

Shorecrest | LOWER SCHOOL

The Shorecrest Family Handbook provides information regarding day-to-day student life and expectations for behavior. Revisions of the Handbook are made yearly to keep it as accurate, complete, and up-to-date as possible, and we encourage students and parents/guardians to contact us for further clarification if necessary. Students and families must read this entire handbook carefully, **and electronically sign the Handbook Acknowledgement Form along with their enrollment/re-enrollment contract.**

Revisions to the policies contained in this handbook may be made by the Administration during the year. The Administration has the final say in all decisions regarding school policies.

We are looking forward to a wonderful year of cooperation and support among students, families, and faculty.

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Welcome Letter

Dear Parents:

Welcome to Shorecrest and a year of fine education, growth and learning for your child. For many of you this means a new grade, new teacher and new assignments, while for others everything is new for the first time! Whatever the case, we are delighted to have you as part of our School family.

We are dedicated to creating an atmosphere in which every student will feel important, successful and motivated to learn in order to reach their full potential. We see that occurring when parents, teachers and administrators work together in an atmosphere of caring, trust, cooperation and open communication. The faculty and administration are available to listen to your concerns as well as offer counsel.

Please take time to read this Handbook with your child as it contains useful information and will help answer some questions regarding our procedures and expectations. This Handbook represents the spirit of the positive expectations of our community. We look forward to a wonderful year together!

All the best,

Nancy L. Spencer
Head of School

Purpose of this Handbook

This Handbook was developed to answer many of the commonly asked questions that students and parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written material modification or material amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent/guardian obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardians to sign and authorize any medical care, consents, or other authorizations as required by the School and (2) student's agreement for the School to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with their Division Head. If you have any questions about the Handbook or any of its policies, please contact the appropriate Division Head.

Shorecrest All-School Policies

About Shorecrest

Founded in 1923, Shorecrest is a coed, nonsectarian, PK-12 independent school in St. Petersburg, FL. In a safe, student-centered environment, Shorecrest educates a diverse community of students to become lifelong learners in the pursuit of personal and academic excellence, physical well-being, creative achievement and the development of a commitment to social responsibility. Shorecrest graduates empathetic, independent thinkers who succeed at the university level, pursue their passions, and lead purposeful lives.

Mission

Shorecrest is a college preparatory school that educates a diverse community of students to become lifelong learners in the pursuit of personal and academic excellence, physical well-being, creative achievement and the development of a commitment to social responsibility.

Vision

Create a legacy of inclusive, innovative and transformational education that ignites the potential of all learners.

Diversity and Inclusion Mission Statement

Shorecrest Preparatory School's Board, administration, faculty, staff and school community are committed to the process of creating and sustaining an equitable and just community. At Shorecrest, all individuals are compelled to engage in the process of creating an environment where Shorecrest feels like home to all. The School embraces the wide variety of cultures, religions, languages, backgrounds, identities and perspectives that encompass the richness of humanity. Moved by our guiding Core Values, Shorecrest is a place where complex individual and group differences are met with respect and compassion. The Shorecrest community believes that our diverse culture enhances the school's environment and prepares our students to become the next generation of global leaders.

Non-Discrimination Policy

Shorecrest is committed to providing equal opportunity and prohibiting discrimination, harassment, or retaliation on the basis of age, race, color, sex, national origin, ancestry, citizenship status, religion, marital or familial status, military or veteran status, pregnancy, disability/handicap, genetic information, sexual orientation, gender, gender identity or expression, or any other protected status in accordance with the requirements of all applicable federal, state, and local laws in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Kristine Grant, In-House Counsel, 5101 First Street Northeast, St. Petersburg, FL 33703; 727-522-2111; kgrant@shorecrest.org or to the U.S. Department of Education's Office for Civil Rights (OCR). Please refer to the School's Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR.

Accreditation

Shorecrest is accredited by the Florida Council of Independent Schools and Cognia. Shorecrest is a member of the National Association of Independent Schools and The College Board.

Statement of Expectations

At the heart of Shorecrest (School) is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the School's core values and strive to embody them in word and deed.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our core values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and promptly reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and immediately report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to timely report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Division Head or the Head of School.

All adults have an obligation to model through both language and behavior the core values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School core values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our Core Values.

Safety

Safety, Security & Protection

Shorecrest and Allied initiated a partnership to develop a school-wide comprehensive safety, security and protection program that retains the open and welcoming atmosphere of the independent school campus while enhancing all levels of safety for the community.

School Protection Officers are essential in the identification and prevention of instances before they occur. While trained and prepared for medical emergencies and physical assaults, the primary role of the officers is to know the community and support all aspects of the school's safety operations without disrupting normal school activities.

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seem unusual, or otherwise inappropriate, such information should immediately be reported to the school's counselor, Division Head, Administrator or Head of School.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because we are concerned for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

Parents can visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).

Parents/guardians/caregivers who are registered sex offenders must notify the School.

Policy for Anti-harassment

Shorecrest Preparatory School is committed to maintaining an inclusive and equitable community. As a result all members of the Shorecrest community agree to treat each other with respect and courtesy, and we do not tolerate bullying and harassment.

In 2011, the Florida Legislature called for an end to the harassment of students by their peers. [The Jeffrey Johnston – Stand Up for All Students Act](#) explains that bullying “means systematically and chronically inflicting physical hurt or psychological distress on one or more students.” *The Administration maintains the right to determine whether a single event is so egregious that it calls for serious consequences described in the Anti-Harassment and/or Sexual Harassment policies.*

Whether physical or verbal, bullying and harassment may disturb a person's protected status, such as gender, sexual orientation, ethnicity, race, religion, ancestry, national origin, age, physical handicap, medical condition, or disability.

Bullying and harassment may include, but are not limited, to threatening words or behavior, taunting, hazing, stalking, destruction of property, exclusion, online cruelty, physical violence, unwanted sexual advances, taking or sharing of nude photography and emotional abuse.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

Whether by an individual or by a group, bullying and harassment interfere with a student, faculty or staff member's performance and security by creating an uncomfortable, intimidating or hostile environment. Therefore, this behavior will not be tolerated on campus, at any school-related function, or through the use of any school-monitored technology.

Students and adults who engage in these activities on social media are just as culpable as those who engage in these activities on campus. Even if the victim of the harassment is not connected directly to the harasser's social media, it is a reasonable and clear assumption that the victim will see the postings.

At Shorecrest, we respect, affirm and defend the dignity and identity of each member of the community. Considering this, we hope to raise awareness about bullying and harassment; to steer any troubled students, faculty or staff away from conflict and instead toward resolution and empathy; and to ensure that Shorecrest is a welcoming and emotionally rewarding environment.

Sexual Harassment

Shorecrest strives to create a respectful environment for all students, teachers and families to come and learn. Whenever someone's dignity, respect, sensitivity or privacy is violated due to sexually explicit or implied language or actions, the school will investigate the situation and support any person who claims to have been harassed and/or assaulted. Shorecrest will comply with all laws regarding Sexual Harassment and will report allegations to appropriate authorities.

Responding to Complaints of Harassment

Shorecrest students have the right to participate in school life without the threat of harassment, sexual or otherwise. Students and faculty are strongly encouraged to report any such behavior toward themselves or others to the Director of HR or the appropriate School Head. Allegations of harassment will be investigated immediately, in a confidential manner. The investigation will be conducted by the appropriate School Head or administrator. The results of the investigation and appropriate remedial action will be presented to the Head of School. Possible remedial actions for acts of harassment may range and can include but are not limited to, required counseling to an apology to the victim and/or the student body to suspension, probation or expulsion. This can happen even in the case of a single expression, act, or gesture.

Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

While we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the appropriate Division Head or administrator.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Use of Surveillance Equipment

The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities are being recorded and may be monitored. These video recordings are the property of the School and the School generally does not make these recordings available to parents or students. The School may, in its sole discretion, or be required to provide the recordings to law enforcement or other governmental agencies.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including expulsion.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of ammunition or weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to School (including, without limitation, parking lots, athletic fields, and outbuildings) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, bows and/or arrows, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans, any administrator, Head of the Division or Head of School.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card **may** also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Visitors on Campus

All visitors during the regular school day, from 7:30am-3:30pm, are required to check in at a school office or at the main reception desk in the Raymund Center. ([See Safety, Security & Protection](#))

Students wishing to bring guests to school must gain permission at least one week in advance from the Division Head so that teachers can be notified. Guests are welcome to join us for lunch after permission is given. Please do not bring visitors unless prior permission has been granted. Upon arrival, students must register their guests in the office and obtain a visitor's pass.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

Social Guidelines and Expectations

Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Parents are expected to reinforce these goals at home and are expected to support the efforts of the School. While reasonable disagreements may be discussed in private, it is important that parents support the School with respect to expectations and consequences for student behavior. The rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The rules, policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety and the School's Core Values of Respect, Responsibility, Compassion, Knowledge and Integrity**. Any behavior that constitutes a breach of these School core values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also

encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the School. The use of ethnic slurs, name calling, and profanity are not permitted. Use of inflammatory hate speech directed at or about a particular group, ethnicity, race, religion or an individual's sexual orientation or gender identity is not permitted.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the School's administration.

Bathroom and Locker Room/Changing Facilities Policy

Shorecrest values inclusivity and respect is one of our Core Values. We have a number of restrooms and changing facilities that will accommodate the entire community. Shorecrest provides restrooms designated for community members that are exclusively for females and exclusively for males, consistent with the Florida law definition. Pursuant to the Safety in Private Spaces Act, "male" and "female" are defined as referring to an individual's biological sex at birth. Individuals may only enter a gender designated bathroom or locker room/changing facility if it corresponds with their biological sex at birth. The School's bathroom and locker room/changing facilities are designated exclusively for use by females or males. Shorecrest also has a number of bathrooms on campus that are individual unisex restrooms and can be used by females and males as individuals. It is expected that all community members will respect and use the appropriate space. Willful failure to do so will result in a violation of our Core Values Code and be subject to disciplinary action.

This Handbook provision is considered a part of the School's code of conduct.

