



## Bear Lake Elementary 2015 - 2016 Parent Handbook



### Welcome

Welcome to Bear Lake Elementary School. This handbook has been prepared to help you understand the school's organization and policies. These policies have been developed to provide a safe and positive learning environment. The entire staff is here to help and guide your child. Should you have any questions, please contact us.

Alex Agosto, Principal

Ginny Brouillard, Assistant Principal

### School Hours

Daily school hours are 8:35 AM to 3:05 PM except on Wednesdays when hours are 8:35 AM to 2:05 PM.

### Student Supervision

Supervision of students begins at **8:15 AM** and ends at **3:15 PM**. Please arrange for your child(ren) to arrive and leave within the times indicated.

There is no supervision of students before or after school hours.

Should you need to pick up your child prior to dismissal, please arrive at school no later than 2:30 PM on Mondays, Tuesdays, Thursdays, and Fridays and no later than 1:30 PM on Wednesdays. Students **will not** be called out of their classes between 2:30 and 2:55 PM (Wednesday 1:30 and 1:55 PM).

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 Seminole County Sheriff's Department will be called to assist in this effort.

### Transportation

If you need to change your child's transportation, you must send a note to your child's teacher **AND** notify the front office. When you call the office to make a transportation change, you must be prepared to give the office staff your security code. This is the code you write on the Security Card at the beginning of each school year. This is to ensure the safety of all of our students. If you do not do both then your child will be sent home the way he/she normally goes home. If

there is a last minute emergency, please call the front office at 407-746-5550.

**Bus:** A child is only allowed to ride the bus that he/she is assigned. County discipline policies must be followed while students are on the SCPS buses.

**Car:** Grades 2 - 5 daily car riders are to be delivered and picked up at the front of the school in the designated area only. Kindergarten and Grade 1 car riders are to be delivered and picked up in front of the K-1 Primary Learning Center. Siblings of Kindergarten and Grade 1 students should also be delivered and picked up in front of the Primary Learning Center.

Adults will be on duty to assist your child both in the morning and afternoon. The parking lot is not a pedestrian area. Your child should enter and exit the car/van on the curb side. Please stay in your car and follow the established procedures so that the safety of your child(ren) is not compromised. Parents should not park their car and walk with their child to their classroom.

**Emergency pick-up:** All emergency and other dismissals must be done through the front office.

**Bicycles:** Bicycles are to be walked at all times when on school grounds. Bicycles should be locked at the bicycle racks while students are in class. Bicycles, skateboards, roller skates, and roller blades are not permitted on school sidewalks at any time.

**Day Care Riders:** Day Care Riders are dropped off and picked up at the bus ramp behind the school in the designated area.

### **Parent Information**

We must have at least three **current** phone numbers for each student including emergency contacts. It is the parent's responsibility to inform the front office and his/her child(ren)'s teacher of changes in addresses and phone numbers throughout the school year.

### **Student Insurance**

School insurance is available to all students. A packet will be available for each student on the first week of school. Purchase of this program is optional, but strongly recommended.

### **Cafeteria**

Students may buy breakfast each morning beginning at 8:15 AM at a cost of \$1.50. Student lunch is served every day in the cafeteria. Students may buy lunch at a cost of \$2.25 per child each day or bring their own lunch. Milk and other drinks may be purchased separately. Parents/guardians may set up a pre-paid lunch account for their child by using cash, checks or credit cards or by going to **MyLunchMoney.com**. Students may not bring glass containers to school. For more information please contact the School Food Service Manager at 407-746-5552.

Lunchroom behavior will be closely monitored for safety reasons. Students who violate the accepted standards of behavior while in the lunch room will be subject to appropriate discipline.

Applications for free and reduced lunch may be obtained at the front office. After completing and submitting the application, the county office will notify you if your child(ren) is eligible.

### **Clinic**

There is a full time clinic assistant to assist your child during the school day. It is imperative that a complete current emergency contact card be on file in the clinic for every student. For questions and concerns, please contact the Clinic Assistant at (407) 746-5506.

### **Medication**

Any form of medication taken at school must be dispensed, by law, through the clinic (even over-the-counter medications such as chapstick, lozenges, cough drops, etc.). A designated Authorization for Medication form must be completed by parent or legal guardian and signed by your child's physician prior to the administration of any medications to a student. These authorizations for medications must be renewed each school year. Medication must be signed in by the parent/guardian. Children may not transport medication.

All prescription medications to be administered in school must be in the original container labeled with the following information:

- a. Student's name
- b. Name of drug
- c. Directions concerning dosage
- d. Time of day to be taken
- e. Physician's name
- f. Pharmacy name, address and telephone number
- g. Date and number of prescription

All prescribed over-the-counter medication to be administered shall be in the original container labeled with the information (a) through (e) in preceding paragraph.

