



Student Handbook 2020-2021

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LAKWOOD PARK ELEMENTARY

7800 Indrio Rd.
Fort Pierce, FL 34951
772-468-5830
Theme: Falcon Pride

School Mascot: Falcon

School Colors: Blue and White

School Motto: The heart of the park.

Mission Statement:

The mission of Lakewood Park Elementary is to ensure that each child is prepared with life-long skills in a nurturing environment, enabling them to become successful, responsible decision-makers and productive members of society.

Beliefs of Lakewood Park:

- We believe students should be engaged in meaningful and relevant learning experiences with higher expectations to ensure growth.
- Lakewood Park Elementary supports and provides continuous improvement towards learning, relationships, and the successful development of the whole child.
- We believe that communication between parents, staff, and community members are essential in order to provide optimal support for all students.
- Our school atmosphere and the way individuals interact on our campus reflect our values.

District Vision:

St. Lucie County School District in partnership with parents and community will become premier centers of knowledge that are organized around students and the work provided to them. St. Lucie County School District's name will be synonymous with continuously improving student achievement and the success of each individual. Our school district's promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each student, every day. This is the St. Lucie Way!

General Information

- Official School Hours
 - Regular School Day: 8:20 a.m. to 3:10 p.m.
 - Early Dismissal Days: 8:20 a.m. to 1:10 p.m.
- All parents, volunteers, and visitors must report to the office as soon as they arrive on our campus. Please bring a valid ID in order to receive your visitor pass.

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Arrival/Departure at School

School hours are from **8:20 a.m. to 3:10 p.m.** The school does not provide supervision before 7:50 a.m. or after 3:25 p.m. **Students may be dropped off between 7:50 a.m. and 8:20 a.m. Students must be picked up between 3:10 p.m. and 3:25 p.m. THERE IS NO SUPERVISION AFTER 3:25.**

During the first week of school, the teacher will record the manner in which your child will arrive and depart from school (walking, riding a bus, bicycle, or parent pick up). The student is dismissed according to his or her method of arrival. **Based on the Jessica Lunsford Act, the school must receive written notice in order to dismiss your child in any other manner. If your child is going home with another child, both parents must send a note. We cannot accept phone calls for changes in dismissal.**

A before and after school program is housed in our school. For more information, contact the Boys and Girls Club at 460-9918.

Students who are transported to school by parents must be dropped off and picked up in the designated student drop-off/pick up area at the south end of the school. To facilitate a safe and smooth traffic flow, parents are asked to observe all traffic signs and not to leave their cars unattended in the drive through areas. A single lane of traffic will be used during drop off and pick up. Safety patrols and staff members are on duty to assist students with the opening and closing of car doors. For the safety of all students, **DO NOT PARK ON THE EAST SIDE OF THE SCHOOL OR IN THE GRASSY AREAS AND WALK UP TO GET STUDENTS AT DISMISSAL. THIS CAUSES CONFUSION AND UNSAFE PRACTICES. OUR STAFF MEMBERS MUST BE ABLE TO SEE ALL STUDENTS.**

Arriving Late or Leaving Early

Students should arrive on time and remain at school until the dismissal bell. Any child repeatedly late or picked up early will be referred to the principal and the school social worker. Students arriving after the second bell will need to report to the office. **Parents must escort student(s) to the office to sign in and receive an admit slip. DO NOT drop students off out front after the tardy bell at 8:20.**

Students picked up early must be picked up from the office and a note needs to be sent to the teacher prior to pick up. Students will not be released by the teacher until the office calls. Students will be released only to those persons designated by parent or guardian. **Students are NOT to be signed out after 2:45 p.m. unless a previous note was sent or proof of an emergency. Late arrivals and early pick up of students are tracked as part of the District Attendance Truancy Policy and will be followed as outlined by the district. Picking up your child early throughout the school day disrupts instruction for all students and will count as a tardy.**

Students will be released only to those persons designated by the parent with their names recorded in writing and on file in the office to safeguard your child. **NO PHONE ALTERATION OF NAMES IS PERMISSIBLE.**

Students may not attend other students' assemblies during the school day. Parents who are on school grounds to pick up their children at dismissal time must wait in the designated pick-up area. **For safety and supervision of all students, parents are NOT permitted to wait in hallways or go to their child's classroom to pick up their child.**

Attendance

School attendance is a prerequisite for student achievement. Official attendance will be taken at the beginning of each school day. Students are expected to attend school daily and to be on time. Poor attendance or persistent tardiness will show itself in poor school progress and will be dealt with as stated in county and school policy and state law. A social worker is assigned to phone and/or to make home visits to check on absences and report to administration.

