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**Pasco County Schools**

Providing a world-class education for all students

**District School Board of Pasco County**

**Allen Altman District 1 Cynthia Armstrong District 3**

**Colleen Beaudoin District 2 Allison Crumbley District 4**

**Megan Harding District 5**

**Kurt S. Browning, Superintendent of Schools**

7227 Land O’ Lakes Boulevard, Land O’ Lakes, FL 34638

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**HUMAN RIGHTS AND CIVIL MISSIONS STATEMENT**

The right of a student to participate fully in classroom and extracurricular

activities shall not be abridged or impaired because of age, race, color,

religion, gender, ethnicity, national origin, disability, pregnancy,

parenthood, marriage, political beliefs, social and family background, or

any other reason not related to his/her individual capabilities.

Facebook – <https://www.facebook.com/pascoschools>

Flickr – <https://www.flicker.com/photos/pascoschools/>

Instagram – <https://instigram.com/pascoschools>

Twitter – <https://twitter.com/pascoschools>

The following is a list and general description of important notices, policies and procedures.  It is vital that parents and students are aware of their rights, as well as the rules and procedures that are required of all Pasco County School District students and families.  Parents are expected to review these notices annually.  A hard copy of all notices and policies are available in English or Spanish by contacting the office at your child’s school.

|  |  |
| --- | --- |
| **Notice/Policy** | **General Description** |
| [Attendance Policy](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/attendance_policy.pdf) | Description of the Florida Statute ([F.S. 1003.21](https://www.flsenate.gov/Laws/Statutes/2012/1003.21)) that governs compulsory student attendance, Pasco School Board philosophy and policies regarding student attendance |
| [Bullying/Harassment/Teen Dating  Violence Policy and Procedure](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/bullying_policy.pdf) | Description and policy regarding bullying, harassment and teen dating violence and abuse |
| [Career Academies](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.08_career_academies_eng.pdf) | Listing of Career & Technical Education programs available to Pasco students and the location of each program |
| [Check Care Disclosure](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07d_checkcare_disclosure_eng.pdf)  [Divulgación de CheckCare](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07d_checkcare_disclosure_spa.pdf) | Disclosure of policy regarding returned checks |
| [Child Labor Laws](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.05_child_labor_laws.pdf) | Summary of child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA) |
| [Classroom Transfer Process](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/classroom_transfer_process.pdf)  [Proceso para la transferencia de salón de clases](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.11_pledge_class_transfer_spa.pdf) | Guidelines regarding parent request that his or her student be transferred to a different classroom teacher |
| [Clinic, Health Issues & Medication](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.01_clinic_health_issues_medications_eng.pdf)  [Clínica escolar, aspectos de salud y administración de medicamentos](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.01_clinic_health_issues_medications_spa.pdf) | Summary of district policy regarding the distribution and storage of medications at school and policies regarding student illness |
| [Controlled Open Enrollment (School Choice)](http://www.pasco.k12.fl.us/ed_choice/school_choice/registration) | Guidelines and procedures regarding school choice including the application process, application windows, a list of schools deemed "frozen" due to student capacity and appeal procedures |
| COVID-19 (no link) | The novel coronavirus, known as COVID-19, is an extremely contagious virus, which can cause serious medical conditions, including death.  COVID-19 has been declared a worldwide pandemic by the World Health Organization, and as a result, federal, state, and local governments along with federal and state health agencies recommend social distancing and have, in some circumstances, limited the congregation of people. The District School Board of Pasco County (DSBPC or District) has initiated reasonable, precautionary measures in an effort to reduce the spread of COVID-19.  However, given the extremely contagious nature of COVID-19, the DSBPC cannot guarantee that your child(ren) will not contract the virus while  attending or engaging in school-related and/or extracurricular activities.  To reduce the risk of exposure, the District has provided parents and guardians with several virtual educational options outside of the traditional brick and mortar classrooms, which include Pasco eSchool and mySchool Online.  We look forward to educating your child(ren) and we appreciate your cooperation and efforts as we all work together to keep our students, children, and society healthy. |
| [Diploma Options and Requirements](http://www.fldoe.org/core/fileparse.php/7764/urlt/StandardDiplomaRequirements.pdf) | Standard diploma options and requirements from FLDOE |
| [Dropout Prevention & Graduation Enhancement](http://www.pasco.k12.fl.us/ssps/graduation_enhancement) | Description and location of the various dropout prevention programs that are available and implemented in Pasco County |
| [Educational Advancement and Acceleration](http://www.pasco.k12.fl.us/school_choice_catalog/catalog) | The District offers a variety of accelerated educational and advanced placement options |
