



# PARENT/STUDENT HANDBOOK

## **North Campus**

**2025-2026**

**Revised 07/25**

Table of Contents

WELCOME LETTER .....4

TEAM SUCCESS MISSION AND VISION STATEMENT .....5

CONTACT INFORMATION .....5

SCHOOL HOURS .....5

ADMINISTRATION .....5

ARTIFICIAL INTELLIGENCE (AI) .....6

ATTENDANCE & PUNCTUALITY .....6

ARRIVAL & DISMISSAL PROCEDURES .....8

BIRTHDAY CELEBRATIONS .....9

BREAKFAST .....9

BULLYING & HARRASSMENT .....9

CAMPUS SECURITY ..... 10

CELL PHONES ..... 10

CHANGE OF STUDENT INFORMATION ..... 11

CARE ROOM INFORMATION ..... 11

CODE OF CONDUCT ..... 13

COMMUNICATION BETWEEN HOME & SCHOOL ..... 13

COMMUNICATION CHAIN AT TEAM SUCCESS ..... 14

DRESS CODE ..... 14

DRILLS ..... 15

THE SAFETY OF STUDENTS AND STAFF IS OUR HIGHEST PRIORITY. TO ENSURE PREPAREDNESS, SCHOOLS CONDUCT REGULAR  
EMERGENCY DRILLS AND FOLLOW STRICT PROCEDURES DURING ACTUAL EMERGENCIES. .... 15

EMERGENCY CONTACT LIST ..... 16

FERPA ..... 16

FIELD TRIPS ..... 17

FORTIFY FL..... 17

HOMEWORK POLICY ..... 17

IN LOCO PARENTIS ..... 18

LOST & FOUND ..... 18

LUNCH ..... 18

MANATEE COUNTY PROGRESSION PLAN ..... 19

MEDIA RELEASE ..... 19

MOMENT OF SILENCE ..... 19

**NEWSLETTERS .....20**

**PARENTS & TEACHERS WORKING TOGETHER .....20**

**PE EQUIPMENT & NUISANCE ITEMS.....20**

**PLEDGE OF ALLEGIANCE .....21**

**PROHIBITION OF DISCRIMINATION .....21**

**REUNIFICATION .....21**

**SAFETY: BUS RIDERS & WALKERS .....22**

**SAFETY: DELIVERING & PICKING UP STUDENTS (CAR RIDERS) .....23**

**SOCIAL MEDIA POLICY .....24**

**STUDENT BEHAVIOR.....24**

**TRANSPORATION .....24**

**VISITOR INFORMATION AND SECURE ENTRANCE.....24**

**VISUAL RESOURCES.....25**

**VOLUNTEERS .....25**

**WEBSITE .....26**

**WITHDRAWAL PROCEDURE .....26**

**APPENDIX A PARENT- STUDENT HANDBOOK ACKNOWLEDGEMENT FORM.....27**

# WELCOME LETTER

**Dear Parents, Guardians, and Students,**

Welcome to the 2025–2026 school year at **Team Success North Campus!**

This handbook has been prepared to provide you with important information about our policies, procedures, and expectations. We encourage you to review it carefully at the beginning of the year and keep it handy as a reference throughout the school year.

At Team Success North, we believe that strong partnerships among students, families, and staff are the foundation of a successful school community. Your involvement and support play a vital role in your child's education, and we are committed to ensuring that every family feels welcomed, respected, and connected.

If you have questions that are not addressed in this handbook, please do not hesitate to contact us. Our doors are always open, and we are here to work with you to support your child's growth and success.

We are excited to begin another school year at Team Success North and look forward to a school year filled with learning, growth, and achievement. Together, let's make 2025–2026 an exceptional year!

Warm regards,

Team Success North Administration

# TEAM SUCCESS MISSION AND VISION STATEMENT

## OUR MISSION

Our mission is to build an academic foundation for each student to achieve their highest potential, empower resilient individuals, celebrate academic successes, and enable students to thrive in their future.

## OUR VISION

Our vision is to create one of the top Title I K-12 public charter schools in the nation by providing and empowering underserved Manatee County students with a strong foundation in the education, life skills, and coping mechanisms necessary to rise above all adversity, and lead successful lives in school and beyond.

## CONTACT INFORMATION

Team Success North (K-5) 202 13 <sup>th</sup> Ave E Bradenton, FL 34208	Phone: (941)714--7260 Main Office
Website	<a href="http://www.teamsuccessschools.com">www.teamsuccessschools.com</a>
Facebook	@TeamSuccess
SDMC	<a href="http://www.manateeschools.net">www.manateeschools.net</a>

## SCHOOL HOURS

Office Hours: 8:00 am – 4:30 pm	Student Hours: 8:45 am – 3:30 pm
---------------------------------	----------------------------------

## ADMINISTRATION

<b>FOUNDER</b>	Fredrick Spence
----------------	-----------------

### EXECUTIVE ADMINISTRATION

CEO	Patrick Spence	<a href="mailto:Patrick@teamsuccessschools.com">Patrick@teamsuccessschools.com</a>
CFO	Elias Cadena	<a href="mailto:ecadena@teamsuccessschools.com">ecadena@teamsuccessschools.com</a>
Head of School	Nicole Howe	<a href="mailto:nhowe@teamsuccessschools.com">nhowe@teamsuccessschools.com</a>

### INSTRUCTIONAL ADMINISTRATION

Director K-5	Jodie Hastreiter	<a href="mailto:jhastreiter@teamsuccessschools.com">jhastreiter@teamsuccessschools.com</a>
Instructional Dean 3-5	Valeria Rivera	<a href="mailto:vrivera@teamsuccessschools.com">vrivera@teamsuccessschools.com</a>
Instructional Dean K-2	Amanda Esparza	<a href="mailto:aesparza@teamsuccessschools.com">aesparza@teamsuccessschools.com</a>

# ARTIFICIAL INTELLIGENCE (AI)

Team Success recognizes the positive impact that Artificial Intelligence (AI) and Natural Language Processing (NLP) tools can have on the school's educational program and operations. These technologies may enhance teaching, learning, and school efficiency when used responsibly.

