Trafalgar Elementary Parent Handbook
2026-2027

Lisa Murphy – Principal lisajm@leeschools.net
Beth Williamson – Assistant Principal bethew@leeschools.net

School Hours:

Trafalgar Elementary Hours	2026-2027
Before School Voyages Opens	6:30 AM
Car Line Begins to Unload	8:15 AM
Bell: Students Go to Class	8:20 AM
Breakfast	8:20 AM - 8:35 AM
Bell: School Day Begins (Students in seats)	8:40 AM
Bell: School Day Ends	3:10 PM
Car Line Dismissal Ends	3:45 PM
After School Voyages Closes	6:00 PM
Teacher Hours	8:15 AM - 3:45 PM
Office Hours	8:00 AM - 4:00 PM

** Students are not allowed on campus before 8:15 a.m. unless enrolled in our Voyages Program which opens at 6:30 a.m.



Address:

1850 SW 20th Ave.
Cape Coral, Florida 33991

Phone Numbers:

Office	(239) 283-3043
Clinic	(239) 282-0175
Fax	(239) 282-5595
Voyages	(239) 282-3198
Cafeteria	(239) 282-0174

School Website: http://tfe.leeschools.net/

Vision

To be a world-class school

Mission

To provide a quality education in a safe and well-managed environment

Core Values

We believe that all students can learn and our staff will do whatever it takes to ensure learning for all

District Vision

To be a world-class school system

District Mission

To ensure that each student achieves his/her highest personal potential

School Expectations

Be Respectful
Be Responsible
Be Safe
Be a Learner

Accelerated Reader

Accelerated Reader is a computerized reading management program designed to increase fluency and the motivation to read. At Trafalgar, students take the STAR test to evaluate their reading and place them in the Accelerated Reading Program at an independent reading level using the ZPD zone. It is the zone in which the student is both challenged and allows for maximum growth to occur. Students are then given a nine-week point goal and a certification level to achieve. Students should maintain an 85%-92% overall score on quizzes. It is the Trafalgar expectation that students read at home daily.

How it works:

- Students select and read a book, then take an objective A.R. test of 5, 10, or 20 multiple – choice questions.
- Points are earned if more than 80% of the questions are answered correctly.
- Students are recognized for the levels of comprehension they attain throughout the year.

Benefits:

- Motivates students to read more.
- Challenging books improve student assessment scores.
- Highly effective for remediation.
- Reduces discipline problems.
- Fosters a lifelong love of reading.

Animals on School Property

Animals on school property are strictly prohibited except service dogs and animals which may be on school grounds for educational purposes. Please do not bring pets to the school building.

Attendance Policy

If your child is ill, please keep him/her home from school, and call the school to let us know your child will be absent. Upon your child returning to school, please send a written note with your child. A note or phone call from a parent/guardian is a request that a student's absence be excused.

Excused Absences

Absence from school may be excused by the principal for the following reason:

- Religious instruction, religious holidays or holidays – the parent/guardian shall give advanced written notification to the principal when a student will be absent for religious reasons
- Sickness, injury, death in the family
  Long term illness verified by a physician's note – the statement from the physician may address past and anticipated absences from school for chronic illnesses
- Student meetings that are scheduled by school personnel
- Court dates
- Other unique situations as presented on a case-by-case basis to the principal

Excused late arrival to school and early dismissal from school in the afternoon (TARDY)

A tardy is any amount of loss of instructional time, including leaving before 3:10 pm. The late arrival of a student to school or a parent request for a student to be dismissed early from school in the afternoon shall be excused for illness (through the clinic only), medical or dental treatment, or other reasons for which absences may be excused. All students are expected to be in the classroom at 8:40 am. The tardy must be appropriately identified as excused or unexcused. **Excused and unexcused tardies shall have the same guidelines as the attendance policy.**

***Students leaving school early may not be able to take backpacks home if the teacher does not have prior knowledge of the dismissal.**

***Please refrain from picking up a student between 2:30 and 3:10 unless in an extreme emergency.**

Unexcused Absences or Tardy

An unexcused absence is any absence which has not been prearranged and approved and is not defined as excused in this policy:

- An absence from school without a note from a parent or guardian
- Unapproved time from school for trips or vacations
- Truancy
- Absences due to communicable disease requirement beyond the stated duration of communicability
- Failure to comply with the necessary medical enrollment criteria unless specifically explained in a physician's note

An unexcused tardy or unexcused early dismissal shall be given, but not limited to the following reasons:

- Over-sleeping, missing the school bus, shopping trips, sport's games, or picking up your child early to avoid a long wait, etc…
- A continued medical reason and the physician's note **does not** stipulate that the medical condition justifies the student's tardiness.

