

South Lake Charter School
“Home of the Skippers”
Clermont, FL.

The Navigator

“Charting a Course for Success”

**A Guide for
Students, Parents and Teachers**

2006

This manual is to be used as a “guide” for the rules, regulations, policies and procedures for South Lake Charter School. The Principal will have the final say on anything in here, as well but not limited to, any material not covered in these pages.

For updates, concerns or complaints please refer them to your Student Advisory Committee via the school website.

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Absences/Tardiness

A written excuse to the teacher, dated and signed by the parent IS REQUIRED. ALL PARENTS ARE ENCOURAGED TO CALL 352-243-2960 AND REPORT YOUR STUDENT OUT SICK. Absence will be excused in case of illness of the student, death in the immediate family, or other serious events beyond the student or family's control. **If a note or phone call is not received the student will have an unexcused absence for the day.** If family business should require a student to miss school, a prearranged absence must be requested in writing from the principal. No more than five prearranged days are excused each year.

After 8:35 a.m., parents are required to go into the office to get a tardy slip before your child proceeds to the classroom.

Agenda

All students will receive one planner per school year. Planners are used consistently in grades K-5. Parents are encouraged to check planners daily. All grade levels use planners to communicate between home and school. Each teacher may use planners differently. If your student loses or misplaces their planner, you may purchase a new planner for \$5.00 dollars (while supplies last).

Classroom Interruption

Maintaining an instructional focus and providing a safe environment are top priorities at South Lake Charter School. In order to provide the best environment for all students, classroom interruptions will not be allowed. Students are not permitted to take phone calls from parents during the regular school day. Please remember to make sure your student has money or a lunch for the day.

Clinic – Medication, Lice Prevention/Control

A clinic assistant will be on duty to call parents when children are no longer able to stay at school. Please make an effort to pick up your child as soon as possible usually within the hour. If your child tells you he doesn't feel well in the morning before school, please keep him at home if he has a fever. Minor problems sometimes become worse as the day progresses. Every child needs to have an emergency card filled out and on file in the clinic. Please keep the school informed of any change in phone numbers or location of parents so we may contact you in an emergency. In order to reach you please provide more than one working emergency contact.

STUDENTS ARE NOT ALLOWED TO KEEP MEDICINE IN CLASSROOMS OR SELF-ADMINISTER MEDICATION (including cough medicine, aspirin and other non-prescription items) without a signed authorization form. **School Board Policy 4.014 states: Only those medications which are prescribed by a physician may be administered in school, and only in cases where failure to take such medication during school hours could jeopardize a student's health.** All medication (Prescription or non-prescribed over-the counter) to be administered to an elementary student shall be delivered to the designated staff person at the student's school and retrieved from said staff person by the student's parent, legal guardian, or other adult. The medication must be in the original container with the current prescription label. In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian. If prior arrangements have been made with the principal or his/her designee, as parent or guardian may go into the school to administer prescribed or non-prescribed (over-the counter) medication to his or her child upon completion of a Student Medication Record.

Prevention and Control of Head Lice – Pediculosis (head lice) is one of the most common health problems of childhood. School nurses, health aides, and other school personnel have been trained to identify lice and nits. Parents should be aware of the facts about lice and should inspect children often. **STATE STATUE: SECTION 230.22 F.S. PEDICULOSIS (HEAD LICE): States any student with head lice shall be excluded from attendance at school and on the bus, until such time that it has been determined that the student is free of head lice.** Please inquire in the Clinic for any details pertaining to head lice.

Discipline

A healthy and safe learning environment is only achieved when students follow the rules.

Each teacher will notify parents of grade level expectation and class rules. If students have trouble following the classroom or school rules, they will be reminded of the rules. If they continue to misbehave, they may have privileges taken away, be sent to another room to work for awhile, have their parents called or sent to the office to discuss the problem with the principal. For serious behavior problems a student may be suspended from school.

