



Seminole County Public Schools

Lake Orienta Student/Parent Handbook



2023-2024

Principal – Chris Peacock
Assistant Principal – Meagan Yaros
School Administration Manager- Denise Boring

612 Newport Avenue
Altamonte Springs, Florida 32701

Phone: 407-746-2650
Fax: 407-746-2699

Welcome to Lake Orienta! This handbook has been prepared to help you understand the policies and procedures of our school. Please review all information.

Mission Statement

The mission of Lake Orienta is to create a learning environment focused on the whole-student, which encourages autonomy, perseverance, and confidence through productive struggle with the support of families and the community.

Vision Statement

The vision of Lake Orienta Elementary is to create productive life-long learners who value achievement and are responsible for their own success.

School Hours



Student Hours:

Monday, Tuesday, Thursday, Friday

8:35 am – 3:05 pm



Wednesday

8:35 am – 2:05 pm

Students are expected to be at school by **8:35 am** for the bell and may arrive at **8:05 am** for breakfast which is provided until **8:30 am** free of charge. Please note that the school is not responsible for children left alone on school grounds prior to **8:05 am** and/or after **2:30 pm on Wednesdays** and **3:30 pm on Monday, Tuesday, Thursday, and Fridays** when supervision is not available.

Office Hours:

Monday – Friday

7:45 am – 3:30 pm



School Colors

Red, White, and Black



School Mascot

Penguin

School Phone Numbers

Lake Orienta's telephone system provides a phone and voicemail in every classroom. Numbers and communication procedures will be published via our newsletter.

Office (407) 746-2650
Cafeteria (407) 746-2652

Guidance (407) 746-2606
Extended Day (407) 746-2694



School Website

<http://www.lakeorienta.scps.k12.fl.us/>

Admission and Enrollment

Florida Statute 1003.03 requires all districts to meet a strict enforcement of class size. If your student cannot be enrolled at your zone school, your student will be assigned to a school at an alternate location, School Board Policy (5.30, V).

A student in Seminole County Public Schools who has attained the age of six by February 1, of any school year, but who has not yet attained the age of sixteen, is required to attend school regularly during the entire school year. Any child who has attained the age of six years on or before September 1 will be admitted to first grade if Kindergarten has been successfully completed. When a student transfers into a Seminole County public school from an out of district public or nonpublic school, the student will be academically screened as per Section II.A.1(b). Testing results will be shared with the parent. **The principal shall have the final decision regarding student placement.** The School Board of Seminole County, Florida, has adopted a Compulsory Attendance Policy, File JEA, which states, "A student is expected to attend all school sessions unless excused by a proper school authority."

Attendance and Absences

Regular and punctual attendance is essential for the optimum learning, growth, and development of students. When a student is absent from school, he/she must bring a written excuse stating the reason for the absence on the day he/she returns to class. The principal has legal authority to determine if an absence is excused. A student will be excused from school only for those reasons listed in the Seminole County School Student Conduct and Discipline Code. A student shall be considered truant when absent without permission of the parent/guardian or when the parent/guardian consents to unnecessary absences.

An excused student absence is defined as illness, death in the family, family emergency (approved by the principal), and observance of religious holy days. Students with excused absences will be given the opportunity to make up schoolwork according to the following guidelines: a student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. **Students with unexcused absences will receive a zero for the daily assignment (s). It is the student's responsibility to obtain assignments upon returning to class immediately following an absence. Students shall have no less, plus one, than the number of days absent to complete and turn in make-up work for credit.**

Absences due to head lice (pediculosis), nits, or immunization non-compliance for more than three (3) school days will be considered an unexcused absence. The school will make a referral to the School Board nurse who will assess the need for forwarding the student to the school social worker.

A student may be excused for a continued or repeated illness up to ten (10) attendance days in a span of ninety (90) calendar days. After this period, medical verification will be required. If no verification is submitted within three (3) student attendance days, referral to the School Board nurse will be required.

