

Stone Lakes Elementary

“A School of Excellence”



2018-2019

Dr. Andrew Rollins, Principal
15200 Stoneybrook Blvd, Orlando, FL 32828
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This agenda will provide valuable information about the school's policies and procedures. The agenda is provided as a communication tool for your use throughout the school year. Daily, your child will bring the agenda home with school information. Please initial or write comments in the agenda and have your children return it to school each morning.

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Principal's Message

"Reach for the Stars"

Greetings Students and Parents:

Welcome back Eagles! We are excited to start another fantastic year at Stone Lakes Elementary. Our continued goal is to provide all students and all parents with a positive experience that they will always remember. Each year we focus on enhancing the school environment for your children. This year our school theme is "Reaching for the Stars". We want every student to reach for the stars and obtain success academically and socially. Below are some of our initiatives to help all students "Reach for the Stars".

- Academically challenging all students
- Providing advanced opportunities for students (FLVS)
- Providing additional parent informational nights
- Implementing the National Elementary Honor Society
- CHAMPS (positive and supportive discipline)
- Extra-curricular access for all students
- Anti-Bullying and safety education for all grades
- Recognizing "Students of the Month" for Character Traits
- Implementing the Presidential Fitness Award

The success of Stone Lakes Elementary is a collaborative effort. We could not do it without the continuous support from our parents, grandparents, teachers, PIE (Partners in Education), and the community. We have an amazing PTA. I am very proud of our PTA, the PTA Board, and their continued focus to support all children. Please consider joining PTA and becoming involved. Your support is needed and greatly appreciated.

Sincerely,

Andrew Rollins, Ed.D.

Principal

Stone Lakes Elementary

"A School of Excellence"



OCPS School Calendar 2018-19

Monday-Friday	August 6-10, 2018	Pre planning for teachers
Monday	August 13, 2018	First day of school
Monday	September 3, 2018	Labor Day holiday
Friday	October 12, 2018	End of 1st marking period
Monday	October 15, 2018	Student holiday/teacher workday
Tuesday	October 16, 2018	Begin 2nd marking period
Friday	October 26, 2018	Student holiday/teacher professional day/ teacher non-workday
Monday-Friday	November 19-23, 2018	Thanksgiving Break
Thursday	December 20, 2018	End of 2nd marking period
Friday	December 21, 2018	Teacher Workday/Student Holiday
Two Weeks	December 24, 2018 – January 4, 2019	Winter Break (Schools are closed.)
Monday	January 7, 2019	Students return to school/Begin 2nd semester/3rd marking period
Monday	January 21, 2019	Martin Luther King, Jr. holiday (Schools and district offices are closed.)
Monday	February 18, 2019	Presidents Day holiday (Schools are closed. District offices are open.)
Thursday	March 14, 2019	End of 3rd marking period
Friday	March 15, 2019	Student holiday/teacher workday
Monday-Friday	March 18-22, 2019	Spring Break (Schools are closed. District offices are open.)
Monday	March 25, 2019	Begin 4th marking period
Monday	May 27, 2019	Memorial Day holiday (Schools and district offices are closed.)
Wednesday	May 29, 2019	End of 4th marking period/last day of school for students
Thursday-Friday	May 30 - May 31, 2019	Post planning for teachers

**Orange County Public Schools
Prioritized Bad Weather Days
2018-2019**

Priority	Date	Current Use
1	October 26, 2018	Professional Day/Student Holiday
2	November 19, 2018	Thanksgiving Break
3	November 20, 2018	Thanksgiving Break
4	November 21, 2018	Thanksgiving Break
5	February 18, 2019	President's Day Holiday
6	March 22, 2019	Spring Break
7	March 21, 2019	Spring Break
8	March 20, 2019	Spring Break
9	March 19, 2019	Spring Break
10	March 18, 2019	Spring Break