Dismissal Procedure

On all days except Wednesday, kindergarteners and siblings, walkers, bus riders, day-care vans and extended day care students are dismissed at 2:45 p.m. All other students are dismissed at 3:00 p.m. Dismissals will be signaled by a bell (tone).

On Wednesdays, early dismissal day, kindergarteners and siblings, walkers, bus riders, day-care vans and extended day care students are dismissed at 1:45 p.m. All other students are dismissed at 2:00 p.m. Dismissals will be signaled by a bell (tone).

All students must vacate the school grounds by 3:20 p.m. unless they are involved in a school-related activity.

Car Riders: If you are picking up your student using the car rider line, precede cautiously to the waiting staff personnel. Please have your car tag clearly displayed. Your student may not enter the vehicle until the staff member opens the door and directs the student to the vehicle. Please remain in your vehicle to help expedite this process. After your student has buckled up, proceed slowly to the exit.

As a further safety precaution, students will not be released from the car rider line area to parents walking up from the parking lot. You must remain in your vehicle in the car rider line in order to pick-up your student.

Walk-ups: Parents will not be allowed to pick-up their student in the office any later than 30 minutes prior to the end of the school day. At this time, you will be directed to drive through the car rider line.

Extended Learning

Extended day programs are from 7:00 a.m. to 8:00 a.m. and afternoons from 3:00 p.m. to 6:00 p.m. (2:00 p.m. on Wednesdays).

Grades

Report cards will be sent home after each 9 week grading period. In addition, you will receive a mid-term progress report.

Guidelines for Resolving School Related Problems

Many misunderstandings and problems can be resolved through discussion between the parent and teacher/or other appropriate school personnel. These guidelines are step-by-step procedures to assist you when you are attempting to solve a problem. Please make every effort to gather accurate facts before contacting the school.

Step One: It is always to contact the teacher or staff member involved. Many times this is a part of gathering facts.

Step Two: If further clarification is desired, you are advised to schedule a conference with the principal or resolve any additional issues.

Step Four: If you have exhausted all the possibilities at the school level the principal will advise you of the appropriate person at the district level.

Most concerns are satisfactorily answered at step one. Our teachers are always open and willing to communicate. The other steps are provided as an additional means of addressing your concerns.

Parent Abuse: School personnel are not required to suffer verbal or physical abuse by parents, students, or others. Two Florida laws address the issue of verbally or physically abusive parents, guardians, or other persons acting on behalf of a student. Statute (12) 228.091 and Statute (2) 877.13 When such situations occur it is recommended that the parent be asked to leave the school, and the principal send the parent a letter advising them they are not welcome unless their behavior changes. If they return and conduct themselves in the same way, law enforcement will be called and the parent will be asked to leave. If the parent refuses to leave or returns and continues to be disruptive, law enforcement will be asked to take appropriate action.

Homework Policy

Homework is assigned with a purpose, usually to enrich or reinforce the classroom instruction. The habits established during these years provide the necessary foundation for middle school. Most assignments are daily, however, occasionally a home project requiring more time may be assigned. Every teacher will develop an explanation of their procedures for homework based on the policy and communicate it to their parents in writing after administration approval.

The use of homework folders will be decided upon by each teacher.

Inappropriate Items – (Gum, candy, toys, radios, etc.)

No toys may be brought to school unless requested by the teacher. Pocketknives, cap guns, and any other dangerous toys or weapons are not to be brought to school. ZERO TOLERANCE is a Lake County policy, which tolerates no weapons of any kind on school grounds. If a student has a knife or any other weapon at school, the situation may be handled as a reason for suspension or expulsion. Any items collected will be returned to parents. Skateboards, shoes with wheels in them, and scooters are not permitted on school property. No animals may be brought to school except by special arrangement.

Lost and Found

Please write your student's name on their lunch box and jackets. There is a box in the main office for any lost items. At the end of each nine week session, the lost and found box will be emptied.

Lunch

Hot lunches are offered throughout the year. Students are encouraged to pay for lunches in advance. Lunch money is collected at lunch time Monday in the Lunchroom/Multi-Purpose Room (MPR).