Dismissals during the Day

No child may be dismissed during the school day unless a parent/guardian comes to the office to sign the appropriate form releasing the child. Student attendance records will be updated to indicate students who do not attend a full day of school. If you must pick up your child before dismissal time, we request you do so prior to the last **30 minutes of the school day** to ensure maximum student safety and to avoid the busy activity of dismissal. M, T, TH, F 2:30PM Wed. 1:30pm

Early release of students is strongly discouraged. Students may only be released (signed out) to parents, guardians, or other persons designated on the Lake Orienta Security card. You will be required to show identification when picking up your child from the office. A phone call may be made to the parent or guardian who signed the enrollment form to verify if an individual is eligible to remove the student from the campus.

Tardiness

Classrooms open at 8:30 am. Those students arriving after 8:40 am will be marked tardy. Students must get a tardy slip at the reception desk.

Arrival/Dismissal

Safety of students is a major concern of parents and school staff alike. The safety of children cannot be overemphasized. Our rules for bicycle riders, walkers, and drivers are of primary importance in maintaining an accident-free environment for everyone. We urge you to caution your child about safety to and from school, talking to strangers, and going directly home unless previous plans have been arranged.

At the beginning of the year, the way the student goes home will be recorded (car rider, bus rider, walker, bike rider, day care, etc.). The teacher **must** be notified through a **written note** from the parent if a change occurs, otherwise the student will be sent home the same way every day. (If using commercial day care, parents must also notify the center directly when other arrangements are made.)

ALL STUDENTS SHOULD BE PICKED UP BY 3:30 pm (2:30 pm on Wednesdays) - Supervision cannot be provided after this time. If there is any variation in the regular routine, please be certain your child understands these arrangements before leaving home in the morning. If you need to change your child's regular dismissal procedure please call the school's main phone number at 407-746-2650 before **2:30 pm (Monday, Tuesday, Thursday, & Friday)** and **1:30 pm (Wednesday)**. Additionally, a note to your child's teacher regarding dismissal changes is appreciated. It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students for a period of 30 minutes after dismissal. Following this time, and

after all efforts have been made to locate an emergency contact, the **Altamonte Springs Police Department will be called to assist in this effort.**

Car Riders

1. Children are to be picked up on the car ramp only, in front of Building 2 (2 story) and our designated car tag must be displayed.
2. The driver should not leave his/her car unattended.
3. Please pull all the way to designated pole
4. Please have students enter and exit the vehicle on the passenger side
5. Please do not exit your vehicle to buckle and unbuckle students in the car line
6. Car riders are not picked up on the street behind the school.

Walkers

All students walking to school must carefully observe safety rules and obey the crossing guard. Students are to cross the street only at the crosswalk with the guard. Students are to walk on sidewalks and follow planned, direct routes home.

Bike Riders

Students riding bikes to school will walk their bicycles to the bicycle parking area. The law requires all students riding bicycles to wear a helmet. Scooters, skateboards, and skate shoes are not allowed to be ridden on campus.

Bus Riders

1. Parents are responsible for the behavior of their own children while at the bus stop.
2. No child may ride a bus other than the one assigned. If a child is not a regular bus rider, he/she may not ride a bus at any time.
3. The driver is in full charge of the bus and will assign students to specific seats on the bus.
4. Students must be seated and keep their arms and head inside the bus while it is moving.
5. Quiet conversation is permitted except when the bus driver signals for silence.
6. No eating or drinking is allowed on the bus.
7. No animals, glass items, helium filled balloons, or other potentially hazardous items may be taken on the bus.
8. Failure of any student to observe these rules and regulations will be reported by the driver to the school principal who has the authority to suspend the student from riding the bus.
 - a. The principal or designee may suspend students from riding the bus for up to 10 days. Parents are responsible for transportation during a bus suspension.

Severe Weather

In the event of severe weather dismissal will be “on hold” for the safety of students and staff. Families will be notified through SchoolMessenger’s text and email notifications, along with social media posting. Weather conditions will be updated every 15 minutes in accordance with SCPS procedures.

