

Lake Forest Elementary “Lightning”



Welcome

2019-2020

PARENT HANDBOOK

Lighting the Path to Success



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Dear Parents,

We are extremely pleased to have your child as a member of the Lake Forest Lightning family. The safety and security of all members of the Lake Forest learning community will continue to be a priority. As such we will continue to implement the District's mandates regarding access to school campuses. **ALL PERIMETER GATES** will be manned or locked once the school day begins. If the gate is locked and you need to gain access to the office parking lot you will have to call the office at 754-323-6350 and ask for access. You will need to provide your name and the reason for your visit. The gates will be open for dismissal 10 minutes before dismissal time. It is therefore **CRITICAL** that you have your child on campus before the 8:00 bell rings. Please see the information on safety procedures within this handbook. We encourage parents to participate in their child's education through parent-teacher conferences, School Advisory Council and Forums as well as our Parent/Teacher Organization (PTO) and our school volunteer program.

We are entering year 5 as a **Turnaround Arts School**. Our school data shows that schools that students who are active in the arts and are provided with a variety of creative outlets, show significant improvement in academic achievement as well as improvement in overall behavior. Last year we continued our reduction of chronic absenteeism and experienced an increase in overall parent participation but most of all an increase in our school's overall FSA (Florida Standards Assessment) score by more than 30 points.

Please take some time and go through the information in this handbook with your child. We hope that it will answer many of your questions as we begin this new school year. We will be using the Parent Link program (automated phoning system), our school website and Twitter account to keep you up to date with information regarding any special events, celebrate our accomplishments, and remind you of upcoming deadlines or programs happening within the school. If your phone number or address has changed over the summer, please contact the office to alert of those changes.

As we continue our pursuit of developing your children into well rounded citizens for the future, we look forward to creating a strong alliance with every parent. If you have any further questions throughout the year, please feel free to contact us.

Respectfully,

Sharon Boyd

Sharon Boyd, Principal

Cristina Rodriguez

Cristina Rodriguez, Assistant Principal



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Lake Forest Elementary

3550 SW 48 Ave.

Pembroke Park, Florida 33023

Phone: 754-323-6350

Fax: 754-323-6390

Website: lakeforest.browardschools.com

Follow us on Twitter [@LakeForestArts](https://twitter.com/LakeForestArts)



School Colors: **White and Blue**

School Mascot: **Flash – Lightning Bolt**

Uniform Requirements:

Tops – The shirt/blouse must have a collar

Black and white and any shade of blue,

Bottoms - (shorts, skort/skirt, pants, jumper)

Black, navy and khaki/tan

Denim pants in black and khaki/tan – **NO BLUE JEANS**

Administrative Staff:

Sharon Boyd, Principal

Cristina Rodriguez, Assistant Principal

Student Services:

Stephanie Turturro - Primary Reading Coach

Ruth Griffith - Science Coach

Lori Sparks-Lee - Math Coach

Kimberly Lloyd - ESE Specialist

Simone Sandoval - Autism Specialist

Sigried Palau - Guidance Counselor

Paola Ascencio - School Social Worker

Anna Bensuski - School Psychologist

Office Personnel:

Rebecca Knapp - Office Manager/Confidential Secretary

Maria Cabrera - Information Management Technician

Emmeline DeThomas - Office Clerk

Elaine Alcaide – Office Clerk

Jonette Waters – Micro Tech

Custodial:

Gregg Lockwood - Head Facilities Manager

Cafeteria:

Maria Diaz - Food Services Manager

Safety:

Greg Faison School Armed Guardian

Jean Pompey – Campus Monitor



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SAFETY & SECURITY



The District continues its mandate that once the school day begins, ALL perimeter gates must be locked, unless there is school personnel to monitor gates. If personnel are not available to monitor this post, the gate must remain locked and visitors to the school must call the school's office to gain entry to the campus. Please help us to keep our campus safe by adhering to the following expectations for arrival, dismissal, and access to the campus.

- ⚡ The car loop parking lot that accesses the front of the school will be open for drop off beginning at 7:30 AM. **DO NOT** drop off your child prior to these times as there is no supervision!!!
- ⚡ The gate to the front parking lot (car loop) of the school will be strictly monitored or locked and secured at 8:00 am. Each car will be stopped after 8:10 and logged in. Please be prepared to tell office personnel your name and the reason for your visit to our campus monitor at the gate. If you need to access the campus during the day and there is no one at the gate, you will need to call the school at 754-323-6350. We will then send someone to open the gate. Please understand that this may take some time, so we ask you to be patient and plan accordingly. Once at the front office, you will need to knock for entrance. **Therefore, it is CRITICAL** that you have your child on campus before the 8:00 bell rings.
- ⚡ The gate to the front parking lot will be reopened beginning at 1:50 to 2:15 pm and will be monitored by school personnel to allow for dismissal of our students. Again, it is **CRITICAL** that you pick up your child on time. Per School Board Policy 5.8, no students will be dismissed 30 minutes prior to dismissal.
- ⚡ Our staff appreciates receiving a positive attitude during these procedures and will reciprocate with the same! At times, due to inclement weather or staff availability, there may be longer than usual wait times. We recognize that even though these safety procedures may appear to be convenient, they are a necessary component to our day. We appreciate your patience and understanding as we follow the district mandate and work together to keep all our students and staff safe. Please plan accordingly!