Excused Absences

Absences are excused when an appropriate *explanation* is provided by the parent within 3 days of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required Court Appearance
- Religious holiday of the student or student's family's faith
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that justifies the absence that has been approved by the principal
- Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester
- Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Other planned absences approved in advance by the principal
- Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. **Absences for this reason cannot exceed 5 days annually and must be approved by the Principal in advance.** Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Physician Referral for Hospital/Homebound Services absences should be excused from the date the physician's referral for Hospital/Homebound is received. Should the student not be found eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.

Unexcused Absences

Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)

- Truancy
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5 days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Take Your Son or Daughter to Work Day
- Failure to provide an explanation of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation, advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after the 3-day period will also authorize the school to excuse the absence(s).
- Failure to provide a Physician's Authorization when required
- Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late

- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2 days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office/clinic will not be counted as in-attendance and will have the absence unexcused.
- Out of school suspension

Parent/Guardian Responsibility

Each parent and guardian of a child within compulsory attendance age is responsible for the child's attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are:

- The student missed school with the permission of the principal.
- The student cannot attend due to the financial inability of the parent to provide necessary clothes for the child and this inability is reported in writing to the Department of Student Services or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Homebound/Hospitalized services.

Project ROCK

Students suspended out-of-school who attend Project ROCK can be coded as R (Project ROCK) for the dates that the school confirms that the student attended the program. A day of attendance at Project Rock will not count as out-of-school suspension.

Habitual Truants (F.S. 1003.27)

Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The district school superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s. 322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091.

Tardy

At Lakewood Park Elementary students must be in their classroom prior to the 8:20 bell ready to learn to not be marked tardy. Tardies will either be excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy and for excused absences. Schools have the authority to develop a school-specific tardy response system, as approved by an administrative body comprised of representatives from varying district departments.

Students who arrive at school after 8:20 a.m. must report to the office **with their parent** for a tardy pass.

Students who do not ride the school bus and have five or more unexcused tardies in one nine-week period will not qualify for the perfect attendance award.

Book Bag Safety

In this age of heightened safety concerns, it is recommended that students purchase clear plastic or mesh book bags to provide greater safety and security of items brought to school. Rolling book bags are only permitted as long as safety guidelines are followed to ensure other children are not injured due to inappropriate use. Book bags should be an appropriate size (not carry-on luggage). Guidelines from transportation must also be followed regarding the size appropriate to be stored under the seat. **It is important that you check your child's book bag daily. It should contain only those items necessary for learning (pencil, paper, school supplies, communication folder, etc.)** All toys, spinners, electronics, trading cards of any sort, and other items deemed inappropriate or dangerous, such as laser penlights, will be confiscated and only returned to the parent. Students should not bring purses to school. Lakewood Park Elementary is not responsible for any items confiscated.

Bike Riders

Riding and parking a bicycle on campus is a privilege and not a right. All students who wish to ride bikes must follow school rules on behavior and safety. Serious and repeated incidents or not following school rules will result in not being allowed to ride a bike to school. Bike helmets are required by law. Please have your child lock his/her bike to the bike rack each morning. Bike racks are located on the North side of the building.

Cafeteria

If your child brings a packed lunch, **DO NOT send carbonated beverages, candy, or gum. REMINDER: Gum is not permitted in school.** Also, please no red or purple juice for lunch or parties as it leaves permanent stains on our carpets and floors if spilled.

Parents and special guests are always welcome to dine with their child for lunch at designated tables on the cafeteria stage or outside. After getting a Visitor Pass, please meet your child at the dining hall entrance, not the classroom. **Do not visit the classroom when you are staying for lunch unless you have authorization from the office.** Due to special circumstances eating with your student may not be permissible.

Students are to go through the lunch line only ONCE.

Celebrations

In compliance with the State of Florida's efforts to impact childhood obesity, treats containing substantial amounts of sugar, salt, or fat will only be allowed for special occasions and on a limited basis. **Cakes, cookies, cupcakes and other treats of this nature** will only be allowed during a child's designated lunch time; however, they must be brought in to school before 8:45am to give teachers time to evaluate for allergy concerns. All items must be **STORE BOUGHT and PRE-PACKAGED**. Any items brought in for sharing that do not meet the required guidelines will not be delivered to the child's class. Thank you for contributing to the safety and nutritional health of our children. Party invitations are not permitted to be distributed at school. Special deliveries to students are not permitted at school. This includes items like balloons, flowers, bears, and presents.

Clinic (Illness and/or Accidents)

Children who become ill during the day will be sent to the health aide in the clinic for attention, rest, or to be sent home.

