PHILLIPPI SHORES

ELEMENTARY

AN IB WORLD SCHOOL

Your Neighborhood IB School



STUDENT/PARENT HANDBOOK

2026-2027

INQUIRERS · KNOWLEDGEABLE · THINKERS · COMMUNICATORS · PRINCIPLED · OPEN-MINDED · CARING · RISK-TAKERS · BALANCED

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PHILLIPPI SHORES ELEMENTARY

Growing Inward • Outward • Upward

Our Mission. Our Vision. Our Commitment.

SCHOOL MISSION

The family of Phillippi Shores International Baccalaureate World School strives to grow inward, outward, and upward as we inquire, think, communicate, and take creative risks.

The mission statement is recited daily by all students and staff members. Recitation includes the use of sign language.

SCHOOL VISION

Phillippi Shores, an International Baccalaureate World School, has a universal vision of continually improving the quality of learning opportunities for students. Students develop academically, emotionally, and physically to their highest potential in an environment that is stimulating, caring, and supportive. Constructed on a foundation of trust, respect, and high expectations, our students become knowledgeable, principled, caring, open-minded, and balanced learners. The collaborative effort of parents and staff enables each student to strive for excellence, to build a positive self-image, and to develop a love for learning.

IB LEARNER PROFILE

Inquirers | Thinkers | Communicators | Principled | Open-Minded | Caring | Risk-Takers | Balanced | Reflective | Knowledgeable

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Agenda Book

Each student will be given an agenda book at the start of the school year. The agenda book will serve as:



- An organizational tool where homework is recorded and checked by a parent each night.
- A communication link between the school and home, keeping parents informed.

If students misplace or damage their agenda book, they will be required to obtain another one at a cost of $5.00.

Animals



The Sarasota County School Board has specific guidelines for Visiting/Resident Animals in the Classroom. Please contact the office before bringing a pet on campus for specific information and request forms.

For the safety of our students, please do not allow pets, leashed or unleashed, to exit your vehicle when bringing your child to school or picking him or her up at the end of the day. Even the gentlest of animals can respond unpredictably when small children become excited.

Arrival

Students should arrive at 8:25. School begins promptly at 8:30 a.m. Children arriving in their classrooms after 8:30 a.m. are considered tardy. Students arriving late must be accompanied to the main office by a parent to be signed in. Tardies are considered unexcused with the following exceptions:

Children will not be marked tardy:

a) if doctor's excuse is provided upon the child's arrival to school as written documentation of a medical appointment or illness,
b) when students are performing assigned school duties, such as serving on the safety patrol or the PSNN staff,
c) in the event of a late bus arrival, or
d) as the result of a delay in the school breakfast program.



Attendance

Regular and punctual attendance is vital to a student's success in school. Florida State Law requires regular school attendance, and it is the responsibility of the parents/guardians to ensure their child attends school daily. To be considered present for the day, a student must be in attendance for at least the equivalent of half the school day (200 minutes). It is recognized that there are occasions when absences are unavoidable. In compliance with the state compulsory attendance law, absences will be categorized as either excused or unexcused as follows:

1. **Excused Absences** include:
    - Student illness documented by parent or medical doctor (After nine absences, a note from a medical doctor is required for further absences to be excused.)
    - Observance of a religious holiday or service that is recognized as such by members of the student's faith
    - Death in the family
    - Subpoena by law enforcement agency or mandatory court appearance
    - Other student absences beyond the control of the parent or student, as determined and approved by the principal or principal's designee
    - Pre-arranged absences with written administrative approval

    Students are responsible for getting their missed assignments from their teacher on the day they return to school. Students will have make-up time equal to the number of days absent to complete all assignments, per Sarasota County Policy. For example, if a student is out for two days, he/she will have two days to complete missed assignments.

2. **Unexcused Absences**
    - All absences, which have not been specifically identified as excused, are unexcused absences.
    - A student who has 15 unexcused absences within 90 calendar days is habitually truant under state law. The student may be dealt with as a child in need of services under Chapter §984, Florida Statutes. In addition, the parent/guardian may be subject to criminal prosecution under Chapter §1003.24, Florida Statutes.

    Students will be expected to make up all work in a time frame equal to the number of days missed. Students may be penalized up to 30% of the earned grade.

Family vacations are *not* excused absences.

Attendance Monitoring

Regular attendance is necessary to ensure that each child receives the highest quality of education. When attendance or tardy problems occur, parents will be contacted by a school representative to aid in solving the problem.

1. When a student returns to school after any absence, a note from a parent or physician must uploaded into Parent Portal or be given to the teacher or receptionist, listing the date(s) of the absence(s) and the reason for it. It is the responsibility of the parents to document their child's absence from school.
2. The administrator may request a conference with parents whose children have accumulated five tardies or unexcused/undocumented absences. A doctor's excuse will be required to excuse additional absences/tardies.
3. The school social worker or appropriate agency may be contacted to conduct a home visit for any child who accumulates nine or more absences.
4. Parents are to notify Phillippi Shores of a child's absence by leaving a message on our answering machine (361-6424) which is available from 4:00 p.m. until 8:00 a.m., or by calling the office between 8:00 a.m. and 9:00 a.m. the day a child is absent.
5. Children are expected to be in school each day to maximize their learning. A note is required when a child returns from an absence in order for it to be excused. **If a note is not received within three**

days, the absence will be considered unexcused. Working together to eliminate unnecessary absences will benefit everyone.

6. Children are expected to be in their rooms ready to learn when the bell rings at 8:30. Those not in their rooms at 8:30 will be marked tardy.

Behavioral Expectations

Philosophy

At Phillippi Shores Elementary, we believe everyone has the right and responsibility to achieve his or her educational best. To make this happen, everyone needs a safe and positive environment in which to learn. To be the best we can be, we will:

- hold each person accountable for his/her own behavior,
- clearly define the things we expect from everyone, and
- honor individual differences.