S.T.A.R. SYSTEM USE

The safety and security of all members of the Lake Forest learning community will continue to be a priority. All Broward County schools utilize the Security Tracking and Response Project (STAR) for safety and security purposes. Be prepared with your LEGAL PHOTO ID upon entering campus. A LEGAL PHOTO ID must be presented to the Lake Forest office staff **EACH TIME** any person visits, volunteers or mentors on school grounds. In addition, a LEGAL PHOTO ID must be presented to the Lake Forest staff **EACH TIME** any person signs a child in or out.



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The person must be listed on the child's current school year's emergency dismissal card. The STAR Security system is used on a daily basis. **NO EXCEPTIONS** are made to this security clearance at any time.

ABSENCE PROCEDURES AND REPORTING

Attendance Policy:

Florida State Statute 232.01 requires that each child attends school regularly and is on time. Students **MUST** make every attempt to attend school every day. Both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. Absences have an impact on the student's attendance record. A student will have a "pattern of non-attendance" if he or she is absent from school a total of 5 days (30 hours) in any one marking period or 10 days (60 hours) within 90 days. If it is determined by a school that a student has developed a "pattern of non-attendance", sanctions may be imposed. The following are examples of excused absences: student illness, death in the family, religious holidays of the specific faith of the student, subpoena by any law enforcement agency, doctor or dental appointment, **IF** the parent tells the school before the absence(s). **Without a note or phone call, the absence will be recorded as unexcused.**

Parents must report their child's absence within 48 hours or the absence will be recorded as unexcused. *Please refer to the [Student Code of Conduct Booklet](#) available online at [Browardschools.com](#). When calling in your child's absence, please leave the child's name, teacher's name, reason for the child's absence and your relationship to the child. If writing a note, please include the same information.*

- ⚡ After three unexcused absences, a school letter will be sent to you, the parent/guardian, by the teacher. Please sign and return this form the next day.
- ⚡ After five unexcused absences, a letter will be generated by the State Attorney's Office and mailed directly to you the parent/guardian. The school social worker may become involved and the child will be 'flagged' for truancy intervention through official channels. Students with excessive absences, excused or unexcused, will be required to have a doctor's note and will be reported to the social worker for further investigation.

** District guidelines state that a student is considered "chronically absent" if they are absent 10% or more from the required school days.*

Tardy Policy:

As the school day is filled with valuable information and activities, it is imperative that students be in attendance and report to school on time. **Students not in their classrooms by the 8:00 bell will be marked tardy.**

- ⚡ After a student is tardy three times in a marking period, the teacher will send a "tardy letter" to the parents/guardian reminding them of their responsibility to ensure that their children are in attendance and on time. Please sign and return this form the next day.
- ⚡ After being tardy eight times in a grading period, a student will be referred to administration for social worker intervention.



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ACTIVITY CLASSES

During each trimester, each child will participate in Music, Media, Art, and Physical Education. The activity teachers follow the Florida State Standards and incorporate many of the reading, math and writing skills into their curriculum. Students are to wear tennis shoes/sneakers on the days that they have physical education. There should be no purses nor jackets taken to PE. School wide behavior expectations will be upheld in these classes as well.

AFTER SCHOOL PROGRAMS, INC. (ASP)

Lake Forest Elementary School's onsite after school childcare provider is ***After School Program, Inc.*** ASP has a very successful and engaging program with numerous opportunities for your child to continue to learn after the traditional school day has ended. ASP is accredited by the Southern Association of Colleges and Schools (SACS). Please contact ASP at 954-596-9000 for any additional information about the program services.

Additionally, security procedures have been put in place by ASP as well to ensure the safety of your child while in aftercare.



ARRIVAL-DISMISSAL PROCEDURES

Daily classroom instruction begins promptly at **8:00 a.m.** for all students. The school office is open for business at **7:30 a.m.** Students **SHOULD NOT ARRIVE** before 7:30 a.m. each day, as **supervision is not available**. The first bell will ring at 7:50 and all students should be in class by the 8:00 bell. You can help us teach children responsibility by ensuring they get to school on time. If a child is not in their classroom by the 8:00 bell they will be marked tardy. If a child is dropped off after the 8:00 bell, a parent/guardian **must** escort the child **into the front office** and sign him/her in.

The school day ends for students at the 2:00 p.m. bell. Parents will need to let the teacher know if their child will be picked up (car loop), go to the After-School program (ASP) or walk/bike home.