Cooperation with School Staff

Students are expected to be honest, cooperative, and respectful with school staff at all times.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a misdemeanor or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at

the end of the school year, the School may require punishments to be served during the summer or the following fall. Transcripts and other reports pertaining to the student's academic standing may be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the Head of the Division.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including, but not limited to setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited. This list is not intended to be inclusive of all prohibited conduct.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any School-related events. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event should be immediately reported to an Administrator, Head of the appropriate Division or Head of School.

Drug & Alcohol Policy

The use or possession of illegal substances, tobacco and non-tobacco products **including but not limited to the full range of options for vaping and electronic cigarettes** are not permitted on the Shorecrest campus. The Pinellas County Licensing Board requires child care providers to notify parents, guardians, and family members that e-cigarettes and all vaping devices are prohibited on campus.

The illicit use of drugs and/or alcohol by students harms both individuals and their community. It violates federal, state, and local laws; it adversely affects the individual's physical, mental, and emotional development; and it lowers the expectations of other students by setting a poor example of what it means to be a student at Shorecrest.

Shorecrest is committed to preventing the illicit use of drugs and alcohol by its students. It is the school's responsibility to consider the welfare and safety of the entire student body. However, it is the sole responsibility of each student to abstain from the improper use of drugs and alcohol.

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Any student found to have used, consumed, or been in possession of drugs and/or alcoholic beverages while under the authority of Shorecrest, will be subject to a strong disciplinary response, including suspension and/or expulsion in certain cases. Any student found to have engaged in the selling or

distribution of drugs, at any time or place, will be expelled.

As used herein:

- A. **"Found"** means a determination by the school, following an investigation, based upon any type of information or evidence deemed by the school to be credible and substantial. The school shall have the right to act upon information or evidence that may not be admissible in a court of law.
- B. **"In the possession of"** includes the participation in the use or consumption of, or knowingly being in the presence of drugs or alcoholic beverages.
- C. **"Drugs"** includes all that is commonly understood in the context of the drug use problem including, but not limited to, the following: tobacco products including nicotine; vaping devices, e-cigarettes, and any related or similar paraphernalia; marijuana; depressants such as barbiturates, tranquilizers, and narcotics; stimulants such as amphetamines, methylphenidate, and cocaine; hallucinogens such as PCP, LSD, and mescaline; inhalants such as solvents, aerosols, nitrates, and nitrous oxide; and so-called club or designer drugs such as Ecstasy, Rohypnol, and GHB. It shall not be considered a violation of this policy for students to use a drug properly that has been prescribed for them by their physician if such use is in accordance with the physician's instructions. Nor shall it be a violation for a student to use so-called "over-the-counter" drugs, if such use is in accordance with that drug's labeled directions and is not otherwise prohibited by the school. If a student and/or his or her parents have any doubt as to this policy's application to the use of a drug by a student, such drug use should be approved in advance by the school.
- D. **"While under the authority of Shorecrest"** means any time the student is on the school campus for any reason or is in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a school-sponsored activity. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are also considered school-sponsored functions. Off-campus lunches on a school day, including travel to and from such lunches, shall also be included within this definition.

Any student found to have remained in the company of another student who was clearly using, consuming, distributing, selling or possessing drugs or alcoholic beverages while under the authority of Shorecrest, may also be considered in violation of the school's drug and alcohol policy, unless the student was intervening to prevent a problem, was assisting the person in difficulty, or was obtaining adult assistance.

Violations of this policy will be treated as a very serious violation not only of the school rules but also of applicable federal, state and local laws. Given this, students who violate this policy at school or at a school-sponsored event will be subject to disciplinary consequences determined by the Upper School Disciplinary Committee, or Head of the Division or School. These may include in-school suspension or expulsion.

Shorecrest supports the Florida and federal laws on the use, possession, sale or transfer of illegal drugs or alcohol. It is the responsibility of all members of the Shorecrest community to abide by these laws. A fundamental principle of the Shorecrest policy on drugs and alcohol is that students are personally responsible for conforming their behavior to the federal, state and local laws and to the school's policy.

Testing

Students may be required to submit to breathalyzer tests (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in their system. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in disciplinary consequences.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Alcohol at Parent or Alumni Events

Alcohol may not be served at any event on the Shorecrest campus without the written consent of the Head of School.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at specified times. There will be no chewing of gum in the School.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation. Please refer to individual School handbooks for further details regarding honesty and dishonesty.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. Students may be questioned in order to aid in the investigation without the presence of a parent/guardian.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student. A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities, as well as the NCAA if applicable.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other types of offensive language or gestures on campus or at School-sponsored events.

Laptop Security

Students have been assigned lockers capable of holding their computers as well as books. Computers should not be left anywhere on campus unattended; the provided lockers should be used. The School does not assume or accept any responsibility for loss or damage to laptops not properly secured in the provided lockers.

Leaving School Campus

It is a serious infraction to leave campus without authorization. Students who do so can face disciplinary consequences up to and including suspension or expulsion. See Individual School handbook for more information regarding leaving campus.

Lockers and Cubbies

Lockers and cubbies are the property of the School. Students are to keep their lockers or cubbies clean. Lockers are not to be shared. Personal items should be taken home each evening. If locks are available, the area must be locked (see individual School's policy for the type of lock). Administration reserves the right, at its discretion, to open and/or search cubbies and lockers without prior notice or consent. An unauthorized lock will be removed with no notice to the student. Each student must provide the locker combination to the homeroom teacher. If a change is made, the teacher must be notified. Lockers will be assigned by the teacher during the first week of school. Locks put on before then will be removed.

All lockers and cubbies are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

It is the student's responsibility to keep the locker combination secure and the locker locked. The School assumes no financial responsibility for items taken from lockers or cubbies.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule are subject to disciplinary action up to and including suspension or expulsion. The School reserves the right to determine what material is pornographic.

Prohibited Electronics and Other Items

Students are prohibited from possessing or having in their possession certain items described in the individual School's handbooks or in the All School Handbook. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Parents will be required to come to the School Office to pick up confiscated items not turned over to law enforcement. In addition, the School reserves the right to inspect any electronic device, including all contents. Students must provide any and all passwords to

inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Students will also be subject to disciplinary procedures for violation of this policy. **Please Note: Individual Schools may have specific policies about prohibited items. Please check your individual Division for further details.**

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the School and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Truancy

A student is truant if absent from School without the permission of a parent or guardian (regardless of age) or leaves the School grounds once the student has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

Health

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or the Head's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Health Care, Immunizations, Medications, and Clinic

Prior to the beginning of each school year, a physical examination must be completed for all new students and students entering kindergarten, third, seventh and tenth grades. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School Office. Students may not attend school without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or a valid waiver.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at the School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the nurse together with the signed permission form. All medication must be delivered to the School nurse. Students are not permitted to carry medications except for EpiPens, inhalers, pancreatic enzymes and diabetic supplies/medication with a signed release from the parent, nurse approval, and then only with specific physician instructions.

Students who return to school after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to school and any necessary limitations or restrictions.

Parents are responsible for informing the School Nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the School Nurse or Division Counselor about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. The response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or

means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chickenpox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School Nurse is available to students daily. If a student is not feeling well, the student should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Pet and Animal Policy

The School endeavors to enhance the safety and comfort of faculty, staff, students, and visitors while, at the same time, reducing the possibility of disruptions/distractions in living, learning, and working environments. It is designed, as well, to reduce the School's liability. In addition, members of the School community may have allergies to or simply be afraid of animals. In general, pets are not allowed in any School buildings or on any part of the campus (including but not limited to grassed areas near all buildings, all greens, quads, parking lots, athletic fields, roads, and walkways).

This policy does not apply to small class pets (such as birds or hamsters) as long as those pets are approved by the Head of the Division or School and have proper documentation of vet appointments, vaccines, etc. It also does not apply to certified, trained assistance dogs that are actively engaged in the service for which they were trained such as police dogs or dogs used for services to accommodate under the Americans with Disabilities Act (ADA).

School Counselors

The Counseling Department is staffed by professionally trained school counselors. Counselors are available to help students and parents with personal or social concerns that may arise, and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that our School's philosophy is that conversations with school counselors will not be treated as confidential. The school counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The school counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the school counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

Field Trips

Day and overnight field trips/experiences are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

A condition of a student's or parent's participation in any field trip is the execution of the School's standard Participation Release. If the trip is a day or longer, the student should plan to remain at home.

Parents who are interested in volunteering to assist on field trips/experiences must have been cleared through the School's regular visitor criminal background process. This process is for the protection of all

students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

Dining Room

Students are expected to be well mannered and well behaved and to help make the cafeteria a pleasant place to eat. Those students who bring their lunch must eat in the dining room. Adherence to all regulations is to ensure continued food service to the students. When students have completed their meal they are to dispose of all litter, return their trays to the proper place, and exit the dining room. Inappropriate behavior in the dining room will result in disciplinary consequences.

Transportation

Transportation [Private/Carpools]

Parent(s) are expected to provide transportation for their child(ren). The School will be glad to help identify neighboring families; however, School personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified. A note to the classroom teacher, scan or email to the office, or, in an emergency, a telephone call to the Office will serve as notification.

Ride Sharing

See individual School policies.

Other Emergency Information and Policies

Emergency Information

During severe weather or other emergencies, administrators will communicate important information via text message, phone, email, and/or through an emergency bulletin on the school website. Teachers will use Schoology for specific class information and updates in the event that students must engage in distance learning due to campus closure. Fire drills, lockdown drills, and tests of our emergency communications systems are held periodically.

Procedures for Forecasted Storms

As is often the case during the hurricane season, the direction of a storm approaching the Tampa Bay Area is difficult to predict and advisories can change hourly. Since we cannot determine clearly one day what the weather situation will be the next, we ask that you check your email and/or the school website in the morning if you know severe weather is forecasted.

If you live in a flood area and are experiencing significant winds and/or heavy rain, you should make a personal decision regarding bringing your student to school. **Please call or email the appropriate division office to let the School know that you are keeping your student home.** Your student will be excused.