If prior arrangements have been made with the principal or her designee, a parent or guardian may go into the school clinic to administer prescribed or non-prescribed (over-the-counter) medication to his/her child, upon completion of a Seminole County School Student Medication Record.

### **Textbooks**

All basic textbooks are loaned to the students for their use. The books should be handled with proper care and returned to the teacher at the end of the year. Should a book be damaged or lost, the school **must** be reimbursed.

## **Discipline**

Classroom discipline is the primary responsibility of the classroom teacher and will reflect appropriate, acceptable behaviors so that we maintain a safe and orderly environment conducive to effective teaching and learning of all students. The Student Conduct and Discipline Code is the standard used by the administration when students are referred to the office.

## **Student Dress Code**

Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students.

The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment.

It is the responsibility of the Principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to oneself, others, or school property, whether or not the specific case is covered by the information below. The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

### **(1) Head**

(a) No hats, caps, visors, hoods, bandanas, sunglasses or other head gear may be worn on campus except with administrative permission (i.e. medical necessity, religious, school related events).

### **(2) Upper Garments**

(a) Garments must be of a length and fit that are suitable to the build and stature of the student.

(b) All garments must have a collar or sleeves. Therefore, the following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, tank tops.

(c) Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage.

(d) Shirts must touch, at a minimum the top portion of lower garments at all times.

(e) Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skin-tight items, pajamas, trench-coats, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.

### **(3) Lower Garments**

(a) Pants and shorts should conform to the build and stature of the students.

(b) Undergarments and the buttocks MUST remain entirely covered even while seated.

(c) Dresses, skirts and shorts must be at least mid-thigh or below in length. Rips/tears above mid-thigh not permitted.

(d) The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.

(e) Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts and spandex material bottoms are prohibited.

### **(4) Footwear**

(a) All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all PE classes and Base Camp.

(b) Cleats, slippers and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas.

### **(5) Accessories**

(a) Clothing, jewelry, and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, promote alcohol, drugs or tobacco.

(b) Jewelry or accessories that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, large hair picks or chains that connect one part of the body to another are prohibited.

### **Student Awards**

To encourage student achievement, students are awarded certificates based on their academic or social growth and development. These awards include the Principals Award, Honor Roll and Citizenship Awards.

Awards may be given to students who demonstrate our positive Star Bear behavior expectations.

### **Parent Conferences**

Parent teacher conferences are encouraged. Call to make an appointment with the teacher. Please leave a voice message if your child's teacher is not available. He/she will return the call as soon as possible. Remember that teachers are in class most of the day. They cannot conference with you if you just drop-in.

### **Guidance**

The guidance program is an organized plan to promote optimal development of children in the areas of personal and academic progress. The purpose of the Guidance Program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially.

### **Gum, Candy, Toys and Electronics**

Gum chewing is not allowed on school grounds. Toys, electronic equipment (IPad, IPod, Kindle, and tablets) and other such articles may be brought to school only upon request, with permission of the teacher and parent completion of Bring Your Own Device Agreement. Items brought to school for after-school day-care or other activities must remain in the student's backpack throughout the school day. The school cannot be responsible for the security of these items.

### **Telephone / Cell Phones**

Students are allowed to use the telephone for emergency reasons only. Forgotten homework, permission slips or books **do not** constitute an emergency. Cell phones are allowed for emergencies only. They must be turned off and kept in the student's backpack at all times.

### **PTA (Parent Teacher Association)**

The Parent Teacher Association functions as a means for communication between home and school, sponsors educational programs related to school, and organizes fund raising for purchases of supplementary materials for the school.

The PTA is always looking for volunteers for its working committees. You are encouraged to get involved. It will give you a chance to make many new friends and learn more about Bear Lake.

### **SAC (School Advisory Council)**

The School Advisory Council is composed of parents, teachers, non-instructional staff members as well as school administration. This committee meets monthly during the school year and is involved in all aspects of the school as well as the writing of the School Improvement Plan. SAC acts in an advisory capacity to the principal. Concerns, suggestions and accolades will be accepted for discussion at regular meetings provided they are on the written agenda.

### **Dividends (Volunteer Program)**

Bear Lake's volunteer program is conducted through the county-wide Dividends Program. Dividends provide additional learning experiences for students, under the supervision of a teacher for insurance purposes. All Dividends must complete an application specifically for **Bear Lake Elementary online each year** and this must then be approved through the district Dividends program. No parent or other volunteer is allowed to help in the classroom or attend field trips without completing the appropriate form. All forms require approval. Dividends wear name tags while working at school. They are worn during Dividend time and do not replace the procedure listed under Parent and Visitor Name tags and Signing-In. You may complete an application online by visiting the SCPS website at [www.scps.k12.fl.us](http://www.scps.k12.fl.us) and selecting the "Community Involvement" section.

### **Student Activities:**

**Safety Patrol:** The Safety Patrol will be made up of responsible students in the 5th grade who demonstrate good citizenship skills. Safety Patrols help students learn safe practices on school grounds. All students are expected to cooperate with the patrols.