If it is necessary for a student to be released before the end of the school day, the person (18+ yrs of age) signing out the child must be a parent or a person listed on the ***current*** emergency card. It is also necessary for this adult to come into the office to sign out the student and the adult **must have a valid photo ID.** NO STUDENT MAY LEAVE CAMPUS WITHOUT THESE PROCEDURES BEING FOLLOWED. Once a student arrives on campus, he/she may not leave without authorization from the office. **Early sign outs within 30 minutes of dismissal time ARE NOT PERMITTED per School Board Policy 5.8.** During the regular school day, no students will be dismissed after 1:30PM. Dismissal during an Early Release day is 12:00PM. No students will be dismissed after 11:30AM.



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BIRTHDAY CELEBRATIONS

Lake Forest is first and foremost an educational organization. Though we love to celebrate student success, there will be no birthday parties held on campus during instructional time. If you would like to bring either cupcakes or a healthy alternative to celebrate your child's birthday, you may drop off the items in the front office **before** your child's scheduled lunch time and they will be delivered to the student. If they are dropped off after the scheduled lunch time, the items will be sent home or saved for the following day, no exceptions. The students will celebrate as a class in the cafeteria. Since this is a *student* celebration, parents and family members are not permitted in the cafeteria yet are encouraged to continue the celebration at home. No siblings will be allowed out of class to participate with their brother/sister. Thank you!

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served between the hours of 7:30 and 7:50 a.m. Cafeteria doors will be closed at 7:50 a.m. therefore students need to be on campus **and in line** by 7:50 to be able to eat breakfast. Breakfast is free for all students. Parents are asked to complete an annual lunch application form that lists all students attending any Broward County school online at www.Myschoolapps.com. If the student qualifies, s/he will receive free or reduced lunch prices. Again, this application must be filled out yearly.

Parents may choose to pay for the child's lunch by the week and can access the child's account by going onto our website at lakeforest.browardschools.com and clicking on the "cafeteria information" link. The daily prices are as follows:

Full prices:

Lunch: **\$2.00**

Reduced prices:

Lunch: **\$.40**



Administration, support staff and teacher assistants are present in the cafeteria to give assistance and direction to the students and should be given proper respect and attention.

- ⚡ Students may not leave the cafeteria area without the permission of an adult on duty
- ⚡ Students are **NOT** permitted to bring glass bottles or containers to school
- ⚡ Students cannot bring sodas for lunch

Teachers encourage students to practice the cafeteria rules. We ask that you discuss at home as well. **The rules are as follows: M.E.A.L.S.**

- **M**anners are Important - Talk in a Level 2 voice; do not yell.
- **E**at your own lunch with proper utensils; **no food sharing** allowed.
- **A**lways raise your hand if you need something.
- **L**ine up properly - clean up your area; do not leave anything on the floor or table.
- **S**tay in your seat; no running or visiting other tables.



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CANDY AND GUM

Students are **NOT** permitted to bring any candy or gum to school. Any child found eating candy or gum will have it confiscated. Repeat offenders will receive disciplinary actions up to and including a referral.

CELL PHONES ON CAMPUS

For the safety of our students and staff, parents should not use cell phones at any time while driving through the car loop. Students are permitted to carry cell phones. *However, all cell phones must be turned off while on campus/instructional time (7:30 a.m. – 2:00 p.m.).* Students may not have a cell phone in their possession during any testing. Students who use a cell phone during school hours will have the cell phone taken until the end of the day. If this happens again, the phone will be taken away and the parent/guardian will have to come and pick it up from administration. The responsibility of the phone lies with the student. The school is not responsible for any damage or theft of any cell phones.

CLINIC

Students who become ill while in school will be sent to the clinic that is located in the office. If they are unable to return to class, parents/guardians will be notified. Our Health Tech or front office personnel trained in administering prescribed medication monitor our clinic. However, if your child is sick, (fever, constant/excessive coughing, vomiting...) please allow him/her to stay at home. Staff is unable to care for students who come to school ill. Parents are required to complete a health/emergency card each year. It is VERY IMPORTANT that we have up-to-date information on this card at all times in case of an emergency. **TWO (2) EMERGENCY PHONE NUMBERS MUST BE RECORDED ON THIS EMERGENCY CARD.**



CONDUCT

Please refer to the Broward County Student Conduct Code Book for details on expected student conduct and the consequences for misconduct as supported by the Broward County Schools Discipline Matrix. Each parent and student must sign and return the acknowledgement page for the Conduct Code Book each year. This page will be made available in the student's first day packet or upon registration. As a Lake Forest Lightning R.O.D. (Respect – Ownership – Determination), students are expected to show...



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Respect - treat all members of the learning community with respect. They are to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

Ownership - be responsible for their behaviors as well as their academic performance.

