

Lamarque Elementary School Family Handbook 2023 – 2024

“Welcome to the **“Pride”** of North Port, Lamarque Elementary!”



**Cambridge Assessment
International Education**

Cambridge International School



RESPECTFUL ORGANIZED ACCEPTING RESPONSIBLE SAFE

Lamarque Elementary School Family Handbook 2023 – 2024

🐾 SCHOOL INFORMATION 🐾



School Address

3415 Lamarque Avenue
North Port, FL 34286

www.sarasotacountyschools.net/lamarque

School Phone Numbers

Office: 941-426-6371

FAX: 941-426-6392

Hours of Operation:

School: 8:30 am – 3:15 pm

Office: 8:00 am – 4:00 pm

Before Care: 6:30 am – 8:15 am

After Care: 3:15 pm – 6:00 pm

School Colors

Navy and Gold

School Mascot

The King of Learning

*In order to maintain the comfort, safety and security of our students and staff, and also to remain compliant with state laws as well as Sarasota County School District policies, the rules and regulations set forth in this handbook may change without notice. Please check back often.

Updated 5-19-23

RESPECTFUL **O**RGANIZED **A**CCCEPTING **R**ESPONSIBLE **S**AFE

[Lamarque Elementary](#)

Mission Statement

"Through active partnerships, the Lamarque family will engage students in meaningful, innovative, and rigorous learning focused on empowering individuals to become global learners."

As a parent/guardian of a Lamarque Elementary School student, it is my responsibility to:

- Promote and support my child's regular attendance and punctuality. **Every Day Counts!**
- Make sure my child is in uniform daily and **Dressed for Success!**
- Ensure there is a quiet and organized workspace at home for reading and homework.
- Foster the acceptance of differences by modeling kind words and actions.
- Communicate with teachers and staff using folder, agenda, and **Family Access Portal**.
- Assist my child with at-home practice so they can reach their learning goals.
- Reinforce the school expectations at home to maximize learning and safety.
- Participate in school activities and engage in my child's scheduled conferences.
- Support my child's education by following the **R.O.A.R.S.** Compact!

As a staff member of Lamarque Elementary School, it is my responsibility to:

- Be available to students and ensure open communication with families.
- Maintain a positive, organized, and orderly learning environment for students.
- Accept and celebrate individual student strengths and differences.
- Plan for learning experiences aligned with curriculum guidelines to ensure student achievement.
- Establish and monitor CHAMPs expectations, classroom rules, and procedures for students.
- Create a positive environment where students can set goals and create a plan for learning.
- Assist families in helping their child become more independent and responsible for their learning.
- Support our students and families by following the **R.O.A.R.S.** Compact!

As a student of Lamarque Elementary School, it is my responsibility to:

- Attend school daily and on time. **Every Day Counts!**
- Follow uniform policy. **Dress for Success!**
- Maintain a clean and organized workspace at school and at home.
- Be honest, use kind words, and accept everyone's differences.
- Show folder and/or agenda to your parents, guardian, and **teacher** for signature when needed.
- Complete all classroom and home assignments so I can reach my learning goals.
- Follow all the CHAMPs expectations to maximize learning and safety.
- Support my growth by following the **R.O.A.R.S.** Compact!

The students, families, faculty and staff of Lamarque Elementary are excited about learning. We take PRIDE in all we do, understand the PURPOSE of learning and are certain our enthusiasm and efforts will result in outstanding academic PERFORMANCE.

"Hear us ROAR!"



Lamarque Elementary

School Expectations

R.O.A.R.S.

R Be Respectful.

O Be Organized.

A Be Accepting.

R Be Responsible.

S Be Safe.



Accidents

Student Accidents: If a student has an accident that results in an injury, the employee responsible for the student must have the student report to the clinic immediately. For severe injuries, the employee should

contact the clinic or office for assistance. The employee in charge when the accident occurred is responsible for completing the Student Accident Report (Form #032-84-FIN). This form is located in the clinic. The completed form must be sent to the principal the same day. The seriousness of the accident shall be determined by the principal or his/her designee. Should an accident or injury occur at a school sponsored activity, outside of the school day, the employee responsible for the activity is also responsible for completing the Student Accident Report. See **"Student Insurance"** for voluntary insurance plan.