In accordance with Florida Statute 381.0056, the St. Lucie County School District in cooperation with the St. Lucie County Health Department will conduct health screening activities for selected student groups during the school year. The screenings will include:

1. Height and weight, which will include Body Mass Index (BMI) calculation for grades 1, 3 and 6;
2. Vision and Hearing screenings for grades K, 1, 3 and 6;
3. Scoliosis screenings for grade 6.

You will be informed, in writing, if your child fails to meet any of the screening standards

If you **DO NOT** want your child to participate in school health screenings, **PLEASE NOTIFY THE SCHOOL IN WRITING AND INCLUDE YOUR CHILD'S NAME AND GRADE.**

Please note: All medications are to be kept in the health clinic. This includes prescription and non-prescription medications.

Administration of Prescribed Medication

1. For each prescribed medication the student's parent/guardian shall provide a completed Physician's Authorization Form (STS0011). This form is to be filled out by the doctor and signed by both the doctor and the parent/guardian.
2. A parental signature on a Medicine Form requesting and authorizing school personnel, without liability, to administer the medication in accordance with the prescription and the Physician's Authorization Form.
3. The medicine must be in the current prescription bottle, with the pharmacy label. The label is to include a) student's name b) name and dose of medicine c) directions for use d) name of physician e) name and address of pharmacy f) date of prescription.
4. Medication will not be dispensed from an outdated (expired) bottle.
5. No medication will be sent home with a child. A parent/guardian must pick up the remaining medicine.

Administration of Non-Prescription Medication

1. Students may not bring non-prescription medicine to school, including cough drops.
2. Should it be necessary for your child to have non-prescription medication at school the parent/guardian shall provide a Physicians Authorization Form (SST0011). This form must be filled out by the doctor and signed by both the doctor and the parent/guardian.
3. The parent shall bring the medicine, in the original container, to the health aide to keep in the clinic.
4. The medicine will be administered as authorized by the doctor.
5. Non-prescription medication will not be dispensed unless the Physicians Authorization Form is filled out by the doctor and signed by both the doctor and the parent/guardian.
6. Medication will not be dispensed from an outdated (expired) bottle.
7. No medication will be sent home with a child. A parent/guardian must pick up remaining medicine.

Accidents

If a child is injured, first aid is administered promptly. The child will be cared for in the clinic, and an attempt will be made to contact the parent by phone if the injury is of a serious nature. An Accident Report is completed following any injury requiring first aid. **It is CRITICAL for you to provide the school with phone numbers where you can be reached, including at least TWO alternate emergency phone numbers in case the child must be transported by ambulance to the hospital.**

Field Trips

Students may participate in field trips only with written permission from their parents. For each field trip a county school board approved form is provided for permission with a space for parent/guardian signature. Please indicate home, work, and cell telephone numbers on the permission slip. **These forms must be signed by parent/guardian and returned to the classroom teacher. Each child in a family needs a permission slip. If financial assistance is needed to pay for charges, please contact the principal or the assistant principal. No child is ever deprived of a field trip for financial reasons.** Please put any money in an envelope with your child's name and teacher on it. Checks must be made out to Lakewood Park and indicate the child and teacher on the check. Due to liability, older or younger siblings are NOT permitted to participate in school-sponsored field trips. If you plan to be a chaperone for a field trip, please do not bring your other children with you. As a chaperone you are needed to help supervise the students and cannot be distracted by your other children. Older or younger siblings who are also students at Lakewood Park cannot be excused from class to participate in a field trip activity with a different grade level. When parents are participating in "on campus" classroom activities, babysitting arrangements should be made for younger siblings so parents can concentrate fully on the classroom activity. **If you plan to chaperone a field trip anytime during the year, you are required to fill out a St. Lucie County Volunteer form online (direction on page 10) and be approved before attending the trip.**

Honor Roll

Students in grades 3-5 will be recognized if they attain all As and Bs on their report card with all Ss in other areas. They will be on the Principal's Honor Roll if they attain all As and Ss in other areas.

Homework

Homework will be planned and designed by the classroom teacher and information will be provided at Open House and in letters to parents at the beginning of the school year.

Suggested tips for parents concerning homework:

- Set aside a time, a reasonable time limit, and a place every day for homework to be done to reduce frustration.
- Encourage and assist with understanding instructions, BUT under no circumstances should the parent do the homework for the child.
- Set up a conference with the teacher early in the year concerning any questions about homework.
- It's alright to let your child struggle with homework, it builds perseverance and self-esteem. Do not step in to assist too quickly or too often.

