The School Board of Lee County Vision Statement

To be a world-class school system

The School Board of Lee County Mission Statement

The mission of the School District of Lee County, the driving force which unites our dynamic, diverse community through education, is to ensure that each student achieves his/her highest personal potential through a system characterized by:

- rigorous and relevant academic challenges designed to meet each student's differences and interests
- innovative instruction based on reliable research
- opportunities that foster good citizenship
- a culture in which educators are held in a high esteem
- highly trained staff
- a high level of parent support
- safe schools
- efficient use of all resources



Pinewoods Vision Statement

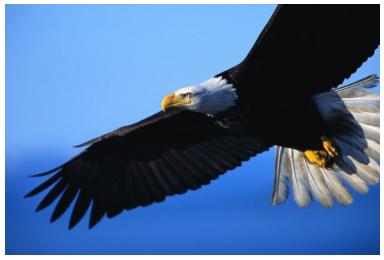
We will SOAR to the top! **S**=Success **O**=Opportunity **A**=Achieve **R**=Respect

Pinewoods Mission Statement

We, at Pinewoods Elementary, will work together to learn, grow, and achieve our goals in a safe environment.

Pinewoods Core Values

Learning and Achievement
Safety
Collaboration
Positive Environment
Compassion



Pinewoods Elementary School Information

Leslie Gunderson, Principal
Gina Falzone, Assistant Principal

Hours

Classrooms Open	7:25 a.m.
Breakfast	7:25 a.m.—7:45 a.m.
School Begins/Tardy Bell Rings	7:55 a.m.
Dismissal	2:10 p.m.
Office Hours	7:00 a.m.—3:30 p.m.
AM Kids' Care	6:30 a.m.—7:25 a.m.
PM Kids' Care	2:10 p.m.—6:00 p.m.



*Students who arrive before 7:15 a.m. will be supervised in the Morning Kids' Care program which opens at 6:30 a.m.
The charge is $3.00 per morning per child.

Address

11900 Stoneybrook Golf Drive
Estero, Florida 33928



Telephone Numbers

School Office	(239) 947-7500
School FAX	(239) 947-0834
Cafeteria	(239) 947-0438

Websites

School Website: http://pin.leeschools.net/
District Website: www.leeschools.net

DRESS CODE

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process. The following establishes the minimum acceptable standards for student dress to be interpreted and endorsed by the Principal or designee.

***Students are required to wear closed-toe sneakers or tennis shoes on a daily basis. No other footwear is permitted. Shoes shall be secure on feet and worn at all times. Sneakers with wheels are not permitted.**

*Apparel shall be adequate in both length and coverage to be considered appropriate for school; shorts must be fingertip length or longer in order to be appropriate for school.

*Pants shall be worn fastened and at the waist.

*Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.

*Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited. Halters, backless dresses or tops, tube tops, tank tops, muscle shirts, pants/jeans with holes or rips or any clothing which may be distracting are prohibited.

*Any articles of clothing or jewelry that could likely cause injury, such as belts, chains, bracelets, rings, chokers with or without spikes, or studs, are prohibited. Wallet chains of any length are prohibited.

*Apparel, emblems, insignias, badges, or symbols that suggest or promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.

*Apparel or symbols which may be gang or cult-related are prohibited.

*Adornments which are attached (pierced) to exposed body parts other than the ears are prohibited.

*Tattoos are not permitted.

*The wearing on campus of hats, caps, headgear, bandanas or sunglasses, except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities, is prohibited. Hats and caps are not allowed except for sun protection while at P.E.

*Clothing with slogans or advertising which, by its controversial or obscene nature, disrupts the educational setting is prohibited.

*Hair coloring (i.e. blue, green, pink, etc.) or hair cuts that are distracting to the educational environment are prohibited.

*Make-up, glitter, and artificial fingernails are not permitted.

The principal or designee reserves the right to determine additional items that may be distracting to the learning environment.
On special occasions, there may be some modifications made to the dress code. Parents will be notified of such in advance.

