

Scott Lake Elementary
1140 East County Road 540-A
Lakeland, FL 33813
863-648-3520

<http://schools.polk-fl.net/scottlake/>
Facebook: Scott Lake Elementary School
PTO Facebook: Scott Lake Elementary PTO

2019-2020
Student Handbook

Polk County School District Mission Statement

"Students First."



Scott Lake Elementary Mission Statement

Scott Lake Elementary strives to ensure every student achieves academically, socially, and emotionally.

Student Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Grade _____

Teacher _____

Mode of transportation _____



Scott Lake Elementary

2019-2020

Compact for Learning

This compact outlines how the parents/family, the entire school staff, and the students will share the responsibility for improved student academic achievement. By linking learning, the school and parents will build and develop a partnership that will help our students achieve the state's high standards for the school year.

	Staff Responsibilities	Parent/Family Responsibilities	Student Responsibilities
Curriculum High Academics	Provide high quality, Florida standards-based content and differentiated instruction so that academic achievement for ALL students will increase in ELA, math, science, and social studies. Provide families with activities to encourage learning together	Ensure my child attends school regularly and arrives on time prepared to learn. Discuss with my child's teacher areas of academic concern and ways to support my child at home. Read with my child daily and encourage use of Accelerated Reader.	Participate independently and cooperatively in classroom activities, complete my class assignments and homework, and come to class prepared to learn, giving my best effort in all I do. Take ownership of my own learning, working to meet and achieve my individual academic goals.
Monitoring Student Progress	Report student progress to students and parents through quality feedback on classroom assignments, assessments, interim reports, and report cards. Meet with parents at least one time per year to discuss student progress. Meet with students on an on-going basis to track student growth using data portfolios.	Monitor my child's progress by reviewing returned classwork, assessments, interims, report cards, and grades through the parent portal. Schedule and attend conferences as needed to discuss academic and behavioral concerns.	Monitor my own progress by asking questions, reviewing feedback from my teachers on returned assignments, tracking both STAR and Istation assessments, analyzing my grades through the student portal. I will talk with my parents and teachers about my data and set goals for learning using my personal data notebook.
Partnership Be Involved	Inform and encourage parents to participate in opportunities to volunteer in classrooms and/or attend school related events through the use of agendas, Title 1 paper and electronic newsletter, school website, flyers, Remind app, Parent Portal, and Class Dojo. All Title 1 documents can be accessed on the school website as well. We will conduct an annual face-to-face conference with our families to develop positive relationships. Activities are offered at flexible meeting dates and times.	Participate in decisions about my child's education by attending parent/teacher conferences, becoming involved in the Parent Teacher Organization (PTO), School Advisory Council (SAC), volunteering, or by participating in developing/reviewing the School Improvement Plan, Parent and Family Engagement Plan, and Compact. Attend and support school related functions.	Request help from my parents and teachers when I do not understand or need help with a problem or skill. Be a positive, productive member of my classroom, incorporating the social and emotional skills learned in class. Look for opportunities to demonstrate leadership skills in my school.
Communication Stay Informed	Build positive relationships through timely communication with parents using student agendas, phone calls, emails, Remind app, and conferences as needed. Keep parents informed about curriculum, school activities, and events. Respond in a timely manner to concerns or questions.	Review all notices sent home from school. Respond as needed and sign agenda nightly. If I have questions, I will write a note in the agenda or contact the teacher. I will return forms to the school in a timely manner.	Listen to and write down in my agenda my homework assignments and any additional notes from my teacher. Show my parents all notices that come from the school the day I receive them.
Learning Environment	Provide a supportive, safe, and positive learning environment where students are engaged and challenged with high expectations for learning and behavior. Incorporate technology into classroom instruction on a daily basis. Implement the Harmony program for social emotional lessons including leadership skill lessons and class family meetings.	Promote positive behavioral choices. Establish a daily routine for completing homework, daily reading, and discussion of the school day. Support my child by participating in school-wide parent involvement events that will enhance their academic experiences.	Create a positive, safe learning environment in my classroom by following Scott Lake's behavior expectations. I will be responsible, respectful, and safe so maximum learning can take place.
This compact was discussed on _____	_____	_____	_____
	Teacher Signature	Parent/Guardian Signature	Student Signature

Please visit our school's website for additional information, including curriculum and instruction, assessment dates, staff contact information, Title 1 resources, and other important dates.