Determination – show effort in all aspects of their learning. This includes following the Districts Character traits and school wide SMART rules.

Students are **NOT** to solve their problems through physical violence. Any student involved in physical violence may be subject to consequences up to and including suspension whether the child started the fight or not. A "detention" area is used for students who disrupt the classroom, cafeteria, bus, or for some reason must be temporarily isolated from their peers. Parents will be notified when a student is referred to this setting. Certified personnel supervise this area. Students will be required to complete their classroom work. On certain occasions, parents may be required to come to school for a conference before the student may return to class.

CONFERENCES

We believe parent-teacher conferences are an essential part of our communication process. Per Board Policy 6000.1 Conferences with parents or guardians are a required part of the reporting system. Your child's teacher will schedule a conference with you at least twice during the school year. You will be notified in advance. If it is not possible for you to attend at the time specified, please notify the teacher immediately to reschedule the conference providing the teacher a date and time that works for you. If you feel the need for a conference at any time during the school year, please contact your child's teacher and request an appointment.

NOTE: Classroom teaching time, arrival and/or dismissal times will **not** be used for unscheduled conferences.



CURRICULUM

Lake Forest teaches to the same Florida Standards as all other elementary schools in Broward County. The academic subjects of reading & language arts, mathematics, social studies and science are presented. Instructional units of study, designed by our teachers in conjunction with district initiatives, will be used for planning the week to week curriculum. The instructional units of study will help ensure that the necessary Florida State Standard skills are being addressed throughout the school year.

EARLY RELEASE

The following days are Early Release days for students. Students will be dismissed at 12:00 noon on the following dates. Please make sure your child's teacher is aware of any dismissal changes that may occur on these days.



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Oct. 17

Dec. 20

Feb. 20

Mar. 19

Apr. 9

Jun. 2

EMERGENCY CARDSIMPORTANT****

Each child is required to have a NEW AND CURRENT emergency card on file at the school, including **at least two (2)** emergency telephone numbers. This should be the number of someone we could contact in case of emergency, if we cannot get in touch with you. A parent or guardian must sign these cards. **Any change in address or telephone number during the year must be reported to the office immediately.**

EMERGENCY DISMISSAL

If an event occurs on or around the campus and it becomes necessary to dismiss school early, students will follow the directions left by the parent or guardian on the emergency form. Basically, the following procedures are to be used:

- ⚡ Parents will be notified first by Parent Link automated phoning system.
- ⚡ Students will be informed of the reason for dismissal.
- ⚡ Walking students will go directly home if the situation warrants it.
- ⚡ Bus students will be accompanied to the bus loading area by the teachers and kept in this area until all buses have departed.
- ⚡ When an emergency dismissal is necessary, students who are normally transported by car will be permitted to make contact with the parent by phone.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act became a Federal law in November 1974 and was revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents of such students and authorized individuals having legitimate educational interests will have access to a student's educational records. You also have the right to exercise the waiver of access to certain confidential letters or statements. You may request an appointment to inspect and review your student's records if the student is under 18. The appointment may be made in person or by telephoning the school at 754-323-6350. If you have further questions, please contact the guidance counselor, Ms. Palau.



FIELD TRIPS

Meaningful field trips are scheduled at Lake Forest Elementary School throughout the year. Parents are requested to sign an authorization form. If parent permission has not been given by signing the form the child will **NOT** be allowed to attend. *PARENTS MAY NOT WRITE A NOTE TO GIVE PERMISSION OR GIVE VERBAL PERMISSION.*

- ⚡ For the safety of all students, students must display appropriate behavior at school and/or on the bus (to and from school each day)



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- ⚡ **DEADLINES ARE IMPORTANT** for reserving buses, seats, etc. It is the student/parent responsibility to return all required forms by the deadline OR the student may NOT be able to go on the trip.
- ⚡ Any fees involved must be turned in **WITH** the authorization form by the deadline date. No money will be accepted after the stated deadline date. For your convenience you may access our online payment link through the school's website. NOTE: If you choose to send money to school (particularly with younger children) please do so in a sealed envelope, label it with the child's name and state the purpose for which the money should be used. We will **NOT** accept personal checks. **Money must be CASH only, exact amount. Signed field trip form and money must be turned in together. One will not be accepted without the other.**

Parents chaperoning for field trips for any reason must complete the online volunteer application at <https://www.browardschools.com/Page/37924> **This must be filled out yearly!!** Parents not on the approved volunteer list will not be permitted to chaperone! NO EXCEPTIONS!

GRADES

The grading system used in the elementary schools is dependent upon the grade level of the student. All students will receive an interim (progress report) during the first quarter.

- Kindergarten, first and second grade students' progress is indicated for skills by a number 1 (consistently), 2 (developing), 3 (area of concern), X (not evaluated), and NA (Not Applicable). A detailed explanation is provided for parents on the report card and by the classroom teacher during Open House.
- Third, fourth and fifth grade students' progress is reported through interims, parent conferences and a report card every quarter. The symbols "A" for superior progress, "B" for above average progress, "C" for average progress, "D" for below average progress, and "F" for failure are used. Plus or minus signs **shall not** be used in marking at any level.