PINEWOODS CAFETERIA

Proper nutrition is key to learning and thriving! Breakfast is served in the cafeteria daily, beginning at 7:25 a.m. Students who wish to have breakfast must go directly to the cafeteria upon arrival and need to be there by 7:45 a.m. Only students who arrive on late buses will be served after 7:45 a.m.



Thanks to the Community Eligibility Program, breakfast and lunch are free of charge for all students every day. No paperwork needs to be filled out or submitted. Students have a 25 minute lunch period supervised by Pinewoods staff. Please provide a written doctor's note if your child has allergies that prevent him/her from eating or drinking specific food items. Students may also bring lunch from home. Beverages in glass containers, soda, gum, or candy in student lunches are not permitted. Please be sure students are able to open and eat items sent from home.

Parents are always welcomed to join their children for lunch. You may join your children inside the cafeteria or eat outside at one of our picnic tables. Please keep in mind, should you choose to eat outside only your children may join you.

LOST AND FOUND

Please label all items (ex. coats, jackets, lunchboxes) brought to school with your child's first and last name. Also encourage your child to inquire about lost items. Lost items such as jewelry, eyeglasses and wallets will be kept in the school office. Other items such as clothing and lunch boxes will be kept in the cafeteria. Items left at the end of each quarter will be donated to charity. Each year we send numerous items to charity due to lack of labeling.

PROCEDURES FOR VISITING

Custodial parents are always welcome at Pinewoods Elementary! Please note, all visitors will be asked for photo identification to be scanned through the School Check-in System before receiving a Visitor's Pass. A pass is necessary to go beyond the front office and/or clinic area. Please know that this is required for students' safety and your cooperation is greatly appreciated. All other visitors must be listed by the parent on the Student Information Sheet.

LATE ARRIVALS/EARLY SIGN-OUTS

Classrooms open at 7:25 a.m., and students are encouraged to arrive at that time to begin their day. Students who arrive after 7:55 a.m. are tardy, and must be escorted into the office to receive a tardy pass before being sent to class. Pinewoods Elementary takes advantage of every minute. Our instruction is 'bell to bell' and we don't want any child to miss a minute.



Although early sign outs are discouraged, we understand that sometimes an appointment requires you to pick up your child(ren) before our 2:10 p.m. dismissal time. If this is the case, you must arrive prior to 1:40 p.m. to request your child's early dismissal from class. If you arrive after 1:40 p.m., you will be asked to wait until our dismissal procedures begin. Student will only be released to those parents/family members or friends listed on the school records and photo ID will be required. Please keep in mind that Board policy states 3 or more tardies /early sign-outs are equivalent to one absence and students with excessive absences may be referred to our Child Study Team.

TRANSPORTATION CHANGES

All parents must supply specific information on how your child will typically go home from school. If there is any change in the way your child goes home, we ***MUST*** have a note with specific instructions. This note must be received in the office by the morning of the change in order to clear up any questions that may arise. You may also email Maria Minor at MariaMI@leeschools.net before 12:00 pm. ***If we do not get a note, your child will go home the normal way. For your child(ren)'s safety we are unable to take transportation changes over the telephone.***

BUS CHANGES

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, will be approved through the office **only in case of emergency**. Riding the buses for the purpose of going home with friends, going to non-school meetings, clubs, and other personal conveniences **will not** be approved.

Students must have a **School Bus Special Request** signed by the principal or assistant principal to board a bus other than the regularly assigned bus. The parent/guardian is required to make this request in writing and turn it in to the office early in the morning, so that the office staff can complete the School Bus Special Request and have it signed by administration. The bus pass must be given to the driver before getting on the bus.



BUS RULES FOR STUDENTS

Riding the bus is a privilege. If this privilege is abused, discipline will be administered in accordance with School Board Policy.

- The driver is in full charge of the bus and students must obey the driver.
- Students shall keep assigned seats at all times with arms and head inside the bus.
- Eating, drinking, using tobacco products or chewing gum will not be allowed on the bus.
- Anything that interferes with students' safety will not be allowed, such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, radios, tape players, animals, glass containers
- Students who do not follow bus safety rules could be **suspended** from the bus.

