

ADDitions/Volunteers/Visitors

We need YOU! Parents and friends of the school can help in the instructional program as an ADDitions volunteer. This program is active, varied, and very rewarding. We welcome your services and encourage you to become involved. Online applications can be found at www.volunteer.ocps.net.

- ◆ **A new volunteer/ADDitions application must be completed and approved every year.** Please allow 2-4 weeks for the OCPS approval process to be completed. You may visit or call the school office to contact our ADDitions coordinator with questions.
- ◆ Approved ADDitions volunteers must attach themselves to an available volunteer opportunity.
- ◆ Volunteers present photo ID at the front desk, pick up their name tag, sign in on the volunteer/ADDitions computer, then proceed to your assigned volunteer location.
- ◆ Volunteers need to dress appropriately and are not permitted to bring other children with them during volunteering time.
- ◆ Volunteers need to return to the front office to check out before leaving campus.

Our district utilizes the Enterprise Visitor Management System (EVMS) to increase the security of our schools and to keep our students safe. As an ADDitions volunteer or visitor you will be asked to present a valid government-issued photo identification card. A badge will print out that you will wear throughout your school visit. Before you leave the school campus, please return to the front office to check out and return your EVMS badge.

ARRIVAL AND DISMISSAL

Lake Whitney's perimeter gates are opened at 8:20 a.m. and closed at 8:43 a.m. for arrival to school. After 8:43 a.m., parents **must** sign their child in through the office. Students are expected to be in their seats ready for learning by the 8:45 a.m. tardy bell.

Dismissal during school hours is discouraged (instructional time continues until the end of the school day at 3:00 p.m.); however, **if absolutely necessary, we request that you send a written note on the morning of the early dismissal stating the reason and time of pickup. Students are not to be signed out between 2:30 and 3:00 p.m. (between 1:30 and 2:00 p.m. on Wednesday).** Students are signed out through the office **only** to the parent or other authorized adult on the registration card or written note.

The **family code password**, which you give us at time of registration, will be requested before the student is released. **Driver's license identification may also be requested before a student is released to any adult.** Teachers will **not** release students from the classroom to **any** person. Students will need to be signed out and then will be released to the parents from the front office. Children will not be permitted to leave the campus unaccompanied during school hours. **Please notify us in writing of any dismissal change for your child that is different from his/her standard method of going home. Please refrain from calling the office with dismissal changes unless absolutely necessary. Phoned-in dismissal changes will not be accepted after 2:00 p.m., (1:00 p.m. on Wednesday).** It is necessary for you to have a Rainy Day Plan. Please be sure to review your Rainy Day Plan with your child.

ATTENDANCE

All children who have attained the age of six years by February 1 of any school year or who are older than six years of age, but have not attained the age of 18 years, shall be required to attend school regularly during the school term. A student shall attend all school sessions unless excused by a proper school authority. This rule does not apply to students exempted by Section 232.06, Florida Statutes. Each parent and guardian of a child within compulsory attendance age is responsible for the child's school attendance.

Student Attendance:

1. On a daily basis, student absences will be recorded as **unexcused**. It is the responsibility of a student's parent or guardian to promptly report the reason for the student's absence to the school **in writing** within 5 days of absence. The principal has the ultimate authority to decide whether an absence is excused or unexcused.
2. **Excused** absences include:
 - A. Illness, injury or other insurmountable condition
 - B. Illness or death of a member of the student's immediate family
 - C. Recognized (or established) religious holidays and/or religious instruction
 - D. Medical appointments
 - E. Participation in an approved activity or instruction held at another school site
 - F. **Prearranged** absences of educational value (up to 5 school days a year) with the principal's prior approval
 - G. Up to four (4) days during the school year due to head lice infestation
3. A student between the ages of 6 and 18 who has **5 or more unexcused** absences will be considered **truant**. Days of suspension are not included in the number of absences when determining habitual truancy. When a student attains 5 days of unexcused absence, the student may be referred to a truancy intervention program. A meeting will be held in an attempt to remedy the circumstances causing the truancy. Should this effort fail to end the student's truancy or to alleviate circumstances contributing to that truancy, legal action will be taken, including criminal prosecution, if appropriate.
4. If a student is repeatedly absent from school, the school is authorized to require the parent/guardian to provide a written physician's statement for subsequent absences to be considered excused.
5. Students will be given a reasonable amount of time to make up any work assignments that were missed during an absence.
6. Students who are not in their classroom at 8:45 a.m. are considered **tardy**. After 8:43 a.m., parents **must** sign their child in through the office. Excessive tardies will require a plan to be developed by the parent, child, and principal. All tardies to school are recorded electronically and are **unexcused** based on OCPs policy. The parent may provide a reason for the tardiness and this will be considered if truancy actions are initiated. For truancy purposes, **five** tardies to school or **five** early departures equal one unexcused absence.
7. A student's Skyward profile shall contain the number of days absent and tardy for the grading period.
8. Academic instruction that is missed shall be made up by the student in a manner acceptable to the teacher and principal and shall be in accordance with the district pupil progression plan. Students may make up work missed during a suspension within a time limit established by the school principal.
9. A student shall be deemed to be in attendance if actually present at school, or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program, for at least one half of the student's instructional day.