Behavior

The Seminole County School Board Student Conduct and Discipline Code forms the basis for our behavior policies. This code is in effect on school property during regular school hours as well as other places and times where teachers and school administrators oversee students. This code also applies to students being transported on school buses.

Lake Orienta Elementary has adopted school-wide expectations focused on Penguin PALS (Proud students, Act respectfully, Listen to others, Stay safe). Teachers and students match these expectations with clearly defined examples and procedures. These procedures are essential and form the basis for agreement between students and teachers. Positive student behaviors should be evident in all areas of our campus, including the dining room, walkways and classrooms. Students are rewarded for their positive behaviors in a variety of ways including “Penguin Bucks”, assemblies, classroom recognitions, and visiting the school store. Parents are encouraged to practice and reinforce these behavior expectations at home.

Bullying and Harassment

It is the policy of the Seminole County School Board that all its students, employees, and volunteers have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Bullying refers to systematically and chronically inflicting physical hurt or psychological distress on another person. Harassment refers to any threatening, insulting, or dehumanizing gesture directed against another, in written, verbal or physical form. Bullying and Harassment includes cyber stalking, as defined by Florida Statute 784.048(1)(d). Lake Orienta Elementary School will not tolerate bullying and harassment of any type. To review the entire Seminole County Bullying and Harassment Policy please visit the website: www.scps.k12.fl.us

Cell Phones

Students are permitted to have a cell phone in their backpacks for use only when they are not on school grounds. **Once a student arrives on school grounds, the cell phone must be turned off and not be taken out of his/her backpack.** Consequences for cell phone misuse will be in accordance with School Board Policy.

Seminole County Discipline Referral Form

When students do not heed advice to correct a behavior, the student will be sent to the office with a completed “Discipline Referral” form. The student will be assigned a consequence for their behavior based on the SCPS Discipline Code. Incidents involving fighting, threats, theft, vandalism, and weapons possession are immediately directed to administration with a completed Seminole County Discipline Referral Form. The most extreme consequence of a referral is a formal suspension by administration. When a student is assigned an out-of-school suspension, the student has an unexcused absence. During the suspension, the student is expected to make up any work missed during the suspension period.

Curriculum Expectations

Acceptable Use/Photograph Policy

All students in Seminole County Public Schools have access to the district network for electronic information and the internet. Student access to and use of electronic networks will be under teacher direction and will be monitored as any other classroom activity. All students will have their photograph taken for the yearbook and on other occasions. In the case you **DO NOT** wish your child to have access to the internet and/or be photographed, a written notice must be on file at the school and submitted each year. These forms are on our website at www.lakeorienta.scps.k12.fl.us under Acceptable Use Policy.

Field Trips

Field trips will be arranged by the teacher as an outgrowth of school curriculum and instruction. Field trips provide direct experiences for learning.

Field trips are a part of the curriculum, and no child will be denied participation. A signed permission form is required and a fee may be collected for field trips. No student will be permitted to go on a trip without written permission on the appropriate form. Children represent the school and your home while on field trips and their appearance and conduct should be exemplary. Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all our students. All adults must ride school buses and pay all bus and admission fees charged to students. Parents may not drive personal vehicles on field trips or “show up” at a field trip location to avoid our procedures. Parents may not bring siblings or other family members or friends on field trips. Appropriate attire that matches the activity should be worn.

If parents wish to chaperone, a Dividend form must be completed every year and it is found on the Seminole County Public Schools website www.scps.k12.fl.us under Community Involvement then Dividend Volunteer. All chaperones must be police background checked prior to any field trip according to District policies. Teacher sponsors of the field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals from acting as chaperones. The number of chaperones needed or allowed is different depending on the field trip.

Flexible Grouping for Instruction

Providing differentiated instruction for students at all levels is best practice to meet their needs in mastering the Florida’s B.E.S.T. Standards. Instructionally sound strategies for grouping students will be used to enhance the academic achievement of all students. Any grouping of students shall provide opportunities for the regrouping of students during a portion of the school day (e.g., within the regular education classroom, or during specials, or lunch, or portion of the school week).

