Diplomat Elementary School

1115 NE 16th Terrace

Cape Coral, FL 33909

Phone (239)458-0033 Fax (239)458-1697

“Diplomat students will be dedicated and responsible learners and   
respectful and compassionate individuals.”

**DIPLOMAT  
ELEMENTARY SCHOOL  
“AMBASSADORS”**

Student Information

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Number \_\_\_\_\_\_

Before or After School Care \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation: Please circle one option. If bus rider include bus number.

Morning Bus \_\_\_\_\_\_ Car Rider Walker D2D

Afternoon Bus \_\_\_\_\_\_ Car Rider Walker D2D

**Diplomat Elementary**

**Agreements**

**Conduct**

I have received and read the School District Code of Conduct. I have also read the information contained in the Diplomat Elementary Student Planner Handbook, and I understand and agree to the policies and procedures described in those pages. I understand that these policies are designed for the safety, health and security of all students and visitors to Diplomat Elementary and apply to all who attend our school or visit our campus.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs**

At times Diplomat Elementary may take photographs of students for use in the Yearbook, or to publicize or celebrate school events and awards. I understand and allow my child’s photo to be taken and published for legitimate school reasons as allowed by the policies of the School District of Lee County.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Handbook**

2017 - 2018

**ACCELERATED READER**

The Accelerated Reader (AR) program encourages students to read from a variety of sources. AR includes reading independently and reading with someone and being read to by someone. Please see the AR pages in this planner for a full explanation of this program.

**ATTENDANCE**

Children need to attend school regularly, arriving on time. Children must be in class in order to learn. If your child must be absent from school please contact the school. Parents may phone the office or send a note to the teacher on the first day the child returns to school.

If you have a planned absence due to medical issues, or a family event, send a note to the school at least 3 days prior so that the teacher may send work home with the student.

The District policy for make-up work is a day for every day out plus one day – a student, who misses three days, would have four days in which to make up work.

Schools may also count three tardys as one day of absence. Children who are chronically absent or tardy will be contacted by the school and may receive follow-up from the School Social Worker.

**BEFORE AND AFTERSCHOOL CARE**

Diplomat Elementary offers both before and afterschool care from 6:45 A.M. until 6 P.M. through the Dawn to Dusk Program. The cost of the program is $5 per day for the Morning Program. The Afterschool program cost is $10 a day for pick up after 4:15 P.M. and $6 per day for students picked up before 4:15. Ms. Rosalie Marody is the Program Director. For more information please see the D2D flyer or contact the program at 458-3232.

**BIRTHDAY TREATS**

Parents may provide classroom treats for a child’s birthday celebration. As per District policy, all treats must come from a store or bakery as homemade treats are not permitted. Treats should be individual servings such as cupcakes, donuts or prepackaged cookies or snack cakes and should be enough for the class to share. Cakes and drinks are not allowed. Treats should be delivered to the front office. The teacher will distribute the treats at a time that works best in their daily schedule. Parents who wish to celebrate birthday lunch with their child may eat with the child at one of the outside picnic tables. Parents may not set up birthday celebrations in the school cafeteria.

If you wish to send invitations to the school to invite classmates to a home party, you must invite all the students in the class. We will not distribute or allow the child to distribute invitations to only a few of the children in the classroom.

**CAFETERIA**

Our cafeteria offers a free breakfast and lunch to all children. Breakfast service is from 8:30 A.M. to 8:55 A.M., lunch times vary by class.

Find menus at the following link: http://leeschools.nutrislice.com/menu/diplomat-elementary/

**CAR RIDER RULES**

**Drop Off (Mornings)**

Morning drop off begins at 8:30 A.M. If you need to drop your child off prior to 8:30 A.M. please register your child to attend our Dawn to Dusk Child Care Program as there is no supervision for students who are dropped off early. All morning drop off is done via the first parking lot, along the walkway in front of the main office. When dropping off a student, please pull forward to allow as many cars as possible along the walkway. You need not leave your car, staff will assist students.

If you need to park and come in to the office please use the staff lot entrance just west of the school driveway. Do not use this lot for morning drop off as it is not supervised, it is a park and walk area only and not a safe area for drop off. There is an entire row of visitor spaces in the lot which are there for parents to use to park and come into the office or to the front of the school.

**Pick Up (Afternoons)**

There are two (2) pick up areas for car riders.

