

# Lake Panasoffkee Elementary School

## 2024-2025 Student Handbook



***"Better Together" at LPE\$!***

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***Preparing the Next Generation Today!***

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**LPES Vision Statement:** SOARING HIGHER-Lake Panasoffkee Elementary School will strive to provide students with an environment conducive to developing a positive self-image and the learning skills needed throughout a lifetime.

**LPES Mission Statement:** Lake Panasoffkee Elementary School is committed to ensuring that each student has the opportunity to acquire the skills necessary for becoming a responsible, productive citizen able to cope with changing social and economic conditions. High academic achievement by students enrolled at Lake Panasoffkee Elementary is of the utmost concern to the school's primary stakeholders, which includes parents, teachers, and administrators. The staff of Lake Panasoffkee Elementary works to meet the individual needs of each student, taking into consideration their unique attributes and capabilities.

Dear LPES Family,

Welcome to the Lake! It takes a strong relationship between school staff, community members, parents and students to be a high performing school year after year.

As you visit our campus and classrooms, you will see the pride our students and faculty have in a clean, safe, and well-maintained facility. Our students have a reputation for being respectful and well behaved. You and your child can expect the same respect when dealing with all of our staff.

Our theme this year is Better Together at LPES. The campus will have decorations and activities centered on the theme. We will use this theme in activities to motivate students to try their best and reach their full potential. You will also hear your child talk a lot about having a growth mindset. We want our students to understand that taking on challenges and learning from mistakes all develop our abilities. We are going to "grow our brains" through hard work, effort, time, grit, and determination!

As a concerned parent, you can be assured that your child will receive a quality education. We have a highly trained staff with a true passion for educating children. To be successful, we will need a team effort between the home and the school. Open communication will ensure that all possible learning strategies are being utilized to help your child succeed. Please stay involved in school news using Skyward and our school webpage. We also use the Parent Square app and our school Facebook page to share about events and school information.

Better Together!

Kelly Kinley

Principal

## **Accelerated Reader**

<b>AR Goals 2024-2025</b>					
<b>Grade</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Percent Correct</b>
Kindergarten	10	15	25	18	80% avg.
1 <sup>st</sup> Grade	15	23	25	20	80% avg.
2 <sup>nd</sup> Grade	20	23	25	20	Q1 80% Q2 82% Q3 83% Q4 84%
3 <sup>rd</sup> Grade	20	23	25	20	85% avg.
4 <sup>th</sup> Grade	20	23	25	21	85% avg.
5 <sup>th</sup> Grade	20	23	25	21	85% avg.

### **Quarterly Rewards**

1<sup>st</sup> – Movie & Popcorn

2<sup>nd</sup> – Bounce Houses

3<sup>rd</sup> – Dance

4<sup>th</sup> – Dunk & Donuts

### **Weekly Goals**

#### **Individual Goal**

K-2<sup>nd</sup> – 6 books or 3 points @ 80%

3<sup>rd</sup> – 6 books or 3 points @ 85%

4<sup>th</sup> & 5<sup>th</sup> – Weekly goal with 85% average

#### **Class Goal**

If 50% of students meet their weekly goal, the class gets a \$5 osprey wing.

### **AR T-shirts**

K – 65 pts @ 80%

1<sup>st</sup> – 75 pts @ 80%

2<sup>nd</sup> – 85 pts @ 82%

3<sup>rd</sup> – 85 pts @ 85%

4<sup>th</sup> & 5<sup>th</sup> – 100 pts @ 85%

### **AR nights**

AR nights will be held on campus throughout the school year (dates to be determined). There will be no testing at home. Students will receive a ticket to enter into a prize drawing for every 80% or higher they make on AR tests. Students will also be given a \$5 osprey wing for attending

## **Attendance**

### **Absences**

Regular school attendance cannot be overemphasized. Each time a child is absent from school, the initial attendance entry is classified as an unexcused absence until a note is sent. Excused absences will be granted for personal illness, death of a member of the immediate family, recognized religious holidays, and for special emergencies approved by the school principal. If a note is not provided within three days the official reason will be listed as unexcused. Assignments missed during an unexcused absence, unexcused tardy, unexcused early check-out, or an out-of-school suspension will be entered at 50% of the grade earned during the absence(s). On the day a student returns to school following an absence, a note stating the reason for the absence should be given to the teacher. Without written communication, the absence will be unexcused.