Ability groups are organized according to accelerated needs such as higher-level coursework or remedial needs of individual students. Ability group configurations are flexible and continually monitored for student progress and movement.

Grouping (whole class, within the grade level, and/or across grade levels) arrangements may include but are not limited to:

- a. flexible grouping strategies to meet needs of individual student populations.
- b. intervention based grouping (MTSS) determined by screening, diagnostic, progress monitoring, or other assessments.
- c. cooperative grouping.
- d. small groups of mixed ability, and like ability.
- e. ability grouping for portions of the school day.
- f. departmentalization
- g. teacher instructing class for multiple years (looping) or team teaching.
- h. teaming across grade levels; and
- i. other grouping options as described in the SUPPLEMENTAL AND INTENSIVE INSTRUCTIONAL SUPPORT.
- j. other grouping based on qualification for Exceptional Student Education Services.
- k. inclusion model/support facilitation for English Language Learners

Grading System

Grades K & 1

S = Satisfactory
N = Needs to improve

Grade 2, 3, 4, & 5

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

Lake Orienta students will receive a quarterly report card to inform parents on the student's individual progress 4 times a year. A progress report will also be sent home at 4 ½ weeks each quarter.

All students in grades K-5 will receive “S” or “N” in Music, and Physical Education. Any student working below grade level (working on curriculum standards below his/her current grade level) will be assessed and provided remediation daily. ELLs in grades 2-5 will receive letter grades. If the student is two years or less in the program, he/she should not receive a grade lower than a “C”. During the adjustment period of two years or less, ELLs will receive grades based on their efforts and language proficiency levels. An asterisk (*) will appear for all English Language Learners.

Homework Policy

Elementary students need time for independent practice of lessons taught during the day. Homework is directly related to the instruction received during the classroom hours and serves to increase student understanding. Homework procedures will be developed at each grade level. Please set aside time each night for homework and reading.

Physical Education

State law requires that all students participate in physical education for a minimum of 150 minutes a week. For a short period of time, such as following an illness or injury, excuses in writing are required and must include length of time the student is to be excused, the date, the reason, and the parent's signature.

A doctor's note must be submitted upon students' return from an absence. For a student to be excused from physical education on a long-term basis, the school must have a statement on file from both physician and parent requesting that the student be excused. If girls wear skirts or jumpers, it is suggested that shorts also be worn underneath. While tennis or jogging shoes are best, any shoes that may be securely fastened are acceptable. Boots, slides, or opened shoes are unsafe and inappropriate.

The Lake Orienta Online Library Catalog can be accessed from the following:

<http://horizon.k12.fl.us/ipac20/ipac.jsp?profile=lcoe#focus>
<https://www.scps.k12.fl.us/cms/one.aspx?portalId=1854109&pageId=2158042>

Dress Code

Seminole County Public Schools has adopted a new student dress code for the 2023-2024 school year. The standards of appearance for students shall ensure that students are clean, neat and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to self, others, or school property.

The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

For more details please refer to the SCPS Student Conduct and Discipline Code.

Food Service Program

Nutritious breakfasts and lunches are served daily at Lake Orienta. During the 2023-2024 school year breakfast will be provided free of charge to all students, which includes milk. School lunch is \$3.25. If you prefer to pack your child's lunch, a paper bag or lunch box is suggested. Please do not send drinks in glass containers--milk and juice may be purchased separately. If your child has an allergy to specific foods, please contact the food service manager directly at (407) 746-2652. Checks or credit cards will be accepted by the cafeteria and money may be placed in the student's account. You may also enroll online at MySchoolBucks.com. Additional information as well as applications for free/reduced lunch will be sent home the first day of school.

