Lewis Carroll Elementary School
1 Skyline Bld.
Merritt Island, FL 32953



2025-2026
Parent Handbook
Updated August 2025

Lewis Carroll Elementary's Mission: Developing respectful citizens through an engaging and caring learning environment that maximizes academic achievement and personal growth for all.

Lewis Carroll Elementary's Vision: Together we will achieve greatness!

School Session Time:

Monday through Thursday from 8:00 A.M. – 2:30 P.M.
Friday 8:00 A.M. – 1:30 P.M.

School Office Hours are Monday through Thursday from 7:30 A.M. – 3:30 P.M

Office Phone Number (321) 452-1234

Dear Parents/Guardians,

Welcome to **Lewis Carroll Elementary School.** As a school family, we could not be more excited and prouder to serve our local community. Please take a moment to review the information in this document to ensure that we have a successful 2025-2026 school year. Remember, this is a partnership, and it is our goal to provide an enjoyable experience for all. This document will provide reference to key policies and procedures that pertain to Lewis Carroll Elementary School and other Brevard Public Schools. While this parent handbook does not outline all policies and procedures of Brevard Public Schools, it highlights those deemed essential for everyday operations. The lack of disclosing certain policies does not exempt or exclude policy from day-to-day operations and procedures. Please don't hesitate to call us with any questions you may have.

Sincerely,
Jami Miner, Principal

School Hours

Our school hours are 8:00 am to 2:30 pm for all children Monday-Thursday and 8:00 am to 1:30 pm on Fridays. Office hours are 7:30 am – 3:30 pm. Children may not arrive on campus before 7:30 am. There is no adult supervision prior to the 7:30 am start time and student safety is our number one priority. Please do not arrive for morning drop-off prior to 7:30 am unless you are registered in Brevard After School (BAS) AM program.

Parking

Parking a motor vehicle is only permitted in the parking lot. At times where events have a large attendance, we will do our best to park all staff members behind fencing to open more spaces to parents and visitors. We know parking is limited. Please be courteous of our neighbors and do not park on their lawns or in their driveways. They matter to us! Where you park matters to them.

Visitors

Parents are visitors and/or volunteers. In either case, visitors/volunteers must sign in the front office where a badge will be issued to wear on the upper chest area for easy visibility. You are not permitted to enter our front office without first stating the purpose of your visit and being screened by front office staff. All visitors must sign in through our Raptor System, so please have your ID available. Unless acting as a school volunteer, you will be escorted to and from all parent/teacher conferences or other areas of the school by BPS personnel. At no time will you be permitted to move around the campus unattended. Please understand that this system is in place for the safety of all at our school.

Prior to departing the campus, all visitors and volunteers must sign out of the electronic visitor/volunteer system and submit his/her badge to the office personnel. This policy is essential to account for all non-personnel individuals on campus during emergency situations and to document accurate accountability of each volunteer's credited hours.

Absences

We require a written notice from Parent/Guardians directly following absences from school, stating the date and reason for the absences. If a physician sees your child, please get an excusal note from them. Please do not delay in turning in these important documents. Unexcused absences will be noted in our monthly attendance reports and actions will be taken based on BPS Attendance Policies. The Focus system will also send automated absence notifications at 9:30AM.

- Parent/legal guardian notes can excuse students' absences due to personal illness.
- Student absences must be reported to the school by the parent/legal guardian within two (2) school days or 48 hours in order to be considered as an excused absence.
- Signed parent/legal guardian notes may excuse up to ten (10) school days per year as an excused absence.
- Students have up to two (2) days for every day they are absent to make up work they missed.
- School board policy 5225 governs procedures for absences for religious holidays.

- Student absences for religious purposes are excused absences and do not prohibit students from receiving perfect attendance recognition if requested in writing prior to the religious holiday.

Tardiness

The academic day begins at 8:00 am. If a child is tardy, the parent must report to the office to sign the student in. Students will not be permitted to enter class without a tardy slip. If you plan for your child to eat breakfast, please try to drop them off before 7:45 am to allow adequate time to eat their breakfast before heading to class. Remember, 8 is late!