It is important that the report card envelope is signed and returned to school the next school day. If parents have any questions about the report card grades, they should contact the classroom teacher(s) first. If there are further questions after contacting the classroom teacher, parents should feel free to contact the certified school/guidance counselor, support staff or administration.

HEAD LICE

Because of the highly contagious nature, head lice must be treated immediately. No child infested with head lice will be permitted to return to school until such time as there is NO EVIDENCE of the **lice and nits**. A parent **MUST** accompany the child on her/his return to school and report to the school office before re-admittance to class. Information regarding treatment will be sent home with the child in the event live lice/nits are found.

HEALTH

Your child's health is of great importance to us, and we ask for your complete cooperation in the matter of communicable diseases. **Each child must have on file in the school a certificate of immunization for communicable diseases.** Each child entering a Florida school for the first



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time must present a certificate of a medical examination performed within the **12 months before enrollment** in school. Students will not be allowed in school until the certificate is provided.

The diseases for which immunizations are required are polio, diphtheria, tetanus, pertussis, measles, mumps, and rubella.

A child who contracts any communicable disease, such as measles, mumps, chicken pox, head lice, etc., must remain at home during the course of the illness and will not be re-admitted to school until he/she is free of all existing symptoms and a doctor's note will be required.

Florida Statute requires the Broward County Schools to conduct health screenings. These screenings are conducted at various targeted grade levels throughout the school year. The screenings consist of the following: vision and hearing screening for students entering a Florida school for the first time, students suspected of being exceptional and students in specified grades.

Heights/weights are taken annually for students in first, second and third grade. Trained school or county health unit personnel will conduct the screenings. If a problem is detected, you will be notified by the assigned Public Health Nurse or by school district personnel.

If you do **NOT** want your child to participate in this program, please notify the principal in writing.

For Pre-K students, dental screening and fluoride mouth rinse programs are available from the Dental Director, HRS Broward County Public Health Unit.



The Florida Department of Health in Broward County's School-Based Dental Sealant Program, Broward Dental SEALS, will be visiting every elementary and middle school throughout the county in the upcoming 2019-20 school year. The dental hygienists will be providing preventative dental services to all students' Pre-K to 8th grade who turn in a signed permission form.

- The date the hygienists will begin their visit to our school is **Wednesday, September 4, 2019**. Please send the forms back as soon as possible. This service is free of charge.

HOME WORK

Students should follow a regular study routine each evening. Teachers from each grade level have set up a Homework policy that will be given to parents during the first week of school and reviewed at Open House. Students will have homework activities Monday-Thursday and will be provided the opportunity to practice their skills during "off track" time (winter and spring breaks). Please continue to have your child read on the weekends as this practice aids in developing a lifelong reader.

As part of monitoring your child's homework, please check his/her agenda for notes and comments about homework assignments and classroom progress.

Homework is designed to...

- 🔧 Reinforce principles, skills, concepts, and information taught in the classroom.
- 🔧 Be meaningful and appropriate to the ability and instructional level of students.
- 🔧 Support creative, logical, critical and analytical thinking.



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- 🚩 Foster self-discipline, self-motivation and the wise and orderly use of time.
- 🚩 Be adequately explained by teachers and clearly understood by parents.



INSURANCE

A Student Accident Insurance Plan, selected by the School Board, is available on an optional basis to all students at the beginning of the school year; the school will provide interested parents/guardians with information about the Student Accident Insurance Plan selected. The information will contain an application which, when completed, must be sent **directly to the company, NOT** the school. It is to your benefit to take advantage of this inexpensive plan. Accidents at school are not covered by the School Board.

INTERIM REPORTS

Teachers are required to notify parents near the middle of a grading period or the middle of the scheduled activity class unit if a student

- 🚩 is in danger of failing a subject,
- 🚩 dropping two or more letter grades,
- 🚩 has excessive absences/tardiness or
- 🚩 exhibits unsatisfactory behavior.

It is imperative that these interim reports are signed by the parents (guardians) and returned to the teacher. Parents are encouraged to follow through with a conference or telephone conversation regarding the interim report.

LIBRARY (Media Center)

Our NEW media center (library) is a place to not only read, study, and enjoy the search for knowledge but to create. We were chosen to receive our Media Center Makeover by the Orange Bowl committee and were the only school chosen in Broward County. Out of consideration for others, an atmosphere that is conducive to learning should be maintained at all times. Students will be taught how to locate and use library materials, creative maker space materials that promote critical thinking as well as collaborate with others in a respectful manner.