## General Guidelines

All use of AI/NLP tools must comply with State and Federal law as well as school policies.

Unauthorized use of AI/NLP tools is considered a form of plagiarism. Any student found using these tools without permission will be disciplined in accordance with the Student Code of Conduct.

Students may use AI/NLP tools in the school setting only with prior teacher permission/consent. Approved use must be ethical and include proper citation where applicable.

## Approved Educational Uses of AI/NLP Tools (with teacher permission):

Research assistance

Data analysis

Language translation

Writing assistance

Accessibility support

## Violations and Consequences

Improper or unauthorized use of AI/NLP tools is a violation of school policy and may result in disciplinary action, up to and including suspension or expulsion.

# ATTENDANCE & PUNCTUALITY

Regular attendance is crucial for a successful educational experience. Consistent attendance helps maintain the flow of learning, keeps students engaged, and promotes academic progress.

A **truant student** is defined under F.S. 1003.01 as any student, subject to compulsory school attendance, who meets one of the following conditions:

- Has **5 unexcused absences** (or absences for which reasons are unknown) within a calendar month;
- Has **10 unexcused absences** (or absences for which reasons are unknown) within any 90 calendar days; or
- Has **more than 15 unexcused absences** within 90 calendar days.

Team Success will follow all requirements for reporting truant students in accordance with **F.S. 1003.27**.

- **Parental Responsibility:** Per **F.S. 1003.24**, parents and guardians are legally responsible for ensuring their child's regular school attendance.
- **School District Authority:** Under **F.S. 1003.26**, the school district has the authority to enforce school attendance.

- **Truancy Court Referral:** Students who accumulate **15 unexcused absences in a 90-day period** will be referred to **Truancy Court**.

### **Driver's License**

Florida law requires minors to comply with state attendance requirements to maintain their driving privileges.

- Students between the ages of **14 and 18** who accumulate **15 unexcused absences** (not including out-of-school suspensions) within a **90-calendar day period** will have their driver's license suspended by the **Department of Highway Safety and Motor Vehicles (DHSMV)**.
- To reinstate driving privileges, the student must complete **30 consecutive school days** with **no unexcused absences**. Upon meeting this requirement, the school will issue the appropriate form for reinstatement of driving privileges.

### **Attendance Guidelines**

**Appointments:** Please schedule medical, dental, or other appointments outside of school hours whenever possible.

**Tardiness:** Students arriving after 8:45 AM are considered tardy and must check in at the office for an admittance slip.

**Vacations:** Family vacations should be planned during scheduled school breaks to avoid disrupting instruction.

### **Reporting Absences**

**Notification:** Parents/guardians must notify the school office by 8:45 AM if a student will be absent. If no notification is received, the school will contact parents to confirm the student's status. You may use the school website to report an absence.

### **Emergency Contact Information**

**Updates:** Please keep home, work, and emergency contact information current. Accurate records are essential in case of an emergency.

### **When Illness Occurs at School**

**Parent Notification:** If a student becomes too ill to remain at school, the school will contact parents/guardians to arrange for early dismissal.

### **Make-Up Work Policy**

At Team Success, students are supported in staying current with their coursework, even when absences occur.

**Accessing Assignments:** Teachers post classroom assignments in Google Classroom. Students are encouraged to check regularly for missed work.

**Completing Missed Work:** Students are expected to complete missed assignments upon their return. For extended absences, contact the teacher to coordinate make-up work.

**Requesting Assignments:** Parents/guardians may request make-up work through the school office by 8:30 AM. Requested assignments may be picked up from the office after 2:45 PM the same day.

By following these guidelines, students will remain engaged in their learning and maintain steady academic progress.

## ARRIVAL & DISMISSAL PROCEDURES

At Team Success North, the safety and well-being of every student is our highest priority. Please review and follow the guidelines below to ensure smooth, safe, and orderly arrival and dismissal routines.

### Arrival Procedures

- **Arrival Window:** Students should arrive between **8:00 AM and 8:40 AM** if they have already eaten breakfast at home.
- **Breakfast:** Students who need to eat breakfast at school should arrive by **8:10 AM** to allow adequate time.
- **Supervision:** For safety reasons, supervision is not available before **7:45 AM**. Please do not drop off or allow your child to arrive earlier than this time.
- **Entry Points:**
  - **Walkers:** Enter through the **front gate**.
  - **Car Riders:** Must be dropped off in the **designated car rider area**.

**Important:** Classes begin promptly at **8:45 AM**. Students arriving late must check in at the office for a late pass. Students arriving after **8:45 AM** must be accompanied by a parent or guardian to check in and obtain the late pass.

