NorthLake Park Community School

Parent Handbook



NorthLake Park Community School

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[www.northlake.ocps.net](http://www.northlake.ocps.net)

Table of Contents

Page 3 Student Hours

Page 3 Staff Hours

Page 3-5 Arrival: First Day of School, Arrival after the First Day, Car Rider Arrival Procedures, Traffic Safety

Page 5-8 Dismissal: Transportation Changes, Walker/Bike Rider Dismissal, Car Rider Dismissal, Severe Weather Dismissal, Extracurricular Dismissal

Page 8-10 Cafeteria: Cafeteria policies, Guidelines for Family Members Eating Lunch with Their Children, Celebrations, Legal Policies

Page 10 Student Snacks

Page 10 Parents Delivering Items to School

Page 10-11 Safety and Security

Page 11 ADDitions Volunteers

Page 11 Clinic: Allergies and Administration of Medicines, Primary Students

Page 12-13 Absences and Tardies

Page 13 Change of Address/Phone Number

Page 13-14 Communication between Staff, Administration and Parents

Page 14-15 Discipline: Bullying, Cell Phone Policy

Page 15-17 Uniform Policy and Dress Code

Page 18 Birthday Policies: Invitations, Birthday Snacks

Page 19 2017-2018 OCPS Calendar

Page 20 Prioritized Bad Weather Make-up Days

\*\*\*Save this manual.\*\*\*

You may get updates to insert in upcoming years.

Procedures for NorthLake Park Community School

In order to ensure that our students have a safe and successful experience at school, it is essential to have policies and procedures in place. We hope this handbook outlines those clearly for you but if you should have any questions, please contact us.

To keep our large number of students, families and visitors safe, it is important that everyone follows the procedures set forth in this handbook. If there is a need for any modifications, we will communicate the changes to you. Thank you for your patience and cooperation with our efforts to ensure we have a safe and positive school year.

Student Hours (8:40-3:00 M, T, TH, F and 8:40-2:00 W)

YMCA a.m. care: 7:00-8:15

School drop off begins: 8:05

Breakfast served: 8:05-8:35 (students on late buses will be allowed breakfast)

First bell: 8:30 (student enter classrooms)

Tardy bell: 8:45

Early check out ends: 2:30 (1:30 on Wednesdays)

Dismissal begins: 2:55 (1:55 on Wednesdays)

YMCA p.m. care: 3:00-6:00

Staff Hours

* The office is open from 7:30 until 4:30 daily.
* Teachers’ hours are from 8:00 to 3:30 or 7:45 to 3:15 depending on their choice. To meet with a teacher, please call or email them in advance and set up time.

Arrival

* Entry-
	+ Center entry doors are for all adults. No school age children except Pre-K. Stanchions are in place to control that path.
	+ School children will enter building through the side doors to left of center doors – facing the building.
	+ Adults will exit outside doors to right of center doors when facing school.
* Parents may not enter the lobby unless you are going to the Y, Pre-k, or office. You will need to kiss and hug your children on the porch.
* If parents have a scheduled conference or need to conduct other school business, please park in designated parking places, not along any yellow curbs, in the car loop or the bus loop area. Make sure you check in at the office.
* Students that arrive after the tardy bell must come to the office for a tardy slip before going to class.
* Students may not be dropped off before 8:05 unless they are enrolled in the YMCA, as there is no supervision available until that time.
* Students waiting on the porch must be accompanied by an adult until 8:05.
* To contact the YMCA regarding before or after school care, please contact them at 407-852-3520.
* No pets are allowed near the arrival and dismissal areas, including the porch and walker pick up.

First Day of School Arrival

* On the first day, parents are invited to walk their children to class and stay through morning announcements, around 9:15.
* Please make sure you park in a designated parking place. If all lots are full, there will be additional parking on the street and gravel lot across from the bus loop. For your safety please do not walk through the bus loop.
* If time does not permit you to stay the first day, you may still walk your children to the classrooms or drop them off in the car loop.
* All students may enter classrooms immediately upon first day arrival.
* We will have plenty of staff available to help students get to where they need to go.

