



Home of the Stingrays

Colors: Green and Blue



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## **ATTENDANCE**

All children who have attained the age of six years by February 1 of any school year or who are older than six years of age, but have not attained the age of 18 years, shall be required to attend school regularly during the school term. A student shall attend all school sessions unless excused by a proper school authority. This rule does not apply to students exempted by Section 232.06, Florida Statutes.

Each parent and guardian of a child within compulsory attendance age is responsible for the child's school attendance.

### **Student Attendance:**

School hours will be from 8:45 a.m. to 3:00 p.m. Monday, Tuesday, Thursday, and Friday. Wednesday hours are 8:45 a.m. 2:10 p.m. It is very important to be on time. If your child is tardy, a tardy slip is required from the office. (If a bus is late, a tardy slip is not required.) Unless your child is enrolled in the morning Extended Day Program, please do not drop your child off before 8:30 a.m., since there is no supervision. The school office opens at 7:30 a.m. and closes at 4:30 p.m.

1. On a daily basis, student absences will be recorded as **unexcused**. It is the responsibility of a student's parent or guardian to promptly report the reason for the student's absence to the school **in writing** within 5 days of absence. You may notify the school by a note to the teacher or an email to the attendance office at [hower@ocps.net](mailto:hower@ocps.net). Please include the child's name and reason for absence. The principal has the ultimate authority to decide whether an absence is excused or unexcused.
2. **Excused** absences include:
  - A. Illness, injury or other insurmountable condition
  - B. Illness or death of a member of the student's immediate family
  - C. Recognized (or established) religious holidays and/or religious instruction
  - D. Medical appointments
  - E. Participation in an approved activity or class of instruction held at another school site.
  - F. **Prearranged** absences of educational value (up to 5 school days a year) with the principal's prior approval
  - G. Up to four (4) days during the school year due to head lice infestation
3. A student between the ages of 6 and 18 who has **5 or more unexcused** absences will be considered **truant**. Days of suspension are not included in the number of absences when determining habitual truancy. Whenever a student attains 5 days of unexcused absence, the student will be reported to the Department of Children and Families. In addition, students will be referred to a truancy intervention program. A mandatory meeting will be held in an attempt to remedy the circumstances causing the truancy. Should this effort fail to end the student's truancy or to alleviate circumstances contributing to that truancy, legal action will be taken including criminal prosecution, if appropriate.
4. If a student is repeatedly absent from school, the school is authorized to require the parent/guardian to provide a written physician's statement for subsequent absences to be considered excused.

5. Students who are not in their classroom at 8:45 a.m. are considered **tardy**. Parents **must** sign a child in through the office if he/she is tardy. Tardies are excused with a doctor's note. Parents will be notified if there is a problem with tardiness. Excessive tardies will require a plan to be developed by the parent, child, and principal.
6. A student's progress report and report card shall contain the number of days absent and tardy for the grading period.
7. Schools may not exempt students from examinations, papers, or other academic performance requirements to encourage student attendance.
8. No student shall be awarded a credit unless the student has been in attendance for instruction for a minimum of 135 hours. The 135 hours required for attendance for instruction corresponds to twenty (20) absences in a school year. The principal may provide a student who has been in attendance less than 135 hours an opportunity to receive credit by demonstrating mastery of the student performance standards for that grade level.
9. Students will be given a reasonable amount of time to make up any work assignments missed during an absence. Academic instruction that is missed shall be made up by the student in a manner acceptable to the teacher and principal and shall be in accordance with the district pupil progression plan. Students may make up work missed during a suspension within a time limit established by the school principal.
10. A student shall be deemed to be in attendance if actually present at school, or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program, for at least one half of the student's instructional day.

### **ADDitions / PTA Volunteers / Parent, Guest and Sibling Guidelines**

**We need YOU!** Parents and friends of the school can help in the instructional program as and ADDitions volunteer. This program is active, varied, and very rewarding. We welcome your services and encourage you to become involved. Visit or call the school office to contact our ADDitions coordinator. On-line applications can be completed on a computer in our front office. The web site to log on to is:  
[www.volunteer.ocps.net](http://www.volunteer.ocps.net).