Families are welcome to eat lunch with their child. All visitors need to check in at the office, as outlined in the Visitor Procedure section of this guide.

Media Center/Library

Library books may be checked out from the media center. Books must be returned on time and in good condition. If a book is lost or destroyed, the student must pay for its replacement.

Morning Drop-off Procedure

Students shall not arrive to school earlier than 8:00 a.m., unless they are signed-up for extended learning.

Car Rider: If you are dropping your student off using the car rider line, proceed with caution to the waiting staff personnel. Your student may not exit the vehicle until the staff member opens the door and directs the student to the appropriate location. Please remain in your vehicle to help expedite this process.

Walk-ups: If you are walking your student to class, park in the available spaces in front of the school and proceed to the office to sign-in and obtain a visitor's badge.

Upon arrival, all students are to proceed to the MPR where they will be supervised until their teacher picks them up at 8:25 a.m. If your class has already left, proceed to the classroom. Students are tardy at 8:35 a.m. and a tardy slip must be obtained from the front office. Parents need to leave campus by 8:35 a.m. unless they are volunteering. A bell (tone) will signal the start of school, as well as give a friendly reminder to parents/visitors. Parents wanting to speak with a teacher need to schedule a conference by contacting the teacher via voicemail or email. Daily communication can be handled through the student's planner.

Since teachers and administrators are not available for supervision until 8:00 a.m., students should not arrive until that time unless they attend the extended day program.

Bus Rider: Riding the bus is a privilege, not a right. A verbal warning will be given to students who do not follow the bus rules as outlined below. If a student does not correct their behavior after a verbal warning, use of the bus for that student may be suspended.

The Bus Rules are as follows, but not limited to:

- No standing in the aisles while the bus is in motion.
- Seat belts must be worn at all times.
- No eating or drinking allowed.
- Voices must be kept at an acceptable level (driver's discretion).

Physical Education

All students will be expected to participate in Physical Education (P.E.), unless they have a written excuse from their parent. If a student misses scheduled P.E. for an extended amount of time due to illness, an excuse from the doctor is needed. In order to prevent injury, please have your children wear sneakers on P.E. days.

School Hours

Our School operates from 8:30 a.m.-3:00 p.m. (2:00 p.m. on Wednesdays).

School Parties

South Lake Charter theme is global education. Our school community recognizes and supports the value of learning about diverse cultures, customs and world religions. Where appropriate in the instructional program, teachers may wish to examine observances of the world's major religions, with particular emphasis on those represented by students in the classroom, our school and community. Through instruction, students must be provided with opportunities to understand the ways in which people are similar as well as the ways they are different.

The following information may be appropriately shared:

- Name of the holiday
- Purpose of the holiday
- When the holiday is held (date and location)
- Who participates in the holiday
- Traditions associated with the holiday
- How the holiday reveals the historical experience and culture of its followers
- Regional differences in the recognition of the holiday

While religious holidays may be acknowledged as described above, they may not be observed. This means that religious symbols such as crosses, nativities and menorahs may be used as teaching aids in the classroom provided that the symbols are displayed as examples of the cultural and religious heritage of the holiday and are temporary in nature (temporary being the period that the instructional unit is in progress). Religious symbols may not be used as decorations. Symbols of religious holidays that have acquired a secular meaning such as Dreidels, Santa Claus, as well as other symbols representative of students in the classroom, school, and community are permissible decorations.

In addition, music, art, literature, and drama with religious themes may be included in teaching about religion, provided that they are presented in a religiously neutral, prudent, and objective manner, and related to sound, secular educational goals. Religious music or drama may be included in school events, such as holiday programs, as long as they are part of the secular program and not focused on any one religion or religious observance. Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.

Students' participation should be voluntary in the recognition of any holiday. At all times, the major goal of this policy and all activities is to promote sensitivity, respect, and tolerance for all.

Above all, teachers will make the final decision on parties appropriate to the children and related events. Teachers will decide on days and times that may best suit the needs of the grade level.