We are a Positive Behavior School (PBS). Our goal is to recognize students for making good choices. Our students are taught to:

- Be Respectful
- Be Responsible
- Be an IB STARR (**S**triving **T**oward **A**cknowledging **R**espect and **R**esponsibility)

Appropriate Behavior

From time to time, student behavior needs to be addressed. Depending on the circumstance, a teacher may choose to handle a particular situation by him/herself, or he/she may choose to involve other school resources such as the behavior coach, school counselor, or administrator. Suspension may be used when serious infractions occur, inappropriate behavior persists, or students disrupt the teaching/learning process for others. The principal will call parents to come to school and remove a child who interrupts the teaching/learning environment or attempts to hurt others. If a student is suspended from school, parents are responsible for their child's supervision during the period of the suspension.

Bicycles/Skateboards/Rollerblades/Heelys Safety

Florida Statute requires that all bicycle riders and passengers under the age of 16 wear a helmet. Students without a helmet will not be allowed to leave the school with their bike. Parents should be contacted if their child arrives at school without a helmet. The parents may bring the helmet to school, or they will have to pick up their child at dismissal. When riding a bicycle, children should take care to avoid pedestrians and to walk bicycles across the street at crosswalks.



Bicycles are never to be ridden on school grounds. They are to be parked in the specific area provided for them on the east side of the campus. Bicycles should

be securely locked. Theft and/or vandalism are not the responsibility of the school.

Skateboards and rollerblades are not permitted on campus. Heelys are not to be worn at school with or without wheels.

Birthday Celebrations



We are pleased to participate in the recognition of your child on his or her special day. Each child receives a gift at the office, and with the classroom teacher's permission, children may bring an unopened store-bought treat for a brief celebration. Please note that due to allergy concerns, snacks/treats cannot be shared in the cafeteria, and homemade treats are not allowed.

Books and Supplies

Textbooks, manipulatives and other instructional materials are supplied by the school. Parents are responsible for all materials loaned to students. If a child loses or damages any instructional material, the parent will be notified. Replacement prices are determined by the State of Florida. Each grade level provides a list of supplies specific to its needs. These lists are sent home at the end of each school year, distributed to new students upon registration, and given to parents on "Meet Your Teacher Day." Parent and community donations are greatly appreciated.

Breakfast/Lunch



Phillippi Shores serves nutritious breakfasts and lunches. Students are given the opportunity to create their own balanced meal by selecting choices from the different food groups. You are able to make your child's lunch payments online at www.myschoolbucks.com. With MySchoolBucks, you can add money to your child's account, view account balances and recent purchases, and set up notifications for upcoming payments. Students also have the option to bring their own lunch. Please note that glass bottles and grocery size plastic bags are not permitted. Meals are made available on a reduced-price or free basis to students from families who meet certain income requirements determined by the U.S. Government. The application for free and reduced-price meals can be found at the following website: https://www2.myschoolapps.com

Records of children who are served through this program are kept confidential.

Bus Rules and Guidelines

The following information has been provided by the District Transportation Department.

1. Each student is responsible for adhering to the bus guidelines in order to maintain the privilege of riding the bus. Students who ride the bus should follow four basic rules:
    a) Remain seated and face the front.

b) Keep their hands to themselves.

c) Talk to their neighbors using an appropriate noise level.

d) Wear seatbelt at all times.

2. Children may not "save" places for others in the bus stop line or on the bus. This frequently causes unnecessary disagreements and fighting.

3. Fighting, profane language, name calling, and destruction of property will not be tolerated. Such behavior will result in immediate action and probable loss of bus privileges.



4. No food or drinks may be consumed on the bus.

5. Children must remain seated inside the bus at all times. Children should not get up or trade seats once the bus is in motion, nor should they extend their arms or head outside the windows or in the aisle.

6. Students are to board and depart only at their assigned bus stop and only at their assigned times. Due to space limitation, students may not ride the bus home with a friend.

7. The bus driver is in charge of the discipline on the bus. The driver has the authority to assign seats as determined necessary.

8. Each parent is responsible for supervising his/her child(ren) at the bus stop. Parents unable to uphold this responsibility should make arrangements for another adult to provide this very necessary supervision. One suggestion is to rotate supervision among the adults in the community.

9. Children should not arrive at the bus stop until it is nearly time to board the bus. When students arrive too early, they have idle time without constructive activity, which often results in conflicts or problems. Parents should walk their children to the bus stop approximately 5 minutes before the bus is scheduled to arrive. Parents should remain with their children until they load the bus and the bus departs.

10. Fights or other serious problems arising at bus stops due to lack of or inadequate parental supervision will be reported to the local police. Disagreements at the bus stop are often carried onto the bus and to school and prove detrimental to a safe and orderly environment. We are concerned for the safety of our students and want only their well-being. Your cooperation is necessary and appreciated.

11. Inappropriate behavior on the bus will be reported to the parent and school administrator. Should a student have a problem on the bus, the driver will first seek resolution with the parent through a bus misconduct report. This report should be signed by the parent and returned to the driver on the morning following receipt of the notice. Parents should take these notices seriously and address them appropriately with their child(ren) since these notices preempt a formal discipline referral.

12. If bus misconduct is serious (i.e. fighting) and needs immediate action, or persists after parent notification, the driver will complete a formal discipline referral. A school administrator will investigate the report and

take appropriate disciplinary action. Since safety of all students is a critical issue, bus privileges may be lost in serious or persistent cases of inappropriate behavior.

13. Should you wish to discuss a concern related to the bus, please contact the Transportation office directly at 486-2141.

Class Reassignment Due to Increased or Decreased Student Population

Student placement is considered tentative for the first ten days of school. On occasion, our classes may grow in student population beyond an expected or state mandated student-teacher ratio. In such cases, an additional class may be formed with a new teacher. This will require moving students from the overcrowded class to the new class. The administration will ensure a fair procedure by which this is accomplished. Should enrollment prove lower than projected, loss of personnel may require a change in teachers or class placement. This situation will also require moving students. Should this become necessary, parents will be notified, and all efforts will be made for a smooth transition.