- ◆ A new application must be completed every year.
- ◆ All visitors and Additions volunteers **must** sign in and receive a nametag in the school office before assisting on campus.
- ◆ Visitors and ADDitions volunteers **are not to bring non-school age children** with them to the school when they are volunteering, observing, or visiting on campus during the academic school day.
- ◆ Volunteers need to dress appropriately.

Parents and adult guests will be formally invited to attend academic events in students classrooms and on school grounds throughout the school year. During the academic school hours from 8:45 to 3:15 p.m., Siblings and all other children NOT attending Sand Lake Elementary School are not permitted during these events. Exceptions to this policy will be at the principal's discretion and notification of such exceptions will be disseminated in writing one formal invitation to parents/guests.

### **Arrival and Dismissal**

We request the cooperation of our parents in helping our students to arrive at school **not earlier than 8:30 a.m.** and **not later than 8:50 a.m.** unless they are participating in school-sponsored activities that are supervised by school employees. Upon their arrival, students should line up quietly outside their classroom or designated area for their classroom. Students will be admitted to their classroom at 8:50 a.m. Parents **may not** walk to and wait with students at their room door. Parents are expected to say good-bye at the main entrance of the building.

**Dismissal during school hours is discouraged** (instructional time continues until the end of the school day at 3:15 p.m.); however, **if absolutely necessary**, we request that you send a written note on the morning of the early dismissal stating the reason and time of pickup. Students are not to be signed out between 2:30 and 3:00 p.m. (between 1:45 and 2:15 p.m. on Wednesday). Students are signed out through the office **only** to the parent or other authorized adult on the registration card or written note.

**Driver's license identification will be required before a student is released to any adult.** Teachers **will not** release students from the classroom to any person. Students will need to be signed out and then will be released to the parents from the front office. Children will not be permitted to leave the campus unaccompanied during school hours. **Please notify us in writing of any dismissal change for your child that is different from his/her standard method of going home.** Please refrain from calling the office with dismissal changes unless it is an emergency. It is necessary for you to have a Rainy Day plan. Please be sure to review your Rainy Day Plan with your child.

### **Bicycle Riders**

Bicycles are to be walked on the school campus. Students who ride bicycles will park them in the racks provided after 8:30 a.m. **ALL BICYCLES MUST BE LOCKED.** Only one rider should be on the bicycle and **helmets must be worn.** Scooters, skateboards, and rollerblades are not acceptable forms of transportation to and from school. All automobile traffic rules shall be observed. Any bicycles left on the school campus overnight will be the responsibility of the owner. **We request that students in kindergarten and first grade not ride their bicycles to school unless accompanied by a parent.**

### **Birthdays**

Birthday parties are **not** allowed at the school. If you would like to send a simple treat to your child's class on his/her birthday (e.g., cookies, cupcakes, or individual snacks), the teacher will distribute them at an appropriate time during the day. **Please do not send anything more elaborate than that as it would be disruptive to the learning environment.**

### **Breakfast Program**

Breakfast is served from 8:30 a.m. until 8:50 a.m. Breakfast is a school-sponsored activity that is supervised by school employees. Students are encouraged to make advance payment on Monday. Send a check or cash for the child/children in a sealed envelope, clearly marked on the outside with the following information: **child's name, teacher, grade, date, amount enclosed for breakfast.** If you enclose cash, please send the exact amount. The price is \$1.00\* per day. Students who are eligible for free or reduced lunch are also eligible for free or reduced (\$0.30\*) breakfast. (\*Prices are subject to change.)