Many books and other resources are available to students and these materials may be checked out on an individual basis. We ask your cooperation in making sure that students return these items on a timely basis and in good condition. **Students are financially responsible for the cost of lost or damaged books.** A student will not be allowed to participate in field trips if they have an outstanding balance for lost or damaged library or school assigned learning materials. You may pay for lost or damaged books online on the school payments link located on the front page of the school's website.



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LOST & FOUND

Students who find lost articles/books are asked to take them to the lost and found boxes located in the office or cafeteria. Lost articles that are not claimed within a reasonable period of time will be donated to charitable organizations. It helps to **PLEASE LABEL** all clothing with the student's name. We will make every effort to return the clothing to the proper student.

MEDICATIONVERY IMPORTANT****

School Board Policy dictates that any medicine taken internally at school must be authorized with a note of verification from the Broward County Health Department and attending physician indicating the length of time for its administration and purpose. These forms are available in the Code of Conduct forms and in the school's office, at the Health Department, or at your physician's office. These forms are then kept in the school office and the medication is administered by a school official and logged in. Students **WILL NOT BE PERMITTED to take ANY medication** if this form has not been properly completed. Medication must be in a prescription bottle with a proper label.

PLEASE NOTE: Teachers and/or staff are **NOT** permitted to give medication (aspirin, cough medicine, etc.) to students even if a parent sends a letter. Students are **NOT** permitted to take medication on their own. This includes cough drops, over the counter medicine, aspirin, etc.

PARENT-TEACHER ORGANIZATION (PTO)

Parents are encouraged to join Lake Forest PTO. This organization helps to support the programs and events throughout the school year. Volunteering for various activities and events can be a fun way to involve the whole family. Please watch for our annual membership drive to join for \$5 per family.

PARENT NIGHTS

Special events will be offered during the school year regarding information on curriculum areas of reading, math, science, and/or technology. Parents will be provided a chance to learn about the curriculum and participate in learning activities. These trainings provide parents the opportunity to explore ways to help their children with academic skills at home.

PARTNERS OF LAKE FOREST

During the 2019-20 school year, Lake Forest will be working cooperatively with Broward Sheriff's Office, ASP (Afterschool Child Care), Town of Pembroke Park, Koinonia Worship Center, AXA Advisors and City of West Park on various activities and projects. We appreciate these partners who donate money, supplies, incentives and volunteer services for our students and staff. We are always seeking new partners to help our students in their academic pursuits. Please contact the school if you or someone you know is interested in becoming a partner.



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PHYSICAL EDUCATION

Students are to wear tennis shoes and appropriate clothing on the days that they have physical education. A written excuse is necessary if a child is to be excused from physical education. Because of the heat on many of the school days, students will not be allowed to wear jackets or sweaters to their physical education class, nor at recess or structured P.E.

PROMOTION/RETENTION POLICY

The Collaborative Problem-Solving Team, which consists of the classroom teacher(s), special education teacher(s), guidance counselor, support staff member(s), administrator(s) and/or parent(s), meets to discuss concerns related to individual students based on their individual student data. Emphasis is placed upon the mastery of minimum basic skills in reading, writing, and mathematics. In the promotion and placement of a student, Lake Forest will follow the guidelines set by the state and Broward County School Board policy 6000.1 *Student Progression Plan*. Students must demonstrate minimum standards on the given standardized test to be promoted to the next grade level.

Promotion is the act of changing a pupil's placement from a lower to a higher grade. It is helpful (and important) that all stakeholders know the criteria for promotion at each grade level. Information about specific promotion criteria can be found on the district's website at

www.browardschools.com

Students who do not meet these criteria by the end of the year will not be promoted to the next grade level. Please plan to attend the informational parent meetings (Parent Trainings) scheduled for reading, writing and mathematics/science to learn additional information and methods that you can use at home to help your child reach his/her goals.



RAINY DAY PLANS

- ⚡ Please make sure your children know what to do, **prior to dismissal time**, if it is raining. Students **will be released** from the walker's gate as usual in the event of light rain/drizzle. Please send your walker/bike rider to school with appropriate clothing/rain gear on days when rain is forecast.
- ⚡ "Rainy Day" dismissal will be called when conditions are not favorable or safe for a regular dismissal – lightning, torrential rain etc. Walkers will be held in the cafeteria and released to waiting parents/guardians.
- ⚡ Students will not be permitted to use the school's phone to find out what to do if it is raining so **PLEASE** make these arrangements ahead of time and let your child's teacher know!

If you make changes to your child's dismissal due to weather and do not notify school personnel, the wait to get your child might be extensive. Please plan ahead. Also, please **do not** drive into the bus loop, rain or not.



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SALE OF ARTICLES AND ITEMS AT SCHOOL

Students are **not permitted** to sell or trade any items at school or on the bus. Consequences for this could include school specific consequences = loss of school privileges.