Siblings Attends Sibling Events during the School Day

At times, parents/guardians may wish to have a sibling attend an event. Parents/guardians who wish to do this must sign the child out from school. This will be recorded on the child's record as absent from school, tardy to school, or as an early dismissal from school.

Drop Off and Pick-Up

The safety policies for drop-off and pick-up of students will be strictly enforced to ensure student's safety. The cooperation of all drivers is expected and appreciated. Parents must arrive on time with their children to school and adhere to the speed limits in school zones. Please note that school traffic is to use Lewis Carroll Avenue during school arrival and dismissal times as noted on road signage. Students not picked up by 3:30 pm will be escorted to the BAS program and will be charged a drop off fee per child.

Car Loop Drop-Off (AM)

- Drop off begins at 7:30AM. No students are permitted to be dropped off before 7:30AM except for: AM Safety Patrols, Paid Morning Care (BAS).
- Students shall not congregate near the front entry prior to 7:30AM.
- Regular AM traffic may begin entering campus at 7:30AM.
- Follow the Lewis Carroll Elementary School traffic patterns for loading and unloading cars. Please pull all the way forward, filling all available gates for drop off, regardless of location.
- The speed limit in the car loop is 5 MPH.
- The car loop is the only designated unloading area. Do not unload / drop-off students in the main parking lot.
- Parents and children may not cross the driving path. For safety, please use the appropriate designated crosswalk at the main entry and wait for traffic to be stopped. Cars have the right of way to help keep our roadways clear.
- Please help speed up the drop off line by making sure your child is fully dressed, packed up, and ready for drop off prior to entering the line.

Car Loop Pick-Up (PM)

- Parents of Kindergarten ONLY (meaning no older siblings) may begin assembly at Gate 1 at 2:20PM. Any parents who assemble that do not meet this description will be asked to join the back of the line.

- Parents of all other students may not enter campus until directed to do so by a school staff member at 2:30PM.
- Regardless of pickup type, any traffic entering campus after the 2:30PM bell must follow the main traffic pattern. This is to ensure safety of all parties.
- No cars are to assemble on school property for PM pickup.
- Follow the Lewis Carroll Elementary School traffic patterns for loading cars. Please pull all the way forward, filling all available gates for pick-up, regardless of location.
- The speed limit in the car loop is 5 MPH.
- The car loop is the only designated loading area.
- Parents and children may not cross the driving path. For safety, please use the appropriate designated crosswalk at the main entry and wait for traffic to be stopped.
- Please be sure to display your pick-up placard with your child's name and grade level. Rather you pick up daily or on rare occasions, this ensures that we place students in their appropriate vehicle. This will greatly speed up dismissal and provide an additional, required level of safety. Please leave placard visible until ALL children have loaded the car. Only remove the placard once you are loaded. This will help staff know who needs a second call.
- Cars without a placard will be asked to park and enter the office for ID verification. No ID checks will be conducted in the car loop.
- Parents may not exit their car when in the car loop. Park your car in the parking lot and utilize the appropriate crosswalk if you must get out of your vehicle.
- Please encourage your children to be active listeners during dismissal.
- It is the parent's responsibility to pick up their child on time.

Walkers/Bikers

- Walkers/Bikers coming from the north will follow the sidewalk around the parking lot and enter the main entry doors. Students will bikes, will continue past the main entry doors and secure their bikes in the designated bike rack.
- Encourage your children to use the sidewalks and crosswalks. Students are often observed crossing roads without using safe practices.
- Walkers/Bikers will be released from the same point near the bike rack for safety reasons.
- Kindergarten Walkers/Bikers – Adults will be required to show ID for pick-up unless other dismissal plans have been made (for example, walking with older sibling, etc.) No Kindergarten students will be permitted to walk/bike alone.

Walkers/Bikers (Neighborhood Gate)

- Gates will be open from 7:30 am to 8:00am.
- No visitors will be permitted to enter campus through the neighborhood gate due to safety policies.