Public Accidents

If a member of the general public is injured on District property, a Public Incident Report (Form #043-87-FIN) should be completed immediately and sent to the principal.

Animals in the Classroom

There are very strict guidelines to follow which regulate animals in the classroom and on campus. Before you take ANY animal(s) to a classroom or school, please contact the teacher or office staff and refer to the Guidelines for Visiting/ Resident Animals in the Classroom.

Arrival

Students should arrive on campus **no earlier than 8:00 a.m.** Once students arrive, they are to travel directly to the appropriate area. Parents and guardians are permitted to walk students to classrooms between **8:15-8:25** daily. Parents electing to walk their child to class must adhere to guidance by staff to ensure the safety of all students. For the safety of all Lamarque children, those who arrive earlier than 8:00 a.m. will be directed to the Before School Care program, **and a fee will be charged.** (See Child Care Section)

Attendance/Absences

School attendance is vital to your child's success in school. The district guidelines state that excessive excused absences or tardies may result in the student being required to provide a doctor's note or other substantiating evidence and a referral for social worker intervention. The school will be contacting families when there is a pattern of attendance concern. This may include notices in agendas, Community Outreach messages, administrative letters, phone calls from administration or home visits from the home-school liaison. State law mandates that parents notify the school in writing when their child is absent from school.

Please ensure that your child arrives on time. The first bell rings at 8:15 a.m. The tardy bell rings at 8:30 a.m.

1. **For an excused absence**, parents must send a note to the homeroom teacher the day a child returns after an absence explaining the reason for the absence(s). **If a note is not sent within three (3) days, the absence will not be excused.** Children who are ill or running a fever should not be sent to school—both for their benefit and the welfare of all others in the school. It is district policy that a child have a normal temperature for 24 hours without the aid of fever-reducing medications and 24 hours vomit and/or diarrhea free before returning to school. The determination of an absence being excused is ultimately up to the administration.
2. **Excused absences** will be granted for personal illness, death of a relative, established religious holidays, emergencies, and for educational purposes or other justifiable reasons as approved by the principal. Assignments are to be completed within a time frame equal to the number of days absent. In the case of excessive excused absences for illness, parents may be asked to provide documentation from a physician.
3. **Unexcused absences** relate to truancy and avoidable absences. In accordance with School Board Policy, your child's absence will be considered unexcused until a note is received by the classroom teacher and recorded in the office within three (3) days of return. Parents will be notified of absences via an automated attendance calling system. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.

4. **Tardy and Early Dismissal:** Students who arrive at school after 8:30 a.m. or depart before 3:15 p.m. will be marked tardy. **Students arriving after 8:30 a.m. must report to the office with parent/guardian, where a tardy pass will be issued.** Administrative and supportive action, which may involve the school social worker, may be taken for excessive tardiness. Chronic tardiness can negatively affect a student's academic success. To ensure safe dismissal and preparations for end of the school day, there are no early dismissals **prior to 2:45.**

5. **Perfect Attendance Award:** At the end of the year, we recognize students with awards for perfect attendance. These awards are given to students who have no absences, tardies, or early dismissals. **Doctor's appointments are excused absences, but void perfect attendance. Students must be present every minute of every day for this honor.**

Bicycles & Bicycle Safety

Bicycles are kept on both sides of the school building in bike racks. This area is open in the morning before school and is locked during the school day. Florida Statute requires that all students wear a bicycle helmet while riding to and from school. Parents will be notified when their student does not arrive to school with a helmet. The parent may bring a helmet to school or the student must be picked up from school at the end of the school day. Students should secure their bicycles in the bike rack area. For the safety of Lamarque students, bicycles are not permitted in the school parking lot at any time.

****In addition to specific rules and procedures for bike riders, Bicycle Safety will be a part of the Physical Education program. Our students will participate in activities and lessons focused on rules of the road. Our students will know what they must look for and how to keep themselves safe when riding in their neighborhood or to/from school.**

Birthday Celebrations

Invitation Distribution: Birthday party invitations must be addressed to the entire class.