Excessive Absences

- All **unexcused** absences, **excused** absences where a student is at risk academically, **unexcused** tardies, and **unexcused** early dismissal from school shall be considered when studying **excessive absences.**

- Nineteen (19) absences per year shall be deemed **excessive.**
- **Six (6)** or more tardies per quarter shall be deemed **excessive.**
- **No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.**
- Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.
- When a student accumulates an excessive number of absences and additional absences occur, which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness must be submitted by the parent or guardian.

RETENTION DUE TO EXCESSIVE ABSENCES, TARDINESS, AND/OR EARLY DISMISSAL FROM SCHOOL

If a student accrues nineteen (19) or more unexcused absences or excused absences where the student is at risk academically within a school year, the student shall be referred to the Child Study team at the school to determine whether the student shall be promoted.

Makeup Work

Students who have missed assignments due to an absence may request make-up work only if the child has been out two (2) or more days. Please do not expect work in advance of an absence. Please inform the school as early as possible if you request work. Schoolwork may be picked up after dismissal at 3:45 pm. This allows the teacher time to gather the child's books and assignments. The teacher shall work with the student to allow the student to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences.

Backpacks with Wheels

Backpacks on wheels may be needed for students who walk long distances from his or her bus stops. Rolling backpacks will need to be carried once students arrive on campus.

Birthday Celebrations

We encourage parents to celebrate student birthdays at home. We do not stop academic learning time to celebrate a birthday, and siblings are not allowed to be pulled from their classroom for birthday treats. **If you would like to bring treats (cookies or donuts) to school, you must inform your child's teacher as they will be passed out in class when time permits.**
We are no longer permitted to serve birthday treats in the cafeteria.
Treats must be store bought, have an ingredients label, and be labeled with the student's name. Food such as pizza, is not allowed to be brought in to serve to a whole classroom at lunch time. Balloons, flowers, gifts, etc. are not appropriate during school. Invitations for parties are not permitted unless the entire class is being invited.

Clinic Trafalgar has a part time nurse and one full time clinic assistant. If a child has a fever, injury, or an illness that is serious, a parent will be called. Please come as soon as possible to pick up your child as there is a limited amount of room in the clinic for sick children. A child must be fever free for 24 hours before returning to school. Please be sure all clinic/health forms have been filled out in your FOCUS account, or we will not be able to assist your child in the clinic.

If your child requires medicine during the school day, it is your responsibility to bring the medication in its original labeled bottle to the clinic along with instructions from the doctor. Please check with the clinic assistant to complete medication permission forms.
The district now allows students to self administer headache medication during the school day. To access the proper paperwork for this process, click this link. https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:11486e73-96fd-3c1e-9cd7-f2c3df488582

Head Lice

Anyone may get head lice. Parents are responsible for treatment of the head lice by shampoo (pediculicide) and nit removal (special comb). When a student re-enters school after treatment, he/she must report to the clinic. Before a child can return to class, a total absence of nits will be necessary.

Discipline

Trafalgar uses a Positive Behavior Interventions and Supports program which we refer to as PBIS. Our school will now be using **Class Dojo**, which is an online behavior tracking system. Students earn points for positive behaviors exhibited throughout the school day. Points are tracked through the system, and students are able to use points to purchase rewards that may be both tangible or intangible. This school-wide plan for behavior management provides incentives for teaching and encouraging positive behavior and reduces the number of behavior problems across campus. Our school-wide expectations are: **Be Respectful, Be Responsible, Be Safe, and Be a Learner**. Teachers model these expectations and encourage mutual respect. Teachers also create classroom rules that reinforce the school-wide expectations, and rewards and consequences are built into each classroom plan. All expectations are posted in each classroom so they are clearly seen and understood. We have monthly positive school-wide recognitions and rewards. Minor infractions and major referrals may be written, and consequences will be enforced for serious rule infractions following the District Code of Conduct Handbook.

