

Scott Lake Elementary
1140 East County Road 540-A
Lakeland, FL 33813
863-648-3520
<http://schools.polk-fl.net/scottlake/>

Principal – Dr. Ruth Reimer
Assistant Principal – Ron Kaufmann, Jr.

2016-2017
Student Handbook

Polk County School District Mission Statement

“To provide a high quality education for all students.”



Scott Lake Elementary Mission

With the support of family and community, our mission at Scott Lake Elementary is to cultivate joy and pride in learning, so that students will become caring responsible citizens.

Student Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Grade _____

Teacher _____

Mode of transportation _____



**2016-2017 POLK COUNTY SCHOOL CALENDAR
STUDENT, TEACHER AND PARAEDUCATOR
Board Approved February 23, 2016**

No unpaid training/workdays are to be scheduled before August 8, 2016. Potential Staff Development Days at selected schools to meet FDOE Differentiated Accountability mandate	Tuesday-Friday, August 2-5, 2016
Staff Dev. Days (Aug. 8 th , 9 th) Teacher Work Days (Aug. 10 th , 11 th , 12 th)	Monday-Friday, August 8-12, 2016
Student Orientation Day/Paraeducator First Work Day	Thursday, August 11, 2016
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 15, 2016
Holiday (Labor Day) – Student, Teacher (Paid), Paraeducator (Paid)	Monday, September 5, 2016
Interim Report (23 rd Day – September 15, 2016)	Distribute Week of September 12-16, 2016
Staff Development Day (Data Day) Student/Para Holiday	Monday, September 19, 2016
FTE Week	Monday-Friday, October 10-14, 2016
Teacher Work Day/Student/Paraeducator Holiday	Monday, October 17, 2016
End of 1 st 9-Week Grading Period	Wednesday, October 19, 2016
Grades Due	Friday, October 21, 2016
Distribute Report Cards (9 Weeks)	Tuesday, November 1, 2016
Holiday (Veterans' Day) – Student, Teacher, Paraeducator	Friday, November 11, 2016
Holiday – Student, Teacher (Paid 11/24 & 11/25), Para (Paid 11/24 & 11/25)	Monday-Friday, November 21-25, 2016
Storm Day (Make-up days, if needed)	Monday & Tuesday, Nov. 21 & 22, 2016
Interim Report (23 rd Day – November 29, 2016)	Distribute Week of November 28 – Dec 2, 2016
Last School Day Before Winter Holidays	Friday, December 16, 2016
Teachers, Paraeducators and Students Return After Winter Holidays	Tuesday, January 3, 2017
END OF 1 ST SEMESTER/Last Day of 2 nd Grading Period	Thursday, January 12, 2017
Teacher Work Day/Student/Paraeducator Holiday	Friday, January 13, 2017
Holiday (Dr. Martin Luther King, Jr. Day) – Student, Teacher (Paid), Paraeducator (Paid)	Monday, January 16, 2017
Grades Due	Tuesday, January 17, 2017
Distribute Report Cards (9 weeks)	Thursday, January 26, 2017
FTE Week	Monday-Friday, February 6-10, 2017
Interim Report (23 rd Day – February 16, 2017)	Distribute Week of Feb. 13-17, 2017
Holiday (Presidents' Day) – Student, Teacher (Paid), Paraeducator	Monday, February 20, 2017
SPRING BREAK	Monday-Friday, March 20-24, 2017
End of 3 rd 9-Week Grading Period	Tuesday, March 28, 2017
Grades Due	Thursday, March 30, 2017
Distribute Report Cards (9 Weeks)	Tuesday, April 11, 2017
Mini Break – Students, Teacher, Paraeducator	Friday, April 14, 2017
Interim Report (23 rd Day – May 1, 2017)	Distribute Week of May 1-5, 2017
GRADUATION	May 24 – June 1, 2017
Holiday (Memorial Day) – Student, Teacher, Paraeducator	Monday, May 29, 2017
End of 4 th 9-Week Grading Period – LAST DAY FOR STUDENTS – Last Work Day for Paras	Friday, June 2, 2017
Teacher Work Day	Monday, June 5, 2017

Designated Storm Make-Up Days: 11/21, 11/22, and 3/20.

Reminder: Non-Refundable Travel Tickets Should Not Be Purchased In The Event That Storm Days Are Used As Student Attendance Days and/or Teacher Work Days.

