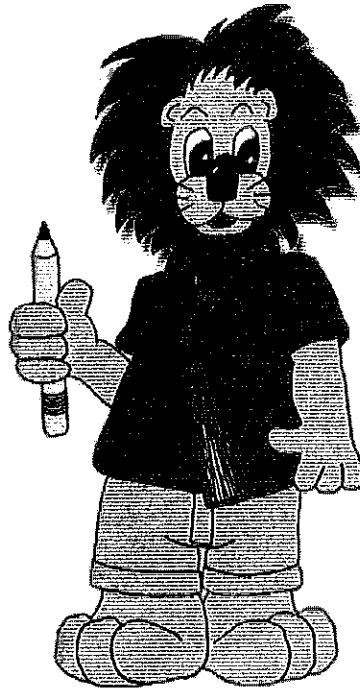


LOXAHATCHEE GROVES ELEMENTARY

Standard Operating Procedures

2019-2020



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The School District of Palm Beach County is an Equal
Education Opportunity Provider and Employer

Welcome to Loxahatchee Groves Elementary School.

The staff of Loxahatchee Groves Elementary School has prepared this information for you. Please keep in mind that the policies and procedures are in condensed form and should not in any way be considered comprehensive. If you have any questions or want additional information, please feel free to contact your child's teacher at any time. I trust you will become well informed about our school's philosophy of educational practices through your child's teacher, school events and school newsletters.

We encourage your interest, involvement and support.

Yours in Education,

Richard Myerson

Richard Myerson,
Principal

SCHOOL POLICIES AND PROCEDURES

Arrival/Dismissal

School starts at 8:00 am. Students must be in their classroom before the 8:00 am bell. If they arrive to their classroom after the bell, they will be marked tardy. Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

Celebrations

Deliveries of fast food, balloons, flowers, etc., are not permitted. These items will be held in the office until the end of the day. If your child's class is having a celebration your child's teacher will inform you. If you want to send small cupcakes or a hand held treat for your child's birthday, this must be approved in advance by your child's teacher. Your child will be responsible for handing out the treats at lunchtime as parents are not allowed in the cafeteria during lunch time. The cupcake cake is not allowed as a celebration item.

Clinic

1. SCHOOL NURSE: Our school nurse is in the clinic to provide care and comfort for the students who become injured or acutely ill during school hours. Up-to-date phone numbers and emergency information are necessary for all students, so parents or guardians can be contacted when necessary. Students can rest in the clinic for 10-15 minutes, but there is not enough room for them to spend the day.
2. Parents/Guardians are required to disclose to the Principal any student health conditions. Parents are also required to disclose to the school Principal any use of a medical device during the school day. These include the following:
 - a. EpiPen
 - b. Inhaler
 - c. Glucose monitoring device
 - d. Insulin pump; insulin pen; other insulin delivery system

Evacuations and Drills

Emergency procedures are conducted throughout the school year. This will include fire, tornado and emergency evacuation drills.

Fire Drill Procedure

The evacuation route map is posted at the classroom exit. It is imperative that we evacuate the buildings as quickly as possible in the event of a fire or a disaster.

Code Red Alert

It is District and School Police policy that during a Code Red Alert, dismissal from school is not allowed until the alert is over. The entire school campus will be locked down. No one will be allowed to exit or enter.

Field Trips

WRITTEN PERMISSION is required and must be at the school **PRIOR** to the trip. **Verbal permission over the telephone is not acceptable.** All safety precautions are taken on these trips including proper supervision. Children who are not registered as students in the class may not take part in Loxahatchee Groves' sponsored field trips.

Grading

Frequency of Report Cards

All elementary schools in the School District of Palm Beach County report progress on a twelve-week schedule.

Mid-Marking Progress Reports

Within each marking period, teachers will provide a written progress report listing areas requiring improvement for each student who has been identified as "not meeting grade level academic standards" for Reading/Literature, Writing/Language, Mathematics, Social Studies, and Science. These are indications to parents that a child may be retained at the end of the school year.

LGES STUDENT UNIFORM DRESS CODE

Shirts

Shirts must have collars and sleeves. Undershirts, sheer shirts and camisoles/tank tops should not be visible.

The only t-shirt allowed are "school-sponsored" ones.

All shirts must fit properly. They may not be too short/tight. Skin should not be exposed at waistline even when arms are extended above the head.

Shirts may be any color, have stripes or small logos no larger than a half dollar.

Shirts MAY NOT display any writing or graphics that refer to sex, drugs, violence, gangs, alcohol, tobacco or other sensitive topics.

Tuesday will be T-Shirt Tuesday. Students may wear their favorite, school appropriate, T-shirt.

Pants & Shorts

All bottoms must be khaki, blue or black.

All bottoms must fit properly at the waist.

Shorts/Skirts/Skortts must be at fingertip length, with the appropriate colors.

Jeans or Pants are allowed on any day, but must be khaki, blue or black.

Leggings may be worn under fingertip length shorts, skirts or skortts. Leggings must be a solid khaki, blue or black.

Pants/shorts may NOT have holes in them.

Pants or shorts may not have any writing on them.

Students may NOT wear athletic bottoms (sweat pants, gym shorts, bathing suits, etc.)

Shoes

Shoes must be closed toe and closed back.

NO flip-flops, slippers or platform shoes are allowed.

General

No exposed undergarments, sports jerseys or sleepwear.

No caps, hats, bandanas or sunglasses. Hats may be worn outside for sun protection during recess and PE.

Any attire, jewelry deemed unsafe, inappropriate or disruptive is NOT allowed.

Dress Code Regulations:

This dress code applies to all school activities. The school administration reserves the right to deny any clothing or other items not specifically listed above which are deemed disruptive or inappropriate to the school environment. All students participating in extra-curricular activities (i.e. patrols, chorus, band, etc.) must adhere to our dress code to take part in these activities.

Disciplinary action will be taken when students fail to follow the dress code. Parents will be contacted when improperly dressed and required to bring suitable attire to school.

Media Center

Children are held responsible for books borrowed from the library and should not delegate the responsibility of returning books to another student. A fee will be assessed for lost and damaged library books.

Parent-Teacher Conferences

Parent-teacher conferences are important in maintaining a balanced educational program for your child. If your child's teacher asks for a conference, please be prompt in giving him/her a small portion of your time. You may request a conference by sending a written note or calling the school (904-9200).

Please do not drop by before or after school and expect to have a conference. At that time, teachers are attempting to prepare and organize their lessons.

Valuables on Campus

Personal possessions, playthings, electronic devices, etc. are **NOT** to be brought to school unless specifically requested or approved by the teacher. Students are not permitted to sell, trade, exchange personal possessions or offer items for sale at school. Do not bring more money than needed for lunch and school store purchases.

Visitors on Campus

Anyone visiting school must obtain a visitor's pass and sign-in, in the main office, before gaining admittance to the campus or any classroom. This procedure is important for the security of our school and the safety of the children. Parents and visitors are allowed to have lunch with their child on specially designated days. On all other days, parents and visitors are not allowed to have lunch with their child.