

NorthLake Park Community School Parent Handbook 2022 - 2023



NorthLake Park Community School
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Orlando, FL 32827
(407) 852-3500
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www.northlake.ocps.net

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School Hours

7:00 - 8:15 - YMCA morning care

Students may not arrive on campus earlier than 8:15 unless they are enrolled in the YMCA morning program.

8:15 Breakfast Program Open

8:40 First Bell-Classrooms Open

8:45 Tardy Bell-students arriving after 8:45 are marked tardy

Arriving after 8:45

Car Riders - please park your car and sign your student in at the front desk

Walkers - if your student is a walker and arrives late to school you will be notified

2:52 Afternoon Announcements

2:55 Dismissal Begins in "waves" (1:55 on Wed.)

3:00 - 6:00 YMCA after school care

Staff Hours

- The office is open from 7:30am until 4:30pm daily.
- Teachers' hours are from 8:00 until 3:30 p.m.

Absences and Tardies

Keeping absences and tardies to a minimum is the parents' responsibility. Strong attendance typically correlates to better grades.

- If your children are out sick, you must send a note upon their return explaining the reason for the absence. Absences will not be excused without a note, which should be received within 48 hours of the student's return. If you see they are going to be out more than a couple days, you should contact the teacher and request make-up work.
- If children are not in their classroom seat by 8:45 am, they will be counted as tardy. Doctor's appointments are counted as tardies. If a doctor's appointment cannot be made before or after school, a doctor's note must be sent to school to be kept on file when tardies are reviewed.
- A student is marked absent for the entire day if he or she misses more than ½ the school day.
- The district policy for absences and tardies is:
 - If your child has 5 or more unexcused absences, the school will contact you via letter or phone.
 - If your child has 10 unexcused absences within a 90 day period, the school must report this to the school social worker.
 - Three consecutive absences or five non-consecutive absences for medical reasons require a note from the doctor.
 - If they miss more than three hours in a day it is counted as an absence.
- For a pre-arranged absence to be approved an excused request form can be obtained from the attendance clerk and submitted to the principal for consideration.
- Please contact the teacher as soon as possible prior to prearranged absences so that they may provide work to help your student. Keep in mind that they will miss direct instruction and group activities that are key to learning content.
- If you have attendance questions, please contact the school.

Vacations/Educational Trips

The district policy does not allow for excused absences for vacations. An educational trip will be determined by the principal. It does not include cruises, family reunions, weddings, or vacations, etc.

ADDitions Volunteers

- We always need volunteers to help in our schools. Often, parents think this can only be done in their children's classrooms. Generally, a teacher can only handle one parent helping in the classroom at a time unless it is during special activities or projects. However, there are so many areas parents can help us throughout the school such as:
 - In the media center

- In the cafeteria
- Mentoring or tutoring children
- PTA and other school sponsored events
- All volunteers must complete an application and wait for district approval every year before we can give permission to work around children.
- This can be done on-line by going to <https://ocps.samaritan.com>.
- Field trip volunteers must complete an application at the beginning of the year for district approval and another form for every field trip you wish to attend. Deadlines for these applications and sending in money must be strictly adhered to.
- Remember, volunteers are only to be in the areas designated to the front desk. It does not allow you to pop in on other teachers throughout the day.

Arrival - Mornings

- Doors open at 8:15 - students will be admitted to the cafeteria if they choose. Students will report to the classrooms and remain in the hallways until the first bell rings.
- This is the time to allow our staff to receive your children at the door and let them learn the morning arrival procedures. You will be surprised at how quickly they catch on and they will begin to take pride in their independence.
- All students choosing to **eat breakfast** will report directly to the **cafeteria between 8:15 & 8:40** where staff members will assist them.
- **All students will report to the hallways near their classrooms.** Staff members will be on duty to supervise them.

Car Rider Arrival Procedures

- Patrols will be available to open car doors for students beginning at 8:15.
- Never drop students off in the parking lot to walk across the road by themselves. The traffic is too hectic to watch for children coming from all directions without parent's supervision.
- Children should be ready to exit the car, with backpacks on or in laps, once you stop. Most parents want to get in and out of the car loop as quickly as possible. Having to wait while parents get out of the car to get their child ready really slows the operation down. Please be considerate and have the kids and their belongings ready to exit when the car stops. If no one is available to open your door, please have children get out on their own through the car door closest to the building. Parents should not get out of cars.
- Never drop students off or drive through the bus loop, as this is a safety concern.
- If you arrive after 8:45 a.m. please park your car and walk your student inside to sign them in.