## **Bus Transportation**

**School bus transportation is provided for students living more than 2 miles from school.** A student is allowed to ride his/her bus only. Only students who are eligible for bus service can ride. **Standard classroom behavior is expected from students at the bus stop and while riding on the school bus.** All bus students are expected to follow these safety rules:

- Stand off the roadway while awaiting the bus.
- Remain in your seat while the bus is moving.
- Keep arms and head inside the windows.
- Do not throw things from the bus.
- Cross the road immediately in front of the bus. Wait for the driver's signal before crossing.
- Quiet conversation and classroom conduct is expected at the bus stop and on the bus. Absolutely no talking at railroad crossings or when the lights are on.
- The bus driver is in full charge of the bus and the students.
- Students should report any problems to the bus driver.
- **Students must obey the driver.**
- Students **may** be assigned seats on the bus.
- The bus cannot wait for students who are tardy.

Florida law states that students who abuse the privilege of riding a school bus by misbehaving at the bus stop or on the bus may be denied the privilege of riding the bus. Parents may speak to representatives from OCPS Transportation Services by calling (407) 317-3800.

## **Car Riders/Walkers**

Car riders are dismissed at 3:00 p.m. (2:10 p.m. on Wednesday). **All children who are transported to school in a car are to be dropped off and picked up at the front driveway of the school building. Please do not block any crosswalks while unloading.** For your child's safety, he/she should always exit and enter from the **right** side of the vehicle. Several cars can unload/load in the designated zone at the same time if each driver will **please advance as far as possible. Double parking and passing are not permitted!** Students arriving by car must not arrive earlier than 8:30 a.m. unless they are participating in a school-sponsored activity that is supervised by school employees. Students must be picked up no later than 3:20 p.m. (2:20 p.m. on Wednesdays).

Parents who are planning to pick up their child in a car should come to the school office to pick up a tag board sign to display in their windshield during our car rider dismissal procedure. **Please display the tag board sign in your right-hand windshield with the names of your students and their grade levels.**

<b>Example:</b>	<b>Susie Student</b>	<b>2nd grade</b>
	<b>Tommy Student</b>	<b>3rd grade</b>
	<b>Freddy Friend</b>	<b>5th grade</b>

Please obey our safety rules, posted signs, and cooperate with our staff and school safety patrols. This procedure will assist us and help keep our students **safe**.

### **Change of Address and/or Telephone Number**

It is **imperative** that you notify us immediately of any change of address or telephone number. **It is crucial that we have a way to reach you in case of an emergency.** A change of address will require a new proof of residency as well. Please keep your contact information current by letting us know of any changes. Please contact our Registrar at (407) 903-7400, Ext. 2232, if you have any questions.

### **Class Parties**

By Orange County School Board Policy, all classes are permitted to have two (2) parties each year. These are scheduled right before the winter break and at the end of the school year. Also, to protect the feelings of all students, we request that invitations to private parties not be distributed at school.

### **Clinic**

The school has responsibility for **first aid only**. In case of illness, a child will be cared for until the parent arrives or he/she is returned to his/her classroom. In case of minor injuries, first aid will be administered to the child and he/she will return to class. In case of major injuries, first aid will be administered and the parent will be immediately notified. **Please be sure that a correct telephone number or some other way to contact the parents is available to the school.** Please keep your contact information current by letting us know of any changes.

In certain non-communicable diseases, the pupil may be under the treatment of his/her family physician and require medication during school hours. **Parents must sign a special permission form** - available in the school office - in order for prescription drugs to be administered. **In such cases, the physician must write instructions, stating the number of days the child will need to take the medication. The child will be supervised in taking his/her medicine at the stated time and in the amount prescribed by the physician.** If medication is to be continued for a period longer than the number of days originally specified, the physician must confirm the extended period in writing.

In special cases, such as epilepsy, diabetes, or other conditions where medication is required over prolonged periods, the physician must give written instructions indicating the frequency of medication and any special precautions or other instructions that would enable us to properly supervise the child in taking the medication as prescribed.