Student ratios average 18 to 1 in kindergarten through third and 22 to 1 in fourth and fifth. These numbers are based on the state's class size requirements.

Communication

The parent and community engagement system is used by the district to improve communication regarding emergency situations, student attendance, and upcoming events and activities. Throughout the year, you will receive messages from the district and school personnel. The school will also email a newsletter home each month throughout the year listing special events and items of interest. This **newsletter is sent via email using the email addresses in our student information system. Please be sure your email address is updated for this school year.** Additionally, teachers will establish a means of communication through multiple sources which may include the agenda book, phone calls, newsletters, websites, and texting apps. If you have access to the internet, you can reach our school's website at https://www.sarasotacountyschools.net/phillippi. You can also find Phillippi Shores Elementary on Facebook. To maintain communication, especially in emergency situations, it is very important for parents to inform the office with any changes to phone numbers, email addresses, and/or home address.



Early Dismissal Procedures

Instruction occurs until the end of the school day, therefore, early dismissal should only be for emergencies. In the event, for medical reasons, it is pre-planned, a note should be sent to the teacher who will forward it to the office. **For safety reasons, students will not to be released from school after 2:45 p.m.** A parent/guardian picking up the student must report to the main office, present a photo I.D., and sign out the student. The student will then be called to the office. Classroom teachers will not release students without this notification. Parents must be present for pickup, before the child is called down so plan accordingly.

Emergency Contacts

Please make certain your child's teacher and the office have your current home, work, and emergency numbers. If any telephone numbers change, please inform the school at once. Some medical situations require immediate attention and accurate telephone numbers allow for parental notification and involvement. Additionally, please provide telephone numbers of neighbors, friends, and/or relatives who can be called in an emergency if a parent cannot be reached.



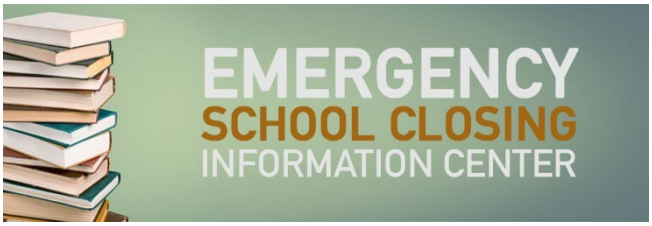
Emergency Procedures

Working toward a safe and orderly school environment requires the awareness and practice of various emergency drills. Throughout the school year the campus will practice responding to various codes and drills. All staff and students are instructed on the guidelines and procedures on how to respond to the drills in a safe and orderly manner.

Emergency School Closing

In the unlikely event that severe weather should cause the school to open late, close early, or possibly not open for a day (i.e. hurricane), information will be announced over the radio stations and television channels, and you will receive a call through our communication system. Please monitor them when weather is questionable. Do not attempt to call the school to verify the information since we need the telephone lines in order to receive critical weather information.

Parents should have a severe weather plan for their child in the event of an emergency that could impact our normal school hours. It is imperative that your child and school personnel understand the plan before such an emergency occurs.



Should school close early, we will follow each child's normal after-school routine unless you have given us specific instructions otherwise. This means that if your child normally rides the bus, he/she will be sent home on the bus, unless we have received different instructions. If your plan involves a neighbor, friend, or person other than the child's parent transporting him/her from school, he/she must be listed on the school's release information form in FOCUS.

ESE (Exceptional Student Education)

Phillippi Shores offers ESE services, which include programs for gifted children, students with varying exceptionalities, and children with speech-language disabilities.

Parents and teachers may refer struggling students to the school's guidance counselor or ESE Instructional Facilitator. If such a referral is made, meetings will be conducted, which may include administrators, classroom teachers, special education teachers, social workers, school psychologists, counselors, and parents. This team screens ESE referrals, evaluates school achievement, and makes educational recommendations to meet the

specific needs of our students. If you have an ESE child or if you want to know more about the ESE process, contact our ESE Instructional Facilitator at 361-6424.

Essential Agreements



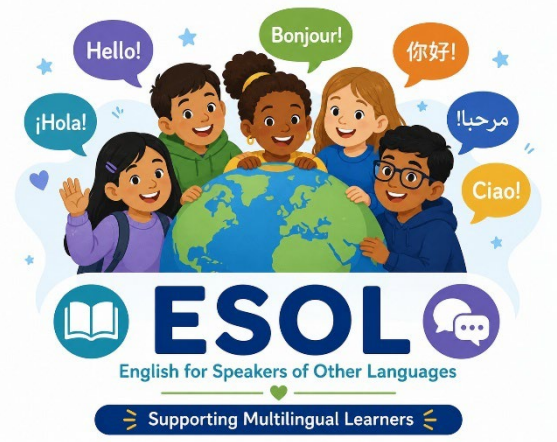
Essential Agreements provide a sense of direction and involve input from students and staff members. School-wide essential agreements are listed below. They are posted throughout the school as reminders.

Each class develops its own set of agreements; they are posted in the individual classrooms.

ESOL (English Speakers of Other Languages)

Students whose primary language is other than English receive appropriate instructional support through sheltered instructional strategies and language development practices implemented by trained classroom teachers.

In addition, the school provides ESOL support personnel who collaborate with classroom teachers to assist English Language Learners (ELLs) in meeting academic and language proficiency goals. Instruction and support services are tailored to each student's individual language needs.



All identified English Language Learners participate annually in the WIDA ACCESS for ELLs assessment, which measures students' progress in listening, speaking, reading, and writing English. WIDA screening assessments are also administered as required to determine eligibility for ESOL services and appropriate instructional supports.