Stone Lakes Elementary Leadership Team and Front Office Staff

- Dr. Andrew Rollins Principal
- Ms. Kathy Long Assistant Principal
- Mrs. Michelle Plank Curriculum Resource Teacher
- Mrs. Kristy Albright Instructional Math Coach
- Mrs. Lorri Dempster Media Specialist
- Mrs. Laura Haratine Behavior Specialist
- Mrs. Patty Howell Front Desk
- Mrs. Roberta Nyffeler Staffing Specialist
- Mrs. Alison Pellicier Guidance Counselor
- Mrs. Lorraine Roe Registrar
- Mrs. Jessie Rivera ESOL Program Specialist
- Mrs. Tina Santoro Extended Day
- Mrs. Natalie Scott Instructional Coach
- Mrs. Brenda Tamburini School Secretary

Accelerated Reader

Stone Lakes Elementary is a proud participant in the Accelerated Reader Program. Accelerated Reader (AR) is an incentive program intended to build each child's reading comprehension. Your child selects a book that they would like to read on their AR level. After reading the book, your child takes a short online quiz. The Accelerated Reader program (AR) provides children, teachers, and librarians with feedback based on the quiz results, which the teacher uses to help your child set goals and support ongoing independent reading practice. Teachers and the media specialist will help your child choose books at an appropriate readability level that are challenging without being frustrating, ensuring that your child can pass the quiz and experience success. Each student will set a new AR goal at the beginning of each grading period. Students who meet their goals are invited to the Accelerated Reader Celebration.

Accelerated Reader tests are available at school from 7:00 am - 5:00 pm, Monday - Friday.

Arrival/Dismissal

Please make sure that your child's teacher knows, *in writing*, how your child is getting home. When there is a change in plans, even for one day, notify the teacher *in writing*. If you need to make a change after the school day begins please call the front office vs. emailing your child's teacher.

Additionally, after the first two days of school, students will be dropped-off at the main entrance unless a conference has been scheduled with the teacher in advance. Morning arrivals (8:15-8:45 a.m.) is also our teachers' planning period which is used to prepare for the day or have grade level meetings. As always, if you need assistance, any staff member in the front office will be happy to assist you.

Attendance

Regular attendance at school is essential to ensure that our students reach their academic potential. A handwritten note or email must be submitted within 24 hours to excuse the absence. Regular attendance at school is essential for academic progress. Students may be excused from school for the following reasons:

- personal illness, injury or other insurmountable condition
- illness or death of a member of the student's immediate family
- recognized (or established) religious holidays and/or religious instruction
- medical appointments
- participation in an approved activity or class of instruction held at another site
- prearranged absences of educational value with the principal's approval
- head lice infestation (up to 4 days during the school)
- catastrophic disasters that significantly impact the life of the student (e.g.) loss of residence from natural disaster

A prearranged absence may be requested via a letter to the principal at least two weeks prior to the anticipated absence. The principal will make a decision regarding excused/unexcused for the absence. That decision will be based upon the educational value of the absence and the student's attendance record. An automated phone call will be made to parents of students who are absent.

Early departures are either excused or unexcused. Students may or may not be excused for the following reasons:

Excused

- Medical appointments
- Counseling
- Legal appointments
- Funeral of family member or closely related friend (school may request proof)
- Family emergency (school may determine if valid)

Unexcused

- Convenience

Birthday Parties and Treats

Student gifts including flowers, balloons, and decorations will not be distributed at school and will be held in the front office if delivered. Birthday parties may not be held at school. If the parent would like to send in a special treat for the class, prior arrangements should be made with the classroom teacher. Any treat brought by parents will be consumed under the teacher's guidance, in the cafeteria or playground, after the teacher's duty-free lunchtime. Orange County Public Schools' Policy prohibits any homemade food in the schools. All food brought into the school must be in the original package or boxed container. Please see the OCPS Guidelines below:

OCPS School Guidelines for Food from any Outside Source

1. Foods not sealed in manufacturer container or prepared locally are not allowed. For example, homemade ice cream, brownies from a neighbor, salad purchased from a deli in Orlando, or any product that needs to be kept cold or pasteurized, or does not have ingredient labeling.
2. Contract with the manufacturer (or distributor) must contain the statement: “agrees to indemnify and hold harmless OCPS, it’s officers, agents, and employees from and against all product liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions including attorneys fees for trial and on appeal for the preparation of same arising out of the manufacturer (or distributor), its officers’, agents’, and employees’ acts, or omissions associated with this agreement.”
3. Food in sealed container with manufacturer label (from grocery store): The food shall be sealed until an OCPS employee opens it for distribution to the students.
4. Food prepared in someone’s home: Parents may bring or send food with their own child provided the child does not share that food with any other students. For example, a parent may bring a snack or meal to their child, but may not share it with other students.
5. Fresh Fruits and Vegetables: Parents may only give or send fresh fruits and vegetables with their child. Any other distribution of outside food requires the food to be either sealed in manufacturer’s container or be purchased and prepared by OCPS food service.

Breakfast and Lunch

The Eagle Cafe’ serves a nutritious breakfast and lunch every day. Breakfast is served from 8:15 a.m. to 8:40 a.m. The price for breakfast is \$1.25 and \$1.80 for lunch. If your child is not allowed to drink milk for a medical reason, the school must have a signed statement from a doctor with an acceptable substitute for milk given. Students who bring their lunches are strongly encouraged to bring only water, milk, or juice to drink. Carbonated beverages are not permitted. Milk may be purchased for \$.35 a carton.

Students are encouraged to pay for the entire week if possible. Advanced payment should be sent on Monday morning or visit the following website **SchoolPay.com** and pay online. You can also make payments with a check (payable to Stone Lakes Elementary) or cash in an envelope with the name of the child/children, teacher’s name, date, and amount enclosed. Free or reduced lunch applications are available in the school office at all times or online. Students who receive free lunch also receive free breakfast.

Free or reduced meal applications are available in the school office or
<https://www.ocps.net/cms/one.aspx?portalId=54703&pageId=775063>

Parents may dine with their children. You must be ADDitions approved first and complete the application at the beginning of each school year.

<https://www.ocps.net/cms/one.aspx?portalId=54703&pageId=89698>

What's For Lunch?

<https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=99349>

- Dining days to eat with your child are Monday, Wednesday, and Friday each week.
- Check-in at the front office and obtain a Visitor's Pass.
- Wait in the cafeteria until your child's class arrives. You should not go to the classroom.
- Sit at our designated "Family Dining Table".
- Dine with your child only.
- Parents may bring siblings to dine with their Stone Lakes children on Mondays and Fridays only.
- **Please check out at the office after lunch. You are not permitted to go back to the classroom with the students unless this has been prearranged with the teacher ahead of time to volunteer. If you need to speak with the teacher, please set a conference, email, or call them.**

Bullying/Anti-Bullying

Stone Lakes Elementary is committed to providing a safe learning environment for all students. We will follow the OCPS guidelines for bullying. OCPS mandates that all allegations of bullying are investigated and documented in the student's discipline record. The parents of all involved students will be contacted regarding the investigation. Once the investigation is completed all parents will be notified with the outcomes (substantiated or unsubstantiated). If you feel your child is being bullied please contact your child's teacher or any staff member so we can resolve the situation as quickly as possible.

Bullying means systematically and chronically inflicting physical harm or psychological distress on one or more students or OCPS employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Unwanted Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical Violence
7. Theft
8. Harassment
9. Public Humiliation
10. Destruction of Property

Check Out Procedures

All students leaving campus during school hours must be signed out by a legal parent, guardian, or authorized person designated by the legal parent or guardian. Proper identification is required and will be requested. Please do not attempt to go to the classroom to pick up your child. Please allow adequate time for office personnel to call the classroom, the child to gather his/her belongings and homework, and to walk to the office.

Early Release: OCPS policy states that no school shall release any child barring an absolute emergency 30 minutes prior to the closing of the school day.