Guidance

Educational Records

Lake Orienta maintains educational records on each student. By law, only the following individuals are permitted access to these records: the student, the student's parent/guardian, or school officials with a legitimate educational interest. Parents wishing to review student records should contact the guidance office or administration. Our school guidance counselor is a professional educator who promotes and enhances the learning process, and they welcome the opportunity to conference with any student, parent, or teacher. Her goal is to enable all students to achieve success in school and become contributing members of the community.

Health and Safety

Clinic Service

Lake Orienta's clinic is staffed with a clinic assistant. The SCPS Policy for 2023-2024 requires that parents complete the consent to treat section of the clinic card that goes home at the beginning of the year. Students who become ill or injured are sent to the clinic and if the condition warrants, parents/guardians will be notified. Please do not send your child to school if he or she is ill. A Health Services Emergency Card will be distributed to all students, and it is imperative that this card be filled out completely every year and returned to the clinic. Each student is also required to have an Emergency Card on file at the school including emergency telephone numbers.

Contagious Infections

The law clearly states that children with contagious infections such as lice, impetigo, and ringworm must be sent home until treated and no longer contagious. Head lice will occur from time to time, and we urge all parents to examine their child's scalp periodically. Students with head lice must be treated and free of lice or nits to return to school. An adult must accompany the student upon his/her return to school for a head check in the clinic. Students may not ride the bus with head lice. Further information is available in the school clinic upon request.

Hospital/Homebound Program

The Hospital/Homebound Program is an instructional service for students who are unable to attend school because of medical reasons. The program serves students who are expected to be absent at least three or more weeks. It is suggested for any student who is planning to have surgery that the application be completed in advance of the surgery and Hospital/Homebound applications are available from the Guidance Department.

Medication

If it becomes necessary for a student to take **any** medication (prescription/over the counter) at school, by law it may only be dispensed through the clinic. Only those medications which have been prescribed by a doctor may be administered in the schools. An **Authorization for Medication Form** must be completed every year by the parent/guardian and physician prior to the administration of any medication to a student. Medication must be in the original container, which is clearly labeled with the student's name, name of drug, directions for usage, physician's name, and recent date. If the pharmacy label is not attached, a doctor's statement with the above information must be on file in the clinic. Students may not carry medication (including aspirin, medicated lip balm, or cough drops) to and from school or have any form of medication with them while at school.

Safety

The safety and security of our children is of utmost importance. All visitors, including parents, must sign in at the front office with a photo ID where they will receive an identification badge to be always worn while on campus. Items such as lunch money, books, clothing, etc., that you might bring for your child must be brought to the front office.

Student Insurance

Student insurance is made available to each student at the beginning of each school year and upon initial entry thereafter. Insurance form and check must be mailed directly to the insurance company.

Water Bottles

It is recommended that students have available fresh water by bringing to school their own personal water bottle with their name on it. We do not allow sugary powdered or colored drink mixes for health and safety reasons.

Lost and Found

Please write names on jackets and sweaters, other articles of clothing, purses, lunch boxes/bags, notebooks, and other items brought to school so that may be returned when lost. Items not claimed will be donated to charity. Lost and found is in the clinic. Please note that students are not allowed to bring electronic devices such as Nintendo Switch, Sony PSP, and toys—the school cannot be responsible for the security of these devices.

PARENT INVOLVEMENT

"THE SUPPORT OF MANY PARENTS IS NECESSARY TO ACHIEVE SUCCESS"

DIVIDENDS – Lake Orienta Elementary utilizes many volunteers coordinated through the county "DIVIDEND" Program. Parents may volunteer to work during school hours assisting students with educational skills and aiding teachers. Adults with special talents or knowledge of a foreign language may wish to share these skills in this program. Lake Orienta Elementary will hold an orientation coffee to acquaint interested parents, grandparents, and community members with the Dividend Program.

PTA (PARENT TEACHER ASSOCIATION) – The P.T.A. functions as a means of communication between home and school, sponsors educational programs related to school and organizes fundraising for purchase of unbudgeted extras for our school. Included within PTA is the Room Representatives program which provides parents to assist in classroom social activities such as parties, field trips, and PTA-sponsored functions.