| [Educational Options](http://www.pasco.k12.fl.us/ed_choice) | Pasco County Schools is proud to offer many high-quality educational options at each of our great schools. While most students are assigned to a school based on the location of their residence, our district provides families with a variety of school choice options and programs. We encourage students, parents, and guardians to explore all that we offer and to choose the best option for their student based on his or her unique learning needs and interests. |
| [Family Empowerment Scholarship](http://www.pasco.k12.fl.us/ed_choice/other_options) | The Family Empowerment Scholarship (FES) Program was established during the 2019 Legislative Session to enhance Florida's menu of education options. It will provide children whose families have limited financial resources with the opportunity to attend the school that best meets their needs and enables them to reach their academic goals. |
| [Florida Shines Online Career & Academic Planning](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.09_floridashines_online_planning_eng.pdf)  [Florida Shines-Planificación académica y de oficios a través del Internet](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.09_floridashines_online_planning_spa.pdf) | Information regarding Florida Shines an online platform available to Florida students to assist with planning and post-secondary life including post-secondary education, financial aid information and career planning |
| [Food & Nutrition Services](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.06_food_nutrition_eng.pdf)  [Servicios de Alimentos y Nutrición](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.06_food_nutrition_spa.pdf) | Information about the food and nutrition services provide to Pasco students, meal prices and information regarding the criteria and application process for free/reduced meals |
| [FortifyFL](https://getfortifyfl.com/) | FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials |
| [Graduation Requirements](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.04_24_cr_grad_req_eng_spa.pdf)  [Requisitos de graduación para diploma básico de 24-créditos/4-años (inglés y español)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.04_24_cr_grad_req_eng_spa.pdf) | Policy for determination of graduation requirements for a regular 4-year/24-credit diploma (See also student Progression Plan) |
| [HOPE Scholarship](http://www.pasco.k12.fl.us/k12_scholarship_programs/page/hope-scholarship/) | Beginning with the 2018-19 school year, a student enrolled in a Florida public school in kindergarten through grade 12 who has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship. |
| [McKay Scholarship](http://www.pasco.k12.fl.us/k12_scholarship_programs/page/mckay-scholarship) | The McKay Scholarships for Students with Disabilities Program provides scholarships for eligible students with disabilities. If your child meets all Florida Department of Education (FLDOE) McKay eligibility criteria, you may request enrollment in another public school or may seek acceptance to a participating private school. (See link for eligibility requirements and additional information.) |
| [Media Release Non-Consent Form](http://www.pasco.k12.fl.us/library/is/forms/mis_667.pdf) | Summary and policy in accordance with FERPA regarding the disclosure of directory information and media opt-out ([MIS #667](http://www.pasco.k12.fl.us/is/forms/mis_667.pdf)) |
| [Medicaid Notice](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/medicaid_parent_notification.pdf)  [Aviso de Medicaid](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/medicaid_notification_spa.pdf) | Parental rights and safeguards regarding the district's use of public benefits and insurance |
| Mental Health Services & Reporting (no link) | Any student who is determined to have brought a firearm or weapon must also be referred to mental health services identified by the school district.  Any student who is determined to have made a threat or false report must be referred to mental health services identified by the school district for evaluation or treatment, when appropriate. |
| [Multi-Tiered Systems of Support (MTSS)](http://www.pasco.k12.fl.us/ssps/page/multi-tiered-system-of-supports) | Information regarding the supports and interventions that are provided at your child's school in order to obtain high achievements for all students. These supports are organized into three tiers, with tiers II & III being more intensive |
| [Network and Technology Use Agreement](http://www.pasco.k12.fl.us/library/is/forms/mis_191.pdf) | Description of reasonable electronic use guidelines for students |
| Non-Discrimination Policy (no link) | The District School Board of Pasco County does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age in its programs, services, and activities or in its hiring and employment practices. You may contact Sandy May, Equity Manager at (813) 794-2322. |
| [Notice of Social Security Number Disclosure](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07c_social_security_disclosure_eng_spa.pdf)  [Aviso sobre la divulgación de números del Seguro Social (inglés y español)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07c_social_security_disclosure_eng_spa.pdf) | Description of the reasons that Pasco County Schools collects Social Security numbers for our students and how that information is protected and used |
| [Parent Right to Request Evaluation](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/6A-6.0331.pdf)  [Derecho de los padres para solicitar evaluación](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.12_parent_right_eval.pdf) | FL State Administrative Code that governs parental rights regarding the right to request an educational evaluation  For additional information, contact the Office of Student Support Programs and Services |
| [Parental Rights & Safeguards Regarding District Use of Public Benefits & Insurance](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/medicaid_parent_notification.pdf)  [Derechos de los padres y protecciones sobre el uso de beneficios públicos y seguros por parte del distrito escolar (inglés y español)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/medicaid_notification_spa.pdf) | District policy regarding the use of Medicaid funds for services provided to students and the requirement for parental consent regarding this use of funds |
