

Seminole County Public Schools



Lake Orienta Student/Parent Handbook



2019-2020

Principal – Mrs. Donna Weaver
Assistant Principal – Mrs. Sandra Saintil

612 Newport Avenue
Altamonte Springs, Florida 32701

Phone: 407-746-2650
Fax: 407-746-2699

Welcome to Lake Orienta! This handbook has been prepared to help you understand the policies and procedures of our school. Please review all information.

Mission Statement

The mission of Lake Orienta is to create a learning environment focused on the whole-student, which encourages autonomy, perseverance, and confidence through productive struggle with the support of families and the community.

Vision Statement

The vision of Lake Orienta Elementary to create productive life-long learners who value achievement and are responsible for their own success.



School Hours

Student Hours:

Monday, Tuesday, Thursday, Friday
8:35 am – 3:05 pm

Wednesday
8:35 am – 2:05 pm



Students are expected to be at school by **8:35 am** for the bell and may arrive at **8:05 am** for breakfast which is provided until **8:30 am** free of charge. Please note that the school is not responsible for children left alone on school grounds prior to **8:05 am and/or after 2:15 pm on Wednesdays and 3:15 pm on Monday, Tuesday, Thursday and Fridays** when supervision is not available.

Office Hours:

Monday – Friday
7:45 am – 3:30 pm



School Colors

Red, White, and Black



School Mascot

Penguin

School Phone Numbers

Lake Orienta's telephone system provides a phone and voicemail in every classroom. Numbers and communication procedures will be published via our newsletter.

Office (407) 746-2650
Cafeteria (407) 746-2652



Guidance (407) 746-2606
Extended Day (407) 746-2694

School Website

Admission and Enrollment

Florida Statute 1003.03 requires all districts to meet a strict enforcement of class size. If your student cannot be enrolled at your zone school, your student will be assigned to a school at an alternate location, School Board Policy (5.30, V).

A student in Seminole County Public Schools who has attained the age of six by February 1, of any school year, but who has not yet attained the age of sixteen, is required to attend school regularly during the entire school year. Any child who has attained the age of six years on or before September 1 will be admitted to first grade if Kindergarten has been successfully completed. When a student transfers into a Seminole County public school from an out of district public or nonpublic school, the student will be academically screened as per Section II.A.1(b). Testing results will be shared with the parent. **The principal shall have the final decision regarding student placement.** The School Board of Seminole County, Florida, has adopted a Compulsory Attendance Policy, File JEA, which states, "A student is expected to attend all school sessions unless excused by a proper school authority."

Attendance and Absences

Regular and punctual attendance is essential for the optimum learning, growth and development of students. When a student is absent from school, he/she must bring a written excuse stating the reason for the absence on the day he/she returns to class. The Principal has legal authority to determine if an absence is excused. A student will be excused from school only for those reasons listed in the Seminole County School Student Conduct and Discipline Code. A student shall be considered truant when absent without permission of the parent/guardian or when the parent/guardian consents to unnecessary absences.

An excused student absence is defined as illness, death in the family, family emergency (approved by the Principal), and observance of religious holy days. Students with excused absences will be given the opportunity to make up schoolwork according to the following guidelines: a student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. **Students with unexcused absences will receive a zero for the daily assignment (s). It is the student's responsibility to obtain assignments upon returning to class immediately following an absence. Students shall have no less, plus one, than the number of days absent to complete and turn in make-up work for credit.**

Absences due to head lice (pediculosis), nits, or immunization non-compliance in excess of three (3) school days will be considered an unexcused absence. The school will make a referral to the School Board nurse who will assess the need for forwarding the student to the school social worker.

A student may be excused for a continued or repeated illness up to ten (10) attendance days in a span of ninety (90) calendar days. After this period of time, medical verification will be required. If no verification is submitted within three (3) student attendance days, referral to the School Board nurse will be required.

Dismissals during the Day

No child may be dismissed during the school day unless a parent/guardian comes to the office to sign the appropriate form releasing the child. Student attendance records will be updated to indicate students who do not attend a full day of school. If you must pick up your child before dismissal time, we request you do so prior to the last **30 minutes of the school day** to insure maximum student safety and to avoid the busy activity of dismissal. M, T, TH, F 2:30PM Wed. 1:30pm

Early release of students is strongly discouraged. Students may only be released (signed out) to parents, guardians, or other persons designated on the Lake Orienta Security card. You will be required to show identification when picking up your child from the office. A phone call may be made to the parent or guardian who signed the enrollment form to verify if an individual is eligible to remove the student from the campus.