SAC (SCHOOL ADVISORY COUNCIL) & PIT (Title I Parent Involvement Team) - Comprising equal numbers of parents and school staff, SAC develops and monitors a school improvement plan. The members are elected to the committee by their constituencies and serve for a minimum of one year. Efforts are made to include members from all segments of the community for racial, ethnic, and socio-economic balance. Anyone interested in serving on SAC should contact the principal. SAC also serves as the Parent Involvement Team, which serves to assist the principal in making decisions regarding Title I. We are a Title I school and receive federal funds to support our students. We receive these funds based on our percentage of students on free/reduced lunch. Questions about SAC or Title I should be directed to Administration.

Parents in School

Parents are a valued resource in the school. Lake Orienta Elementary will maintain an open-door policy in which parents and community can feel welcome to contribute their services, bring any areas of concern, and work with the school staff in providing the best possible education for our students. To ensure our students' safety and to facilitate locating any parent on the premises, the following procedures are to be followed:

1. **WHEN VISITING THE SCHOOL FOR ANY REASON, SIGN IN AT THE RECEPTION AREA TO RECEIVE A VISITOR'S PASS. PLEASE DO NOT VISIT A CLASSROOM WITHOUT PRIOR PERMISSION OF TEACHER.**
2. **LUNCH** - Parents may have lunch with their children only. To ensure the safety and security of all students, you may eat lunch with your child outside on one of our picnic tables, weather permitting. You must sign in in the main office and receive a visitor's pass. This pass must be visible while you are on campus. You are not permitted to eat in the cafeteria around other students. You may bring siblings; however, we request that all visitors follow our behavior guidelines for the safety and security of everyone.
3. **ARTICLES FOR STUDENTS** - Bring any articles (lunch, permission slips, clothing, etc.) to the reception area. Do not take articles directly to the classroom.
4. **VOLUNTEERING** - Parents and other community volunteers should sign in and out on the Dividend computer located in the reception area. Please do not enter a classroom without prior teacher approval. **(Please, no siblings allowed.)**
5. **CHAPERONES** - If chaperoning a field trip, be sure to sign in and out on the Dividend computer located in the reception area. **Parents wishing to chaperone must complete a Dividend Form online at least three weeks prior to a field trip.** All chaperones must receive approval from Seminole County Public Schools' Dividend Office. Your child's teacher will provide information regarding expectations and responsibilities for field trips. No siblings will be allowed on field trips.
6. **NON-SCHOOL AGED CHILDREN** - are not allowed on campus during the school day but are welcome for evening and special events approved by the principal.

Parental Custody

The school staff is required to release students to either of their natural parents unless we have a copy of a court order that grants custody to one of the natural parents or to someone else. If you have a court order, please give a copy to the front office. All students must be signed out by parent, legal guardian, or designated adult in the office and with appropriate ID.

TITLE 1 & PARENTS' RIGHT TO KNOW

Federal law requires that schools notify parents if their child has been taught for four or more consecutive weeks by a teacher that is not highly qualified. Parents may also request information about the professional qualifications of the student's classroom teacher including, at a minimum, the following:

(A:) Whether the student's teacher

- Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
- Is teaching in the field of discipline of the certification of the teacher.

(B:) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, each parent will be provided information regarding:

- Timely notice that the student has been assigned, or has been taught for four or consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in
- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part.

COMMUNICATION/REPORTS

Lake Orienta Elementary will use a variety of means to communicate with the home:

Penguin Press - The school newsletter, the Penguin Press will be published at least once every nine weeks. The newsletter will contain scheduled activities; highlight special events; share staff and student achievements and awards; provide parenting information, and more.

Teacher Communication - Each teacher/grade level team will keep parents informed of units of study and events taking place in the classroom/grade level. This communication may be through letter, newsletter, or class website.

Progress Reports - Students' Progress reports will be posted on Skyward at the mid-term of each 9-week grading period. This report will indicate the student's progress through the curriculum.