**Parents must bring medication in the original container to the Clinic. The parent must complete a school medical form in order to administer the medicine to the child. Pharmacy directions on the label will be followed and must not be altered. Under no circumstances will any over-the-counter medications be given to anyone without written consent from parents.**

**Please do not send the medication to school with your child!** It is very important that a parent signs in the medication initially and signs it out after final dispensing.

If your child has a fever or appears sick in the morning, please do not send him/her to school. You will be called to pick up your child if a fever is determined at school.

A child who contracts a contagious disease or condition such as pink eye, chicken pox, ring worm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or the disease is corrected. A doctor's note may be required to accompany the child to the clinic with proof of treatment (in the case of head lice - empty container that was used to treat the condition) prior to readmission to school.

If a student is to be confined to the home or the hospital by a licensed physician due to illness or injury, the student may be eligible for the Hospital/Homebound school program. The Hospital/Homebound schoolteachers provide instruction in the home, hospital, or through a teleconference class via the telephone system. Homebound application forms may be obtained from the guidance counselor or the Hospital/Homebound office. Applications must be signed by the parent and the doctor and returned to the Hospital/Homebound office for processing.

### **Conduct and Discipline**

Each student is expected to behave so that he/she will not interfere with or interrupt the educational opportunities of fellow students. The Orange County Public Schools Code of Student Conduct is followed at Sand Lake Elementary School. The Code of Student Conduct describes the rights and responsibilities and also tells about the rules each student must follow. The code also describes the consequences for not following the school rules. It emphasizes parental involvement and student responsibility for behavior.

Weapons are forbidden on school grounds. The possession, use, or control of **any** dangerous instrument that could cause harm, injury, or death to another person will be reported to the appropriate law enforcement authorities and will result in suspension from school. Any such item will be confiscated from the student.

The philosophy underlying identified school regulations is that there is an intrinsic desire on the part of the child to control his/her emotions and behavior, and that is a forerunner to academic achievement.

A copy of the Code of Student Conduct is given to each student and may also be found in the school's main office. Please take the time to review this document and discuss it with your child. **Both parent and student will need to sign the form located in the front of the Student Code of Conduct and return it to your teacher.**

### **Curriculum**

Reading, math, writing, language arts, social studies and science are the core of our curriculum, but that is just the beginning of our well rounded learning experience. We are a cooperative learning school where individuals share, help, encourage and support each other's efforts to achieve and be productive. Our computer laboratory, publishing center and media center all help bring learning alive for our students.

Each child also participates in a well-organized and highly motivating program of art, music and physical education. Our media center is always available for students to check out books or do research. The morning news is broadcast live each morning from the media center.

### **Custody of Students**

The school staff is required to release students to either of the natural parents unless we have a copy of a court order that says something to the contrary. IF a parent has such a court order, please give a copy to the administrative staff and make sure they are aware of any restrictions natural parents might have with regard to student contact. All students must be signed out in the front office by a parent, legal guardian or other designated adult contacts that are listed on the Student Information Card, which is updated yearly.

## **Dining Room Manners**

*Enter quietly.*

*Stay seated.*

*Speak with a soft voice.*

*Remain silent when the lights are turned off.*

*Use polite table manners.*

*Eat your own food. (No sharing, please!)*

*Keep your hands and feet to yourself.*

*Clean up your place before you leave the table.*

*Recycle correctly.*

*Leave quietly.*

## **Disclosure at Time of Initial Registration**

At the time of initial registration for school in any school district, each student must note previous school expulsions, arrests resulting in a charge, and juvenile justice actions taken against the student.

## **Dress Code**

Appropriate dress, cleanliness, and general appearance are important not only to how students look, but how they feel about themselves, and how others accept them.