Arrival after the First Day

* This is the time to allow our staff to receive your children at the classroom 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 8:05 & 8:30** 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. They will be expected to sit quietly and read a book until 8:30.

Car Rider Arrival Procedures

* Patrols will be available to open car doors for students, beginning at 8:05, with adult supervision. *This may not occur during inclimate weather.*
* 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.
* If you choose to park, please park in a designated spot and walk your child across the crosswalk.
* The car loop is quickest from 8:05 until 8:25. We can unload 10-12 cars at a time before it gets backed up. If you are entering the car loop 5 to 10 minutes before the 8:45 tardy bell, chances are good that your children will receive a tardy slip.
* Children should be ready to exit the car, with backpacks 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 really slows the operation down. Please be considerate and have your child 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.

Traffic Safety:

* Obey speed limits: 25 miles/hour anywhere in this neighborhood.
* DO NOT USE CELL PHONES IN THE CAR LOOP. This is so dangerous!
* 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.

Dismissal

* Dismissal is from 2:55 – 3:15 on M,T,Th, F and 1:55-2:15 on Wednesdays. Note that all times below are based on normal 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. Make sure the teacher knows the street names of the bus stop.
* Our policy is that parents do not come to the office to pick up their children after school. As long as you have made sure your teacher knows how your children are to get home, we will make sure to get them to the correct dismissal location.
* ***No early pick-ups are permitted between 2:30 – 3:00 OR 1:30 – 2:00 on Wednesdays.*** Please schedule appointments with this in mind. It is an extremely critical time for our front desk clerk to be free from distractions like check-outs to handle inquiries from bus, car, and walker attendants. She must be able to take care of emergencies immediately during the actual dismissal time. The only exceptions to this time frame are:
	+ Volunteers who have been working at the school until dismissal on the day they are signing their children out. Volunteers may NOT check out their children before normal dismissal time.
	+ If a parent called in to say that someone different will be picking up their child and that person does not have a car sign, they must bring ID with them and come to the office.
	+ A child is sick and the parent has been called and was not able to pick up their child before 2:30.
* 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 in our Student Management System***.
* No parents should ever be waiting outside on the front porch for children. (You are either in the car line or waiting for them at the walker area.)
* No pets are 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 notify the office. If need be, you may also call the office before 2:15 or 1:15 on Wednesdays. Do not leave it up to your child to verbally inform the teacher. Without a note or call from you, we will send them home the regular way. Many times children hear parents discussing other dismissal arrangements. At the end of the day the children will suddenly say, “I think my mom said I will be a car rider instead of a bus rider today.” It causes a lot of last minute confusion for everyone by having to try to contact parents or in the worst case, not being able to reach the parents.
* If someone different will be picking up your children, make sure you have given the office the names of those people to be on your pick-up list. ***This must be in writing***.

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.

If you have a need to be walker/bike rider for a reason not listed, please contact the front office.

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.
* All students 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 any other grades, you must tell them to meet you at a certain spot. We will not hold them.
* 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 in walker area. With or without parents, they may not play on the monkey bars or in front of the school until after 3:30.
* Pets are not permitted at walker areas 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, beginning with kindergarten and first, around 2:55 or 1:55 on Wednesdays. All other grades (2nd – 5th) will be released at 3:00.
* 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.
* All car riders are required to have a book to read while waiting for pick up. This helps keep students quiet so they can hear their names called for pick up.
* 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 for 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 Day, 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.
	+ If the sign has been forgotten the driver will be asked to pull forward and a staff member will verify their ID with front office to ensure they are on the pick-up list.
	+ 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.
* After the first couple weeks, the car loop should end by 3:15 (2:15 Wed.). At that time children who have not been picked up will be taken to the office and parents will have to sign them out. Please do not come after 3:15 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 and the Orlando Police Dept. 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 the office.