### Dismissal Procedures

- **Dismissal Time:** Begins at **3:20 PM**.
- **Bus Riders:**
  - **K-2:** Dismissed first from the cafeteria at **3:30 PM**.
  - **3-5:** Dismissed from classrooms at **3:35 PM**.
  - All bus riders load at the **front entrance**.
- **Walkers:** Dismissed through the **front entrance** along with bus riders.
- **Car Riders:** Remain in their classrooms until dismissed to the **front entrance at 3:30 PM**.
- **Parent Pick-Up:**
  - Parents are encouraged to remain in their vehicles during arrival and dismissal. School personnel will assist students at the front entrance.
  - If early pick-up is necessary, parents must sign out their child in the office. **Students will not be dismissed during the last 15 minutes of the school day** to minimize classroom disruptions.

### Changing Dismissal Arrangements

To ensure student safety, both the **office staff** and your child's **teacher** must be informed of any changes to dismissal plans.

- **Morning Notification:** Call the office by **9:00 AM** if there is a change.
- **Afternoon Notification:** If you cannot call in the morning, you must notify the office by **2:30 PM**.

**How to Notify:**



- **Immediate Changes:** Call the main office directly at **(941) 714-7260**. Please **do not** send notes, text messages, or emails to teachers regarding transportation changes.
- **Advance Changes:** Submit a written, signed, and dated notice to the office in advance.

**Minimizing Changes:** Frequent transportation changes create confusion and anxiety for students. Please keep adjustments to dismissal routines to a minimum.

By adhering to these procedures, we can maintain a safe, secure, and efficient process for all students. Thank you for your cooperation and support.

## BIRTHDAY CELEBRATIONS

At Team Success South, we recognize that birthdays are special milestones for our students. Each classroom teacher will provide specific guidelines for celebrating birthdays within their class. Please reach out to your child's teacher for details.

- **Celebration Time:** The most appropriate time to share birthday treats is during the **lunch period**, so that instructional time is not interrupted.
- **Health & Safety Requirements:**
  - All treats must be **store-bought** and **individually pre-packaged** to ensure safe distribution.
  - No food handling is permitted.
  - Team Success South is a **tree nut-free campus**. Please check labels carefully before sending items.

We kindly ask parents to use their best judgment when planning birthday celebrations to ensure a positive and safe experience for all students. Thank you for helping us make every celebration safe, joyful, and respectful of our learning environment.

## BREAKFAST

Breakfast is served each morning in the cafeteria from 8:00 to 8:40 am.

## BULLYING & HARRASSMENT

Team Success does not condone **bullying or harassment** in any form. Every student has the right to learn in a safe, respectful, and supportive environment.

- **Policy Compliance:** Team Success complies fully with the **Safe Schools Anti-Bullying Policy**, which is available through the **Manatee County Schools Safe Schools Department**.
- **Reporting Incidents:** Team Success provides a **Bullying/Harassment Reporting Link** on the school's website. Anyone—students, parents, or community members—may use this link to report an incident.
- **Administrative Response:** All reports are forwarded directly to the school's **administrative team** for immediate review and follow-up.

We are committed to addressing concerns promptly and ensuring that every student feels safe, valued, and supported at school.

# CAMPUS SECURITY

The safety of our students, staff, and visitors is a top priority at Team Success. We appreciate your cooperation in maintaining a safe and secure learning environment. Please review the following guidelines for all visitors to our campus:

## Campus Access for Adults

- **Registration Required:** All adults visiting campus during school hours must **register at the front office** and have their driver's license scanned.
- **Identification:** A valid state-issued photo ID is required for entry. Once scanned, the ID will remain valid for the entire school year; however, the system will check visitor status each time you sign in as a **visitor or volunteer**.
- **No Exceptions:** Adults without proper identification will not be permitted on campus.

## Parking

- Please use **designated visitor parking areas** when visiting the school.

## Entering the Campus

- **Secured Entry:** For safety, all gates and exterior doors remain secured during the school day.
- All visitors must enter through the **front office doors**, where a staff member will greet and assist you.

## Pets

- To protect students and staff—including those with allergies—**pets are not permitted on campus**. Thank you for helping us maintain a safe and healthy environment.

Thank you for your vigilance and cooperation in keeping Team Success safe and secure for everyone.

# CELL PHONES

We understand that parents may want their children to carry cell phones for safety reasons. However, to protect instructional time and ensure a focused learning environment, the following guidelines apply:

## Responsibility for Cell Phones

- Cell phones always remain the responsibility of the student and their parent/guardian.
- The school is **not liable** for lost, stolen, or damaged cell phones.
- It is essential that the school office has **current telephone numbers** (home, work, and emergency). Parents must notify the office immediately of any changes.

## ELEMENTARY SCHOOL K-5

- In compliance with **Florida House Bill 1105**, all elementary school students are **prohibited from using cellular devices or smartwatches** during the school day.

## Consequences for Violations

- **First Violation:** Cell phone is confiscated and turned into the front office. A parent/guardian must pick it up.
- **Second Violation:** Cell phone is confiscated and held for the **remainder of the semester.**
- **Third Violation:** Cell phone is confiscated and held for the **remainder of the school year.**

By following these guidelines, students can avoid unnecessary distractions and ensure that learning remains the primary focus of the school day. Thank you for your cooperation in helping us maintain a safe and productive learning environment.

## CHANGE OF STUDENT INFORMATION

It is essential that the school always has accurate and up-to-date contact information for every student.

- **Notification Required:** Parents/guardians must notify the school office immediately of any changes to **telephone numbers, addresses, or emergency contacts.**
- **Emergency Situations:** Updated information is especially important in case a child becomes ill or is injured during the school day.
- **Accuracy Matters:** Having the correct contact details ensures that parents/guardians can be reached quickly and that students receive timely care and support.