Celebrations: **Parents must get prior approval from the teacher before sending in store bought cupcakes or birthday treats.** Upon approval, parents may bring items to the front office in the morning for teacher distribution later that day. Balloons or other visual distractions are not permitted.

Bullying and Harassment

The School Board of Sarasota County, FL policy 2.70 that all 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. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. *NOTE: Any reference to "bullying" in this handbook includes cyberbullying (via computer, tablet, smart phone or any other electronic device), whether or not specifically stated.* Please refer to the School Board Policy 2.0 for information on bullying and harassment definitions, behavior standards, consequences, reporting, investigating, notifications and counseling.

Bus Transportation

Every student is responsible for following the bus guidelines in order to maintain the privilege of riding the bus. Students riding the bus should always remain seated and facing the front, keeping hands and feet to themselves and talk to their shoulder neighbors using an "inside" voice.

School Board Rules and Guidelines for riding the bus:

- *Students should adhere to all bus/school rules at all times.*
- *The bus driver is in charge of discipline on the bus and will assign seats as necessary.*
- *No food or drink may be consumed on the bus.*
- *Students should remain seated inside the bus at all times.*
- *Students are to board and depart only at their assigned stop. Due to space limitations, students may not ride the bus home with a friend.*
- *Students may not extend arms, head, etc. outside the windows or in the aisles, nor should any "item" be tossed or thrown.*
- *Fighting, profane language, name calling, and destruction of property will not be tolerated. Such behavior will result in immediate disciplinary action.*

- *Riding the bus is a privilege. Administration has the right to suspend and/or revoke bus riding privileges.*

At the bus stop:

- *Parents are responsible for supervising their children. If unable to uphold this responsibility other arrangements for adult supervision should be made.*
- *Arrive at the bus stop on time - early arrival can create idle time which can result in conflicts or problems which can spill over to school. Children should be supervised until the bus loads and departs.*

Should you wish to discuss a concern related to the bus, please contact the Transportation Department directly at 941-486-2141.

Business Partner Program

Business partner relationships occur between school and business that can support each other in a variety of ways. Business partners can help the school through a monetary donation, donation of goods, or donating their time or service. In return, the school recognizes the partner by providing publicity and encouraging families and staff members to support the businesses. Please contact the front office by calling 941-426-6371 to receive further information about this win-win opportunity.



KING LEVEL - \$1500 or more

- One week on the Lamarque Marquee out front.
- Half Page Ad in yearbook
- Plus all recognition listed below.

Pride Level - \$1000

- Invitation to exhibit your business at one of our Family Nights and school-wide events.
- Business Partner highlight on our Facebook Page.
- Plus all recognition listed below.

Main Level - \$500

- Car Line Sign advertisement (2' x4') displayed out front for 1 year.
- Name/Logo on our School Website.
- Plus all recognition listed below.

Cub Level - \$100

- Recognition on a digital display in the school lobby.
- Insertion of one business-card sized ad each semester in our quarterly newsletter, Paw Prints, which is digitally provided to all 1000 staff and families.
- Opportunity to be nominated as Sarasota County- School District Business Partner of the Year.
- Business Card Ad in yearbook.

Cafeteria/food service

Children must prepay for lunches and dessert in the morning before school starts. Payments may be made daily, weekly, or monthly.

Breakfast is served from 8:10 a.m. to 8:20 a.m. Students arriving on a late bus will be served upon arrival. The cost is \$1.50.

Lunch -The school basic lunch price is \$2.75. Free and reduced lunch forms are available in the cafeteria. You may apply throughout the school year.

Students are to follow the cafeteria rules. They should use quiet voices and display good manners at all times. Disruptive children may be removed from the lunchroom to eat in another area. See **CHAMPS** for specific expectations for this setting.

Parents are invited to eat with their children at a cost of \$4.00 for an adult. When joining your child for lunch, we have special family booths for you and your child to enjoy lunch together. *Other students are not permitted to join you.* Please sign in at the office and obtain a visitor's badge. ID is required.