Tardiness

Classrooms open at 8:30 am. Those students arriving after 8:35 am will be marked tardy. **Parents must accompany their child(ren) into the building.** Students must get a tardy slip at the reception desk. NOTE: Excessive tardies could result in disciplinary action. To help the school know that the tardiness is legitimate, and not a matter of student negligence, a note should be written explaining the tardiness.

Arrival/Dismissal

Safety of students is a major concern of parents and school staff alike. The safety of children cannot be overemphasized. Our rules for bicycle riders, walkers, and drivers are of primary importance in maintaining an accident free environment for everyone. We urge you to caution your child about safety to and from school, talking to strangers, and going directly home unless previous plans have been arranged.

At the beginning of the year, the way the student goes home will be recorded (car rider, bus rider, walker, bike rider, day care, etc.). The teacher **must** be notified through a **written note** from the parent if a change occurs, otherwise the student will be

sent home the same way every day. (If using commercial day care, parents must also notify the center directly when other arrangements are made.)

ALL STUDENTS SHOULD BE PICKED UP BY 3:30 pm - Supervision cannot be provided after this time. If there is any variation in the regular routine, please be certain your child understands these arrangements before leaving home in the morning. A note to your child's teacher indicating the change in transportation arrangements must be sent each time there is a change, or your child will be sent home the usual way. Phone calls for changes at dismissal must be made by calling the office at 407-746-2650 before **2:30 pm (Monday, Tuesday, Thursday, & Friday)** and **1:30 pm (Wednesday)**. You will be asked questions to help us identify who you are and establish that you are a person authorized to make changes. It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students for a period of 30 minutes after dismissal. Following this time, and after all efforts have been made to locate an emergency contact, the **Altamonte Springs Police Department will be called to assist in this effort.**

Car Riders

- 1) Children are to be picked up on the car ramp only, in front of Building 2(2 story) and our designated car tag must be displayed.
- 2) The driver should not leave his/her car unattended.
- 3) Please pull all the way down the car ramp to drop off or pick up your child.
- 4) Car riders are not picked up on the street behind the school.

Walkers

All students walking to school must carefully observe safety rules and obey the crossing guard. Students are to cross the street only at the crosswalk with the guard. Students are to walk on sidewalks and follow planned, direct route home.

Bike Riders

Students riding bikes to school will walk their bicycles to the bicycle parking area. The law requires all students riding bicycles to wear a helmet. Scooters, skateboards and skate shoes are not allowed to be ridden on campus.

Bus Riders

- 1) Parents are responsible for the behavior of their own children while at the bus stop.
- 2) No child may ride a bus other than the one assigned. If a child is not a regular bus rider, he/she may not ride a bus at any time.
- 3) The driver is in full charge of the bus and will assign students to specific seats on the bus.
- 4) Students must be seated and keep their arms and head inside the bus while it is moving.
- 5) Quiet conversation is permitted except when the bus driver signals for silence.
- 6) No eating or drinking is allowed on the bus.
- 7) No animals, glass items, helium filled balloons, or other potentially hazardous items may be taken on the bus.
- 8) Failure of any student to observe these rules and regulations will be reported by the driver to the school principal has the authority to suspend the student from riding the bus.
 - a. The principal or designee may suspend students from riding the bus for up to 10 days. Parents are responsible for transportation during a bus suspension.

Behavior

The Seminole County School Board Student Conduct and Discipline Code forms the basis for our behavior policies. This code is in effect on school property during regular school hours as well as other places and times where teachers and school administrators are in charge of students. This code also applies to students being transported on school buses.

Lake Orienta Elementary has adopted school-wide expectations focused on developing "Positive Work Habits", "Respect", "Integrity", "Dedicated and Disciplined" and "Elevating your Effort". Teachers and students match these expectations with clearly defined examples and procedures. These procedures are essential and form the basis for agreement between students and teachers. Positive student behaviors should be evident in all areas of our campus, including Dining Room, Walkways and Classrooms. Students are rewarded for their positive behaviors in a variety of ways including "Penguin Bucks", assemblies, and classroom recognitions and Class DoJo and visiting the school store. Parents are encouraged to practice and reinforce these behavior expectations at home. Students are expected to do their personal best each day to demonstrate their **Penguin PRIDE**:

Positive Work Habits – Putting forth his/her best efforts, using materials appropriately and managing time wisely

Respect- Treating others the way you want to be treated

Integrity- Accepting responsibility for his or her own actions while demonstrating honesty

Dedicated and Disciplined- Practicing Self-Control, working collaboratively and independently