Items Not Allowed at School

All toys, electronic games, glass containers, cards, gum, or candy are not permitted at school. Students that bring these items will have them confiscated. Any parent who chooses to pick up these items may do so in the front office. ***The school is NOT responsible for these confiscated items.*** All items not picked up by the end of the semester (December and May) will be donated to a local charity or discarded. Cell phones should be in backpacks only and turned off while on campus. Cell phones and any electronic devices will be held by administration if the students have them out of their backpacks while on campus.

Lost and Found

During the school year many students lose their personal belongings. Please make sure you check throughout the year in our Lost/Found box in the front office if your child has lost something. **All items not claimed by the end of the semester (December and May) will be donated to a local charity or discarded.**

Parent Conferences/Classroom Visits

Conferences/classroom visits with teachers are encouraged. Please make arrangements for conferences/classroom visits twenty-four (24) hours in advance. Conferences will be held before school, after school, and during individual teacher planning time. Special circumstances may not allow for in person conferences.

Parent Involvement

We have a PTO at our school that sponsor school-wide fundraisers to support the programs at Lakewood Park Elementary. We also encourage our parents to serve on our School Advisory Council that meets monthly to address the needs and concerns of our school programs and students. Parents are always welcome to come and visit, volunteer, and eat lunch with their children. Parents assist with family reading night, volunteer in classrooms, and participate in our very successful PBIS events.

Volunteer Sign-Up Procedures

The Saint Lucie County School Board has a new volunteer sign-up procedure in place. If you are interested in volunteering at Lakewood Park Elementary, please log onto our website: www.stlucieschools.org.

- Click on the “volunteer” tab
- Click on “Click to register to be a volunteer” link
- Go to “Search current job openings”
- Click on “Click to view current job openings”
- On the first column which is the “Positions,” scroll down and click on “Volunteer Box,” then click on the “Assignment and Location” box
- Click on “Search for Posted Positions”
- Click on the “Volunteer” box and “View Details and Highlighted Positions”
- Click on “Apply for Position”
- Go to “New Users Please Create a Profile” and click the box and create your profile

After entering and submitting your application, your information will be verified. Allow up to ten days for clearance and check your application online periodically. Thank you for your support. We appreciate you at Lakewood Park Elementary!

Positive Behavior Intervention Supports (PBIS)

PBIS is a system which encourages student to become good self-managers by rewarding good decision making with regards to appropriate, positive behaviors. At Lakewood Park Elementary, PBIS includes a set of schoolwide expectations which all staff will help students to learn and embrace. The Lakewood Park schoolwide expectations are:

- S:** Safety First
- O:** Outstanding Problem Solver
- A:** Act Responsibly
- R:** Respect for All

Report Cards

Report cards are issued to students at the end of each nine-week grading period, so that parents are informed of their progress. This is not designed to replace conferences.

Single School Culture Expectations

SCHOOL RULES for Walking in a Line

Students	CHAMPS
<ol style="list-style-type: none"> 1. Face forward 2. Arms by your side or behind your back 3. Mouth closed (Voice Level 0) 4. Ears listening and Eyes forward 5. Always walk on the right-hand side under the lights 6. No necking in line. 	<p>C – Level 0 H – Raise your hand for help and wait to be called on A – Walking in a line M – Right side of the hallway under the lights P – A FAME line S – Individual or class Falcon buck</p>

SCHOOL RULES for Sitting in the Hallway

Students	CHAMPS
<ol style="list-style-type: none"> 1. 3rd - 5th seated on your bottom – feet out of the walkway, back against the wall (K – 2nd facing forward, shoulder on the wall) 2. Working quietly 3. No food or drinks 4. Hands, feet, and objects to self 5. Sit in order of arrival and stay in original spot 6. Stay in their assigned hallway 7. Bookbags out of the walkway (3rd sits in the media center) 	<p>C – Level 1 H – Raise your hand for help A – Working quietly in the hallway M – Stay in assigned area – only with permission P – Eyes on the book, finger tracking S – Individual or class Falcon buck</p>

SCHOOL RULES for Dismissal to the Bus

Students	CHAMPS
<ol style="list-style-type: none"> 1. Pack up and gather belonging 2. Move in a FAME line to your assigned area 3. Stay with an adult 4. Only leave when your bus is called 	<p>C – Level 0 H – Raise your hand for help and wait to be called on A – Walking in a FAME line, sitting in an assigned area M – Following the SSC script for walking in a line P – A FAME line S – Individual or class Falcon buck</p>

SCHOOL RULES for Dismissal of Walkers

Students	CHAMPS
<ol style="list-style-type: none"> 1. Pack up and gather belonging 2. Move in a FAME line to your assigned area 3. Stay with an adult 4. Only leave when walkers are called 	<p>C – Level 0 H – Raise your hand for help and wait to be called on A – Dismissal for Walkers M – Following the SSC script for walking in a line P – Eyes on adults, ears listening S – Individual or class Falcon buck</p>