| Physical Education Opt-Out (no link) | Students may opt-out of physical education if they are required to enroll in a remedial course. Parents may also request that their child be exempted from the physical education requirement should they engage in physical activities outside the school day which are equal to or in excess of the mandated requirement or that they wish to enroll their child in an acceptable alternative course offered by the district. Such a request must be made in writing and provided to the school’s administration |
| [Pledge of Allegiance Notice](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/pledge.pdf)  [Juramento a la bandera (SPA)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.11_pledge_class_transfer_spa.pdf) | Policy regarding the reciting of the Pledge of Allegiance and the process for students to be excused from this activity |
| [Privacy Rights Under the Health Information Portability Accountability Act (HIPAA)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07a_hipaa_eng_spa.pdf)  [Derechos de privacidad bajo el Acta de Responsabilidad sobre la Portabilidad de la Información de Salud - HIPAA (inglés y español)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07a_hipaa_eng_spa.pdf) | Information regarding the Health Information Portability Accountability Act (HIPAA) and how Pasco County Schools protects this information |
| [Procedural Safeguards for Parents and Students with Disabilities](http://www.fldoe.org/core/fileparse.php/7690/urlt/0070135-procedural.pdf) | As a parent, you are entitled to information about your rights under the Individuals with Disabilities Education Act (IDEA). These rights, or procedural safeguards, are intended to ensure that you have the opportunity to be a partner in the educational decisions made regarding your child. |
| [Respect and Civility Policy Statement](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.10_civility_policy_eng_spa.pdf)  [Declaración sobre las normas de respeto y civismo (inglés y español)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.10_civility_policy_eng_spa.pdf) | Description of the plicy that promotes mutual respect, civility and orderly conduct among all district employees, students, families and the general public |
| [Reporting Child Abuse](http://www.pasco.k12.fl.us/library/er/reporting_child_abuse.pdf) | Signs of abuse and resources for reporting suspected abuse of children |
| [Residency Affidavit](http://www.pasco.k12.fl.us/library/is/forms/mis_141.pdf) | Affidavit to confirm residency for registration purposes ([MIS #141](http://www.pasco.k12.fl.us/library/is/forms/mis_141.pdf)) |
| [Responsibility of School District and Parents or Guardians for Students Who Are Transported at Public Expense](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.02_responsibility_district_parents_guardians_for_students_transported_public_expense_eng.pdf)  [Responsabilidad del distrito escolar y de los padres o tutores de los estudiantes que son transportados a costo público](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.02_responsibility_district_parents_guardians_for_students_transported_public_expense_spa.pdf) | Description of the roles & responsibilities of all stakeholders involved in the transportation of students at public expense for public education purposes |
| [Student Code of Conduct](http://www.pasco.k12.fl.us/ssps/conduct) | Comprehensive handbook of the complete Student Code of Conduct for all students, the discipline matrix, rights of students and procedures for due process and appeals |
| [Student Progression Plan](http://www.pasco.k12.fl.us/library/communications/spp.pdf) | Description of the school board approved comprehensive policy for student progression |
| [Student Records Parental and Student Rights under FERPA](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07_student_record_eng.pdf)  [Expendientes de estudiantes que las Escuelas del Condado de Pasco mantienen - FERPA](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.07_student_records_spa.pdf)  [FERPA Brochure](http://www.pasco.k12.fl.us/library/student_services/brochures/ferpa_public_notice.pdf) | Information about the Family Educational Rights & Privacy Act (FERPA) & how Pasco County Schools uses, stores, protects and shares student records  Pasco County Schools defines “directory information” in Policy # 8330  To Opt-Out of “directory information” distribution, make a written request to the Principal of the school your child(ren) attend, including student name, and student ID in the letter |
| [Student Surveys & Privacy (PPRA)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.03_protection_pupil_rights_amendment_ppra_eng.pdf)  [Encuestas y privacidad de los estudiantes: Notificación a los padres sobre la enmienda para la protección de los derechos del alumno (PPRA)](http://www.pasco.k12.fl.us/library/ssps/parent_legal_notices/1.03_protection_pupil_rights_amendment_ppra_spa.pdf) | Information regarding the Protection of Pupil Rights Amendment, which governs surveys asking questions of a personal nature |
| [Virtual Education](https://eschool.pasco.k12.fl.us/) | Pasco eSchool serves students from grades Kindergarten through 12. For students in K-5, Pasco eSchool offers free enrollment in a full-year program featuring the best of tradition and innovation in education. Students and Learning Guides receive instructional support and guidance by highly qualified teachers and apply the latest technology for online learning. For 6th-12th grade students, students may enroll in Pasco eSchool as part-time or full-time participants in this program. Students co-enrolled in public, private, or charter schools, as well as students new to Pasco County, are eligible to apply for enrollment. |