### **Tardy or Early Checkout**

The fifth unexcused tardy will become an unexcused absence. Likewise, the fifth unexcused early checkout will become an unexcused absence. Throughout the year, each fifth unexcused tardy or fifth unexcused early checkout will become an unexcused absence. Excused tardies or early checkouts require a doctor's note. If a child is repeatedly absent, tardy or checked out early without proper cause, the school will hold a Child Study Team meeting and Youth and Family Alternatives will be notified.

### **Protected Instructional Time**

Checking out students before the end of the school day should be done only in case of an emergency. Frequent checking out of students prior to regular school dismissal time is not in the best interest of the student and is disruptive to the entire school. Early checkouts are recorded and are noted on the school report card. No student will be allowed to check out of school after 2:05 p.m.

### **Trips/Vacations During the School Year**

A form is available in the school office for pre-approval of any trips or vacations taken during the school year. This form should be completed and turned in before the absence. However, these absences will count towards the nine (9) or more days excused absences total.

### **Missed Assignments**

Assignments missed during an unexcused absence, unexcused tardy, unexcused early check-out, or an out-of-school suspension will be entered at 50% of the grade earned during the absence(s). Assignments awarded a grade of "S", "N", or "U" will receive one grade lower than the earned grade. All missed course work will be provided to the student for completion; however, unreturned work, if necessary, will be completed during the regular school day during co-curricular activities and graded accordingly.

### **School Start Time**

Instruction will begin at 7:45 a.m. every day. Students may be dropped off no earlier than 7:15 a.m. They must report directly to the cafeteria or the students' designated "early room." Students will be released from this supervised area no earlier than 7:40 a.m. and must report directly to their homeroom class.

It is important that your child be here on time to maximize the potential for learning. Any student arriving late is considered tardy and must report to the school office with an adult for a tardy slip before going to class. Drop-Off gates will close at 7:40 a.m. sharp. If a child arrives after that time, they must be walked into the office accompanied by an adult. Please note that due to construction the front parking area will be closed this school year. Adults who drop students off after 7:40 am, forget their car tag, or need to access the office will need to park in Lot B and walk to the

office. For handicap parking, please enter in the middle gate and park in one of the designated spots beside the cafeteria.

### **Withdrawals**

Parents/guardians should notify the school office and teacher of plans for withdrawal of students. Notification prior to the day of withdrawal and the name of the new school is important. Before withdrawal is completed all school property must be returned and any lost/damaged book charges be paid.

### **Books and Laptops/Tablets**

It is the responsibility of the students to care for the books and laptops/tablets issued to them at school. The student will be charged for lost or damaged textbooks, library books, and laptops/tablets. Information will be given at the time of registration or meet the teacher day regarding laptop/tablet insurance. It is highly recommended that the insurance be purchased each year. Pursuant to School Board Rule 4.21, parents or students may purchase instructional materials through the District School Board.

### **Bullying/Harassment/Hazing**

The District Code of Student Conduct states that bullying and/or harassment will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions that might invite or encourage violence MUST be reported to an adult. This may also include, but not be limited to, teasing, name calling, intimidation or spreading of rumors. Informational link on the district website is <http://www.stopbullying.gov/>

#### **Bullying/Harassment (Pursuant to SB 5.321)**

It is the policy of the Sumter County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.

#### **Hazing**

The Sumter County School Board will not tolerate hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality or a physical nature, such as whipping, beating, branding, or exposure to the elements.

### **Campus Visitors**

Visitors are always welcome at LPES. Anyone wishing to visit the school must obtain a Visitor's Pass from the office. All visitors MUST show a valid ID before being allowed on campus. When you arrive, please press the button by the entry door, show your ID to the camera, and state the reason for your visit.

Only parents will be allowed to eat lunch with a student on campus. At times, grandparents, family members and friends would like to eat lunch with a student. Unfortunately, adults on the emergency contact list will not automatically be allowed to eat with your child. Please be advised that you, as the child's parent, must send a note to the school office

each date and time you wish to allow that person to eat with your child. This note must include the child's name and the name of the adult that you wish to eat lunch with your child. The note should be turned in to the child's teacher the morning of the lunch visit. A note must be submitted for EVERY lunch guest occurrence. Phone calls will not be accepted.