Birthday parties are not to be held at school for any grade level. However, any parent wishing to send cupcakes, cookies and/or drinks to celebrate a birthday, must contact the teacher for approval in advance.

Voluntary class donation requests, in the form of cash, will need to be approved by the Principal prior to notices going out to parents.

Sign-Out Procedure

NO student will be allowed to leave the school with anyone other than the legal parent or guardian, unless that person is listed on the Security Card and presents the appropriate identification. Any student leaving school

during the school day must be signed out at the office or clinic. For their safety, we do not dismiss students on their own with only a note or telephone call from the parents; they must be signed out through the office. Parents are not permitted to pick-up students outside the classroom doors or hallways. Students will be received in the office.

South Lake Charter Newsletter

The PTO publishes a newsletter that is full of current announcements and information. It is distributed by the teachers once a month. If you would like to include information in this publication, it must be submitted to the PTO Newsletter Editor prior to the 15th of each month.

Special Activities

Field Trips: Teachers may plan several field trips during the year as part of the educational program. They will notify parents well in advance of any trip. Signed permission slips and payment (if applicable) must be received by the due date in order for the student to be allowed to participate.

Safety Patrol: The safety patrol will consist of responsible 5th graders that exhibit good behavior in and out of the classroom, as well as exceptional grade averages. Students will be chosen by teacher recommendations. The safety patrol will ensure that all students maintain a safe campus. All students are expected to cooperate with the safety patrols.

Student Council: Student Council representation will come from 2nd, 3rd, 4th and 5th grader classes. Each classroom will elect a representative and an alternate from their class. Officers will be selected from the 4th and 5th grade representatives. The purpose of the Student Council is to suggest and carry out projects for the benefit of the school.

Videos: Teachers must preview videos before being presented to the class. Any questionable material must be discussed with the Principal.

Any parent wanting to begin a club or help with current clubs are encouraged to see the administration.

Student Code of Conduct

This district has a code of student conduct that is sent home as a separate booklet. Each grade will be notifying parents of grade level expectations and class rules. The Lake County Code of Conduct falls within the Student Conduct Code and does not constitute additional rules.

South Lake Charter Elementary School Code of Conduct:

- Conduct on campus will be safe and orderly.
- Students will be respectful to adults and fellow students at all times.
- Students will dress in proper school uniform (see Student Dress)
- Students will conduct themselves in a clean and healthy manner while on the school grounds.
- A pleasant lunchroom atmosphere consisting of appropriate behavior and proper eating habits will be maintained.
- Students will be in their classrooms prepared and ready before the tardy bell rings at 8:35 a.m.
- Students will show pride in SLC facilities and supplies; destruction of school property will not be tolerated.

Student Dress

In an effort to promote safety and diminish competition for dress among students, there is a mandatory uniform policy for all grade levels. The driving purpose of this clear policy is to free the students to concentrate on academics and to excel.

Sunshine Uniforms will exclusively supply all uniform pieced to our “Skippers”.

Our policy includes the following dress exclusively:

1. Your child is free to wear any selections for his/her gender on our approved list, regardless of grade level.
2. **Shirts for Boys and Girls:** Approved shirts on the Sunshine School Uniforms description sheet, tucked into bottoms. White or navy tee-shirts or turtlenecks (only) may be worn under the shirt. Students may wear any of the selections for any grade level.
3. **Bottoms for Boys and Girls:** Approved pants, shorts, skorts, jumpers or dresses on the Sunshine School Uniforms description sheet. Any “bloomers” being worn under girls’ dresses may not rest below the hemline of the dress/jumper (can’t “show”). Bottoms **MUST** be Sunshine School Uniforms brand and substitutions cannot be made. Belts (black or brown) are required where belt loops are present, and may be purchased from any store.
5. **Shoes:** Must be closed-toe with non-marking rubber soles, and must have backs. Sneakers and loafers are acceptable. Socks or tights must be worn at all times (plain navy, white or khaki) and may be purchased from any store.
6. **Cold Weather Dress:** Navy fleece or navy sweatshirt with logo from Sunshine School Uniforms. Additionally, a plain navy, white or khaki sweater may be worn, and a winter jacket will be allowed for very cold days. Students will only be allowed to wear these approved items in the classroom.
7. **Backpacks:** Regular or wheeled are acceptable, no offensive graphics.