Extended Day Services

Phillippi runs a before and after school program for K-5th grade students. The program is available each day that school is in session from 7:00 a.m. to 8:15 a.m. and 3:30 p.m. to 6:00 p.m. For information, or to register, contact Suzanne Cole or Emily Abreu via email at suzanne.cole@sarasotacountyschools.net or Emily.abreu@sarasotacountyschools.net. The phone number for Aftercare is 361-6018.

Field Trips

Field trips are part of the regular school curriculum. Teachers send notices home announcing field trips and requesting chaperones. Prior to accompanying the class on any trip, adults who are interested in serving as chaperones **must** have a background check through the Raptor System. This process can be completed in the front office. Notification of results often takes several weeks; therefore, your application should be completed early in the school year. Once approved, volunteers must reactivate annually.

School Counseling



Students at Phillippi Shores receive classroom counseling services on an "as needed basis" from our school counselor. Students may also receive small group or individual counseling services, as deemed appropriate. The counselor works to facilitate good relationships between parents and school personnel. On occasion, this may include a letter home or conference to inform parents of their child's progress or a flyer being sent home to encourage parental participation in a school activity.

Gum Chewing

Students are not permitted to chew gum while they are on campus.

Health Room

A trained health room aide is available to care for the injured or sick and to notify parents when necessary. If an illness or injury requires immediate medical attention, 911 will be called. The health room serves as a temporary respite when first aid is necessary or when a child feels ill. Children will be sent back to the classroom as soon as possible after having their needs met and they are feeling better. If a child is not well enough to return to class within 20 minutes, the parent or guardian will be called to pick the child up and take him/her home. It is the parents' responsibility to provide numbers where they can be reached in an emergency and to update these numbers as necessary.



If a child is ill, we ask parents to keep him/her at home, which is a more appropriate setting for recuperation. Children may not remain in school if their temperature is 100 degrees or more. Please be sure that your child's temperature has been normal for 24 hours (without fever-reducing medication) before sending him/her to school. These safeguards help us control the spread of illness.

Medication can be given to students only if absolutely necessary during school hours. Parents are urged to administer it before and after school hours when at all possible; however, it can be given at school when the following conditions have been met:

a. The parent and the doctor provide written permission for administration of both prescribed and over-the-counter medication(s)/treatment(s). A form is available in the health room for this purpose.

b. All medications are brought in by the parent and given to the health room aide.

c. The container or prescription medication has the drug store label on it, showing the name of the child, medication, dosage, and the doctor's name.

d. Over-the-counter medicines are in the containers in which they were purchased and labeled with the child's name.

Pediculosis (head lice) checks are conducted in the school by the health room aide as necessary to control lice should an outbreak occur. If lice are found, parents will be contacted to pick up their child for treatment. In accordance with School Board policy, the child may return to school after treatment and after all lice have been removed. The child is to be brought to the health room to be checked before returning to class. Absence due to lice is an excused absence for up to two days. This is considered a reasonable time period for parents to treat children and remove the nits. After two days, the absences are counted as unexcused.

The school health aide does not diagnose; however, in the event the child appears to have a contagious health problem such as lice, ringworm, pink eye, scabies, or other communicable illnesses/diseases, the parent will be notified, and arrangements must be made for the student to be taken home. The student will be readmitted to school when the condition has cleared up or with a written physician's notice that the case is under treatment and is no longer contagious.

Home Bound Teacher

In cases where extended illnesses, injuries, or other health problems prevent a child's attendance at school for an extended period of time, special home teaching can be provided without charge to the student. Should such a situation develop, please inform our school by calling the school registrar and school counselor at 361-6424. They will help you obtain the information to arrange for a home bound teacher.

Homework

Homework is a time for skill practice, enrichment, and/or more in-depth attention to a given unit of study that contributes to the learning process for children. The expectations will be explained to your child by the classroom teacher. Parents/guardians will be notified when their child does not complete homework assignments as expected.



Insurance

School insurance is available to parents through an independent company. The school does not handle claims; parents must contact the insurance company directly. Information on school insurance is sent home the first week of school and is available in the office. The insurance is designed to assist parents financially should their children become injured at school or during a school-related function. Certain conditions apply. Since the school is not responsible for payment of accidental injuries, it is important for students to be properly insured to minimize personal cost in the event an accident occurs. Twenty-four hour insurance is also available for an additional cost.

Children 18 years or younger who do not have health insurance may be eligible for coverage under the Florida KidCare Program. The open enrollment for the Healthy Kids KidCare Insurance program has changed to be year-round. The necessary forms may be obtained in the school office or by calling 364-2813 or 1-888-540-5437.

You may also access their website at www.healthykids.org for additional information, including an application describing the program.

Lost and Found

Name tags should be placed on all clothing, backpacks, book bags, lunch boxes, and other items that are brought to school. Every year we send a great number of unclaimed items to non-profit organizations. If an item is missing, a lost and found area is located in the cafeteria. Please remind your child to check the lost and found areas if something is missing. Periodically, we will display unclaimed items in the cafeteria during lunch time and after school. Unclaimed items are donated twice a year: prior to winter break and after the last day of school.



Lunch with Your Child

We are pleased to provide parents the opportunity to eat lunch with your child either at one of the booths located in the cafeteria or in the courtyard. **Students will not be sent to the main office to pick up a hot lunch. They MUST buy or pack a lunch. If a parent is visiting for lunch they may bring outside food to campus. Outside food (such as Chick-Fil-a or McDonalds) cannot be dropped off to be eaten in the cafeteria.** When eating with your child, please remember you may not allow children other than your own to eat with you. In the interest of safety, children are not to move about the cafeteria without permission from one of the lunchroom attendants. Please help us by making certain your child does not run when you are visiting. **In order to teach the students the cafeteria procedures, we do not allow visitors on campus during lunch the first two weeks of school. We do, however, allow registered volunteers to assist during lunch times the first two weeks. Thank you for working with us to help our students learn the lunchroom routines. Lunch visitors are not allowed on campus during testing windows. These dates are communicated through the principal newsletter.**

Parent Drop-Off and Pick-Up Procedures

In a continued effort to ensure the safety and well-being of all our students, we are requesting that parents/guardians adhere to the following morning and afternoon procedures.