Information on Testing/Assessment dates (FCAT, EOC or End of Course Exams, etc.) is available through the Assessment, Accountability & Evaluation (AAE) Office and is located on the District website at <http://www.polk-fl.net/parents/testing/default.htm>.

The following dates have been chosen as the seven student Early Dismissal days for school year 2016-2017:

- Wednesday, September 14, 2016
- Wednesday, October 5, 2016*
- Wednesday, November 16, 2016*
- Wednesday, January 25, 2017*
- Wednesday, February 15, 2017
- Wednesday, March 15, 2017
- Wednesday, May 17, 2017

* Designated as Staff Development



School Attendance Guide

Florida Statue 1003.24 (26) requires regular school attendance; it's the **LAW**.

Attendance Procedure

- Attendance expectation contract is signed at the beginning of each school year
- Automated telephone call each time your child misses school
- Attendance letters to the parent following:
 - 10 excused days
 - 5 unexcused days
 - 10 unexcused days in a 90 day calendar period
- Attendance meeting held at **10 unexcused absences**
 - In meeting: parent, student, school staff and the district's school social worker
 - Intervention plan developed
 - Attendance contract reviewed and signed
- Additional attendance meetings held if pattern of unexcused absences continues

Excused Absences are defined as:

- Personal Illness, illness or death of immediate family, religious holidays, educational trips, school sponsored activities, judicial actions, military dependents & prearranged trips with parents
- Please reference the Student Progression Plan at www.polk-fl.net for additional information.

Illnesses

- A student may be excused for a continued or repeated illness for up to ten (10 attendance days during a school year, if parent provides a parent or doctor's note.
- After 10 absences a doctor's verification will be required for any future absences to be excused for the remainder of the school year.
- If a student has a chronic medical condition, a Medical Documentation for Absences form can be signed by your child's physician and you to excuse absences related to that medical condition, however, parent notes are still required at each absence.

Head Lice

- A student identified with lice/nits may be excused up to 5 days of school for each occurrence. Additional absences will be **unexcused** until the student is cleared by the school health contact or parent's private medical provider.
- If student is not cleared by day 5, the social worker and health department nurse will make a home visit.

Tardies & Early Checkouts

- Elementary – 3 unexcused tardies and/or unexcused early dismissals will be counted as **one unexcused absence** for truancy purposes

Possible consequences for Non-Attendance/Truancy

- Decrease in student's academic performance
- Referral to a community agency called "Youth and Family Alternatives" (Student 10+ years old)
 - Counseling services
 - Youth shelter
- Loss of driving privileges for students 14-18 years of age
- Parental prosecution (Florida Statue 1003.24 (26))
- High School – Credit denial and/or being withdrawn from school

If your child is having difficulty getting to school on-time on a regular basis, please contact the school Social Worker or the counselor to receive support. You are able to view your child's attendance daily on www.polk-fl.net>ParentPortal. Get access TODAY from the school.