Student Check Out

Due to the Jessica Lunsford Act – FL State Statute 1012.468 transportation changes cannot be made by phone. Only a signed written statement by the legal guardian can be accepted for a change in dismissal procedures.

To ensure your child's safety the following procedures have been established for any change(s) in your child's dismissal from school:

- Students will not be allowed to leave school prior to the normal dismissal unless the Parent/Guardian comes to the school and checks out the student through the front office.
- Parent/Guardian will be asked to show photo identification when signing students out of school. Parents/Guardians may be asked additional student identification questions.
- There will be no early checkout after 1:45 pm (M-Th) and after 12:30 (F).
- According to School Board Policy, students are released to the Parent/Guardian listed on our records only. A Parent/Guardian must give advance written notice to the school when requesting a child to be released to someone other than the designated person(s). That individual MUST be added to the registration form indicating they have permission to check out your child.
- Parents/Guardians are asked to maintain dismissal procedures identified on the Lewis Carroll Transportation Forms and asked to update them when appropriate.
- Any change in dismissal should be in the form of a written note with clearly stated directions.
- A teacher must be notified of any change in transportation in writing along with the front office no later than 1:00 pm.
- Students will not be sent to wait in the front office for early pickup. They must remain in class until the Parent/Guardian is present in the front office. Parents need to remain patient while their student gathers his or her belongings. Please plan accordingly.

Inclement Weather

- In times of **severe weather**, children may be held in the classroom by their teacher or the front office to avoid dangerous conditions.
- Parents need to be patient while waiting for dismissal.
- Teachers and/or front office will dismiss children when conditions improve.
- At times, we may be able to dismiss car riders, but not walkers, so parents of walkers are encouraged to pick students up in the car loop.
- If it is raining or lightning, we will reduce from 11 gates to 5. This will increase the pickup time.
- We will continue to notify families of dismissal changes using SMS Messages / Email to the numbers/emails on file using the FOCUS system.

Teacher Placement (There are no requests for teachers)

It is the responsibility of school administration to assign students their teachers each school year. A variety of factors are considered which include balancing class size by gender, ethnicity, and other academic, social and emotional needs of the child.

Parents who have specific information about their child, which they feel is pertinent to class assignments, may provide information to the principal in writing prior to the deadline each year. However, the FINAL placement of the student is solely determined by the principal as is expressed in School Board Policy.

School Telephone System

Lewis Carroll Elementary School has an automated attendant/voice mail telephone system. When you call the school, you will hear a brief message and directions to connect you with the appropriate person. Direct calls to teachers will not be permitted during instructional time. We will be happy to forward you to their voicemail or encourage you to write an email.

Policy 5511 – STUDENT DRESS CODE

Principals may amend the dress code for events and special occasions such as spirit day, homecoming, Red Ribbon week, or other District sanctioned events.
Requirements for student dress in all schools are listed below:

Head

- Head gear, including but not limited to caps, hats, bandanas, and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.

Clothing

- All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, and all undergarments at all times. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed. Clothing should be opaque.
- Garments must be of a length and fit that are acceptable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments. Clothing must cover the body from one armpit across to other armpit. Upper garments should meet lower garments.
- Strapless garments are prohibited. (Tube tops and halter tops are prohibited.) Formalwear for special events may include strapless garments.
- Pants and shorts 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. Rips, holes, or tears in clothing must be below mid-thigh.
- Shorts must have clearly discernable inseams that covers the buttocks.

Footwear

- Students must wear shoes that are safe and appropriate for the learning environment, including recess, PE, CTE, and labs. (Crocs are not appropriate for grades K-6).

- Inappropriate footwear includes, but not limited to, roller skates, skate shoes, and slippers.

Accessories

- Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
- Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by Federal or State law.
- Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, and heavy link chains are not allowed.
- Dress shall not emulate non-human characteristics.

The district is cognizant that students' religions, disabilities, or medical conditions may impact their ability to comply with the standard student attire policy. Reasonable accommodations based on religion, disability, or medical condition shall be permitted on an individual basis.