1. Casual wear and sport-type clothing is best suited to school needs. Tank tops, muscle shirts, see-through shirts, halter-tops, short-shorts, cut offs, frayed shorts and biking shorts are not appropriate. Bare midriffs will not be allowed.
2. We will have **school spirit day** on Fridays. Students are encouraged to wear a school tee shirt and/or school colors to show school spirit.
3. Shirts, patches, etc., which portray alcoholic beverages or drug advertisements, vulgar language, expressions, or gestures will not be permitted.
4. Hats, visors, and other head coverings are permitted outside only and may be worn until students arrive in the building.
5. Shoes must be worn at all times. Thongs or sandals without heel straps are not allowed. Flip flops, shoes with wheels, and platform shoes are not safe and are not permitted. Girls are not to wear high-heeled shoes and boys are not to wear cleats.
6. Please label jackets and sweaters to assist our lost and found department. **Unclaimed garments and personal belongings will be removed from the campus in October, December, March and May.**

Students who do not follow the above guidelines will be sent to the office by the teacher. Parents will be notified to bring the appropriate attire.



### Emergency Plans

In the event of a natural disaster or emergency situation, all students will be brought inside the main building or evacuated as necessary. Emergency drills are held to prepare our students for severe weather conditions and/or emergency situations.

According to Orange County Public Schools policy in the event of severe lightning in the area, dismissal may be delayed.

### Exceptional Education Programs

Exceptional education units in the areas of speech and language, gifted education, varying exceptionalities, and other exceptional education programs are available to provide the most appropriate learning opportunities for every child. Students are staffed into these programs based on specific program criteria and parent permission. If you have any questions, our **Staffing Coordinator** will assist you.

### Field Trips

Educational field trips are planned as part of the school program. Permission slips **must be signed and returned to school prior to each trip**. Students without signed permission slips **will not** be permitted to attend. Student behavior is to be exemplary.

The intent of a field trip is to provide educational experiences for our students. It is expected that students go to and from the trip with their teacher and classmates. Should your child need to be checked out during the trip, we suggest that they do not attend the trip.

### General Information

At Sand Lake we strive to keep all parents well informed:

- Our school website is an excellent source of information. Every teacher has created a class web page full of useful information. [www.sandlake.ocps.net](http://www.sandlake.ocps.net)
- VOICE MAIL is accessed by dialing the school number (407)903-7413 and listening to the main menu. A Voice Mail directory, containing all necessary extensions are given to each child.
- Your child will bring home a copy of the Orange County Public Schools Code of Student Conduct.
- Notices and reminders will come home with your child as needed.
- Once a month your child will be given a copy of the lunch menu.
- PTA Newsletters are sent home monthly.
- School Advisory Council (SAC) information is included in the PTA newsletter and additional SAC news is sent home monthly. SAC is an elected parent/staff group dedicated to school improvement.

### Grading Scale

The OCPS grading scale is as follows:

<u>Grades K and 1</u>		<u>Grades 2-5</u>	
<b>S</b>	<b>Satisfactory</b>	<b>A</b>	<b>90-100</b>
<b>N</b>	<b>Needs improvement</b>	<b>B</b>	<b>80-89</b>
<b>U</b>	<b>Unsatisfactory</b>	<b>C</b>	<b>70-79</b>
		<b>D</b>	<b>60-69</b>
		<b>F</b>	<b>59 or below</b>

### **Guiding Principles**

1. Listen and follow directions.
2. Keep hands and feet to yourself.
3. Treat others as you would like to be treated
4. Behave in a safe manner.
5. Make wise use of your time.
6. Be in your classroom on time and ready to participate in the learning opportunities for the day.

### **Gum and Toys**

Students are not permitted to chew gum at Sand Lake Elementary School. Radios, hand-held computer games, skateboards, scooters, shoes with wheels and rollerblades are not permitted at school. Toys are not permitted unless the parent receives a written request from the teacher stating that the child is allowed to bring a toy that will enhance the curriculum.

### **Homework**

Students need to develop a sense of responsibility toward homework early in their academic career. The teacher, parents, and the student share these efforts. Effective, long-lasting study habits occur through reasonable and purposeful homework assignments. These assignments may include reference work, skill practice, book reports, individual drill, special projects, or content reading. Parents can help their children by providing a time and a place for their children to do the homework.