SCHOOL RULES for Dismissal to Parent Pick Up

Students	CHAMPS
<ol style="list-style-type: none"> 1. Face forward 2. Mouth closed 3. Ears listening and facing forward 4. Sit still 5. All items remain in your bookbag. 6. Bookbags stay on your back 7. Stay with an adult 8. Only leave when PPU is called 	<p>C – Level 0 H – Raise your hand for help and wait for an adult A – Parent pick up M – Seated on the bench until dismissal P – Actively listening and walking to your car S – Individual or class Falcon buck</p>

SCHOOL RULES for Using the Restroom

Students	CHAMPS
<ol style="list-style-type: none"> 1. Sign in/give the signal and wait to be called on 2. Report any messes before using 3. Use restroom appropriately 4. Clean up any mess made 5. Flush 6. Close the door quietly 7. Wash your hands 8. Place your paper towel in the garbage 	<p>C – Level 0 H – Use appropriate signal A – Use restroom M – Walk in a FAME line P – Use the restroom, flush, wash your hands, throw away your paper towel, close the door S – Individual or class Falcon buck</p>

SCHOOL RULES for the Playground

Students	CHAMPS
<ol style="list-style-type: none"> 1. Stay in assigned area 2. Hands, feet, and objects to yourself 3. Use the equipment safely 4. Come when called 5. No Tag on the playground/equipment 	<p>C – Level 3 H – Go to closest adult A – Playing outside and being safe M – Stay in assigned area P – Play safely S – Individual or class Falcon buck</p>

SCHOOL RULES for the Cafeteria

Students	CHAMPS
<ol style="list-style-type: none"> 1. Listen to all adults 2. Enter the cafeteria in a FAME line 3. Stay in your FAME line while waiting to get your lunch 4. Walk with your tray in your hands, facing forward, go straight to your assigned seat 5. Get your condiments and utensil before sitting down 6. Stay in your assigned seat. (3-4 per bench) 7. Eat your lunch, facing forward, legs under the table, feet on the floor 8. Talking to your face or shoulder partner (Voice Level 2) 9. Dismissal Procedures: <ol style="list-style-type: none"> a. Step 1: Clean your area (nothing left on the table or floor) b. Step 2: Pick up your tray with two hands and throw away your garbage as it comes around 10. Do not share food 	<p>C – Level 2 H – Raise your hand for help and wait to be called on A – Eating your lunch M – Only with permission P – Eating, following the dismissal procedures, follow all adult directions the first time S – Individual or class Falcon buck</p>

SCHOOL RULES for the Computer Lab

Students	CHAMPS
<ol style="list-style-type: none"> 1. Work the whole time 2. Use equipment safely and appropriately 3. Follow clean up procedures: <ol style="list-style-type: none"> a. Log out (Last group shut down) b. Headphones hung on back of monitor c. Return pencils d. Push in the chair 4. Stay in your assigned area 	<p>C – Level 0 H – Raise hand and wait to be called on A – Working on the computer M – Only with permission P – Eyes on your computer screen, headphones on, hands on your computer S – Individual or class Falcon buck</p>

SCHOOL RULES for Entering the Classroom

Students	CHAMPS
<ol style="list-style-type: none"> 1. Walk in a FAME line 2. Pick a greeting 3. Take out your supplies 4. Voice Level 0 5. Follow classroom procedures for HW and notes 	<p>C – Level 0 H – Raise hand and wait to be called on A – Getting ready for the day M – Walking, going straight to your assigned area P – Unpack, bathroom, sharpen pencils S – Individual or class Falcon buck</p>

SCHOOL RULES for Welcoming Students back into the Classroom

Students	CHAMPS
<ol style="list-style-type: none"> 1. Enter quietly and return to your assigned area 2. Begin your work right away 	<p>C – Level 0 H – Raise hand and wait to be called on A – Coming back to the classroom M – Walking to assigned area P – Listen to directions S – Individual or class Falcon buck</p>

SCHOOL RULES for Snack in the Classroom

Students	CHAMPS
<ol style="list-style-type: none"> 1. Sit in your assigned seat 2. Quickly eating 3. Do not share your food 4. Teacher sets a timer 5. Clean up 6. All open food/snack goes in the trash 	<p>C – Level 1 H – Raise your hand for help A – Eating M – Stay in your assigned seat P – Eating your food S – Individual or class Falcon buck</p>

SCHOOL RULES for Dress Code

Students	Non-Comp	
<ol style="list-style-type: none"> 1. Follow dress code at all times 2. Follow directions the first time given 	1st time	Verbal warning
	2nd time	Note goes home from classroom, to be returned to the teacher; a phone call home if not returned, signed, the next day by the teacher.
	3rd time	Note goes home from office, to be returned to administration; a phone call home if not returned, signed, the next day by the office.
	4th time	Student is sent to the reflection room and phone call home for appropriate attire to be brought to school and student will lose the next Uniform Optional Day.

