

Welcome to the 2018-2019 school year!

In this planner, you will find useful information that will help you and your child throughout the year. Please take time to read the information in your child's planner and in the homework folder so that we can all work together to give your child a rigorous and rewarding educational experience. Please make sure to look at your child's planner daily and sign to confirm that you've reviewed the planner.

The Orange County Public School District's Vision is, "To be the top producer of successful students in the nation." Our mission is "To lead our students to success with the support and involvement of families and the community." I believe that, with your parental support, we can make this vision our reality. The administration and staff of Lake George Elementary welcome you to this new school year.

In order to keep you informed throughout the year, I will provide you with Connect Orange phone calls, Facebook updates, and email updates on a regular basis. Please make sure we have an updated phone number and email listed in your child's records so that we can reach you. Our school website is www.lakegeorge.ocps.net

You are always welcome to contact us to schedule a visit or a meeting. I look forward to meeting all of you as we work together to make this a successful school year for your child. At Lake George we STRETCH for excellence each and every day!

Yours in education,
Jessica Swain
Principal
Lake George Elementary School

School Hours

School Hours 8:45 am -3:00 pm
Wednesday Hours 8:45 am – 2:00 pm
Breakfast 8:15 - 8:40 am

Contact Information

4101 Gatlin Ave.
Orlando, FL 32812
(407) 737-1430

LAKE GEORGE GIRAFFES HAVE SPOTS!

Self-respect and respect for others
Perseverance
Optimism
Trustworthiness
Self-Discipline

Lake George has expectations for every scholar to show their SPOTS! Scholars will have opportunities to earn SPOTS bucks throughout the year when they adhere to our SPOTS expectations. On a regular basis, our scholars will shop with their class at the SPOTS store to spend the "money" they have earned.

ARRIVAL ON CAMPUS

Supervision is not provided to students on campus before 8:15 am, therefore students are not to come to the school or be dropped off at the school before 8:15 am each morning. The school or the Orange County School Board cannot be held liable for any harm that may befall a student who arrives at school prior to this designated time of 8:15 am or is not picked up from school by 3:30 pm (2:30 pm on Wednesday). Students are to go directly to the cafeteria in the morning when the gates open at 8:15 am. At 8:40 am, the teachers will open their classroom doors to welcome their students. Any student who is not in his/her classroom by 8:45 a.m. is considered tardy.

DISMISSAL

School ends daily at 3:00 pm (2:00 pm on Wed.). Students are expected to attend school the entire day. Parents are encouraged to schedule medical and other appointments for after school hours as early dismissals are very disruptive to the instructional process. Students who need to leave the campus during the school day for a dental, doctor, or other appointment must be checked out by the parent or guardian through the main office and the early dismissal will be recorded on your child's attendance record. The early dismissal code will be excused when the child turns in a doctor's note. A photo ID will be required to sign a student out of school. There will be no early dismissal from class after 2:30 pm (1:30 pm on Wed.). For the safety of our children, no student is to be removed from class without the teacher's prior knowledge.

At the beginning of the school year, please discuss with your child's teacher and your child how you expect him/her to get home. If there is a change in your standard routine please send a note to your child's teacher. If a written note is not received by the teacher, the child will be sent home his regular way. The office will not accept changes of dismissal over the telephone except in cases of emergency.

All adults coming on campus at the end of the day to pick up students on the car loops must have a parent pick-up pass. These will be distributed to parents at meet the teacher and must be displayed on the car window. Parents may obtain additional passes from the front office.

SEVERE WEATHER

Weather Delayed Dismissal Procedures

Weather delayed dismissals may occur when the normal dismissal process cannot be completed because of severe weather – primarily heavy rain with or without lightning. We will make every effort to follow the normal dismissal process to the extent the weather allows. A typical rain storm normally moves through an area in about 30 minutes. Parents should expect a weather delay to the dismissal process to last approximately 30 minutes, but sometimes it extends to 45 minutes. Your patience is appreciated during delayed dismissal. Safety is our priority.

If lightning is observed followed within 30 seconds by the sound of thunder, the district's 30 – 30 Rule will apply. Thirty minutes must pass following the last lightning strike that was within 30 seconds of the thunder clap before it is deemed safe for student dismissal or outdoor activities to resume.

As soon as it becomes apparent that weather may delay the dismissal process, parents will be notified via Connect Orange phone message of the potential for a delay in the dismissal process due to weather.

Parents who wish to pick up their child before the weather clears will be allowed to sign their child out from the main office. Normal dismissal will resume when it is safe to do so based on changes in the weather.

ATTENDANCE / TARDY

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

Students arriving to class after the 8:45 a.m. bell are considered tardy. Action, which may involve the school social worker, will be taken for excessive absences and tardiness as this interferes with student progress. Late entry into the classroom interrupts classroom procedures and instruction. Parents should explain the reason for the tardiness to the office. Perfect attendance is earned by a student being at school every day, not coming in late and not leaving early.

MAKE-UP WORK

Students are required to make up work missed due to absences. Students will be given the amount of days absent plus one additional day to make up work. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know that their child will be out for an extended length of time. A 48-hour notice for requested work packets is required. The teachers will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made up at the teacher's convenience.