Morning Drop-Off:

- All visitors coming on campus must have a Raptor badge.
- Parents/guardians are allowed to escort their child/children to class between 8:15 and 8:25. To do so, you must have a badge and sign in AND out at the designated area.
- Parents/guardians on campus from 8:00-8:30 for a scheduled event or meeting must go through the office for a Raptor badge.
- Doors open to students at 8:00 a.m. and students may go to breakfast at that time or will sit in the hallway outside their classroom door. Classroom doors open at 8:15 a.m.

RAPTOR TECHNOLOGIES

******Please note: No same day dismissal changes will be accepted after 2:30 p.m.******

Afternoon Car Line:

Display school-issued car tag on rearview mirror. If you do not have your car tag, please report to the front office with your driver's license.

Pull up to the farthest open gate. If you need to assist your child, please pick up at the first gate only. If parent wants child on driver's side (passenger side strongly recommended for safety), then parent must get out of car and place the child in the car.



Afternoon Walk-Up:

Bring school-issued car tag to the cafeteria to pick up your child. If you do not have your car tag, please report to the front office with your driver's license. Parent/guardian must show car tag when exiting cafeteria.

Bike Riders and Walkers:

Students who are walking or riding bikes will be dismissed from their classrooms. These students will exit via the door by the kindergarten classrooms. Students must have a permission form signed to exit this door. Students are required to sign out with a staff member in this area before leaving campus every day.

<u>Parent Conferences</u>

Conferences with a child's teacher can be scheduled any time during the school year. Please make arrangements directly with your child's teacher. A conference early in the school year is encouraged. In a private meeting, a parent can learn about the teacher's expectations, and the teacher can learn a great deal about the individual needs of the student from the parent's perspective which helps to form a team approach. Please do not ask a teacher to discuss your child's progress while he/she is supervising students.



<u>Parent Portal</u>

Maintaining timely communication regarding your child's academic progress is an important piece of the home to school collaboration for student success. Parent conferences, agenda books, phone calls, and weekly notes, are just a few ways in which we communicate academic progress and performance. Parents/guardians can use the Sarasota County Schools Parent-Student Portal, at https://parentportal.sarasotacountyschools.net/ to access academic progress, quarterly report cards, and attendance for their child(ren) on a regular basis.

Parent Teacher Organization (PTO)



The Phillippi Shores Parent Teacher Organization is a very active and productive group providing support for instructional programs and social activities that benefit all Phillippi's children. All parents and family members are invited to be involved and to volunteer at Phillippi. The PTO offers informative and helpful programs and family activities for students, parents, and teachers. PTO Board Members can be contacted through the office. Please join our PTO and share your unique talents with our school community.

Parking Lot Procedures

In a continued effort to ensure the safety and well-being of all our students, we are requesting that anyone accessing the Phillippi campus please adhere to the following parking lot guidelines:

- Provide yourself time! (Arrive at 8:25! Students must be in their seats in the classroom by 8:30 a.m. to be considered on time. That cannot be achieved if you are pulling into the parking lot right before the bell rings.)
- Park in designated parking spots ONLY. (Refrain from parking along the curbs, on grassy areas, or in reserved or handicapped spaces.)
- Travel at posted speed limit of 5 miles per hour.
- For the safety of the students, no cell phone use while driving through the parking lot.
- If parking for drop-off of items or to attend a scheduled meeting, please come to the main office with your child.
- Patrols and staff members are ONLY able to assist students entering and exiting the car on the passenger side.
- The parking lot located behind the school on the north side of the campus is for parking only. Students must be escorted by a parent/guardian to the back door.

Progress Reports



Midway through each grading quarter teachers send home progress reports to the parents of any student who is experiencing difficulty. The progress reports give parents an opportunity to address concerns and assist their children in improving performance prior to the end of the grading period. Additionally, parents can access the Parent Portal throughout the year to monitor academic progress and attendance.

PSNN



Our Phillippi Shores News Network provides opportunities for fourth and fifth graders to broadcast school news on a daily basis. Students who are chosen for this honor demonstrate good study habits and exemplary behavior.

Rainy Day Pick-Up



If your child rides a bike or walks to school, it is important for him/her to know in advance what to do if it is raining at dismissal time. Please make a standing rainy day arrangement with your child. This will help avoid confusion and prevent your child from becoming anxious over the situation.

Recess

Recess is a chance to have free time and play. Physical exercise within a social setting is essential for optimum development. Children are encouraged to have fun and use this time wisely. Safety is always the prime consideration when children are playing. No situation or activity that poses a hazard will be permitted. Below is a list of guidelines and rules for the playground.

1. Children should walk to the playground in an orderly quiet manner. This is necessary because they will pass classrooms that are in session.

2. Children may not throw objects (sticks, rocks, mulch, dirt, etc.) or play in a manner that is too rough (pencil fighting, pushing games, chicken, etc.)

3. "Play fighting" typically results in real fighting and is prohibited.



4. Adults are present in all situations and should be used as a means of intervention before a fight occurs. The school will not support "hitting back." Although it rarely occurs, if two children fight at Phillippi Shores, both will be disciplined.

5. Children should play only in the designated areas and must obtain permission from a supervising adult in order to leave for any reason.

6. Items such as sports equipment should not be brought onto the playground in order to avoid damage, loss, or fighting. Such equipment will be provided by the school.

7. Students should play safely and in a friendly manner. Cooperation and respect are a must.

8. Due to safety concerns on the buses and in the drop-off and pick-up areas, students cannot bring balls and other recess items back and forth to school. With the approval of the teacher, students may donate items to the class to be used at recess.