Heather Rimes, LCSW, School Social Worker
863-499-2821 or by calling the school



SUPPLY LIST

<p><u>Kindergarten</u></p> <ul style="list-style-type: none"> ✂ One ream white copy paper ✂ One pack dry erase markers ✂ One pair of blunt tip scissors ✂ Two pink erasers ✂ One 1 inch binder ✂ Four boxes of 24 count crayons ✂ Eight primary pencils with erasers ✂ Ten glue sticks (not bottled glue) ✂ Two primary ruled composition journals with space for a picture (not spiral) ✂ One roll of paper towels ✂ One box of washable markers ✂ Two plastic two pocket folders (3 holed punched) ✂ Girls: One box of tissues and one box of gallon size Ziploc bags ✂ Boys: Waterless hand sanitizer and one box of quart size Ziploc bags 	<p><u>First Grade</u></p> <ul style="list-style-type: none"> ✂ One ream white copy paper ✂ One pack dry erase markers ✂ Five dozen #2 pencils ✂ One plastic pencil/supply box ✂ Fifteen glue sticks ✂ Four boxes of 16 count crayons ✂ Four large pink erasers ✂ One pair blunt point scissors (Fiskars preferred) ✂ Two composition books (no spirals) ✂ One box thin line markers ✂ One box of regular markers ✂ One 1 inch hard binder with clear front pocket ✂ One plastic folder (3 hole punched) for three ring binder
<p><u>Second Grade</u></p> <ul style="list-style-type: none"> ✂ One ream white copy paper ✂ One pack dry erase markers ✂ Three packs loose leaf notebook paper (wide ruled) ✂ One pack large pink erasers ✂ Two dozen #2 pencils ✂ Two packs of glue sticks ✂ One box of 24 count crayons ✂ Plastic pencil box ✂ Six single subject spiral notebooks (wide ruled) ✂ One plastic folder with pockets (any color) ✂ Two composition books ✂ One box of tissues ✂ BOYS: One box gallon size Ziploc bags ✂ Girls: One box quart size Ziploc bags 	<p><u>Third Grade</u></p> <ul style="list-style-type: none"> ✂ Two reams of white copy paper ✂ 10 Dry erase markers ✂ Two packs loose leaf notebook paper (wide ruled) ✂ Six dozen #2 pencils ✂ One box of 16 count crayons ✂ Five plain folders with pockets and brads ✂ Five spiral notebooks (wide ruled) ✂ Six glue sticks ✂ Three large pink erasers ✂ Two-three boxes of cap erasers ✂ Two bottles of glue
<p><u>Fourth Grade</u></p> <ul style="list-style-type: none"> ✂ One ream white copy paper ✂ Four dry erase markers ✂ Four packs loose leaf notebook paper (wide ruled – replenished throughout the year) ✂ Five dozen #2 pencils (replenish throughout the year) ✂ Five Spiral notebooks (plain colors) ✂ Seven plain color folders with pockets and brads ✂ One package of 24 count crayons and/or one package of colored pencils ✂ Six glue sticks ✂ One 1 inch binder and one 2 inch binder ✂ One Pencil pouch (Zippered and with 3 holes to fit into binder) ✂ One pack of cap erasers ✂ One box tissues 	<p><u>Fifth Grade</u></p> <ul style="list-style-type: none"> ✂ One ream white copy paper ✂ One pack dry erase markers ✂ Three packs loose leaf notebook paper ✂ Four dozen #2 pencils ✂ Two composition books ✂ Three spiral notebooks ✂ Eight glue sticks ✂ Four plain colored folders with pockets and brads ✂ One package of colored markers and one package of colored pencils ✂ Three 1 inch binders ✂ Individual pencil sharpener

School Times

Main Office Hours- 7:30 a.m.- 4:00 p.m.

Campus Supervision Begins- 7:30 a.m. (Please do not drop students off before that time.)

Instructional Time- 8:00 a.m.- 3:00 p.m.

Breakfast- 7:30 a.m. -7:55 a.m.

Students walk to class- 7:55 a.m.

Warning Bell- 7:55 a.m.

Tardy Bell- 8:00 a.m. (Students must be in their classrooms before the tardy bell rings to be considered on time. Students who arrive after the tardy bell must report to the main office and be signed in by a parent/guardian.)

Dismissal Bell- 3:00 p.m.

Classroom Disruptions

Instructional time will not be interrupted for items forgotten at home (i.e. backpacks, homework, lunch, musical instruments, etc.).

Parental Expectations

- Be in the car line early enough so your child is in class before the tardy bell rings
- Car riders need to be picked up **no later than 3:30 p.m.; except for emergencies**
- Support the teacher and the school
- Show a commitment to learning
- Show a belief in your child's ability to learn and grow
- Participate in school activities
- Review student homework; **review and sign the agenda nightly**
- Meet with your child's teacher at least two (2) times a year or as requested
- Encourage your child every night
- Have your child(ren) to school every day on time
- In order to ensure the safety of your child please communicate change of address or phone numbers immediately with the main office in person or in writing (Please bring photo ID)
- Support school personnel in regards to student behavior and discipline

Arrival and Dismissal Procedures

Arrival

Supervision of students who are car riders, bikers, or walkers is not provided until **7:30 a.m.** All students should be on campus and in their classroom before the tardy bell at 8:00 a.m. Please keep in mind that students who arrive after the tardy bell rings, must enter through the main office and have their agenda stamped. District attendance policies will be used to determine whether a tardy is excused or unexcused.

Early Checkout

Early dismissal is **strongly discouraged due to the loss of instructional time.** If an early check out is necessary please make every effort to check your child out before 2:30 p.m.