If you do not have access to our website please visit the front office for printed information or call the front office.



**2019-2020 POLK COUNTY SCHOOL CALENDAR
STUDENT, TEACHER AND PARAEUCATOR**
*Approved at the December 11, 2017 Board Meeting
Dates are subject to change*

No unpaid training/workdays are to be scheduled before August 5, 2019	
Staff Dev. Days (Aug. 5 th , 6 th) Teacher Work Days (Aug. 7 th , 8 th , 9 th)	Monday, August 5 th – Friday, August 9 th , 2019
Student Orientation Day/Paraeducator First Work Day	Thursday, August 8, 2019
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 12, 2019
Holiday (Labor Day) – Student, Teacher (Paid), Paraeducator (Paid)	Monday, September 2, 2019
Interim Report (22 nd Day – September 11, 2019)	Distribute Week of September 9-13, 2019
Staff Development Day (Data Day) Student/Para Holiday	Monday, September 16, 2019
FTE Week	Monday-Friday, October 7-11, 2019
End of 1 st 9-Week Grading Period	Friday, October 11, 2019
Teacher Work Day/Student/Paraeducator Holiday	Monday, October 14, 2019
Grades Due	Tuesday, October 15, 2019
Distribute Report Cards (9 Weeks)	Friday, October 25, 2019
Holiday (Veterans Day) – Student, Teacher, Paraeducator	Monday, November 11, 2019
Interim Report (22 nd Day – November 15, 2019)	Distribute Week of November 11-15, 2019
Holiday – Student, Teacher (Paid 11/28 & 11/29), Para (Paid 11/28 & 11/29)	Monday-Friday, November 25-29, 2019
Storm Day (Make-up days, if needed)	Monday & Tuesday, Nov. 25 & 26, 2019
END OF 1ST SEMESTER/Last Day of 2nd Grading Period	Friday, December 20, 2019
Last School Day Before Winter Holidays	Friday, December 20, 2019
Teacher Work Day/Student/Paraeducator Holiday	Friday, January 3, 2020
Paraeducators and Students Return After Winter Holidays	Monday, January 6, 2020
Grades Due	Thursday, January 9, 2020
Distribute Report Cards (9 weeks)	Friday, January 17, 2020
Holiday (Dr. Martin Luther King, Jr. Day) – Student, Teacher (Paid), Paraeducator (Paid)	Monday, January 20, 2020
FTE Week	Monday-Friday, February 3-7, 2020
Interim Report (24 th Day – February 8, 2020)	Distribute Week of February 10-14, 2020
Staff Dev. Day (Storm Make-up day, if needed)	Friday, February 14, 2020
Holiday (Presidents' Day) – Student, Teacher (Paid), Paraeducator	Monday, February 17, 2020
End of 3 rd 10-Week Grading Period	Friday, March 13, 2020
Grades Due	Tuesday, March 17, 2020
SPRING BREAK	Monday-Friday, March 23-27, 2020
Distribute Report Cards (9 Weeks)	Monday, March 30, 2020
No School for Students/Teacher, Para Holiday	Friday, April 10, 2020
Interim Report (24 th Day – Monday, April 28, 2020)	Distribute Week of April 27 – May 1, 2020
GRADUATION	May 11-23, 2020
Memorial Day	Monday, May 25, 2020
End of 4 th 10-Week Grading Period – LAST DAY FOR STUDENTS – Last Work Day for Paras	Thursday, May 28, 2020
Teacher Work Day	Friday, May 29, 2020

Designated Storm Make-Up Days: 11/25, 11/26, and 02/14.

Reminder: Non-Refundable Travel Tickets Should Not Be Purchased In The Event That Storm Days Are Used As Student Attendance Days and/or Teacher Work Days.

Information on Testing/Assessment dates (FCAT, EOC or End of Course Exams, etc.) is available through the Assessment, Accountability & Evaluation (AAE) Office and is located on the District website at <http://www.polk-fl.net/parents/testing/default.htm>.

The following dates have been chosen as the seven student Early Dismissal days for school year 2019-2020:

- Wednesday, September 11, 2019
- Wednesday, October 23, 2019*
- Wednesday, November 6, 2019*
- Wednesday, January 15, 2020*
- Wednesday, February 5, 2020
- Wednesday, March 11, 2020
- Wednesday, April 22, 2020

* Designated as Staff Development



School Attendance Guide

Florida Statue 1003.24 (26) requires regular school attendance; it's the **LAW**.