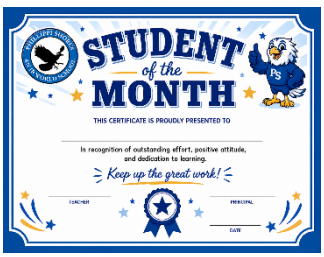
Recognition Program



Students that meet the above criteria for grades, effort, and self-management skills are invited to a quarterly celebration of fun outdoors! Activities include bounce houses, games, and additional recess time.

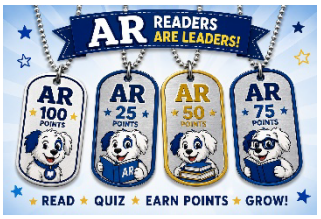
IB Student of the Month

Each month every staff member is able to select students to be recognized for showing exemplary characteristics for one of the ten IB profile traits. Students will receive a certificate and are recognized on our school social media page. Classroom teachers will call home if your child is selected as student of the month so you can check their backpack for their certificate. Students that receive Student of the Month will be showcased on the Phillippi Shores Facebook page.



Falcon Dollars

Students may receive Falcon Dollars for demonstrating the IB profile traits and attitudes or for showing good behavior or effort. Students are able to spend their Falcon Dollars at the Falcon Nest store on scheduled dates throughout the year.



AR

Students will have the opportunity to receive special rewards for earning AR points.

Report Cards

Report cards are issued every nine weeks. A student must be in attendance at least

20 days within a grading period in order to receive grades from our school. Only parents without access to the Parent Portal will receive a paper copy of the report card.

1) The grading periods are scheduled as follows:

1st quarter	August 10, 2026 – October 9, 2026
2nd quarter	October 13, 2026 – December 18, 2026
3rd quarter	January 5, 2027 – March 11, 2027
4th quarter	March 22, 2027 – May 26, 2027

2) Students in grades 2-5 are evaluated using letter grades. Grades are explained on the report card. Should a parent have questions about a child's grades or performance, a conference should be scheduled with the teacher. While different criteria for evaluation and assessment are used for different subject areas, the following grading scale is in place. These percentage equivalents are employed when assessing progress in the basic subject areas for Sarasota County students.

Grades 2-5

A = Outstanding Progress	90-100%
B = Above Average Progress	80-89%
C = Average Progress	70-79%
D = Lowest Acceptable Progress	60-69%
F = Failure	0-59%
Work Habits	Pass/Fail



3) The Learner Profile Assessment for the International Baccalaureate Primary Years Programme will be inserted into report cards each quarter. This insert indicates the degree to which students are developing the Learner Profile traits.

Safety Patrol Program



Each year a number of mature, dependable fifth grade students are selected to serve on the school safety patrol. These students provide a real service in terms of the safety of other children before and after school. All students are expected to cooperate fully with the patrol members when reminded to follow school rules. Patrols arrive to school at 7:45 a.m.

School Hours



7:00 – 8:15 a.m.	Phillippi Before Care
8:00 – 8:25 a.m.	Breakfast Served
8:00 a.m.	Children Invited on Campus

8:15-8:25 a.m. Parents can walk students to class, classroom doors open



8:30 a.m.	Classes Begin
3:15 p.m.	Student Dismissal
3:30 – 6:00 p.m.	Phillippi Aftercare

Students are welcomed on campus at 8:00 a.m. Those who arrive late (after 8:30) need to be accompanied by a parent to the office and the student will be marked tardy.

School Office Numbers

Office:	361-6424
Cafeteria:	361-6577
Bus Transportation:	486-2141
Phillippi After Care:	361-6018

Snacks

Many teachers provide time for snacks during the school day. Good healthy snack options include carrot sticks, celery, apples, bananas, nuts, and whole wheat crackers fall into this category. Please check with your child's teacher regarding allergies; we have some peanut-free zones on campus.



Student Class Placement

Placement of students in their academic classrooms is of the utmost importance. Administration and staff spend a tremendous amount of time matching students with teachers, while attempting to keep the boy/girl ratio as even as possible. In the spring, parents are given an opportunity to complete a classroom placement form. These forms give parents/guardians

the opportunity to share in writing characteristics about their child that they would like to be taken into consideration for placement for the upcoming school year. We do not accept specific teacher requests. Please keep in mind that we are unable to honor all requests; ideal placement for our students is our first consideration.

Student-Led Conferences

Student-led parent conferences are held at the end of the school year in each classroom. During the meetings, students share what they consider to be examples of their most significant learning experiences with their parents. Teachers contact parents regarding scheduling. Parents have indicated this is a highlight of the school year and students enthusiastically prepare for this event.

Swift Media Center Services



The Swift Media Center serves as the heart of our IB school world. It is provided for the learning enjoyment of all members of our school family. It provides a variety of books and periodicals in several languages for both leisure reading and focused studies. Teachers and students have access to computers, academic games, manipulatives, and reading kits, all of which aid in enriching learning.

Telephone Use/Smart Watches

Students can bring cell phones and smart watches to school, but they must remain off and in their backpacks. We are not responsible for lost or stolen items. Students can use school phones for emergency situations. Permission must be obtained from the teacher or office staff. Students are not to request use of school telephones for such purposes as permission to visit a friend after school. Please make such arrangements with other parents prior to the day of the visit.

Uniform Policy

Shirts

- Phillippi polo-type shirts (with logo) are required Monday through Thursday (navy blue, royal blue, red, white, and this is the last year to wear hunter green).
- Shirts can be purchased in the school office.
- Please Note: Button-up shirts are not allowed.
- **Friday Options** – Phillippi polo-type shirts or any Phillippi "spirit" t-shirt
  (Spirit shirts are allowed on the last day of the week even if that day is not a Friday.)



Coordinates

- **Plain** navy, khaki, black, white, gray, or denim shorts, pants, skorts, or jumpers
  (Note: Jumpers must have school logo.)
- Navy blue, red, royal blue, and white polo-type dresses are allowed with the logo.
- Shorts, pants, skirts, and skorts must not hang below the waist.

