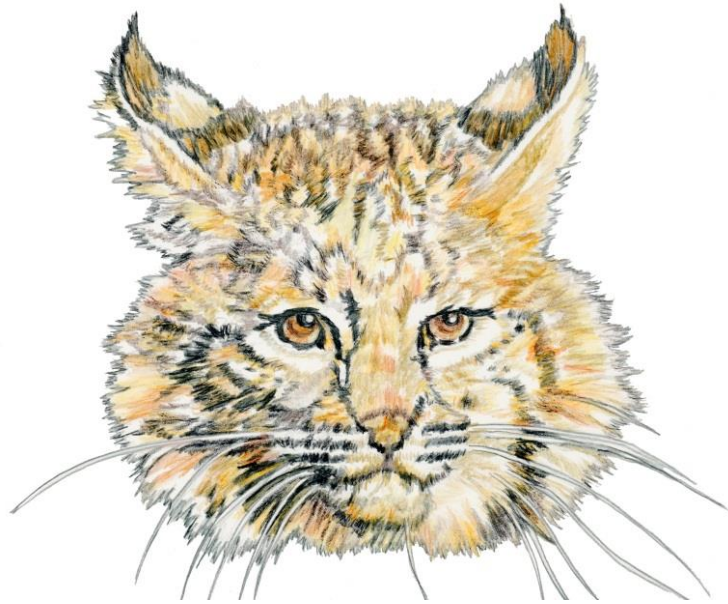


Crystal Lakes Elementary



Standard Operating Procedures **2018 - 2019**

Diane Curcio-Greaves
Principal

John Pennington
Assistant Principal

School Phone: 561-292-6601

ARRIVAL/SCHOOL HOURS

Our school hours are **8:00 a.m. to 2:05 p.m.** Students cannot be on campus prior to **7:30 a.m.** unless they are enrolled in the before school program (contact the After School Director). Teachers will admit students to the classrooms beginning at 7:40 a.m., and instruction will begin promptly at 8:00 a.m.

Any student who arrives before 7:40 will be directed to the cafeteria. To maximize instructional time, we request that all doctors' appointments be made after school hours. Students will only be released to parents, guardians, or persons listed on the registration form. A picture ID will be required. Severe Weather Dismissal Procedures:

The school takes extra care when dismissing students on rainy days. Bus riders are not dismissed until their bus arrives. Walkers and bike riders will be held in the media center until the rain lets up and lightning is not observed. Car riders are walked out unless the storm is too severe. (See Severe Weather Dismissal Procedures at <https://cyle.palmbeachschools.org>.)

ATTENDANCE/TARDIES

Student attendance and punctuality is the direct responsibility of parents and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. (See Student and Family Handbook, The School District of Palm Beach County and P-5.09.)

Students who arrive after 8:00 a.m. will be considered tardy and must be escorted by the parent/guardian to the office for a tardy slip. You will be asked to sign your child's page in the sign in/out book with the time of arrival. Your child will then be given a tardy pass and walked to class.

CAFETERIA INFORMATION

Breakfast is free for all students and is served beginning at 7:30 a.m. in the cafeteria. The school menu is posted for the month on the district website. Applications for free/reduced lunch can be submitted online at www.palmbeachschools.org/sfs, or are also available at all School District of Palm Beach County schools in English, Spanish, and Creole. If you have any questions, please call the cafeteria manager.

Parents will be allowed to have lunch with their child once a month. Parents coming to have lunch with their child must be cleared by the district through the volunteer process. Parents need to sign in the front office as a visitor; at that time they will be given a badge that says "cafeteria".

Parents need to call 292-6601 before they come for lunch. Parents will proceed to the cafeteria and wait for their child to arrive. Parents can have lunch with their child only. Friends cannot join the parent and child for lunch.

Parents will need to sit outside with their child only. Please check the weather before coming since you will be sitting outside. There will be no exceptions to the rule.

As soon as your child's lunchtime is over, you must come back to the front office and check out. Do not walk with your child back to class or go anywhere else on campus.

CELEBRATIONS (BIRTHDAYS)

Cupcakes or cookies can be sent in and will be distributed in the cafeteria during lunch for grades 1-5. Please contact your child's teacher to make arrangements **prior** to the birthday. Balloons, decorations, singing, flowers, and homemade goods are **prohibited**.