Transportation South—Telephone Number—239-334-0211

WALKERS AND BIKERS

Stoneybrook walkers and bikers will be escorted to the gate at 2:10 p.m. and dismissed from there. Please see the Stoneybrook rules and regulations attached regarding parking regulations. Please be sure to pick up a SEVERE WEATHER DISMISSAL TAG for your children in the front office and have it filled out and ready on severe weather day. Students will be dismissed as normal unless there is lightning and/ or severe downpours. In that event, we will be holding students until it is safe for them to leave. If your student is a walker or a bike rider and you would like to pick them up before that time, please wait outside room 208, closest to the Stoneybrook gate and have your SEVERE WEATHER DISMISSAL TAG . Be on the lookout for more information regarding 'Severe Weather Dismissal".

CAR RAMP PROCEDURES

Students may not be dropped off prior to 7:15 a.m., unless enrolled and signed into our Kids' Care program. Parents will utilize our supervised student drop off lane and children will walk to class by themselves. Staff and Safety Patrols will be monitoring the halls and assisting students, when needed. Parents are permitted to park, and walk their students to the black gate, please use the crosswalk. Those parents with pre-arranged volunteering appointments or school business will need to first stop in the office, with photo ID, before entering our campus. Please help us move the line more efficiently by:

- pulling up as far as you can before allowing your child to exit
- ensuring that your child is ready to go – shoes on, back pack ready, etc.
- having your child seated on the passenger side of the vehicle

We are there to assist your children in exiting your vehicles safely. If your child is capable of getting out on his/her own, you don't have to wait for us to open the door.

The parent pick-up area in front of our school is a very busy place in the afternoon. Our goal is to make sure that all of our students are safe and secure as they wait and are placed in their cars. Your cooperation and patience while picking up your child will make this a safe area for everyone.

- Parent pick-up students are dismissed at 2:10 p.m.
- Please remain in your car, and have your child's car tag on your dashboard. The children will be waiting in grade level groups and will be supervised and loaded into vehicles by faculty and staff members at one of the orange cones.
- You will need to pick up your car tags at school. Only car tags provided by Pinewoods will be accepted.
- If you do not have a Pinewoods issued car tag when picking up your child(ren), you will be directed to park your vehicle and go into the office with I.D. to sign out your child(ren). Please do not be offended as we can't compromise safety.
- Please refrain from using your cell phone during parent pick-up.
- Please do not park and walk up, or call out for your child to meet you. Children will not be permitted to leave campus in this manner.
- Please do not leave cars unattended in the parent pick-up lane at any time.
- Students not picked up by 2:40 will be sent to Kids' Care and the daily fees will be incurred.

If you are volunteering at dismissal time, please make sure your child(ren)'s teacher(s) knows to send him/her to the Volunteer Pick Up Bench, (the blue bench just inside our gate) at dismissal time. Please add your student(s) name(s) to the Volunteer Student Pick Up List in our front office with Maria Minor and then wait on the Volunteer Pick Up Bench. A staff member will there with the list. When your child(ren) arrive(s) the staff member will check the list for their names and ask for your name tag. We appreciate your cooperation.

TOYS AND VALUABLES

It is requested that parents refrain from allowing children to bring to school such articles as valuable jewelry, watches, large amounts of cash, toys, trading cards and the like. Fidget spinners are not permitted unless written into an IEP or 504 plan. So often these articles are lost, stolen or destroyed and often cause disruptions in the classroom. ***The school cannot and will not be responsible for valuable articles that are lost or stolen***. Please read the **ACCEPTABLE USE POLICY GOVERNING STUDENT USE OF PERSONAL ELECTRONIC MOBILE DEVICES** carefully (located towards the end of this handbook).

SAC

The School Advisory Committee is composed of teachers, parents and other citizen representatives of the community served by the school. The SAC assists in preparation and evaluation of the school improvement plan. The SAC designs plans to implement state education goals, indicators of student progress, strategies and evaluation procedures. Please join us! Meeting times are posted in this calendar. All are welcomed!