Traffic Safety:

- Obey speed limits: 25 miles/hour anywhere in this neighborhood.

- DO NOT USE CELL PHONES IN THE CAR LOOP.
- Use turn signals when entering or exiting the car loop.
- Do not park along any yellow curbs. These are fire lanes. You could be ticketed.
- Never park in front of school and leave your car.
- Slow down or stop at all cross walks.
- Never park in a crosswalk.

Cafeteria

- Breakfast is served from 8:15 - 8:40.
- The district policy is as follows:
Parents are expected to keep track of their account balance. The website, **www.schoolpay.com**, will help you pay for lunches by credit card and monitor your lunch money balance to avoid shortages. If you do not have internet access, please feel free to call the cafeteria manager to check your child's balance. You may call the cafeteria any time to check on your balance at 407-852-3500 Ext.2226.

Additional Cafeteria Information

- If your child has a food allergy, it is imperative that you let the teacher and our health assistant know in writing immediately. It is up to parents to provide epipens if necessary.
- Students are not permitted to bring carbonated beverages in their lunches.
- Please ensure that children can open items sent in their lunchboxes and know what you want to eat for lunch vs. snack time.
- Students are expected to use good manners in the cafeteria and follow the rules such as no throwing food or other inappropriate use of food, yelling, getting out of seats, showing disrespect to cafeteria staff, etc. Please talk to your children about expected appropriate conduct.

Change of Address or Phone Numbers

- It is imperative to let the clinic and office know immediately if there is a change in phone numbers for reaching you during the day. This includes home, work, cell, and emergency phone numbers. This is for your child's safety!
- It is negligence if there is no way for the school to reach a parent during the day. If there is an emergency, we must be able to reach you, otherwise it will be necessary to contact law enforcement, DCF and/or emergency services to have your child transported for additional care.
- **IT IS THE LAW:** You must send in a new proof of residence if you have moved or your lease has expired. A social worker may be sent to your residence if you are not in compliance.

Communication between Staff, Administration, and Parents

Calm and respectful communication is the basis for all problem solving. This can be done through:

- Person to person conversations
- Telephone conferences
- E-mail
- Voice mail
- Agendas/Planners
- Skyward
- Webpages – Teacher and school

We will follow our district policy for Code of Civility.

Discipline

It is important for our children to have a safe learning environment with minimal distractions.

Teachers will have class meetings throughout the year for students to talk about their concerns and as a means to **promote positive behavior support and improve social skills.**

Teachers and administration will try to resolve consistent behavioral problems through positive behavior plans, counseling, and parent communication. It is imperative however, that we have parental support and involvement with the positive and consequential efforts.

Please familiarize yourselves with the student code of conduct which lists the behavioral levels and appropriate consequences. <https://www.ocps.net/cms/one.aspx?pageId=697640>

No Bullying Policy

Bullying will not be tolerated at our school. Children need to be taught problem solving skills and communication skills when they are in disagreement, playing sports or other activities, academic collaboration groups, or choosing friends. Often the term “bullying” is misused. Bullying is defined as systematically and chronically inflicting physical or psychological distress on another. Bullying is unwanted and repeated behavior that is severe enough to cause an intimidating or hostile educational environment. Bullying is not the same as student conflict or occasional name calling when students are in disagreement and need to be taught better communication for resolving their issues. Intentional physical aggression is not acceptable and will be dealt with according to the determination of an administrator or teacher using the guidelines of the OCPS Code of Student Conduct. This can found at <https://www.ocps.net/cms/one.aspx?pageId=697640>.

Suspected bullying should be reported in writing to the principal, assistant principal or dean. Reports can also be called into the Speakout hotline at 1-800-226-7733.