Kindergarten and 1st Grade students and their siblings are picked up from the staff parking area between the elementary and middle schools.

Students in grades 2 – 5 are picked up in front of the school. To access, enter the driveway by the Diplomat Elementary sign. If your child will be an afternoon car rider you will fill out the goldenrod sheet in your Open House folder and use that to identify you in the parent pick up line. Within the first few weeks of school you will receive a formal card for your car. Please do not send friends or family members through the line to pick up students without the official yellow card.

During pick up please display your yellow Car Rider sign in the windshield. Teachers will use this to call your child’s name. Your child will come to you. Always stay in line and do not leave your car.

Barring the first few weeks of school when we are all getting used to the procedures, pick-up is complete by 3:30. We understand that traffic may be a bit unpredictable at times, or that a parent may sometimes run a little behind. We will have a grace period until 3:40, that is 30 minutes after dismissal. When the car line ends students remaining will go into the office and parents will need to come in to sign them out. The parents of students not picked up by 3:40 will be called, and those students will remain in the front office until they are picked up.

Please review the video on our website explaining the process for student pick up. For both drop off and pick up parents should approach the school from NE 10th Place to NE 18th Terrace to NE 12th Place turning right at the stop sign (basically wrapping around the perimeter of school property). This allows a right turn into the school lot and avoids traffic congestion on 16th Terrace. This is important as there is a daycare and Fire Station located on 16th Terrace and we need to keep the route open.

**CELL PHONES**

Our District Code of Conduct states that students may have cell phones with them on school grounds during school hours, however they must be turned off. We recognize that parents often want students to have cell phones on the way to and from school for safety reasons, however they may not be used during the school day.

Unauthorized use of any electronic device or camera, including the recording of school events and activities is prohibited especially as some families have prohibitions on their children being photographed and on the sharing of photos with others.

Possession of phones and all electronic devices is done at the student’s own risk and the school assumes no responsibility for those devices.

**COMING AND GOING**

School begins at 8:55 and our day ends at 3:10. During the first days of school we establish each child's going home routine. If you need to change this routine for a day or permanently, you **must** **put the change in** **writing** and send the written change to school with the child.(Use the yellow pad in the welcome folder for this purpose.) If there is a need to change your child’s bus or bus stop, please visit our front office to make the necessary changes.

We will not accept a child's verbal insistence that they have a different "going home" method for the day. Children are easily confused with details such as date and time. We must have your request in writing. If you forget a note, or if plans change please contact the front office. Changes cannot be made after 2:50 PM. Emailing the teacher is not effective as the teacher may not check email until after dismissal.

**DISCIPLINE – CODE OF CONDUCT**

Diplomat Elementary will follow the District Code of Conduct in regard to student misconduct.

Minor infractions are handled by the classroom teacher, who will contact the parent. If a child’s behavior warrants a visit to the office, or is ongoing the teacher will complete a Behavior Intervention Form. The form will go home with the child to be reviewed by the parent. We ask that the child and parent complete the reflection portion of the form. In this section the child writes a short account of what happened and why they will not behave that way in the future. This coincides with our belief in Restorative Justice practices, and Quality Schools, both of which encourage children to set goals for success and be accountable for their actions. If the child completes 3 or more forms the parents will be contacted by administration to discuss ways we can work together to encourage more positive behavior.

Discipline is not a punishment, but is the method by which we teach children right from wrong, and encourage positive behaviors. To encourage safe and positive behaviors Diplomat Elementary has a system of classroom rewards which include classroom parties for compliments. We also encourage positive character traits through our yearly theme, including awards for Effort, Citizenship, and other positive traits.

**DRESS CODE – UNIFORM POLICY**

Please see Uniform Policy Page.

Casual Dress – Occasionally the students earn a casual dress day.

We always have casual dress the last three days of school, and for some celebrations. Casual dress means students do not have to wear uniforms but must wear school type clothes such as jeans, capris, T- shirts, and colorful tops with sleeves. They should not wear dressy clothes, short shorts, halter tops, clothes with writing or slogans or other clothes are in violation of the School District of Lee County guidelines for dress.