- Shorts, skirts, skorts, and jumpers should be no shorter than mid-thigh.
- Shorts or leggings are expected to be worn under skirts and jumpers.
- Leggings are only allowed to be worn under bottoms, and not alone.
- If leggings are worn, they must be a solid uniform color.
- Coordinates cannot include embroidery or embellishments and cannot be ripped or frayed.
- Athletic/sports clothing, including spandex, nylon and sweats material are not permitted.

Shoes

- Closed-toe athletic shoes with a back are required.
- Please Note: Boots and crocs are not allowed.



Winter Options

- Students may wear a coat, jacket, sweatshirt, or sweater.
- Long-sleeved shirts are allowed to be worn underneath the uniform shirt but must be a uniform color.
- Sweatshirts with the school logo can be purchased in the school office.

Picture Days

- **Class Picture Day:** Full uniform required
- **Individual Picture Day:** Students may dress out of uniform but in full compliance with dress code expectations
- **Make-Up Picture Day:** Students may dress out of uniform for picture but must put on uniform after picture is taken

Financial Assistance

Families experiencing financial hardship or difficulty obtaining approved uniform items are encouraged to contact the school office. Assistance and resources may be available and will be handled confidentially.

Please Note: Our goal is to work in partnership with families to ensure students meet school expectations. Consequences will be corrective and supportive in nature and will not interfere with a student's access to instruction or learning opportunities.

PHILLIPPI SHORES ELEMENTARY
Uniform Expectations Flow Chart

At Phillippi Shores Elementary, we are a PBIS school that partners with families to ensure students are prepared for learning each day in the appropriate school uniform.

We teach expectations. We recognize success. We support every student.

STUDENTS MEETING UNIFORM EXPECTATIONS

- Positive acknowledgment from staff
- Falcon Dollars
- Class and school recognition
- Participation in school incentives





We notice and celebrate students who make good choices!

WHEN A STUDENT IS NOT IN APPROPRIATE UNIFORM

- Staff respond respectfully
- Problem-solve with the student
- Provide support and reteach expectations
- Document for consistency



Our goal is to teach, support, and partner with families.

PROGRESSIVE, PBIS-ALIGNED RESPONSE

All steps include documentation and family communication.

1 FRIENDLY REMINDER AND PROBLEM-SOLVING (SAME DAY)



- Staff reminds student of uniform expectation.
- Problem-solve together in a respectful way.

Goal: Reteach and redirect.

2 FAMILY NOTIFICATION



- Parent/guardian receives written notification or email regarding the uniform concern.

Goal: Partner with families early.

3 PHONE CALL AND SUPPORT



- School staff calls parent/guardian to discuss the concern.
- Review expectations and available supports.

Goal: Strengthen communication and problem-solve.

4 FAMILY CONFERENCE AND PLAN



- Conference with parent/guardian and school staff.
- Create an action plan to support consistent compliance.

Goal: Develop a plan for student and family success.

5+ CONTINUED NON-COMPLIANCE



- Administrative review and continued family communication.
- Action plan is monitored, adjusted, and supports are increased as needed.

Goal: Ensure every student has what they need to be successful.

CORRECTIVE AND SUPPORTIVE MEASURES

When possible, students may be asked to:

- Change into a school-provided uniform item.
- Wear a loaned uniform item for the day.
- Have a parent/guardian bring appropriate uniform clothing to school.



ADDITIONAL SUPPORTS AND ACCOUNTABILITY

- Student may check in with staff for support.
- Structured check-ins or reminders as needed.
- Action plan progress is monitored.
- Consequences are instructional, not punitive, and will never interfere with a student's access to instruction.



We are here to help!

DRESS-DOWN AND SPIRIT DAY GUIDELINES



Students who are not in compliance with the uniform policy may not participate in optional dress-down days, spirit days, or other special attire events until the concern has been resolved.

FAMILY SUPPORT

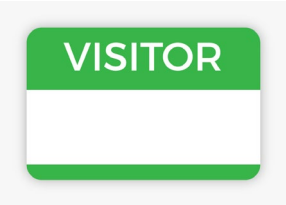


Families experiencing financial hardship or difficulty obtaining approved uniform items are encouraged to contact the school office. Assistance and resources may be available and will be handled confidentially.

Our goal is to work in partnership with families to ensure students meet school expectations. We will be fair, consistent, and supportive—and will never interfere with a student's access to instruction or learning opportunities.

Visitors

All parents are invited to visit our classes. If you wish to visit your child's classroom, please make arrangements with the teacher in advance. All visitors must be appropriately dressed. Appropriateness will be determined by the principal or designee. We ask that you refrain from involving the teacher in a conversation concerning your child's progress during a visit. The teacher is responsible for the academic growth of all the children in his/her classroom, and even the shortest conversation can cause a loss of instructional momentum.



All visitors must report to the main office and provide the receptionist with **valid state photo ID**. To better protect the school community, our campus screens for registered sex offenders using Raptor. Raptor helps track visitors, contractors, and volunteers at our school thus providing a safe, monitored environment for the students.

A name badge is automatically printed when ID is scanned and must be worn in order for you to access our campus. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. Please remember to sign out in the main office upon leaving campus.

Also, providing the school with a copy of the state-issued photo ID at the beginning of the year saves time when visiting the campus throughout the remainder of the school year.

RAPTOR TECHNOLOGIES

Children not enrolled at Phillippi Shores are not permitted to visit without a parent or guardian. Advanced approval must be obtained from the principal.

Volunteers

Phillippi Shores actively recruits parent and community volunteers. In order to serve in the volunteer capacity, individuals must pass a criminal background screening. This process can be completed at the school, but notification of results often takes several weeks. We are unable to use volunteers until they have been cleared in the background check; therefore, we recommend that if a parent wishes to serve as a chaperone on field trips, an assistant in classrooms, a reading tutor or in any other voluntary situation, he or she begin the process immediately after the opening of the school term.



