

VISION STATEMENT

We envision Lake George Elementary as a safe learning environment where teachers, parents, and students actively contribute to the social and academic success of each student.

WELCOME

The administration and staff would like to take this opportunity to welcome you to Lake George Elementary School. The information in this handbook has been compiled to help you succeed at this school. The entire staff is here to assist you with your education.

Come and share in our vision of excellence in education.

SCHOOL OFFICES

Please feel free to contact us on any problem or concern. Listed below are the phone numbers of various departments on campus.

Main Office 737-1430 Ext. 221

Attendance/registration 737-1430 Ext. 232

Guidance 737-1430 Ext. 225

Cafeteria 737-1430 Ext. 226

Clinic 737-1430 Ext. 229

Extended Day 317-1430 Ext. 230

SCHOOL HOURS

Cafeteria opens for Breakfast 8:00 A.M.

Classes begin 8:30 A.M.

Dismissal 2:45 P.M. (1:45 P.M. every Wed.)

ARRIVAL ON CAMPUS/DISMISSAL

Students are not to come to the school or be dropped off at the school before 8:00 a.m. each morning. SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS before 8:00 a.m. The school or the Orange County School Board cannot be held liable for any harm that may befall a student who arrives at school prior to this designated time of 8:00 a.m. or is not picked up from school by 3:15 P.M. Students are to go directly to the pavilion and wait in an orderly manner until the teacher invites them to enter the

classroom at 8:25 a.m. Any student who is not in his/her classroom by 8:30 a.m. will be marked as tardy.

At the beginning of the school year, please discuss with your child's teacher how you expect him/her to get home. If there is a change in your standard routine please send a note to your child's teacher. IF A NOTE IS NOT RECEIVED BY THE TEACHER, THE CHILD WILL BE SENT HOME HIS REGULAR WAY.

ATTENDANCE/TARDY

Children are required to attend school 180 days a year. By law, parents are required to provide within 3 school days a written explanation of each absence. Notes not received within three (3) days will cause an absence to be considered as unexcused. Notes from parents are to contain: (a) date written, (b) dates of absence, (c) reason for absence, (d) home or work phone number and (e) parent signature. The only legally excused absences are for health reasons such as illness, doctor appointments, or death of relatives. Certain other extreme emergencies may be excusable at the principal's discretion. Phone calls to notify the school of your child's absence are appreciated; however, they do not replace the requirement of a written excuse upon returning to school. All absences require make-up of assignments.

Students arriving to class after the 8:30 a.m. bell are considered tardy. Disciplinary action which may involve the school social worker may be taken for excessive tardiness as this interferes with student progress. Late entry into the classroom interrupts classroom procedure and instruction. Parents should explain the reason for the tardiness to the office.

Perfect attendance is earned by a student being neither tardy or absent for the entire year. A student will be eliminated from eligibility for perfect attendance should they check out of school prior to 11:30 a.m.

BIKES - SKATEBOARDS

Bikes may be ridden by students and parked in the assigned parking areas. This is a privilege, and if abused, the right to ride a bike may be taken away. It is recommended that bikes be locked during school hours. By law, all children riding bicycles are required to wear a bike helmet.

THE RIDING OF BIKES, SCOOTERS, ROLLER BLADES /SKATES, GO-CARTS, AND SKATEBOARDS ON SCHOOL PROPERTY IS NOT PERMITTED.

BUS STUDENTS

Bus service is provided for students in designated areas. A copy of the rules for bus students is given to each bus rider. Students who usually ride a school bus must bring a note from their parent to their teacher if they are to go home by some other means. Unless the teacher receives said note, or the Main Office is notified of the change prior to 2:20 p.m., the child will ride the bus home as usual.

CLINIC

The health assistant will give children what medical attention is allowable under county health policies; however, if a child has a high temperature or is clearly ill, the parent will be called to take the child home. A sick child should not be left in the clinic more than thirty minutes. A Medical Emergency card should be on file for each student to list other adults who are authorized by the parent to take the child home when the parent cannot be reached.