Elevating Your Effort- Participating in class, putting forth his or her best effort, persevering when things get tough

Bullying and Harassment

It is the policy of the Seminole County School Board that all of its students, employees and volunteers have an educational setting that is safe, secure and free from harassment and bullying of any kind. Bullying refers to systematically and chronically inflicting physical hurt or psychological distress on another person. Harassment refers to any threatening, insulting

or dehumanizing gesture directed against another, in written, verbal or physical form. Bullying and Harassment includes cyber stalking, as defined by Florida Statute 784.048(1)(d). Lake Orienta Elementary school will not tolerate bullying and harassment of any type. To review the entire Seminole County Bullying and Harassment Policy please visit the website: www.scps.k12.fl.us

Cell Phones

Students are permitted to have a cell phone in their backpacks for use only when they are not on school grounds. **Once a student arrives on school grounds, the cell phone must be turned off and not be taken out of his/her backpack.** Consequences for cellphone misuse will be in accordance with School Board Policy.

Seminole County Discipline Referral Form

When students do not heed advice to correct a behavior, the student will be sent to the office with a completed "Discipline Referral" form. The student will be assigned a consequence for their behavior based on the SCPS Discipline Code. Incidents involving fighting, threats, theft, vandalism, and weapons possession are immediately directed to administration with a completed Seminole County Discipline Referral Form. The most extreme consequence of a referral is a formal suspension by administration. When a student is assigned an out-of-school suspension, the student has an unexcused absence. During the suspension, the student is expected to make up any work missed during the suspension period.

Curriculum Expectations

Acceptable Use/Photograph Policy

All students in Seminole County Public Schools have access to the district network for electronic information and the internet. Student access to and use of electronic networks will be under teacher direction and will be monitored as any other classroom activity. All students will have their photograph taken for the yearbook and on other occasions. In the case you **DO NOT** wish your child to have access to the internet and/or be photographed, a written notice must be on file at the school and submitted each year. These forms are on our website at www.lakeorienta.scps.k12.fl.us under Acceptable Use Policy.

Field Trips

Field trips will be arranged by the teacher as an outgrowth of school curriculum and instruction. Field trips provide direct experiences for learning.

Field trips are a part of the curriculum and no child will be denied participation. A signed permission form is required and a fee may be collected for field trips. No student will be permitted to go on a trip without written permission on the appropriate form. We reserve the right to deny a child's participation in a field trip if his/her conduct at school does not merit this privilege. Children represent the school and your home while on field trips and their appearance and conduct should be exemplary. Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all of our students. All adults must ride school buses and pay all bus and admission fees charged to students. Parents may not drive personal vehicles on field trips or "show up" at a field trip location to avoid our procedures. Parents may not bring siblings or other family members or friends on field trips. Appropriate attire that matches the activity should be worn.

If parents wish to chaperone, a Dividend form must be completed every year found on the Seminole County Public Schools website www.scps.k12.fl.us under Community Involvement then Dividend Volunteer. All chaperones must be police background checked prior to any field trip according to District policies. Teacher sponsors of the field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals from acting as chaperones. The number of chaperones needed or allowed is different depending on the field trip.

Grading System

Grades K & 1

S = Satisfactory
N = Needs to improve

Grade 2, 3, 4, & 5

| | |
|--------------|-------------|
| A = 90 — 100 | D = 60 — 69 |
| B = 80 — 89 | F = 0 — 59 |
| C = 70 — 79 | |

Lake Orienta students will receive a quarterly report card to inform parents on student's individual progress 4 times a year. A progress report will also be sent home at 4 ½ weeks each quarter.

All students in grades K-5 will receive "S" or "N" in Music, and Physical Education. Any student working below grade level (working on curriculum standards below his/her current grade level) will be assessed and provided remediation daily. ELLs in grades 2-5 will receive letter grades. If the student is two years or less in the program, he/she should not receive a grade lower than a "C". During the adjustment period of two years or less, ELLs will receive grades based on their efforts and language proficiency levels. An asterisk (*) will appear for all English Language Learners.

Grouping for Instruction

Providing differentiated instruction for students at all levels is best practice to meet their needs in mastering the Florida State Standards. Instructionally sound strategies for grouping students will be used to enhance the academic achievement of all

students. Any grouping of students shall provide opportunities for the regrouping of students during a portion of the school day (e.g. within the regular education classroom, or during specials, or lunch, or portion of the school week).

Ability groups are organized according to accelerated needs such as higher-level coursework or remedial needs of individual students. Ability group configurations are flexible and continually monitored for student progress and movement.