Attendance Procedure

- Attendance expectation contract is signed at the beginning of each school year
- Automated telephone call each time your child misses school
- Attendance letters to the parent following:
 - 10 excused days
 - 5 unexcused days
 - 10 unexcused days in a 90 day calendar period
- Attendance meeting held at **10 unexcused absences**
 - In meeting: parent, student, school staff and the district's school social worker
 - Intervention plan developed
 - Attendance contract reviewed and signed
- Additional attendance meetings held if pattern of unexcused absences continues

Excused Absences are defined as:

- Personal illness, illness or death of immediate family, religious holidays, educational trips, school sponsored activities, judicial actions, military dependents & prearranged trips with parents
- Please reference the Student Progression Plan at www.polk-fl.net for additional information.

Illnesses

- A student may be excused for a continued or repeated illness for up to ten (10 attendance days during a school year, if parent provides a parent or doctor's note.
- After 10 absences a doctor's verification will be required for any future absences to be excused for the remainder of the school year.
- If a student has a chronic medical condition, a Medical Documentation for Absences form can be signed by your child's physician and you to excuse absences related to that medical condition, however, parent notes are still required at each absence.

Head Lice

- A student identified with lice/nits may be excused up to 5 days of school for each occurrence. Additional absences will be **unexcused** until the student is cleared by the school health contact or parent's private medical provider.
- If student is not cleared by day 5, the social worker and health department nurse will make a home visit.

Tardies & Early Checkouts

- Elementary – 3 unexcused tardies and/or unexcused early dismissals will be counted as **one unexcused absence** for truancy purposes

Possible consequences for Non-Attendance/Truancy

- Decrease in student's academic performance
- Referral to a community agency called "Youth and Family Alternatives" (Student 10+ years old)
 - Counseling services
 - Youth shelter
- Loss of driving privileges for students 14-18 years of age
- Parental prosecution (Florida Statue 1003.24 (26))
- High School – Credit denial and/or being withdrawn from school

If your child is having difficulty getting to school on-time on a regular basis, please contact the school Social Worker or the counselor to receive support. You are able to view your child's attendance daily on www.polk-fl.net>ParentPortal. Get access TODAY from the school.

Heather Rimes, LCSW, School Social Worker
863-499-2821 or by calling the school



Scott Lake Elementary
1140 E. CR 540A, Lakeland, FL 33813
863.648.3520 Fax 863.701.1076
Tangie Durham, Principal
Ron Kaufmann, Jr., Assistant Principal

Dear Families,

Your child will be using textbooks and checking out library books throughout the school year and these learning materials are shared for many years. We need your help to keep these materials in good condition so that others may use them. Please help us by emphasizing the importance of taking care of the books. Students are responsible for lost or damaged books and a replacement fine will be charged. Per School Board policy #5513 - CARE OF SCHOOL PROPERTY.

Tips for responsible book care are:

- Keep food and liquids away from the books (this is very important in the backpacks)
- Keep pens, pencils, markers, and scissors away from the books
- Have a safe place to keep the books where little hands or pets cannot reach
- Always have clean hands when handling a book
- Turn pages by using the upper right-hand corner
- Always use a bookmark instead of bending down the corner of the page
- Bring any damaged books back to the library for repair (please do not attempt to repair at home)
- Please bring books back on time so others may enjoy them too

“The more that you read, the more things you will know. The more that you learn, the more places you'll go.”

— **Dr. Seuss, I Can Read With My Eyes Shut!**

Sincerely,

Deborah Widner, Media Specialist



SCOTT LAKE ELEMENTARY SCHOOL SUPPLY LIST 2019-2020



Kindergarten

- ❖ Two ream white copy paper
- ❖ One pack dry erase markers
- ❖ One pair of blunt tip scissors
- ❖ Two pink erasers
- ❖ One 1 inch binder
- ❖ Four boxes of 24 count crayons
- ❖ Twelve primary pencils with erasers
- ❖ Twelve glue sticks (not bottled glue)
- ❖ Two primary ruled composition journals with space for a picture (not spiral)
- ❖ One roll of paper towels
- ❖ One pack of washable markers
- ❖ Two plastic 2 pocket folders (3 hole punched)
- ❖ Girls: One box of tissues and one box of gallon size Ziploc bags
- ❖ Boys: Waterless hand sanitizer and one box of quart size ziploc bags