## **Car Riders**

All vehicles picking up a child must use the provided car rider tags in the front windshield of the vehicle DAILY. Two of these will be provided to each family by the front office at no cost. **Anyone who does not have a tag will be sent to the office and must present identification to pick up a child.**

To ensure the safety of all during drop-off and pick-up, please take CR 489 to 482N and enter Parking Lot B. No right turns will be permitted into Parking Lot B during drop-off and pick-up. There will be a yellow arm gate down at all times. Please refrain from using a cellphone while in the pickup/drop-off areas.

It is important that your child be here on time to maximize the potential for learning. Any student arriving late is considered tardy and must report to the school office with an adult for a tardy slip before going to class. Drop-Off gates will close at 7:40 a.m. sharp. If a child arrives after that time, they must be walked into the office accompanied by an adult. Please note that due to construction the front parking area will be closed this school year. Adults who drop students off after 7:40 am, forget their car tag, or need to access the office will need to park in Lot B and walk to the office. For handicap parking, please enter in the middle gate and park in one of the designated spots beside the cafeteria.

## **Cellphone Policy**

In accordance with HB379, a student may have a cellphone on school property or in attendance at a school function, however, they may not use the cellphone unless they have been given permission to use it for educational purposes. Cellphones must be kept in backpacks while on school property or in attendance at a school function unless permission has been given. Students who violate this policy will have their cellphone confiscated and it will be placed in the front office until a parent/guardian picks it up.

## **Classroom Parties and Celebrations**

Holiday parties will be kept to a minimum and parent volunteers must be board approved. Teachers will send information regarding parties prior to the date of the event. Please help us promote healthy eating habits by sending healthy snacks for events and celebrations.

Flower, balloon or stuffed animal arrangements will not be delivered to classrooms. Students may not take these arrangements home on the bus. (Balloons become obstructions to sight and other parts may become projectile missiles.) Parents must pick them up in the office. Please discourage this practice.

## **Discipline**

When discipline concerns arise, it is critical that the school staff and parents work together to resolve those problems. The following procedures will be used to address behavioral concerns.

- Teachers will contact parents once all other interventions have been used and support from home is necessary.
- Parents should discuss the problem with their child. For further details, it is always helpful to contact the teacher by telephone. Teachers will provide contact information at Orientation and Open House.

This information is also available in the front office and school website. Each teacher has their own phone extension and voice mail. All recorded messages are downloaded to email so that communication between school and home is not hindered.

Solutions can often be reached when there is communication and cooperation in this manner. A well-organized and well-disciplined school is necessary for a good learning environment. We need the support of our parents.

The Sumter County Code of Student Conduct has been revised for the 2024-2025 school year as required by state regulations. Please read and discuss the Code of Student Conduct with your child.

#### **Discipline Plan:**

Level 1 Infractions: Teachers will make every effort to resolve minor level 1 infractions at the classroom level. However, if after the following efforts the behavior continues, administration may become involved.

- 1<sup>st</sup> Offense: Teacher warning and reteach
- 2<sup>nd</sup> Offense: Classroom consequence and PBIS (Positive Behavior Intervention and Support)
  - Examples of classroom consequences: head down, alternative seating, parent contact, lunch for one, time-out room, written assignment, loss of privileges
- 3<sup>rd</sup> Offense: Classroom consequence and short conduct (parent communication)
- 4<sup>th</sup> and additional offenses: long conduct (office referral)

Administrative action may include, but not be limited to: counseling/warning, parent contact, removal of privileges, behavior contract, assigned timeout room.

Level 2 Infractions: Many level 2 infractions may be handled at the classroom level. However, if a teacher deems necessary to involve administration due to the nature of the offense, then any of the following consequences may be appropriate: Any of the level 1 administrative actions and/or out of school suspension, referral to MTSS or special services.

Level 3 Infractions: These infractions are more serious in nature and will be dealt with administratively in nearly every case. Any school-approved consequence may be an option at this level.

Level 4 Infractions: These infractions are reserved for the most serious offenses and are generally brought before the school board in an expulsion hearing or placement review.

#### **Weapons:**

Knives, guns (real or toy), dangerous instruments, pepper gas, bullets, shotgun shells and items or hazardous materials that could be used as weapons to threaten, injure or disable an adult or another student are not permitted at school.

#### **Tobacco Policy:**

No student, regardless of age, will be allowed to use tobacco or tobacco products (such as, but not limited to, cigarettes, chew, vape pens and dip) while on campus. Bringing or using tobacco products at school will result in disciplinary action and legal monetary fines.