**Registration Requirements**

All students must attend the school in the district where their parents/legal guardians reside unless they have an approved assignment to another school or program (e.g., School Choice). Applications for School Choice may be obtained by visiting the Pasco County Schools Educational Options website.  Completed applications must be submitted during specified application periods.

The school district expects residence information submitted regarding students to be truthful and accurate, and district forms pertaining to residence and household membership shall be verified under penalties of perjury.

Section 837.06, Florida Statutes, provides that, “Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree.”  Additionally, a person who knowingly makes a false declaration under penalties of perjury commits a felony of the third degree, pursuant to section 92.525, Florida Statutes. Providing school officials false information regarding your residence when enrolling your child may result in your child being withdrawn and/or reassigned to the appropriate zoned school and referral of the matter to law enforcement for possible criminal prosecution. Additionally, falsification of this information may result in the permanent revocation of your child’s privilege to engage in extracurricular activities, including organized sports.

Parents/legal guardians are responsible for notifying the school principal if there is a change in residence or parental responsibility of the student within five (5) days, even if the parent thinks the student is still in the school’s zone.  Failure to give timely notice may result in a reassignment to the student’s zoned school and/or loss of eligibility for athletics and other activities.

**Parent and Student Acknowledgement**

Each parent/guardian will be asked to acknowledge notice has been provided related to the legal notices. Failure to acknowledge the notice will not relieve the parent/guardian from the responsibility of obtaining the knowledge of all notices, policies and procedures of the Pasco County School District.

Each student will be asked to acknowledge notice has been provided related to the Network and Technology Use Agreement and the Student Code of Conduct. Failure to acknowledge the notice will not relieve the student from the responsibility of obtaining the knowledge of the Network and Technology Use Agreement and the Student Code of Conduct.

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**Cypress Elementary School**

10055 Sweet Bay Court

New Port Richey, FL 34654

Phone: 727-774-4500 Fax: 727-774-4591 Website: ces.pasco.k12.fl.us

Facebook: @ProudtobeaCub Twitter: @TammyTberryhi @CypressTonello

Principal: Tammy Berryhill Assistant Principal: Erika Tonello

**All Pasco County Schools will follow COVID-19 guidelines, which can be found on the Pasco County Schools Website, www.pasco.k12.fl.us.**

**School Hours are 9:40AM - 3:50PM.**

Early Release Days: 9/9/20, 10/7/20, 11/11/20, 12/9/20, 1/13/21, 2/3/21,

3/3/21, and 4/14/21. Student dismissal 1:50PM.

**For the safety of students and staff, all visitors must set an appointment in advance via email or telephone. Please remember that anytime you come on campus, we ask that you bring your identification into the school EVERY visit. Face coverings are to be worn while on school campus.**

**Cypress Elementary Mission Statement:** Cypress Elementary is a learning partnership dedicated to encouraging high achievement and lifelong learners.

**Cypress Core Beliefs:** At Cypress Elementary, we believe that teachers make a critical difference in motivating and inspiring students for success; positive visions and collaboration are essential for success; all children have talents, skills and unique abilities.