Bullying & Harassment

Lewis Carroll Elementary will abide by all policies and procedures outlined by Brevard Public Schools in compliance with Section (s.) 1006.147, Florida Statutes (F.S.), also known as the "Jeffrey Johnston Stand Up for All Students Act." Any parent who feels their child is a victim to bullying and harassment has the right to complete a Bullying Reporting Form to initiate a formal investigation. This form can be found on the Lewis Carroll Elementary School Webpage under Parents and Students.

Kindergarten Immunization Records – Florida State Statute 1003.22

Students must be five years of age and proper documentation must reflect this by submitting a copy of Child's birth certificate. Immunization records must be on file at school. Parents must comply with the Florida Statute, or the child will not be enrolled in school. All physicals must be current and completed for incoming Kindergarten students prior to the first day of school.

Clinic

Children who are ill or injured will be brought to the clinic and made comfortable. Children will be returned to the class after they are treated or have rested in the clinic. Parents will be contacted and asked to pick up children with elevated temperatures, or other ailments not treatable in the clinic.

Communicable Health Issues and Sick Days

School policy requires that children with head lice, scabies, ringworm, or impetigo be treated with proper medication before being admitted to school. For a student to be excused from school, it is the responsibility of the parent to get a doctor's note and submit it in a timely manner to the front office.

Sunscreen & Over-The Counter Medication

According to School Board policy 5780 students may possess the following items:

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event/activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

Prescription Medication

Prescription medication will only be administered as approved by a physician. The parent must give written permission to the school office, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business. The principal will designate person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be stored properly in the ORIGINAL CONTAINER UNDER LOCK AND KEY. Medication may be left at the school overnight in cases where the physician and parent request frequent and prolonged dosage requirements. At the end of the school year parents must pick up prescriptions in person. Non-prescription, over the counter medication will be administered in the school clinic under the following in its original container. Dosage cannot exceed manufacturer's recommendations: A doctor's note must be provided for over the counter medication as well.

- A doctor's prescription will be required if medication is to be administered for any period exceeding ten days in a school year.
- Training programs directed by the school Principal, designee, and Brevard County Health Nurse will be conducted for those authorized to administer medication.
- Medication shall not be carried on a student's person in the school except as approved by the Principal with a Doctor's prescription or as outlined in FL Statute for over-the-counter headache medication.

Headlice

Our procedures require if the child is identified as having live head lice, the child must be treated at home and must be accompanied to the school clinic the next day with the parent to check for live head lice. If no nits are found, further rechecking will not be done. If nits are found, the student will be readmitted and checked in 8-10 days. If live lice are found, the student will not be readmitted, and the entire procedure will need to be repeated.

The best prevention for head lice is for parents and teachers to educate children about not sharing

combs, brushes, hair barrettes, and clothing such as hats, and for children to avoid head-to-head contact. In addition, parents can assist in preventing the spread of head lice by checking their child's hair as part of a normal hygiene routine.

Field Trips

- Teachers will notify parents in writing prior to each field trip; and if parents do not want a student to attend, they will notify the school in writing in a timely manner to allow the teacher to make alternative arrangements for the student.
- Parent/Guardians must complete a Field Trip Permission form for their student(s) to participate in a field trip. Out of county field trips require a signed permission and Notary.
- When traveling by bus to a field trip, parents who are designated as chaperones may not drive their own vehicles to and from the field trip and may not transport students.
- ALL students must ride the school-designated mode of transportation both to and from the field trip destination.
- Parents who are official chaperones may not bring siblings on the field trip due to liability issues.
- Video, audio recording, and/or still pictures of students, other than a person's own child, are not permitted. We must ensure student privacy & safety at all times.

Field Trips & Volunteers

Lewis Carroll Elementary will follow district guidelines when involving chaperones for Field Trips by having one (1) chaperone for every six (6) students OR amounts that are dictated by the trip venue. A parent indicating their desire to be a chaperone does not necessarily mean that they will be selected. The process will vary from trip to trip, but selections will typically be made on a first-come first serve basis. Parents/Guardians are not permitted to "show up" at the location of the study trip and join any of the student groups. Students are assigned to a designated group by the teacher.