Students and their parents are encouraged to:

*Read each night.*

*Share reading with a family member.*

*Practice math facts.*

*Discuss daily learning experiences.*

### **Insurance**

Insurance for your child may be obtained by completing the information and mailing the Student Accident Insurance envelope. If you desire the insurance coverage, please mail the envelope directly to the insurance company to ensure coverage for the year. **Please do not return the envelope to school.**

### **Internet Access Policy**

During technology classes, while doing media center research, or in the classroom setting, students may be asked to use the internet as a researching tool. All students must have an internet usage agreement form that is signed by their parent/guardian prior to being able to use the internet. Internet usage will be closely supervised and the district filtering program restricts access to inappropriate sites. Please make sure that you sign and return the permission slips sent home in the beginning of the year packets so that your child may access all of the wonderful learning opportunities on the web.

### **Parent Leadership Council (PLC)**

The purpose of the Parent Leadership Council is to encourage parental involvement and participation in the Language Enriched Pupil (LEP) programs and academic achievement initiatives. We encourage all parents who are interested to attend the PLC meetings.

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

The Sand Lake Elementary School PTA is a very active and integral part of our school. The purpose of the association is to promote the lines of communication and to help provide programs and services for the supplemental educational needs of our students. We encourage parents, teachers, and staff members to be active participating members!

### **Personal Belongings**

Each child should assume responsibility for the care of his/her personal belongings. To assist each child and the school staff, **please be sure to label all personal belongings with the child's name.** (Coats, sweaters, jackets, books, school bags, lunch boxes, etc.) If an item is misplaced, encourage your child to check in his/her classroom and the **Lost and Found. Items not picked up in October, December, March and August will be donated to charity.**

### **Physical Education (PE)**

All students will be participating in PE activities as part of the special area rotation schedule. On PE days, please ensure your child is dressed appropriately, including sneakers. When a student must be excused from PE, for any reason, the parent must state in writing the reason for the excuse from PE and the date the child may resume participation. If the child must be excused for more than 3 days, a note from a physician will be required.

### **Problem Solving**

There is a procedure to follow for solving school-related problems and discussing needs. The chart below shows a procedure for solutions. The teacher and student should try to solve the problem first. If it cannot be resolved, the parent, teacher, and student should continue until reaching the last step.

1. Teacher/Student
2. Teacher/Parent/Student
3. Teacher/Parent/Student/Principal

### **Records**

**We are required to have current address and emergency telephone numbers for every student.** This will be held confidential at your request. We need your help in notifying the school of any changes. If you move from our school attendance zone, you will need to withdraw your child and provide us with forwarding information for the school records.

Orange County Public Schools maintains records in accordance with state and federal laws. Parents/legal guardians have the right to review records, obtain a copy of records (\$0.15 per page), challenge information, request a hearing if a disagreement arises, and/or waive access to letters or statements of recommendations/evaluations. A parent who wishes to review, challenge, or get a copy of the records should make an appointment with the principal.

Natural parents have access to student records regardless of custody. The school will release information to natural parents upon written request, signed by the natural parent, unless the school has a court order to the contrary on file.

Orange County Public Schools reserves the right to release the following directory information without prior permission from the parent unless the parent has notified the principal within ten (10) calendar days of the beginning of school that directory information is not to be released. Lists of students will not be released without School Board action.

***Directory information includes student’s name, address, telephone number, date and place of birth, participation in school-sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, graduation date, and honors received.***

Personally identifiable information can be disclosed, transferred, or released without prior consent of the parent of a student or the eligible student in connection with enrollment in another school, application for financial aid, research, a state statute, and an accrediting organization. Personally identifiable information will be released without parent consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena, and in cases involving compulsory school attendance and child abuse. The school will release attendance records, grades, discipline information, and student identification data to the Department of Juvenile Justice and the Division of Children and Families pursuant to Florida Statutes 39.045 and 39.047.