Field Trips

If you plan to volunteer as a chaperone on a class field trip you must first submit a volunteer application and be approved at least 1 week before the trip.

All chaperones are expected to support the instructional staff in charge of students on the trip and to assist with the responsibility for the welfare and conduct of the students. For safety and liability reasons, it is school policy that **no preschool age** children are allowed on school field trips. **Parents may NOT take their child home from a field trip location**. **Students must return to school and be signed out in the school office**. All chaperones must be approved with the teacher leading the class trip in order to be considered for the trip.

Home-School Communication

The faculty and staff at Trafalgar will make every effort to keep you informed of your child's progress. Communication between home and school is a vital part of your child's success. We encourage dialogue between the school and home whenever possible. If you would like to speak to a teacher, please call the school and we will leave a message for the teacher to return your call.

Special evening parent/teacher or student led conferences will be held during the school year. Check the calendar for these important dates. Every child will have a planner that comes home each day with homework assignments and communication. School events will be posted on our school web site. Each month you can expect to receive the "Trafalgar Gazette" newsletter via email which summarizes the important dates for each month.

School Messenger: School Messenger is an automated calling system that helps foster home-school communication. The school will call home to announce upcoming events and offer important school information or updates as well as distribute the school newsletter.. ***Please be sure all phone numbers are updated in FOCUS so you will receive these school messages.***

FOCUS: Focus is an application through which you can view a detailed account of your child's grades. All report cards will be online only, and printed copies will no longer be sent home quarterly. If you are not able to access your child's report card, you must call the office to request a printed copy and pick it up in the office. To create a FOCUS account, go to: http://lee.focusschoolsoftware.com
Additional important communication links: http://Launchpad.leeschools.net
http://wheresthebus.com

Homework Policy

2026 – 2027 Homework Policy:

TES will be assigning on-grade level fluency passages for students to practice nightly with their families along with reading AR books on their level. Kindergarten students will begin with sight word practice. Our school-wide focus is to increase reading fluency for all students. Grade levels may provide additional homework/practice suggestions (not required) to support your child.

Lost and Found

An area for lost and found items is located outside the cafeteria. Students should check periodically for misplaced articles. It is recommended that all personal property items be labeled with student names. Unclaimed property will be donated to area organizations each quarter.

Breakfast/Lunch

- *Breakfast will be served at no cost each morning* from **8:15 am until 8:40 am**. When students arrive at school, those who wish to eat will pick up breakfast as they pass through the cafeteria or as they pass the breakfast location in the hallway near the bus ramp. Students in all grades will then take breakfast to their classrooms to eat. Students arriving after 8:40 am are encouraged to eat before coming to school.
- *Lunch will also be served at no cost each day.* We encourage you to keep money in a school cafeteria account in the event your child may desire additional items. Whole, skim, and chocolate milk are available for purchase a la carte at a cost of .40. Students may also purchase a second entrée.
- Checks are to be made out to Trafalgar Elementary. Please put your child's name and the teacher's name on the check.
- Money can also be added to your child's lunch account online www.myschoolbucks.com.
- Students may choose to bring their lunch from home. Please do not pack beverages in glass containers, or bring carbonated drinks in cans, gum, or candy.
- Food such as pizza is not allowed to be brought in and distributed to a whole classroom at lunch time unless requested by the teacher.
- Parents may eat with their children at any time starting after the first two full weeks of school. The process for eating lunch will be posted in the school office as a reminder when you sign in. You may eat with your child outside at the picnic tables. Please inform the teacher via the student planner if you are planning to eat lunch with your child. Your child will then meet you outside at the picnic tables where you will be waiting for them. Other students/friends from your child's class are not permitted to eat with you and your child. Siblings are not allowed to be pulled from class to have lunch at a different time.