First Grade

- ❖ Two reams of white copy paper
- ❖ One pack Expo dry erase markers
- ❖ Five dozen #2 pencils
- ❖ One plastic pencil/supply box
- ❖ Ten glue sticks (not bottled glue)
- ❖ Four boxes of 24 count crayons (Crayola preferred)
- ❖ Cap erasers
- ❖ One pair blunt point scissors (Fiskars preferred)
- ❖ Two composition books (no spirals)
- ❖ One Primary handwriting journal
- ❖ One box of regular markers
- ❖ Two 1 inch hard binder with clear front pocket
- ❖ Clorox wipes
- ❖ Girls: One box tissues and one box gallon size ziplock bags
- ❖ Boys: Hand sanitizer and one box quart size ziplock bags

Second Grade

- ❖ Two reams of white copy paper
- ❖ One pack dry erase markers
- ❖ One pack loose leaf notebook paper (wide ruled)
- ❖ One pack large pink erasers or small cap erasers
- ❖ Three dozen #2 pencils
- ❖ Two packs of glue sticks
- ❖ One box of 24 count crayons
- ❖ One box of colored markers
- ❖ Two plastic folders with pockets and brads (any color)
- ❖ Five composition books
- ❖ Boys: One box of tissues and one box gallon Ziploc bags
- ❖ Girls: One bottle of hand sanitizer and one box quart size ziploc bags

Third Grade

- ❖ Three reams of white copy paper
- ❖ One – two 8 count box of dry erase markers
- ❖ Two packs loose leaf notebook paper (wide ruled)
- ❖ Five dozen #2 pencils
- ❖ One box of crayons or colored markers
- ❖ Four plain folders with pockets and brads
- ❖ Two composition notebooks (wide ruled)
- ❖ Three large pink erasers
- ❖ Three boxes of cap erasers
- ❖ One pack of highlighters
- ❖ Paper towels
- ❖ Boys: Hand sanitizer
- ❖ Girls: Tissues

Fourth Grade

- ❖ Two ream white copy paper
- ❖ Eight dry erase markers
- ❖ Four packs of loose leaf notebook paper (wide ruled-replenish throughout the year)
- ❖ Six dozen #2 pencils (replenish throughout the year)
- ❖ Five spiral notebooks (plain colors)
- ❖ Five plain color folders with pockets and brads
- ❖ One pack of colored markers
- ❖ One pack of colored pencils
- ❖ Six glue sticks
- ❖ One 1 inch binder
- ❖ One pencil pouch (Zippered and with 3 holes to fit into binder)
- ❖ One box tissues
- ❖ Hand sanitizer

Fifth Grade

- ❖ Two reams of white copy paper
- ❖ Three packs loose leaf notebook paper
- ❖ Four dozen #2 pencils
- ❖ One bottle of glue
- ❖ Four plain colored plastic folders with pockets and brads
- ❖ One pack of colored markers
- ❖ One pack of colored pencils
- ❖ Individual pencil sharpener
- ❖ Two 1 inch binders – white
- ❖ Four spiral notebooks (wide ruled)
- ❖ Four-six glue sticks
- ❖ One box of crayons
- ❖ Good quality earbuds
- ❖ Tissues

Supplies may be brought on orientation day

School Times

Main Office Hours- 7:30 a.m.- 4:00 p.m.

Campus Supervision Begins- 7:30 a.m. (Please do not drop students off before that time.)

Instructional Time- 8:00 a.m.- 3:00 p.m.

Breakfast- 7:30 a.m. -7:55 a.m.

Students walk to class- 7:55 a.m.

Warning Bell- 7:55 a.m.

Tardy Bell- 8:00 a.m.

Dismissal Bell- 3:00 p.m.

Classroom Disruptions

Instructional time will not be interrupted for items forgotten at home (i.e. backpacks, homework, lunch, musical instruments, etc.).

Parental Expectations

- Follow responsibilities outlined on the Title I Compact
- Be in the car line early enough so your child is in class before the tardy bell rings
- Car riders need to be picked up **no later than 3:30 p.m.; except for emergencies**
- Support the teacher and the school
- Show a commitment to learning
- Show a belief in your child's ability to learn and grow
- Participate in school activities
- Review student homework; **review and sign the agenda nightly**
- Meet with your child's teacher at least one (1) time a year or as requested
- Encourage your child to read every night
- Have your child(ren) to school every day on time
- In order to ensure the safety of your child please communicate change of address or phone numbers immediately with the main office in person or in writing (Please bring photo ID)
- Support school personnel in regards to student behavior and discipline
- Review the Student Code of Code as a family and understand this document will be used in handling school discipline

Arrival and Dismissal Procedures

Arrival

Supervision of students who are car riders, bikers, or walkers is not provided until **7:30 a.m.** All students should be on campus and in their classroom before the tardy bell at 8:00 a.m. Please keep in mind that students who arrive after the tardy bell rings, must enter through the main office with a parent and have their agenda stamped. District attendance policies will be used to determine whether a tardy is excused or unexcused.