SchoolBucks.com: Is a prepaid website which is controlled by YOU, the parent/guardian and allows you to prepay for your child's meals (lunch and breakfast) as needed. You will be able to allocate specific amounts of money PER CHILD, (if you have more than one) as well as monitor what they purchased for the week and (if needed) add additional funds in a pinch.

Menus are available online at Nutrislice- [Menus | Sarasota County Schools \(nutrislice.com\)](https://www.nutrislice.com/menus/sarasota-county-schools)

Lunch with Families

Hot lunches are prepared in the school cafeteria each day. Children may either purchase the school lunch or bring one from home.

- *Free and reduced lunches may be requested by filling out an application online at sarasotacountyschools.net. A new form must be filled out each year.*
- *Food may not be removed from the cafeteria.*
- *Trading of food is not permitted.*
- *Children who forget to bring money are given a charge form. A student may not have more than three charges at one time.*
- *After the first two weeks of school, parents are invited to eat with their children at a cost of \$4.00 per adult. When joining your child for lunch, we have special family booths for you and your child to enjoy lunch together. Other students are not permitted to join you.*

Cell Phone Use - Parents, Visitors and Volunteers

We ask that you refrain from using your cell phone in the classroom or if visiting classrooms. Remember that photographing children other than YOUR OWN is NOT PERMITTED! Student cell phones must always remain in their backpack and turned off. Including during parent pick up/drop off and on the bus.

Chaperones

Chaperones assist in academic related field trips. All chaperones must be registered volunteers. You are able to complete the process in the school office. It takes one to two weeks for approval, so please sign up early. If interested or you have any questions, please contact the volunteer coordinator.

Child Care

Before and after school programs are available for all students. Parents may enroll their child(ren) in one or both of these programs for a nominal fee, and pay by the day, week or month. Our campus is open for before school childcare **from 6:30 a.m. until 8:15 a.m.** Students arriving **earlier than 8:00 a.m.** will be directed to this program at a fee of \$4.00 per day per child.

The Aftercare Program is available every day that school is in session from 3:15 p.m. until 6:00 p.m.

Additional information is available through the school office and on the school website. A *Childcare Parent Handbook* will be provided upon childcare registration.

Class Placement

Numerous factors are involved in the placement of students in classes each year. It is encouraged to allow the professionals at Lamarque to place each child in a productive learning environment. Lamarque does not entertain specific teacher requests; however, parents may provide a written note or email explaining the teaching style desired for their child. All classroom changes must be approved by the principal. **All placements are tentative for the first 10 days due to enrollment.**

Cambridge Scholar Classroom Eligibility

Annually, our team utilizes a matrix that includes both academic and Cambridge learner attribute information. Based on the results, the top 18-22 students, depending on the grade level, are eligible for placement in the Cambridge Scholar classroom. Parents have the option to opt in to this placement.

In addition to class placement, **all** students who are demonstrating mastery of grade level standards in any or all areas may have the opportunity to receive Cambridge coursework for part of their school day.

Communication

All students are provided with a communication folder so that we can maintain good home and school communication. Fliers, homework and important news will be sent home in your child's communication folder. Please check it daily, review papers with your child and sign and return forms

Student Agendas: The student planner is an important communication tool used between home and school that promotes organization, self-motivation, and discipline. Use of the student planner is mandatory for all students in grades K-5. Each student in K-5 will receive their planner the first week of school. If a student's planner is lost or destroyed a new one will be required to be purchased at a cost of \$5.00 per replacement. Please review and sign this important book each day to maintain our partnership in your child's education.

Website: Please visit our website at: <http://sarasotacountyschools.net/schools/lamarque/> for additional information including a regularly updated parent and district calendars.

Cultural, Religious and Classroom Celebrations

Students may celebrate birthdays and holidays throughout the year. These celebrations provide opportunities for social exchange, a celebration of our diverse culture and a study of history as we explore the background of various holidays. The Lamarque staff strives to respect the religious and cultural beliefs of our students. Parents are encouraged to notify the classroom teacher of anticipated absences. School Board policy allows only commercially prepared and packaged food to be brought to school for classroom celebrations. Students will participate in a moment of silence each morning, as well as the pledge of allegiance.