- If weather conditions are unpredictable or develop while your student is at school, we will activate the emergency call system. Should you be concerned about getting to your home later in the day, you may pick up your student early.
- Should it become necessary to dismiss early, younger students will not be allowed to ride with Upper School students unless the parents of the younger students have notified us.
- If the National Weather Service declares a severe weather warning in our immediate area, students will not be allowed to leave campus.
- In the event of an early dismissal or school closing due to severe weather, after-school activities will be canceled.
- See the appropriate division's Family Handbook for details about rainy day [arrival/dismissal](#) procedures.

Finally, please know that if we ever have to close school early, your student will always be taken care of by teachers and staff until you are able to arrive.

Shorecrest Disaster Communication Plan

In the event that the Tampa Bay Area suffers a direct hit from a major hurricane, it is likely that our server and computer network will be disabled for a period of time.

In order to ensure that we can communicate swiftly and effectively with our families, we have established a Disaster Communication Plan that includes the following:

- Our web server is located in a fault-tolerant and off-site location. We will update the contents of our website in order to communicate critical information to our families in the event of a major evacuation. We will also communicate via emergency text message.
- Our off-site mail server will allow us to keep in contact by way of email during an emergency period.
- The Schoology Learning Management System will serve as the tool that teachers will use to provide assignments.

Our primary goal is to maintain a communication stream with the Shorecrest community. If you evacuate from this area and have access to the web, you will be able to remain in contact with Shorecrest's Administration and Faculty.

Relocation and Reunification Plan

In the event that students must evacuate campus, they will be moved to a designated reunification site. Parents will be notified via text, email, phone, and/or website regarding the process for picking up students.

Evacuation

From time to time, the School will conduct fire drills and other emergency response training with students. A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps. Students will be appointed to turn off lights and air conditioners and to

close the windows and doors during fire drills or an evacuation. In certain situations, students will be instructed to quietly shelter in place.

Students should move quickly and quietly to the designated area. Movement and noise during fire drills and other drills should be kept to a minimum. Talking is prohibited. We encourage parents to speak with their children about the importance of taking these drills seriously, to follow directions in emergencies, and to remain silent.

During an emergency, parents should seek information from the school website or emergency communication system, rather than calling the School or their child.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Inspection Policy

Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, iCloud, ZoHo Mail, ProtonMail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search that is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with, or otherwise

impedes an inspection by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Intellectual Property

By enrolling the student in the School, the parent and student acknowledge that during the student's attendance at the School all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group School activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

Lost and Found

Books, clothing and other personal items which are left at the end of each day will be placed in or near the office of the appropriate division and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals. Please see the Athletic Department policy for items in the athletic lost and found.

Labeling of all items helps prevent loss.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs then the Office should be notified.

Posters and Announcements

All posters must be approved at the Division Offices before they are displayed in School. If a student wishes to put up a poster, the student should bring it to the Office first. General announcements are made in the morning. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by administration.

Insurance

Shorecrest does not provide medical insurance to cover injuries to students. Families interested in coverage specific to student injuries are encouraged to talk to their preferred insurance providers about possible coverage options. One option Shorecrest families have used in the past is the [Voluntary K-12 Accident Insurance Program](#).

Student Records and Information

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the School, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

Family-School Partnership

At Shorecrest we believe in the importance of a partnership between a student's parents/guardians and the school. The positive, collaborative and constructive family-school relationship enhances the school's ability to serve the students and accomplish the school's mission. All members of the community are expected to model our five Core Values: Responsibility, Respect, Integrity, Knowledge and Compassion.

Should a situation occur in which the Head of School concludes that the actions of a parent or guardian make such a positive relationship impossible, the school reserves the right to terminate or refuse a student's enrollment contract. Similarly, if the Head of School determines that the actions or language of a parent or guardian interfere with the rights of students, other parents, teachers or administrators, thus seriously impeding the School's ability to accomplish its mission, the school may terminate or refuse a student's enrollment contract.

Strong communication between our Shorecrest families and school is critical for building a happy, safe and strong, emotionally healthy community.

- If a concern arises, parents/guardians are encouraged to contact their student's teacher by phone or email. We try to reply within 24 hours during the week. (Please note: during school hours teachers are expected to be focused on their students, not texts, email or phone messages.)
- Meetings are preferred when the concern is serious.
- If the family is concerned regarding something that their student said happened at school, we ask that the family share what was reported and seek clarification and understanding.
- Direct communication with your student's teacher is best; however, parents/guardians should also feel comfortable contacting the appropriate School Division Head or in some cases, Head of School, Nancy Spencer. All School Division Heads and the Head of School welcome the opportunity to assist family members and to address issues or concerns.

- At times the teacher, parents/guardians and school administrators will need to come together to resolve an issue.

We also ask families to be thoughtful in how they share their concerns so as to avoid gossip and rumors. We ask our students, faculty and families to be respectful and responsible with their words and to avoid speaking unkindly about members of our community.

At no time should a parent reprimand, confront, or discipline someone else's student. If intervention appears necessary, contact a school employee immediately.

The success of an outstanding independent school relies in great measure on the quality of its parental involvement. Parents support the school by following arrival and dismissal procedures, reinforcing the school's policies with their students, turning to teachers and school administrators when they have questions and need information, ensuring student compliance with uniform and dress codes, and contributing in many other ways to support our educational mission.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, threatening, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or proceeds with litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "proceeds with litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be at the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Separated or Divorced Parents of Students

In the event the parents and/or guardians of a student are separated or divorced, they shall provide a certified copy of any temporary or final order of the court, if any, respecting the legal custody of said student. Upon a request of the non-custodial parent, the School, absent a proscription contained in the court order, shall have the right to furnish or provide the non-custodial parent with copies of all status reports which are mailed home and report cards relating to such students. In these instances, the administrator shall advise the custodial parent of the request and of the fact that such reports will be so furnished or provided.

Religious Holidays

Students absent on religious holidays will not be expected to have homework completed or take tests or quizzes until the second day they return to school. Teachers are instructed not to administer tests or conduct reviews on major religious holidays. In addition, long-term assignments should not fall on or immediately after a religious or school holiday.

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School property, parents and students are not authorized to use or cause to be used by others the School's name ("Shorecrest"), any likeness or reference to the School's name (e.g., Shorecrest Prep), and/or the School's crest, logos or mascot in any way ("School Property") without express prior written permission of the Head of School or Director of Communications. This restriction on the use of School property, includes without limitation, online activities, use of School Property on merchandise, and attaching School property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not School sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Head of School or Director of Communications stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is School sponsored, please contact the Director of Communications or Head of School.

School Publications & Social Media

Shorecrest publishes a semimonthly e-newsletter that highlights events, activities and achievements at Shorecrest. An email is sent to all families when each issue is published. News, stories, photos, and events that are highlighted are posted online at www.shorecrest.org/news. You may submit an idea for inclusion to ebytes@shorecrest.org.

At the end of each school year, the Office of Marketing and Communications produces a year-end celebratory publication of current Shorecrest families and friends. An annual publication, "Shorecrest Magazine," publishes articles about people and events important to Shorecrest as well as Class Notes of

alumni. At the beginning of each school year, the Advancement Office produces the Annual Report. The publication schedule is subject to change due to the changing needs of the school.

The Shorecrest Office of Marketing and Communications maintains a presence on a number of social media profiles. Parents are encouraged to engage with the school on social media and to share with friends. The social media sites are linked on each page of the school website. Simply scroll down to the page footer and click on the appropriate icon.

Facebook: www.facebook.com/ShorecrestPrep

Announcements, photos, news items, event reminders and more.

Individual class groups on Facebook are unofficial channels created by parents and are not monitored by the school.

Instagram: @ShorecrestPrep

Photos from around campus

Twitter / X / Instagram: @Shorecrest (main school account)

@Shorecrestsport (Athletics account)

@ChargerAlumni (Alumni Office)

Athletic updates, event reminders, fun photos, breaking news.

Flickr: <https://www.flickr.com/photos/shorecrest/sets/>

New photo albums are added weekly and available for free download

YouTube: www.youtube.com/ShorecrestPrep

School performances, presentations, and other classroom and all-school events

LinkedIn: <https://www.linkedin.com/school/shorecrest-preparatory-school/>

Press releases, announcements, and employment information.

Media Consent

The ability to accurately and vibrantly portray Shorecrest's community and programs is dependent upon parent support of the School's use of Student images.

Occasionally during the school year news media, including representatives of radio, television, newspapers and magazines are permitted on Shorecrest's campus to cover school and student events and stories that show the School's mission in action. Approved media may request to take still photographs, voice or video interviews, or other digital media. These items may appear or be used in print, radio, television, or online media. Only students who have a current media release on file will be allowed to be featured in the manner described above. The media release is included in the Start of School information.

Students are photographed daily for teacher Schoology pages, the Yearbook, stories for shorecrest.org, print publications and school marketing materials. Shorecrest reserves the right to use photographs and videos of students in print and online publications in perpetuity. Upper School students may be identified by

full name when appropriate to celebrate student accomplishments. Students in Alpha-8th grades will be identified by only their first name and last initial.

By default, all students may be featured in Shorecrest media unless a parent or guardian advises the Marketing & Communications Office, in writing, to the contrary.

Giving or Fundraising

The Shorecrest policy states that parents/guardians, students or other representatives may not solicit money from other families for teacher gifts, school or project-related charitable causes, or any other activity not approved by the School. In an effort to minimize the number of times parents are asked to help fund the many good causes at Shorecrest, we remind all families and students that all solicitations must be cleared by either the appropriate School Head and/or the Director of Advancement. Families that receive a solicitation from individuals who are not in an official volunteer role are encouraged to notify the appropriate School Head and/or the Director of Advancement.

Parents can expect to be asked to contribute to school-wide functions, activities, and fundraisers that serve to build a stronger school. Some of these include:

- The Shorecrest Fund
- Comprehensive Campaign
- Club / Team Dues
- SCA Fundraising Event(Donations of goods/services may also be requested)
- School Dances (Grade level, Homecoming, and Prom)
- Yearbook Ads

In addition, Shorecrest supports a variety of Service Organizations. Parents and students will be asked to contribute to:

- Food Drive (The Kind Mouse)
- Holiday Gift Drive (Guardian ad Litem)

Students may conduct activities to support their service activities. Any fundraising on campus or communicated via official school channels must be pre-approved by the Advancement Office.