SCHOOL ADVISORY COUNCIL (SAC)

Lake Forest Elementary has a School Advisory Council that consists of parents, community members, teachers, staff, administrators and community partners. The team will meet monthly to discuss the school goals and needs for making continued improvements in student achievement. All parents are invited to attend. The meeting times are posted on the Lake Forest website and the school marquee.

SCHOOL ADVISORY FORUM (SAF)

In addition to participation on SAC, the SAF is responsible for assisting in the identification and coordination of the use of community resources to improve student achievement and school effectiveness as well as addressing parent/community concerns & working with the administration to solve problems and to initiate desirable change. The Chairperson is voted on during the first scheduled SAF meeting. The School Advisory Forum conducts meetings throughout the school year showcasing school programs and procedures. The meetings provide an open forum for people in the school community to receive information as well as give input into the educational process.

STUDENT SUPPORT SERVICES

The Student Services Department consists of the following support personnel:

Sigried Palau (School Counselor)

Stephanie Turturro (Reading Coach)

Paola Ascencio (School Social Worker)

Ruth Griffith (Science Coach)

Kimberly Lloyd (ESE Specialist)

Simone Sandoval (Autism Specialist)

Anna Bensusaski (School Psychologist)

Lori Sparks-Lee (Math Coach)

Lyla Boccuzzi (Primary Reading Support)

They all play an important part in your child's success. These team members work together to ensure all resources are used to motivate and maximize learning. The goal is to prevent problems and intervene early so that all students can be successful. If you have a specific concern about your child, feel free to email them through our school website lakeforest.browardschools.com, contact the teacher or call the school office to set up an appointment.

TEACHER PLANNING DAYS

The following days are scheduled as teacher planning days. There is no school for students on these days.

Aug. 7-13 Oct. 18 Jan. 6 Mar. 17 Mar. 20 Jun. 3



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TECHNOLOGY

Many of the social media sites have age restrictions for access and participation. Sites such as Facebook, YouTube, Musical.ly, Kik, Snapchat, Twitter and Instagram **require** children to be **at least 13 years old AND** have a parent's permission to have an account/access the site. This is the age of a typical middle school student. **PLEASE** regularly monitor your child's cell phone and/or tablet usage to ensure their safety while using the internet. Inappropriate use of the internet and/or texting to bully or otherwise taunt or instigate problems with other students will be dealt with immediately. Anything posted by other students on social media that parents feel threatens their child and effects a child/ren at school should be brought to the attention of the school.



TELEPHONES

The telephones in the school office are for school business only. Students will NOT be called to the office phone to receive calls except in cases of emergency. Students will NOT be allowed to use the telephone to make afternoon arrangements. It is the **RESPONSIBILITY** of the parent(s) and student(s) to make transportation arrangements for after-school activities BEFORE leaving for school in the morning.

TEXTBOOKS

Textbooks will be issued and assigned to each student. Textbooks are very costly to replace. Students should take good care of their books. Students will be responsible for the book and will be expected to pay for the book if it is damaged or lost. **Students are financially responsible for the cost of lost or damaged books.** A student will not be allowed to participate in field trips if they have an outstanding balance for lost or damaged textbooks. You may pay for lost or damaged books online on the school payments link located on the front page of the school's website.

TRAFFIC PATTERNS

Parents driving students to school must observe all **STOP SIGNS, RIGHT TURN ONLY SIGNS**, as well as orange cones, the Crossing Guard and gate monitors. Parents must use the car loop driveway in the large staff/visitor parking lot (South lot) for dropping off or picking up students and must drive SLOWLY. Parents please do not drop off your child in the center parking lot. This poses a safety hazard as it requires them to walk through traffic to get to the sidewalk. Please maintain a single line of cars. DO NOT PASS unless you are directed to do so. VERY IMPORTANT: **PLEASE WATCH YOUR SPEED.** SLOW DOWN TO 5 MPH.

THE USE OF CELL PHONES WHILE IN THE CAR PICK-UP LINE IS PROHIBITED!

Please help us keep all of our students safe at both arrival and dismissal.



Absolutely NO drop off nor pick up in the bus loop.



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TRANSPORTATION

**Any change in dismissal procedures must be communicated to your child prior to coming to school. Please alert the teacher to the change by writing a note or indicate any changes in your child's agenda. We will not interrupt the instructional day to relay messages to students.



- **Bike Riders**

Students are permitted to ride bikes to school. **All students riding bikes are required to wear bicycle helmets**. A locked fenced in area for bikes is provided, however it is not locked until 8:00 a.m. and unlocked at 2:00 p.m. thus, students should bring their own bike locks and lock their bikes securely. Bikes are to be WALKED on campus at all times. Students are **not permitted** to use roller/inline skates as a form of transportation to school.