Custodial and Non-Custodial Parents

Lamarque Elementary School will remain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. It is the responsibility of the parents to comply with all court orders.

Please contact our registrar, **Pat Switzer** with questions regarding registration and documents located in student files.



Dismissal

Early dismissals affect instruction and are discouraged. To protect valuable instruction time, early dismissals will not be permitted after 2:45 p.m. Habitual early dismissals will not be permitted. When students are to be released from school earlier than 2:45 p.m., they will be dismissed from the office only. In the event an early dismissal is planned, a note from the enrolling parent/guardian must be sent to the office in care of the homeroom teacher.

No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal's prior approval or written consent from the student's parent(s), as defined by Florida Statutes, provided an acceptable reason is established.

The principal or the teacher shall definitively establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent with whom the child resides, the principal or teacher concerned shall **not** release the child without the verified authorization of the parent with whom the child resides.

The provisions of this subsection shall not apply to a law enforcement officer, court official, Children and Family Services, or proper school employee; provided, that the person's identity and authority are clearly established.

Car riders: should be met in the "Parent Pick-up" loop located in the front of the school. Parents and guardians should remain in their cars, display the hang tag and pull into the line in an orderly fashion. Please remain in your assigned lane. Hang tags must remain displayed until your child enters the vehicle. Students will be dismissed from the cafeteria and will wait at a designated post. To ensure the safety of all students, use designated areas for car riders.

Walkers and Bike Riders: **Walkers** are dismissed from the rear of the building. Students are escorted to the rear sidewalk and dismissed from there. **Bike riders** are dismissed from the front of the building and are escorted to the bike racks. Students must wear a bicycle helmet. Families are encouraged to provide locks for all bicycles. Please be certain to have a "rainy day" plan in place so that your child will know how to go home in the event of inclement weather.

At the beginning of the school year, please discuss with your child's teacher how you expect him or her to get home. If there is a change in your standard routine, please **send a note** to your child's teacher. **School office personnel, as well as teachers, are not allowed to accept changes in a child's dismissal over the telephone. It must be in writing with in agenda or via email to teacher or office.**

Drills

All students and staff will be involved in periodic practice safety drills as required by state law such as fire, evacuation, weather and stranger alert drills. Children must be on their best behavior and strictly follow the directions of the teachers and administrators.

During a safety drill, parents who have already signed in should join the staff member with whom they're visiting and follow the appropriate procedure. Parents who have not yet entered the building should join a group in the parking lot and acknowledge their presence by alerting the nearest staff member.

Parents/Guardians are asked not to travel to the school during a critical incident. Parents/Guardians will have access to their child after the threat has been cleared. In the event students and staff must evacuate our campus, our reunification school is Heron Creek Middle School.

Electronic Devices

A student may possess an electronic device at school such as a tablet, smart phone, laptop or other device that receives, sends or stores digital data, provided that the student is using the device for educational purposes and has permission from a staff member at the school. The school board is not responsible for preventing theft, loss, damage or vandalism to electronic devices brought on to its property. Refer to Sarasota County School Board Policy 5.38.

- Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at school. In special circumstances, with permission from a supervising school district employee, a student may use an electronic device for communication.
- Students may not possess any electronic device during testing even if the device is turned off or the student does not use it. Violation of this rule will result in the student's test being invalidated.
- If an electronic device disrupts a class by ringing or vibrating, the student possessing the device will be subject to disciplinary action. Any student who uses an electronic device to threaten or intimidate another student or district staff member through email, social network posting, or other electronic message also will be subject to disciplinary action as determined by school administration.
- Electronic devices used in violation of school rules will be confiscated and returned to the student's parent or guardian.

Equity Policy

[Innovation and Equity / Welcome \(sarasotacountyschools.net\)](http://www.sarasotacountyschools.net)

Lamarque's equity officer is Mrs. Casie Lorimier who can assist with questions or concerns.