SCHOOL RULES for Sweeping the Classroom

Students	CHAMPS
<ol style="list-style-type: none"> 1. Sweep all large items into a pile. 2. Slowly sweep items into the dustpan. 3. Dump the items into the garbage can. 4. Put the broom and dustpan away. 	<p>C – Level 1 H – Ask the student helping you A – Sweeping M – Only in the classroom P – Sweeping, dumping the trash S – Individual or class Falcon buck</p>

SCHOOL RULES for Hands, Feet, and Objects in the Classroom

Students	SOAR
<ol style="list-style-type: none"> 1. Sweep all large items into a pile. 2. Slowly sweep items into the dustpan. 3. Dump the items into the garbage can. 4. Put the broom and dustpan away. 	<p>S (safety first) O (outstanding problem solver) A (act responsibly) R (respect for all)</p>

SCHOOL RULES for Honor Roll Ceremony

Students	CHAMPS
<ol style="list-style-type: none"> 1. Sit quietly with parent or at the second table. 2. Listen for all names. 3. Be respectful to all adults and students. 4. Face forward. 5. Bottom to bench and feet on the floor. 	<p>C- Level 0 H - Raise your hand and wait for an adult. A – Seated, waiting for your name and other names to be called. M – None P - Listen, one clap S – Individual or class Falcon buck</p>

SCHOOL RULES for Falcon Bank

Students	Expectations
<ol style="list-style-type: none"> 1. Turn in their weeks' worth of Falcon Bucks to the homeroom teacher 2. Only touch your own falcon bucks 3. Do not trade falcon bucks for other items 	<p>Failure to follow these rules will result in a loss of PBIS activities.</p>

Student Dress Code



We are excited you have chosen Lakewood Park for your student's elementary education! We appreciate you supporting our mandatory student dress code. Lakewood Park Elementary student dress code policy reflects pride and unity and demonstrates that school is a place to study and learn. The proven benefits of a student dress code include: increased focus on teaching and learning; reduced distraction, peer pressure, and behavioral issues; strengthened school pride, and improved school safety. We believe that the school's climate will enable each student to experience personal success and develop into lifelong learners.

The following is the student dress code for the 2020-2021 school year.

All clothing must fit properly and be free of rips and tears. Oversized or tight clothing of any kind is not acceptable.

Only these items may be worn:

Shirts	Any solid colored polo or oxford style shirts and girls' "peter pan" collared blouses with logos less than one inch (the size of a quarter) other than school logo (with collar and sleeves). Solid colored turtlenecks and undershirts may be worn under the polo shirts.
Shorts, Skirts, & Pants	Solid navy blue, black, brown or khaki uniform shorts or pants are the only shorts or pants allowed to be worn. Elastic waist is acceptable. Shorts and skirts must be no shorter than 3 inches above the knee. Cut-offs, frayed, ripped, rolled up or patched shorts, skirts, or pants are not permitted and no hammer loops or cargo pockets. Shorts and pants must be worn at the waist. No sweat pants.
Jeans	Standard, plain, traditional, classic, basic, no hammer loops or cargo pockets, 4/5 pocket only blue or black jeans are permissible. No faded, holes, tears, frays, or unprofessional jeans. Jeans may be worn only on Fridays and only with spirit shirt.
Dresses	Any solid colored dresses with a collar and sleeves may be worn. It is recommended that students wear shorts or leggings under dresses and skirts.
Sweatshirt, Cardigans, & Sweaters	Any solid colored sweaters or jackets with logos less than one inch (the size of a quarter) other than school logo may be worn. Sweaters and jackets without writing, pictures, designs, may be worn. Hoods may not be worn in the building. Lakewood Park logo navy sweatshirts are available for purchase from PTO. Shirts of any kind may not be worn as jackets.
Shoes	Low heeled (1" or less) closed shoes should be worn. Tennis shoes must be non-distracting. All shoes must be properly laced and tied. Shoes with lights, music, or wheels are not permitted. No flip flops, crocs, sandals, or cleated shoes. No shoe barrettes(charms).
Leggings & Tights	Tights and leggings may not be worn as pants. Tights and leggings may be worn under dresses, skirts, or shorts.
Belts	Plain leather or solid cloth belts with buckles may be worn with clothing with belt loops. No large belt buckles of any kind or design are permitted. Pants must be worn at the waist.
Grooming	Shall be well groomed, natural colored, (all hair dye must be a natural hair color) not distracting, out of the face and free of sculpturing. No shaving or designs in eyebrows. Hats may be worn outside of the building. Picks may not be worn. Nails must be non-distracting.
PTO items	Any clothing sold through PTO is permissible to wear on any school day.
Jewelry	Earrings, make-up and nails must be non-distracting. No visible body piercing other than ears. Excessive jewelry may not be worn. Necklaces and bracelets must be limited to no more than two pieces. Jewelry with words must be appropriate for school.