Children will not be allowed to take medicine at school without completing the appropriate forms. Please contact the health assistant to obtain these forms.

MEDICINE MUST BE IN THE ORIGINAL CONTAINER, whether it is prescription or over the counter.

ALL MEDICATION, INCLUDING COUGH DROPS, ASPIRIN, ETC. MUST BE TAKEN TO THE CLINIC WHEN A STUDENT ARRIVES ON CAMPUS.

HEAD LICE

A student who has head lice must be picked up immediately from school and treated. All nits must be removed before a student may return to class.

DRESS CODE

Lake George Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. In addition to the list found in the Student Code of Conduct, the following are also prohibited at Lake George: dyed or extreme hair styles, make-up, tattoos, and long fake fingernails. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Sturdy shoes or sneakers are necessary for safety during Physical Education or recess. Students who

come to school dressed inappropriately will be expected to change. Their parents will be contacted to bring appropriate clothing. They will not be permitted to attend classes in inappropriate clothing.

EARLY DISMISSAL

Since dismissal begins at 2:35 p.m., we will not interrupt classrooms to sign students out for early dismissal after 2:20 p.m. We strongly encourage parents to make appointments for after school hours.

A PHOTO I.D. WILL BE REQUIRED TO SIGN A STUDENT OUT OF SCHOOL.
This is for your child's protection.

Students who need to leave the campus during the school day for a dental, doctor, or other appointment will be checked out by the parent or guardian through the Main Office. No student should leave the campus for any other reason. For the safety of our children, no student is to be removed from class without the teacher's prior knowledge.

Students being checked out from the clinic must be signed out by a parent or guardian. Students may be checked out ONLY by those persons authorized to do so. A PHOTO I.D. WILL BE REQUIRED TO SIGN A STUDENT OUT OF THE CLINIC.

GRADES AND REPORT CARDS

Report cards are sent home four times a year. Parents are scheduled 2 report card conferences with the classroom teacher. Additional conferences may be requested by teachers or parents if there is a need.

GRADING SCALE

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

HOMEWORK

Homework is assigned to the student as a reinforcement of newly introduced concepts or as an enrichment activity. Homework assignments are separate assignments that enhance the conceptual formation of skills for students. Homework assignments should not exceed 30-60 minutes per evening depending on the grade level.

INSURANCE

An insurance program is available at a nominal fee for all students. At the beginning of the school year, a notice from the insurance company explaining the coverage and cost is sent home.

STUDENT COVERAGE IS THE RESPONSIBILITY OF THE PARENT. SINCE SCHOOLS DO NOT PAY FOR MEDICAL CARE DUE TO ACCIDENTS, PARENTS ARE ENCOURAGED TO SEEK COVERAGE FOR THEIR INDIVIDUAL CHILDREN.

LOST AND FOUND

All articles which are found should be taken to the clinic. Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity.

LUNCH & BREAKFAST PROGRAMS

Breakfast: \$.80 Lunch: \$1.50 Milk: \$.30

Breakfast is available from 8:00 until 8:20 a.m. each morning. Students must arrive early enough to eat breakfast and still arrive in class on time.

Students are encouraged to pay for lunch and breakfast weekly. Checks can be made out to Lake George Elementary Cafeteria. Please place checks or money in an envelope with the student's name, teacher's name and the amount of money enclosed. Teachers will collect lunch money daily in the classroom.

NEW OCPS POLICY: Students without money will be allowed to charge ONE meal only before being provided an alternative meal of a peanut butter sandwich and milk.

Menus will be sent home monthly. Students are discouraged from bringing fast food, soda, or candy for lunch. Food items in glass containers are prohibited.

FREE AND REDUCED LUNCH

Free and reduced lunches are available for families who qualify. Applications are sent home at the beginning of the school year. Families whose financial status changes at any time throughout the year, may request and submit a new application.

MAKE-UP WORK

Students are required to make up work missed due to absences. Students will be given a reasonable length of time to make up work (three days plus one day for each additional day's absence.) Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know that their child will be out for an extended length of time. A 24-hour notice for requested work packets is required. The teachers will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made up at the teacher's convenience.