CHAMPS

This is an acronym for a behavior program that the teachers and staff use to convey clear expectations to the students. The students are given expectations for Conversation, Help, Activity, Movement, and Participation for each activity.

CLINIC

It is essential that your child's Emergency Health and Safety Information be current at all times. We depend on this information when we need to reach you, should your child become ill or receive a serious injury during the school day. If a parent cannot be contacted, the school will contact the individuals listed on the emergency contact information. Contact the school immediately if you need to change any contact information.

DRESS CODE

Crystal Lakes has a unified dress code. (See Unified Dress Code at <https://cyle.palmbeachschools.org>.)

FIELD TRIPS

Field trips enrich the curriculum but they may result in an additional expense for families. It is school board policy that no student shall be denied the opportunity to participate in a field trip because of financial need. Parents will be notified in advance regarding scheduled field trips. Under School Board policy, students will be required to return to the teacher a signed consent form, at least one day prior to the trip. Verbal (phone) permission **will not** be accepted. Your child **will not** be allowed to call you on the day of the field trip for permission. Field trips are a privilege, not a right. This privilege can be denied for recurring unacceptable behavior. An educational alternative will be offered.

(See Student and Family Handbook, The School District of Palm Beach County and P-2.21, P-2.40, P- 2.404.)

PARENT COMMITTEES

PTA The Parent Teacher Association (PTA) at Crystal Lakes Elementary is an integral part of our successful school operation. All parents are urged to become members of the PTA and participate in their regularly scheduled meetings and events.

SAC The School Advisory Council (SAC) meets once a month. The major task of the SAC is to set goals for the implementation of our School Improvement Plan.

PARENT COMMUNICATION AND CONFERENCES

The interest of parents in their child’s education is of utmost importance to the school. Since the teacher is the person who works closest with their child, parents are encouraged to meet with their child’s teacher on a regular basis. The best way to contact the teacher is through email. The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements. Parents should prearrange rides home with friends.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT (sw-PBS)

THE BOBCAT WAY (We Care)

- Care *I will create and maintain a safe, clean, and caring environment.*
- Attitude *I will have a positive attitude. I am here to learn and do my personal best.*
- Respect *I will show respect, consideration, and thoughtfulness.*
- Engage *I will use “I-Care Language” to resolve conflicts. I will do nothing to stop the teacher from teaching or myself and others from engaging in learning.*

STUDENT PROGRESSION PLAN : Go to www.palmbeachschools.org/studentprogression for more information.

TRAFFIC SAFETY

“Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.”

Automobiles: We encourage you to allow your child to wait in the designated area until you drive through the car line. Please be patient. Please refrain from using your cell phone. Your child’s safety is at stake *(See Arrival and Dismissal Procedures at https://cyle.palmbeachschools.org.)*

Bicycles: All bicycle riders must follow all traffic safety rules when riding to and from school. Walk, don’t ride bicycles while on school grounds. Riders are expected to obey the school Safety Patrols and Crossing Guards. Bicycles may not be ridden in the bus loop or parking lot. Students must wear a helmet. *(See Student and Family Handbook, The School District of Palm Beach County and F.S. § 316.2065(3) (d), (e)).*

VALUABLES

Items of value should not be brought to school. A good rule to follow is to bring only educational items (books, pencils, paper) to school. Money should not be brought to school, unless required for a specific purpose. It should be placed in a secure location. **School faculty and staff are not responsible for personal items lost at school.** Label personal items such as jackets, sweaters, raincoats, lunch boxes, etc. with your child’s name and room number. Unclaimed articles are kept for a limited time. After periodic display of lost items, items will be donated to needy families.

VISITORS

For the safety of all the students and staff at Crystal Lakes Elementary School, all visitors must wear a visitor’s pass or a school district badge. All visitors must report to the main office before entering any other part of the campus.

VOLUNTEERS

Crystal Lakes Elementary encourages volunteer participation in our classrooms, media center, and off campus field trips. While you are on school grounds, please wear your volunteer identification tag. Volunteers should not wear clothing or shoes that are not permitted of students. Classroom work with students is always confidential. Keep your observations on a professional level. A volunteer must not divulge information to which he or she may have access. You may volunteer in your child’s classroom; however we ask that volunteers stay no longer that one hour in a classroom. We thank you for your time and service.