Progress Reports

Report cards are every quarter or nine week period, they are available online in FOCUS only. Interim progress reports are issued midway in each quarter or nine week period. Tentative report card publishing dates are as follows: Oct. 22, 2026, Jan. 7, 2027, Mar. 1, 2027, and

June 3,2027. Teacher conferences may be scheduled at any time. Contact the school at 283-3043 or email the teacher to schedule a parent/teacher conference.

Grading Scale

Beginning in kindergarten, all students will receive letter grades. The following scale shows how the numerical value converts to grades:

A_____90-100
B_____80-89
C_____70-79
N_____60-69
U_____0-59

PTO-Parent Teacher Organization

Parents and teachers work cooperatively through PTO to benefit all children at Trafalgar and the entire Trafalgar community. The PTO strongly supports the school in many activities and fundraising efforts. PTO also provides an opportunity for quality parent and teacher interaction, volunteering, and dissemination of school information. PTO meetings are held periodically or on an as needed basis. If you are interested in joining or assisting this organization at Trafalgar, please email PTO president Nicole Nunez at pto.teseagles@gmail.com

School Planners

All K-5 students will take home a student planner (assignment book) every day reflecting behavior for the day, homework assignments, and teacher comments. The planner's purpose is to improve home-school communication and help students learn responsibility and organizational skills. Parents are welcome to add comments and individual notes to the teacher. Our expectation is that **all** students will have their **planner signed by a parent daily. All transportation changes should also be written in planner.**

Transportation

Dismissal Procedures

Our teachers and assistants ensure each child gets on the correct bus or goes to the parent pick-up area. Please help your child learn his or her bus number as soon as possible. **It is also very important that you know your child's bus number and stop.**

Our school policy states if at any time during the year you need to change the way your child goes home, YOU MUST NOTIFY US IN WRITING. Without a note, your child will go home the regular way. **For your child's safety, we do not accept transportation changes over the phone.** Please put a signed note in the student's planner and email the office at Rachelrg@leeschools.net before 1:45 pm. Emergency requests must be approved by the Principal or Assistant Principal. **Riding other buses for the purpose of going home with friends, going to non-school meetings and clubs, private lessons,lack of supervision, or any other personal conveniences will not be approved.**

You are able to track your child's bus by going on http://wheresthebus.com You will be asked to register for an account.

Transportation – School Bus Rules

The mission of the Transportation Department is to transport students to and from school in a safe, caring, and disciplined environment with students understanding the acceptable standards of conduct. It is important to remember that riding the bus is a privilege. Bus rules are posted at the front of each school bus. They are as follows:

1. The driver is in full charge of the bus and students must obey the driver.

2. Students shall keep assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, using tobacco products or chewing gum **is NOT** permitted on the school bus.
4. Anything that interferes with student safety will not be allowed, such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, hand-held games, I-Pads/tablets, animals, glass containers, etc.

If a student does not follow the rules and receives a referral from the bus driver, the consequences will be as follows:

1st bus referral - Conference with student and telephone call to parent/guardian.

2nd bus referral – Conference with student and telephone call or conference with parent/guardian.

Additional referrals - Administrator will follow the Student Code of Conduct to determine consequence.

Severe bus behavior will result in an automatic bus suspension.

Transportation

Student Drop-off -Begins at 8:15am

Student drop-off is along the front of the school. Staff members will be stationed on the sidewalk to assist students getting out of cars.

Students may not be dropped off at school before 8:15 am unless they are registered for the Voyages morning program. There is no supervision and the school is not held responsible for their safety.

Please do not park and drop your child off at the crosswalk or walk your child to the office (except in the case of preK students). You will be asked to return to your vehicle and join the car line to drop off your child.

*If childcare is needed prior to 8:15 am, you are encouraged to enroll in our before and after school Voyages program.

Student Pick-Up -3:10pm

Parent pick-up will be along the front of the school for all grades. This is the only area where you may pick up your children in cars. **You must have a car tag (issued by the school) displayed in your window** with your child's name, grade, and pick up number. Keep this tag displayed until your child enters your car. **Please do not park illegally on the right of way to wait for your child or park and walk to the front of the school to pick up a student. Please stay in your car** and wait for the direction from adults on duty to ensure the safety of all students. Please do not ask your child to walk down the sidewalk to meet your car. This is unsafe and causes traffic congestion. Please get into the lane of traffic and an adult will place your child safely into your vehicle.