Early Checkout

Early dismissal is **strongly discouraged due to the loss of instructional time.** If an early check out is necessary please make every effort to check your child out before 2:30 p.m.

Dismissal

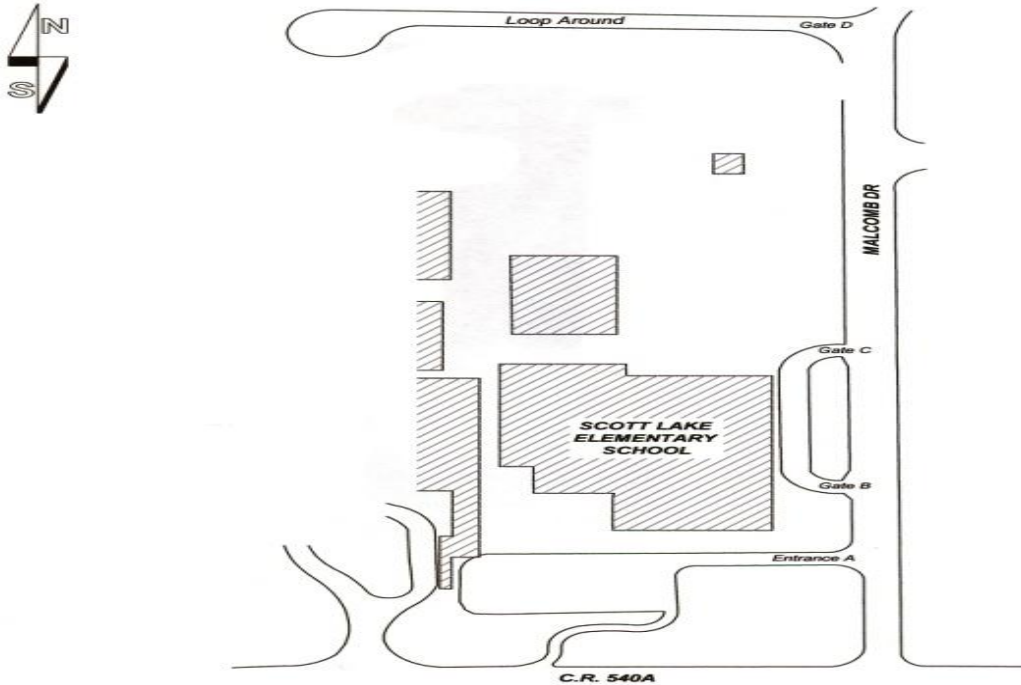
It is important for every child's mode of transportation to stay as consistent as possible. **Any change must be communicated in writing** as the teacher is responsible for dismissing the students.

We understand that emergencies occur and a change in transportation may be necessary. If this situation occurs, the main office must be notified **no later than 2:00 p.m.** Changes in transportation over the phone can only occur due to a true emergency. All non-emergency changes should be a written request.

Rainy Dismissal

In the rare occurrence that we have inclement weather during dismissal, we will hold all bikers and walkers. Parents will need to get a car rider sign from the front office prior to the first rainy dismissal. A decision will be made by 2:45 p.m. if we are implementing the rainy dismissal procedures. These students will be dismissed to the car rider area in the cafeteria for pick-up. Parents who do not have a car rider sign will need to come to the front office and present picture Identification to checkout their children. Parents are encouraged to sign-up for the REMIND walker distribution list to receive notification on days we are implementing our rainy day dismissal.

