



Student Handbook 2023-2024

Robert Navarro, Principal
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SCHOOL HOURS
Monday, Tuesday, Thursday, Friday
8:30 AM - 3:05 PM
Wednesday Early Dismissal
8:30 AM - 2:05 PM

Students should not arrive before 8:10 AM unless requested by a teacher for a special assignment. Students enter the classroom at 8:30 AM and are tardy at 8:35 AM. Students who are tardy should report to the office for a tardy slip to enter class. Supervision begins and gates will be opened at 8:10 AM. No campus supervision is provided before 8:10 AM or after 3:15 PM. The School Board assumes responsibility of students on campus during supervised hours but does not assume liability before or after posted hours.

SCHOOL PHONE NUMBERS
Front Office 407-320-6350
Cafeteria 407-320-6352
Guidance 407-320-6331

CAR RAMP PROCEDURE

Due to construction, be aware that there may be car line shifts during the year. Also, all car rider students will arrive and depart from the main car line.

In order to make dismissal efficient, timely and SAFE for all children, the following procedures have been developed.

AM Drop off – The car ramp is used for dropping off students in the morning. Students are not permitted to retrieve backpacks or other items from the trunk of the cars, as this is a safety hazard. Upon arrival, students should sit in the designated area for their grade level.

PM Pick up – The car ramp is used for dismissal of car riders only. The parking lot is not a pedestrian area. The safety of students is compromised when parents park and walk up to pick up their child. Please stay in your car and follow the established procedures.

Dismissal - Car riders are dismissed at 3:05 PM daily, 2:05 PM Wednesdays. Please keep in mind that students need time to reach the ramp and get seated. Do not use your car horn or call your child to the car. A staff member will begin calling students to their vehicles. Please have the Lawton Car Rider sign visible with the child's last name & grade or name of the carpool in bold print.

It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students until 3:15 PM. Following this time, and after all efforts have been made to locate an emergency contact, Oviedo Police Department will be called to assist in this effort.

BIKE RAMP

1. All bike and scooter riders should wear protective headgear. Florida law requires all bike riders and bicycle passengers under the age of 16 to wear a bike helmet. (FL Senate Bill 2370)
2. All bikes and scooters should be locked with a combination or key lock during the day. Do not lock your bike or scooter to another student's bike unless you are related.
3. When arriving and leaving campus, **walk your bike on the sidewalk (no coasting with one foot on the bike)**. You may mount your bike after crossing the street at the crosswalk or after leaving campus.
4. If you are waiting for a friend or sibling, wait on the grass on the far side of the Little Red School House. Please do not wait in the bike ramp area. It causes too much congestion and makes it difficult for other students to get by.
5. **Skateboards/Rollerblades, Wheelies etc. are not to be used on school grounds.**
6. Mark/etch your child's name on your child's belongings. Please keep a record of serial numbers, etc.

OTHER DISMISSAL ARRANGEMENTS

Picking up students before the end of the school day - All students must be checked out in the front office with a photo ID. Early release can be disruptive to class instruction so please limit as much as possible. Students will not be called out of their classes between 2:30 and 3:00 PM (Wednesday 1:30 and 2:00 PM) due to transitional and educational purposes. If you find it necessary to have your child released early, please do so prior to 2:30 PM (1:30 PM Wednesday). If you need to change your child's dismissal method for the day, please do so prior to 2:30 PM (1:30 PM Wednesdays)

Dismissal changes are not to be made after 2:30 PM.

Transportation changes - Please inform the office if your child has a transportation change. This can be done through a phone call to the front office (prior to 1:00pm if possible) or by sending a note with your student. Emailing, texting or leaving a message on the teacher's voicemail is not acceptable.

Notes – Students often wait until dismissal time to tell us they are to go home in a different manner (leave a different way; walk, not ride, etc.). Unless we have a written note or phone call from the parents, students will be dismissed in whatever way is normal for them. Also, notify the day care center if your needs change for any particular day.

Walkers/Car Riders – For security and safety, students are not released from the car ramp to parents on foot. If parents wish to meet bike riders and walkers, they may meet them at the bike rack gates. Any student going home by car must be placed in the car at the ramp curb. If changes in arrangements are made, students must be checked out through the office.

Rain and Other Inclement Weather – It is imperative that you and your child have a set plan regarding inclement weather. Make certain your child knows this plan and that you complete the “Rainy Day Dismissal Plan” for your child’s teacher. *Students are not to call home from school to arrange for transportation changes.*

For hazardous weather conditions at end of day:

- **Dismissal on Hold** (no movement of students) “Dismissal on Hold” indicates heavy rain and lightning. No students will move from their classrooms under such conditions. Bus riders, daycare, etc. will be called individually for their dismissal.
- **Rainy Day** (movement of students to designated areas) “Rainy Day” indicates heavy rain with no lightning. Dismissal will proceed as follows:
 - ◆ Car riders will report to the designated area
 - ◆ Bikers and walkers will listen for directions from an administrator
- **All Clear** – an administrator will make this announcement when the danger is over, allowing walkers/bikers to be released.

Parents, please remain in the car line to avoid confusion. We will call students to the ramp and your patience is greatly appreciated.