Your cooperation helps us maintain a safe and responsive environment for all students.

## CARE ROOM INFORMATION

### SCHOOL ENROLLMENT REQUIREMENTS

Birth Certificate, Immunizations (DH 680), Florida Physical (DH 3040)

All students must have on file the Florida Immunization Certificate (DH 680) as required by the State of Florida. Students must be up to date with all childhood immunizations within the timeframes specified by the Center for Disease Control (CDC).

Requirements include:

- Tdap / Dtap- 5 doses
- Polio /OPV- 4 doses
- MMR- 2 doses
- Hepatitis B - 3 doses
- Varicella- 2 doses

The health and safety of every student is a priority at Team Success South. To ensure proper care, please review and follow these guidelines.

### Health Forms and Authorization

- Parents/guardians must complete and promptly return the **Health Form** and **Care Authorization Form** provided at the start of the school year.

- Unless the required forms are on file, care room staff cannot provide treatment to a child.

### **School Clinic**

Our clinic is available for students who become ill or injured during the school day.

- **Assessment:** When a student visits the clinic, the care room attendant will assess the situation and determine if the student should return to class or go home.
- **Parent Contact:** If your child needs to be picked up due to illness, injury, or a possible communicable disease, parents/guardians must plan for pick-up **within a reasonable amount of time**. The clinic cannot accommodate sick children for extended periods.
- **Fever Policy:** Students must be **fever-free for 24 hours without fever-reducing medication** before returning to school.
- **Clinic Pass:** Each time a student visits the clinic, a "clinic pass" is completed and sent home. In many cases, the care room attendant will also call the parent.
- **Contact Information:** The Team Success North clinic can be reached at **(941) 715-7260 ext. 102**.
- **Illness Before School:** Please do not send sick children to school in the morning. The clinic is only for students who become ill **at school**.

### **Administration of Medication**

We understand that some students may require prescribed medications during the school day. The following guidelines apply:

- All medications administered at school must be accompanied by a **doctor's order**.
- Medication must be provided by a parent/guardian in the **original, child-proof prescription container**, labeled with:
  - Student's name
  - Physician's name
  - Medication name
  - Dosage and frequency of administration
- Parents/guardians and the medical provider must complete and sign the **Medication Authorization Form**, available from the clinic, before any medication will be administered.
- Parents/guardians and/or the physician must provide written notice of any symptoms or possible reactions related to the medication.
- No medications for **acute or contagious illness** will be administered. Students who are acutely ill should remain at home.
- Students are **not permitted** to transport medication. A parent/guardian or designated adult must bring the medication to school and sign it in with the care room attendant. Medication cannot be accepted without proper documentation.

### **Health Screenings**

Team Success North conducts health screenings to help identify potential health concerns that may affect a student's well-being and learning. These may include:

- Vision
- Hearing
- Speech/Language
- Dental
- Height/Weight/BMI

- Blood Pressure
- Nursing assessment to identify possible communicable diseases or other health risks

### **Screening Results:**

- A record of results will be sent home with the child.
- If follow-up care is required, a **Referral Letter** will be provided. Referral letters require a medical exam, a physician's signature, and must be returned to the clinic.
- The care room attendant can assist families in finding providers or resources for additional care.

This policy ensures that every child receives safe, appropriate care while maintaining a healthy learning environment for all students.

## **CODE OF CONDUCT**

Team Success adheres to the School District of Manatee County (SDMC) Code of Conduct as the foundation for student expectations and responsibilities. While the SDMC Code of Conduct provides the overarching framework, Team Success reserves the right to review or adopt additional provisions as necessary to align with the school's unique policies, procedures, and culture. These guidelines are designed to ensure a safe, respectful, and orderly environment that supports academic excellence and student well-being. For further details, please also review the sections on Student Behavior, Safety, and Transportation.

## **COMMUNICATION BETWEEN HOME & SCHOOL**

### **Open House**

Team Success hosts an Open House each August, providing families with the opportunity to meet teachers and staff. During this event, parents receive important information regarding curriculum, instructional practices, and classroom procedures/expectations. Faculty members also share academic goals for the year and explain how those goals will be achieved. Additional parent engagement activities are scheduled throughout the school year to strengthen the home-school partnership.

### **Progress Reports and Report Cards**

Progress reports are issued at the midpoint of each quarter, and report cards are distributed at the end of each quarter. Together, these provide regular updates on student achievement and progress. Grading symbols and their definitions are listed on the report card. In most academic subjects, students receive overall letter grades of A, B, C, D, or F.

### **Conferences with Teachers**

Parents and guardians are encouraged to maintain open communication with teachers. Conferences may be scheduled in person or by phone whenever a parent or teacher identifies a need. To request a conference, parents may contact the teacher directly via email, Remind (grades 6–12), or phone call.

# COMMUNICATION CHAIN AT TEAM SUCCESS

At Team Success, we value open, respectful, and timely communication between families and school staff. To ensure that concerns are addressed effectively and efficiently, please follow these guidelines:

## **Step 1:** Contact Your Child's Teacher First

For classroom-related concerns (e.g., homework, assignments, instructional questions, or teacher actions), please reach out to your child's teacher by email, phone, or written note.

**Response Time:** Teachers will respond within **24–48 hours**. Please keep in mind that their primary responsibility is teaching, and response times may vary due to lesson planning, grading, or meetings.