MEDIA CENTER

Students may check out books from the Media Center for two weeks at a time. There are no fines charged for overdue books; however, a student with an overdue book is not allowed to check out another book until the overdue book is returned.

Lost books must be paid for in full, and damaged books paid for in proportion to the damage as assessed by the librarian. All payments must be made before another book can be checked out. When a book is lost and paid for and is later found, the money will be refunded. If you are moving, all library books must be returned so that the student's record can be cleared.

PARTIES

Two class parties are held each year, one before the winter break and one at the end of the year. Birthday parties for students are not appropriate at school. Individual teachers may allow parents to send a special birthday snack.

Parent-Teacher Association

PTA is a very worthwhile organization dedicated to supporting the education and welfare of children. Cost for membership is \$5.00 per family. All families are encouraged to become members and to actively support the programs, fundraisers, and activities of the PTA.

PERSONAL DATA INFORMATION

Please notify the Main Office immediately if you have changed your address, home, work, or emergency phone numbers. The school records need to be kept up-to-date. In case of emergency, we **MUST** have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

PHYSICAL EDUCATION EXCUSES

Students who, because of illness or injury, are temporarily unable to participate in physical education activities need to present a note each time from their parent to the PE teacher explaining the problem. Students are required to attend classes to observe the lessons when unable to participate. Students who need to be excused from activities for a week or more need to provide a doctor's excuse.

If your child has any permanent physical restrictions or disabilities, please notify the physical education teacher and the Main Office.

PROGRESSION THROUGH THE GRADES

Students who meet required academic standards are promoted to the next grade level at the end of the school year. Promoted will be marked on the report card on the last day of the school year. Students not meeting academic standards will be retained or promoted with remediation.

Any student who does not meet the district levels of performance in reading, writing, and mathematics or who does not meet the specific levels of performance on statewide assessments must be provided remediation through the implementation of an individual Academic Improvement Plan developed in conjunction with a parent or guardian that is designed to assist the student in meeting state and district expectations of proficiency.

Insufficient attendance, failing or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in a grade. Parents are given adequate notification of impending failure through interim progress reports, report cards, and/or conferences (in person or by phone) with the teacher. It is very important that parents heed such notification and work with the child and the teacher to try to turn the situation around.

STUDENT CODE OF CONDUCT

All students are provided a copy of the OCPS Student Code of Conduct. All students are held accountable for the expectations set forth in this document. Parents are expected to read, review, and discuss with their child the rights, rules, and consequences described in the Student Code of Conduct.

VIDEOTAPING / PHOTOGRAPHING

Many students at this school have the opportunity of being videotaped and/or photographed at school. Some of these tapings may eventually air on campus television and photographs may appear in newspapers or school websites. In addition, some video tapings and photographs are utilized at local, state, or national conferences or workshops.

VISITORS ON CAMPUS

Due to safety concerns, parents/guardians or volunteers are required to check in through the Main Office before going on campus. **ALL VISITORS TO OUR CAMPUS MUST SIGN IN AND WEAR A VISITOR BUTTON OR NAME TAG.** Teachers will be notified prior to visitors being allowed to proceed to the classroom. To protect our children, we must request your cooperation in limiting the open door policy to announced visits only. Parents wishing to observe in classrooms must prearrange a mutually agreeable time with the teacher.

VOLUNTEERS

It would be very difficult for Lake George to operate without its devoted and dedicated volunteers (ADDitions) who work so diligently assisting in the classroom and at home. We welcome and thank you for your time. Forms must be completed and approved in order for volunteers to assist us. These forms are available in the front office. Volunteers may not bring younger siblings to school when working directly in the classroom or when going on field trips.

WITHDRAWAL

Parents must notify the Main Office **IMMEDIATELY** when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his school records and provide you with necessary documentation for entry into his/her next school.

The School Board does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age sex, national origin, marital status, handicap or any other reason prohibited by law. The Equal Opportunity supervisor responsible for compliance is Leigh Ann Blackmore and she may be contacted at 407-317-3239.