Report Cards - Will be posted on Skyward at the end of each nine-week grading period. The report card will indicate grades earned; whether the student is working at grade level; and the citizenship/work habits of the student. Notice should be given to the **AT/BELOW** grade level column to be sure the parent is aware of placement.

Parent/Teacher Conferences - All students should have a conference prior to the first report card. Should there be any concern about student progress or behavior, the parent can request a conference. All conference requests will be honored at the teacher's earliest convenience.

Skyward - The Skyward Message Center will be used more frequently. This is done through email notifications. Please check your student's Skyward account and be sure the correct email address is listed for the primary parent/guardian. This is also how emergency contact, health information, and other student information can/should be updated along with personal contact with the front office.

Money and Debts

Money sent by parents for special collections such as picture money, book orders, t-shirt sales, etc. should be sent in a sealed envelope with the child's name, teacher's name, the amount enclosed, and purpose written on the outside of the envelope. The school is not responsible for money that is lost or stolen prior to being received by the teacher or office. All monies collected from students require permission from the principal. Field Trips can be paid for via Myschoolbucks.com. Cash or Checks. Please visit the website to create your account.

Withdrawals

If it is necessary to withdraw a child from school during the year, the parent/guardian must come to the school office and sign the necessary forms so records may be sent to the school the child will be attending. All fees and fines such as lost textbooks, library books, and cafeteria must be paid in full at the time of withdrawal. For your convenience, a phone call prior to your office visit will speed up the process.

Notice of Non-Discrimination

In compliance with Section 504 of the Rehabilitation Act of 1973 and Individuals with Disabilities Education Act (IDEA), Lake Orienta Elementary is providing notice that as a school we do not discriminate in admissions or access to, or treatment or employment in, programs or activities. The Principal of Lake Orienta Elementary School is responsible for compliance with the above-named Acts.

FAOS

1. ***What do I do when I come on campus?*** You must sign in at the front desk using our Raptor visitor management system. If students are in class, we will send a message to your child's teacher. You cannot interrupt the class. Also, you must always wear a visitor's tag while you are in the building.
2. ***May I eat lunch with my child?*** We would love for you to occasionally have lunch with your child. Parents may have lunch with their children only. To ensure the safety and security of all students, you may eat lunch with your child outside on one of our picnic tables, weather permitting. You must sign in at the main office and receive a visitor's pass. This pass must be visible while you are on campus. You are not permitted to eat in the cafeteria around other students.
3. ***How do I contact my child's teacher?*** All teachers have a phone in their rooms and a SCPS email address. Teachers will not answer during the day, so please leave a voicemail. You may also use email.
4. ***What are the school hours?*** Our office hours are 7:45 a.m. to 3:45 p.m. Monday through Friday. School hours are from 8:35 a.m. to 3:05 p.m. (except Wednesday – 2:05 p.m.) We do not supervise children before 8:05 a.m. or after 3:30 p.m. Students may enter at 8:05 a.m. for breakfast.
5. ***How do I check my child out early?*** Children may be checked out early for doctor's appointments, emergencies, or other legitimate reasons by signing them out in the front office. You will be required to show identification. The child will be called from class at that time. Please understand that **we are serious about student attendance** and that chronic check out results in substantial student absence and investigation. **If you must pick up your child early, you must do so prior to 2:30 p.m. Monday, Tuesday, Thursday, and Friday and before 1:30 p.m. on Wednesday.**
6. ***Why do I have to go to the front office to get my child out of the parent pick-up line?*** We realize that waiting in line can be frustrating and that occasionally an emergency may arise. As a security precaution, if you attempt to take your child out of line you will be required to prove who you are and that you have the right to transport the child. Additionally, we discourage parents from crossing the busy parking lot with children in tow. It is dangerous.
7. ***May I make an unannounced visit to my child's classroom?*** No. According to the official agreement between Seminole Education Association, Inc. and the School Board of Seminole County, Article XXXIV, D, p. 114: Visitation of a teacher's class by persons other than School Board members, administrative/supervisory personnel shall be allowed only after permission has been granted by the building principal no less than twenty-four (24) hours prior to such visitation.
8. ***How do I get homework for my child when they are absent?*** Teachers need some lead-time to gather work for a child. If you call early in the day, teachers will try to have the work ready in 24 hours.
9. ***May my child ride home with a friend on a bus?*** Only in an emergency and with the principal's permission.
10. ***How do I change the way my child goes home?*** If we receive a note from the parent or if the parent calls the office, you will be asked security questions to verify your identity. Then we can have your child change the way they go home. If we do not hear from a parent, the child must go home their normal way.
11. ***Why does the office ask why my child is tardy?*** Arriving at school on time (No later than 8:35 a.m.) is extremely important. There are important announcements on the broadcast and instructions for the day are given in the classroom. Money, permission slips, notes from parents, and attendance are all processed in the morning. If your child has a doctor's appointment or if there is an occasional tardiness for other reasons we certainly understand; however, chronic tardiness will be investigated and reported.
12. ***How do I prevent someone from picking up my child or visiting my child?*** This question is usually posed in the aftermath of a divorce. A court order needs to be presented at the front office and a copy will be placed in the child's record. The order must specify no contact.
13. ***May I bring treats for my child's birthday?*** Yes! Due to food allergies we cannot accept any homemade items. Birthday treats must be individually wrapped snack cakes, cookies, or chips.
14. ***I'm moving, what do I do?*** It depends on where you are moving. If you are staying within our school zone you must bring us a new proof of residency. If you are leaving our zone, you must fill out a withdrawal slip and report to your new zone school to enroll. Records will be transferred upon enrollment.
15. ***What do I need to do to be a chaperone or to volunteer to help at the school?*** The county is requiring any parent desiring to be a chaperone or Dividend to complete an application on-line. You may access the Seminole County Web Site at: www.secps.k12.fl.us. If you do not have a computer, let the front office know and they will provide access to one. Please remember that siblings cannot accompany you as a chaperone or when you volunteer to help at school due to liability issues. Siblings may attend special performances and events such as PTA meetings that are held after regular school hours.