**Extracurricular:** Music ensembles provide an additional learning opportunity for students in the 3rd, 4th, and 5th grades. These groups emphasize music reading and performance, and involve singing as well as recorder and bell playing.

Running Club and Art Club are also available to interested students. Information will be distributed at the appropriate times.

### **Reporting Pupil Progress**

The report card is sent home at the end of each 12 week grading period and a progress report is sent home in the middle of each 12 week grading period.

**On the 12 week Report Card:** Kindergarten and grade 1 children will receive an "S" indicating satisfactory progress, or an "N" indicating the need to improve.

**On the 12 week Report Card:** Grades 2 - 5 children will receive "A", "B", "C", "D" or "F" marks in all academic areas. The values are as follows:

90 - 100 = "A"  
80 - 89 = "B"  
70 - 79 = "C"  
60 - 69 = "D"  
Below 59 = "F"

Please note that your child's report card will reflect whether the materials they are working on are at grade level or below grade level.

### **Parent and Visitor Name Tags**

All parents and visitors are required to sign in at the front office (not at the Primary Center) and wear a visitor's name tag where it is visible. The school secretary will inform the parent which procedure he/she should follow depending on his/her need. If you would like to observe your child's classroom, arrangements are made through your child's teacher and the administration. A 24-hour advance notice is required.

For school safety and security reasons, SCPS District policy now mandates that parents are no longer allowed to eat in the cafeteria with their child(ren) during lunch. Parents are to sign-in at the front office, obtain a visitor sticker, and eat lunch with their child(ren) in the outside designated area. A parent eating lunch with his/her child should first sign in at the front office and then go directly to the cafeteria to wait for the class. Parents may have lunch with their child, but due to safety concerns, other children will not be invited. After lunch, it is requested that parents leave and not return to the classrooms unless prior arrangements are made with the teacher. These procedures are required to ensure the safety of the Bear Lake campus and to maintain an appropriate learning environment for all students. Persons not signing-in or not wearing a name tag will be asked to go to the front office to follow the above procedure. Please help us keep our children safe by modeling these procedures each and every time you come on campus.

### **Attendance and Participation:**

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussion, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

**Compulsory Attendance:** A student in Seminole County Public Schools who has attained the age of six (6) by February 1, of any school year, but who has not yet attained the age of sixteen (16), is required to attend school regularly during the entire school year. 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."

**Parent Verification of Absence:** Regular student attendance is the responsibility of the parent/guardian. Once a child is enrolled in school (K-12), it is the responsibility of the parent/guardian to notify the school according to established procedure when the child is absent or has missed school. The Principal has legal authority to determine if an absence is excused. A student shall be considered truant when absent without permission of the parent/guardian or when the parent/guardian consents to unnecessary absences.

**School Notification of Absence:** A computer generated phone call will be made to the primary contact number for every student marked absent by a certain time of day.

**Excused Defined:** An excused student absence is defined as illness, death of a family member, family emergency (approved by the Principal), and religious instruction or religious holidays. Students with excused absences will be given the opportunity to make up schoolwork according to the following guidelines:

A. A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence.

At a minimum, the student shall have no less (plus one) than the number of days they were absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student's teacher(s).

B. Unless exempted from this requirement by the Principal or the Principal's designee (in consultation with the teacher) assignments given by the teacher ten school days in advance of a student's absence will be due by the assigned date. An assignment turned in after the due date will be graded by the teacher. When the grade for the assignment has been determined by the teacher, it may be reduced by no more than one letter grade for every day the assignment was turned in late.

**School Notification of Repeated Unexcused Absences:** After three (3) days of unexcused absence or a pattern of absence in thirty (30) calendar days, with no parental notification to the school, the Principal or designee shall contact the parent/guardian via telephone, e-mail, personal contact, or mail. The purpose of this contact is to notify the parent/guardian and to discuss the reason for the absences. Any attempts should be documented and a copy sent to the

Principal or his/her designee. After all school-based interventions are utilized, the Principal or designee will refer a student accumulating ten (10) unexcused absences within ninety (90) calendar days to the school social worker.

**Repeated Illness:** 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.

**Head Lice (Pediculosis) or Immunization Non-compliance:** Absences due to head lice (pediculosis) 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.

**Our Mission:**

The motto of Bear Lake Elementary is “Committed to Excellence, Always” and the Bear Lake Elementary Administration and Staff strive to achieve excellence in all aspects of our school’s operation. From the safety of our students and staff to equipping all students to achieve academic success, we are dedicated to providing ALL students with the educational opportunities that will best enable them to progress to the next step in their academic life. We uphold the mission of the Seminole County Public Schools to ensure that all Early Childhood Program and PreK-Grade 12 students acquire the knowledge, skills, and attitudes to be productive citizens in our great country and in the global economy.

