



# Chocachatti's Policies & Procedures

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**Office Hours: 8:00-4:00**

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Chocochatti Elementary School Official**

***\*\*This packet should be kept at home for future reference***

Dear Parents/Guardians,

Welcome to a new school year at Chocachatti. We are looking forward to an exciting and enriched-filled year for your children and you.

As a parent of Chocachatti, you have signed a Parent-School Agreement. You have agreed to participate in parent/teacher/student conferences including the Back to School Night that we hold in the beginning of the year and other important events throughout the year. You have agreed to a minimum of 8 hours of volunteer service per year and to support all of our policies at Chocachatti. The following information therefore is to explain our school policies.

## School Policies:

### **School Hours:**

Our school hours are from 8:35am to 3:10pm. Breakfast is available and served at 8:05am. If you are dropping your child off, please do not do so before 8:05 am as supervision does not begin until that time. Children will play out in the playground/field until the classrooms open at 8:25am. The gate will close at 8:35 and children that come in after this time will have to come in through the office. Any child coming in after 8:35 will be marked tardy.

Please be here to pick up your child from school by 3:40 pm at the latest as supervision ends at this time. If you cannot be here by 3:40 pm, you need to make arrangements either with the YMCA for after school care or someone else.

**\*\*Continued late pick up could result in a revocation of attendance at this magnet school.**

If you are picking up your child from the bus, it is very important that you are on time. Buses run on a tight schedule and if you are not at the bus stop to meet your child or cannot be reached by the Transportation Department, your child will be returned to Chocachatti. Continued tardiness at the bus stop can result in a loss of bus privileges. There needs to be at least one adult parent at each bus stop in the morning. Get to know the other families at your stop and agree on who will be that person. You cannot just drop your child off leaving them unattended.

### **Breakfast:**

If your child would like breakfast, please have them at school by 8:15 am. Children arriving late, after the gate closes will not have enough time to enjoy breakfast. We do not want to see students going without breakfast or getting to class late because they are being delayed at breakfast.

### **Tardies:**

The front gate closes at 8:35am. Students need to be in their classroom ready to learn by 8:35am. Children arriving after this time must enter through the front office and will be marked tardy. Please know that tardies are a tremendous disruption to the learning environment for all children. Please be on time to maximize your child's learning.

**\*\*Continued tardies could result in a revocation of attendance at this magnet school. More than FIVE tardies or early pick-ups in any marking period will result in an "N" for attendance on the report card.**

If the tardiness is due to an early morning dentist or doctor's appointment for the student, a doctor's note will be required in order to excuse the tardy. These are readily available at all doctor's offices and simply state that the child visited their office.

### **Early Dismissal:**

Please do not ask to have your child dismissed early unless there is an emergency. Please schedule doctor's appointments, etc., for after school hours or on days off. If you must take your child out early for a doctor's appointment, please return an excuse note from the doctor the following day as this is the only way to excuse an early release.

Also, the procedure for taking a child out early requires the parent or designated person to come in to the office to sign the child out. They must have ID ready and be listed on the emergency card.

We will not call a child down to wait for you in the office in advance of your arrival so please allow yourself the extra few minutes it might take to come in to the office and have us call the child out of class to avoid any time constraints that you might run into.

If you have an afternoon appointment, please plan to pick up your child by 2:00pm at the LATEST. No student will be released AFTER 2:00pm. They will have to wait until the bell rings at 3:10 pm.

**\*\*Any child signed out before completing  $\frac{3}{4}$  of the school day will be marked absent and a note is necessary for it to be excused.**

### **Address & Phone Changes:**

Please notify the front office as soon as possible to any address or phone number changes so that we can update our information. Address changes can be done by providing proof of address, in the form of a utility bill, to the office and any changes must be made in writing by the parent/guardian.

### **Phone Calls:**

All teachers have voice mail and the office will be happy to either put you through to voice mail or take a message for you. We can get almost any message necessary to any student or teacher. We are not, however, allowed to put calls directly through to the classroom during the school hours of 8:35 am – 3:10 pm as teachers are busy instructing students and will not be disturbed.

### **Absences:**

In order for a student's absence to be excused, you must send a note when the child returns to school. A phone call is NOT allowed to excuse an absence any longer-only a WRITTEN note will excuse an absence. **One unexcused absence will result in an "N" grade on the report card**, it is important to ensure the proper documentation is turned in.

