brought to school, it may be confiscated and stored in the front office where a parent may pick it up.

### **VOLUNTEERS**



Venice Elementary School is well known for the large number of volunteers working with staff and students. District policy requires that all volunteers & chaperones complete an application, on line, which is screened by the Florida Department of Law Enforcement (FDLE). All persons must have level one clearance to volunteer on campus, and level two (fee based) clearance to accompany students on a field trip as a chaperone out of county or in county, if not under a teacher's direct supervision at all Times.

### **WITHDRAWAL**

If you are planning to move out of the Venice School district, please notify the office IMMEDIATELY. All textbooks, library books and lunch charges must be paid before your child's records can be released to the new school.

## VES UNIFORM/DRESS CODE

At Venice Elementary School, we believe the highest student achievement occurs in a positive learning environment where students are safe and free of distractions.

**Monday through Thursday**, VES students are required to wear the Venice Elementary uniform which may be purchased through Venice Elementary, Lands End or Gulf Breeze. The uniform consists of:

- White or green VES logo t-shirt/ collared shirt/dry fit shirt
- Khaki shorts/skorts/skirts (neutral colored bicycle shorts need to be worn under skirts) or Khaki pants/ capris, green athletic mesh shorts or green athletic pants
- Neutral solid colored socks (navy, white, black, tan, gray, cream)
- Sock length- under the knee
- Tennis Shoes
- Jumpers **are not** considered part of the VES uniform.
- If leggings or tights are worn under the uniform bottoms, they must be neutral colored (navy, white, black, tan, gray, cream) and not patterned.

**Friday Free Day**, students may wear clothing of their choice while following these guidelines.

- Clothing should be appropriate for school (t-shirts with references to drugs, violence, sex, or alcohol are prohibited).
- Shorts' hemlines must at least reach the tip of the thumbnail and should not be shorter than any shirt not tucked in.
- No bare midriffs, halter tops, or spaghetti straps (**All shirts must have sleeves.**)

### **Everyday policies pertaining to our Dress Code**

- No roller wheeled shoes allowed.
- Hair color should be natural color and in a style that is not a distraction in class.
- Prohibited styles include mohawks, faux hawks, unnatural hair coloring, unique distracting styles as well as makeup.

**Uniform Suppliers:** Venice Elementary School – contact Bonnie Sharp at 941-486-2111 or at [Bonnie.Sharp@sarasotacountyschools.net](mailto:Bonnie.Sharp@sarasotacountyschools.net)

Land's End – [www.landsend.com](http://www.landsend.com) - School Code: 9000-9582-9

Gulf Breeze Apparel – 616 Cypress Avenue Venice, Florida 941-488-8337

**VES UNIFORM EXCHANGE** - Bring in your gently worn uniform tops and bottoms and exchange them for another item.

### **Action Steps/Consequences:**

**1<sup>st</sup> Offense** Teacher sends student to clinic to change - Note sent to parents\*

**2<sup>nd</sup> Offense**    Teacher sends student to clinic to change - Counselor will talk to student - Note sent to parents\*

**3<sup>rd</sup> Offense**    Contact parent to bring appropriate clothes and Administration schedules a conference with parents

\*1<sup>st</sup> and 2<sup>nd</sup> Offense – Clinic will call home and parents will be given the option to bring in a change of clothes.

- Unsafe Shoes – Sit out at Recess and PE & Note sent to parents
- Hair Issues – Parents are called by admin to correct the issue at home that night for minor infractions. If the issue is a distraction to the learning environment, the parent will be called to come to school to come rectify the situation before the child is allowed to go to class.