VOLUNTEER PROGRAM



In addition to donation of materials, community volunteers have contributed many hours of service. If you have one hour or many to share, please contact the school. We look forward to working with each of you and appreciate your support. All volunteers, including parents, will need to complete a volunteer application and ID will be checked against the Sexual Offenders/Predators site prior to volunteering. This is also necessary if you plan to chaperone a field trip. Please contact Maria Minor at 947-7500 if you are interested in volunteering. We LOVE our volunteers!

GRADING GUIDELINES

The Lee County School District has a grading scale which all schools follow:

A (90-100)	Excellent
B (80-89)	Very Good
C (70-79)	Average
N (60-69)	Needs Improvement
U (0-59)	Unsatisfactory

On each Report Card, your child's level for READING and MATH is listed as:

EXC	EXCEEDS: "A" (with assignments provided above grade level)
MEETS	MEETS (on grade level): "A," "B," or "C"
MIN	MINIMALLY BELOW: N
SUB	SUBSTANTIALLY BELOW: U

Report Cards: A report on the progress of each student is issued each nine weeks. This report is given to the student to take home for the parent's or guardian's signature. You should return the bottom portion to school the following day.

PUPIL PROGRESSION PLAN (RETENTION PROCEDURES)

State and local requirements for graduation and promotion are explained in the Lee County Pupil Progression Plan; a copy is available to read at the school office.

FAMILY/COMMUNITY INVOLVEMENT

According to the National Parent Teacher Association, when families get involved, children :



- Get better grades and test scores
- Graduate from high school at higher rates
- Are more likely to go on to higher education
- Are better behaved and have more positive attitudes

Some parents and families may have the time to get involved in many ways. Others have the time for one or two activities. Family involvement can be as simple as:



- Reading a bedtime story to your child
- Checking homework every night
- Getting involved in school functions
- Discussing your child's progress with teachers
- Limiting TV viewing/video gaming to no more than two hours on school nights
- Insisting on high standards of behavior for children

At Pinewoods Elementary, we value the effect you have on your child's education, and would like for you to communicate and be comfortable in the school. Here are some suggestions to consider:

- Join our PTO
- Volunteer
- Chat with the teacher (someone will be available for Spanish translation)
- Join in an activity or program at school (Parent Workshops, School's Cool Celebrations, Movie Night, Book Fair, Fall Festival, and many, many more which are listed in this calendar
- Have lunch with your child at school

An easy way to support school is by clipping Box Tops and sending them to school. Your child's classroom benefits from money earned through this program. Thank you in advance!

WEEKLY ENVELOPES

Communication between home and school is a vital part of each child's success, so every effort will be made to keep you informed of your child's progress. A weekly communication envelope will be sent home each Monday throughout the year. Enclosed in this envelope you will find the previous week's school work, hard copy of school newsletters upon request, and other important information about special events and activities taking place in our school. Parents are asked to empty the envelope, sign, and return it to school on Tuesday mornings.

HOME/SCHOOL COMMUNICATION

In addition to written communication and scheduled parent-teacher conferences, there may be times you need to talk to your child's teacher throughout the year. If so, please send a note, email the teacher or call the school office at 947-7500. If you phone during the instructional day, you will be asked to leave a message. Teachers will return your phone call as soon as possible. The principal, assistant principal, resource teachers, and special area teachers are also available to answer questions and for conferences. We encourage you to ask for assistance when needed!

CONTACT INFORMATION

It is very important to notify the school with address/phone number changes as they occur. If there should be an emergency or your child becomes ill at school, we need current contact information to reach you in a timely manner. You may update contact information by sending your child's teacher a note or calling the office.

ATTENDANCE

Students and parents are urged to recognize the importance of attending school each day, as well as being to school on time. Please attempt to schedule necessary doctor and dentist appointments after 2:10 p.m., as it is very disruptive to dismiss a child early from class.
Please read the Code of Conduct Book for the District School Board of Lee County Attendance Policy. If your child is absent, please notify the school at 947-7500 as early as possible. When your child returns to school, a note should be sent. Students with absences exceeding 19 days shall be considered for retention, according to district policy.