Once again, as you get in line for the car loop, it will seem quite backed up, especially the first couple weeks. Don’t panic. Once we begin loading the students, it will move very quickly. Typically the first week, the car loop will be depleted by 3:30 or 2:30 on Wednesdays. After that, it begins to thin out and we have all children loaded by 3:15. Again, thank you for your patience and cooperation.

Severe Weather Dismissal

In accordance with OCPS policy, the 30/30 rule applies during dismissal when there is evidence of lightning. The rule states that when lightning is evident, students will be retained inside the building for 30 minutes after hearing the last round of thunder. However, parents may come in and check their children out.

* During a light rain, dismissal will be as usual, including walker/bike riders.
* If it is a hard driving rain, we will hold up walker/bike rider dismissal until it subsides. Parents can come through the car loop and display your colored walker sign in the window. We will have your children brought to the loop.
* If walkers have not been picked up, we will hold them until the storm subsides.

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.

Cafeteria

* Breakfast is served from 8:05-8:35. The only exception for entering the cafeteria after 8:35 is a late bus. If children enter after 8:35, we can only give them a limited breakfast. Parents are not permitted to join their children for breakfast.
* The district policy is as follows:

Lunch money is to be sent in ahead of time. **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. Your teacher will write your child’s ID numbers in their agenda. The cafeteria manager will send home a notice when the account is low but you must check your child’s backpack for this notice or check the website for balances. If you do not have internet access, please feel free to call the cafeteria manager to check your child’s balance. We know you as the parent get a multitude of papers sent home and sometimes these notices are lost in the shuffle or don’t make it home. If the account is not replenished, we will allow one charge; after that the child will be given a minimal alternative meal. This can be an uncomfortable situation for children to have to trade in their lunch, so please do not put cafeteria staff in the position of having to carry out this policy. You may call the cafeteria any time to check on your balance at 407-852-3500 Ext.2226.

* When sending your money in advance, place it in an envelope with the following information:

The first and last name of the student

The amount of money sent

The teacher’s name

* Prices are: (subject to change)
	+ $1.85 lunch / $1.30 breakfast
	+ Reduced is $0.40 lunch / $.30 breakfast

Additional Cafeteria Policies

* 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.
* 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. After a warning, they will be asked to sit at an isolated table if they cannot follow the rules for the cafeteria and act appropriately.

Guidelines for Family Members Eating Lunch with Their Children

Family members eating lunch with children on campus is considered a privilege that we would like to continue but it can only happen if everyone understands and complies with the policies listed below.

**Parents may not join children for lunch until AFTER LABOR DAY**

**Parents may only join their children for lunch, not breakfast.**

* Parents must always check in with the office with your ID and wait in the front office or at the parent dining tables in the lobby.
* Sign out in the office when you leave.

Regarding children:

* Children may not bring friends to join them at the parent dining table.
* Parents may not bring food for other children to eat.
* If eating lunch with your child, be on time. When coming late, this causes confusion for the child and us. We do not know if you are coming or if the child should go through the lunch line. When parents show up late, it limits the amount of time the child has to eat his/her lunch and we cannot extend the child’s lunch time.
* Children must return to class with their teacher at the normal pick-up time.

Celebrations:

* Absolutely no celebrations may take place in the lunchroom, such as birthdays, etc.
* No balloons, cakes, gifts, etc.

Lunchroom Policies:

* Any students who are on free lunch must go through the lunch line every day and get a lunch, even if you bring a lunch for them.
* Eating utensils, paper products, condiments are strictly for students who are going through the lunch line. Please do not ask for any of these for other family members to use unless they have purchased a school lunch.
* Parents may purchase a lunch from the cafeteria.

Student Snacks

Snacks are at the discretion of the teacher. If snacks are permitted in class, they are to be healthy foods, low in sugar. Examples are fruit, raw vegetables, trail mix, crackers, granola bars, pre-popped popcorn, nuts, pretzels, low sugar cereals. Cupcakes, cookies, candy, donuts and other sweets are not acceptable as they are not conducive for optimal learning and calm behaviors. Children may bring water for drinks. **No juices as they stain the carpet when spilled.**

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 office 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. We are not staffed in the office to keep track of and deliver the numerous lunches, subs, McDonald’s and forgotten homework.