Class Parties

According to OCPS School Board Policy, elementary schools are allowed to have a maximum of two parties per year. One party will be held just prior to the winter break and another at the end of the school year. PTA room parents will plan the parties in consultation with teachers. Only approved *Additions* volunteers may be present for the party. All food brought into the school must be in the original package or boxed container.

Clubs and Extracurricular Activities

At Stone Lakes Elementary we have several extra-curricular activities for our students. We encourage parents to allow students to participate in these enrichment opportunities which include but are not limited to the following:

Chorus	Odyssey of the Mind	Spring Musical
Recorder	Science Olympiad	Talent Show
Orff	National Honor Society	Battle of the Books
K-Kids	Chess Club	Math Olympiad
Yoga	STEM Club	Robotics
News Crew	Horticulture Club	Eagles United
Harry Potter	Green Team	Eagle Fitness Zone

*Some clubs may ask for a small donation to cover the cost of supplies. Students will still have an opportunity to participate in clubs regardless if a donation is paid or not paid.

Communication

Effective communication between home and school benefits everyone—especially students. Our goal is to provide all of our students and parents with a positive experience. Parents and teachers are encouraged to have conferences throughout the year to monitor their child’s progress. Teachers will provide parents with email and voicemail contact information. Parents should expect a response within 24 - 48 school hours of leaving a message. Please inform the school about any changes in your email address. If you have any concerns, please be proactive and contact the teacher ASAP. We want to resolve any questions or concerns that you may have regarding your child.

- In addition, an interactive Principal’s Newsletter is emailed each week to all school families and the community with important school information. The easiest way to subscribe is to send a text to 22828 with a message of STONELAKES. Otherwise, use this link <http://visitor.r20.constantcontact.com/manage/optin?v=001N15ORMeVAw19IsM9qT11KNBo36oL8YDe>
- Our PTA also sends emails to all PTA members informing them of current activities/events occurring at our school. Check out the [PTA Facebook page](#) as well.
- The school website www.stonelakes.ocps.net also contains information that will help you to stay informed as well as the Stone Lakes Facebook page.
- Automated phone calls, text messages and/or emails will be sent to keep parents updated with the latest news at school. Download the FREE OCPS App on your smartphone and register under our school to stay informed.

Connect Orange Phone Messages

The **Connect-ORANGE** service enables the school to record, schedule, send, and track personalized voice messages to our Stone Lakes families. Our goal is to communicate via **Connect-ORANGE** when important events are occurring. A message will be delivered every Sunday evening.

Dismissal

- **Bike Riders**

A bike rack is available for student use. All bicycles, scooters, and skateboards must be stored in the bike rack during the school day. Please provide a bike lock for your child to secure their bicycle, scooter, or skateboard. Florida law requires every person under the age of 16 propelling a vehicle by human power (bicycles, scooters, skateboards, etc.) wear helmets.

- **Bus Riders**

Buses are provided for students who live at least 2 miles away from the school. Only registered bus riders may ride a school bus, and students must ride the bus for which they are registered. Buses are loaded and unloaded in the PE pavilion on the west side of the school.

- **Car Riders**

Our goal is to ensure a safe and smooth process for all students and parents who drop off or pick up their children in the car line. Please refrain from using your cell phone during this time. We need you to be completely focused on maintaining a safe environment for all of our children. During arrival and dismissal please remain in your car. If you need additional time with your child, please park. Remaining in your car keeps the flow of the car line fast and efficient for all the other parents. Students are not permitted to cross the parking lot without parent supervision. **Please use our crosswalk (located at carline number 6) when crossing from the parking lot to our school.**

All cars should have a “Stone Lakes Name Tag”. Please display the “Stone Lakes Name Tag” in your front window when picking up your child. This process ensures the safety of our students. If you need a “Stone Lakes Name Tag” please visit the front office.

Students are not dismissed until school finishes at 3:00 p.m. (Wednesday 2:10 p.m.)