Early Departure:

Students who have attended more than half a school day and are released from school prior to the closing of the school day shall be considered an early departure. Early departures are either excused or unexcused. Students may or may not be excused for the following reasons:

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

- **Unexcused**
For convenience of parent
Personal reasons
Shopping trips

Early Release:

Early departure of students during the last hour of the school day is ***strongly discouraged***.

BICYCLE RIDERS

Bicycles are to be walked while on the school campus and when going through Bailey Park. All bicycles should be parked in the bike rack. It is recommended that bicycles are locked as LWE assumes no responsibility for lost, stolen or damaged equipment. Only one rider should be on the bicycle at a time and **helmets must be worn**. All automobile traffic rules shall be observed. **We request that students in kindergarten and first grade not ride their bicycles to school unless accompanied by a parent.**

BREAKFAST PROGRAM

Breakfast is available from 8:20 a.m. until 8:40 a.m. Breakfast is a school-sponsored activity that is supervised by school employees. Students are encouraged to make advance payment on Monday. Payments may be made online at www.schoolpay.ocps.net or you may send a check (made out to Lake Whitney) or cash for the child(ren) in a sealed envelope, clearly marked on the outside with the following information: **child's name, teacher, grade, date, amount enclosed for breakfast**. If you enclose cash, please send the exact amount. The price is \$1.35* per day for breakfast. Students who are eligible for free or reduced lunch are also eligible for free or reduced breakfast. (*Prices are subject to change.)

BUS TRANSPORTATION

School bus transportation is provided for students living further than 2 miles from school. A student is allowed to ride his/her bus only. Only students who are eligible for bus service can ride. **Standard classroom behavior is expected from students at the bus stop and while riding on the school bus.** All bus students are expected to follow the safety rules for school bus behavior, in addition to the Code of Student Conduct:

1. Obey the bus driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Be at the bus stop five minutes prior to a scheduled stop time.
4. Cross the roadway several steps in front of the bus.
5. Ride only on the assigned bus.
6. Board and depart at the assigned bus stop.
7. Act appropriately while waiting for the bus.
8. Give your proper name when requested by the bus operator or monitor.
9. Remain seated at all times when the bus is moving.
10. Remain silent when the dome lights are on.
11. Remain silent at railroad crossings.
12. Refrain from bringing food, drinks, gum, and tobacco on the bus.
13. Refrain from bringing reptiles, bugs, animals, or marine life (dead or alive) on the bus.
14. Refrain from bringing instruments, which could interfere with seating and safety of others.
15. Refrain from displaying signs from the bus.
16. Refrain from using profane language or gestures.
17. Refrain from acts of vandalism.
18. Refrain from throwing any objects from the windows of the bus.
19. Refrain from any behavior that interferes with orderly, safe transportation.

Video cameras have been installed on many buses. Students may be filmed at any time during their ride. The tapes may be utilized to determine violations of the Code of Student Conduct. Violations of these standards, the Code of Student Conduct, or any action or behavior by a student(s) to substantially distract the driver, and causes, or has the potential to cause, a safety hazard on a moving bus, may be the basis for suspension from bus/school and/or expulsion from bus riding privileges. Bus routes and schedules may be found online at www.ocps.net/departments/transportation_services. Parents may speak to representatives from OCPS Transportation Services at (407) 317-3800.

CAMPUS SAFETY

As per the 2018 Florida Statute 1006.12 all Orange County Public Schools have been assigned a School Resource Officer (SRO) for the protection and safety of our students, visitors, school personnel and school property. Please report any suspicious activity directly to the SRO.

The Standard Response Protocol listed below has been adopted by Orange County Public Schools as our emergency response protocol. Practice of these safety measures are done monthly by all students and school personnel. Please refer to the posters throughout campus for further information.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.