ABSENCES AND MAKE-UP WORK

Following an absence, it is the responsibility of the student to complete missed assignments and to make up any missed tests. If a child is out for two or more days, parents may want to pick up missed work. Please call the school as early as possible to make this request so that teachers have time to gather the necessary books and assignments without interrupting instruction. Work may be picked up in the front office until 6:00 p.m. Please keep in mind, class discussions and presentations cannot be made up independently at home. Good attendance is important to school success.

SEVERE WEATHER

The School District of Lee County will always consider the student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 a.m. and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 5:00 a.m. for the latest information pertaining to school closing during severe weather.



HOMEWORK POLICY

Homework is an essential part of the academic program, and provides the practice necessary for students to meet their full potential. At the beginning of the year, each teacher will explain his/her homework policies in detail. Generally, kindergarten, first and second grades. Students can expect about 20 minutes of homework Monday—Thursday. Third, fourth, and fifth grade students can expect 30 minutes of homework Monday—Thursday.
On occasions when students have long-range projects, homework may be given on weekends. It is always important for parents to provide a regular time and place suitable for homework completion. Please check to see that assignments are neatly completed and initial or sign your child's planner daily. Spending time studying and reading at home will help your child develop good work habits and reinforce skills and concepts taught during the school day.
Students are rewarded for completing homework regularly by being invited to participate in monthly Theme Days. See the calendar for more details about this!

ACCELERATED READER (AR)



Accelerated Reader (A.R.) is an independent reading software used by classroom teachers and students to monitor the practice of reading. Through A.R., students are assigned an independent reading level, suggested titles of books at that level, and then take a comprehension test when they are done reading each book. Practice makes perfect!!

At Pinewoods, in addition to independent reading levels, students are also assigned quarterly reading goals for the number of points they earn and their comprehension average. Please use your child's A.R. contract, on the brown communication folder, to monitor their progress towards these goals! Students will be recognized for making their AR goal each quarter. There will be a special celebration for those who make their goal all four quarters.

BIRTHDAYS



While we understand the importance of student birthdays, we encourage parents to celebrate at home. Individual treats may be sent to school to be shared with classmates if desired, but **must** be store bought and given to the classroom teacher to distribute. Please do not send in cakes, ice cream, drinks to be poured, presents, goody bags, or decorations, due to limited staff and time. Thank you for your understanding.
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PINEWOODS KIDS' CARE EXTENDED PROGRAM

The Kids' Care Program is a fee-based program designed to provide K-5 children with a structured, safe environment, while meeting the needs of our busy families. Childcare is offered both before and after school on our campus by trained school personnel. Students who attend the Kids' Care Program will enjoy recreational activities, arts and crafts, outdoor play, computer time, as well as homework time. Registration packets, including morning and afternoon rates, are available in the school office.

DISCIPLINE POLICY

At Pinewoods Elementary we have a school-wide behavior plan that supports positive behavior and mutual respect at all times. Teachers set a tone of caring in their classrooms by setting classroom rules that reinforce the school wide expectations to ensure learning occurs. These expectations and rules are posted in each classroom and are taught to students. Rewards and consequences are built into each classroom plan, with opportunities for school-wide recognitions, including Theme Days, quarterly Goal Recognition Assemblies, and quarterly School's Cool Celebrations. Incorporated into our discipline policy is the I Care Curriculum and the Bucket Filling Program. Kindness is our super power!



REFERRAL PROCEDURES

Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action which interferes with another person's growth or the student's own growth will not be tolerated. We adhere to the Lee County School District Code of Conduct.

Students will be sent to the office for serious offenses:

1. Physically dangerous behavior (assault, fighting, etc.)
2. Any illegal act
3. Insubordinate behavior/open disrespect of any staff member
4. Refusing a last consequence on a class discipline plan

Students referred to the office will have to work their way back to class through the hierarchy of consequences as follows:

First Referral:	Short time out in Administrator's office, student conference and parent phone call
Second Referral:	Time out in Administrator's office, student conference and parent phone call
Third Referral:	Time out in Administrator's office, student conference and parent conference
Subsequent Referrals:	Student conference, consequence agreed to in parent conference and parent notification.

***Consequences may vary depending on circumstance at administrator's discretion.

An external suspension will be automatic if a student hits or kicks any adult and for other extremely severe offenses. Students bringing knives or weapons to school will be subject to suspension or expulsion.