Dismissal

- Dismissal begins at 3:00 on M,T,Th, F and 2:00 on Wednesdays. Note that all times below are based on normal dismissal times. Also kindergarten and first grade students may start moving a few minutes prior to dismissal times.
- Parents are to let the teacher know how their children will normally go home: bus rider, car rider, or walker/bike rider, day care bus, or YMCA after school care.
- No early pick-ups are permitted between 2:30 – 3:00 OR 1:30 – 2:00 on Wednesdays.
 - Please note: Working out at the YMCA is not an exception to the dismissal policy.
- **We will not release students to anyone who is not on the pick-up list.**
- No parents should ever be waiting outside on the front porch for children. (You are either in the carline or waiting for them at the walker area.)
- Pets are not allowed near the arrival and dismissal areas, including the porch and walker pick up.

Transportation Changes

- If, at any time, there is a change in how your children will go home, a note must be sent to the teacher (separate from the planner). The teacher will send the note to the front office. **Without a note or call from you, we will send them home the regular way.**
- Students will not be allowed to leave the school with someone not on the pick-up list.

Walker/Bike Rider Dismissal

Walker designations are given only for the following reasons:

1. Students who live in a walker designated area. (No bus service is provided)
2. Parents who have to sign children out from pre-K may pick up their siblings from the walker designated area.

Dismissal location and procedures for walkers and bike riders:

- Walkers and bike riders are dismissed from the courtyard between the wing building and the main building. Parents meeting walkers should wait outside the courtyard.
- The both gates will be unlocked by 2:55 on M,T,Th, F and 1:55 on Wednesdays
- Grades 2 - 5 will be released without a parent signing them out.
- Only Kindergarten and 1st graders can be held for parents to arrive if requested on the walker form. It is important for these parents to arrive on time. If a parent wants to meet their children from other grades, you must tell them to meet you at a certain spot. We will not hold them.
- The gates will be locked around 3:15 on M,T,Th, F and 2:15 on Wednesdays. At that time, students will be escorted to the lobby and you will need to sign them out with the front desk clerk.

- Parents may not park in the school parking lot and pick up children from the walker dismissal area. In addition, the NorthLake Park neighborhood is not considered a drop off/pick up area.
- Children may not stay on school grounds after dismissal if they are not supervised by their parents. With or without parents, they may not play on the monkey bars or in front of the school until 3:30 due to lack of school supervision.
- Pets are not permitted at the walker area during dismissal.
- Scooters that do not fold up must be kept in the bike rack area.

Car Rider Dismissal

- Car riders will be brought out to the front of the school around 3:00 or 2:00 on Wednesdays.
- Staff members will seat the children in designated areas on the front porch and get them quieted down so they can hear their names when called. Do not get out of your car or call your children over when you see them come out. Do not wait for them on the porch area.
- Parents will line up in the front of the school in their cars. The first car should pull up to the sign labeled lane one (just before the grassy area where the porch ends). All others will line up in front of each subsequent lane number, regardless of where crosswalks are.
- On *Meet The Teacher*, you will be given a car sign with the grades and names of children you will be picking up. If you can't attend that day, the car sign will be sent home with your child on the first day of school. This indicates to us that you have been cleared as a person who is allowed to pick up these children. You may request more than one sign for each of your cars. These signs should be displayed in your front window and kept there until your child is in the car.
 - Keep these signs in all of your cars at all times so you don't forget them. If you lose one, immediately send a note requesting a new one. We cannot accept homemade or old signs from prior years.
 - A staff member will begin calling the students' names, from your sign, and the lanes they are to go to. Please pay attention to what lane number is given.
- When you get to the lanes (there will be 8), stop in front of the lane that you heard your children being assigned to. Do not go to any other lane regardless of whether there are vacant lanes in front of you. Your child is to only go to the lane he/she heard.
- If you do not have your car sign, after it has been issued, you must park and go into the office to check your children out. Your children will remain seated in the car loop until you return from the office with a pass that will be given to you after 3:15 (2:15 on Wed.) Bring your license with you.
- After the first couple weeks, the car loop should end by 3:20 (2:20 Wed.). At that time children who have not been picked up will be taken to the office and parents will come inside to sign them out. Do not come after 3:20 to avoid the car loop. Please understand that our office is not staffed to supervise children after school. The district policy states that if parents are delinquent in picking up their children, we are required

to call OCPS security, the Orlando Police Dept. and DCF. It is your responsibility to pick up your children on time. If there is an extreme emergency causing your delay, please be courteous and call.