Our campus is perimeter fenced and gated to enhance school safety. All visitors and volunteers **must** use the front entrance in the main office to enter and exit our campus. The gates are used by students at arrival from 8:20 - 8:43 a.m. and for dismissal.

CAR RIDERS

Car riders are dismissed at 3:00 p.m. (2:00 p.m. on Wednesday). **All children who are transported to school in a car are to be dropped off and picked up at the car loop.** For your child's safety, he/she should always exit and enter from the **right** side of the vehicle. Several cars can unload/load in the designated zone at the same time if each driver will **please pull forward as far as possible. Double parking is not permitted!** **No child is permitted to walk across the parking lot or crosswalk unless accompanied by an adult.** Students arriving by car must remain in the vehicle until **8:20 a.m.** unless they are participating in a school-sponsored activity that is supervised by school employees. Students must be picked up no later than 3:15 p.m. (2:15 p.m. on Wednesdays), unless they are enrolled in an after school program.

Parents who are planning to pick up their child in a car should come to the school office to pick up a tag board sign to display in their windshield during our car rider dismissal procedure. **Please display the tag board sign in your right-hand windshield with the names of your students and their grade levels.**

Example:	Susie Student	2nd grade
	Tommy Student	3rd grade
	Freddy Friend	5th grade

Please obey our safety rules, posted signs, and cooperate with our staff and school safety patrols. For campus safety, **the car loop is a no cell phone zone.**

CELL PHONE POLICY FOR STUDENTS

Orange County policy states: A student may possess a cell phone on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus, the cell phone remains off and is concealed. Violations of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will need to make arrangements to pick up the cell phone from the school. At no time shall Orange County Public Schools be responsible for the theft, loss or damage to cell phones or other electronic devices brought onto its property.

CHAMPs MANNERS - CAFETERIA

- *Enter and exit quietly.*
- *Stay seated.*
- *Speak with a soft voice.*
- *Remain silent when the lights are turned off.*
- *Use polite table manners.*
- *Eat your own food. (No sharing, please!)*
- *Keep your hands and feet to yourself.*
- *Clean up your place before you leave the table.*

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

It is **imperative** that you notify us immediately of any change of address or telephone number. **It is crucial that we have a way to reach you in case of an emergency.** A change of address will require a new proof of residency as well. Please keep your contact information current by letting us know of any changes. Please contact our Registrar at (407) 877-8888, Ext. 3532232, if you have any questions.

CLASS PARTIES

By Orange County School Board Policy, all classes are permitted to have two (2) parties each year. These are scheduled right before the winter break and at the end of the school year.

Birthday parties are **not** allowed at the school. If you would like to bring a simple treat for your child's class on his/her birthday (e.g., cookies, cupcakes, or individual snacks), the treat must be dropped off at the front office and then a food allergy form must be completed in the classroom. Please do not send anything that will be disruptive to the learning environment. OCPS has a policy that all foods given to students must come from an identifiable source and presented in a sealed container with the manufacturer clearly identified. Therefore, you may not bring in homemade food items.

Also, to protect the feelings of all students, we request that invitations to private parties not be distributed at school.

CLINIC INFORMATION

The **Emergency Student Information Form** will come home with your student at the beginning of the school year. Please make sure to complete and return this form in a timely manner. If at any time you have a change in phone numbers, please make sure to update your information with the front office. This will eliminate any contact delays should your child become ill or if there is an emergency.

In the school clinic, your child will receive first aid and medical care as needed. Our school nurse cares for students with simple complaints such as scrapes and bruises, to chronic conditions such as diabetes and asthma. Sometimes students come to school feeling well and then become ill at school with fevers, or vomiting, diarrhea, etc. Some students just need a little TLC to help them through the day! If your child develops a fever, vomiting, diarrhea, or is found to have head lice, etc., you will be called to pick up your child.

Occasionally, we have medical emergencies where the school nurse will assess the student, call 911 and the parents, in order for emergency services to respond quickly.

Sometimes your student will need medications at school. If the medication is a prescription, please ask your pharmacist to prepare an extra bottle with the prescription label for the school. Our school nurse must receive medication in this prescription bottle, or for OTC medicines, they must be in their original containers. **All medications must be brought in by an adult.** An ***Authorization for Medications*** must be filled out by the parent/guardian before medications can be given. This form can be found on our website. Inhalers and/or epipens may be carried by the student, but only after the appropriate paperwork is filled out. This also includes a form signed by the physician. If you need this form, please contact the office.