#### **Bus Discipline:**

Students residing two or more miles from school are eligible for bus transportation to and from school. It is the responsibility of students to abide by rules for riding the bus to assure the safety of all students. **Remember, it is a privilege to ride the school bus.**

#### **All transported students must:**

1. Obey all directions given by the driver.



2. Arrive at bus stop 15 minutes before the scheduled arrival of the bus and observe proper rules of conduct while waiting for the bus. Students shall stay off the road and private property other than on which the stop is established. Wait until the bus has come to a complete stop before attempting to get on or off the bus. Students should form a line in order to ensure safety in loading and unloading.
3. Occupy the seat assigned by the driver, buckle up seat belt, and refrain at all times from moving around while bus is in motion.
4. Students that ride a shuttle bus must stay in the bus loading area or remain on the bus until their bus arrives to carry them to school or home. Students must ask permission to leave bus-loading area.
5. Observe at all times classroom conduct. No talking to the driver unless it is absolutely necessary. Complete silence at all Railroad Crossings.
6. Enter or leave the bus only at the front door after the bus has come to a complete stop except in cases of emergency or on instruction from the driver.
7. If necessary, cross the highway in the proper manner, at least twelve feet in front of the bus so that the driver can observe all students. Do not cross from the rear of the bus.
8. Refrain from throwing objects inside or outside the bus and keep all parts of the body inside the bus windows at all times.
9. Refrain from the use of profane or objectionable language and from engaging in any other objectionable conduct. There shall be no pushing, fighting, or any other type of misconduct at any time.
10. Avoid damaging or defacing the bus or bus equipment. The student's parent/guardian shall be responsible for the cost of any such damage.
11. Refrain from displaying any sharp instrument or from bringing any type of weapon on the school bus.
12. No eating or drinking on the regular bus route.
13. No use of tobacco, vapes, or other illegal substance on the bus.
14. Bring nothing in a glass container on the bus including science specimens of dead or alive animals.
15. No electronic devices may be used at any time during transit, including headset or earbuds as this may cause disruption to the operation of the bus.
16. Students are to get on and off the bus ONLY at their designated bus stop.
17. Pre-K and Kindergarten students will not be left at a bus stop if a parent/guardian or designated adult from the student's emergency pick up list is not present. A babysitter 12 years of age or older may be used as a pick-up designee if the parent has issued a letter to the school stating that the babysitter is allowed to make the pick-up.

Authority: 230.212 (2) F.S. Law Implemented: 230.23 (6) F.S.230.23 (8) F.S.

**If your child disobeys any of the above rules he/she may lose their privilege to ride the school bus, however, they must be in school attendance. Parent/guardian will be responsible for providing transportation to and from school.**

<b>FIRST OFFENSE</b>	1. Warning and counseling 2. Conduct report sent home with student (more severe action will be taken in cases of endangering the safety of others, gross insubordination, or vandalism)
<b>SECOND OFFENSE</b>	1. 1-day suspension of bus riding privileges 2. Copy of bus conduct report mailed home 3. Attempt to contact parent by phone
<b>THIRD OFFENSE</b>	1. 2-day suspension of bus riding privileges 2. Copy of conduct report mailed home 3. Attempt to contact parent by phone
<b>FOURTH OFFENSE</b>	1. 3-day suspension of bus riding privileges 2. Bus conduct report mailed home and letter from transportation supervisor mailed home 3. Attempt to contact parent by phone
<b>FIFTH OFFENSE</b>	1. 5-day suspension of bus riding privileges 2. Conduct report and letter mailed home 3. A meeting between the transportation supervisor and parent/guardian required before the student resumes riding the bus 4. Attempt to contact parent by phone
<b>REPEATED OFFENSES</b>	10-day suspension of bus riding privileges
<b>PRIVILEGES SUSPENDED</b>	Recommendation to the School Board that bus riding privileges be suspended for the remainder of the year. The parents of the student must then petition the Superintendent to allow the student to begin riding again after the specified amount of time.

