

Family Guide

2023 - 2024



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Matthew Astone, Assistant Principal

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Contact Information

Lawton Chiles Elementary School

Principal	Erin Willis	x3572222
Assistant Principal/Partners in Education	Matthew Astone	x3572235
School Secretary/ADDitions Volunteers	Jamie Martinez	x3572223
Parent Engagement Liaison	Glenda L. Martinez	x3572311
Behavior Specialist	Sarah Poor-Drewes	x3572257
Cafeteria	Michelle Ramos Muñoz	x3572226
Clinic	Jessica Fawdry	x3572229
Front desk	Sabrina DePaz	x3572221
Testing Coordinator	Alison Roscoe	x3572267
Extended Day Coordinator	Lydia Jenkins	x3572230
ESE Staffing	Alysha Jenkins	x3572266
School Counselor	Samantha Jensen	x3572296
Registrar	Enid Pabon	x3572232

2023-2024 OCPS School Calendar

Weekday(s)	Date(s)	Event
Wednesday - Wednesday	August 2-9	Pre-Planning August 7 Professional Development Day
Thursday	August 10	First Day of School
Monday	September 4	Labor Day Holiday
Friday	October 13	End of First Marking Period
Monday	October 16	Teacher Workday/Student Holiday
Tuesday	October 17	Begin Second Marking Period
Friday	October 27	Teacher Professional Day/Student Holiday/Teacher Non-Workday
Monday-Friday	November 20-24	Thanksgiving Break
Friday	December 22	End of Second Marking Period
Monday – Friday Two Weeks	December 25-January 5	Winter Break
Monday	January 8	Teacher Workday/Student Holiday
Tuesday	January 9	Begin Third Marking Period Begin Second Semester
Monday	January 15	Martin Luther King, Jr. Holiday (Schools and District Offices Closed)
Monday	February 19	Presidents’ Day/Teacher Non-Work Day Schools Closed/District Offices Open
Thursday	March 14	End of Third Marking Period
Friday	March 15	Teacher Workday/Student Holiday
Monday-Friday	March 18-22	Spring Break Schools Closed/District Offices Open
Monday	March 25	Begin Fourth Marking Period
Friday	May 24	End of Fourth Marking Period Last Day of School
Monday	May 27	Memorial Day Holiday Schools and District Offices Closed
Tuesday- Wednesday	May 28-29	Post-Planning

Orange County Public Schools
2023-2024 Prioritized Severe Weather Make-Up Days

Priority	Date	Current Use
1	October 27, 2023	Professional Day/Student Holiday
2	November 20, 2023	Monday of Thanksgiving Week
3	November 21, 2023	Tuesday of Thanksgiving Week
4	November 22, 2023	Wednesday of Thanksgiving Week
5	February 19, 2024	Presidents' Day Holiday
6	March 22, 2024	Friday of Spring Break
7	March 21, 2024	Thursday of Spring Break
8	March 20, 2024	Wednesday of Spring Break
9	March 19, 2024	Tuesday of Spring Break
10	March 18, 2024	Monday of Spring Break

School Hours

Arrival

- 8:15am Supervision begins and students may enter the building
- 8:35am First Bell Rings
- 8:45am Tardy Bell Rings
- 7:00am to 8:15am Extended Day AM care

Dismissal

Monday, Tuesday, Thursday, and Friday

All students are dismissed at 3:00

Wednesday

All students are dismissed at 2:00

** K-5th grade car riders: Bloomfield Dr. entrance

**VPK-Pre K grade car riders: Rouse Rd. entrance

Buses Dismissal:

- Be aware that all buses will be running in a different schedule from last year, since there are some changes on their routes. Dismissal time for busses will be 3:35pm.

Early Pick Up

As per district policy, children may not be dismissed within 30 minutes of the end of the school day. Early pick up times are:

Monday, Tuesday, Thursday and Friday

Pick up prior to 2:30

Wednesday

Pick up prior to 1:30

Change in Dismissal

If you need to make a temporary or permanent change to the way your child goes home, you must call the front office to make the change and a note must be sent to the teacher before the change will take place. No changes will be made after 2:00 (M, T, TH, F) or 1:00 (W).