HEALTH ROOM

A health room is available to comfort students who become ill during the school day or to provide emergency care until emergency personnel or a parent can be reached to pick up the student. We have a Licensed Practical Nurse (LPN) on our staff. The LPN will give children what medical attention is allowable under county health policies. If a child has a temperature, is throwing up, or is clearly ill, the parent will be contacted to take the child home. A sick child should not be left in the health room more than thirty minutes. A Medical Emergency Form should be on file for each student to list other adults who are authorized by the parent to take the child home when the parent cannot be reached.

Medication may be administered to children by the LPN and trained school staff when appropriate forms have been completed by parents. Please contact the health assistant to obtain

these forms. Medication must be in the original container, whether it is prescription or over the counter.

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

STUDENT CODE OF CONDUCT

All students are held accountable for the expectations set forth in the OCPS Student Code of Conduct. This includes student use of school internet policies. Parents are expected to read, review, and discuss with their child the rights, rules, and consequences described in the Student Code of Conduct. Parents and students must sign and return the code of conduct acknowledgement form. You may access the OCPS Student Code of Conduct on the OCPS website or request a copy from our office.

DRESS CODE

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

GRADES AND REPORT CARDS

Report cards are distributed at the end of each nine weeks. Parents are scheduled one report card conference with the classroom teacher each year. Additional conferences may be requested by teachers or parents if there is a need. OCPS uses an online grade book called ProgressBook. You may access your child's grades and assignments using the parent access login at <https://parentaccess.ocps.net/General/District.aspx> at any time. Grades are posted within a week of the test or assignment due date. Letter grades are given in grades 2-5 and are based on student progress in the Florida Standards. The following grading scale is used for all OCPS schools:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59.

HOMEWORK

Homework may be assigned to the student as a reinforcement of newly introduced concepts or as an enrichment activity based on teacher discretion. Homework assignments are separate assignments that enhance the conceptual formation of skills for students. Length of homework assignments vary depending on the grade level. Parents can expect homework at all grade levels on a regular basis. Homework assignments will not be considered for Academic Progress grades, but will be assigned an Academic, Personal and Social Development grade on the report card.

PROGRESSION THROUGH THE GRADES

Students who meet required academic standards are promoted to the next grade level at the end of the school year. Promotion decisions will be marked on the end of year report card. Students not meeting academic standards must be retained or promoted with remediation. Any student who does not meet the district levels of performance in reading, writing, and mathematics or who does not meet the specific levels of performance on statewide assessments must be provided remediation. Insufficient attendance, failing or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in a grade. Parents are given notification of impending failure through interim progress reports, report cards, and/or conferences with the teacher. It is very important that parents note the problem areas and work collaboratively with the teacher to try to help the child achieve success.

PARENT COMMUNICATION

Continuous and ongoing communication is key to your child's success. All classes use a daily student planner and homework folder. Please review your child's planner and folder each night, sign the planner, and return it to school each morning. Check ProgressBook regularly for grades. Teachers are available by email and voicemail. Please allow 48 hours for a response from a teacher, although many will respond to your concerns much sooner. Please understand that teachers are only available to conference or take calls before and after school or during their daily planning period. In an effort to "Go Green" and reduce expenses, much of our communication is via email, phone, our Facebook page, and our school website, www.lakegeorge.ocps.net. Please be sure we have your email address on file.

VISITORS ON CAMPUS

For everyone's safety, all visitors to our campus must present their ID when signing in as a visitor for all events, including award ceremonies. All parents/guardians or volunteers are required to check in through the main office before going to classrooms. All classroom visits must be prearranged (including lunch) with the classroom teacher at least 24 hours in advance.

PARENT-TEACHER ASSOCIATION

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

VOLUNTEERS

It would be very difficult for Lake George to operate without its devoted and dedicated volunteers (ADDitions) who work so diligently assisting in the classroom and at home. ADDitions volunteer applications must be completed and approved every year in order for volunteers to assist us. These forms are available online at <https://volunteer.ocps.net/>.

CLASSROOM INTERRUPTIONS

Classroom instructional time is very valuable. Interruptions interfere with the instructional flow and process. We also seek to develop student responsibility as part of our character education program. As a result, the office will not accept items for delivery to students during the school day. These items include books, homework, projects, etc. The only exception will be birthday

treats or projects that may be too large for the student to carry. These items should be delivered to the office before 8:40 in the morning. We value your child's education, and interruptions during the school day should be for emergency reasons only. Please help your child practice responsibility by bringing all necessary materials to school each day.

CLASS PARTIES

Two class parties are held each year, one before the winter break and one at the end of the year. Class parties are for students only. Parents may be requested to assist and must be approved *ADDitions* volunteers. Birthday parties for students are not appropriate at school. Individual teachers may allow a birthday snack to be shared with the class, but please do not send in goody bags. Only store purchased items in original packaging may be served to students at school. School board policy prohibits serving homemade items to students.