Grouping (whole class, within the grade level, and/or across grade levels) arrangements may include but are not limited to:

- a. flexible grouping strategies to meet needs of individual student populations;
- b. intervention based grouping MTSS determined by screening, diagnostic, progress monitoring, or other assessments;
- c. cooperative grouping;
- d. small groups of mixed ability, and like ability;
- e. ability grouping for portions of school day;
- f. multi-age classes;
- g. departmentalization
- h. teacher instructing class for multiple years (looping) or team teaching;
- i. teaming across grade levels; and
- j. other grouping options as described in the SUPPLEMENTAL AND INTENSIVE INSTRUCTIONAL SUPPORT.
- k. other grouping based on qualification for Exceptional Student Education Services;
- l. inclusion model/support facilitation for ELL or ESE.

Homework Policy

Elementary students need time for independent practice of lessons taught during the day. Homework is directly related to the instruction received during the classroom hours and serves to increase student understanding. Homework procedures will be developed at each grade level. Please set aside time each night for homework and reading.

Physical Education

State law requires that all students participate in physical education for a minimum of 150 minutes a week. For a short period of time, such as following an illness or injury, excuses in writing, are required and must include length of time the student is to be excused, the date, the reason, and the parent's signature.

A doctor's note must be submitted upon students return from an absence. In order for a student to be excused from physical education on a long term basis, the school must have a statement on file from both physician and parent requesting that the student be excused. If girls wear skirts or jumpers, it is suggested that shorts also be worn underneath. While tennis or jogging shoes are best, any shoes that may be securely fastened are acceptable. Boots, slides, or opened shoes are unsafe and inappropriate.

The Lake Orienta Online Library Catalog can be accessed from the following:

<http://horizon.k12.fl.us/ipac20/ipac.jsp?profile=lkoe#focus>

Dress Code

Lake Orienta Elementary enforces the Seminole County Public Schools Dress Code. Parents will be called to provide change of clothing for students who arrive at school are wearing clothes deemed inappropriate. This would include spaghetti straps, short shorts or skirts for girls, tank tops and pants hanging too low and exposing underwear for boys. The entire dress code can be found on the SCPS website should you need further clarification.

Shoes and Socks: Closed-toe shoes are to be worn at all times—leather or sneaker styles. Socks are encouraged to worn during PE days. For safety reasons, platform shoes, spiked heels, combat boots, steel-toes boots or any backless shoes such as flip-flops are not permitted.

Additional Dress and Grooming Regulations: Students should be clean and wear clean clothes daily. Clothing items, including jewelry, which distracts from the educational process is not allowed. This includes anything depicting the occult, gang membership, death, suicide, violence, drugs, obscenities, alcohol, items with double meanings or anything else deemed inappropriate.

Food Service Program

Nutritious breakfasts and lunches are served daily at Lake Orienta. The price of lunch is **\$2.50** which includes milk. If you prefer to pack your child's lunch, a paper bag or lunch box is suggested. Please do not send drinks in glass containers--milk and juice may be purchased separately. If your child has an allergy to specific foods, please contact the food service manager directly at **(407) 746-2652**. Checks or credit cards will be accepted by the cafeteria and money may be placed in the student's account. You may also enroll online at **MySchoolBucks.com**. Additional information as well as applications for free/reduced lunch will be sent home the first day of school. All students, regardless of application status, may eat a free breakfast every day.

Guidance

Educational Records

Lake Orienta maintains educational records on each student. By law, only the following individuals are permitted access to these records: the student, the student's parent/guardian, or school officials with a legitimate educational interest. Parents wishing to review student records should contact the guidance office or administration. Our school guidance counselor is a professional educator who promotes and enhances the learning process and they welcome the opportunity to confer with any student, parent, or teacher. Her goal is to enable all students to achieve success in school and become contributing members of the community.

Health and Safety

Clinic Service

Lake Orienta's clinic is staffed with a clinic assistant. Students who become ill or injured are sent to the clinic and if the condition warrants, parent/guardian will be notified. Please do not send your child to school if he or she is ill. A Health Services Emergency Card will be distributed to all students and it is imperative that this card be filled out completely every year and returned to the clinic. Each student is also required to have an Emergency Card on file at the school including emergency telephone numbers. **Any change of phone, address or emergency contacts should be reported to the office immediately and can be updated in Skyward if you have established your account.**

Contagious Infections

The law clearly states that children with contagious infections such as lice, impetigo, and ringworm must be sent home until treated and no longer contagious. Head lice will occur from time to time and we urge all parents to examine their child's scalp periodically. Students with head lice must be treated and free of lice or nits to return to school. An adult must accompany the student upon his/her return to school for a head check in the clinic. Students may not ride the bus with head lice. Further information is available in the school clinic upon request.