If your child is ill at home during the night with a fever, vomiting or diarrhea, or appears acutely ill when they wake up, please keep them home. We ask that students be kept home until they are no longer vomiting nor have diarrhea for 24 hours. If they have a fever, please keep them home until they are fever free for 24 hours, without the use of fever reducing medications such as acetaminophen or ibuprofen. Often they appear well in the morning but after a few hours the fever returns, exposing their friends and teacher to their illness. If a student has head lice, they are sent home for required head lice treatment. OCPS follows a "no-nit" policy. Upon returning to school, the child must first be checked and cleared before they are admitted back into the classroom. If you have any questions, please feel free to call or stop by the clinic.

COMMUNICATIONS

- www.lakewhitneyes.ocps.net - Lake Whitney website with school information
- Dolphin E-Splash - electronic school newsletter sent via email
- Automated Telephone System - voicemail messages from Lake Whitney or OCPS
- Remind App - electronic reminders about school events. Please join our school group by entering @LAKEWH on your mobile device. If you already have the app, choose **+JOIN A CLASS** and put in @LAKEWH. If you do not have the app, text @LAKEWH to the number **81010**. You will receive a welcome text from REMIND. If you have trouble with **81010**, then try texting @LAKEH to **407-792-2676**.
- Facebook - LWE Dolphins
- Twitter - @LakeWhitney_es

CONDUCT AND DISCIPLINE

Each student is expected to behave so that he/she will not interfere with or interrupt the educational opportunities of fellow students. The OCPS Code of Student Conduct is followed at Lake Whitney. The Code of Student Conduct describes the rights and responsibilities and also tells about the rules each student must follow. The Code also describes the consequences for not following the school rules. It emphasizes parental involvement and student responsibility for behavior. A copy of the Code of Student Conduct may be found online at ocps.net. Please take the time to review this document and discuss it with your child. **Each student will need to sign the Student Code of Conduct form during the review of the student expectations at the beginning of the school year.**

Weapons are forbidden on school grounds. The possession, use, or control of **any** dangerous instrument that could cause harm, injury, or death to another person will be reported to the appropriate law enforcement authorities and will result in suspension from school. Any such item will be confiscated from the student.

DELAYED DISMISSAL AND EMERGENCY SCHOOL CLOSINGS

The district's automated telephone system will be used to notify parents about delayed dismissals, closings or other emergency conditions.

In cases of threatening weather, the district maintains close contact with the National Weather Service, the Orange County Office of Emergency Management and local law enforcement officials to help make decisions about dismissal of students or school closings. The district's Weather Delayed Dismissal procedures require that the nationally recognized "**30-30 Rule**" be enacted by schools if thunder is heard within 30 seconds of a lightning strike. Students will not be dismissed until 30 minutes have passed from the last lightning strike. Students will be released and busses loaded once conditions allow for a safe dismissal. Parents and guardians with required ID may sign their child out during these situations at the main school office.

Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period of time. The decision to close schools or alter opening and closing times is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times.

DISMISSAL - EMERGENCY RELEASE OF STUDENTS TO PARENTS

During an emergency, special procedures are followed to help ensure student safety. Principals have procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For your child's safety, your child can be released only to an adult who you have properly designated as an emergency contact and who has proper identification.

DRESS CODE

These minimum standards of dress and grooming apply to all students in OCPS. Any request for an exemption must be granted by the principal.

1. Clothes shall be worn as they are designed-suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
2. Clothing with holes, tears, or inappropriate patches will not be allowed if considered obscene.
3. Bare midriffs and bare sides should not show even when arms are extended above the head.
4. Clothing that is too tight or revealing is unacceptable.
5. Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
6. The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited.
 - a. Hats, caps, visors, sunglasses, or bandanas while on campus during the school day
 - b. Chains hanging from the neck, belt, pocket, or attached to wallet
 - c. Jewelry that contains any type of sharp object
7. Hemlines of shorts, dresses, skirts, and skorts shall be no shorter than mid-thigh.
8. Clothing must follow the four finger wide rule at the shoulders.
9. Shoes should be worn. The following are not acceptable: thong sandals K-8, cleats, backless shoes K-8, and shoes with wheels.

Students who do not follow the above guidelines will be sent to the office. Parents will be notified to bring the appropriate attire to school for their child to wear.

EXCEPTIONAL EDUCATION PROGRAMS

Exceptional education units in the areas of speech and language, gifted education, varying exceptionalities, and other exceptional education programs are available to provide the most appropriate learning opportunities

for every child. Students are staffed into these programs based on specific program criteria and parent permission. If you have any questions, our **Staffing Coordinator** will assist you.