Severe Weather Dismissal

In accordance with OCPS policy, the Delayed Dismissal rule applies during dismissal when there is evidence of severe weather conditions. The rule states that when severe weather such as lightning or high wind and rain is evident, students will be retained inside the building until conditions are determined to be safe. However, parents may come in and check their children out.

- During a light rain with no lightening, dismissal will be as usual, including walker/bike riders.
- If it is a hard driving rain, we will hold walker/bike rider dismissal until it subsides. Parents can come through the car loop. We will have your children brought to the loop.
- If walkers have not been picked up, we will hold them until the storm subsides.
- In the event of a 30/30 - students will remain in their classrooms. Parents will have to come into the building in order to sign your child out. Simply bring in your car tag. That will speed up the process for releasing your child.

Extracurricular Dismissal

- If students are attending an after school activity and they have a sibling that is not, the sibling must be picked up at normal dismissal time.
- Students must be picked up from after school activities on time. The staff member or contractor running the program will tell you when and where the children will be dismissed.

Family Emergencies

If there are family emergencies where the children must be taken out of school, we must have something in writing from a doctor or other agency supporting the emergency.

Health Room (clinic)

Allergies and Administration of Medicine

- **All medicines must be brought in by an adult, not the child.** This includes cough drops, inhalers, eye drops, etc. Notes from home regarding medications will not be accepted. Parents must come in and see the health assistant and complete the required forms.

- Prescription meds must be brought in the original bottle and the 1st dose of the prescription must be administered at home.
- Over the counter medicines must be brought in their original packages and never opened.
- Food Allergies-If your children have any type of food or any other severe allergies, parents need to arrange a conference with specified staff members to review the procedures for addressing the allergies and administering first aid.

Primary Students

It's recommended that Kindergarten-2nd grade students should keep a change of pants and underwear in their backpacks in case of accidents. The health room does not have clothes for these changes.

Parents Delivering Lunches and Items to School

If your children are not eating the school lunch, send their lunches with them in the mornings. Occasionally, children will forget their lunch or homework at home or in the car. In that case, bring it in and the front desk will deliver it to them. However, we ask that parents attempt to keep this to a minimum. It is our intent to not interrupt instruction with phone calls to the classroom to tell children their lunches have arrived. According to district policy, Delivery of food or beverages from off campus to students is not allowed during the school day.

Safety and Security

THIS IS FOR THE SAFETY OF ALL OUR CHILDREN AND WILL BE STRICTLY ENFORCED.

- **All adults MUST always have their ID** with them. Our security system does not allow us to accept visitors for any reason without scanning a valid driver's license.
- No one is allowed anywhere in the school building without first signing in at the front desk and wearing a visitor badge, per district policy. This includes walking your children anywhere within the school, eating lunch with your children, etc. Anyone seen without a badge will be asked to immediately return to the front desk.
- Parents/Volunteers should always have your visitor or volunteer badge visible. Staff is instructed to escort anyone without this ID back to the office. Any staff member can ask if you have a volunteer/visitor badge.
- All classroom doors stay locked throughout the day.
- We do have cameras located in places designated by OCPs Security.
- YMCA members are not permitted anywhere in the building beyond the YMCA side or where there are such signs as the gym, basketball courts, playgrounds, bathrooms in hallways, etc. during school hours. If you come to work out and then join your child for lunch, you must go to the front desk for a visitor's badge.

- YMCA members must enter the building through the YMCA entrance and parents must enter the school through the right side main lobby doors by pushing the button to be buzzed in.
- The courtyard gates may not be used to access the courtyard or the school building and will remain closed during the school day.
- Drills:
 - Monthly, we practice two drills for various emergencies such as fire, lock downs, active assailant and severe weather. In all cases, kids practice where to go for safety.

Student Snacks

Our recommendation for snacks brought from home is to follow the district Health Nutrition policies. If snacks are permitted in class, they are to be healthy foods and low in sugar. Please familiarize yourself with district policy.

[Food and Nutrition](#) On this site - you can order items for your students' birthday. You will also find required forms to be completed if you choose to bring in food items that will be shared with other students. Also note a suggested lists of snacks that can be purchased and shared.