Administration reserves the right to make the final decision. The uniform dress code will be strictly enforced. We do expect parents to monitor at home before the child leaves for school. Please contact Lakewood Park Elementary if you have any further questions at 772-468-5830.

Students will be given 10 days from the first day of school to comply with the Lakewood Park uniform policy. New students to Lakewood Park will be given 10 days from date of entry to comply with the Lakewood Parks uniform policy. After the 10-day grace period, parents will be contacted and requested to bring in appropriate clothing for the student. Dress Code Checks will be completed during the morning announcements daily. Uniforms have been donated to the school for families needing assistance to comply with this requirement. Contact the guidance counselor for assistance.

Non-compliance of uniform dress code policy:

1st time	<ul style="list-style-type: none"> • Verbal warning
2nd time	<ul style="list-style-type: none"> • note goes home from classroom, to be returned to the teacher • a phone call home if not returned, signed, the next day by the teacher
3rd time	<ul style="list-style-type: none"> • note goes home from office, to be returned to administration • a phone call home if not returned, signed, the next day by the office
4th time	<ul style="list-style-type: none"> • student is sent to the reflection room and phone call home for appropriate attire to be brought to school and student will lose the next Uniform Optional Day

Textbooks/Library Books

Textbooks and library books are loaned to students free of charge. Families will be charged for lost or damaged textbooks or library books. The fee is based on the cost of the book, its age, and condition. A child who has lost a textbook or a library book will not be allowed to take home another book unless financial obligations have been fulfilled. Any unpaid obligations will prevent a child from going on a field trip.

Uniform Grading System

In grades K-2, the indicators are:

- 4 (Above Standard)
- 3 (At Standard)
- 2 (Approaching Standard)
- 1 (Below Standard)
- 0 (Not Attempted)

Students in grades 3-12 will be awarded letter grades to indicate student progress.

Grade	Percent	Grade Point Average	Definition
A	90-100	4.0	outstanding progress
B	80-89	3.0	above average progress
C	70-79	2.0	average progress
D	60-69	1.0	lowest acceptable progress
F	0-59	0	failure
I	0	0	incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. If the student does not make up all work by the designated period of time, then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: The "I" will calculate as a Zero on the report card until the "I" is replaced with a grade. At that time, an adjusted GPA will be calculated for the student.

Make-Up Work (K- 12)

- Allowed for all absences, excused or unexcused.
- Student has 1 day to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.
- All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year.
- Students whose work is turned in after the end of the grading period for quarters one through three, will receive an “I” or incomplete. If the work is turned in on-time, the student will receive the grade for the work (see grade provisions for students in grades 9 -12 below).
- Incomplete grades become “F” or “0” if not replaced with the grade for the makeup work that was turned in on time.
- Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

K-5 Provisions

- Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.
- Graded at full credit.

Retention

Mandatory retention is necessary for third grade students who score Level 1 on the Florida Standards Assessment unless they qualify for good cause exemption or score above a given percentile on the SAT 10 after attending summer school.

*For retained third grade students transferring into the District, an individual records review will be conducted if sufficient evidence exists to support an assessment for mid-year promotion.

Promotional Requirements Grades K-5

Student promotion in St. Lucie County is based upon evaluation of each student’s achievement in terms of appropriate instructional goals. The determination should reflect teacher judgment based upon the following:

- successful progress in the county adopted curriculum,
- progress monitoring,
- classroom assignments,
- daily observation,
- standardized tests, and
- other objective data.

Progress Reports

Student progress reports can be monitored daily through Skyward. If you would like parent access, please bring a copy of your government issued photo ID to the front office.

VISITORS

Visitors are welcome but must always report to the front office to receive a visitor’s pass. Unauthorized persons will not be permitted to enter the halls or any classroom without a visitor’s permit. The Raptor System is now in place, please bring your driver’s license/government ID with you to the office to be scanned into the system. Due to special circumstances visitors may not be allowed in the building, they may be required to wear a mask and have their temperature taken.