CAFETERIA

Breakfast is served from 8:10 AM - 8:25 AM daily. Lunch periods are scheduled for each grade level.

Mealtimes are a very important part of the school day. It is a time for students to relax and to develop acceptable social skills with their peers. Therefore, throwing food, screaming, or pushing and shoving in line or at the table are not tolerated. Thank you for your support in reinforcing lunchroom rules and procedures.

Applications for free and reduced meals can be completed online at <https://diningservices.scps.us>. My School Bucks is used to keep funds in your child’s lunch account. There is an App for your phone to aid in payments.

Visitors must be on the student security card and all visitors are to sign in at the front office with the Raptor system. All visitors must have a photo ID with them to check in. Based on capacity in the cafeteria and safety concerns, parents ***are to enjoy lunch on the outside picnic tables.***

STUDENT DRESS

SCPS requirements for student dress are found in the Student Conduct Code and state students “...shall not dress or wear emblems, insignias, badges, or other distracting symbols that cause a disruption of the orderly operation of the school. Elementary students will wear clothing and hair styles which are not harmful, disruptive, or hazardous to health or safety...” and to “consult your school or student handbook for more specific guidelines.”

At Lawton, shirts or jewelry that depict violence, inappropriate language, alcohol, drugs, or cigarettes, etc. should not be worn. Pants and shorts must be worn at the waist. Shirts and tops must be long enough so no skin is bare during normal classroom activity. Straps on blouses must be at least three inches wide. Sport shoes are the safest footwear for school. ***Clogs, flip flops, and backless shoes are prohibited.*** Wheels must be taken off “Wheelies” when worn on campus. ***No child is allowed to go barefoot on school property for safety reasons.*** Hats and caps may be worn for PE/recess only and must be kept in backpacks, desks, or cubbies at all other times. Clothing deemed inappropriate and unacceptable which cannot be corrected at school will result in a call to parents to bring in appropriate clothing. Final decisions are made by the administrators.

PROHIBITED ITEMS

No toys, card collections, etc. may be brought to school unless requested by the teacher. ***SEMINOLE COUNTY PUBLIC SCHOOLS HAS A POLICY OF ZERO TOLERANCE. STUDENTS WHO BRING POCKET KNIVES, CAP GUNS AND CAPS, ANY OTHER DANGEROUS TOYS, OR WEAPONS CAN BE EXPELLED FROM SCHOOL.*** Items qualifying as weapons require police involvement. Other unauthorized items include lighters, skateboards, rollerblades, radios, chains on clothing, etc. These items are considered “contraband” and will be collected by administration if brought to school. Any items collected will be returned only to parents.

STUDENT CODE OF CONDUCT AND PAWS

Seminole County Public Schools’ Code of Student Conduct is available on the SCPS website. Lawton utilizes the rules stated in this booklet as the guide for discipline along with our Positive Behavior Support PAWS system. PAWS stands for:

P- Practice Kindness

A- Active Learner

W- Work and Play Safely

S- Show Respect

Parents will be contacted whenever students are in serious or repeated violation of any behavior expectations.

SAFETY PATROLS: Our Safety Patrol is made up of responsible students in fifth grade that set good examples. Students are chosen from teacher recommendations. The safety patrol is to help students with safe practices on the school grounds and in the buildings. All students are expected to cooperate with the patrols and to follow their directions. Complaints about how the patrols are performing their jobs should be brought to the attention of the patrol sponsor. Please encourage your children to have respect for authority even if the person in charge is the same age or younger. Fourth grade students train as safety patrol members during the last month of the school year.

SCHOOL HEALTH SERVICES

Students receive specified health services as provided in the SCPS Health Services Plan. A student shall be exempt from any of these services when parent(s) or legal guardians request such exemption in writing to the principal.

CLINIC

A clinic assistant is on duty to call parents when children are no longer able to stay in school due to sickness or injury. Please make an effort to pick up your child as soon as possible when notified by the clinic. If your child tells you he/she does not feel well in the morning before school, please take his/her temperature and keep him/her home if he/she has a fever. Slight temperatures with other minor symptoms often become worse as the day progresses. **EVERY CHILD MUST HAVE AN UPDATED COMPLETE EMERGENCY CARD ON FILE IN THE CLINIC.** Please keep the school informed of changes in phone numbers or location of parents, so we may contact you in an emergency.

No student may keep or self-administer any medicine at school at the elementary level (including cough drops/medicine, aspirin, medicated lip balm and other nonprescription items) without a signed authorization form renewed once each year. School Board Policy 4.014 states: "Only those medications, which are prescribed by a physician may be administered in school and only in cases where failure to take such medication during the school hours could jeopardize a student's health. All medication (prescription or prescribed over the counter) to be administered to an elementary student shall be delivered to the designated staff person (Clinic Assistant) at the student's school and retrieved from said staff person by the student's parent, legal guardian, or other adult. In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian. A parent or guardian may come to the school to administer prescribed or non-prescribed (over the counter) medication to his or her child upon completion of a *Seminole County Public Schools Student Medication Record*."