***We do not allow students to be picked up by parents in the office at dismissal. If they are parent pick up, please wait in the car line.**

Walkers/ Bike Riders

Children may be walkers and may also ride their bicycles to school. **All bicycle riders are required by law to wear a bicycle helmet**. Parents of walkers and bike riders please be watching for a school messenger from the office in the event of inclement weather. Students will be held at school if there is lightning or heavy rain, and you will be asked to pick them up in the parent pick up line. Car tags will be helpful in this process. Remember: A walker is a student who is able to walk home from school, lives within 2 miles, and has a walker notice filled out in the office.

Rainy Day and Lightning / Inclement Weather Drop Off or Pick Up

In the event of lightning within 10 miles of the school or heavy rain during drop off or dismissal, procedures are as follows:

- School personnel and students will not be outside until it is safe.
- Dismissal may be delayed.

- All walkers and bikers will be held, and parents may be asked to pick them up in the car line. **Please watch for a School Messenger**.
- All car riders, including Pre-K/ESE, will be held until safe to walk to covered areas.

****Please be patient during weather situations. Our first priority is to keep everyone safe!*

Uniform Policy

The way we dress influences our attitude about ourselves and our work. When students are dressed appropriately for school, they know it is time to learn. Our school dress code provides students with a feeling of pride and unity.

Uniform colors: Preferred shirt colors are navy blue, light blue, and white, however, students may wear any solid color non-logo, polo style shirt. Choice of bottom colors are navy blue and khaki.

Uniform styles (Girls): Cotton only jumpers, pleated skirts, skorts, capris, straight leg pants or shorts.

Uniform styles (Boys): Cotton only shorts or straight leg pants.

Required Dress

- Sneakers are required daily with non-patterned mid-calf, knee, or ankle socks. All socks must be solid colored and plain, with no patterns, designs, or words. White, navy blue, and black colored socks are preferred.
- Shorts and pants must be fastened at the waist.
- Shorts and skirts must be at least fingertip length – uniform shorts only.
- Shirts must be solid in color (no stripes or logos), collared, and tucked in.
- Sunscreen and caps are suggested for P.E. Sneakers are required.
- On cold weather days, leggings in a solid color may be worn under shorts, skirts, or dresses.
- School issued spirit shirts may be worn on Friday only with uniform bottoms.

Sweatshirts, jackets, and sweaters must be in a solid color. No logos, stripes, or designs will be permitted. This rule will be strictly enforced. Uniform shirts and sweatshirts with the school logo will be available at our school store. Sweatshirts should be worn only during cooler weather.

Unacceptable clothing and accessories: (Not permitted)

- Jeans, denim, corduroy, carpenter, yoga pants, or sweatpants
- Leggings worn under skirts that are not appropriate length
- Colored, striped, or patterned knee socks
- Cargo shorts and pants
- Pants legs that hang below shoes
- Shorts designed to be worn below the knee
- Sandals, platform shoes, flip-flops, open back shoes, shoes with moving parts, or crocs
- Scarf belts – unless it comes with the uniform
- Spandex or nylon fabric
- Make-up
- Tattoos

- Any accessory/article of clothing/jewelry that may cause injury or deemed a distraction to the educational process such as chains, belts, bracelets, earrings, chokers, wallet chains, artificial fingernails, acne patches, and all items hanging from belt loops
- Hats, wide headbands, headbands with large bows/animal ears, bandanas, caps or headgear are prohibited except for P.E. field days or outdoor activities
- Watches, fitness trackers, headphones and /or other devices that connect to Wi-Fi or cellular service are prohibited if deemed a distraction.