Withdrawals

If it becomes necessary for a student to be withdrawn from Phillippi Shores, please notify the school registrar immediately. All textbooks and media books must be returned and lunch/breakfast charges paid. The registrar will then issue a withdrawal slip that may be taken to the new school. When your child is enrolled at his/her new location, the office at the new school will request the student records which will be mailed directly to the new school.

Work Habits…also known as Self-Management Skills

The staff of Phillippi Shores is committed to providing each child with a first-class education. The development of effective self-management skills, formerly work habits, is crucial to success in both the workplace and in one's personal life.

Please take a moment to review each of these skills with your child. From discussions with parents, we have learned that working together to support this policy often becomes a memorable bonding experience between parents and their children, and it allows students to gradually assume ownership for their actions.

Organization & Time Management – Approaches to Learning Skills

At Phillippi Shores Elementary, we believe self-management skills are essential for student success both in and out of the classroom. As an IB World School, we teach students to take responsibility for their learning, behavior, and daily choices. These skills help students become organized, responsible, respectful, and reflective learners who are prepared to contribute positively to our school community.



The Self-Management Chart is located in the front of the student agenda/planner. It is advised that you check this on a daily/weekly basis. Teachers will mark any infraction with the date in which it occurred. After 5 marks in a category – parent contact will be made to discuss what can be done to improve the self-management skill.

Self-Management Skills

Section 1: Organization and Time Management

Students are expected to come to school prepared with the materials they need, complete assignments and responsibilities on time, give their best effort, and follow the school's uniform expectations. These skills help students develop responsibility, independence, and readiness for learning.

- ***Class Preparation***
  Students come to school ready to learn by bringing necessary materials, being organized, and completing assignments and responsibilities on time. Being prepared helps students maximize learning opportunities and develop independence.
- ***Classroom Effort***
  Students demonstrate their best effort by actively participating in learning activities, staying engaged, persevering through challenges, and taking pride in their work. Consistent effort supports both academic growth and personal achievement.
- ***Wears Proper Uniform***
  Students follow the school uniform expectations by wearing the approved uniform each day. Adhering to the uniform policy promotes school pride, reduces distractions, and helps create a positive learning environment for all students.

Section 2: Making Informed Choices, Codes of Behavior, and Personal Safety

Students are expected to follow classroom and school rules, respect the rights of others, make safe and responsible choices, and use respectful language and actions. These skills help students demonstrate integrity, accountability, and good citizenship while contributing to a positive learning environment.

- ***Classroom Behavior***

Time in class is devoted to active engagement in the learning process. It is expected that students follow the classroom rules and essential agreements daily.

- ***Specials Behavior***

During special classes students are expected to follow the classroom rules set by the teacher. They are expected to be respectful, responsible, and be ready to learn when attending their specials class each day.

- ***Office Referrals***

Students who receive 2 or more office referrals will be excused from Recognition. It is our goal that teaching students to make informed choices, teaching them classroom expectations, that this will deter them from an office referral.

ATL: Organization and Time Management
Learner Profile: Caring & Balanced
Key Concept: Responsibility

We understand the importance of balancing different parts of life. We recognize the interdependence with other people and with the world they live in.
Provocations:
Do I have my belongings and materials?
Do I turn in my assignments when asked?
Did I give my best effort?
Am I wearing the required uniform?



						Evident 0 marks	**Developing** 1-5 marks	**Emerging** 6-10 marks
Class Preparation								
Classroom Effort								
Wears Proper Uniform								

ATL: Making Informed Choices, Codes of Behavior, and Personal Safety
Learner Profile: Principled, Balanced, & Reflective
Key Concept: Responsibility

We act with integrity and honesty, with a sense of fairness and with respect for the rights of people everywhere. We take responsibility for our actions.
Provocations:
Did I follow directions when they were given?
Do I follow the classroom/school rules?
Did I respect and follow the rules at specials?
Am I using respectful language and actions?



						Evident 0 marks	**Developing** 1-5 marks	**Emerging** 6-10 marks
Classroom Behavior								
Specials Behavior								
Office Referrals						**Evident** 0 marks	**Developing** 1 mark	**Emerging** 2 or more marks

Please know that students must receive Evident or Developing in EACH of the 6 Self-Management Skills (Work Habits) areas to attend the Quarterly Recognition Celebrations. If a child exceeds the acceptable level in any one category as noted in their agenda book, they will not be attending Recognition. On the first date of each new grading period, children will begin with a clean slate. We know that as a child's first teacher, parents want him/her to develop the skills to be successful both in school and in later life.

Important note: For those students here on "REASSIGNMENT", it is essential to follow the academic and behavioral expectations set by Phillippi Shores. Students must come to school each day on time and demonstrate they are engaged learners. If a child is unable to follow the expectations set by the teacher and principal, the child can be returned to his/her districted school. Keeping our family intact is important, and school personnel will work with parents to avoid asking a child to leave.

The time to begin instilling positive and productive habits is now. It is very hard to "unlearn" bad habits. Together, we will develop strong and resilient children who are ready to take on the world. As always, we appreciate your support.

Attendance

Attendance | Phillippi Shores Elementary

Student Insurance

Documents | Sarasota County Schools

Before & Aftercare

Phillippi Before and After Care | Phillippi Shores Elementary School

Free and Reduced Lunch Benefits

Free & Reduced Benefits | Sarasota County Schools

My School Bucks

Dining | Phillippi Shores Elementary School

Parent Portal

https://scs.focusschoolsoftware.com/focus/index.php?skipSSO

Rooms App

Rooms___Mobile_App_Step_by_Step_Guide_v2.pdf

Transportation

Transportation FAQ's | Sarasota County Schools

Uniforms

Phillippi Dress Code and Uniforms | Phillippi Shores Elementary School

Volunteer

Become a Volunteer | Sarasota County Schools