Pre-K and Kindergarten students will not be left at a bus stop if a parent/guardian or designated adult from the student's emergency pick up list is not present. A babysitter 12 years of age or older may be used as a pick-up designee if the parent has issued a letter to the school stating that the babysitter is allowed to make the pick-up. If these arrangements are not made and if there is no person present to pick up the child from the bus stop then the student will be taken back to the school. The first offense will be a warning to the parent/guardian. The second offense will be a suspension from the bus for 3 days and a warning that the next offense will be a suspension from the bus for the remainder of the semester. Upon the third offense, the child will not be allowed to ride the bus for the rest of the semester.

## **Dismissal**

No child is allowed to be picked up by someone other than those listed in Skyward. The school must be notified by the parent/guardian in writing that permission has been granted for someone else to pick up the child. The person noted to check out the child must be listed on the student's emergency contact list in Skyward. No changes over the phone or faxed requests are permitted. There will be no exceptions to this rule. Children will not be given a pass to ride a different bus or get off the bus at a different stop without a written request from the parent/guardian. Students should turn in the note to the teacher as they arrive in class. Any student leaving the school campus during school hours must be signed out in the office. No student will be allowed to check out of school after 2:05 p.m.

Parent/guardians will be required to have a car pick-up tag in their front window during pick-up time. If they do not have a school-distributed sign with their child's name on it, they must park and come into the office to show photo identification. Parents will NOT be allowed to walk-up to pick up their child during dismissal time, please wait in the pick-up line. Walkers will be released after the pick-up line is finished.

## **Dress Code**

The dress of students shall not be extreme to the point of creating a hazard or causing a disturbance. For the safety of students, long dresses or skirts, high heels, thong shoes, sandals without back straps, and shoes without backs should not be worn. Skate shoes are not allowed. Trench coats are not allowed. Any slogans or pictures on clothing that are offensive to others, endorse tobacco, alcohol or inappropriate, violent, or obscene behavior will not be acceptable. Hair, nails or other body adornments that are disruptive are not acceptable. The final decision on what is inappropriate is left to the discretion of the teacher and/or school administrator.

### **Examples of Appropriate Dress**

#### **Shirts/Blouses/Sweaters**

Button-up; pull over, long/short/sleeveless, appropriate pictures and/or logos. Shirts and blouses must be of a length that can be tucked into pants, shorts or skirts. Non-appropriate: tank tops (boys and girls), strapless or spaghetti straps, midriff blouses, shirts with inappropriate/gross/obscene/violent slogans or pictures.

#### **Pants/Shorts/Dresses**

Skirts, dresses, and shorts must be no higher than the length of a dollar bill above the knee (Grades 3-5) and no longer than the tops of students' shoes. Pants must be worn around the waist to cover underwear. If necessary, a belt should be worn. Appropriate undergarments must be worn as needed.

#### **Shoes**

All shoes should be closed at the back or be held on with a strap. Ex: sandals, tennis shoes, boots, dress shoes (without high heels). Non-appropriate: flip-flops or thong type sandals, high heels, baseball cleats, shoes with no backs, and shoes with skate wheels. Students are required to wear athletic shoes with rubber soles for PE class. Students attend PE every day.

### **Miscellaneous Safety Reminders**

Please do not allow your child to wear fake (press-on) nails. Body glitter, tattoos, gel bracelets, make-up and perfumes are not allowed. For safety reasons we discourage backpacks on wheels. Students may wear hats and hoodies, however, both should be removed from head when entering a school building.

### **Facebook**

Lake Panasoffkee Elementary has a Facebook page. We use this page as another way to keep all stakeholders informed. Please follow us at “Lake Panasoffkee Elementary School”.

### **Field Trips**

All students attending school-sponsored field trips must ride the bus to and from the field trip. A student must have a district field trip permission form signed by the parent and turned in before they attend a school field trip. Any parent/guardian wishing to attend the trip, must have a school board approved volunteer application on file.

### **Food Service**

Students are provided both lunch and breakfast FREE of charge. Students must be at school by 7:45 to be served breakfast.

Packed lunches may be brought from home (please note: no soda or energy drinks allowed). Please make sure your child's name is marked clearly on their lunchbox.

### **Fortify FL**

Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. For more information, visit: <http://www.getfortifyfl.com/>

### **Grading Policy**

Also, see the section titled *Trips/Vacations During the School Year* for more information.

Students earn a percentage/alpha grade for all subjects except in PE, Music, and Conduct.

Accelerated Reader grades will be averaged with other reading grades during each nine-week marking period for students in Grades K-5. Students are required to test on books within or above their reading range.