- **Walkers**

Walkers are dismissed from the east side of the building, by the bike rack area. Students will be dismissed by grade level. Parking in the school parking lot and picking up children from the “Walker” area is not permitted.

- **Rainy Day Dismissal**

Please make specific plans for your children to follow when there is rainy weather. Make certain the teacher has a written copy of your rainy day plan.

- **30-30 Rule**

In the event of lightning/thunder in the area, the OCPS *30-30 Rule* will be followed during dismissal. All students will remain inside the building until 30 minutes after hearing the last sound of thunder or seeing the last lightning strike. All walkers, bike riders, and bus riders will be held on campus in accordance with the *30-30 Rule*. If you wish to pick up your child(ren) before the OCPS *30-30 Rule* is lifted, you must sign him/her out in the front office.

Emergency Information

Parents/guardians must keep the school informed of their current address, home, work, and emergency phone numbers as well as, the names of adults authorized to sign their children out of school. It is very important that school health information be kept current at all times. **Please make sure you have completed the *Emergency Form* and returned it to your child's teacher at the beginning of the school year.**

Extended Day

Stone Lakes Elementary/OCPS offers the Extended Day Program. It is available on school days for before and after school care (7:00 a.m. - 6:00 p.m.). A late fee of \$10 for every 15 minutes is applied for late pick-ups. Students must be registered and paid prior to entering the program. Registration requires a \$10 fee and a deposit equal to two weeks of tuition. The deposit is either applied to the last 2 weeks of the program or refunded in full. There are a limited number of scholarships available for families who need financial assistance. Please email our Extended Day Coordinator Mrs. Tina Santoro if you have questions @ tina.santoro@ocps.net or call 407- 207-7793, ext. 4142230.

- Morning Supervision (7:00-8:45 a.m.) \$15.00 per week
- Afternoon Supervision (3:00-6:00 p.m.) \$30.00 per week
- Afternoon/Morning Supervision \$40.00 per week

Field Trips

Throughout the year students in each grade level have the opportunity to participate in field trips. The field trips selected support the academics that are being taught in the classroom and enhance the learning experience for our students. Our goal is for all students to participate. Students shall not be denied the opportunity to attend a school trip as a disciplinary action except in situations where the principal deems the student's participation to be a danger to the health or welfare of self or others. Parent permission must be obtained prior to field trips, except for a few district trips to the symphony, ballet, etc. For the district trips, parents are informed and must notify the teacher if they desire their child to remain at school. Students who do not attend a field trip are placed in an alternate classroom for their academic instruction and learning.

Parents are encouraged to participate as field trip chaperones. Parents who want to chaperone a trip, must complete the online ADDitions application plus fill out a downloadable chaperone application and return it to the teacher a minimum of two weeks prior to the field trip. Both forms must be completed in order to chaperone a field trip. Parents will not be allowed to meet children at a field trip destination. *Only parents approved for the particular trip and riding to and from the site with the class may chaperone that trip. Siblings are not allowed to attend a field trip.*

ADDitions Application: volunteer.ocps.net

Occasionally, we will have an abundance of parents who want to chaperone. In this case, teachers will select chaperones based on those who responded first or by allowing parents who have not been on prior field trips to go. We value your participation during these events and we want to ensure that the students are being actively supervised and remain safe. If you are volunteering or chaperoning a field trip/school activity you should refrain from using your cell phone. Student safety is considered just as important on a field trip as it is in school.

Stone Lakes Elementary accepts debit and credit cards for payment for field trips through SchoolPay.com. Payments are made without any fees and the website is convenient and easy to use. For first time users, please register at www.schoolpay.com and click on "Create An Account". Once you have created an account you will be able to login and make payments on most school related items. If you have any issues or require any assistance please feel free to contact SchoolPay at 1-888-88-MYPAY or via email at support@schoolpay.com.

Grades and ProgressBook (parentaccess.ocps.net)

ProgressBook is an online management system for parents. Parents can view student averages, assignment details, homework participation, teacher messages, and attendance. ProgressBook allows easy access to contact information, allowing parents and teachers to readily communicate. This system provides parents with 24/7 access to classroom information and student reports.