Delayed Dismissal, Rainy day or Emergency Dismissal

- We monitor the weather throughout the day. In case of bad weather, we will inform you of any dismissal changes through Class Dojo. You may also receive a phone call.
- Dismissal process will significantly slow down the car line.
- All walkers will be moved to the gate by the PE pavilion.
- During these circumstances, parents are welcome to come to school and check out their children prior to 2:30pm/1:30pm (W).
- In the event that your child will have to walk home during dismissal regardless of weather conditions, please expect that he/she may be delayed in getting home. The administration retains the right to delay dismissal of walkers until the weather is less threatening.
- During severe weather the District's Delayed Dismissal Weather procedures require that the nationally recognized "30/30 Rule" be enacted by the school if thunder is heard within 30 seconds of a lightning strike. Students will remain inside the school at all time during a 30/30 Rule.
- Parents/guardians who wish to pick up their child/children during delayed dismissal (30/30 Rule) will be allowed to pick up their child/children. You will need to bring your car/walk tag and pick up the student at the front door/lobby. Bus riders will be delivered home when conditions are all safe for dismissal.

Attendance

Attendance Expectations

- Students should be present and on time each school day.
- Students should be in their classrooms by 8:40 a.m.
- Students are considered tardy to school if they are not in their classrooms at 8:45 a.m.
- OCPS policy states that students are not to be picked up 30 minutes prior to the end of the school day (2:30 p.m. Monday, Tuesday, Thursday, and Friday and 1:30 p.m. on Wednesday).

Absences

If a child is absent, a note must accompany the child upon their return to school. As per the OCPS policy, student absences shall be excused for

- Illness, injury or other insurmountable conditions
- Serious illness or death of a member of the student's immediate family
- Recognized (or established) religious holidays and/or religious instruction
- Medical appointments
- Participation in an approved activity or class of instruction held at another site
- Prearranged absences of educational value with the principal's prior approval
- Pediculosis (head lice) infestation (up to four (4) days per school year)
- Catastrophic disasters that significantly impact the life of the student (e.g. loss of residence from natural disaster)

Tardy Policy

- If your child is tardy to school, you must come into the office to sign them in for the day.
- It is imperative that all students be in their classrooms at 8:45 a.m. each day.

Absentee Note

If your child is absent from school, please ensure that the following information is on the note that is sent when the child comes back to school.

Date: _____

My child, _____ was absent on _____ for the following reason: _____.

Parent/Guardian Printed Name: _____ Parent/Guardian Signature: _____

Bus Transportation

Bus Routes:

- Be aware that all buses will be running in a different schedule from last year, since there are some changes on their routes. Dismissal time for busses will be 3:35pm.
- Access the “Find My Bus” application at www.ocps.net by using the following path: “Newcomers” tab at the top of the page >> navigate down and select “Find My Bus”>>click “Access the Find A Bus System” at the bottom of the page.
- For questions or concerns about routes, pick up and drop off locations, and availability of buses, please contact OCPS Transportation at 407-317-3807.

Breakfast and Lunch

Our school offers FREE breakfast and lunch for ALL students! To get access to our breakfast and lunch menu, please visit: <https://schools.mealviewer.com/school/LawtonChilesElementary>

Lunch with Your Child

- We invite you to bring lunch for your child and eat with them in the designed area outside the cafeteria.
- You must check in at the front office and receive a visitor’s pass.
- For the safety of our students, only adults who are cleared through ADDitions may come on campus to eat with their children.
- Lunch time is only with own children.

Clinic Procedures

- The Lawton Chiles Clinic is staffed by our amazing LPN and School Health Assistant.
- If your child becomes ill at school, the parents/guardians will be notified by phone. Children should be picked up as soon as you are notified.
 - Children with a temperature of 99 degrees or higher must be picked up immediately.
 - Please note, if the person listed as first contact does not answer the call, the person under second contact will be notified.
 - We will continue to use the contact list provided in order to find someone available to pick up your child.
 - Please make sure your contact information is up-to-date at all times.
- Procedures are subject to change by OCPS.
- More information can be found at: <https://lawtonchileses.ocps.net/parents/clinic>

Medication:

- Medication on a school campus is a serious matter and the guidelines will be strictly enforced.
- Before any medication may be left at the school, parent permission and instructions must be obtained.
 - All medication must be brought to the front office by the parent/guardian.
 - Children may not transport medication to and from school.
 - The parent or legal guardian must fill out a medication permission form, located in the school clinic.
 - No prescription medicine will be administered without a doctor's note stating it is medically necessary.
 - The medication must be in its original container and kept in the school clinic.
 - Children may not have any type of medication, including cough drops, in the classroom.

School Communication/Social Media

- Please stay informed of all of our announcements, meetings, and activities.
- Make sure you update your phone numbers and email regularly to ensure that you receive school information.
- Lawton Chiles Website: <https://lawtonchileses.ocps.net/>
- Follow us on our LCE Facebook page: @LCEOCPS
- Class Dojo
 - Download Class Dojo App. Your child's teacher will be adding you to her class at the beginning of the school year. This is the best way if you want to communicate with your child's teacher.