Assignments missed during an unexcused absence, unexcused tardy, unexcused early check-out, or an out-of-school suspension will be entered at 50% of the grade earned during the absence(s). Assignments awarded a grade of “S”, “N”, or “U” will receive one grade lower than the earned grade. All missed course work will be provided for completion; however, unreturned work, if necessary, will be completed during the regular school day during co-curricular activities and graded accordingly.

Per Sumter School District Student Progression Plan: Absent students must bring in approved documentation verifying that the absence qualified for excused status (parent's note, doctor's statement, etc.) by the third class meeting after their absence. After that time, the absence will be recorded as unexcused and no documentation will be accepted at any point thereafter.

Teachers are given the option of dropping the lowest grade. In cases where a student's grade is “Borderline”, student effort may be considered and documented through completion of daily homework, class assignments, extra credit, etc.

All students will receive grades in English/Language Arts (ELA), Math, PE, and Music.

**For Grades K-1**, Science will be included in Math instruction, and no grade will appear on the report card.

**For Grades 2-5**, Science will appear on the report card as a percentage and alpha grade.

**For Grades K-2**, Social Studies will be included in writing instruction, and no grade will appear on the report card.

**For Grades 3-5**, Social Studies will appear on the report card as a percentage and alpha grade.

Students in Grades 3-5 may be on the Honor Roll. Students must make all "A's" to be eligible for the "A" Honor Roll and a combination of "A's" and "B's" or all "B's" to be eligible for the "A-B" Honor Roll. Students must receive no grade lower than "S" when "S", "N" or "U" is used. Conduct, PE, and Music will be excluded when determining Honor Roll. The student must not be marked "Below Grade Level" on their student progress report.

Students in Grades K-2 may receive an Academic Achievement Award. Students must make all "A's" to be eligible for the "A" award and a combination of "A's" and "B's" to be eligible for the "A-B" award. Students must receive no grade lower than an "S" when "S", "N" or "U" is used. Conduct, PE, and Music will be excluded when determining Academic Achievement Awards.

Exceptional Education Students in Grades K-5, who are working below grade level, and earning all "A's" and "B's" will be recognized with the Principal's Award.

Mid-nine weeks progress reports and nine weeks report cards will be sent home with children according to the dates noted on the school calendar.

**The following percentages will be used in the gradebook for alpha grades:**

70% Assessments

30% Coursework (includes work completed at school and home for practice)

## **Grading System**

The primary responsibility for determining each student's level of performance and ability to function academically is that of the classroom teacher. Curriculum expectations and subject areas are listed on the report card with a grading code used to denote progress of a student. The following grading system is to be used to determine the performance of students in the Sumter County School System.

The following grading system will be used for grades Kindergarten through five:

<u>GRADE</u>	<u>PERCENT</u>	<u>GRADE POINT VALUE</u>	<u>DEFINITION</u>
A	90-100	4.0	Outstanding Progress
B	80-89	3.0	Above Average Progress
C	70-79	2.0	Adequate Progress
D	60-69	1.0	Unacceptable Progress
F	0-59	0	Failure
X	0	0	Incomplete

E-Excellent

S – Satisfactory

N - Needs Improvement

U-Unsatisfactory

The Grade Book Parent Viewer site is for the use of parents/guardians and students for the specific purpose of staying informed of the student's academic performance. Please contact the school office to obtain your username and password for Skyward.

### **HB3- New Word's Reading Initiative Tax Credit**

This bill provides high-quality free books to K-5 students performing below grade level. Eligible students could receive free books on a monthly basis until the student is promoted to sixth grade or the parent opts out of the program. Eligible students include K-5 students with substantial reading deficiencies or who scored below a Level 3 on the preceding year's statewide ELA assessment. More information on this program will be forthcoming.

### **Moment of Silence**

In accordance with Florida Legislature and SB 529, our school will observe a moment of silence each day for self-reflection. We ask that parents/guardians make suggestions to his/her child as to the best use of this time.

### **Notification of Rights Under FERPA**

The Sumter County Public Schools reserve the right to release "directory information" without prior permission of the parent. Occasionally, photographs or videos of students and student work may be posted for public recognition. The parent may refuse to permit the publication by notifying the principal in writing within ten calendar days from the beginning of school or the enrollment date.