ILLNESS AT SCHOOL

Each school receives the services of a registered professional school nurse at least one day per week and a trained clinic assistant five days a week. The school nurse is available to assist parents and students with the management of student health problems in school. Students who become ill will be cared for in the school clinic by the clinic assistant until able to return to class or until taken home by the parent/guardian. Parents will be notified of a clinic visit via a note sent home. Phone calls will be made only in the event of an emergency, serious injury, or illness. A student may have an illness that does not prevent his/her attending school, but which requires medication for relief or cure. If possible, such medication should be given by the parents at home. The medication may be taken at school *only* if the doctor has prescribed a dose to be taken during school hours.
The parent must provide written permission on the form supplied by the school (MIS 389). This form may be obtained through the clinic or the school office. Prescription medication must be brought to school in the *original container with a pharmacy label*.
In emergency situations both the parent/guardian and 911 will be called.

STAYING HEALTHY

Practicing good health habits is important to limit the spread of germs. Model and encourage your child(ren) to make good hygiene a habit! These steps may help prevent the spread of respiratory illnesses such as the flu:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away immediately after you use it. If you have no tissue, cough or sneeze into your upper sleeve.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- Avoid close contact with people who are sick.
- If you get the flu, stay home from work, school, and social gatherings.
- Try not to touch your eyes, nose, or mouth. Germs often spread this way.

HEAD LICE (PEDICULOSIS)

If you find that your child has Pediculosis, please call the school immediately so that steps may be taken to prevent the lice from spreading. A child who has head lice will be sent home for treatment. A notice and proof of treatment form will be sent with the child. A parent must accompany the child upon returning to school with proof of treatment (label, box, etc.) and proof of treatment form. No child will be allowed back in class until cleared through the clinic. Periodically, all students will be checked in the classroom for Pediculosis. You may go to the following site for more information: htt://studentservices.leeschools.net

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 and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name.
Shatterproof plastic UV protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the utmost impact resistance. UV coating for all prescription lenses is appropriate.
Sunscreen is also beneficial protection against sun exposure. If parents wish to have their student protected, the following guidelines should be followed: Sunscreen should be applied at home to all exposed skin surfaces before the student dresses for school. This will provide protection to the student during the time traveling to school as well as during the rest of the day. Sunscreen should not be brought to school.

FOCUS

This district-wide systemsare available to all parents. It has been implemented to improve student achievement and attendance by facilitating parental involvement with student grades, homework and attendance. Increased awareness of school and district activities is another goal of this system.

FOCUS: http://focus.leeschools.net/

If you are having difficulty accessing ParentLink and/or FOCUS, or finding the information you need, please contact Kevin Ellis, Network Support Specialist, at 947-7500.

GRADES AND ATTENDANCE

Information in Focus is in real time. If you have questions about your child's grades or attendance, please contact our school at 947-7500 for the most up to date information.

We have an App for that!

Download the Lee County Schools District App, powered Focus .

iPhone users, please visit the App Store.
Android users, please visit Google Play.



HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN AND DISABILITY

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. A bully or harasser may be a student or an adult. Bullying and harassment may include the following when related to sex, race, national origin, or disability:

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the School District. Examples of conduct which may constitute sexual harassment include:

- touching oneself sexually or talking about one's sexual activities in front of others;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- sexually dirty jokes or gestures;
- graffiti of sexual nature or notes and cartoons of a sexual nature;
- forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
- unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil (s) by school personnel to avoid physical harm to persons or property;
- offensive or graphic posters or book covers;
- violent acts;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

BULLYING OR HARASSMENT BECAUSE OF RACE OR COLOR

Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially, or unreasonably interfering with an individual's academic performance;
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of the other's race or color include:

- graffiti containing racially offensive language;
- name calling, jokes or rumors;
- threatening or conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color;
- other aggressive conduct such as theft or damage to property which is motivated by race or color.