**Cypress Elementary Commitments:** At Cypress Elementary, we are committed to the following best practices: rigorous instruction; collaborative planning time for grade levels; differentiating instruction and assessments based on student needs; conferencing with students about their progress; writing across the curriculum.

**Welcome to Cypress Elementary School:** The information in this document has been prepared to help you become acquainted with the policies and procedures of Cypress Elementary. If you should ever have any questions or concerns, please do not hesitate to call the school.

**Title 1 School**: Cypress Elementary receives Title 1 funding. The goal of Title 1 is to improve student achievement through effective instruction, professional development, and family involvement. At the beginning of each year parents/guardians will be provided a copy of our parent involvement plan and asked to sign the parent/student/teacher compact. Parents will be invited to attend the annual Title 1 meeting scheduled at the beginning of the year along with our open house.

**Communication:** We communicate with parents, families, and the community in a variety of ways: teacher/monthly school newsletters; parent conferences; student planners/folders; automated phone system; backpack fliers; email; Class Dojo; Remind; text; Cypress Webpage; Electronic Backpack; and social media. We encourage parents to consistently communicate with your child’s teacher(s) and the school.

**School Advisory Council:** The School Advisory Council (SAC) at Cypress Elementary meets on a monthly basis, starting in September. Members include parents, staff members, a District Office representative, local business partners, and community members.

**Cypress Elementary General Information**

**Absences:** Upon returning to school, students who have been absent must present a written excuse from the parent or legal guardian. Please use the Student Absent Note(sent home in the beginning of the year) or “Report Student Absence On-line” (on our school webpage). The Student Absent Note states the student’s first and last name, student number, date(s) of absence and the reason for absence. If the absence is greater than three consecutive days, a doctor’s note is required to be excused. **Notes to excuse an absence must be received within three school days in order to be excused.**

**Attendance:** Regular attendance is important to ensure successful and positive growth in school. All children should be in attendance each day. Students arriving after 9:50AM are considered tardy. It is expected that all students also be in school for the entire school day. Early dismissals are also recorded and will count as missing class instruction.

**Cafeteria:** The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced breakfasts and lunches are offered daily. *Breakfast is free for all students*.

***Please complete a free and reduced lunch form ONLINE to determine eligibility for Free or Reduced Priced Meals. You can find a link to the online application at our school webpage (parents>Cub Café) or the district webpage at www.pasco.k12.fl.us.***

**Student Code of Conduct:** The District School Board of Pasco County has adopted the Code of Student Conduct as the official guidelines for student rights, responsibilities, rules for student conduct, interventions, rules for school attendance, rules for dress and appearance, and school bus rules. Every student will receive a copy of this document. Please take the time to go over the document with your child. Parents and students are required to provide documentation acknowledging they have reviewed and will abide by the DSBPC Student Code of Conduct on a yearly basis.

**Clinic:**The school clinic serves as a temporary resting place for sick children and for the administration of medications and First Aid for minor injuries. Parents will be called to pick-up children if they are unable to return to class.

**Student Illness:**If a student is sent home with a temperature over 100 degrees, vomiting or diarrhea, they must be fever/symptom-free for 24 hours, without the use of medication, before returning to school. Students with a communicable illness will need a doctor’s note stating they have received treatment to return to school. In certain circumstances the District may decide, with guidance from the Florida Department of Health, to temporarily change these protocols if there is a high risk for infection. Parents would be notified in advanced, if this were to occur.

**Head Lice:**If a child is suspected to have lice, they will be checked in a private setting by the clinic assistant or school nurse. If lice are found on a student, the parent will be notified and the student must be treated at home. Students are not required to be sent home with live lice. Parents should check their children at home for nits and live lice on a regular basis. Please contact the Health Assistant for suggestions on the appropriate actions to take for treatment and control of infestation.

**Medications:**All medications, both prescription and over-the-counter, must be submitted IN PERSON by a parent or legal guardian, to the Health Assistant. All medications must be taken under supervision. No medication will be dispensed unless it is in the original package. All medications must show dosage, physician’s name, student’s name, time to be administered, and current date. This includes over the counter medications, such as cough drops, Chapstick, etc. Parents must also complete an authorization form.

**Crutches, canes, walkers, splints, wraps and casts:**If a student is requiring the use of any of these items, a doctor’s note is required so all medical orders can be followed appropriately at school.