Hospital/Homebound Program

The Hospital/Homebound Program is an instructional service for students who are unable to attend school because of medical reasons. The program serves students who are expected to be absent at least three or more weeks. It is suggested for any student who is planning to have surgery that the application be completed in advance of the surgery and Hospital/Homebound applications are available from the Guidance Department.

Medication

If it becomes necessary for a student to take **any** medication (prescription/over-the-counter) at school, by law it may only be dispensed through the clinic. Only those medications which have been prescribed by a doctor may be administered in the schools. An **Authorization for Medication Form** must be completed every year by the parent/guardian and physician prior to the administration of any medication to a student. Medication must be in the original container which is clearly labeled with the student's name, name of drug, directions for usage, physician's name, and recent date. If the pharmacy label is not attached, a doctor's statement with the above information must be on file in the clinic. Students may not carry medication (including aspirin, medicated lip balm or cough drops) to and from school or have any form of medication with them while at school.

Safety

The safety and security of our children is of utmost importance. All visitors, including parents, must sign in at the front office where they will receive an identification badge to be worn at all times while on campus. Items such as lunch money, books, clothing, etc., that you might bring for your child must be brought to the front office.

Student Insurance

Student insurance is made available to each student at the beginning of each school year and upon initial entry thereafter. Insurance form and check must be mailed directly to the insurance company.

Water Bottles

It is recommended that students have available fresh water by bringing to school their own personal water bottle with their name on it. We do not allow sugary powdered or colored drink mixes for health and safety reasons.

Lost and Found

Please write names on jackets and sweaters, other articles of clothing, purses, lunch boxes/bags, notebooks, and other items brought to school so that they may be returned when lost. Items not claimed will be donated to charity. Lost and found is located in the clinic. Please note that students are not allowed to bring any electronic devices or toys- the school cannot be responsible for the security of these devices.

PARENT INVOLVEMENT

"THE SUPPORT OF MANY PARENTS IS NECESSARY TO ACHIEVE SUCCESS"

SAC (SCHOOL ADVISORY COUNCIL) & PIT (Title I Parent Involvement Team) - Comprised of equal numbers of parents and school staff, SAC develops and monitors a school improvement plan. The members are elected to the committee by their constituencies and serve for a minimum of one year. Efforts are made to include members from all segments of the community for racial, ethnic, and socio-economic balance. Anyone interested in serving on SAC should contact the principal. SAC also serves as the Parent Involvement Team, which serves to assist the principal in making decisions regarding Title I. We are a Title I school and receive federal funds to support our students. We receive these funds based on our percentage of students on free/reduced lunch. Questions about SAC or Title I should be directed to Administration.

DIVIDENDS – Lake Orienta Elementary utilizes a large number of volunteers coordinated through the county "DIVIDEND" Program. Parents may volunteer to work during school hours assisting students with particular educational skills and aiding teachers. Adults with special talents or knowledge of a foreign language may wish to share these skills in this program. Lake Orienta Elementary will hold an orientation coffee to acquaint interested parents, grandparents, and community members with the Dividend Program.

PTA (PARENT TEACHER ASSOCIATION) – The P.T.A. function's as a means of communication between home and school, sponsors educational programs related to school and organizes fundraising for purchase of unbudgeted extras for our school. Included within PTA is the Room Representatives program which provides parents to assist in classroom social activities such as parties, field trips, and PTA-sponsored functions.

Parents in School

Parents are a valued resource in the school. Lake Orienta Elementary will maintain an open-door policy in which parents and community can feel welcome to contribute their services, bring any areas of concern, and work with the school staff in providing the best possible education for our students. To ensure our students' safety and to facilitate locating any parent on the premises, the following procedures are to be followed.