## **Step 2:** Contact the School Director if Needed

If your concern involves school-wide procedures, discipline issues beyond the classroom, or if you have not received a satisfactory response from the teacher, please contact your child's director by phone, email, or in writing.

**Response Time:** Administrative staff generally return messages by the end of the school day. If that is not possible, you will receive a response the following school day.

## **Helpful Tips When Reaching Out**

Always provide your child's first and last name, grade level, and a brief description of the concern when leaving a message or sending an email. This allows staff to prepare and address your concern more quickly.

Please remember that teachers are responsible for 20–25 students and must prioritize instruction during the school day. Your cooperation in following this process helps us maintain focus on teaching while also ensuring your concerns are addressed.

## **Our Commitment**

We are dedicated to maintaining clear and respectful communication with families. Thank you for working with us to ensure that every concern is addressed promptly while keeping student learning as our highest priority.

# DRESS CODE

Creating and maintaining a **safe, respectful, and orderly learning environment** is the top priority at Team Success South. All students are expected to contribute to this environment by wearing school-appropriate attire every day. This includes **regular school days, field trips, half days, abbreviated schedule days, and exam days**.

## **Required Attire**

- **Shirts:** A Team Success t-shirt (any color)
- **Bottoms:** Jeans, khakis, sweatpants, skirts, or gym shorts. (Note: ripped jeans/pants are **not permitted**)
- **Footwear:** Sneakers or closed-toe shoes are required for safety.

## Dress and Grooming Responsibilities

Student dress and grooming are the responsibility of each student and their parent/guardian. Clothing must reflect neatness, cleanliness, and appropriateness for a school setting.

### Prohibited Attire

The following items are **not permitted**:

- See-through clothing or underclothing worn as an outer garment
- Swimsuit tops under tank tops
- Boxer shorts worn as shorts
- Overly tight garments
- Overly short garments (skirts/shorts must extend beyond fingertip length)
- Clothing showing a bare back or midriff
- Tank tops with excessively low-cut arm holes
- Visible bra straps
- Headscarves (exceptions will be made for religious reasons)
- Sunglasses
- Clothing or jewelry advertising alcohol, tobacco, drugs, or displaying inappropriate language, sexual innuendo, hate speech, or violent messages
- Pants worn below the waistline (sagging/bagging)
- Wheelies or skate shoes (with or without wheels)
- Clothing with holes
- Shorts, skirts, dresses, culottes, or divided skirts shorter than knee length

### Important Note

The list above is **not all-inclusive**. Any clothing or accessories that pose a safety concern or disrupt the educational process may be prohibited at the discretion of school administration.

### Enforcement

Students who arrive at school out of dress code will be required to **contact a parent/guardian for a change of clothing** before returning to class.

For more detailed guidelines, please refer to the **Manatee County Student Code of Conduct (pg. 8-11)**.

## DRILLS

The safety of students and staff is our highest priority. To ensure preparedness, schools conduct regular emergency drills and follow strict procedures during actual emergencies.

### Fire and Active Shooter Drills

- **Fire drills** are conducted **monthly** in accordance with state law.
- **Active shooter drills** are also conducted **four times a year**, ensuring students and staff are familiar with response procedures.

### Weather and Shelter in Place Drills

- **Tornado/hurricane** and **shelter in place** drills are conducted several times throughout the school year.

- The **civil defense warning system** provides alerts to school personnel regarding severe weather conditions.

### **Severe Weather Protocol**

- During a **severe weather warning**, students may **NOT be released** to parents/guardians or other authorized adults until it is safe to do so.
- If a severe weather warning extends **beyond the end of the school day**, students will remain at school under staff supervision.
- Students will only be released once the **“all clear” is given** or the **warning sirens have ended**.

## **EMERGENCY CONTACT LIST**

To ensure the safety of all students, parents/guardians must provide a list of all adults authorized to pick up their child during the school year.

- There is **no limit** to the number of names that may be included on the approved pickup list.
- Students will **only be released** to individuals on the approved list. If an adult's name is not on the list, the student **will not** be permitted to leave with that person—**no exceptions**.

### **Consistency in Transportation**

Children feel more secure when dismissal routines are predictable. Frequent changes in transportation arrangements can cause confusion and anxiety. Parents are strongly encouraged to maintain consistency in how their child is transported to and from school to ensure a safe and smooth dismissal process.

### **Updating Information**

- A **Student Information Change Form** must be completed by the enrolling parent/guardian for any changes to address or telephone numbers.
- Accurate and current information is essential so that the school can quickly contact parents/guardians in the event of an emergency.
- Every parent/guardian should have at least one **reliable telephone number** on file.

## **FERPA**

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects your child's school records. Parents (and students once they turn 18) have the following rights:

1. **See Records:** You can ask to see your child's school records within 30 days of making a written request.
2. **Request Changes:** If you believe something in the record is wrong or misleading, you can ask the school to change it. If the school refuses, you have the right to a hearing.
3. **Privacy:** Schools cannot share your child's personal information without your written permission, except in special cases (for example, with school officials who need the information to do their jobs, or if your child transfers to another school).
4. **File a Complaint:** If you believe the school is not following FERPA, you can file a complaint with the U.S. Department of Education.



**Where to File a Complaint:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## FIELD TRIPS

Field trips are designed as educational experiences that extend classroom learning and provide opportunities not available within the school building. Trips are typically taken by bus and are usually within the School District of Manatee County area.