Student Choice Days

Student Choice Day will be Wednesdays and will give our Skippers a chance to wear their own clothing to school. Uniforms will not be required on Student Choice Day; however students may still chose to wear their uniforms on these days if they wish. In order to keep the appearance of the school academic in nature, the following dress code will be strictly enforced on Student Choice Days:

- Jeans may be worn that are clean and without holes or tears.
- Pants or shorts must be worn at the waistline and not be excessively baggy or excessively tight. Legs may not be rolled up. No low-rise waistlines that expose skin will be allowed.
- Shorts/skorts must at least reach the end of the fingertips when arms are by the side. Shorts must not fall below the knee. No cut-offs are allowed of any kind.
- Shirts with printing that is offensive will not be allowed. Printing that depicts smoking, drugs, alcohol, profanity, violence, sex or other offensive material will not be allowed.
- No see-through tops.
- No halter tops, sling tops, spaghetti straps, or tank tops with straps less than 2” wide. No cropped shirts or shirts that show belly will be allowed.
- Shoes must be closed-toe and closed-heel.

NO large chain necklaces, oversized jewelry, hoop earrings over 1” wide, no jewelry that is a health or safety hazard, and no gang, drug or violence related items are allowed.

Enforcement of this dress code will be as follows:

NOTE: Students may be asked to change into school approved clothing which will be borrowed from the "clothing closet". Clothes shall be laundered and returned to school the following school day. Fines will be assessed if clothing is not returned.

- 1st offense: written notification to the parents. A written response is required back to the teacher.
- 2nd offense: phone call to parents by staff member.
- 3rd offense: student will be sent to the office. Parents will be responsible to bring a change of clothes before they student is allowed back to the classroom.

Teacher Conferences

All parent/teacher conferences are to be scheduled directly with the classroom teacher. Please call your child's teacher's voice mailbox directly. Teachers are not available for conferences during the school day except by prior arrangement. We encourage parents to take an interest in their child's activities at school and would like for you to visit the classroom. If you would like to visit your child's classroom, you may request to do so once each semester.

Terrific Kid

The South Lake Kiwanis Club sponsors this program to honor one student from each class each week on Friday mornings. Parents are invited to attend the ceremony when their child has been chosen as a Terrific Kid.

Textbooks

It is expected that students will take good care of their books and return them in clean, unmarked, condition. If a book is lost or destroyed, a replacement fee will be assessed.

Visitor Procedure

ALL visitors are required to sign-in at the front office where they will receive a visitor badge that is to be prominently worn at all times while on school grounds.

Volunteer Program

If you have any interest in joining our volunteer team, please download the volunteer form from our website and submit it to the school office prior to your first volunteer task. All parents wanting to volunteer must be registered with the school according to Lake County Regulations.

Volunteers are required to sign in and out of the front office. Visitor badges must be worn and visible at all times.

There are many opportunities available for parents to get involved. Teachers are especially in need of parent volunteers for a variety of things throughout the year.

The School Advisory Council (SAC) meets the first Tuesday of each month during the school year. The SAC is a group of parents, teachers, staff and community members that focus on school improvement issues. Meetings are open to the public.

The Parent Teacher Organization (PTO) has general meetings held four times per year. The PTO Board meets the second Tuesday of each month. PTO is always interested in parents who wish to get involved.

School volunteers are always needed. Remember, each family is expected to contribute 10 hours of volunteer time for each child.

Website

Please feel free to visit our school website for communications that may come out throughout the year at:

www.southlakecharter.org.

Withdrawals/Moving

Please contact the office at least three days before a move is planned so that textbooks and library books and other materials can be returned. We will send all necessary records to your child's new school. Notify the school office at any time if address or phone numbers change.