Campaign and Shorecrest Fund Volunteers, Grade Level Representatives, Team Parents, SCA Activity Chairs and Booster Club Activity Chairs are often approved to collect funds for Shorecrest programs.

Use of Shorecrest Family Information, Directory, and Mailing Lists

The use of the Shorecrest family and faculty directories, and the use of any school mailing list, is intended for exclusive use by students, parents/guardians, faculty, staff, administration, and trustees of the Shorecrest community. Use of these resources for solicitation or any other commercial purpose exceeds their intention and will be considered an invasion of privacy.

School Business Office Hours

The School's Business Office is open from 8am - 4pm, Monday through Friday.

- Lower School Specific Policies -

Lower School Motto

At Shorecrest Preparatory School, we respect ourselves, each other, and the environment.

Lower School Contact Information

Lower School	727-522-2111 ext. 400
Dr. Lisa Bianco, Head of Lower School	727-522-2111 ext. 401
Mrs. Sarah Palazzolo, Assistant Head of Lower School	727-522-2111 ext. 402
Ms. Marcia Johnston, Administrative Assistant	727-522-2111 ext. 404
Ms. Emily Arthur, Front Desk/Administrative Assistant	727-522-2111 ext. 403

To reach the office by email: ls-office@Shorecrest.org

Arrival and Dismissal

Arrival

7:30am	Morning Care
7:55am	Students should be in the school building
8am	Classroom instruction begins

Drop-off Location: Lower School students can be dropped off on Charger Blvd. from 7:30-7:55am.

Lower School students who are siblings of Alpha or JK students may be dropped off on Pratt Blvd. between 7:30-7:55am. Students are late if they enter the classrooms after 8am.

Other Drop-off Details

- **Traffic on campus is one-way.** Please enter at Pratt Blvd. and exit at Charger Blvd.
 - To maintain a safe learning environment and to encourage independence for all Lower School children, all students should be dropped off in the carline. Children have an easier time transitioning if they say their goodbyes prior to leaving the vehicle or entering the school building. Teachers are also better able to focus their attention on all the children and start the school day.
 - Students in first through fourth grade will be responsible for opening and closing their car door. (If they need assistance, student patrols, faculty and staff will be happy to help). Kindergarten students will be assisted by a faculty member.
 - Students - with backpacks and belongings ready - should exit the side of the vehicle opposite moving traffic.
-

- **Only students and faculty members should enter the school building in the morning.**
- Please park your car and walk your student into the LS Office if there is no Shorecrest faculty member at carline drop-off.
- Patrols are to be dropped off at Charger Blvd. at 7:30am (not before) and report to their duty post.

Rainy Day Arrival

Rain during arrival does not change drop-off procedures.

Dismissal Locations

- Pick-up begins at 2:50pm and ends at 3:00pm.
- **Front Gate:** Kindergarten and first grade students and their Lower School carpool/siblings will be dismissed through the LS front gate.
- **Charger Blvd:** Second through fourth grade students will be dismissed to Charger carline unless they have a Kindergarten or first grade carpool/sibling. (See: Front Gate, above.)
- **Pratt Blvd:** Students in Kindergarten through fourth grade who carpool with students in Alpha and JK should be picked up at Pratt Blvd. (even if the Alpha and JK students are absent).
- **Students with Middle School siblings** will be walked over to the Middle School to join their siblings.

Other Dismissal Details

- Traffic on campus is one-way, all day, every day. Please enter at Pratt Blvd. and exit at Charger Blvd. (The only exception is Kindergarten & first grade dismissal from the Lower School front gate. These cars will be allowed to turn right onto Pratt and then right onto First Street.)
- Each family receives a name tag for their vehicle for pick-up. Please have the tag visible under your visor until your child is in the car. If you need additional tags, notify the office.
- **Parents/guardians should pick up children from the carline.** At the end of the day, adult family members are asked to not be in the hallways, breezeways or on sidewalks. Unless it is absolutely necessary, families should use carlines for the good of the community and the safety of children.
- **Parents will not be able to gain entrance to the Lower School front gate after 2:20pm.**
- Students who are not picked up in the carline will be escorted to [Extended Day](#) at 3:00pm for supervision. Please see Extended Day rates for charges and pickup instructions.

Early Dismissal Times

- 11:45am - All children will be dismissed. Siblings of MS students will be walked over by an adult to the MS dismissal at 12:15.

Rainy Day afternoon pick-up

- If there is light to heavy rainfall, pick-up will be as usual.
- In case of severe thunder and lightning, children will be held indoors until it is safe to dismiss.

When picking children up in front of the Lower School building, please stay in your car in line. Make one lane only. **DO NOT PARK.** Parking in front of the building disrupts the flow of traffic and creates a dangerous situation. All adults picking up students in LS should enter the campus as usual and proceed around the campus, moving into the left lane of Charger Blvd. at the appropriate point. They should

continue down Charger Blvd. K/1st Families picking up students will be directed to turn left into the front parking area. Children will be escorted from the breezeway to their cars, which will then exit the campus by turning right into the north lane of Pratt Blvd. and turning right onto First Street. Drivers picking up additional students in Middle and Upper School will be directed left at Pratt Blvd. to pick up those students.

Visitor, faculty, and student parking spots in the front parking lot are not to be used for arrival and dismissal.

Before Care

Before Care is free and begins at 7:30am. Students will play in assigned areas on the playground and then be directed to their classrooms at 7:45am.

- Kindergarten - ES/K playground that is closest to the LS playground
- First grade & Second grade - the swings, gaga ball pit, blocks, the climber and the mound areas.
- Third grade & Fourth grade - the cement area in front of the library entrance and in front of Charger Commons stairs, in the field close to the mounds, and on the Gaffney Green. Third and fourth grade students may also visit the library.
- If it is raining the students will go directly to the classrooms from the carline.

Extended Day / School Closed Child Care

Extended Day is available daily from dismissal to 6pm. School Closed Child Care is also offered on half days (11:45am dismissal). Enrolling your child in School Closed Child Care when school is out **requires advanced registration online**. View details on the [After School page](#) of the school website.

Extended Day is not a right, but a privilege. Students are expected to adhere to the Lower School's Code of Conduct while in Extended Day. Email Mrs. Dominique Hamm at dhamm@shorecrest.org if you have questions or need additional information about Extended Day or After-School programs.

After School Clubs

Children may enroll in after-school enrichment clubs. Clubs are wonderful, enriching activities for your child. Shorecrest offers multiple after-school club sessions during the school year. We are planning a variety of after-school clubs from athletics and acting to Spanish and technology. Stay tuned for further communication at the start of school.

The schedules for Extended Day and After-School Clubs can be found on the school website [After School page](#).

Motor and Engine Assisted Vehicles, Electric Personal Assistive Mobility Devices

Students desiring to ride a motor or engine-assisted vehicle (Vehicle), including but not limited to bicycles, scooters, and one-wheelers, must be 16 years of age or older. *This policy does not apply to students with a documented disability that requires a motor or engine-assisted vehicle or device.*

The following procedures must be followed:

- All students 16 or older desiring to ride a Motor or Engine Assisted Vehicle, to and/or from school must have a permission slip signed by a parent/guardian on file in their School office. A permission slip must be on file even for an occasional time that a student rides a Motor or Engine Assisted Vehicle to and/or from school. Permission slips are available in the school offices.
- Helmets are required.
- Riders must adhere to the traffic patterns and rules that cars follow on campus. Students may not ride their bikes on pedestrian walkways.
- Vehicles should be locked by the Upper School Science Cottage.
- If the weather is too dangerous to leave campus, parents/guardians will be required to pick up the students or make arrangements to do so.

Bicycles/Walking to School

Please review the following procedures with your students(s):

- All students in grades ES-8 walking, riding bicycles, scooters, or one-wheelers to and/or from school must have a permission slip signed by a parent/guardian on file in their School office. A permission slip must be on file even for an occasional time that a student walks or rides a bicycle to and/or from school. Permission slips are available in the school offices.
- Helmets are required of bicyclists on campus.
- Bicycle riders must use the pedestrian pathway on the north entry of campus (not Pratt Blvd). Bicyclists are required to dismount and walk their bikes across the driveway entrance pedestrian crossing.
- At dismissal, students are to leave the campus immediately and are not to travel on the property of surrounding residences.
- All bicycles, scooters and one-wheelers are to be locked to the campus BICYCLE RACK. The racks are located by the Lower School playground, Middle School Sher Center and the Upper School Science Cottage.
- When dismissal arrangements change, the parent must notify the school in writing or call the school.

If weather is too dangerous to leave campus, parents/guardians will be required to pick up the students, or make arrangements to do so.

For Students Riding Bicycles

Arrival for Lower School Students: Proceed onto campus via Charger Blvd. (north road). WALK bicycle up the south (blocked off) lane of Charger Blvd. and through the gate of the Lower School drop-off area. Continue to the bicycle rack on the Lower School playground.

Arrival for Middle & Upper School Students: Proceed onto campus via Pratt Blvd. (south road). Follow Pratt to the MS/US bike rack located by the Science Cottage.

RideShare Policy

While Shorecrest acknowledges that RideShare (Uber, Lyft, Bounce, etc.) options may offer convenience and/or resolve an immediate, unanticipated transportation need, it is imperative that Shorecrest parents and students recognize that the school cannot ensure the fitness or safety of RideShare drivers, including whether the drivers possess a valid driver's license, maintain proper automobile insurance, have passed a

background check, or have been appropriately trained to transport and/or interact with minors/students.

Consent

If Shorecrest parents/guardians wish to accept the responsibilities and obligations related to RideShare services, parents/guardians must submit a letter to the school's administrative office providing permission for his/her/their student to accept transportation from a RideShare service. Shorecrest will not release any student to a RideShare driver without a consent letter and the [RideShare release on file](#), which must be renewed each school year.

Signing In and Out

Lower School students who arrive late, leave early, or return to campus during the school day must sign in or out with an adult at the Lower School Office. Teachers have been instructed not to release students from the classroom to a parent/guardian. **Parents are asked to pick up their children in the Lower School Office, and the office staff will call them out of the classroom.**

Please Note: Students may not be signed out to attend a sibling's birthday celebration or a grade-level show.