PERSONAL DATA INFORMATION

OCPS requires families to provide schools with a current address, email, and phone numbers at all times. Please notify the main office immediately if you have changed your address, home, work, or emergency phone numbers. Expired leases must be updated and presented to the registrar for proof of residency each school year. In case of emergency, we must have a current phone number through which you may be contacted. A note or visit in person will enable us to update our records.

VIDEOTAPING / PHOTOGRAPHING

Video recordings and pictures are used regularly by teachers and staff in the classroom and for instruction. Some of these recordings and photographs air on campus television, newspapers, school website, or on our school's Launchpad channel on the internet.

Only students with a signed Model Release Form on file may appear in these recordings and on the morning news show. Our morning news show is uploaded daily to <https://launchpad.classlink.com/ocps> and can be accessed via the Safari Montage LTI logo.

PHYSICAL EDUCATION EXCUSES

Students who, because of illness or injury, are temporarily unable to participate in physical education activities need to present a note from their parent to the PE teacher explaining the problem. Students are required to attend classes to observe the lessons when unable to participate. Students who need to be excused from activities for a week or more must provide a doctor's excuse. If your child has any permanent physical restrictions or disabilities, please notify the physical education teacher and the main office.

EXTENDED DAY / DAY CARES

An extended day program is offered for child care from 7:00 am to 8:15 am before school and from 3:00 pm to 6:00 pm after school. This is a paid program. Please contact the extended day coordinator at 407-737-1430 ext. 3492230 for information and registration.

There are also a number of local day cares that pick up and drop off at our school. The main office can provide a list for you.

BIKES - SKATEBOARDS

Bikes, scooters, skateboards, etc. may be ridden to school by students. Upon arriving on school grounds, students must walk their means of transportation to the assigned area for parking. The right to ride a bike or other item is a privilege and may be taken away if abused. Bikes need to be locked during school hours. The school does not provide locks. The school is not responsible for lost or stolen items. By law, all children riding bicycles are required to wear a bike helmet.

INSURANCE

An insurance program is available at a nominal fee for all students. At the beginning of the school year, a notice from the insurance company explaining the coverage and cost is provided. Student coverage is the responsibility of the parent. Since schools do not pay for medical care due to accidents, parents are encouraged to seek coverage for their individual children.

LOST AND FOUND

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

LUNCH & BREAKFAST PROGRAMS

Breakfast and lunch are free for all students at Lake George Elementary School. Breakfast will be available for all students from 8:15 until 8:40 each morning free of charge. Students must arrive early enough to eat breakfast and still arrive to class on time. Each class has a designated lunchtime.

Menus can be accessed on our website. Students are discouraged from bringing fast food, soda, chips, or candy for lunch. Food items in glass containers are prohibited.

Parents are welcome to visit and eat lunch with their child during the lunch period. Notification to the classroom teacher is required 24 hours in advance. Parents must sign in at the main office and wait for a student escort. Parents are not permitted to visit during breakfast or during the first month of school for lunch.

MEDIA CENTER

Students may check out books from the Media Center for two weeks at a time. There are no fines charged for overdue books; however, a student with an overdue book is not allowed to check out another book until the overdue book is returned. Lost books must be paid for in full, and damaged books paid for in proportion to the damage as assessed by the media specialist. All payments must be made before another book can be checked out. When a book is lost and paid for and is later found, the money will be refunded. If you are moving, all library books must be returned so that the student's record can be cleared.

WITHDRAWALS

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

Your first line of communication is your child's teacher.

**The School's Phone Number is
407-737-1430**

My child's teacher is: _____ Extension #: 3494 _____

**Who do I Contact at Lake George if I Have
Additional Questions?**

Type of Question or Concern	Staff Member	407-737-1430
General Questions, Activities, Attendance, Phone Number Changes, or to be transferred to the teacher's voicemail.	Mrs. Hardin (Front Desk Clerk)	Ext. 3492221 OR Ext. 0
Health Room	Nurse Vicky	Ext. 3492229
Registration, Withdrawals, and Address Changes	Mrs. Zarama (Registrar)	Ext. 3492232
Lunch / Breakfast Questions	Ms. Frazer (Cafeteria Manager)	Ext. 3492226
Discipline / Behavior Discipline Referrals	Ms. Clarke (Dean)	Ext. 3492244
Tutoring Florida State Testing Curriculum	Mrs. Thomas (Instructional Coach)	Ext. 3492224
MTSS / RtI Process Math or Reading Interventions	Mrs. Luyster (MTSS Coach)	Ext. 3492279
School Guidance Counseling and 504 Plans	Mrs. Valdes (Guidance Counselor)	Ext. 3492253
Exceptional Student Education (ESE) and English Language Learners (ESOL)	Ms. Cruz Reyes (Resource Teacher)	Ext. 3492225
Media Center, Accelerated Reader (AR), Textbooks	Mrs. Abalo (Media Specialist)	Ext. 3492358
General concerns or if your concern was not resolved by any of the staff members listed above.	Ms. Jusino (Principal's Secretary) Mrs. Swain (Principal) Mrs. Dottavio (Assistant Principal)	Ext. 3492223 Ext. 3492222 Ext. 3492235

We look forward to a great year at Lake George Elementary School,
where we STRETCH for excellence each and every day!