2023-2024 STUDENT CALENDAR

August 8	Kindergarten Orientation 9AM-11AM
August 8	Meet the Teacher 1st-5th Grade, ESE 5-7PM
August 10	First Day of Student Attendance – Start of 1st Quarter/ 1st Semester
September 4	School System Closed
September 5	Curriculum Night 5:30PM-6:30PM (K, 2nd, 4th, ESE)
September 7	Curriculum Night 5:30PM-6:30PM (1st, 3rd, 5th)
October 13	<i>End of 1st Quarter</i>
October 16	Schools Closed for Students /Teacher Workday
October 17	Beginning of 2nd Quarter
November 20-November 24	Schools Closed- Thanksgiving Holiday
December 18-December 20	<u>Early Dismissal for Students- 1:05PM</u>
December 20	<i>End of 2nd Quarter</i>
December 21–January 3	Schools Closed (Winter Break)
January 4	Schools Closed for Students/Teacher Workday, Student Make-up Day #2, If Needed
January 5	Schools Closed for Students / Teacher- District Professional Development Day, Student Make-up Day #1, If Needed
January 8	Classes Resume, Start of 3rd Quarter
January 15	School System Closed- Martin Luther King Holiday
February 19	School System Closed- Presidents Day Holiday
March 14	<i>End of 3rd Quarter</i>
March 15	Schools Closed for Students/Teacher Workday, Student Make-up Day #3, If Needed
March 18-March 22	Schools Closed (Spring Break)
March 25	Classes Resume- Start of 4th Quarter
May 22-May 24	<u>Early Dismissal for Students- 1:05PM</u>
May 24	<i>Last Day of Student Attendance – End of 4th Quarter</i>
May 27	School System Closed
May 28	Teacher Workday (Post-planning, Student Make-up Day #4, If Needed)
May 29	Teacher Workday (Post-planning)