

2019-2020 Parent Handbook



A STEM Magnet School

350 East Avenue, Clermont, FL 34711
352-394-6633

Scott Voytko, Principal
Nicole Brouhard, Assistant Principal

Nondiscrimination Notification and Contact Information

Lake County Schools, FL does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent, or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Katherine Falcon, SHRM-CP
Supervisor, Compensation and Employee Relations
Equity Coordinator
Lake County Schools
Phone: 352-253-6554
falconk@lake.k12.fl.us

IMPORTANT **PARENT INFORMATION**

Office (352) 394-6633
ELC (352) 394-7651

Food Service (352) 394-1082
Fax (352) 394-1170

Website - cre.lake.k12.fl.us

The following information will be helpful to you as a Cypress Ridge Elementary parent. We appreciate you working with our teachers and staff in maintaining our CRES guidelines.

Cypress Ridge Elementary is a "School of Choice" and serves full-time enrolled students in Lake County. **Parents must provide transportation for students and sign out of zone waivers annually.**

AS A SCHOOL OF CHOICE, ATTENDANCE DURING THIS SCHOOL YEAR IS A PRIVILEGE. THE STUDENT'S ATTENDANCE, (including tardies/checkouts), CONDUCT, EFFORT, AND ACADEMIC PROGRESS ARE TO REMAIN SATISFACTORY THROUGHOUT THE SCHOOL YEAR OR YOUR CHILD MAY BE REQUIRED TO RETURN TO THE SCHOOL FOR WHICH HE/SHE IS ZONED.

Attendance

Students should be in the classroom prior to the 8:30 tardy bell. Having your child in the classroom by 8:25 a.m. will help our teachers begin the day with the least amount of disruptions. Remember that when a child is late, the teacher has to stop teaching and redo the attendance. In the afternoon when a child is picked up before 3:00 p.m. (Wednesdays @ 2:00 p.m.), they miss vital learning experiences. Morning drop-off time starts at 8:00 a.m. (*no earlier than 8:00 unless your child is registered in ELC*). Children eating breakfast should be in the cafeteria by 8:15 a.m.

Please do not check students out of school except for emergencies. Any student checked out early for an appointment must have a doctor's note at the time of check-out or the next day. Attendance including tardies/checkouts are monitored by the Lake County System and excessive absences have an impact on student and school performance. Students with more than 10 absences for the year will be put on probation and could result in revocation of the out of zone waiver. **Please see page 9 in this Handbook for specific attendance expectations along with consequences.**

Birthday and Class Parties

We do not allow food in the classrooms. The damage to furniture, rugs, and computers is very expensive and the time and labor to clean up stains is considerable. Parents may bring birthday cupcakes or cookies during the last ten minutes of the lunch period. Please let the teacher know that you're bringing food. Teachers have designated areas for class parties.

Backpacks

Please purchase only small backpacks for books. Suitcases with wheels take up valuable space, are hard to maneuver in the classroom, and will not be allowed on campus.

Drop-off Areas

Bus transportation is not provided to CRES through the county. As a result, we have a large number of cars going through our two car rider areas:

- Coming from the North, use Front Drop-off
- Coming from the South or West, use Cafeteria Drop-off. We encourage you to enter from East Avenue onto Carroll Street.

FAQs:

- You may use either drop-off location
- If you want to walk your child to the gate, please use the front drop off location (There will not be any parking for parents in the back)
- If your child will be eating breakfast, then please drop off at the back cafeteria drop off location

Car Pickup

Kindergarten and first grade students (and their older siblings) are to use the Cafeteria area (on the West side of the campus). Second through fifth grade students use the East Avenue area (in front of the school). In order to protect our students and keep the traffic flowing as quickly as possible, please follow the guidelines listed below:

1. Display your child's first and last name and teacher's name on a car rider tag hanging from your car's rear view mirror. Dismissal times will be staggered for different grade levels. **Please do not come until your assigned time.**
2. For morning drop-off, pull all the way down. We have people on duty and we will help get your child to class.
3. Have your child get out on the **RIGHT** hand side of the car.
4. Do not pull around a car in front of you unless the person on duty directs you to do so. A child may get out of the wrong side of the car!
5. Do not leave your car parked in the drive-through fire lane. If you need to go into the school, park your car in the front parking lot.
6. Cafeteria drop off closes at 8:25.

Counseling

If you have special concerns about your child, please give our guidance counselor a call at (352) 394-6633.

Discipline

In order to provide a good learning environment, we enforce a strong discipline policy at CRES. Our all-encompassing rule is: "Do the right thing because it's the right thing to do." We have high expectations for student behavior. Consequences and/or referrals will be used for any violation of the Lake County School Code of Conduct.