Dismissal

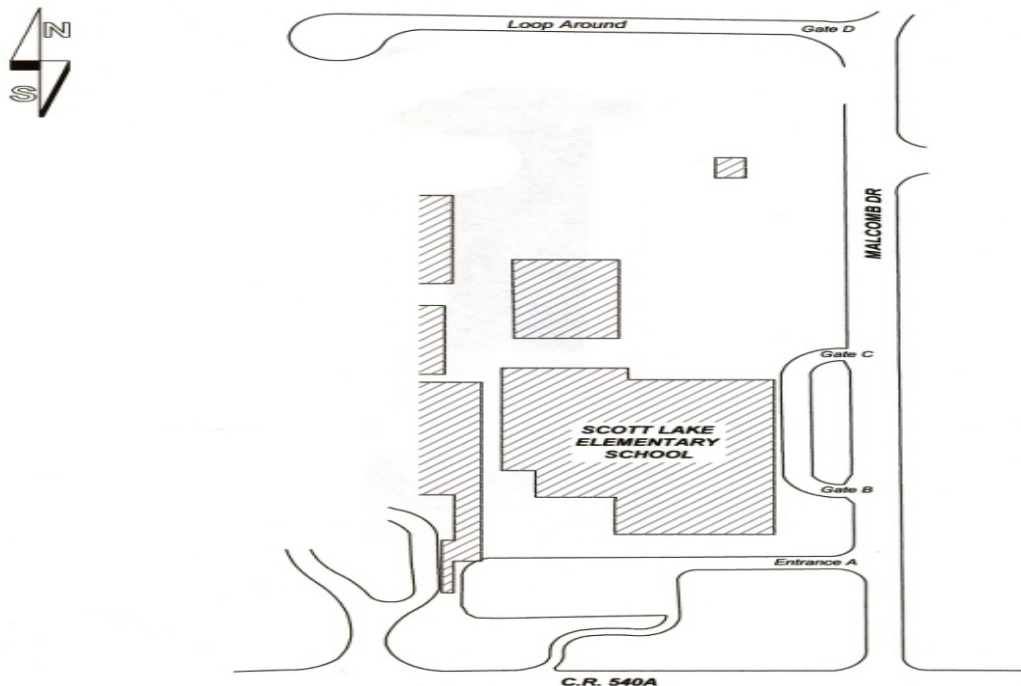
It is important for every child's mode of transportation to stay as consistent as possible. **Any change must** be communicated in writing in the agenda as the teacher is responsible for dismissing the students. We understand that emergencies occur and a change in transportation may be necessary. If this situation occurs, the main office must be notified **no later than 2:00 p.m.** Changes in transportation over the

phone can only occur due to a true emergency. All non-emergency changes should be a written request in the agenda.

Rainy Dismissal

In the rare occurrence that we have inclement weather during dismissal, we will hold all bikers and walkers. Parents will need to get a car rider sign from the front office prior to the first rainy dismissal. A decision will be made by 2:45 p.m. if we are implementing the rainy dismissal procedures. These students will be dismissed to the car rider area in the cafeteria for pick-up. Parents who do not have a car rider sign will need to come to the front office and present picture identification to checkout their children.

Morning Drop-off & Afternoon Pick-up Routes



Morning Drop Off & Afternoon Pick-up For Students

The car line will be open from 7:30-7:59 a.m. Typically, the car line is the lightest between 7:30-7:40 a.m. Cars must be in the school driveway prior to the 8:00 a.m. tardy bell. Any car not in the school driveway prior to the ringing of the 8:00 a.m. tardy bell will be directed to the front office. Parents will need to come into the front office with their child. Please have the agenda out in order to be stamped tardy. Traffic will travel north on Malcomb Drive, go thru the turnaround at the North end of the school grounds, back South on school traffic lane, enter Gate C, drop children off at last side door, exit out Gate B, and back on Malcomb Drive. All afternoon pickups will have signs with their child's name printed on them. Required signs for student pickup must be obtained during student orientation or from the front office. If a vehicle does not have a car sign the parent will be directed to the main office to receive a sign and checkout their children.

Students with special circumstances approved by administration, VPK, Morning Patrols, and EVTU will have color coded signs to display in order to gain access to entrance A. These signs will be issued at the beginning of the school year by the staff in charge of these programs. If a sign is not displayed in the car, students may not be dropped off and/or picked up in the front of the school. Students with special circumstances and VPK parents may use the same signs for afternoon pickup; EVTU & Patrol parents will need to pick up in the regular car line by 3:30p.m. each afternoon.