### **Parent Conferences**

Teachers are available for parent/teacher conferences before or after school with advanced notice. Conferences are valuable to the student, parent and teacher. We urge parents to call the school and make arrangements for a conference. Teachers are not available during class time for conferences. Please make contact with the school or your child's teacher as soon as problems or concerns arise. It is crucial that these are corrected immediately to promote a solid learning environment.

### **ParentSquare**

ParentSquare is a communication app that replaced Remind. The ParentSquare platform is fast, accessible, and an effective way to reach everyone in our school community. The school and teachers will be sending out announcements and reminders with this tool. You can also send messages to your child's teacher(s) as well as respond to messages that are sent to you. You will receive an activation email or text to join. You may also sign up on [parentsquare.com/signin](https://parentsquare.com/signin) with the email or phone number you provided in Skyward (it MUST match what is in the system). Please contact the school if you need to update your information.

### **Personal Property**

Students should not bring valuable items or large amounts of money to school. The school will not accept responsibility for these items: iPads, Kindles, Nooks, E-Readers, iPods, cellphones and other electronic devices. If these devices are brought to school, they must be turned off and remain in the student's backpack at all times while on school property.

## **Pledge of Allegiance**

A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

## **PTO-Parent/Teacher Organization**

The purpose of the PTO is to promote the welfare of our students. Parents, guardians, and immediate family members are encouraged to join and participate in this worthwhile organization. More information can be found at the PTO Facebook Page "LPES PTO Information Board". You must request to join this page. The PTO Page Administrator reviews requests regularly.

## **School Expenditures**

Per full time Equivalent Student Direct School Expense 2022-2023: \$12,874.

## **School Nurse**

The school nurse provides health services to all students at Lake Panasoffkee Elementary. Please be advised that the **Health Services and Medicaid form must be completed in Skyward or the nurse will be unable to treat your child.**

### **Medication**

Medical treatment is the primary responsibility of the parent and the family physician. State law does not allow school personnel to give medication of any type, including over the counter medicine, without following guidelines.

**HB 1537** - A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

- Students must have a parent permission form on file, the medicine must be in the original container and students cannot share/distribute the medication. There will be disciplinary action for sharing/distributing medication.

### **Prescription and Over-The-Counter**

Students who require medication during the school day must provide the school with an order from a licensed health care provider (Form PP-SR-125) and deliver the medication to the school in the original unaltered pharmacy-labeled container. Over-the-counter medication shall be delivered in an unopened container. No medication will be administered without proper consent/permission from the parent/guardian (Form PP-SR-035). All medication is administered by the school health staff or other trained staff. It is against school and district policy for students to have or transport medication (without proper authorization on file at the school) and may lead to disciplinary measures. Administration of Medication consent forms are available in the school office and must be completed before any medication will be administered. Please contact the school nurse for more information.

**Menstrual Hygiene Products:** Menstrual hygiene products are available in the clinic at all times.

**Contact Information:** Many hours are spent each day taking care of sick children. Please make sure that Skyward is updated throughout the year with correct contact information. Please contact the office if you need help updating the online information. A registered nurse is on staff.

## **Skyward**

The Skyward website and mobile device application allows parents and guardians to follow their child's educational progress and update important educational forms and emergency contact information. With just a "point and click" in the Family Access Web Portal, parents and guardians can view a variety of student information such as attendance and grades. You can also sign up to have daily or weekly grade updates emailed directly to you. Use the following link to access from a computer:

<https://student.sumter.k12.fl.us/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w>

You can get the Skyward app for your phone also. Please contact the school if you need help with your username and/or password.

## **Student Transfer Process**

Thirty (30) days prior to the beginning of each semester, the district will post a list of the out-of-field teachers on the district web-site. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year. The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must approve or deny the transfer within two weeks after receiving the request. If the request is denied, the principal must notify the parent and specify the reasons for denial.

## **Sumter County Schools Non-Discrimination Statement**

Sumter County Schools does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Helen Christian, Senior Director, Curriculum and Instructional Services

Phone Number: 352-793-2315 X 50204

Dana Williams, Senior Director of Human Resources, Civil Rights Protection

Phone Number: 352-793-2315 X 50251

Debbie Moffitt, Assistant Superintendent

Phone Number: 352-793-2315 X 50260

Jennifer Wyatt, 504 Coordinator

Phone Number: 352-793-2315 x 51210

Located at: The Sumter County School Board 2680 W CR 476 Bushnell, FL 33513

## **Telephone Use**

Students will not be permitted to use the school telephone except in cases of a true emergency.