At the Beginning of the School Year Teachers Will:

❖ READ & REVIEW THE CODE OF CONDUCT WITH ALL STUDENTS

- **Have students sign the Code of Conduct**
- **Have parents sign the Code of Conduct**
- Regularly review Code of Conduct
- Regularly review Classroom and School Rules, Procedures, and Consequences

Dress Code

*One of the reasons parents choose Cypress Ridge Elementary is because of our uniform policy. Parents may at any time opt out of uniforms and return students to the school for which they are zoned. All students must adhere to the dress code as stated in the Lake County Student Code of Conduct in addition to our Cypress Ridge "Uniform Policy". **Please see 2019-2020 uniform policy on page 10 in this Parent Handbook.***

Emergency Procedures – Each month we do a required fire drill. We also practice other types of drills such as tornado and lock down drills. Generally drills are not announced to students in advance.

Extended Learning Center

Extended care is offered to CRES students before and/or after school. The extended day staff will be on duty from 7:00 a.m. – 8:00 a.m. and from 3:00 p.m. – 6:00 p.m. Please contact our ELC Site Coordinator at (352) 394-7651 for prices or more information.

Field Trips

All field trips are directly related to our curriculum, and we want all children to have a positive experience. **The Lake County School Board requires all chaperones/volunteers to have completed the online volunteer application and have a background check completed, which takes a minimum of 3-4 weeks.** All field trip chaperones, selected by the school will need Level 2 clearance and must be already approved 30 days prior to the field trip!

Because of insurance and liability risks, **siblings or friends may not attend field trips**. Bus costs for charter buses will not be refunded in the event of an absence on a field trip day.

Any parent who attends a field trip and in the presence of a chaperoned group must adhere to all field trip policies. Failure to abide by the policies could result in your child not being able to participate in future field trips. Field trip chaperones are the only adults allowed to monitor and supervise CRES students.

Lice

Lice is a common issue in elementary schools across Florida. If a child is found to have lice, we call the parents for that child to be picked up from school. When the child returns to school, we do another check to make sure the treatment has been done. All nits must be dead and combed out before a child can re-enter the classroom. We also ask that the parent wash all linens at home in order to prevent lice from coming back. Most lice are transmitted by combs, brushes, hats, or direct contact with others (lice cannot jump, swim or fly). We want all children to feel at ease when we check for lice; no child, at anytime, should feel uneasy about this procedure.

Lunchroom

All Lake County students will receive FREE Breakfast and Lunch again this year. However, they will still be charged for any extra, a la carte items. Checks are accepted. Please make them payable to CRES and be sure your phone number is on your check. Please write the student's name along with their I.D. number on each check. Returning students will keep their I.D. number from last school year. New students will be issued I.D. numbers as soon as possible. You may also pay for your child's a la carte items online at www.myschoolbucks.com. Parents are always welcome to eat with their child, however, due to limited seating, they must sit outside in designated areas. Please call to verify your child's lunch time as the schedule changes occasionally due to field trips, Wonderful Wednesdays, FSA testing, etc.

Media Center

Books can be expensive to replace, please encourage your child to take care of them and bring them back when they are due. Parents are responsible for paying for any lost or damaged books. During the year, we will have two "Book Fairs". This is an excellent opportunity to purchase books for your child.

Medications

The Lake County School Board has a very strict policy in place regarding prescription and non-prescription drugs. Please read the following carefully.

1. A medication form is necessary for each medicine given at school.
2. Medications must be brought in and picked up by the parent.
3. All medications must be in the original container with a current date.
4. The first dosage must be given at home.
5. No more than a four-week supply of prescription medicine can be accepted.

6. Antibiotics may be accepted only if taken more than 3 times daily with physician approval.
7. Administration of non-prescription medicine is limited to 72 consecutive hours (3 days) without a physician approval.
8. Students may keep inhalers with a physician's consent on file. The inhaler should have the label affixed to the inhaler for easy identification or must be in the original box with the pharmacy prescription on it.
9. **Lake County Schools may not administer** the following non-prescription medications: Cold remedies; Throat Sprays; Herbs; Vitamins; Cough Syrup; Eye, Ear and Nose medications. Cold remedies are available that last 8-12 hours and can be given at home before the child leaves for school.
10. Medications for fevers are not allowed to be dispensed by school personnel. If a child has a fever, he/she should be at home and should not return to school until temperature is normal for 24 hours without fever reducing medication.

Motto

Soaring to Great Heights!

Online Payments

We no longer accept checks for field trips, Book Fair, technology donations, or any other donations, etc. The only payments accepted are cash, money order or online payments. You will find the "PAYMENTS" link on our homepage. Please be aware that this system charges a fee - 3.61% of total payment.

Parent Conference

We encourage parent conferences. Please do not hesitate to contact your child's teacher to schedule a conference.