School Information

Attendance:

- Students are expected to be in attendance every day; upon the student's return to school parents are expected to provide the teacher with a written note explaining the absence. A determination will be made using the criteria in the Pupil Progression Plan to determine if the absence is excused or unexcused.
- Excessive tardies and/or absences could be addressed by the school's social worker or attendance team.
- Instances where students will be absent from school due to a trip or vacation with parents need to be pre-approved by Dr. Reimer. Please submit in writing the dates, the reason, and include a request for make-up work prior to absence.

Celebrations:

- Polk County School Policy supports two (2) class celebrations during the year (Winter & End of Year).
- Please remember that food items must be store-bought, individually wrapped, and should be a healthy choice to meet the district's Wellness Policy.
- **Student birthday celebrations will only occur the last Friday of every month in the classroom. This will be organized by the classroom teacher. PCSB Wellness Policy 8.012 states, "Any activity during the school day, involving food and/or beverages that do not meet District Nutrition Standards, will be limited to once per month per classroom."**

Children not registered at Scott Lake

- **Parents may not bring non-registered nor non-school aged children with them when they are serving as a volunteer or parent guests on our campus. Scheduled school events during the school day may also be deemed inappropriate for small children to attend. Please clarify with the front office prior to bringing non-registered students on campus with the exception of lunch and parent teacher conferences.**

Community Eligibility Provision (CEP)

Please see additional information below regarding the Community Eligibility Provision (CEP) program and how it specifically relates to our school:

- All students enrolled at Scott Lake Elementary are eligible to receive one breakfast and one lunch per day at no charge.
- All students enrolled at Scott Lake Elementary will have a breakfast/lunch account even if it has never been used.
- The federal government will only reimburse the school nutrition office for a meal if the following criteria are met:
 - There are at least 3 of the 5 food groups on the plate AND
 - One of these items is a fruit or vegetable.Note: If these two requirements are not met, then the student must pay for the items individually.
- Students that bring lunch from home can participate in this program. Students do not have to take the main dish as long as three items are chosen and at least one item is a fruit or vegetable. For example, a student can choose a chocolate milk, a banana, and green beans to supplement a sandwich brought from home.

- A la Carte items are sold separately and are not part of this program. Bottled water and cartons of juice are sold daily for .50 cents each and extra servings of any item on the menu can be purchased at a la carte prices. Parents may deposit money in their child's account for these items.
- Students that have money in their accounts from previous school years may use this money for extras and/or a la carte items. Parents also may request a refund from the School Nutrition Manager, Bea Stoler, at 863-648-3523.
- Students that owed a balance at the end of the 2014-2015 school year will still owe that balance, but once paid, should incur no future debt.

Dress Code:

Bottoms: Navy, Black or Khaki/Tan	Tops: White, Navy or Red with collar or school t-shirt
<ul style="list-style-type: none"> ✓ Shorts, pants, skorts, skirts, skirted jumpers ✓ Must have plain, solid-color twill, corduroy or denim fabric ✓ Traditional blue jean color is OK for denim 	<ul style="list-style-type: none"> ✓ Must have long or short sleeves ✓ Knit polo-type or woven dress shirts, blouses, turtlenecks ✓ School t-shirts are OK (available through PTO)

The uniform dress code **does not** allow for clothing with colored trim, stripes, embroidery, decorations, etc. It also **does not** provide for overalls (overalls with pants or shorts), sweat pants, knit pants/ skirts, leggings, etc.

Other Dress Code Rules:

- ✓ **A belt is required if the garment has belt loops**
- ✓ Shirts (including t-shirts) must be tucked in
- ✓ Shorts/skirts must be mid-thigh or longer
- ✓ Shoes must be safe, appropriate, and have enclosed heels or a heel strap (flip flops and sandals may not be worn)
- ✓ Clothes must be appropriate size with waist or garment worn at the student's waist
- ✓ Clothing that is too tight or too loose is not appropriate for school
- ✓ A small logo is acceptable
- ✓ School Administrators will determine if clothing is appropriate for school and complies with district rules
- ✓ Repeated violations of the dress code could be treated as disruptive behavior according to district policy

Winter Student Dress Code:

On very cold days, students who walk, bike, etc. may need to wear sweatpants, etc. over their school clothes on their way to/from school. However, any clothing that doesn't meet dress code requirements must be removed before school begins. Any kind of jacket/coat/cardigan is OK if it meets regular dress code rules.