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 to show at the YMCA desk and school office. 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 office 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 school office.
* 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 YMCA members for their YMCA ID.
* All classroom doors stay locked throughout the day.
* YMCA members are not permitted anywhere in the building beyond the YMCA side or where there are kids such 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 office for a visitor’s badge.
* YMCA members or parents are not allowed to enter or exit the school through the back doors. It must always be through the front lobby doors.
* 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 drills for various emergencies such as fire, lock downs, bomb threats, and tornadoes. Lock downs are practiced in a modified version and lock down/lay down versions. In all cases, kids practice where to go for safety.

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 the 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 by the office. It does not allow you to pop in on other teachers throughout the day.

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

Kindergarten-2nd grade students should keep a change of pants and underwear in their backpacks in case of accidents. The clinic does not have clothes for these changes.

Absences and Tardies

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

* 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 of 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 of 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.
	+ 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.
* 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 Mrs. Gonzalez, our attendance clerk, at 407-852-3500, ext. 3662259.

**FSA and CFE Testing**

**It is EXTREMELY important for 3-5th graders to be at school every day from January-May.**

**Valuable teaching is taking place that cannot be learned outside of school in preparation for FSA.**

**Please do not plan vacations during this time!**

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.

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 documentation supporting the emergency.

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 the police department and 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 you 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
* Progress Book for grades 2-5
	+ Teachers will write the password in the agendas. This is for parents to be able to see their children’s grades after they have been posted.
* Webpages – Teacher and school

It is important for us to always have civil communication with our parents so we can work toward resolutions. Our staff is expected to have professional and courteous dialogue with parents and students at all times. We ask that parents also exhibit the same when talking or writing to school members. The district has issued a Code of Civility which is located in your Student Code of Conduct. It defines appropriate communication expectations between school and community members.

Our goal is always to listen when spoken to respectfully and mutually work together to resolve problems. When children tell parents about something that concerns them, please talk calmly to the teacher to hear if there are other facts to the story and work toward a resolution if needed.

While e-mails have become a quick way to communicate, written language can also be misunderstood or a venting place when done in anger. We ask that e-mails carry the same weight of respect as when talking to someone face to face – calm and respectfully.

Remember, all school personnel, community, and parents need to work together as a team to provide the best educational experience for our children.

Discipline

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

Our school wide expectations are the following:

* Children will keep their hands and feet to themselves.
* Children will respect others (peers and staff members) with their words and actions.
* Children will respectfully follow directions when given by a staff member.
* Children will use appropriate manners and behavior.
* Children will adhere to the NLP/OCPS dress code.

Teachers will have class meetings throughout the year for students to talk about their issues 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.

Bullying Policy

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 for incidents previously mentioned. 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 Conduct.

Suspected bullying should be reported in writing to the principal, assistant principal or dean.

Cell Phone Policy

A student may possess a cell phone on school property, provided that during school hours and on a school bus, the cell phone remains off and is kept in the student’s backpack. Possession of a cell phone by a student is a privilege. Violation of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If the phone is confiscated by a staff member for violation of policy, the parent/guardian will make arrangements to pick up the cell phone from the school. At no time shall Orange County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

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 OCPS dress code and 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.

Shoes:See below for details for shoe styles that are not permitted.