FAMILY CODE/PASSWORD

Each family will be asked to provide our school office with a **Family Code Password**. In addition to picture identification, this password may be requested from you or any person signing out your child during school hours (or in an extreme emergency, if you request a change in dismissal by telephone.) Please know your family password!

FIELD TRIPS

Educational field trips are planned as part of the school program. Permission slips **must be signed and returned to school prior to each trip**. Students without signed permission slips **will not** be permitted to attend. Student behavior is to be exemplary. The intent of a field trip is to provide educational experiences for our students. It is expected that students go to and from the trip with their teacher and classmates. Should your child need to be checked out during the trip, we suggest that they do not attend the trip.

All chaperones must be ADDitions approved. Chaperones are chosen by the teacher and then approved by the ADDitions coordinator. The approval process takes time, therefore, all applications must be submitted at least 30 days prior to the field trip.

GRADING SCALE

The OCPS grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

See **Honor Roll** for criteria.

What should you do if your child is struggling:

- Talk to your child's teacher about which skills need improvement & how to help
- Ask what interventions are being provided
- Ask about MTSS (Multi-Tiered System of Supports)
- Inquire about how their progress will be shared with you

GUIDANCE

Our developmental guidance program is designed to be an integral part of the total instructional program and is under the direction of a certified professional counselor. The guidance program provides students with a sense of belonging by building self-respect and emotional security to foster a safe school climate. Our goal is for ALL students to grow socially, emotionally, and academically.

GUIDING PRINCIPLES/ CHAMPs

1. Listen and follow directions.
2. Keep hands and feet to yourself.
3. Treat others as you would like to be treated.
4. Behave in a safe manner.
5. Make wise use of your time.
6. Be in your classroom on time ready to participate in the learning opportunities for the day.

HOMEWORK

Students need to develop a sense of responsibility toward homework early in their academic career. These efforts are shared by the teacher, parents, and the student. Effective, long-lasting study habits occur through reasonable and purposeful homework assignments. These assignments may include reference work, skill practice, book reports, individual drills, special projects, or content reading. Parents can help their children by providing a time and a place for their children to do their homework.

Students and their parents are encouraged to:

- Read each night.
- Practice math facts.
- Discuss daily learning experiences.

HONOR ROLL

Students may earn Honor Roll each nine weeks. In order to be eligible for Honor Roll, the student must have the following:

- A's and/or B's and S's in all subject areas, including Special Areas and Social Development

INSURANCE

Accident insurance for your child may be obtained by completing the information and mailing the Student Accident Insurance envelope available in the Front Office. If you desire the insurance coverage, please mail the envelope directly to the insurance company to ensure coverage for the year. **Please do not return the envelope to school.**

LUNCH PROGRAM

Students are encouraged to make advance payment on Monday for lunches. You may choose to make payment for lunches on www.schoolpay.ocps.net or you may send a check (made out to Lake Whitney) or cash for your child(ren) in a sealed envelope clearly marked on the outside with the following information:

Child's Name, Teacher, Grade, Date, Amount Enclosed, Lunch Money

An envelope will be sent from each class to our Dining Room Manager on the first day of the week. The manager will open and record amounts received. In case of an emergency, a lunch may be charged. If a child needs to charge a lunch, the charge must be paid back the very next school day. **Elementary school student meal charges shall be limited to one day.** We have no funds available for long-term charges. Students are not permitted to share or exchange food of any kind with others at lunch. For updated menu and pricing, please visit the OCPS Food Service link located on our home page.

Applications for free or reduced meals are available each year in the main office. After you complete and return the form, you will be notified whether or not you meet the criteria. Until that is determined, you may receive free or reduced lunch; however, should you be denied, you will be responsible to pay the accumulated charges.

Parents are welcome to have lunch with their child in our picnic area. When eating lunch with your child, you must sign in through the EVMS system in the front office and pick up a lunch pass. This pass should be given to a LWE staff member and will allow you to take your child outside to the picnic area to eat. Parents may not remain in the cafeteria to eat and may only take their own child outside with them. Please monitor and appropriately supervise your child while in the picnic area.

MULTILINGUAL PARENT LEADERSHIP COUNCIL (MPLC)

The purpose of the Multilingual Parent Leadership Council is to encourage parental involvement and participation in the Language Enriched Pupil (LEP) programs and academic achievement initiatives. We encourage all parents who are interested to attend the MPLC meetings.