- ✓ May not be disruptive, distracting, display offensive language/symbols, etc.
- ✓ School staff may ask students to remove jackets and should be carried or worn not tied around their waist
- ✓ Any pullover garment that is worn all day (sweaters or sweatshirts) should:
 - Have a collar OR be worn with a collared uniform shirt or official school t-shirt underneath
 - Must be solid white, solid navy or the school's additional solid shirt color (school sweatshirts with no hoods are OK)
 - Must not have any colored trim, stripes, decoration, etc. (small logos are OK)

EVTV:

Morning announcements are broadcast daily on the closed circuit television system. The Pledge of Allegiance is included in a short program designed and produced by a team of students.

Grading:

- All teachers follow the promotion/retention policy as stated in the Pupil Progression Plan. Students in grades K through 5 will receive interim reports according to calendar dates set by the school.
- Make-up Work- Students are expected to make up all work missed because of excused absences. Students and parents have the responsibility to request make-up work from their teachers on the first day upon returning to school.

Homework:

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. Homework is assigned to develop student responsibility and review or practice what has been taught.

Lost and Found:

Lost and Found items are stored in the cafeteria. Please write your child's name on/in their personal items brought to school.

Lunch with Your Child:

Parents are encouraged to join their child for lunch at school. When dining with your child please follow these guidelines:

- Parents joining their child for lunch should eat at the family tables
- Only persons listed on the student's emergency card or accompanied by a person on the emergency card with proper picture ID will be permitted to eat lunch with a student
- Siblings at different grade levels may not be pulled from class to eat with parents when it is not their designated lunch period
- Fast Food (McDonald's, Burger King, etc.) is discouraged from being brought into the cafeteria due to the district's Wellness Policy

Medicine:

Students may not have medicine of any kind, including over-the-counter drugs in their possession while at school. Parents must bring all medicine to the main office in the original container along with a School Board Authorization for Medicine form from the doctor indicating the time and dosage to be taken. All doctors are familiar with these forms, and they are also available in the main office. No medications, prescription or otherwise will be administered by school staff without this form. This includes cough drops and aspirin.

Prohibition of Discrimination:

Polk County School Board Policy 6Gx53-1.011

No employee, student, applicant for admission or applicant for employment shall on the basis of race, color, national origin, sex, language spoken, homelessness, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of or be subjected to discrimination/harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by the Polk County Public Schools. *Also reference the Equity Handbook, Educational Equity Complain Form, and School Board Policy 6Gx53-1.006*

PTO:

- ✓ Consists of parents, teachers, and school staff
- ✓ Goals include volunteerism of parents, encouragement of teachers and students, community involvement, and welfare of students and families
- ✓ Please join and offer to be of assistance
- ✓ Please be supportive of all school-wide projects

SAC:

- ✓ Consists of parents, volunteers from the community, and staff
- ✓ Support and assist in preparing School Improvement Plan
- ✓ Regularly reviews student data

Telephones:

If a cell phone is brought to school it must be turned off and should be kept in the student's backpack, except during testing when all phones must be removed from the testing area. The phones are returned to their owners immediately following testing each day. Please refrain from taking pictures and videos on campus or during any school sponsored event.

Visitors:

Parents and visitors are welcome and according to PCSB policy, all parents and visitors must first check in with the main office and present a picture ID to receive a visitor's pass. The visitor's pass must be worn at all times while on school property. Any staff member who sees an individual on campus without a visitor's pass will direct that individual to the main office. Every effort is made to maintain the safety of our students at all times.

Volunteers:

Volunteers are an important part of Scott Lake Elementary. Please make sure to log-in your hours before leaving each day. To maintain campus security, new volunteers undergo a Florida Department of Law Enforcement background check at a cost to the volunteer of \$25. The main office can confirm your approval status. If you are not currently a school volunteer, print an application at www.polk-fl.net, search: Volunteer. Return completed application to the office with a \$25 money order payable to the Polk County School Board. Upon approval, you will be issued a permanent Polk County School Board badge to wear when you are on campus as a volunteer. Field trip chaperones and volunteers in the classrooms must be approved as a volunteer prior to the event. There is a cut-off date (usually around February 1st) to process applications. Please submit your request early in the school year.

Withdrawals:

Withdrawal forms should be requested on day prior to a student's transfer to another school. This form must be requested by a parent/guardian with a proper ID. Students will only be enrolled in another Polk County school with this form.