* Cell phones and smart watches: These **devices must be kept in backpacks** at all times and follow the BYOD (bring your own device) policy established by the school. Students may not use the devices for personal use during the school day while on the campus. Students will also follow the rules of the bus driver concerning these devices. **The school and district are not responsible for lost, stolen, or damaged devices.**

ELEMENTARY PHYSICAL EDUCATION

Your child will have physical education for 40 minutes each class (weather and heat index permitting). PE is held outdoors. Our physical education program provides the skills, knowledge and attitudes that facilitate choosing physical activity after school, at home and in the community. Objectives are:

- Establish a positive, safe learning environment for all students.
- Teach a variety of physical activities that make physical education class fun and enjoyable.
- Create maximum opportunities for students of all abilities to be successful.
- Promote student honesty, integrity and good sportsmanship.
- Guide students into becoming skillful and confident movers.
- Facilitate the development and maintenance of physical fitness.
- Assist students in setting and achieving personal goals.
- Provide specific, constructive feedback to help students' master motor skills.
- Afford opportunities for students to succeed in cooperative and competitive situations.
- Prepare and encourage students to practice skills and be active for a lifetime.

A few things to ensure your child's success and enjoyment during physical education class:

1. To help your child enjoy and participate safely in physical education class, please have your child wear tennis shoes (sneakers) and socks daily. It is very important that students wear shoes that are appropriate for vigorous physical activity. ALL shoes must be laced and tied. Hey Dudes are not sneakers.
2. All physical education classes are held outside weather permitting.
3. Students are encouraged to bring their own water bottle, with water only. Please write first and last name on the water bottle. We are currently not using any water fountains on campus.
4. Hats, sunscreen and sunglasses are also recommended.

5. All children should be applying sunscreen (that blocks UVA and UVB) at home before they get dressed to come to school EVERYDAY with a minimum of SPF 30.
6. Shorts should be worn under all dresses and skirts.
7. Please read additional information on back concerning dress for Physical Education and Recess

School Board Policy for Physical Education Excuses:

A written excuse from home is necessary to exempt your child from participating in a PE class. The excuse may be presented up to three consecutive days, and then a medical excuse is required. If your child has been under medical care, a doctor's note must be presented to release your child from the medical excuse for regular participation into the PE program.

If you would like to volunteer during Physical Education classes, you will aid children participating in developmentally appropriate activities that will help increase their physical competence, self-esteem and joy of being physically active no matter what their physical abilities may be. By enhancing your children's physical activity education, I am certain we will be able to help your children enjoy a lifetime of physical activity and good health.

Weather Related Dress Code and Prevention Policies for Physical Education and Recess

Time spent outdoors is an important part of the school day. Children are provided an opportunity for fresh air, recess and physical education classes. This time allows children the opportunity to engage in activities that allow them to participate in creative play, socialization and the physical education curriculum.

Hot Weather - Although anyone at any time can suffer from heat-related illness, some people are at greater risk than others. Heat-related illness is a real concern for Florida children. When participating in school related outdoor activities children should:

- drink water before, during and after outdoor activities
- wear a wide-brimmed hat (also keeps you cooler)
- wear sunglasses
- wear sunscreen
- bring a water bottle with their first and last name clearly marked on the outside.
- wear lightweight, light-colored, loose-fitting clothing.
- not overdress, particularly in clothes that don't allow sweat to evaporate easily, for the temperature (all jackets, sweaters, sweatshirts and layered clothing should be removed prior to going outdoors)

Cold Weather- We enjoy great weather year-round here in Florida. All Physical Education classes take place outside. Our school does not have an indoor facility. When properly clothed, elementary aged students can participate in outdoor activities. Please follow the school dress code requirements for coats, jackets, sweaters, and sweatshirts when sending your child to school on a chilly or cold day. Uniform pants are strongly suggested on cold days as well.

PLEASE PLACE FIRST AND LAST NAMES IN ALL JACKETS, HOODIES OR SWEATERS THAT ARE WORN WHEN THE WEATHER COOLS. CHILDREN OFTEN REMOVE THEM OUTDOORS. ALTHOUGH WE TRY OUR BEST TO REMIND THEM TO TAKE THEM BACK TO CLASS, THEY SOMETIMES ARE FORGOTTEN. IT IS MUCH EASIER TO FIND THE OWNER WHEN A NAME IS ON THE INSIDE.