**Parent Permission**

A signed parent/guardian permission form is required for each field trip. Students must ride the bus with their classmates to and from the destination. Parents/guardians will receive written information about each trip, including its purpose, schedule, cost, and location.

**Parent Participation**

Parent/guardian volunteers may be asked to assist with supervision. If the number of parents who wish to attend exceeds the number of available spaces. Participation will be determined on a first-come, first-served basis, or names may be selected through a random drawing.

## FORTIFY FL

FortifyFL is a statewide suspicious activity reporting tool that enables students, staff, and community members to instantly share concerns with appropriate law enforcement agencies and school officials.

**Key Features:**

Provides an anonymous tip line for reporting suspicious activity, threats, or safety concerns affecting the school community.

Available on all Team Success computers for use by students, staff, and faculty.

## HOMEWORK POLICY

Homework is an important part of learning. It helps students practice what they've learned in class, take responsibility, and build good study habits. Teachers may give different types of homework, such as:

- Preparation: reading or gathering information
- Practice: review of math facts, vocabulary, or test prep
- Projects: book reports, research, or family projects

Teachers will share assignments in Google Classroom.

**Absences:**

If your child is absent more than 3 days, you may request homework from the teacher. If absent 1–3 days, your child can make up the work when they return. Students have the same number of days to complete missed work as the number of days absent.

**Tip for Parents:** A regular homework routine at home helps children feel confident and prepared for school.

## IN LOCO PARENTIS

Under **state and federal law**, teachers and school administrators are entrusted with the responsibility to act **in loco parentis**, meaning “in the place of the parent,” for students while they are at school.

This legal concept allows school personnel to:

- Exercise authority and responsibility for students' safety and discipline while they are under school supervision.
- **Conduct searches** of students, lockers, or belongings based on **reasonable suspicion**, without the requirement of a warrant or the higher standard of **probable cause** required of law enforcement.
- **Question or interview students** without providing Miranda warnings or requiring the presence of a parent or attorney.

(F.S. 1003.31)

## LOST & FOUND

Items found on campus will be placed in the Lost and Found bin located in the cafeteria. Students may check this area to claim lost belongings.

- Claiming Items: Owners should retrieve their property as soon as possible.
- Unclaimed Property: At the end of each semester, all unclaimed items will be donated to charity.

## LUNCH

### Lunch Procedures

- Each grade level is scheduled for a **30-minute lunch period**.
- At the start of the school year, the lunch schedule may be **adjusted as needed** to best accommodate students and teachers.
- Students may **bring their own lunch** from home if they prefer.

### Parent Lunch Visits

- Parents/guardians are welcome to have lunch with their child.
- All parents must **check in at the office** and obtain a visitor's pass before joining their student.
- Parents and their student(s) must eat at the **designated outside tables**, not inside the cafeteria.
- For safety and fairness: Classmates may not join the parent/student lunch.

Parents may **only bring food for their own child**, not for other students.

# MANATEE COUNTY PROGRESSION PLAN

The Student Progression Plan explains how students move from one grade to the next. It sets the rules for promotion and lists “**Good Cause**” exemptions for students who may not meet all state requirements but can still move up.

Research shows that keeping students in the same grade can sometimes increase the chances of dropping out later. Because of this, most students who do not meet state requirements are still promoted to the next grade if they qualify under the district's guidelines. The full **Manatee County Student Progression Plan** will be posted on our school website once it becomes available.

**Tip for Parents:** If you have questions about your child's progress or promotion, contact your child's teacher or the school office.

## MEDIA RELEASE

In accordance with federal and state guidelines, certain **student directory information** may be released by the school **without prior parental consent**. This information includes:

- Student's name
- Parent's name
- Grade level
- Participation in school-based activities and sports
- Dates of enrollment
- Honors and awards received
- Artwork or coursework displayed by the district/school
- Photographs, videotapes, digital images, and recorded sound prepared for public use that would not be considered harmful or an invasion of privacy

### Parent/Guardian Rights:

- If you **do not want** the school to release the information listed above, you must provide a **written notice to the school** within **10 days** of the beginning of the school year or of your child's enrollment/registration.
- Please note: The **media release** applies to all print, audio, and visual formats, including newspapers, television, social media, websites, and school publications.

## MOMENT OF SILENCE

In accordance with Florida Statute 1003.45, the principal of each public school shall require teachers in all first-period classrooms, across all grade levels, to set aside at least one (1) minute, but no more than two (2) minutes, daily for a moment of silence.

During this time, students must remain respectful and may not interfere with other students' participation. Teachers may not make suggestions as to how students should use this time for reflection.

Parents and guardians are encouraged to discuss the importance of the moment of silence with their children and to provide guidance on how this time can be used meaningfully.

# NEWSLETTERS

The administration and teachers will distribute newsletters throughout the school year to keep families informed about important events, programs, and updates.

- **Administration Newsletters:** Posted on the **school's website** to reduce paper use and support environmental responsibility.
- **Teacher Newsletters:** Distributed directly to parents/guardians via **email**.

## Parent/Guardian Responsibility:

- Please ensure that your **email address is current** with the school.
- If you prefer to continue receiving a **hard copy** of newsletters, notify your child's teacher.

# PARENTS & TEACHERS WORKING TOGETHER

At Team Success, we believe the best education for our children happens when parents and teachers work together. When a problem or concern arises, the following procedures are recommended:

**Gather the Facts:** When your child shares something that causes concern, contact your child's teacher first. Ask for clarification and details to ensure you have the full picture.