Morning Drop-off & Afternoon Pick-up Routes



Morning Drop Off & Afternoon Pick-up For Students

The car line will be open from 7:30-7:59 a.m. Typically, the car line is the lightest between 7:30-7:40 a.m. Cars must be in the school driveway prior to the 8:00 a.m. tardy bell. Any car not in the school driveway prior to the ringing of the 8:00 a.m. tardy bell will be directed to the front office. Parents will need to come into the front office with their child. Please have the agenda out in order to be stamped tardy. Traffic will travel north on Malcomb Drive, go thru the turnaround at the North end of the school grounds, back South on school traffic lane, enter Gate C, drop children off at last side door, exit out Gate B, and back on Malcomb Drive. All afternoon pickups will have signs with their child's number and/or name printed on them. Required signs for student pickup must be obtained during student orientation or from the front office. If a vehicle does not have a car sign the parent will be directed to the main office to receive a sign and checkout their children.

School Information

Attendance:

- Students are expected to be in attendance every day; upon the student's return to school parents are expected to provide the teacher with a written note explaining the absence. A determination will be made using the criteria in the Pupil Progression Plan to determine if the absence is excused or unexcused.
- Excessive tardies and/or absences could be addressed by the school's social worker or attendance team.
- Instances where students will be absent from school due to a trip or vacation with parents need to be pre-approved by the principal. Please submit in writing the dates, the reason, and include a request for make-up work prior to absence.

Celebrations:

- Polk County School Policy supports two (2) class celebrations during the year (Winter & End of Year).
- Please remember that food items must be store-bought, individually wrapped, and should be a healthy choice to meet the district's Wellness Policy.
- **Student birthday celebrations will only occur the last Friday of every month in the classroom. This will be organized by the classroom teacher. PCSB Wellness Policy 8.012 states, "Any activity during the school day, involving food and/or beverages that do not meet District Nutrition Standards, will be limited to once per month per classroom."**

Children not registered at Scott Lake

- **Parents may not bring non-registered nor non-school aged children with them when they are serving as a volunteer or parent guests on our campus. Scheduled school events during the school day may also be deemed inappropriate for small children to attend. Please clarify with the front office prior to bringing non-registered students on campus with the exception of lunch and parent teacher conferences.**

Community Eligibility Provision (CEP)

Please see additional information below regarding the Community Eligibility Provision (CEP) program and how it specifically relates to our school:

- All students enrolled at Scott Lake Elementary are eligible to receive one breakfast and one lunch per day at no charge.
- All students enrolled at Scott Lake Elementary will have a breakfast/lunch account even if it has never been used.
- The federal government will only reimburse the school nutrition office for a meal if the following criteria are met:
 - There are at least 3 of the 5 food components on the plate AND
 - One of these items must include a fruit or vegetable.

Note: If these two requirements are not met, then the student must pay for the items individually.

- Students that bring lunch from home can participate in this program. Students do not have to take the main dish as long as three components are chosen and at least one item is a fruit or vegetable.
For example, a student can choose a chocolate milk, a banana, and green beans to supplement a sandwich brought from home.
- A la Carte items are sold separately and are not part of this program. Bottled water and cartons of juice are sold daily for .50 cents each. Parents may deposit money in their child's account for these items.
- Students that have money in their accounts from previous school years may use this money for a la carte items. Parents also may request a refund from the School Nutrition Manager by calling 863-648-3523.
- Students that owed a balance at the end of the school year will still owe that balance, but once paid, should incur no future debt.

District Dress Code:

Bottoms: Navy, Black or Khaki/Tan	Tops: White, Navy or Red with collar or school t-shirt
<ul style="list-style-type: none">• Shorts, pants, skorts, skirts, skirted jumpers• Must have plain, solid-color twill, corduroy or denim fabric• Traditional blue jean color is OK for denim	<ul style="list-style-type: none">• Must have long or short sleeves• Knit polo-type or woven dress shirts, blouses, turtlenecks• School t-shirts are OK (available through PTO)

The uniform dress code **does not** allow for clothing with colored trim, stripes, embroidery, decorations, etc. It also **does not** allow for overalls (overalls with pants or shorts), sweat pants, knit pants/ skirts, leggings, etc.