Assessment and Evaluation

Homework

Kindergarten - fourth grade students have homework assignments throughout the week appropriate to the grade level or subject area - usually ten minutes times the grade level plus reading.

Fall and Spring Conferences

Two parent-teacher conference days for Lower School parents/guardians are scheduled in November and February. There are no classes on these days. Conferences are conducted in person. Teachers will provide an electronic sign-up sheet for conferences prior to each conference.

Electronic progress reports for Kindergarten through fourth grade students are issued to parents three times a year, after the end of the first, second, and third trimesters. In November and March, following the end of the first and second trimesters, the classroom teachers also hold face-to-face conferences with families to discuss student growth. Specialists are also available at this time for conferences. End-of-year progress reports are provided in early June.

Promotion Policy

In order to be promoted to the next grade level, students in Shorecrest's Lower School are expected to demonstrate good learning habits of mind, positive social interactions, and age-appropriate citizenship behaviors. They must also meet, or closely be approaching, grade-level expectations in all core subject areas (reading, writing, and math) in order to be promoted to the next grade level. If students are not meeting grade-level expectations, interventions and various evaluations may be needed. In some cases, acting in the child's best interest, the Head of Lower School may request a full psychological educational evaluation of a given student. The parents/guardians are then **required** to have the evaluation appointment within a month period from the date of the school's request or jeopardize their student's promotion or

re-enrollment. Results from the test must be shared with Lisa Bianco, the classroom teacher, and Miriam Pardoll, Dean of Student Support Services for CAE. There are times when contracts are held until the end of March, in order to make certain there has been significant progress. If there has not been the necessary progress, contracts are not renewed. In addition, if the school has made recommendations regarding student services, and the family moves against those recommendations, the contract may also not be renewed.

Center for Academic Excellence and Student Well-Being

The Center for Academic Excellence and Student Well-Being (CAE) offers consultation and assistance to parents and students, as well as individual and small group interventions to students, who may need support during their time at Shorecrest to reach their potential. The referral process usually begins with the classroom teacher who confers with Miriam Pardoll, the Dean of Student Support Services for CAE, in order to determine the most appropriate interventions. There is then a meeting with parents/guardians to discuss these interventions and determine the next steps. Teachers will offer occasional help before or after school when needed. Parents/guardians should meet with teachers and administration before arranging any services to ensure a commitment to working as a team to maximize benefits to the student.

Learn more on the [Center for Academic Excellence and Student Well-Being webpage](#) or contact Miriam Pardoll, the Dean of Student Support Services for CAE and the CAE Coordinator for Experiential and Lower Schools, at 727-522-2111 x447 or mpardoll@shorecrest.org.

[View Shorecrest's Accommodation Policy](#)

Attendance Policy

School begins at 8am. Students arriving on campus after 8am or later should be accompanied by an adult to the Lower School Office where they will be signed in. Teachers cannot be responsible for work missed because of students' repeated tardiness. Habitual tardiness is not good for young learners and is disrespectful to the classroom teacher and other students. It disrupts instruction each time a late student arrives. Families are expected to have their children at school before the start time.

Please notify the office in the morning if your child is going to be absent. You can call or email ls-office@Shorecrest.org. This email address reaches Marcia Johnston and Emily Arthur. We will need to call you if we don't receive notice.

If a student must leave for an appointment during school hours, parents/guardians should call the office or send a note in the morning explaining the situation. These notes are to be given to the classroom teacher who will in turn notify the office. We will call your child to the office when you arrive. Children cannot sit in the LS Office waiting so make sure to arrive early. Parents are asked to contact the office directly by phone if an appointment has been changed or if there is a family emergency.

Parents who wish to pick up books and/or assignments for students who are absent must call the Lower School Office **BEFORE NOON**. Homework requests received AFTER NOON cannot be guaranteed. Students will be given one day to make up assigned homework for each day of an excused absence, including those due to observance of a particular religious holiday. Assessments will not be given on religious holidays or the day immediately following, nor will major assignments be due on those days.

The school calendar is published in the spring of each prior year so families can make vacation plans for the coming academic year. If a family finds it necessary to take a child out of school at times other than scheduled holidays, a letter should be submitted to the Head of Lower School with a copy to the Head of School for the consideration of the faculty and administration (unless it is health-related).

During the time a student is away on an approved absence or is home sick, classwork and homework will be compiled; and upon the child's return, an effort during school hours will be made to help them "catch up." A long absence may require the need for outside support, such as a tutor. Please do not ask teachers to put work together for your child to take with them while away. The work will be given after the student's return in order to have an accurate account of what needs to be completed by the child. Please note: Class assignments and readings comprise only a part of Shorecrest's lessons and do not equal the total in-school learning experience.

Excessive tardies and/or absences may jeopardize a child's learning or academic standing, which may result in a student being retained or a loss of contract for the following school year.

Birthdays

Class celebrations occur monthly for students in K-2nd grade and on a child's birthday in third and fourth grade. Teachers and parents (grades K-2) will work together to set the date and plan non-sugary snacks for the children who are being celebrated (no cakes, ice cream, cupcakes, candy or cookies.)

Third and fourth grade teachers and students celebrate birthdays as well, but differently than the other grades. They celebrate on the child's birthday and only with their classmates and teacher in a meaningful way with nonfood-related activities. Parents are invited to have lunch with their children on their special day.

Please Note: Siblings are not allowed to be pulled out of class for birthday celebrations (or other school events such as project shares or performances).

Class Placement Policy

We keep each child's needs in mind while creating a cohesive classroom community. Creating class lists is a complicated process with many factors taken into consideration. A great deal of thought goes into creating class lists. Our goal is to create well-balanced classes that will be cohesive and work well together and with the teacher.

Parents may not request that their child have (or not have) specific teachers. Parents are welcome to come to talk to the Head of the Lower School about any concerns or thoughts they have regarding placement. These meetings need to occur **by the end of April. Families must meet in person. Emails are not accepted.** Once class lists have been finalized in May **there will be no moving of students** from one class to another. Siblings and cousins will not be placed in the same class.

Communication - Family / School

Reading these publications each week will ensure that you are aware of everything that is happening and that you provide your child with anything they may need. Parents/guardians are informed about class and

divisional activities, plans, and events through:

- The teachers' weekly Schoology page update
- The Head of Lower School's weekly email each Monday
- Shorecrest's semimonthly e-newsletter containing school news articles, pictures and videos

Additional information and reminders may occasionally be provided through email, Schoology announcements, or special notices. Please check the [School Calendar](#) on our website frequently for changes and additions.

Teachers will communicate with individual parents when necessary by email, notes, WebX or phone. Parents should communicate with the classroom teachers, the Assistant Head of Lower School (Sarah Palazzolo), or the Head of Lower School (Lisa Bianco) if they have any student- or class-related questions or concerns. **(Parents should not text teachers nor should they enter classrooms to speak to a teacher without an appointment.)**

If you wish to speak with the teacher, send an email or call the school and leave a voice message. The teachers will respond within 24 hours. Understand that the teachers are with their classes from 7:30am until school is dismissed, and often have faculty and team meetings after school. They check email before students arrive and after school. If you need to get a message to them during the school day, call the Lower School office at 727-456-7520.

Please ensure that you not only receive all important communications, but also that you can be reached in an emergency by always informing the school of any changes in email, postal address, phone numbers (including cell and work), or workplace for yourselves and your emergency contacts.

Curriculum

The Lower School engages students in a curriculum designed to teach young children how to use their minds well, to learn and work with others, and to develop a growth mindset. We encourage a love for learning and prioritize social and emotional development. We provide elementary-age children with a wide range of positive educational experiences from which they can grow as learners and master the knowledge, skills, values, attitudes and dispositions that will allow them to be successful in and out of school. The Lower School is child centered and balanced in approach. Its philosophy of teaching and learning is humanistic. Student learning is fostered and extended through inquiry, a planned and systematic approach. Differentiation occurs through teacher planning and student process and product. We value active learning with student-as-worker / student-as-citizen and teacher-as-coach.

While the curriculum is always evolving in response to student and teacher interests, ongoing research, and national and global trends, the Lower School's goals remain consistent. These goals include:

- Maintaining and feeding children's natural curiosity, internal motivation to learn, and enjoyment of the learning process
- Fostering social and emotional competencies and instilling a strong ethic of care
- Enabling students to learn how to make good choices for themselves and with others in mind
- Supporting children as they develop the skills and dispositions to work collaboratively and independently
- Providing students with a wide range of hands-on, experiential learning opportunities
- Developing concepts, knowledge and skills of questioning and seeking out knowledge

- Nurturing students' creativity, imagination, and self-expression
- Developing students' foundational skills in all subjects
- Providing experiences in world languages, physical education, music, STEM and the arts
- Encouraging social responsibility and activism as an upstander
- Helping students reflect and know themselves as learners

We live by our school's shared core values of respect, responsibility, compassion, integrity, and the pursuit of knowledge.

The Lower School also has diversity, equity, inclusion, and belonging (DEIB) goals. Through the work we do with children we hope they will learn and be able to:

- Demonstrate self-awareness, confidence, family pride, and positive social identities
- Express comfort and joy with human diversity: accurate language for human differences; and deep, caring human connections
- Increasingly recognize unfairness, have language to describe unfairness, and understand that unfairness hurts
- Demonstrate empowerment and the skills to act, with others or alone, against prejudice and/or discriminatory actions (be an upstander)

For more information about the Lower School Curriculum, [click here](#) or contact Lisa Bianco, Head of Lower School, or Sarah Palazzolo, the Assistant Head of Lower School.

Discipline Policy

The Shorecrest Core Values Pledge, *"I promise to be responsible and respectful and to always act with integrity and compassion in both my pursuit of knowledge and in my interactions with others,"* and the Lower School motto, *"At Shorecrest Preparatory School we respect ourselves, each other, and the environment,"* provide firm expectations for the conduct of all members of the Shorecrest community: students, faculty, staff, parents, and visitors. These concepts are introduced and emphasized in the daily interactions between all Shorecrest teachers, staff and students. Personal pride and consciousness of the needs and rights of others are fostered. Students and teachers engage in discussions about feelings and the well-being of each member of the class and community. The overall goal is to enable the children to take ownership of their actions and behavior. We help them achieve this goal through respect, guidance, understanding, interactive modeling and appropriate intervention.