<https://parentaccess.ocps.net>

Information will be sent home with the instructions on how to login, which also will include the username and password. If you have difficulties logging into ProgressBook, your login information can be retrieved a number of ways:

1. If you don't know your username and you previously updated your account to include an email address, you can use the "Forgot your username?" link to retrieve your username.
2. If you know your username or obtained it in the previous step, you can use the "Forgot your password?" link to retrieve your password.
3. If you misplaced the instructions, please alert the child's teacher either by phone or email.

ProgressBook provides the following benefits:

- Easily view student averages, assignment details, homework, participation, teacher messages, attendance, teacher web pages, and more.
- Parents can view all of their children's progress from a single login.
- Encourage students to be accountable for their educational responsibilities.
- Routinely monitor student attendance and tardiness.

Guidance

Guidance supports and services provided are intended to be both preventative and proactive in their focus. Our guidance counselor supports the district's goal that each student will acquire the knowledge, skills, and attitudes necessary to reach their full potential.

Class lessons will be conducted in character education and anti-bullying/safety using the Child Safety Matters curriculum. Focused lunch groups are held throughout the year.

Our guidance counselor is available to meet with students individually as needed, and can provide families with a variety of resources and referrals to services in our community.

Homework

Student performance is greatly enhanced with extra practice at home. Homework is assigned regularly, Monday through Thursday nights. Kindergarten through second grade will have approximately 15-20 minutes of homework per night. Third through fifth grade will have approximately 30-45 minutes per night.

A homework agenda/planner is provided for students. Parents are asked to check and initial the planner daily to make sure the students are meeting their responsibilities. In addition, important announcements are documented in the planners. Reading is a valuable home assignment for all students.

Illness or Accident

If your child is sick please keep them at home. Parents will be contacted if their child becomes ill at school. Parental emergency numbers are extremely important. Students will not be released to anyone without a parent's or guardian's permission. In the event of a serious injury, school officials will notify parents. The school will call 911 in the case of a serious emergency. The clinic can be reached at (407) 207-7793, ext 4142229.

i-Ready

iReady is a district supported online educational program that provides instruction in reading and math. Skills are taught through engaging characters and real-world scenarios.

- Visit the OCPS LaunchPad website found at launch.ocps.net.
- You have access to LaunchPad regardless if you are at school, at home, or on the go.
- Your username is your OCPS student ID number.
- Your password is your birthday in YYYYMMDD format.

Lice

If head lice or nits are found on a student, the parent will be contacted immediately. In addition, it will be necessary for the student to be isolated from other students. Any student with lice or nits must be effectively treated before returning to school. Effective treatment includes using over-the-counter or prescription shampoo that is made specifically for treatment of lice and nits. All nits need to be completely combed out of the hair after shampooing. It is also necessary to thoroughly clean any objects such as combs, brushes, clothing, bedding, and other household items that may have been exposed. Students who have head lice will not be allowed to ride the bus. A parent must take the child to the clinic to be checked before being admitted back to class. It is important that you notify the school immediately if you find that your child has contracted head lice. Our goal is to prevent lice from spreading. *The school nurse/health assistant will check the entire class if a student has lice and a notice will be sent home to all the parents in that classroom.

Media Center

The Media Center is considered an extension of the classroom because reading and loving to read are critical to the success of a child. The media center provides our students with access to thousands of books (physical or online). Students may check out books for a two-week period. Students who finish reading their books and would like to check out another may return to the Media Center at selected times during the school day. It is the child's responsibility to take proper care of library books. Lost or damaged books are the responsibility of the student who checked out the book. Students who do not return books or return them in damaged condition will be billed the cost of repair/replacement. Books from the Media Center may be read at school or at home.