MULTI-TIERED STUDENT SUPPORT (MTSS)

MTSS is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and

intervention is provided to students at varying levels of intensity based on student need. The goal is to prevent academic problems and intervene early so that students can be successful.

Tier I refers to core curriculum and differentiated instruction provided to all students in the general education classroom.

Tier II refers to the interventions provided to small groups of students who need more support than they are receiving in Tier I.

Tier III refers to the intensive individualized interventions provided to students based on individual skill and need.

Lake Whitney Elementary recognizes that all students learn differently. We are committed to helping all students succeed. This model of instruction and intervention ensures that we provide assistance for students who require additional support when he/she is not performing at grade level expectation. If you have additional questions or concerns about this information, please contact your child's teacher for further clarification and updates on your student's progress.

PARENT TEACHER ORGANIZATION (PTO)

The Lake Whitney PTO is a very active and integral part of our school. The purpose of the organization is to promote the lines of communication and to help provide programs and services for the supplemental educational needs of our students. We encourage parents, teachers, and staff members to be active participating members! Questions may be emailed to president@lakewhitneypto.org.

PERSONAL BELONGINGS

Each child should assume responsibility for the care of his/her personal belongings. To assist each child and the school staff, **please be sure to label all personal belongings with the child's name** (coats, sweaters, jackets, books, school bags, lunch boxes, etc.). If an item is misplaced, encourage your child to check in his/her classroom and the **Lost and Found**, located in the Cafeteria and the Front Office. Unclaimed lost items are donated to charity in December and June. The school does not assume responsibilities for any electronic devices.

PROBLEM SOLVING

There is a procedure to follow for solving school-related problems and discussing needs. The chart below shows a procedure for solutions. The teacher and student should try to solve the problem first. If it cannot be resolved, the parent, teacher, and student should continue until reaching the last step.

1. Teacher/Student
2. Teacher/Parent/Student
3. Teacher/Parent/Instructional Support Teacher and/or Guidance Counselor
4. Teacher/Parent/Principal

REPORTING PROGRESS

Student progress is reported to parents through Skyward. Skyward is available to view throughout the school year. The intent of reporting progress is to show the learning level, achievement, and attitude of your child for that grading period. As no report is all inclusive, conferences are recommended. Parents may schedule conference appointments by emailing the teacher or by sending a note to the teacher.

SCHOOL COLORS AND MASCOT

Our school colors are teal, black, and white. Lake Whitney's mascot is the bottle-nosed dolphin.

SCHOOL HOURS

The school day for students begins at 8:45 a.m. Dismissal time is 3:00 p.m. except on Wednesday when dismissal is at 2:00 p.m.

- Our school office hours are from 8:00 a.m. until 4:30 p.m.
- Our teachers are on duty from 7:50 a.m. until 3:20 p.m.
- Our students may be on campus no earlier than 8:20 a.m.

SCHOOL PAY

Lake Whitney families can pay for school expenses (i.e. activity fees, field trips, school lunch, etc.) at www.schoolpay.ocps.net. SchoolPay offers several benefits for parents:

- Credit/debit card payments (VISA, MasterCard, Discover accepted)
- Secure account
- Convenient access 24/7

If you have any questions or concerns using the SchoolPay system, please call 1.888.886.9729.

SCHOOL PRIDE

Lake Whitney Dolphins always show **PRIDE**:

Positive Attitude
Respect and Responsibility
Involved Learning
Dedication and Cooperation
Effort and Excellence

TEXTBOOKS AND LIBRARY BOOKS

All textbooks and library books are on loan to students free of charge. However, students are responsible for lost and damaged books and will be charged accordingly. It is expected that students will take good care of all school materials especially when taken off campus. Library books are to be returned to the media center on or before the due date. Additional library materials cannot be checked out until books are returned or lost/damaged item fines are paid.

YEARLY REQUIRED FORMS

- Emergency Student Information Form -provided in the First Day Packet
- Student/Parent Google Information Form for 2019-2020 -access on the Lake Whitney website under Principal's Message
- ADDitions application for 2019-2020 - www.volunteer.ocps.net
- Technology Use Agreement*
- Parents Rights*
- Model Release*

*OCPS requirement, information to be provided after the start of the school year.

YMCA

In an effort to assist working parents, the YMCA provides a morning and afternoon childcare program on campus for a fee. Please contact the YMCA site coordinator for registration information: (407) 877-8888 ext. 3532297.