Our program promotes a positive approach to discipline. Clear, simple rules, stated in positive terms and emphasizing respect and responsibility, are developed with the children. These rules are reviewed often and applied consistently. Part of children's social development includes learning how to resolve conflicts, negotiate friendships, share resources, and see different perspectives. The teacher's role is to help mediate and coach the students through these developmentally normal conflicts in positive ways that ultimately promote growth. We help the children process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control.

Inappropriate behavior is positively redirected to acceptable alternatives. Children may be invited to remove themselves from the group for a short break in order to regain self-control. The teacher will review the reason for the separation and discuss more positive alternatives with the child. Children are never subjected to discipline that is severe, humiliating, frightening or associated with food, rest or toileting. All

faculty and staff members model appropriate behavior and communication.

Teachers and/or administrators will notify parents of behavior that warrants greater concern and work in partnership with them to develop appropriate plans of action. **If after all avenues of classroom discipline have been exhausted by the teacher, no change in the child's behavior is evident, the child will be asked to leave the school.**

The Head of Lower School may request the child receive outside counseling.

If an infraction is deemed serious enough to be threatening or harmful to the safety and well-being of other students, this may result in the student being separated from the school.

If a parent or visitor who is on campus or accompanying a class ever observes a situation where intervention appears to be necessary, they should immediately summon a teacher or administrator. **At no time should any parent or visitor confront, reprimand or discipline someone else's child.**

Expulsion Policy

A student will be counseled out of school if the student's presence has adverse effects on the educational experience or safety of other students, and causes an undue burden on the School's resources. The Head of Lower School has the authority to end the contract.

Distribution of Invitations, Personal Notes, Treats or Gifts

Goodie bags/gifts or other treats for birthdays and/or holidays are not allowed. If they are sent to school for distribution, they will be returned to you.

Personal invitations or notes may not be distributed at school. This is true even of personal invitations where everyone is invited. Similarly, we request that you do not pick up specific groups of children from school to attend parties. Class lists and postal and email addresses are shared for your reference.

Gifts or other personal items for children or families may not be delivered through school. Please do not put the teachers in the awkward position of having to refuse you by asking them to deliver anything not related to school activities.

Dress Code / Uniforms

A dress code has been established to promote a sense of community in the Shorecrest Lower School. Students are expected to arrive at school dressed in Shorecrest attire. Hair, whether long or short, should be worn so as not to hang over the eyes or in the mouth. Students need to be able to make clear eye contact with teachers and fellow students. We ask that children and parents review and discuss this information together, recognizing that grooming and dress are a joint responsibility. Families will be contacted if students are not wearing appropriate attire.

School uniforms must be purchased from Lands' End. All shirts, sweaters and sweatshirts must have the school logo. [This is the link to Lands' End to order uniforms.](#) The backpack and uniform shirts, pants, shorts, skorts, dresses and jumpers available through that direct link are the only choices that are approved for school wear.

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME.

Everyday Wear

Any of the following options may be chosen for everyday wear:

Tops

Knit shirt, evergreen or white with school logo (long or short sleeve)

Mesh shirt, evergreen or white with school logo (long or short sleeve)

Peter Pan blouse, white (school logo, optional)

Pullover or cardigan sweater, evergreen with school logo

Sweatshirt, evergreen with school logo from Lands' End

Fleece Jacket, evergreen with school logo from Lands' End

Rash Guard, white, long-sleeve

Do not wear yellow or grey uniform shirts (they are Middle School specific colors)

Bottoms

Khaki pants

Khaki shorts

Khaki capris

Khaki chino skort

Khaki 2-button stretch skort

Dresses

Mesh Polo dress, evergreen with school logo

Knit ruffle bottom dress, evergreen with school logo

Plaid jumper – Alpha through third grade (school logo, optional)

Biking shorts or leggings under jumpers or dresses are suggested.

Shoes / Accessories

Students must wear closed, rubber-soled shoes with socks. **SNEAKERS** are preferred since children have PE four days a week and recess daily. Students may wear their choice of socks.

Sandals, platform shoes, and backless shoes are **NOT** permitted.

Backpacks

Third and fourth grade students may purchase a backpack of their choice.

Students in Kindergarten through second grade should purchase one of the following backpack options in solid **GREEN**:

- [Lands' End Kids ClassMate Medium Backpack \(Color: solid evergreen\)](#)
- [JanSport Right Pack Backpack \(Color: deep juniper\)](#)

If you register your child as a student on the JanSport website, you can often save 10-20% off an online order of \$55 or more. JanSport does not offer embroidery.

Outerwear

- **Sun safety** is important in Florida. We encourage students to wear hats during outdoor play.
- **Warm clothing:** The only sweaters and sweatshirts that may be worn indoors are Shorecrest uniform items or jackets purchased from our on campus School Store. A fleece jacket with the school logo is available from Lands' End. Any outer jacket may be worn outside on cold days.
- **Rain day clothing:** Students must have a light rain jacket, which is also available from Lands' End. We also recommend that an extra rain jacket be kept at school during the rainy season. Students in second through fourth grades will need to walk from the classrooms to the car line when it rains, thus they will need to have an umbrella or jacket with a hood. Please send your child to school prepared for rainy days.

Spirit Wear

To show their Chargers Spirit, students and teachers may wear Shorecrest spirit wear, intramural or camp shirts on Fridays. Spirit wear may be purchased from our on campus School Store. Denim bottoms are acceptable. All clothing should be free of holes and tears. **Skirts, skorts or shorts may not be more than five inches above the knee** (this includes denim bottoms). Other recreational clothing should be reserved for after-school wear. Students out of dress code will be asked to change and families will be called.

Uniform / Dress Code Enforcement Policy

Please help your child adhere to the uniform policy by providing the clothes and accessories permitted, checking for appropriate length, and making sure they are wearing appropriate footwear. It is embarrassing for the children when school personnel have to remind them of the school uniform policy. We do not want to spend our day checking uniforms.

Very short and tight skirts and shorts are not acceptable attire for school. Parents and guardians are responsible for making sure their child's skirts and shorts are no more than five to seven inches above the knee; mid-thigh length. (Children grow fast, and what may have fit right at one time could be considered too short a couple of months later.)

The following steps will be taken to support compliance:

- Discussion with student/reminder of Handbook rules, potentially an e-mail or phone call home
- Note to parent for signature
- Wait in the office for appropriate attire to be brought by parent or have student change into extra clothing we have

Field Experiences

Field experiences are an enjoyable and educational part of our program. Trips are planned to coincide with topics being emphasized in the curriculum. Parents/guardians are notified about trips in advance through our weekly and monthly online communications. Parents will receive one to two week's notice.

Parents/guardians will receive a Waiver and Release form with an itinerary. The form must have signatures from both parents or guardians of the child or the child will not be allowed to go on the trip.

We choose an adequate and comfortable number of chaperones to ensure our students' safety for each trip, based on the destination. Children benefit from having these experiences, both with and without their own parents; therefore, we invite different parents/guardians to accompany us each time.

When parents sign up to help chaperone on a field experience they are there to assist all children and to support student learning. If you volunteer to go on a field experience, please stay close to the students and participate in what the whole class is doing, unless specifically requested to run a side errand (bathroom break for a small group, for example). **Please do not bring younger siblings on field trips.** Please do not buy gifts, drinks, food, etc. for your child or any of his/her friends. Parents may be asked to attend a meeting in person or online before the field experience.

See [All School Handbook](#) for more details regarding chaperoning field experiences.

Food and Beverages

Lunch

The cost of lunch for children from SAGE is included in tuition. Parents may purchase lunch for themselves on the US/MS side of the cafeteria. Learn more on the [Food Service page of shorecrest.org](#). Lunch and drinks may be sent from home or eaten from SAGE, the school catering service. Specific information about school lunches and the ordering process is available online. Families will be allowed to have lunch with students. When they do, they must follow school and lunch rules, as well as health and safety policies. They may purchase food from the MS/US dining room. The dining rooms are tech-free zones during meal times, and cell phones should be out of sight. Since Sage is peanut and tree-nut free, we suggest that parents take this into consideration when bringing in lunches. Due to seating arrangements, parents and their child should eat outside under the canopy at a free table. The students should not bring a friend since this is the time for them to be with their parents.

When sending lunches from home, please use the following guidelines:

- Lunch boxes or containers must be labeled on the outside with the child's full name.
- It is not possible for us to either refrigerate or heat lunches. While spoilage has not been a problem, if you are concerned about refrigeration you can include a small ice pack.
- We emphasize eating healthy food and ask children to eat their "healthy" food first. Please include nutritious choices in your child's lunch.
- **Please send in a water bottle. No sports drinks, soda or candy.** (We may end up holding it in the office and asking parents to pick it up. The only exceptions are for medical reasons.)
- Including too many choices often overwhelms children rather than encouraging them to eat. An appropriate selection of food might include a sandwich, yogurt or other healthy main course, a fruit and/or vegetable, and one simple dessert.
- Try to use containers and items children can handle independently. Containers with metal flip tops and glass containers are not allowed.
- Students may bring healthy drinks from home or take a drink from SAGE to drink with their home lunches. No sports drink, soda or sugary drinks.
- **Since SAGE dining is peanut and tree-nut-free, if your child's lunch has peanuts or tree nuts, we will have him or her sit with another friend away from children who may be highly allergic to those foods.**

Snack

Children in kindergarten through fourth grades are asked to bring a **peanut/tree-nut-free snack** from home to eat during morning snack time. Snacks should be limited to non-sugary items that do not require refrigeration such as fruit, vegetables, crackers, cheese or pretzels.

We ask that you do not send special snacks to school for the class without discussing this in advance with the teacher. Parents should consider providing healthy choices, (i.e. fruit, yogurt, veggies, etc.). Families must be mindful of food allergies for children and teachers in the class. Any baked food shared in the classroom should have a label detailing the ingredients (even if they are baked at home). Unlabeled food may not be given to children without permission from the Head of School and school nurse.

Food may be prepared in the class as an extension of the curriculum. The school prohibits the frying of food in the classroom.