Other Dress Code Rules:

- **A belt is required if the garment has belt loops**
- Shirts (including t-shirts) must be tucked in
- Shorts/skirts must be mid-thigh or longer
- Shoes must be safe, appropriate, and have enclosed heels or a heel strap (flip flops and sandals may not be worn)
- Clothes must be appropriate size with waist or garment worn at the student's waist
- Clothing that is too tight or too loose is not appropriate for school
- A small logo is acceptable
- School Administrators will determine if clothing is appropriate for school and complies with district rules
- Repeated violations of the dress code could be treated as disruptive behavior according to district policy
 - **Winter Student Dress Code:**
 - On very cold days, students who walk, bike, etc. may need to wear sweatpants, etc. over their school clothes on their way to/from school. However, any clothing that doesn't meet dress code requirements must be removed before school begins. Any kind of jacket/coat/cardigan is OK if it meets regular dress code rules.
- **May not be disruptive, distracting, display offensive language/symbols, etc.**
- **School staff may ask students to remove jackets and should be carried or worn not tied around their waist**
- **Any pullover garment that is worn all day (sweaters or sweatshirts) should:**
 - **Have a collar OR be worn with a collared uniform shirt or official school t-shirt underneath**
 - **Must be solid white, solid navy or the school's additional solid shirt color (school sweatshirts are OK)**
 - **Must not have any colored trim, stripes, decoration, etc. (small logos are OK)**

EVTV:

Morning announcements are broadcast daily on the closed-circuit television system. The Pledge of Allegiance is included in a short program designed and produced by a team of students.

Grading:

- All teachers follow the promotion/retention policy as stated in the Pupil Progression Plan. Students in grades K through 5 will receive interim reports according to calendar dates set by the school.
- Make-up Work- Students are expected to make up all work missed because of excused absences. Students and parents have the responsibility to request make-up work from their teachers on the first day upon returning to school.
- Teachers are responsible for all grading. Any questions or concerns about assignments should be discussed with the assigned teacher for the specific subject.

Homework:

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. Homework is assigned to develop student responsibility and review or practice what has been taught.

Lost and Found:

Lost and Found items are stored in the cafeteria and at PE. Please write your child's name on/in their personal items brought to school.

Lunch with Your Child:

Parents are encouraged to join their child for lunch at school. When dining with your child please follow these guidelines:

- Parents joining their child for lunch should eat at the family tables
- Parents may only eat with their child
- Siblings at different grade levels may not be pulled from class to eat with parents when it is not their designated lunch period
- **No outside food will be allowed**

Medicine:

Students may not have medicine of any kind, including over-the-counter drugs in their possession while at school. Parents must bring all medicine to the main office in the original container along with a School Board Authorization for Medicine form from the doctor indicating the time and dosage to be taken. All doctors are familiar with these forms, and they are also available in the main office. No medications, prescription or otherwise will be administered by school staff without this form. This includes cough drops and aspirin.

Prohibition of Discrimination:

Polk County School Board Policy 6Gx53-1.011

No employee, student, applicant for admission or applicant for employment shall on the basis of race, color, national origin, sex, language spoken, homelessness, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of or be subjected to discrimination/harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by the Polk County Public Schools. *Also reference the Equity Handbook, Educational Equity Complain Form, and School Board Policy 6Gx53-1.006.*

PTO:

- Consists of parents, teachers, and school staff
- Goals include volunteerism of parents, encouragement of teachers and students, community involvement, and welfare of students and families
- Please join and offer to be of assistance
- Please be supportive of all school-wide projects

SAC:

- Consists of parents, volunteers from the community, and staff
- Support and assist in preparing School Improvement Plan
- Regularly reviews student data
- Meets the first Wednesday of every month

Telephones:

If a cell phone is brought to school it must be turned off and should be kept in the student's backpack, except during testing when all phones must be removed from the testing area. The phones are returned to their owners immediately following testing each day. Please refrain from taking pictures and videos on campus or during any school sponsored event.

Visitors:

Parents and visitors are welcome and according to PCSB policy, all parents and visitors must first check in with the main office and present a picture ID to receive a visitor's pass. The visitor's pass must be worn at all times while on school property. Any staff member who sees an individual on campus without a visitor's pass will direct that individual to the main office. Every effort is made to maintain the safety of our students at all times.

Volunteers:

Volunteers are an important part of Scott Lake Elementary. Please make sure you sign-in and out each day in order for your volunteer hours to be captured. The main office can confirm your approval status. Please visit polkschoolsfl.com/getinvolved, complete the online volunteer application and submit your online payment of \$25. This fee covers your criminal background check. Upon approval, you will be issued a permanent Polk County School Board badge to wear when you are on campus as a volunteer. Field trip chaperones and volunteers in the classrooms must be approved as a volunteer prior to the event.

Withdrawals:

Withdrawal forms should be requested one day prior to a student's transfer to another school. This form must be requested by a parent/guardian with a proper ID. Students will only be enrolled in another Polk County school with this form.