**Reporting to Parents**

Student progress is reported to parents in a mid-term report (five weeks into term), and a report card is sent home for each nine-week period. The intent of the report card is to show the learning level, achievement, work ethic, attitude and behavior of your child for that grading period. As no written report is all-inclusive, conferences are recommended. Parents may schedule conference appointments by calling the teacher’s voice mail or by sending a note to the student’s teacher.

**School Lunches**

A well-balanced plate lunch including milk is served. If a child brings his lunch, he may purchase milk for \$0.30\*. A menu is sent home each month. Please refer to it for current lunch prices.

	<b>Regular</b>	<b>Reduced</b>
Per Day	\$1.75*	\$0.40*
Per Week	\$8.75*	\$2.00*
Milk	\$0.30*	\$0.30*

(\*These prices are subject to change.) Please **do not** send carbonated beverages for lunch.

Students are encouraged to **make advance payment on Monday** for lunches. Send a check or cash for your child or children in a sealed envelope clearly marked on the outside with the following information:

- Child’s name**
- Teacher**

## School lunches continued:

**Grade**

**Date**

**Amount Enclosed**

If you enclose cash, please send the exact amount. An envelope will be sent from each class to our Dining Room Manager on the first day of the week. She will open and record amounts received. In case of an emergency, a lunch may be charged. If a child needs to charge a lunch, the charge must be paid back the very next school day. **Elementary school student meal charges shall be limited to one day.** We have no funds available for long-term charges. Students are not permitted to share or exchange food of any kind with others at lunch.

Applications for free or reduced meals are available each year in the main office. After you complete and return the form, you will be notified whether or not you meet the criteria. Until that is determined, you may receive free or reduced lunch; however, should you be denied, you will be responsible to pay the accumulated charges.

Parents are welcome to have lunch with their child or children. Adult lunches may be purchased for \$2.50\* (\*These prices are subject to change.) **The following procedures must be adhered to in order to maintain order and safety:**

- Establish the time and day you are going to eat with your child.
- Send a note to the teacher informing them of your intention that morning.
- All lunch visitors **must** sign the lunch register and **wait** for their child in the office. No child may be removed from the cafeteria by its lunch visitor. **All visitors are required to wait in the school office and NOT in the school lobby.**

## **School Safety Patrols**

The school safety patrol program is open to fifth grade students on a voluntary basis. Near the end of the school year, any fourth grade student wishing to be a patrol member must submit an application. The student must also write an essay describing his/her qualifications for the patrol position. His/her classroom teacher then evaluates the candidate. Based on the evaluation and review of the essay, he/she is either accepted or denied for patrol.

### **Criteria for selection:**

1. A student must have good academic achievement and receive no “N’s” in the social/emotional growth area.
2. A student must have exemplary behavior with no office referrals.
3. A student must possess leadership skills.
4. A student must know safety rules that apply inside and outside of the school building.
5. A student must be responsible, punctual and helpful.
6. A student must have good attendance.

## **Selling or Trading**

Selling or trading of items among students is not allowed.

## **Standards of Conduct**

Each student is expected to behave so that he/she will not keep the teacher from teaching or other students from learning. We believe children must learn to take responsibility for their own behavior.

School-wide rules and classroom rules are provided to assist students in maintaining good conduct. School-wide rules are listed below. Please go over the rules and consequences with your child.

1. Follow directions from all school staff.
2. Walk quietly in halls and on sidewalks (no running).
3. Keep hands, feet, objects and food to yourself.
4. Do not litter or damage the school's or another person's property.
5. Do not yell or use vulgar language or signs.
6. Do not throw rocks, sand or harmful objects.