If your child has food allergies, be sure that you have filled out the allergy forms and provided us with any necessary medication and information. [Guidelines for managing Lower School students with food allergies](#) have been established and implemented.

Lunch Schedule (subject to change)

11am	Second grade
11:15am	Fourth grade (in MS/US Dining Room)
11:35am	Kindergarten
12:10pm	First grade
12:45pm	Third grade

Family Participation Events and LS Calendar of Special Dates

Dates of major events in which the children are scheduled to perform and/or engage in special activities are on our all school calendar. Dates for project or writing shares or field experiences cannot be scheduled in advance. We will give as much notice as we can when they are scheduled.

Grade Level Representatives

There is one grade-level representative volunteer for each class. (One representative also attends SCA meetings.) Grade-level representatives are volunteers. They coordinate parent volunteers for classroom special events and activities.

Visiting Classrooms

Parents and friends participate in the classrooms in a variety of capacities. To ensure that learning is not disrupted in the classroom, a prior arrangement has to be made with the teacher. **The school does not**

allow drop-in visitations. We also ask that when volunteering in the classroom, volunteers refrain from engaging the teacher in conversation relating to their own child.

Teachers have meetings at the end of the day with parents and other teachers. Parents/guardians are **not permitted to enter classrooms at the end of the school day** for any reason without prior permission from the Lower School Office. Students are expected to take responsibility for their learning and leave with the required school materials.

Volunteers

We know that a positive learning environment exists when families and the school work together as partners. Parents/guardians/grandparents are encouraged to share their time and talents with the Lower School. They are invited to volunteer their help on a regularly scheduled or occasional basis during class activities and special events. Family involvement adds to the continuing success of the program. The following guidelines will help make your volunteer experience in the Lower School a positive one for you and the children.

Before you come:

- Children love to have members of their families volunteer in the classroom. It is important that you explain the following things to your child before you come to help:
 - You are coming to help all the children and teachers, not just your child.
 - Your child will have a turn to work with you but then they will have to do their other work, while you work with the other children.
 - When it is time for you to leave, you will say goodbye but your child should stay for their normal day. Please explain to your child that you may come only if they do not get upset when you leave.
- Family members who wish to volunteer in the classroom, during parties and on field trips may not bring other children with them.
- Please turn your cell phone off or to silent mode before entering the classroom. If you must make or take a call please leave the school building, as your phone conversation may be disruptive to the class.
- You may be working with paint or other “messy” substances. Please dress accordingly.

When in the classroom:

- Be sure to sign in at the Lower School office and present a valid photo ID.
- After checking in, you need to get your visitor’s name tag before going to the classroom. If you have a permanent Shorecrest name tag, you must still sign in at the office.
- Remember that you are coming to help the teacher and all of the children in the class, not to follow your child from activity to activity.
- Children should never be left unattended with volunteers, not even for a moment.
- Please avoid engaging the teachers or other parents in conversation when the children are present, as their attention needs to remain focused on the children.
- Please phrase your conversation with the children in an informative manner: “It’s best to use just a little drop of glue” rather than “Don’t use so much glue.”
- Use open-ended questions that encourage the children to think.
- The teacher will be asking you to do a specific task with individuals or small groups of children.

Please let the teacher know when you have completed the task or how far you have gotten before you leave.

- Be sure you are helping the children do their work, not doing it for them! If they say they can't do something, encourage them to do their personal best and offer only enough assistance to allow them to complete the task with some independence. Our goal is for their results to be reflective of their ability and creativity.
- When it is a child's turn to do something, use the words "It's your turn to..." rather than "Do you want to..."
- **At no time should a parent or other visitor reprimand, confront or discipline someone else's child (or confront another parent). If intervention appears necessary, contact a teacher or administrator immediately.**

Volunteering at Shorecrest is a wonderful way to get connected with the school community. There are a variety of opportunities for families to get involved and volunteer throughout the year - from classroom events to community events; staff appreciation days to school spirit initiatives; campus photography to fundraising - there's a place for you to join in and enjoy yourself! Volunteering looks different for different interests and schedules, from an hour a week to an event once a year, we invite you to get involved in ways that work for you and your family.

Volunteer opportunities are posted on a [Shorecrest SignUpGenius](#), which allows families to see all volunteer opportunities schoolwide in a single place.

If you need help finding the right opportunity or want to learn more about volunteering at Shorecrest, please contact SCA Volunteer Coordinators at volunteer@shorecrest.org.

Observing Classrooms

Drop-in observations are not allowed, as they can be disruptive to the learning environment. Unless the Lower School Head and classroom teacher believe it is in the best interest of the class or child being observed, we do not allow parents to formally observe the classroom.

Library Information

- Haskell library books may be checked out for two weeks. Most reference material may be checked out for one week. Returning books when due affords others the opportunity to check them out.
- Reference books, such as encyclopedias and dictionaries, are to be used only in the library unless special permission is given for overnight check-out.
- Children are not allowed to meet their parents/guardians or siblings at the Library after school (see dismissal information).

Haskell Library Lost/Damaged Book Policy

At Shorecrest we understand that items sometimes get lost or damaged when in use. We strive to give students/staff adequate notifications and time to find lost library materials. However, there are times when books cannot be returned and the library must find a replacement.

Our policy is as follows:

Patrons may borrow books for two weeks at a time. If the patron needs an extension, the book can be renewed with their campus librarian. Books will be considered lost when reported as such, or after three months of no return/renewal. The librarian will contact patrons about reimbursement for lost/damaged books.

As a Shorecrest library patron, I understand any lost or damaged library books/materials may result in my school account being charged a replacement fee for the lost or damaged item.

- The original price and age of the item will be considered when assessing the fee.
- Fees will be billed to the student account.

Personal Belongings

Personal items, including all articles of clothing, shoes, lunch boxes, and sharing items should be prominently **labeled** with your child's name.

Students may have cell phones and Smart Watches (Apple Watches) on campus. **Any device that can make or receive a call must be kept in a backpack in the off position.** They may not be used during the day, in Extended Day, or in any educational setting. If used without permission, they will not be allowed to bring a cell phone or watch to school.

Electronic games, audio equipment and similar devices may not be brought to school. E-Readers such as Nooks, Kindles and iPad devices may be allowed for use in the fourth grade classrooms. All students bringing e-readers or iPad devices to school must return a signed consent form that will include specific guidelines for use.

Please see the [Responsible Use Policy](#) for further information regarding electronics on campus.

Rollerblades, skates, and skateboards are not to be used on campus. Students must request teacher's permission to bring balls and can use them only during designated recess times under teacher supervision.

Replacement of Lost Instructional Materials

Students are loaned books. If a student loses a book, a new one will be purchased for the school and the parents will be billed. The cost of the consumable materials issued to the students is included in the tuition.

Student Health

Annual Physical and Immunization Requirements

- **A yearly physical is required for all returning students entering Kindergarten and third grade (this is a change from years past).** Physicals for returning students are not due prior to the first day of school but on the anniversary date of the prior year's health physical, due to insurance coverage.
- In addition to a yearly physical, all returning students entering Kindergarten must submit a FL 680 immunization record or a FL Religious Exemption Form prior to the start of school. Students moving from The Experiential School to Kindergarten should have their temporary immunization records updated to a permanent record by the doctor.

- All new students must submit a recent physical exam (completed within the last year) and a FL680 immunization record prior to the start of school. **Out of state immunization records are not accepted per state law.**
- In the event of a vaccine preventable disease (ex. measles, varicella) outbreak on campus all susceptible individuals who have been exposed will be excluded from school or be immunized. This includes all those with religious, medical or temporary medical exemptions who have not received the vaccine for the communicable disease they have been exposed to.

In addition, all Kindergarten and newly enrolled students **are required to have immunization records (or certificate of exemption from immunization) on file prior to their first day of school.** The immunization record must be on a specific Florida form (HD 680) which is provided to parents by the pediatrician's office or can be obtained at the Pinellas County Health Department. Students moving from The Experiential School to Kindergarten should have their temporary immunization records updated to a permanent record by the doctor.

General Health

The school clinic is located on the east side of Charger Commons. A registered nurse is available during school hours each day. At the start of the school year, the school nurse must be made aware of any allergies, physical conditions, or other health-related information which may be important in an emergency or cause problems in your child's daily activities. During the school year, any child that has been newly diagnosed with a significant disease or major condition that will require treatment at school may not return to school until all medications and supplies have been provided, and a care plan has been formulated by the school nurse and approved by the student's physician. The family may be required to meet with the school nurse, teachers and administration in order for the care plan to be formed. If at any time a change to this plan is made, including any change to the medication orders, this change must be communicated to the school nurse from the physician's office. Parents may not make changes to the orders. Any faculty and staff training that will be required must take place prior to the student's re-entry to school. The student may return to school once the school nurse has determined that all measures are in place to provide for the safety and well-being of the student. During the school day, the nurse will assist students who become ill or injured. In case of an emergency, 911 will be called and the parents will be notified immediately.

The entire Shorecrest campus is non-smoking, and non-vaping for the health of our entire community.

In an effort to ensure the health and safety of our students, teachers will be responsible for checking for heat advisories and inclement weather before school and at various times throughout the school day. We trust our teachers as professionals and rely on them to use discretion to determine if classes should be conducted indoors or outdoors. In addition, teachers should encourage their students to apply sunscreen daily and to drink plenty of water when class is held outdoors.

Medication

No medication, including Tylenol, can be given to students without parental permission. If medicine must be administered during school hours, parents must complete a medication administration form available on the [Student Health](#) page of the school website, at the link titled "**As-Needed Health Forms**". All medications must be in the appropriate prescription bottle, clearly marked with the label from the pharmacy showing the student's name, the name of the medication, and the directions. All medications must be delivered to the Clinic by an adult. Any change to the prescription order must come directly from the physician's office. All

OTC medications, other than those supplied in the clinic, must be brought to the clinic in their original, unopened container along with an authorization to administer form.

All medication is stored in the school clinic.

If your child has a medical condition such as asthma, diabetes, severe allergies or seizures that may require the use of an emergency medication, medications must be provided to the nurse prior to the start of school. Examples of emergency medications are epinephrine auto injectors, clonazepam wafers, albuterol, glucagon. Parents are responsible for supplying the nurse with the medication before the start of school and if they are notified that the medication provided at the start of school has expired.