**In addition to the NLP uniform policy, we also expect students to adhere to the Orange County Public School Dress Code along with NLP dress code which states the following:**

* 1. Pants are to fit appropriately. No oversized pantsthat do not stay up at the waist. If they are oversized the student must wear a belt that will hold the pants in place at the waist.
	2. Shirts are to fit appropriately. Boys’ and girls’ shirts must be tucked in at all times. No oversized shirts.
	3. No underwear is to be worn as outerwear, such as undershirts. No underwear is to be exposed. No white undershirts can be worn as a white t-shirt.
	4. Sleeves of shirts/blouses must follow the four finger wide rule at the shoulders.
	5. Clothing with holes, tears or inappropriate patches will not be allowed if considered obscene
	6. Bare midriffs and bare sides should not show even when arms are extended above the head.
	7. Clothing that is too tight or revealing is unacceptable.
	8. 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. (including shorts with wording across the rear end)
	9. The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited:
* Hats, caps, visors, sunglasses or bandanas while on campus during the school day
* Chains hanging from the neck, belt, pocket or attached to wallet
* Oversized sweatshirts or sweatshirt jackets that are intended to cover up clothes that are not in compliance with NLP dress code.
	1. Hemlines of shorts, dresses, skirts and skorts shall be no shorter than mid-thigh.
	2. Shoes shall be worn. The Following are not acceptable:
		+ - Thong sandals (K-12)
			- Cleated shoes (K-12)
			- Backless shoes (K-8)
			- Shoes with rollers that eject from them. (If the rollers are
				* removed they may wear the shoes)
			- Shoes with more than a one inch heel. No spiked heels are permitted.
			- Crocs

Financial Considerations:

1. 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.
2. Assistance: The Principal and SAC shall develop procedures and criteria to offer assistance to students who would have or are having difficulty complying with their school’s uniform dress code due to financial hardships; and shall develop a program to provide for donations of clothing or financial assistance, consignment shops or reuse of uniform clothing or similar program that would alleviate such financial hardships.

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/NLP dress code as stated on the prior page.

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

1. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
2. A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the Principal;
3. The wearing of clothing in compliance with the uniform dress code violates a student’s sincerely held religious belief;
4. 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:

1. 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.
2. 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.
3. 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.
4. If an exemption is granted, such exemption shall remain in effect for the duration of the current school year only.
5. 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.

Birthday Policies

Invitation Policy

* Birthday invitations can only be distributed, if given to the entire class or all of one gender. Example: If an all-girl party, invitations must be given to all the girls in the class.
* If in compliance with the above stipulation, invitations must be approved by the teacher at least one day prior to sending them in.
* If approved, these will be handed out at the end of the day by the teacher.

Birthday Snacks & Outside Food Items

***School standards for food from any outside source will meet the State of Florida Department of Health Chapter 64E-11-11.003 Food Supplies, which provides:***

***(a) Foods must be sealed in manufacturer’s container with the ingredients and expiration date and not exceed the expiration date.***

***(b) Food in sealed container with manufacturer’s label (from a grocery store): the food shall be sealed until an OCPS employee opens it for distribution to the students.***

***(c) Food prepared in someone’s home: Parents/legal guardians may bring or send food with their own child provided the child does not share that food with any other students. For example, a parent/legal guardian may bring a snack or meal to their child, but may not share it with other students.***

* ***If birthday snacks don’t meet the above requirements they will not be given to students.***
* This MUST be approved by the teacher at least two days BEFORE bringing them in. The teacher will determine when birthday snacks will be distributed. For the ease of distribution please only send in cupcakes, cookies or other items that are easily handed out and eaten. Sheet cakes aren’t permitted due to all of the items needed to consume it ex. plates, napkins, forks etc. and the time required of the teacher to serve it.
* Food items must be brought to office by a parent or guardian as a Record of Outside Food form must be completed for the OCPS Food Services Dept. The office will deliver them to the classroom. Please do not bring anything more than one birthday snack. We prefer not to take away from instructional time and the flow of the day to have elaborate birthday parties. Balloons and toys, etc. are not permitted in classroom. Please save this for home celebrations.
* Birthday snacks are not needed for recognition. Please know we recognize students’ birthdays on the morning announcements and within the classrooms with or without snacks.
* Please refrain from bringing in goodie bags that contain food or candy due to allergy concerns. Goodie bags with non-food items are acceptable.

2017-2018 Calendar

Prioritized Bad Weather Days

**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).