MOMENT OF SILENCE

In compliance with Chapter 1003.45, Florida Statutes, the District will observe a one-minute moment of silence each school day this year. This moment of silence will occur during first period or at the beginning of the day. In accordance with the Statute, the District and teachers will not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Students may not interfere with another student's participation. A form letter about the moment of silence will be given to each first period teacher for further distribution to their students' parent(s)/guardian(s).

SPECIAL ACTIVITIES

FORGOTTEN ITEMS: Please make note that the front office staff will not call down to classrooms for forgotten items unless these items are essential. If a student forgets their lunch, one will be provided for them. Homework may be turned in the following day. It is our intent to ensure students are maximizing their instructional time in the classroom.

SCHOOL PARTIES: Room parents help with two parties during the year - the last day before winter vacation and one during the last week of school. A Valentine exchange is also held. In addition, grade levels may have other celebrations as part of their instructional program. Parents of students may send in a store-bought class treat on their child's birthday. Please make certain you have notified the teacher of your intent to send in a birthday treat. Treats should be **individually portioned**, so teachers do not need to cut, slice, or portion servings to students. Drinks should not be sent in for birthday treats.

Donuts, granola bars, brownies, fresh fruit, cupcakes, cookies, etc may be brought in as well. Ideally the treats should be shared during the students' lunch time to avoid academic interruptions.

BIRTHDAY AND OTHER OFF-CAMPUS CELEBRATIONS: In planning off-campus celebrations, please keep in mind the sensitive nature of children's feelings. If you plan to distribute invitations at school, these must be given to all students in the class or to all students of one gender in the class, i.e., all boys or all girls. Please do not send in invitations for a select group of students in a class or classes, for they will not be distributed at school. Thank you for your cooperation. Balloon/Floral deliveries will not be delivered to a child's classroom due to the disruption of the learning environment and bus safety. Balloon/Floral deliveries will be held in the front office until the end of the day for parent pick-up.

PARENT INVOLVEMENT

PTA - Our active PTA is supportive of our school. We appreciate your interest and membership. The PTA Board meets monthly, and meetings are scheduled throughout the year. Lawton's PTA sponsors many activities such as Book Fair, Basket Night, Cultural Arts Activities, LESA Gardens, and Family Fun Night Events.

VISITING CLASSROOMS

We encourage parents to take an interest in their child's activities at school and would like you to visit the classroom. However, state law prohibits unauthorized entry to the classrooms. **In order to enter the classrooms, you will need to have prior permission from the teacher, and you must be a registered Dividend through the SCPS Raptor System (with your photo ID) at the front office.** If you would like to observe in the classroom for an extended period, this can be arranged through administration. In **accordance with teacher contracts, classroom visits require a 24-hour notice.** Visitations will be scheduled for up to 30 minutes in length, limited to once per nine-week grading period.

NOTE: For your child's protection we do not allow unidentified adults on campus (in the buildings, or on the grounds). ***Please check in at the Front office with your photo ID whenever you are on campus.***

DIVIDENDS (Volunteers)

We need your help to enhance the learning experiences of our students. If you or your friends or neighbors have free time and would like to work with children, let us know. You do not have to have any special training or talent (we will provide training), just the desire to help. Our volunteers are organized through the county-wide "Dividend" Program." Please fill out a Dividend Volunteer Application online at <https://dvd.scps.k12.fl.us/>. You must fill out a new form each year that you participate. We are proud of our Dividends and sincerely appreciate their efforts. We look forward to seeing you become one of our Dividends this year. **According to county policy and insurance reasons, siblings are not permitted to come with Dividends when they are working at the school.**

SCHOOL ADVISORY COUNCIL

The *School Advisory Council* is a volunteer group elected by the school community to promote communication and understanding among the school's administration, faculty, students, the school board, the parents, and the community. The Advisory Council is an elected body, but all parents and citizens residing in the attendance area of the school are encouraged to attend council meetings. This elected body is comprised of parents, instructional and non-instructional personnel, and administration. If you are interested in being a part of the SAC, please contact the principal.

GUIDELINES FOR RESOLVING SCHOOL RELATED PROBLEMS

Misunderstandings and problems can be resolved through discussion between the parents, teacher, or other appropriate school personnel. These guidelines are procedures to assist you when you are attempting to solve a problem. Please make every effort to gather accurate facts before contacting the school.

1. Step one is always to contact the teacher or staff member involved.
2. Call the school office and ask for a conference with the appropriate person.
3. Schedule a conference with the Guidance Counselor, Assistant Principal and/or Principal if you still have unresolved concerns after meeting with the staff member involved.

Most concerns are satisfactorily resolved at step one. Our teachers are open and willing to communicate.

CONFERENCES

Our voice mail system allows you to leave a personal and private message for any staff member at our school. For conferences, it is best to communicate with the teacher and/or teachers to schedule a time that is convenient and appropriate for all parties. The Guidance Counselor and special area teachers are also available for conferences when requested by teachers or parents. We encourage you to ask for a conference when needed. Please allow at least 24 hours for communication from your child's teacher or school staff.

We want to make this a **safe** and **successful year** for you and your child. Thank you for helping us with this endeavor by adhering to these procedures and guidelines.