Physical Education

P.E. is a vital part of our curriculum. Studies have proven that students who are active are healthier. The State of Florida requires 150 minutes of PE each week. We must have a written parental or doctor's excuse for your child to be allowed to miss P.E.

PTO

The purpose of the PTO is to provide the teachers support as well as enhancing parent and student activities. Please review the PTO Facebook page or our CRES website (under the "INFORMATION" tab) for further information. **YOU CAN MAKE A DIFFERENCE AT OUR SCHOOL! GET INVOLVED!**

Report Cards/Progress Reports

Parents may access student grades and other information on Skyward from home 24 hours a day, through "Family Access". Progress reports, midway through each nine weeks, and report cards after each grading period will also be available in "Family Access". Please contact your child's teacher if you have a concern.

School Hours

The student day is from 8:30 a.m. to 3:00 p.m. (Wednesdays 2:00 p.m.). Students must be **in their classrooms by 8:30, sharp**, or they will be counted as tardy. Students should not arrive before 8:00 unless registered for ELC. Dismissal times will be staggered for different grade levels. Please do not come until your assigned pick-up time.

Security

When parents fill out their child's information sheet, they designate who may pick up their child and who is the emergency contact. Please do not call the office and ask us to allow your child to go

home with someone other than those on the information sheet, as we can't always recognize parents by voice. If you need to make a change on the information sheet, please stop by the office. We will ask for identification when our staff does not recognize an individual. Your designated pick-up people will not be allowed to take your child before dismissal without a note from you. If you have a custody issue, please be sure to provide a copy of your most recent court order to the office. If you have any questions, please call our Guidance office at (352) 394-6633.

Student Records/Information

Please be sure to keep current all information such as address, phone numbers (home, cell and work). Carefully choose an emergency contact person who will be available to pick up your child should you be unreachable. It is imperative that we can locate you or your emergency contact person quickly in an emergency.

Visiting Campus

For our school's safety, CRES has a "locked door" policy. The front office door is locked and you will need to ring the bell to buzz in. Visitors are always welcome at CRES for regularly scheduled events. All visitors must check in at the front office and wear a Cypress Ridge visitor sticker. Please make arrangements with your child's teacher **in advance** regarding the day and time you wish to visit and/or volunteer.

Volunteers

We require each family to donate at least ten volunteer hours a year to the school. This can be done by Saturday projects, doing work at home for teachers, chaperoning field trips, attending PTO meetings, Family Reading Nights, Family Walk Nights, Family Math & Science Nights, working in the garden areas, etc. Our school website also has ways you can volunteer. If you are planning on working in the school or chaperoning field trips, we encourage you to complete your **on-line** volunteer application at www.lake.k12.fl.us early in the year. It takes approximately one week for level 1 and two weeks for level 2 to clear. Please remember to make arrangements **in advance** with the teacher prior to volunteering in the classroom. Our front office will print out a Volunteer name tag and track your hours when you check in.

Cypress Ridge Elementary School Volunteer Guidelines for 2019-2020

1. On days that you volunteer, **please check in and out in the front office**. If you volunteer your time at home, please let your teacher know the amount of time you worked.
 2. Be sure to wear your volunteer name sticker so that it is visible at all times (right below your collar bone area).
 3. Be reliable and prompt. Please call if you cannot be at school during your scheduled time (394-6633).
 4. Please remember when volunteering at Cypress Ridge, you remain flexible as other classrooms or areas may need your assistance. The school will assign volunteers as needed.
 5. **Be confidential**. Never give information about the children to anyone except the teacher of the class, administration or the guidance counselor.
 6. Be sure to communicate with your teacher. You are here to support teachers, not replace them. **With the exception of verbally and politely requesting a student's attention, volunteers are not to discipline students**. All discipline concerns should be directed to an appropriate Lake County School employee.
 7. Volunteers must always serve as positive role models. Make sure you know the school rules and regulations. It is important that you abide by them to set a good example. **Volunteer's attire should comply with the Lake County School's dress code (example – no tank tops, short shorts or short skirts)**. When serving as a volunteer, an individual must refrain from inappropriate behaviors including, but not limited to, the following:
 - a. Use of drugs, alcohol, & tobacco
 - b. Use of profanity or inappropriate comments to students.
 - c. Selling merchandise or actively promoting their own business
 - d. Persuasion to a personal way of thinking or acting
 - e. DO NOT USE CELL PHONE ON CAMPUS.
 8. All student volunteers must fill out an application and be approved by an administrator. Only a limited number of student volunteers will be assigned. Student volunteers must be age appropriate and beneficial to the school needs.
 9. Volunteers may not be left alone in the classroom with students.
 10. Volunteers are not allowed to grade papers.
 11. During lunch you may only take your own child outside to eat at one of the picnic tables.
 12. Always address the teacher as Mr., Miss, Ms, or Mrs.
 13. Always maintain a good sense of humor.
 14. Remember, if you don't know...ask!
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Attendance Policy for Cypress Ridge Elementary