**FIELD TRIPS**

Grade levels may offer one Field Trip each year. The off campus Field Trip is associated with learning that is occurring in the classroom. All children in the grade level are encouraged to participate in the Field Trip. However, inappropriate or unsafe behaviors can be reason for exclusion from the trip. If a child has 3 or more days of suspension from the school or bus, administration will meet with the parents to review the child’s behavior and a determination may be made to exclude the child from the trip. The safety of each student is the first consideration of the school both in regular school activities and when off campus.

**ILLNESS POLICY**

Deciding when to keep your child home from school can be difficult. When a child is sick and needs to stay at home, parents should contact the school. Please contact the school if a medical provider makes a specific diagnosis (such as strep throat, conjunctivitis or chicken pox).

Please keep your child home if they have the following:

* Chicken Pox
* Fever of 100 degrees or more; child must be fever free for 24 hours without medication before they return to school.
* Head Lice
* Impetigo (may return 24 hours after treatment begins.)
* Body Rash with fever
* Ringworm (may return after treatment begins.)
* Strep Throat
* Vaccine Preventable Diseases
* Vomiting (twice or more in 24 hours)

Children who feel ill after arriving at school will be sent to the Clinic. Trained Clinic Personnel will evaluate the child and contact the parent if they have any of the above symptoms, or if they are concerned about the child’s immediate health needs.

If a child has a medical condition which needs treatment please contact the clinic.

If a child has a temporary condition which affects participation in a school activity or requires crutches, wheelchairs or other aids the student must bring a doctor’s note to the clinic. The school will not administer any medication without a doctor’s note.

**LOST AND FOUND**

Students often misplace belongings such as lunch boxes and jackets. Please make sure you mark your child’s belongings with their first and last names to insure that items are returned. The school does have a lost and found area located on the stage in the cafeteria. Items are held for one quarter and if not retrieved will be donated to needy families.

**PARENT PARTICIPATION**

The school welcomes parents as participants in their child’s education. Parents can be involved in a number of ways.

The School Advisory Committee (SAC) reviews student achievement data and helps guide the school in carrying out its Mission and Vision.

The Parent Teacher Organization (PTO) is a group of parents and faculty whose purpose is to support the school and the teachers. PTO Committees include the Fundraising, Media, and Teacher Appreciation Committees.

Parents can also volunteer to assist on campus with special events such as field days, or as classroom or Media helpers.

Information on participation is provided at Open House, or you may phone the office and ask how you can be involved with our school.

**SECURITY ON CAMPUS**

Student safety is everyone’s responsibility. At Diplomat Elementary School, security procedures are applied to all parents and visitors on campus. These procedures include one safe entrance during school hours, through the front office. All visitors to campus will enter through the front office where they **must produce photo identification**. Visitors to classrooms or any on campus area will be screened through District screening software. Parents or caregivers who wish to pick students up from school before dismissal must produce photo ID and be listed on the student’s emergency card. Please assist us in keeping our school safe for all students by following these policies.

**SUN PROTECTION**

To help prevent students from the year-after-year exposure to sun - caps and sunglasses may be worn during PE, on outdoor field trips, and any other school sponsored outdoor activities. When students come indoors these articles must be removed. Sunscreen is also beneficial protection against sun exposure. Sunscreen should be applied at home and should not be brought to school.

**TECHNOLOGY**

Technology such as ebooks, and other types of electronic devices are becoming a part of student learning. There are rules for student computer usage, and for the new BYOD, or Bring Your Own Device policies. Students who bring a device for learning must do so with teacher approval and must connect to the internet only through the school server.

Misuse of technology can result in a negative consequence. We want to develop student’s technological skills, but we also want to keep them safe online.

DRESS CODE FOR

EARTH WEEK

**The week of April 22, 2018 is**

**Earth Week at Diplomat Elementary.**

Celebrate with us by wearing a **uniform shirt** in the color of the day.

Monday Wear a BLUE uniform shirt for clean water.

Tuesday Wear a RED uniform shirt because we love our Earth.

Wednesday Wear a YELLOW uniform shirt to remember the sun and solar energy.

Thursday Wear a WHITE uniform shirt for clean air.

Friday Wear a school or an Earth Day shirt and students may wear jeans with their shirts.



**VOLUNTEERS**

At Diplomat Elementary School we value our volunteers. Special occasions such as field days, fundraisers and school-wide events are great ways to show your support.

To become a volunteer, you must complete a Volunteer Application that will be screened using District screening software which insure student safety. Volunteer applications must be updated on a yearly basis.