Birthdays Celebrations

- Please discuss your child's birthday celebration with your teacher.
- Birthday treats need to be store bought and easily distributed.
- Birthday treats need to be dropped off in the morning at the front office.
- No balloons will be allowed.

Extended Day Information

- Our extended day program is run through Orange County Public Schools.
- The program is available Monday through Friday in the morning from 7:00 until 8:15 a.m., and in the afternoon from the end of the school day until 6:00 p.m.
- Please contact our Extended Day coordinator Mrs. Lydia Jenkins at 407-737- 1470 (x3572230) for information, prices, and to sign up for the program.

Curriculum, Testing, and Grading

- Curriculum: Students in grades K – 5 will focus on the Florida State Standards.
 - Wonders Reading
 - Envision Math
 - Inspire Science
 - Social Studies Alive
- Testing:
 - FAST Testing: 3 times per year (ELA & Math VPK-5th) / More information can be found at: <https://feaweb.org/fsa-transition-to-fast/>
 - State Science – 5th grade
 - Science PMS's 3 times per year (5th grade)

District Grading Policy: (Grade 2 – 5)

- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- Below 59 F

Grading:

- Parents in grades 2 – 5 can access their child's assignments and grades through Skyward Family Access.
- Log In: <https://parents.classlink.com/ocps>
- For more information on how to register and user instructions, please visit: <https://www.ocps.net/cms/one.aspx?pagelD=1158765>
- To be able to open an account, it is important that you use the email/phone number that is linked to your child's record at school.

Cell Phones, Electronics, and Toys

Cell Phones

- As per Orange County Public Schools Code of Student Conduct, students may possess a cell phone on school property, at after-school activities, and at school-related functions.
- During school hours and on a school bus, the cell phone must remain off and inside a backpack.
- Violation of this policy may result in confiscation of the cell phone and/or other disciplinary actions.
- If confiscated, the parent/guardian will make arrangements to pick up the cell phone at 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.

Trading Cards and/or Toys

- Items that disrupt the learning process in school such as toys, stuffed animals, trading cards, are prohibited.
- Violation of this policy may result in confiscation of the item and/or other disciplinary actions.
- If confiscated, the parent/guardian will make arrangements to pick up the items at school. At no time shall Orange County Public Schools be responsible for the theft or damage to toys brought onto its property.

Dress Code for All Grades K – 5

- Clothes shall be worn as they are designed to be worn.
- Clothing with holes, tears, or inappropriate patches will not be allowed.
- Bare midriffs and bare sides should not show even when arms are extended above the head.
- Clothing that is too tight or revealing is unacceptable.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording or graphics are unacceptable.
- Hats, caps, visors, sunglasses, or bandanas shall not be worn on campus, unless otherwise allowed.
- Shoes shall be worn at all times. Thong sandals (flip flops), shoes with cleats, backless shoes, and Heelys (shoes with wheels) are prohibited.
- Hemlines of shorts, dresses, skirts, and shorts shall be no shorter than mid- thigh.
- Clothing must follow the four-finger wide rule at the shoulders.
 - Any student who violates the dress policy described in Section 1006.07(2)(d), Florida Statute, will be subject to disciplinary action as outlined therein.
 - Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards, but are encouraged to extend their own standards to meet the uniqueness of their school community.

Parent Involvement

PTA

- Parents are encouraged to join the PTA and become actively involved.
- Information on PTA membership and meetings are posted on the Lawton Chiles Elementary website: www.lawtonchileses.ocps.net/Parents/PTA.

SAC

- Our SAC (School Advisory Council) is a team of stakeholders who design and implement the School Improvement Plan.
- Stakeholders include parents, teachers, support personnel, administrators, and community members who have a vested interest in improving our school.
- The School Advisory Council must be ethnically, racially, and economically representative of our school community.
- Meeting dates will be provided when established.

ADDitions School Volunteers

- School volunteers are extra-special people who are committed to making schools the best they can be. They offer special attention and caring that can inspire students to reach for and realize their dreams.
- If you plan to chaperone a field trip or enter the building during school hours for the 2022– 2023 school year, you must be cleared as a volunteer through the electronic volunteer system.
- [Become an ADDitions School Volunteer](#)

Room Parents

- A room parent facilitates communication between parents and the teacher, school administration, and supports the teacher in needs that may arise.
- The classroom facilitation you provide as a room parent can take many different forms and can require anything from a minor volunteer commitment shared with other parents to a large responsibility.

Partners in Education

- Partners in Education are local businesses that support the vision, mission, and needs of our school. We encourage everyone to support our business partners.
- If you would like to become a partner please contact Ms. Alysha Jenkins via email: Alysha.jenkins@ocps.net or Ms. Glenda Martinez at: glenda.martinez@ocps.net.