One of the main reasons parents choose to attend Cypress Ridge is due to the high level of expectations including attendance. Poor attendance and excessive tardies or checkouts can have an impact on student performance and the overall school success. In order to better assist parents here is an outline of our expectations:

Absences:

- More than 15 absences in a year will be considered excessive and the zone waiver could be revoked.
- After 5 absences a warning letter will be sent home.
- After 10 absences, a probation letter will be sent home.
 - A committee will review any medical notes or circumstances prior to placing a student on probation.
- Every 3 tardies or checkouts, including a combination of these equals 1 absence as part of the absence record above.

Tardies and / or Checkouts:

- More than 20 tardies or checkouts will be considered excessive and the zone waiver could be revoked.
- After 10 tardies or checkouts, a warning letter will be sent home.
- After 15 tardies or checkouts, a probation letter will be sent home.
 - A committee will review any medical notes or circumstances prior to placing a student on probation.

Note: Due to consistency and safety during dismissal, no child will be allowed to check out after 2:45 p.m. unless there is a medical emergency. (1:45 p.m. on Wednesday)

Appeal Process:

A committee will determine final recommendations for revoking of the out of zone waiver. If the parent chooses to appeal, they should have a conference with the principal within 5 days from notification, providing any other information that should be considered. The principal will review any such information and make a decision regarding the appeal.



2019-2020 CYPRESS RIDGE ELEMENTARY UNIFORM POLICY

One of the reasons parents choose Cypress Ridge Elementary is because of our uniform policy. Please read the policy carefully. It is expected that all students and parents will adhere to and support the school uniform policy.

1. Shirts for Boys and Girls:

- a. Students are expected to wear Polo type shirts in solid school colors (or with school logo only).
- b. Solid Polo colors are burgundy, hunter green, light blue, navy blue or white only. (5 colors)
- c. In case of cold weather, undershirts and turtlenecks may be worn but must be solid shirt school colors or black. (burgundy, hunter green, light blue, navy blue, white or black - 6 colors)
- d. All top garments must be neatly tucked in and free from tears, holes or frays.

2. Bottoms for Boys and Girls:

- a. Students are expected to wear Khaki or Navy solid school colors with no logos. (2 colors)
- b. Uniform bottoms include long pants, shorts, skirts or jumpers and free of tears, holes or frays.
- c. Skirts, shorts and jumpers cannot be shorter than fingertip length (with hands by sides).
- d. In case of cold weather, leggings may be worn but must be one of the following colors; Khaki, Navy, white or black with no logos. (4 colors).
- e. Girls will be allowed to wear appropriate shorts underneath skirts or jumpers.

3. Shoes: Only sneakers with rubber soles are to be worn. Sneakers with electronics, wheels and other irregular accessories are not to be worn. **No other shoes are allowed including boots, crocs, jellies, water shoes, flip-flops, sandals, cleats, etc.**

4. Socks: must be solid school colors or black and no logos. This includes ankle socks and socks that peak out of the shoe. (If you can see it, it should meet school uniform colors).

5. Outerwear:

- a. Sweaters/sweatshirts must be solid school colors or with school logo only. This includes; burgundy, hunter green, light blue, navy or white. (5 colors)
- b. During colder weather, a heavy winter jacket may be worn, but **MUST** be removed upon entering the building. The school strongly encourages parents to buy appropriate heavy jackets which support the intent of our uniform policy.

6. Miscellaneous:

- a. Hats, bandanas (including scarfs), beanies and sunglasses are not permitted. Other hair accessories are permitted but must not be bulky in nature and should support the overall school appearance.
- b. **Scout uniforms:** Scout uniforms are permitted on club meeting days.
- c. **PTO Spirit shirts:** Can be worn on Spirit Night days as well as field trip days.

Enforcement of this dress code will be as follows:

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|-----------------------|--|
| ● 1st Violation: | Verbal warning to student. |
| ● 2nd Violation: | Written or verbal communication to parent. |
| ● 3rd Violation: | Discipline referral written and sent to office. |
| ● 4th Violation: | Discipline referral and student placed on probation. |
| ● 5th plus Violation: | Continued referrals and possible revocation of zone waiver |

Please **write your child's name** inside jackets, sweatshirts and sweaters, as numerous items are frequently left unclaimed and will be donated to charity at the end of each quarter.

We expect all students to follow the dress code and have a neat overall appearance at all times. We will be glad to help any family who is in need of clothing. Please contact our Guidance Counselor at (352) 394-6633.