Physical Education Dress Code Quick Reminders:
It is very important that students wear shoes that are appropriate for physical activity. Athletic shoes and socks are to be worn daily.
For your child's safety: *Sandals, skateboarding shoes, flip-flops, crocs, backless shoes, boots, beach shoes, Hey Dudes, cleats, high heeled sneakers, and sneakers with roller-skates are* ***NOT*** *to be worn for Physical Education. All shoes must be laced properly and tied. If your child does not know how to tie shoes, please work with him/her to master this skill. Shorts should be worn under all dresses and skirts. Hats, sunscreen and sunglasses are also recommended. All children should be applying sunscreen at home when getting dressed for school.*

Visitation Policy
Parents are asked to call the school to schedule an appointment to visit with a teacher. Teachers are required to return phone calls within a 24 hour time period to set up parent/teacher meetings. **ALL** visitors/volunteers to the school must show ID (Driver's License) to access the school and the front office to be cleared and receive a dated visitor pass. No child will be released to an adult without proper identification and officially signing out in the office.

Walking Students to Class
Our staff is assigned throughout the campus to assist all students as they travel safely to their classrooms. We do not allow parents to walk their children to class. Please help us to enforce this policy.

Volunteers
We welcome and encourage parents to become an active volunteer at Trafalgar. Volunteers may start coming on campus after a volunteer application has been filled out and processed by office staff and the volunteer has completed an orientation held at the school. We have many special events throughout the school year that require the assistance of parent volunteers. These events include mile races, proctoring for testing, field day, field trips and some after school activities. We also have volunteer opportunities in the Media Center, cafeteria and office. Keep in mind teachers are not required to have parent volunteers in the classroom. Please check with your child's teacher before planning to volunteer. If your child's teacher does not need a volunteer, please check with the volunteer coordinator, Donna Bennett, at Donnalbe@leeschools.net to see if your help is needed in other areas or classrooms. If you are interested in becoming a volunteer, you must complete a volunteer application and attend the orientation at the beginning of the school year. If you believe you have a volunteer application on file, please check with the office to be sure the application is up to date. Please call the office at 283-3043 for more information.

Non-Discrimination Policy Statement

It is the policy of the Lee County Public Schools not to discriminate on the basis of sex, race, color, age, religion, national origin, handicap, or marital status in its educational program, activities or employment policies as required by Title IX. Complaints/inquiries regarding compliance with these regulations may be directed to the Equity Coordinator at the school. (283-3043)

Voyages Before & After School Program

Hours of operation:

AM Hours	**PM Hours**
6:30 am – 8:15 am	3:10 – 6:00 pm

Vision: To prepare every student for success

Our Mission: To provide a safe learning environment while offering quality activities which help the children to develop strong motor skills

Core Values: We believe that all students can learn and that our staff will do whatever it takes to ensure learning for all.

Voyages after School Program will provide a snack time and the following:

- AR Time
- Sports
- Computers
- Arts and Crafts
- Games

Registration Fees:

$25.00 Non-Refundable (one child)/ $40.00 Non-Refundable (per family)

Morning Fees:

Weekly rates:

$30.00 per child

Weekly Rates (PM only):

One Child - $55.00

Two Children - $110.00

Weekly Rates: (AM & PM)

One child - $85.00

Two Children - $170.00

School Safety

Due to the need to increase safety in our school, Trafalgar is a closed campus during the school day, with the exception of approved volunteers. During school-wide events where we invite our parents on campus, such as field day, awards ceremonies, etc., parents will be required to sign in and/or register in advance for the event depending on the event. If a parent would like to eat lunch with their child, they may sign in and meet the child at the picnic tables in the courtyard. Reminder: No other students may eat with the parent except their own child. Parents are not permitted to eat in the cafeteria with their students. Please notify the teacher in writing via the planner that day so the teacher can send the child to the courtyard when the class goes to lunch and parent is located, and refer to the guidelines posted in the office. All visitors are required to pass through our Open Gate Security System before entering the building.

Our students participate in fire drills and lockdown/lockout drills on a monthly basis. We are also required to conduct one bomb drill and one tornado drill each year. All procedures are explained, modeled, and practiced with the students.

In the event of a lockdown, lockout, or other emergency, we will secure our campus, notify the needed personnel, and then when everyone is safe and secure, we will send out a School Messenger message to keep families informed and updated. Please note that this may take some time as our number one priority will be to secure the building and make sure everyone is safe.

Please be sure all emergency contacts, phone numbers, and addresses are updated in the school office.

Thank You! Let's have a great year!