Media Center Makerspaces are a place where students can gather to create, invent, tinker, explore and discover using a variety of tools and materials. Our makerspaces include Legos, art materials, puzzles, games, and opportunities for critical thinking,

Medication for Students

Students may take prescription or over-the-counter medication only through the clinic, after a Medical Authorization Form has been completed by a parent or guardian and with explicit directions from the physician. All medicine (even refills) must be brought to school by an adult and secured in the clinic. All medicine brought to school must be in its original container. Essential oils are considered herbal and should not be used at school. Parents are required to pick up all medication by the last day of school.

Morning Arrival

Supervision of students starts 30 **minutes** prior to the start of the school day which is a district guideline. Students may arrive on campus starting at 8:15 a.m. If parents need supervision prior to 8:15 a.m. then the Extended Day Program is an affordable option. Parents will be asked to wait with their children if they arrive prior to 8:15 a.m. Upon arrival at 8:15 am, students will immediately report to their designated areas for supervision.

OCPS APP

The OCPS APP is a tool for parents, students, staff and community members to connect with the district and individual schools on multiple levels. The app provides news, photos, sports and social media communications. It is also a resource center for school menus, district jobs, staff contacts and calendar listings, among others. To find the app, search "OCPS" in your app store, and look for publisher "Custom School Apps." You'll see the OCPS logo with an orange background.

- News
- Calendar
- Lunch Menus
- Notifications
- ProgressBook
- School Pay
- Volunteers
- Extracurricular Activities
- Transportation
- Careers

OCPS Dress Code

The minimum standards of dress and grooming apply to all students in the public schools of Orange County, unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal. Please note the Code of Student Conduct states that short shorts, tank tops, or flip flops are NOT allowed.

https://www.ocps.net/UserFiles/Servers/Server_54619/File/Frequently%20Updated%20Documents/Code%20of%20Conduct.pdf

Please label all clothing and personal property with the student's first and last names. Clothing and personal property should be neat and clean. School clothing must be suited to the various school activities including closed-toe shoes for physical education. Clothing **that** might interfere with maximum participation in learning activities is not permitted.

Parent Teacher Association (PTA)

We are extremely fortunate at Stone Lakes Elementary to have huge level of support from our parents. The key to a highly successful school is parental support and involvement. We encourage all parents to join the PTA and become involved with creating a wonderful school experience for all the students who attend Stone Lakes Elementary. The PTA is the largest organization in the USA that advocates for children. The PTA has its own page on the [school website](#) with helpful information. We also have a Stone Lakes Elementary [PTA Facebook page](#). Please become involved in Stone Lakes and join our PTA.

Parent Teacher Conferences

Parents are encouraged to meet with the teacher at least once during the school year. Parents or teachers may request conferences at any time throughout the school year. Teachers need prior notice for conferences in order to be prepared. Teachers are not available during student-contact time.

Partners in Education

An additional opportunity for local businesses is to become one of our **Partners In Education**. The involvement of businesses in our school opens the door to community collaboration. Please visit www.volunteer.ocps.net for more information on building a partnership with our school.

Pets

Pets are not permitted on campus. This includes all areas of the school.

Photo Release

Photo release forms are signed electronically at <https://parentaccess.ocps.net>. We need your approval so your child's photo can be taken at school and used in school materials, including the web page, memory book, and various other activities. Pictures will be taken only by school personnel or approved photography vendors during school hours. Outside of school events, such as Family Fun Nights, it will be the responsibility of the parents to allow or not allow their children to be photographed.

Positive Behavior Support

At Stone Lakes Elementary we are focused on highlighting students who exhibit positive behavior. You can help by reinforcing the standards of good behavior and actions that we emphasize each day. We are also stressing the importance of anti-bullying, community service, and character education. Our goal is for all students to exhibit their Stone Lakes Pride all the time.