### **Drop Off & Pick Up:**

Our AM Drop Off and PM CAR Pick Up is located in the front of the school. In the morning and afternoon, the car pick up line enters at the Powell entrance and loops around the field by Nature Coast High School. Please do not park your car to avoid the long line. We require that you stay in your vehicle while waiting to pick up your child. We also require that you display a car pick up pass in the passenger window while on campus. This is the safest way to make sure all car riders get to the appropriate car with adult supervision. If you do not have your car pick up pass, our staff will direct you to park in the front lot and bring identification in to the office where your child will be sent to meet you. For everyone's safety, we do not allow parents to stand in the front of the building to wait for children to be dismissed. Our staff works very hard to get the cars through as quickly as possible. Please help by following directions, being patient, and always being courteous of other drivers as stated on the signs lining the car loop. Additionally, it is a requirement that the person picking up the student be listed on the student's emergency card or have the proper pick-up card for the child.

### **Afternoon Transportation:**

When a change is made to your child's transportation going home (from what has been established), you must send a note to the teacher via your child or, in the event of an emergency, call the front office in advance letting us know of the change as early in the day as possible. Without a note or call from you, the student will go home by his/her established route as a pick-up, bus rider, or YMCA. *(DO NOT leave a message on a teacher's voice mail in case the teacher doesn't get a chance to check messages before the end of the day.)* Try to establish consistency in your child's afternoon transportation to avoid confusion and mistakes. Daily changes are highly discouraged and are difficult to keep up with and could result in incorrect transportation for the student.

### **Visiting the Campus:**

We are very fortunate in the design of our school to have a closed campus. This means that it is completely gated. To get on campus you must come in the front entrance, going through the office for a pass. Please respect and follow these rules for the benefit and safety of your child as well as all the other children at our school.

When you are coming on campus to visit, you must stop by the office to be signed in. This process is done on a computer and will print out a visitor badge with your name, date and time. It is REQUIRED that you wear the badge on campus and that you sign out when you leave. If you were volunteering and did not sign out, your **volunteer hours** from that day may be **deleted**, so PLEASE help us to keep our hours accurate by signing out with the front office before leaving

campus. Also, do not bring children with you when volunteering. This is only permitted when visiting the campus.

- You are not allowed to visit the classroom during school instruction (8:35-3:10) unless it was **prearranged** and approved by the teacher.
- You are more than welcome to visit during your child's 30 minute lunch any day after the first two weeks of school. If you do not know your child's lunch schedule, call the office for times.
- If coming for lunch, you are welcome to bring in outside food for yourself and YOUR child (not friends). Sharing food is prohibited amongst students for safety reasons such as allergies.
- Lunch with your child can be shared on the picnic tables by the fountain or in the Tap Room. No parents are allowed in the cafeteria during lunch.

### **Clinic Notes:**

The clinic supports the education of your child. For that reason we try to see that children spend the minimum amount of time in the clinic and are treated in a professional manner. If you have any questions, please feel free to call. Mornings are usually the best time to visit or call. Further information can be obtained on our website. Below are the clinic procedures and method of operation:

- Our School Health professional will make an attempt to contact all parents by phone whose children have other than routine injuries or complaints. (*Routine complaints include headache, stomach ache, cough, etc. **without** fever.*)
- Most children visiting the clinic will get a note explaining the reason for their clinic visit. If your child says he went to the clinic, ask to see the note. It will tell you why they visited and what was done for them.
- No medication (prescription or nonprescription) is allowed at school without an Authorization of Medication Form filled out by the Physician and the parent. Cough drops, with a note from the parent, are the only exception.
- The Authorization Forms can be obtained from the clinic at any time.
- If a child is signed out before completing  $\frac{3}{4}$  of the school day they will be marked absent and will require a note to excuse the absence.

### **Chocachatti's Facebook, Remind app and Edline:**

Please "Like" us on Facebook. You can find our page at:

Chocachatti Elementary School Official

We are consistently posting current school information and photos, answering questions, and advertising upcoming events.

\*\*Please be advised that we reserve the right to delete negative, abusive, or inappropriate posts and/or comments on our page at the page administrator's discretion.

General communication between school and home are done on EDLINE and the Remind app. Edline is a website that is an important source of information and many times the only place that special dates and deadlines are announced. Be sure to get your child's Edline password and ask for the Remind app code from the teacher to access grades, school calendar, special events and notices.

*We hope that you have found this packet informative. Please keep this handy so that you can refer to it throughout the year. If you should have any questions, feel free to call and we will be happy to assist you.*

***Confirmation of Receipt:***

\_\_\_\_\_  
*Student Name (PRINT)*

\_\_\_\_\_  
*Teacher*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

**\*\* (Return this portion to the classroom teacher during the first week of the 2018-2019 school year)**