- **Bus**

Bus transportation is provided for students who live two or more miles from the school or in one of our special program classes. Each student will be held responsible for complying with the printed rules and regulations issued by the bus driver. Infractions of the rules will lead to a referral to school administrators for disciplinary action. One or more of the following actions will be taken with bus referrals: VERBAL WARNING, LETTER TO PARENTS, BUS SUSPENSION and/or INTERNAL SUSPENSION. If a student receives a BUS SUSPENSION, parent(s) must provide transportation to school.

Students may only ride their ASSIGNED bus. A student is **NOT ALLOWED** to enter or leave the bus at any stop other than the assigned stop. Parents are responsible for supervising their children at the bus stop. **ANY CHILD WHO JEOPARDIZES THE SAFETY OF OTHER CHILDREN ON THE BUS WILL BE SUSPENDED IMMEDIATELY.** Bus students will follow rules as set up on the first day of school. At dismissal, current bus students WILL BE PLACED ON THE BUS UNLESS WE RECEIVE A MESSAGE FROM THE PARENT THAT THE CHILD WILL BE GOING HOME ANOTHER WAY. THIS MESSAGE MUST BE DELIVERED NO LESS THEN 30 MINUTES BEFORE DISMISSAL!!

- **Cars**

Students are **NOT** to be on school grounds **BEFORE 7:30 a.m.** There is no supervision for students before 7:30 a.m. At the close of the school day, students picked up by car will be ready at the **2:00 p.m.** bell. Therefore, any student left on campus past closing hours, will be reported to the sheriff's department for transportation home.

- **PAL Center**

The PAL Center is **not** a designated drop off or pick-up area for students. Students riding in cars will be waiting in the front car loop (South lot) which is the designated area for all car riding students unless approved by administration. **Please do not instruct your child to wait at the PAL Center for a ride.**



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BROWARD COUNTY
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If your child is a car rider, he/she will be waiting in the front loop. If you do not drive through the loop, your child will not be walked to you at the gate. Should you choose to meet your child outside the gate, make sure the teacher knows your child is a walker and not a car rider.

- **Walkers**

For the safety of all students, students are NOT to be on school grounds BEFORE **7:30 a.m.** There is no supervision for students before 7:30 a.m. and we cannot ensure their safety. At the close of the school day, walking students will be escorted to the front gate by the cross walk and must leave campus immediately upon dismissal **Parents waiting must stay outside the perimeter fence at 2:00.** The walkers gate will be closed at 2:10. If you do not arrive by the time the gate closes, you will need to proceed through the south gate (car loop) and proceed to the office to sign your child out.

UNIFORMS - Mandatory

Lake Forest parents voted to have all students wear uniforms.

Bottoms: Skorts/skirts, shorts, pants, jumpers can be black, navy blue and khaki

Shirts: Must be collared and can be black, white and *any shade* of blue.



Blue Jeans are not allowed.

Denim pants in black or khaki/tan are acceptable.

Lake Forest School T-Shirts are considered uniform only on Fridays or in the event of a field trip. IT MUST BE AN LFE T-SHIRT! Students are required to wear shirts with collars Monday through Friday (unless they choose to wear an LFE T-shirt on Friday **only**).

As per Student Code of Conduct: ***High-heeled shoes, backless, sling-backs, or open-toed footwear (sandals) are NOT allowed. Students are not allowed to wear ripped/torn pants nor are they allowed to wear low riding/baggie pants. Violations of the uniform policy shall be subject to the same consequences as violations of the dress code of the Code of Student Conduct.***

PLEASE LABEL all sweaters, jackets, hats, raincoats, eye glasses, lunch boxes, etc. with the child's name/grade so that the clothing can be returned if found. **PLEASE** make sure children are prepared for rainy days. Children dressed inappropriately may call home for a change of clothing and may be subject to the same consequences as violations of the dress code of the Code of Student Conduct.

VALUABLES

Students are **NOT** to bring large amounts of money, IPODs, toys, electronic games, cameras, etc. to school. These items may be held in the office until a parent picks them up. **STUDENTS**, not the school, are responsible for their personal property, including damage, loss and/or theft.

VISITORS

All visitors **MUST** report to the school office upon entering the campus. For the safety of everyone in the Lake Forest learning community, this policy will be strictly enforced. **ALL visitors, including parents, will receive a visitor's pass generated through the Broward County**



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Schools STAR system. Any person entering the campus must have a valid PHOTO ID available for the front office staff in order to get a pass. If you walk in the hallway or go to a classroom and do not display your pass, a staff member will ask you to report to the office first, you must comply.

VOLUNTEERS

Our volunteers assist in reinforcing students' academic skills, special programs, library, office, chaperoning field trips, etc. If you are interested in becoming a volunteer, please visit <https://www.browardschools.com/Page/37924> to complete the application to be a volunteer. This application must be filled out prior to volunteering and may take 48 hours or longer to process. All volunteers must fill out the form yearly. Please do not wait until the last minute to apply. :o) Except for parent conferences and grade level /school performances, no one will be allowed on campus without being an approved volunteer.



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