**Communicate with Respect:** Approach conversations in a friendly, open-minded manner. Listen carefully to the teacher's perspective and seek to understand their position. Trust and cooperation strengthen the home-school partnership.

## Follow the Chain of Communication:

1. First, discuss the matter directly with your child's teacher.
2. If the issue is not resolved, you may then contact the school director for further assistance.

# PE EQUIPMENT & NUISANCE ITEMS

- Do **not bring toys or games** to school. They cause distractions and may be lost or broken. 🚫 🎮
- Students may **not bring items to sell or trade**.
- If toys or games are brought, they may be **taken away** by staff.

## 👟 Shoes Matter!

- Students wearing **sandals or flip flops** ❌ cannot take part in **P.E. or playground time** for safety reasons.
- Wear **closed-toe shoes** 👟 ✅ every day so you can join in all activities safely.

# PLEDGE OF ALLEGIANCE

In accordance with **Florida Statute 1003.44**, the **Pledge of Allegiance** will be recited at the beginning of each school day.

- When the **Pledge** is recited or the **National Anthem** is played, all students and civilians shall:
  - Stand at attention.
  - Men should remove any headdress, except when worn for religious reasons.
  - Students shall place their **right hand over the heart** while reciting the pledge.
- **Parental Request for Exemption:**
  - A student may be excused from reciting the pledge, standing, or placing their hand over their heart **only with a written request** from a parent or guardian.
  - Students who are excused must still **show full respect** to the flag by standing quietly at attention during the pledge.

This policy ensures respect for national traditions while honoring individual rights under state law.

## Prohibition of Discrimination

The **Team Success** does not discriminate on the basis of **sex**, including **sexual orientation** or **gender identity**, in any of its education programs or activities. This commitment follows the **Title IX of the Education Amendments of 1972** and its implementing regulations.

- The prohibition against discrimination applies to **all aspects** of the school program, including **admission** and **employment**.
- The School Board is dedicated to maintaining an education and work environment that is **free from discrimination**, including **sexual harassment**.

Any concerns or complaints regarding discrimination based on sex or sexual harassment may be directed to the school's **Title IX Coordinator**.

## REUNIFICATION

In compliance with **Florida House Bill 1421**, all Florida schools are required to establish a **Family Reunification Plan** to ensure students are safely reunited with their parents/guardians following a school emergency.

At **Team Success South**, our reunification plan includes:

- **Collaboration with First Responders and Local Government:** Enhanced coordination with law enforcement, fire, medical, and emergency management officials.
- **Accurate Student Information:** Secure use of student records to verify parent/guardian identity and ensure accurate, safe reunification.
- **Efficiency and Safety:** Procedures designed to increase the **speed and accuracy** of reunification while prioritizing student safety and security.

Our goal is to provide families with the confidence that, in the event of an emergency, every effort will be made to reunite students with their parents/guardians in a safe and timely manner.

# SAFETY: BUS RIDERS & WALKERS

Team Success expects that all students, as well as the bus driver, should be able to ride safely on school buses. To ensure safety and order:

- **Bus Conduct:** Students are subject to the same disciplinary rules and consequences on the bus as they are on the school campus. Misconduct on the bus may result in school discipline in addition to any bus-specific consequences.
- **Bus Stop Behavior:** Students are also subject to disciplinary action while at the bus stop if their behavior negatively affects the health, safety, or welfare of others in the school community and is witnessed by the bus driver, bus attendant, or other school district employee.
- **Video Monitoring:** Students should assume that school buses are equipped with recording devices, and their behavior may be monitored at any time.

Safe, respectful conduct on the school bus is essential for the well-being of all students and staff.

## Parent's responsibilities:

Parents/guardians play an important role in keeping students safe while using school transportation. Please remember:

### ✓ Make sure your child:

- Gets to the bus stop **10 minutes early**.
- Waits **off the road** in a safe spot.
- Rides only their **assigned bus** and gets off only at their **assigned stop**.

### ✓ Parents should:

- Supervise children at bus stops when the bus is not there.
- Remind students to always follow the Code of Student Conduct.
- Provide help for children with disabilities who need assistance getting on/off the bus, as required by their IEP.

⚠ Note: Misbehavior at the bus stop can still result in school discipline if it affects the health, safety, or welfare of others.

## Bus Riders

- ✓ Be at the stop 5 minutes early
- ✓ Listen to and obey the driver
- ✓ Sit quietly in your seat
- ✓ Keep hands and head inside the bus
- ✓ Wait until the bus stops completely
- ✓ Cross 10 steps ahead only when the driver signals

- ✓ Stay clear of the bus wheels

### **Walkers**

- ✓ Use the safest route to school
  - ✓ Cross only at crosswalks
  - ✓ Walk on sidewalks whenever possible
  - ✓ If no sidewalk, walk facing traffic
  - ✓ Do not talk to strangers
  - ✓ Go straight to school and straight home
  - ✓ Be extra alert in bad weather
- 👉 Be Safe. Be Respectful. Be Responsible.

## **SAFETY: DELIVERING & PICKING UP STUDENTS (CAR RIDERS)**

### **Car Rider Tag Required**

- ✓ Get a car rider tag from the front office.
- ✓ Hang it from your rear-view mirror at pick-up.
- ✓ Students will NOT be released without the tag.
- ✓ No tag? Please check in at the front office – **NO EXCEPTIONS!**

### **Pick-Up Rules**

- ⊘ Do not park in front of the reception building.
- ⊘ Do not pull out of line or cut in line.
- ✓ Stay in your car and follow staff directions.
- ✓ Move forward when asked and stay next to the curb.
- ✓ Talk with your child about pick-up routines.