School Breakfast & Lunch

Breakfast will be offered each morning from 7:30 am - 8:00 am. All students are eligible to receive free breakfast. Please drop students off early enough to allow time to eat. Students should be in class by 8:00AM.

Students may purchase a hot lunch for $2.80 a day. (free/reduced lunch applications are available). The preferred method of lunch payment is online. Prepayment can be made in any amount. Cash accounts are available for students who wish to purchase a-la-cart items.

Parents will need to set up lunch accounts here: MySchoolBucks
Apply for Free and Reduced Lunch here: Free and Reduced Lunch Applications | Brevard Public Schools

Should your child forget to bring their lunch money, the cafeteria will extend credit up to two times. After the 2 credits and a child forgets their lunch money, they will receive an alternate meal. A-la-cart policy is that students may purchase daily menu items with other school baked and packaged items, however, to

purchase a-la-cart items a student must first purchase a school lunch or bring a bag lunch from home. Only two (2) a-la-cart items may be purchased. All items must be purchased while going through the lunch line.

Student Lunches

Only registered volunteers will be permitted to eat with students on campus. Only adults listed on the child's contact list will be permitted. If you are not a registered volunteer, you will need to sign the student out to eat off campus. Only the legal guardian may sign the child out for lunch unless written approval has been submitted by the legal guardian with date.

Wireless Communication Device Policy & Procedure

Lewis Carroll Elementary School follows the School Board Policy to maintain the integrity of the learning environment as a priority.

Effective this school year, students may bring cell phones and other wireless communication devices (WCDs) to school but must keep them powered off or silenced and stored out of sight from the first morning bell until the final dismissal bell. This includes during lunch, hallway transitions, and non-instructional time. Exceptions are permitted for medical needs or emergencies.

Should a student be observed using a cell phone or other wireless communication device, or the device rings during the school day, discipline action will include, but is not limited to, an office referral and confiscation of the device.

Fire Drills, assemblies, or other school evacuations are mandated and structured by state law. During such contingencies, there will be absolute **ZERO TOLERANCE** on cell phone use and/or violations to the wireless communications policy.

Online Communication and All Forms of Communication

Lewis Carroll Elementary uses a variety of means to communicate with our school community. Please note that official information can be found in the Dolphin Dialogue which will be emailed out to parents each Friday, on the official Lewis Carroll Elementary School Webpage, and on the Lewis Carroll Elementary Facebook Page. Official communication will also be sent out through FOCUS. Any other forms of communication are not considered to be official. If Lewis Carroll Elementary Schools's name is to be used in any form of communication, it should be with the knowledge and approval of the principal. Lewis Carroll Elementary School name is a product of Brevard Public Schools.

FOCUS Communication

Focus communication will be the primary tool for communication between school and home. If you have not done so already, please make sure to download the FOCUS APP. The APP now allows for two-way communication.

Parent Teacher Organization (PTO)

Lewis Carroll Elementary School has a very active PTO. Our PTO helps organize events for the community, staff, and students. The LCE-PTO meets regularly and is always looking for new members. In addition, PTO may send out information via email about non-school sponsored events. If you would like to join their email list, please email: LewisCarrollPTO@gmail.com. Please note this is not an official Lewis Carroll Elementary School email nor official communication of the school.

Please note that revisions to this handbook are subject to change as new policies and procedures are developed based on either the need by the school or by the School Board.

Nondiscrimination Notice

The School Board of Brevard County, Florida does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information or any other factor protected under applicable federal, state, or local law. The district also provides equal access to its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. The School Board of Brevard County is in compliance with the Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAA), the Florida Education Equity Act of 1984, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964 including: Title II, Title VI, and Title VII, United States Education Amendments of 1972 - Title IX, Age Discrimination in Employment Act (ADEA), and Individuals with Disabilities Act (IDEA). If you have questions, concerns, or wish to report possible violations of any of the above, please contact any of the individuals listed below for proper assistance and handling.

Lewis Carroll Elementary School

Jami Miner, Principal

Christine Snow, Assistant Principal & School Title IX Contact

Lewis Carroll Elementary School
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321-454-1234