BULLYING OR HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin of the individual's parents, family members or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; the harassing conduct otherwise adversely affects an individual's learning opportunity.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- threatening or intimidating conduct directed at another because of the others national origin or ethnicity;
- jokes, name calling or rumors based upon an individual's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading an individual or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

BULLYING OR HARASSMENT BECAUSE OF DISABILITY

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that if affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose of substantially or unreasonably interfering with an individual's work or academic performance;
3. The harassing conduct otherwise adversely affects an individual's learning opportunity.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others;
- threatening or intimidating conduct directed at another because of their physical or mental disability;
- jokes, rumors or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes and hostile acts which are based upon another's physical or mental disability;
- graphic *material* containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to an individual's physical or mental disability.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, the principal, or the equity coordinator.

You may also make a written report. It should be given to a teacher, the principal, or equity coordinator.

Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment and harassment based upon race, color, national origin, and disability, and will take all appropriate actions to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

Sexual harassment and harassment based on race, color, national origin and disability are against the law. Discrimination based on race, color and national origin is against the law.

NONDISCRIMINATION POLICY STATEMENT

It is the policy of Lee County Public Schools, not to discriminate on the basis of sex, race, color, age, religion, national origin, or handicap in its educational programs, activities, or employment policies as required by Title IX*, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973. Established grievance procedures and appropriate discrimination complaint forms are available from the Equity Coordinator at each school.

Complaints/inquiries regarding compliance with these regulations may be directed to:

Bill Howard
Pinewoods Elementary
11900 Stoneybrook Golf Drive
Estero, Florida 33928

or to: Coordinator
Equity and Reassignments
Lee County Public Schools
2855 Colonial Blvd
Fort Myers, Florida 33966

or to: Director of the Office of Civil Rights
Department of Health, Education & Welfare
Atlanta, Georgia 30323

*The Title IX Regulation is on file in the library at each school center.

POLICY 2.202

ACCEPTABLE USE POLICY GOVERNING STUDENT USE OF PERSONAL ELECTRONIC MOBILE DEVICES

It is the intent of the School Board to permit the use of personal electronic devices during specified times. Students will be allowed to bring their own device to school. It is voluntary for students to bring their own personal electronic mobile devices to school. Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel.

(1) For the purposes of this policy a personal electronic mobile device shall include, but not be limited to the following:
A privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone.

(2) Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:
(a) Use only the District specified WiFi network for all network and internet access and refrain from destroying or damaging District data, networks or other resources.
(b) Use all District internet filters and posted network security practices.
(c) Report network security risks or violations of network security to a school administrator.
(d) Refrain from creating ad-hoc, peer-to-peer, or other wireless networks with District or student owned devices including the use of wireless hotspots or other similar devices.
(e) Use the District network for instructional and school related purposes only.
(f) Follow copyright laws which prohibit the reproduction of content, eBooks, music, games or movies.
(g) Refrain from intentionally accessing, transmitting, copying or creating mobile apps, websites or other material that contains inappropriate information, content, advertisements or any material that is illegal, not age appropriate or inappropriate for a school environment.
(h) Comply with School Board Policy 2.20, Acceptable Use Policy Governing
Internet and Technology Access.

(3) Failure to follow the directives outlined in paragraph 2 above will result in appropriate disciplinary consequences as outlined in the Code of Conduct for Students.

(4) Students that bring personal mobile electronic devices to school do so at their own risk. The District accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The District accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the District's network. The District accepts no responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device.

(5) Students are responsible for charging and maintaining their personal mobile electronic device(s) and the District assumes no responsibility for same. This includes the use of anti-malware software, if applicable, on the personal mobile electronic device.

STATUTORY AUTHORITY: 1001.42, 1001.43 F.S.

Adopted: 02/11/14





The School Board of Lee County, Florida

Gwynetta S. Gittens, District 5 (Chair)
Chris N. Patricca, District 3 (Vice Chair)

Mary Fischer, District 1
Melisa W. Giovannelli, District 2
Debbie Jordan, District 4
Betsy Vaughn, District 6
Cathleen O'Daniel Morgan, District 7

Dr. Gregory K. Adkins
Superintendent

www.leeschools.net

The School Board of Lee County, Florida, prohibits discrimination on the basis of age, color, disability, gender, national origin, marital status, religion, or sexual orientation.