Please note this policy includes parents completing this form [OCPS Record of Outside Food Form](#). This form is submitted to our cafeteria manager prior to bringing the food.

Family Emergencies

If there are family emergencies where the children must be taken out of school, we must have something in writing from a doctor or other agency supporting the emergency.

Uniform Policy and Dress Code

Uniform Dress Code: Subject to the terms and conditions set forth below NorthLake Park Community School has adopted a policy, presented by a parent committee, providing for a uniform dress code pertaining to all students in kindergarten through fifth grade as follows:

Purpose and Intent: In adopting this policy it is NorthLake Park Community School's purpose and intent to enable its students, faculty and staff to experience community pride and school spirit, continue improving student academic achievement, and maintain proper school behavior and discipline.

The following is a synopsis of the NorthLake Park Community School uniform policy:

- **Monday-Friday:** The basic uniform clothing for girls and boys in K-5 shall consist of a long or short sleeved navy blue, hunter green, burgundy or white collared blouse or polo shirt with a solid navy blue or khaki (tan) skirt, walking shorts, slacks, skorts, jumper or similar clothing. **No jeans except on Fridays.**
- Pants/shorts/skirts/skorts must be of proper length, fit at the waist and hips so as to cover all undergarments, and be belted when necessary. Boys' and girls' shirts must be tucked in if they are longer than 4 inches below the waist
- **Spirit Shirts (NorthLake Park t-shirts)** may be worn any day of the week.
- **On Friday only,** children may choose the basic uniform clothing as mentioned above or choose to replace the khaki or navy bottoms with jeans (including shorts, skirts, overalls, etc). However, if jeans are worn, they must comply with OCPS standards; no oversized pants, fringes or holes. The top must still conform to the uniform dress code.
- The uniform dress code shall not prohibit students from wearing coats, jackets, sweaters or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. Hoods should not be worn in the school building.

In addition to the NLP uniform policy, we also expect students to adhere to the Orange County Public School Dress Code. The OCPS dress code can be found at the link below in the OCPS Code of Student Conduct:

<https://www.ocps.net/cms/one.aspx?pagelid=697640>

Financial Considerations:

Financial Hardships: No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the uniform dress code if such failure is due to financial hardships. Please contact a member of the school's administration if assistance is needed in this regard.

New Students:

Students entering NorthLake Park Community School during the school year shall be granted a grace period of 2 weeks before being required to comply with the uniform dress code. They must, however, still be in compliance with the OCPS dress code as stated on the prior page.

Exceptions: Exceptions to the uniform dress code shall be permitted when:

- a. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- b. A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the Principal;
- c. The wearing of clothing in compliance with the uniform dress code violates a student's sincerely held religious belief;
- d. A student's parent or guardian has secured an exemption from the uniform dress code by following the procedure stated below.

Annual Exemptions and Procedures:

Parents or guardians may apply for their child or children to be exempt from the uniform dress code for that particular school year for any reasons outlined in the paragraph regarding exemptions by using the following procedures:

- a. At the beginning of the school year and no later than 2 weeks following the first day of school, a written "Application for Exemption from the Uniform Dress Code" which may be obtained in the school office, must be completed in its entirety, signed by the parent or guardian and submitted to the Principal.
- b. The Principal or designee shall meet with the parent/guardian who submitted the application for the following purposes: to discuss the uniform dress code and the alternative dress code requirements that must apply to students who receive this exemption; to discuss the nature of the parent's objections to the dress code; to ensure that the parent/guardian understands the reasons for and the goals of the uniform dress code.
- c. If the Principal or designee determines that the exemption application is complete and the reason for the request is adequate, the exemption shall be granted and shall be indicated on the application.
- d. If an exemption is granted, such exemption shall remain in effect for the duration of the current school year only.
- e. If an exemption is granted, the student is expected to comply with the Orange County Public School/NorthLake Park Community School dress Code located on page 2 of this document.

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance

matters: ADA Coordinator & Equal Employment Opportunity (EEO) Officer: Carianne Reggio; Section 504 Coordinator: Latonia Green; Title IX Coordinator: James Larsen (407.317.3200).