**No PE Notes:**  Only a note from a physician is accepted for limited participation or restrictions for PE/recess.

**Conferences:** Parents are encouraged to conference with their child’s teacher regarding educational progress. Please feel free to contact your child’s teacher and make an appointment.

**Student Dismissal**

**Changes in Transportation:** Changes in how a student is to go home must be submitted in writing with the student’s first and last name and be signed by a parent. For safety and security reasons, changes will not be accepted by phone.

**Buses:** Students who are transported to and from school by bus must board and leave the bus at their assigned stop only. Students will not be permitted to ride a bus other than their own. Buses are provided for transportation of children between home/daycare center and school only. Cypress emphasizes safe bus riding practices and follows the rules and consequences outlined in the Student Code of Conduct.

**Car Riders:** Car riders are to be registered in the front office by the parent/guardian. A name card will be issued to display in your windshield. **Only persons authorized by parent/guardian and those who have a card for their windshield will be allowed to pick-up students.** Students must be dropped off and picked up in the south parking loop. Parents are asked to wait in their cars forming an orderly line**.** Parents should never pass in the car loop or on Sweet Bay Court while waiting for the line to move. **Students should not be left unattended or dropped off at school earlier than 9:30AM, unless for a scheduled event.**

**Early Dismissal: All early dismissals should be BEFORE 3:30PM. Academic learning occurs right up until the “get ready” announcement around 3:47PM.** Students will only be released to persons listed on the student’s Information/Emergency Cards. Written notification by parent/legal guardian is required to release a child to anyone other than person listed. Photo identification is required when students are checked out. Students will be released from the classroom when you arrive at the school site, so your child will not miss academic time within the classroom.

**Updated Parent Information:** Please keep the school informed of all changes in address, telephone number, place of employment, or emergency contacts. Changes in address must be documented with three proofs of residency in the parent/guardian’s name at the new address. This is especially important if your child should become ill and for correct bus stops/passes to be determined and issued.

**Visitors:** Visitors with an appointment are required to sign-in with a valid photo identification scanned through the Raptor computerized system before visiting any part of the school***. You will not be allowed access to our campus without your photo identification.***

**Volunteers:** Volunteer activity will be limited, and pre-scheduled with the office. At this time, volunteers will not have contact with students while on campus.

**Instructional Program: I**nstructional programs are planned in an endeavor to meet the needs of every child, to encourage the child to work up to his/her full potential, and to promote development of self-discipline, a sense of responsibility, and respect for self, others, school, and school property. Cypress also serves students found eligible for Special Education Programs.

**Student Records:** Student records may be reviewed upon parent request. Please give advance notice in order for an administrator to be present.

**Technology:** iPads and computers are available in the classrooms. Internet access is provided and well supervised for instructional purposes. Students must follow Pasco County School Board network use guidelines. Students who use technology inappropriately may have their computer privileges suspended or revoked.

**Video-Taping/Photographing of Students:** At times, we may sponsor special activities for our students. On these occasions, your child may be photographed or recorded. These images may be used on our school website, our school news program, or may be available to the public via the newspaper, internet or television broadcasts. If you DO NOT want your child’s pictures posted on any of the above mentioned, please complete the Parent Permission for Publication of Student Photo Form, so that your child will not be photographed.

**Parties:** Class or school parties with food are kept to a minimum. Birthday parties during the school day may not occur. An easy-to-eat treat may be sent in after conferring with the student’s teacher. According to school board policy, **all refreshments sent to school must be store purchased.**

**PTO:** Cypress Elementary has a very active Parent-Teacher Organization. All parents are encouraged to join and to attend the monthly PTO meetings.

**Textbooks:** Books issued to the students are the responsibility of the student. If books are lost or damaged, the student must pay for the damaged or lost book. Normal wear and tear will not be assessed.

**Valuables:** Students should not bring unnecessary money or possessions. Games and toys will be removed from students unless specifically allowed for a special event. The school is not responsible for lost, damaged or stolen items.

**Adopt-A-Class:** Adopt-A-Class is a program designed to foster a partnership between a local business or family and a class at Cypress Elementary. A business makes a tax-deductible donation of $150.00 or Family for $100.00 to the school and 100% of the money goes directly to a designated classroom or department to purchase items selected by the teacher. We hope for 100% adoption this year!

**Early Warning System**: The District has developed a system of collecting and reviewing academic, attendance and behavior data to ensure students are “ON TRACK”. Cypress Elementary will celebrate students who are On Track on a quarterly basis.