Any medication that must be administered to a student while away from the school campus (on field trips for example) will be administered by a teacher who is accompanying the student. This includes daily medications and emergency medications.

Sick Student Policy

Shorecrest faculty and staff ask for your partnership in helping to control the spread of illness and contagious diseases on campus and to preserve the classroom learning environment for all students. Keeping sick students off campus is in the best interest of the ill student and their peers: sick students are unable to participate fully and are potentially disruptive to other students. The Sick Student Policy also helps prevent the spread of contagious diseases on campus to other students, faculty, staff, or volunteers.

By sending students to school, parents are attesting that the student is fever- and illness-free, as outlined in the Sick Student Policy.

Students who are not feeling well and visit the clinic and are assessed may be sent home at the discretion of the school nurse.

Please help keep your child and others healthy by keeping your child home if they have been diagnosed with or are exhibiting any of the following symptoms:

- Fever greater than 100.3 (no fever-reducing medication for 24 hours)
- Vomiting in the last 24 hours unrelated to a chronic illness, or where the cause cannot be determined
- Diarrhea in the last 24 hours (not caused by a change in diet)
- Sore throat - if diagnosed with strep throat or a strep illness they must be on antibiotics for 24 hours before returning
- Frequent coughing
- Runny nose with thick yellow/green mucus drainage
- Pain that does not go away (head, stomach, ear, etc.)
- Rash of unknown origin
- Conjunctivitis (pink eye) must be on antibiotics for 24 hours before returning
- Impetigo, ringworm, and scabies areas must be covered and treatment has begun

If your child develops any of the above symptoms during the school day the expectation is that they will be picked up from the Clinic within one hour after being contacted.

- A physician return-to-school note will be required for suspected contagious illnesses (such as conjunctivitis, flu, strep etc.), as well as any illness absence lasting longer than three days. Physician return-to-school notes must be sent to the school nurse before the student returns.
- Parents who are physicians may not write their child's return-to-school note.

Communication

Parents are asked to notify the school immediately upon learning that their child has been diagnosed with a communicable disease, such as measles, mumps, chicken pox, hepatitis, strep throat, Influenza A, Novel or pandemic strain or Fifth Disease.

Physical Education Excuses

If a student is to be excused from P.E., they must bring a note from a parent. After three successive days of parental excuse, or repeated or extended illness, the student must bring a doctor's note. If a student has had a head injury, they may not attend P.E. without a doctor's note.

Food Allergies

The Lower School administration works in collaboration with the school nurse, SAGE Dining Services, faculty, and parents of children with severe peanut or other food allergies to ensure a safe environment for all students while not imposing limitations on the curriculum or on students who do not require dietary restrictions. Continued input from members of the community is always welcomed.

School Dining Service Responsibility

SAGE places the highest priority on the safety of our community members. Using our community's list of allergens, SAGE's team of Registered Dietitians reviews our menus to ensure there's enough variety every day. Those with food allergies and other dietary restrictions will always be able to find safe and appropriate meals. **If your student has a severe allergy documented by their physician, please discuss with the school nurse to facilitate possible accommodations.** The Nurse will set up a protocol with the Food Service Director as needed.

SAGE's strict food allergy management program prevents cross-contact and the possibility of an allergic reaction. Their procedures include:

- Staffing an expert team of five Registered Dietitians who tag every dish for the 12 main allergens recognized in the U.S. and Canada and review every menu for variety;
- Enforcing Serve It Safely food allergen protocols for food storage, preparation, service, and cleanup to prevent cross-contact;
- Conducting daily pre-shift meetings to highlight any allergen-containing dishes;
- Training all Team Members to recognize anaphylaxis and how to use an epinephrine auto-injector, where allowed;
- Labeling all menu items in the dining rooms;
- Having an open kitchen policy that invites parents to walk through SAGE kitchens and examine any ingredient labels.

SAGE's comprehensive allergen filter and ingredient lists, available both on the online menu and in the Touch of SAGE™ Mobile App, can help you and your child choose safe options. On the app, students with food allergies can create custom allergy profiles.

All of the food offered by SAGE is peanut and tree-nut-free. All foods containing any of the 12 main allergens are labeled on the serving line and trained food service staff are on hand to answer any questions during lunchtime. View the [SAGE Allergen Policy](#) for details.

- As in the past, Shorecrest teachers and administrators will continue to be aware and careful of student food allergies and sensitivities, particularly for the younger children on our campus.
- The nurse, teachers and administrators share allergy information with the SAGE staff and work together to ensure that students have a safe and healthy dining environment.
- While all SAGE food is nut free, because students may still bring food from home, we must continue to monitor the spaces and our children with allergies.
- When necessary, the dining rooms may have specific allergen-free tables to ensure that our food-sensitive students are not exposed to their allergens.

School's Responsibility

- The school nurse and Lower School Head will review the health records of each student.
- The nurse will notify classroom teachers, specialists, and others who are in contact with students if there are children in the classroom with a food allergy or an allergy to nuts/peanuts. If the child is new to the school, a meeting will be held and an individual plan developed.
- All classroom teachers, staff, specialists, and the administration team have been instructed on how to use an epinephrine auto-injector. (Epinephrine auto-injectors are kept with the nurse. They are always taken on class field trips.)
- The school nurse is informed of what medications to give a child in case of an emergency (i.e. Benadryl).
- Staff members who interact with the child will be instructed on how to recognize symptoms and what to do if the child is having a reaction.
- We will notify all the parents in a given grade with a general information letter if there is a student in the classroom with a severe food allergy to elicit their support. (It will be up to the parents of the child with the food allergy whether or not they want their child's name mentioned.)
- Substitute teachers will be informed about student(s) with food allergies, the location of the epinephrine auto-injectors, classroom procedures for students with allergies to peanuts or nuts, and the nurse's number.
- Snacks provided by the school for the grades/classes with affected students will be peanut and nut free (in class and on field trips).
- If there are children in the building with nut allergies, foods used in the curriculum for teaching will be free of nut and peanut residue according to the manufacturer's label.
- Alternative snacks or treats should be provided by the child's parent and available in the classroom for the child on special occasions such as birthday celebrations.
- Goody bags with candy or food will not be distributed at school.
- After eating any snack or food that may have peanuts/nuts or traces of peanuts/nuts, children will be expected to wash their hands and tables will be sanitized.
- Food brought in from home needs to be unopened prior to coming to the school.
- Children are allowed to exchange Valentine's cards, but there should not be candy or other treats attached.

- School faculty and staff will support students at lunch.
- SAGE staff will be notified of all students with severe food allergies requiring the use of an epinephrine auto-injector.
- SAGE staff will be notified of all students for whom we have a physician's note requiring dietary restrictions for medical necessity.

Family's Responsibility

- Make the school aware of the child's allergies in verbal and written form by filling out the allergy forms.
- Collaborate with the school to develop plans for the child, including special precautions that must be taken.
- Look at SAGE's menu. Give faculty and staff clear instructions regarding what foods their child can eat for a given day.
- Provide medical documentation/instructions and required up-to-date medication, i.e., epinephrine auto-injector and Benadryl (must be labeled). They will fill out a consent form relaying specific symptoms for which to use medication and list correct emergency contact numbers.
- Teach their child, age-appropriate, self-management skills relating to their food allergy such as what foods are safe and unsafe for them to eat.
- Teach their child, as age-appropriate, how to recognize symptoms when they are having an allergic reaction and to communicate with an adult that they are not feeling well or need help.
- If the parents are agreeable, they can allow the teacher/school nurse to inform the other parents of the name of the affected child so that more adults are aware of the child's needs.
- **Provide their children with appropriate snacks. They should also give the teacher extra snacks to be available in the classroom for the child on special occasions such as birthday celebrations.**
- A physician's note requiring dietary restrictions for medical necessity must be supplied each year to the school nurse.

Student's Responsibility

- Students with peanut or nut allergies or other food allergies are responsible for knowing not to trade food with other students or to eat food with unknown ingredients.
- Students are responsible for telling an adult if they are not feeling well or if they ate something to which they might have an allergic reaction.

Head Lice

The American Academic Association (AAP), the National Association of School Nurses (NASN) and the Center for Disease Control (CDC) advise against performing mass head lice checks because those practices "increase community anxiety, increase social stigma causing embarrassment of affected students and put students' rights to confidentiality at risk."

By the time lice are found, students may have been infested for at least four to six weeks. Lice do not jump, cannot fly, but do crawl. The main way lice spread is from prolonged head-to-head contact, and to a lesser extent by sharing items that have been in contact with the head such as combs, brushes, hats, helmets and pillowcases. They do not cause any disease. In the past, doing class screenings did not yield more cases except those in close friends.

It is important that families inform the school when their child has lice. [Please email the school nurse. She will need to check the student before re-entry to school to make sure there are no live lice remaining.](#)

Our procedure is as follows when lice have been reported:

- Check the affected student in the nurse's office.
- Call the student's family to notify them that their child has lice. The family will have to pick up the child and provide treatment.
- Provide info to parents regarding lice, recommended home treatments and professional treatment resources, cleaning and prevention measures.
- Check close friends and any student a teacher observes itching.
- **Send home alert letters to students in the same grade about reports of lice.**
- Inquire about close friends (car rides, sleepovers, sports activities that may require sharing helmets).
- Remind students not to share anything that goes on their heads.
- Send notice to housekeeping to clean classrooms.

We recommend that students are frequently checked at home for head lice.

Sun Safety

Sun safety is important at Shorecrest. Hats, sunglasses and sunscreen may be worn and are encouraged for outdoor play. They may be sent in at the beginning of the year and left at school. Please label them!

Student Records

A case sometimes arises when other schools or institutions (camps, physicians, educational psychologists, therapists) require official transcripts, recommendations, behavioral questionnaires and the like. We ask that parents provide us with one week's notice before the information needs to be mailed.

Please note: No records, recommendations, observation forms, etc., will be released directly to parents. Shorecrest policy, which is a standard practice among schools, is to mail all such information directly to the receiving institution. Report card(s), transcript(s), and diploma(s) are released AFTER financial obligations are paid in full.