1. **WHEN VISITING THE SCHOOL FOR ANY REASON, SIGN IN AT THE RECEPTION AREA TO RECEIVE A VISITOR'S PASS. PLEASE DO NOT VISIT A CLASSROOM WITHOUT PRIOR PERMISSION OF TEACHER.**
2. **VISITATION** - By contract, twenty-four hour notice must be given to the teacher for any visitation. Visitation should be no longer than one (1) hour once each 9 weeks. Sign in at the reception area upon your arrival.
3. **LUNCH** - Parents may have lunch with their children only. To insure the safety and security of all students, you may eat lunch with your child outside on one of our picnic tables or at the tables surrounding the auditorium. You must sign in in the main office and receive a visitor's pass. This pass must be visible while you are on campus. You are not permitted to eat in the cafeteria around other students. You may bring siblings, however we request that all visitors follow our behavior guidelines for the safety and security of everyone. Please see the SCPS guidelines for Elementary lunch visitors.
4. **ARTICLES FOR STUDENTS** - Bring any articles (lunch, permission slips, clothing, etc.) to the reception area. Do not take articles directly to the classroom.
5. **VOLUNTEERING** - Parents and other community volunteers should sign in and out on the Dividend computer located in the reception area. Please do not enter a classroom without prior teacher approval. **(Please, no siblings allowed.)**
6. **CHAPERONES** - If chaperoning a field trip, be sure to sign in and out on the Dividend computer located in the reception area. **Parents wishing to chaperone must complete a Dividend Form online at least three weeks prior to a field trip.** All chaperones must receive approval from Seminole County Public Schools' Dividend Office. Your child's teacher will provide information regarding expectations and responsibilities for field trips. No siblings will be allowed on field trips.
7. **NON-SCHOOL AGED CHILDREN** - are not allowed on campus during the school day but are welcome for evening and special events approved by the principal.

Parental Custody

The school staff is required to release students to either of their natural parents unless we have a copy of a court order that grants custody to one of the natural parents or to someone else. If you have a court order, please give a copy to the front office. All students must be signed out by parent, legal guardian, or designated adult in the office and with appropriate ID.

COMMUNICATION/REPORTS

Lake Orienta Elementary will use a variety of means to communicate with the home:

Penguin Press - The school newsletter, the Penguin Press will be published at least once a month. The newsletter will contain scheduled activities; highlight special events; share staff and student achievements and awards; provide parenting information, and more.

Teacher Communication - Each teacher/grade level team will keep parents informed of units of study and events taking place in the classroom/grade level. This communication may be through letter, newsletter, or class website.

Progress Reports - Students will receive a PROGRESS REPORT at the mid-term of each 9-week grading period. This report will indicate the student's progress through the curriculum.

Report Cards - Will be given at the end of each nine-week grading period. The report card will indicate: grades earned; whether the student is working at grade level; and the citizenship/work habits of the student. Particular notice should be given to the **AT/BELOW** grade level column to be sure the parent is aware of placement.

Parent/Teacher Conferences - Should there be any concern about student progress or behavior, the parent should request a conference. All conference requests will be honored at the teacher's earliest convenience.

Skyward - The Skyward Message Center will be used more frequently. This is done through email notifications. Please check your student's Skyward account and be sure the correct email address is listed for the primary parent/guardian. This is also how emergency contact, health information, and other student information can/should be updated along with personal contact with the front office.

Money and Debts

Students should bring the exact amount of money needed each day. Money sent by parents for special collection such as picture money, book orders, t-shirt sales, etc. should be sent in a sealed envelope with the child's name, Teacher's name, the amount enclosed, and purpose written on the outside of the envelope. The school is not responsible for money that is lost or stolen prior to being received by the teacher or office. All monies collected from students require permission from the principal. Personal checks are not accepted for school related activities such as field trips. Field Trips can be paid for via Myschoolbucks.com. Please visit the website to create your account.

Withdrawals

If it is necessary to withdraw a child from school during the year, the parent/guardian must come to the school office and sign the necessary forms so records may be sent to the school the child will be attending. All fees and fines such as lost textbooks, library books, and cafeteria must be paid in full at the time of withdrawal. For your convenience, a phone call prior to your office visit will speed up the process.

Notice of Non-Discrimination

In compliance with Section 504 of the Rehabilitation Act of 1973 and Individuals with Disabilities Education Act (IDEA), Lake Orienta Elementary is providing notice that as a school we do not discriminate in admissions or access to, or treatment or employment in, programs or activities. The Principal of Lake Orienta Elementary School is responsible for compliance with the above named Acts.

LAKE ORIENTA ELEMENTARY SCHOOL - PARENT

GOOD CITIZEN COMMITMENT

TOGETHER WE THRIVE!

Dear Parents/Guardians,

During the 2019-2020 school year, we will be working on building positive relationships school-wide with two new initiatives. The first initiative, we will be implementing a new Social, Emotional and Character Education Program called Sanford Harmony. Students' daily schedule will include a 20-minute block for teachers to have class meetings to explore topics on positive relationships. The class meetings will focus on the following topics: Diversity & Inclusion, Empathy & Critical Thinking, Communication, Problem Solving and Peer Relationships. The program will engage our students with one another to discover shared interests and characteristics. Students will explore how each person is unique which in turn will build a sense of community within the classroom.