Patience Respect Integrity Determination Excellence

The Code of Student Conduct for Orange County Public Schools is followed at all times. Students whose behaviors are disruptive, disrespectful or uncooperative are subject to corrective responses by the classroom teacher. Repeated and/or serious misbehavior will result in referral to the assistant principal and/or principal. Disciplinary responses include counseling, referral for student support services, parental contact, time out, behavior plans, detention, in school suspension, or out of school suspension. A behavior specialist is available for consultation and for the development and monitoring of individual behavior plans, as needed by students. A copy of the OCPS Student Code can be found at <https://www.ocps.net/cms/one.aspx?pageId=697640>.

Records Policy

Orange County Public Schools maintain educational records in accordance with the law. Parents and guardians have access to student records in accordance with the law. Parents and guardians have access to student records regardless of the custody status of the child. In cases where a parent does not have custody, the school shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with a certified court order to the contrary.

OCPS Records Management Page: <https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=103666>

Report Cards

Report cards will be sent home at the end of each nine week grading period. Progress reports will be sent home in the middle of each grading period. All report card envelopes should be signed by a parent or guardian and returned to school the next school day.

We are proud of the wonderful accomplishments of our students. Each grading period students have an opportunity to earn recognition based on their academic and social achievements. Below details the criteria for each category.

K-1st

Perfect Attendance (No Absences)	Citizenship (All S's)
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2nd-5th

Perfect Attendance (No Absences)	Citizenship (All S's)	A/B Honor Roll (A's and B's)	Principal Honor Roll (All A's)
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School Advisory Council (SAC)

The School Advisory Council (SAC) is a team of people representing various segments of the community—parents, teachers, administrators, support staff, business/industry members and other interested community members committed to helping our students achieve their full academic, social, and personal potential. The purpose of a SAC is to assist in the preparation and evaluation (developing and evaluating) of the results of the school improvement plan and to assist the principal with the annual school budget.

We encourage you to support Stone Lakes Elementary by joining SAC.

School Insurance

Accident and injury insurance may be purchased through an insurance program. Insurance information will be provided the first day of school. The Extended Day Program purchases insurance for all program participants.

Spirit Day

Every Friday is Stone Lakes' Spirit Day. Show your spirit by wearing a school T-Shirt. T-shirt order forms may be obtained from the office, and shirts will be available for purchase from PTA at many school events.

Tardies

It is imperative that children be in class when school starts, as valuable instruction begins immediately. Students who arrive after the 8:45 a.m. tardy bell will report to the office before going to class. Per OCPS policy, five tardies are equal to one unexcused absence. There are no excused tardies; parents are encouraged to make doctor/dentist appointments after school hours, whenever possible.

Textbooks

Textbooks are furnished by the state of Florida and become the responsibility of the student to whom they are assigned. Students are expected to take care of any books/textbooks issued to them and pay for any books/textbooks which are lost or damaged.

Truancy and Habitual Truancy

Truancy means the student has had at least five unexcused absences within a calendar month or 10 unexcused absences, within a 90-calendar-day period, or a combination of unexcused absences and tardies equivalent to the above numbers. Habitual Truancy means the student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance and, is not exempt under any other exemptions specified by law or the rules of the State Board of Education.

Visitors

It is the school's responsibility to ensure that your child is safe at all times. All visitors, including parents or guardians, must check in through the school's main office and receive a visitor's badge. All visitors must wear a visitor badge that is clearly displayed on the shirt.

Volunteers

We are extremely fortunate to have an abundance of volunteers at Stone Lakes Elementary. We encourage you to become involved. Volunteers assist in various areas of the school through the ADDitions program. Anyone attending a field trip, tutoring students, working with a class party, assisting in the classroom or with events is a volunteer. All volunteers must have a completed and approved application on file with Orange County Public Schools. Applications are available online at www.volunteer.ocps.net.

Volunteers may not bring other children with them while volunteering on campus, on a field trip, or completing any other classroom tasks. If a parent is here to observe a performance or special event, then all family members are welcome. All parents visiting school for conferences, lunch, or for any other reason must sign in at the front office and receive a visitor's badge. ALL VISITORS TO CAMPUS MUST WEAR A BADGE issued at the office upon check-in.



Reach for the Stars!