## **HIGHLIGHTS**

- ◆ At 8:46, children are considered tardy. Children arriving late will proceed directly to class and the classroom teacher will mark them tardy. Children arriving after 8:55 will be required to receive a tardy pass from the office.
- ◆ Children may not arrive to school before 8:30 a.m. unless enrolled in the extended day program.
- ◆ Dismissal during school hours is discouraged. Instructional time continues the end of the school day. If, for emergency reasons, you must sign your child out early, please come to the front office and will call for the child. Also, please be prepared to show proper identification.
- ◆ Unfortunately due to the complex dismissal procedures, we are unable to dismiss students between the hours of 2:30 and 3:00 (and 1:45 and 2:15 on Wednesday)
- ◆ All visitors must sign in and receive a visitor tag from the front office. Please remember to wear your nametag at all times.
- ◆ We encourage you to have lunch with your child. All lunch visitors are asked to come to the school office and sign in when they arrive and remain in the office until their child joins them. If you know in advance that you will dine with your child, please send a note with your child to inform the teacher that morning. Our special dining area for students and visitors is located at the picnic tables at the front of the school.
- ◆ Should your child forget an item at home, please deliver it to the front office and we will ensure that it is delivered promptly to your child's classroom.
- ◆ Each child is encouraged to assume responsibility to their belongings. To assist with this skill, please label all personal items with your child's name including jackets, lunchboxes, backpacks, R.A.Y. books, notebooks and any other personal items of importance.

## **Student Creed**

### ***Four-Way Test:***

In everything we think, say, or do:

*First* - Is it the truth?

*Second* - Is it FAIR to all concerned?

*Third* - Will it build GOODWILL and BETTER FRIENDSHIPS?

*Fourth* - Will it be BENEFICIAL to all concerned?

## **Telephone and Rainy Days**

The school telephones are business telephones and may be used by the students **only** in case of dire necessity by special permission. Please have a clear understanding with your child regarding:

1. His/her transportation on rainy days.
2. What to do if lunch money is forgotten.
3. Your policy on his/her going home with playmates. **We must have a signed note brought to the office in the morning if your child is to go home in some way other than the norm; i.e., on the bus, as a car rider with a friend or relative, Etc.** We request that you please refrain from calling these changes in to the office unless it is an emergency.
4. His/her responsibility to bring needed materials to school.

## **Telephone Voice Mail Tips**

If you do not care to listen to our automated school greeting during school hours, please press "0" and our receptionist will help you. If you would like to leave a voice mail message for a teacher or staff member during or after school hours, you may dial the school number and press the "#" sign for an alphabetical listing. Our telephone system will prompt you through this procedure.

## **Textbooks/Library Books**

All textbooks and library books are on loan to students free of charge. However, **students are responsible for lost and damaged books and will be expected to pay for them.** Students are expected to cover their textbooks, take good care of them, and bring them home for necessary study. Library books are to be returned to the media center on or before the due date. Additional library materials cannot be checked out until books are returned or lost/damaged items are paid for.

## **Traffic Control**

Parents picking up and dropping off students must use the driveway in front of the school and follow the traffic pattern. Cars left unattended may be ticketed or towed. Students may be dropped off at the **front only**.

## **Website**

Our Sand Lake internet address is: [www.sandlake.ocps.net](http://www.sandlake.ocps.net). Please check our website frequently as it is updated on a regular basis with pertinent information, such as, grade level information, lunch menu, school information, SAC survey, PTA information, and school activities and events.

### **Withdrawal of Students**

If you will be moving out of our attendance zone during the school year, please let the office know as soon as possible, in writing. Please provide us with your new address and the expected date of the move. If you move to an address outside of the attendance zone, but remain in Orange County, your child may remain in attendance and finish the current school year before transferring to their new home school. This policy minimizes disruption to the child's education. If you request to exercise this opportunity, you must understand that transportation becomes your responsibility and this privilege will be revoked if the child begins to have excessive absences, tardies or late pick-ups. If children will be withdrawing from Sand Lake and transferring to a different school, all textbooks and library books must be returned, and extended day and lunch charges must be paid before the student's last day.