The second initiative, we will be reinstating our Positive Behavior Support (PBS) school-wide. Students are expected to exhibit the following Penguin PRIDE everyday.

Positive Work Habits – Putting forth his/her best efforts, using materials appropriately and managing time wisely

Respect- Treating others the way you want to be treated

Integrity- Accepting responsibility for his or her own actions while demonstrating honesty

Dedicated and Disciplined- Practicing Self-Control, working collaboratively and independently

Elevating Your Effort- Participating in class, putting forth his or her best effort, persevering when things get tough

Good citizenship is taught, encouraged and rewarded at Lake Orienta Elementary. Positive characteristics is taught and practiced throughout the campus by all staff members and students. On a daily basis, children who demonstrate positive, contributing behaviors in classrooms, hallways, cafeteria, etc., can be recognized by staff members. They receive verbal praise from teachers/staff and may receive Penguin Buck(s). We will have a school store that classes may visit once a month. These and other positive, proactive procedures are considered Tier I practices under the District's Positive Behavior Support (PBS).

However, as you know, consequences must be enforced for students not following the PBS program. The consequences listed in this handbook are in place for children who engage in unacceptable or hurtful behaviors. Please read over those guidelines and the commitments below with your child. We hope that you will make the commitment to help your child be successful at school. You are welcome to call administration (407) 746-2650 or guidance (407) 746-2615 with any questions regarding our Good Citizenship program.

Sandra Saintil
Assistant Principal

Kristina Johansson and Jennifer Doig, Guidance
Yves Paul, Behavior Intervention Specialist

**TOGETHER WE CAN HELP CHILDREN BUILD PRIDE AND
CONFIDENCE IN BEING A GOOD CITIZEN!**

Student Commitment

I commit to using Positive Work Habits, showing Respect, practicing Integrity, and being Dedicated and Disciplined while Elevating my Effort at Lake Orienta Elementary School.

Student Name

Student Signature

Parent Commitment

I commit to reinforcing the behaviors of Positive Work Habits, Respect, Integrity, Dedicate and Discipline while my child to Elevate their Effort.

Parent Name

Parent Signature

And now...for the top questions from parents:

1. ***What do I do when I come on campus?*** You must sign in at the front desk using our Raptor visitor management system. If students are in class, we will take a message for your child's teacher. You cannot interrupt the class. Also, you must wear a visitor's tag at all times while you are in the building.
2. ***May I eat lunch with my child?*** We would love for you to occasionally have lunch with your child. - Parents may have lunch with their children only. To insure the safety and security of all students, you may eat lunch with your child outside on one of our picnic tables or in the auditorium. You must sign in the main office and receive a visitor's pass. This pass must be visible while you are on campus. You are not permitted to eat in the cafeteria around other students. You may bring siblings, however we request that all visitors follow our behavior guidelines for the safety and security of everyone.
3. ***How do I contact my child's teacher?*** All teachers have a phone in their rooms and a SCPS email address. Teachers will not answer during the day, so please leave a voice mail. You may also use email.
4. ***What are the school hours?*** Our office hours are 7:45 a.m. to 3:45 p.m. Monday through Friday. School hours are from 8:35 a.m. to 3:05 p.m. (except Wednesday – 2:05 p.m.) We do not supervise children before 8:05 a.m. or after 3:30 p.m. Students may enter at 8:05 for breakfast.
5. ***How do I check my child out early?*** Children may be checked out early for doctor's appointments, emergencies, or other legitimate reasons by signing them out in the front office. You will be required to show identification. The child will be called from class at that time. Please understand that **we are serious about student attendance** and that chronic check out results in substantial student absence and investigation. **If you must pick up your child early, you must do so prior to 2:30 p.m. Monday, Tuesday, Thursday, and Friday and before 1:30 p.m. on Wednesday.**
6. ***Why do I have to go to the front office to get my child out of the parent pick-up line?*** We realize that waiting in line can be frustrating and that occasionally an emergency may arise. As a security precaution, if you attempt to take your child out of line you will be required to prove who you are and that you have the right to transport the child. Additionally, we discourage parents from crossing the busy parking lot with children in tow. It is dangerous.
7. ***May I make an unannounced visit to my child's classroom?*** No. According to the official agreement between Seminole Education Association, Inc. and the School Board of Seminole County, Article XXXIV, D, p. 114: Visitation of a teacher's class by persons other than School Board members, administrative/supervisory personnel shall be allowed only after permission has been granted by the building principal no less than twenty-four (24) hours prior to such visitation.
8. ***How do I get homework for my child when they are absent?*** Teachers need some lead-time to gather work for a child. If you will call early in the day, teachers will try to have the work ready in 24 hours.
9. ***May my child ride home with a friend on a bus?*** Only in an emergency situation and with the Principal's permission.
10. ***How do I change the way my child goes home?*** If we receive a note from the parent or if the parent calls the office you will be asked security questions to verify your identity. Then we can have your child changed the way they go home. If we do not hear from a parent, the child must go home their normal way.
11. ***Why does the office ask why my child is tardy?*** Arriving at school on time (No later than 8:35 a.m.) is extremely important. There are important announcements on the broadcast and instructions for the day are given in the classroom. Money, permission slips, notes from parents, and attendance are all processed in the morning. If your child has a doctor's appointment or if there is an occasional tardy for other reasons we certainly understand; however, chronic tardiness will be investigated and reported.
12. ***How do I prevent someone from picking up my child or visiting my child?*** This question is usually posed in the aftermath of a divorce. A court order needs to be presented at the front office and a copy will be placed in the child's record. The order must specify no contact.
13. ***May I bring treats for my child's birthday?*** Yes! We ask that you bring either cupcakes or cookies and the children will have them with their lunches. Large cakes and other desserts are too labor intensive for the staff. Also, we do not allow full-blown parties with decorations, party favors, balloons, etc. Store purchased items are required.
14. ***I'm moving, what do I do?*** It depends on where you are moving. If you are staying within our school zone you must bring us a new proof of residency. If you are leaving our zone, you must fill out a withdrawal slip and report to your new zone school to enroll. Records will be transferred upon enrollment.
15. ***What do I need to do to be a chaperone or to volunteer to help at the school?*** The county is requiring any parent desiring to be a chaperone or Dividend to complete an application on-line. You may access the Seminole County Web Site at: www.scps.k12.fl.us. If you do not have a computer, let the front office know and they will provide access to one. Please remember that siblings cannot accompany you as a chaperone or when you volunteer to help at school due to liability issues. Siblings may attend special performances and events such as PTA meetings that are held after regular school hours.



Seminole County Public Schools

"BUILDING SUCCESS FOR EVERY STUDENT"

Florida Department of Education









LAKE ORIENTA ELEMENTARY

407-746-2650

612 Newport Avenue
Altamonte Springs, FL 32701

www.lakeorienta.scps.k12.fl.us

2019-2020 STUDENT CALENDAR

| | | |
|-----------------|---|--|
| Aug. 8 |  | Pre-K – 5 TH Meet the Teacher 4:30pm – 6:30pm |
| Aug. 12 | | First Day of Student Attendance |
| Aug. 13 | | K – 1 Title I Curriculum Night |
| Aug. 15 | | 2 -5 Title I Curriculum Night |
| Sep. 2 |  | School System Closed |
| Oct. 16 | | End of 1 st Quarter |
| Oct. 17 |  | School Closed for Students/ Make-up Day #1, If Needed |
| Oct. 18 | | School Closed for Students/Teacher Workday, Make-up Day #2, If Needed |
| Nov. 25-29 |  | Schools Closed – Thanksgiving Holiday |
| Dec. 17-19 | | <u>Early Dismissal for Students – 1 p.m.</u> |
| Dec. 20 | | End of 2 nd Quarter |
| Dec. 20 | | School Closed for Students/Teacher Workday, Student Make-up Day #3, If Needed |
| Dec. 23- Jan. 3 |  | School System Closed – Winter Break |
| January 6 |  | Classes Resume |
| January 20 | | School System Closed – Martin Luther King Holiday |
| February 17 |  | School System Closed – President’s Day Holiday |
| March 12 | | End of 3 rd Quarter |
| March 13 | | Schools Closed for Students/Teacher Workday, Student Make-up Day #4, If Needed |
| March 16-20 | | Schools Closed – Spring Break |
| March 23 | | Classes Resume |
| May 22 | | Early Dismissal for Students – 1 p.m. |
| May 25 |  | School System Closed – Memorial Day |
| May 26-May 27 | | Early Dismissal for Students – 1: pm |
| May 27 | | Last Day of Student Attendance |
| May 28 | | Student Make-up Day #4 If Needed/Teacher Workday |
| May 29 | | Teacher Workday |