### **Important Safety Reminder**

- ⚠ Do not park off to the side or in the bus circle to walk up and get your child.
  - ⚠ All car riders must be picked up through the car rider line only.
- 👉 These rules help keep all Team Success South students safe. Thank you for your cooperation!

# SOCIAL MEDIA POLICY

Team Success follows the Manatee County School Board's policy regarding student use of social media. The Student Social Media Guidelines are designed to help students and families understand expectations for online behavior and to ensure that the use of platforms such as Facebook, Twitter, and other online tools remains a positive, safe, and productive experience for everyone.

For full details about the Student Social Media Guidelines, please visit the school website.

## STUDENT BEHAVIOR

At Team Success, we believe:

- School and parents work together to help students grow into responsible adults.
- Respect and trust are the foundation of a safe, positive school community.
- Discipline is not just about rules — it helps students build self-control and responsibility for their choices.

### Our Goals

- ✓ Help students learn to take responsibility for their actions.
- ✓ Partner with parents to create a safe, respectful learning environment.

## TRANSPORTATION

Team Success offers bus transportation for students.

- The enrolling parent/guardian must request transportation by completing a Transportation Request Form in the front office.
- Requests typically require 24–48 hours for approval by the Transportation Department.
- In some cases, the school may not be able to meet the transportation needs of individual students.

### **Transportation is a privilege, not a right.**

- Students are expected to follow all school and bus safety rules.
- Misbehavior on the bus will not be tolerated. Team Success has a zero-tolerance policy for unsafe or disruptive conduct.
- The administration reserves the right to suspend a student from bus transportation immediately if directions are not followed.
- The length of suspension will be determined by the administrative team.

If a student loses bus privileges, parents/guardians are responsible for providing transportation to and from school.

## VISITOR INFORMATION AND SECURE ENTRANCE

☐ Visitors



- ✓ All visitors must **check in at the office**.
- ✓ Sign in and wear a **visitor badge/sticker**.
- ✓ Visitors are **not allowed to remain** once classes have started (unless arrangements are made).

## Classroom Observations

- ✓ Must be scheduled **48 hours in advance** with the director.
- ✓ Limited to **15 minutes**.
- ✓ A teacher and administrator will be present.
- ✓ **No interruptions** during instruction.
- ⚠ Requests may be denied if inappropriate, excessive, or disruptive.

👉 Thank you for helping us keep our school **safe, secure, and focused on learning!**

## VISUAL RESOURCES

At Team Success, we recognize that a key element of education is providing students with opportunities to experience a wide variety of media resources. The school follows Motion Picture Association of America (MPAA) ratings guidelines when selecting visual resources. Before showing any visual resource with a PG rating, teachers will send home a parent/guardian permission letter.

The letter will include:

- The **rationale** for using the resource.
- The **curriculum connection**.
- A description of the **follow-up activity** linked to the resource.

Students without parental permission will be provided with an alternative assignment.

This policy ensures that media use in the classroom is purposeful, connected to learning, and respectful of family preferences.

## VOLUNTEERS

Team Success welcomes parents and community members to share their time, talents, and expertise in support of our students and teachers. Volunteers play a valuable role in strengthening the school community.

### Requirements for Volunteering:

- All volunteers must complete a background check, which typically requires **2–3 days** for processing, before assisting in classrooms or school activities.
- Volunteers must **check in at the school office** upon arrival and wear a **visitor's badge** while on campus.
- To express interest in volunteering, please contact the **school director**.

We are grateful for the support of our parents and community members in creating a safe, engaging, and supportive learning environment.

## WEBSITE

Team Success South maintains a dedicated website at [teamsuccessschools.com](http://teamsuccessschools.com), where parents, students, and community members can access valuable information and resources about our school.

### **The website includes:**

- The monthly school newsletter
- A link to the student portal
- Parent and family engagement information
- School policies and procedures

Our website is updated regularly to provide families with the most current information and resources to support student success.

## WITHDRAWAL PROCEDURE

If it becomes necessary to withdraw your student from Team Success, we ask that you provide the school with at least one day's notice.

### **Withdrawal Process:**

- Parents/guardians will be required to sign a withdrawal form at the time of the request.
- Advance notice allows the classroom teacher to prepare and gather all of the student's materials for departure.

### **Before Leaving:**

- Please ensure that all library books, textbooks, and other school materials are returned.
- For additional information regarding withdrawal procedures, please contact the school registrar.

# Appendix A Parent- Student Handbook Acknowledgement form

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Dear Parents/ Guardians:

Please view our school handbook on-line at [www.teamsuccessschools.org](http://www.teamsuccessschools.org) and click on Parent Information and then on Parent-Student Handbook.

Please sign, date, and return this acknowledgement form to your child’s teacher by September 1, 2025. Your signature and that of your student indicate that you have read the on-line version of the school handbook.

It also means that you have discussed with your student the appropriate items from the handbook, and that you and your student agree to abide by the school procedures, regulations, and policies discussed in this handbook. Thank you for your cooperation!

Sincerely,

Team Success Administration

\_\_\_\_\_

We have read and discussed the Team Success handbook. We agree to follow the school procedures, regulations, and policies covered in this handbook.

Student Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Grade: \_\_\_\_\_Homeroom: \_\_\_\_\_

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The school and/or the Directors retain the right to amend the school handbook at any time.**  
**Parents will be given prompt notification via the website if changes are made.**