## **Transportation**

Information concerning bus routes may be obtained from the Transportation Coordinator at (352) 793-5705, Ext. 53200. Riding the school bus is a privilege that can be suspended for recurring bus conduct reports. Please read the rules and guidelines to fully understand your child's responsibility for using school transportation.

Children will not be given a pass to ride a different bus or get off the bus at a different stop without a dated and signed written request from the parent/guardian. Students should give the note to their teacher.

Requests for changes by phone or fax will not be allowed. Students in grades Pre-K and K are not allowed to be dropped off at a bus stop without an adult present. This adult must be someone listed on the child's emergency contact list in Skyward. Please update this information as necessary. Bus privileges can be suspended for not following transportation policies.

## **Volunteers**

All volunteers, including parents who wish to attend field trips, must be on the school board approved list every school year. To become school board approved, you must complete an online application at [www.sumter.k12.fl.us](http://www.sumter.k12.fl.us). The application takes 4-6 weeks to process. Once the application is processed, the volunteer will be approved for three years. However, the volunteer will need to update the application information annually. Please visit the school webpage or contact the school office for more information and volunteer guidelines. Parents: please join PTO for other ways to help our school.

## **Water Bottles**

Students are permitted to bring transparent water bottles to school. Water is the only liquid permitted in the bottles (please note no soda or energy drinks are allowed).

## **Website**

The school and district websites contain a lot of information about the school and our district. You can view our school calendar, lunch menus, and access teacher pages. Our school website is found at <https://www.sumter.k12.fl.us/Domain/9>. The district website is located at <https://www.sumter.k12.fl.us/>



## SUMTER COUNTY SCHOOLS

<http://www.sumter.k12.fl.us>

### Student Calendar 2024-2025

July 29	First Day Teachers less Than 4 Years Experience
August 6	First Day for Teachers
August 14	First Day for Students
September 2	Holiday – ALL
September 20	Holiday for Students
	Professional Day for Teachers
October 18	Early Dismissal for Students
October 25	Holiday for Students
	Professional Day for Teachers
November 11	Holiday – ALL
November 22	Early Dismissal for Students
November 25-29	Thanksgiving Holidays for Teachers and Students
December 20	Early Dismissal for Students and Teachers
December 21	Winter Holiday Begins - ALL
January 5	Last day of Winter Holiday for Teachers & 250 Day Employees
January 6-7	Professional Days for Teachers
January 8	Students return from Winter Holiday
January 20	Holiday for Students and Teachers
February 14	Early Dismissal for Students
February 17	Holiday – Students and Teachers
March 3-7	Spring Holiday for Students and Teachers
April 18	Holiday- Students and Teachers
May 2	Early Dismissal for Students
May 26	Holiday – ALL
June 3	Last Day-Students - Early Dismissal Students and Teachers
June 5	Last Day for Teachers

### **MIDTERM ENDS**

September 13, 2024  
November 20, 2024  
February 18, 2025  
April 30, 2025

### **PROGRESS REPORT AVAILABLE TO PARENTS**

September 19, 2024  
December 3, 2024  
February 24, 2025  
May 6, 2025

### **SEMESTER ENDS**

1<sup>st</sup> Nine Weeks Ends - October 17, 2024  
2<sup>nd</sup> Nine Weeks, 1<sup>st</sup> Semester Ends - January 15, 2025  
3<sup>rd</sup> Nine Weeks Ends –March 28, 2025  
4<sup>th</sup> Nine Weeks, 2<sup>nd</sup> Semester Ends – June 3, 2025

### **REPORT CARD DATES**

1<sup>st</sup> Nine Weeks –October 23, 2024  
2<sup>nd</sup> Nine Weeks – 1<sup>st</sup> Semester – January 22, 2025  
3<sup>rd</sup> Nine Weeks – April 3, 2025  
4<sup>th</sup> Nine Weeks, 2<sup>nd</sup> Semester  
Elementary and Middle Schools – June 3, 2025  
\*\*High Schools – June 13, 2024

\*\*(Subject to change. May be adjusted to meet the needs of the school)

This calendar has been based on preliminary statewide test dates issued by the Florida Department of Education. Any change in statewide dates would require changes to the Sumter County Calendar in order to accommodate those dates.