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA), and corollary state law, Section 1002.22, Fla. Stat., afford parents and students who have attained 18 years of age (“eligible students”) certain rights with respect to each student’s education records. These rights are:

- (1) The right of privacy with respect to the student’s education records.

Personally identifiable records or reports of a student, and any personal information contained in these reports, are confidential. The School District of St. Lucie County will not release the education records of a student without the written consent of the eligible student or the student’s parents or guardian, except to the extent FERPA and state law authorizes disclosure without consent.

- (2) The right to inspect and review the student’s education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (3) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of a student’s privacy rights.

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student’s privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student’s privacy rights.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (4) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school, school system, or institution of postsecondary education in which a student seeks or intends to enroll or is already enrolled.

(5) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

* * *

Other disclosures without prior consent; parents' right to limit:

School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information includes the student's name and grade level. A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.

Military recruiters and institutions of higher education have access to the name, address, and telephone listing of each secondary school student unless, within 10 days of enrolling in or beginning school, the student or the parent notifies the school in writing that such information should not be released without the prior written consent of the parent.

* * *

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 501 N.W. University Drive Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

**SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA
NOTICE OF PROTECTION OF PUPIL
RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, affords parents certain rights for the protection of student privacy. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (“ED”) –
 - (a) Political affiliations or beliefs of the student or student’s parent;
 - (b) Mental or psychological problems of the student or student’s family;
 - (c) Sex behavior or attitudes;
 - (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (e) Critical appraisals of others with whom respondents have close family relationships;
 - (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (g) Religious practices, affiliations, or beliefs of the student or parents; or
 - (h) Income, other than as required by law to determine program eligibility.

2. *Receive notice and an opportunity to opt a student out of* –
 - (a) Any other protected information survey, regardless of funding;
 - (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and
 - (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. *Inspect*, upon request and before administration or use –
 - (a) Protected information surveys of students;
 - (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (c) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C, 20202-5901

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

**LAKWOOD PARK ELEMENTARY
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Please complete form and return to school.

Student Name: _____
(Please Print)

Grade: _____ Teacher's Name: _____

Our signatures indicate that we have received, read, and understand the 2020-2021 student handbook.

Student Signature _____/_____/_____
Date

Parent Signature _____/_____/_____
Date

Students are **NOT** to be signed out after 2:45 p.m.
unless a previous note was sent or proof of an
emergency. Picking up your child early throughout the
school day disrupts instruction for all students.

Lakewood Park Elementary

Parent/Student/Teacher Compact 2020 – 2021

Please sign and return within the first five days of school.

Parent/Guardian Agreement: *I want my child to achieve. Therefore, I will encourage him/her by doing the following:*

- *Check my child's book bag each night*
- *Check all homework assignments to ensure that they are complete and accurate*
- *See that my child attends school regularly and on time*
- *Provide a quiet study area at home and encourage good study habits*
- *Communicate regularly with my child's teachers*
- *Support the school in its efforts to maintain proper discipline*
- *Talk with my child about his/her school activities every day*
- *Read with my child or listen to my child read at least 20 minutes each day*
- *Monitor my child's TV viewing and electronic device usage*
- *Monitor and make sure my child is following the Lakewood Park dress code every school day*
- *Check Skyward*
- *Be involved in my child's school (events, volunteering, PTO, field trips, etc.)*

Parent signature: _____

Student Agreement: *It is important that I work to the best of my ability. Therefore, I will strive to do the following:*

- *Always try to do my best in my work and in my behavior*
- *Work cooperatively with my classmates*
- *Follow the school-wide expectations*
- *Take pride in my school and help to keep it clean and beautiful*
- *Come to school prepared with my homework and my supplies*
- *Believe that I can learn and will learn*
- *Complete my homework each night*
- *Follow the Lakewood Park dress code every school day*

Student Signature: _____

Teacher Agreement: *It is important that students achieve. Therefore, I shall strive to do the following:*

- *Provide a high quality curriculum and standard based instruction in a supportive and effective learning environment*
- *Believe that each student can learn*
- *Help each child grow to his/her fullest potential*
- *Provide meaningful and appropriate homework assignments*
- *Enforce school and classroom rules fairly and consistently*
- *Plan preferred method of communication between parents and teachers*
- *Monitor the Lakewood Park dress code policy*
- *Maintain open lines of communication and accessibility with student and his/her parents, throughout the school year*

Teacher signature: _____

The above Parent/Student/Teacher Compact must be signed and returned to your child's teacher during the first week your child is in attendance at Lakewood Park Elementary.