Field Trips

When a field trip is planned, parents will receive permission forms to sign. These must be returned to the teacher. Students must wear the school uniform on all trips. Monies prepaid for a field trip are usually not refundable if the student does attend. Field trip costs may be paid via the school website as well as via check or cash. Although the school district recognizes the importance of learning opportunities associated with field trips, the district values student safety above all other considerations. Students are responsible for their actions and meeting the behavior expectations set for each trip. Lamarque recognizes the importance of field trips to a student's educational experience, regardless of any physical or emotional impairments. Therefore, a student will not be excluded from attending a field trip based on a disability.

Please remember that all field trip chaperones must have completed the volunteer screening process in the school office. Children on free or reduced lunch may obtain a bag lunch from the lunchroom provided they notify their teacher at least one week in advance.

Grading

You will receive ongoing communication regarding your child's school performance in the form of returned papers, student planners, and calls home. Report Card grades are based on a combination of class assignments, assessments, and other means of determining proficiency in grade level standards and skills.

2nd-5th Grades

A – Outstanding	90-100%
B – Above Average	80-89%
C – Average	70-79%
D – Below Average	60-69%
F – Failing	0-59%

Standard

E – Excellent
G – Good
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

Kindergarten- 1st

Standards-based grading scale

4= Exceeds Standard

3= Meets Standard

2= Progressing toward Standard

1= Beginning Demonstration of

Health Room/Clinic

The Health Room is available to those students who become ill, need medication, or are injured at school. Parents and guardians will be notified and requested to remove students with extreme sickness or serious injury. In the event a parent or guardian cannot be located, every attempt will be made to reach the listed emergency contact. **It is a School Board requirement that Emergency contact information must be kept current on every child.**

Medication: All medication must be delivered directly to the health room staff and be kept locked in the health room. It may be administered only if the school has a copy of the Sarasota County medication permission form on file.

1. Medication (including over the counter) must be in the original, labeled container with name, type of medication, dosage, and time to be given.
2. A note from physician **and** written permission from parent must be on file.
3. Students are not permitted to administer or keep medication in the classroom.

Fever, Head Lice, Rashes:

1. Children with a temperature of **100 degrees or higher and/or two more episodes of diarrhea will be sent home** when a parent can be contacted. Students are to remain home until 24 hour fever free, vomit and/or diarrhea free without the use of medications.
2. The Sarasota County Board of Health and School Board of Sarasota County recommends that children with **live** head lice be sent home; parents are advised to treat with pediculocide. Following treatment, the child may return to class after an examination by health room personnel who determine that no live lice are present. For more information regarding the treatment and the School District policy on lice please visit:
www.sarasotacountyschools.net/departments/schoolhealth/default.aspx?id=75737
3. According to Florida State Law, children with undiagnosed rashes or eye infections will be sent home. Parent or guardians are required to contact the school to explain the ailment and necessary medication or treatment.

Health Screenings:

Every year a routine health screening is conducted for all Kindergarten, First, Third and any student who is new to the state. The Sarasota County Health Department does the screening. The students are screened for height, weight, and vision. Hearing screenings are conducted on kindergarten, first grade students and any student who is new to the state. Following the screening, a copy of the results will be sent to the parents. Families electing to opt out of these screenings, should indicate this when registering their child.

Home/School Communications

It is imperative that families, faculty and staff communicate throughout the school year. Families can expect to be contacted by teachers and staff either by letter, progress report, phone, parent portal or email to discuss student progress and accomplishments. Mutually convenient meetings will be scheduled when families prefer to meet in person. Requests for meetings should be made in writing via agenda or email. Please contact your child's teacher first when you have questions or concerns.

Lamarque administration and staff provide a digital quarterly newsletter on the school website and send home weekly messages via Connected email and text message. Please read all information you receive to keep informed of all activities going on at Lamarque. Many of the essential resources and updates can be found on our web site at: <http://sarasotacountyschools.net/schools/lamarque/>

Homework

Homework is regularly assigned as a reinforcement and/or extension of regular schoolwork. It is not intended as busy work. Parents are urged to provide children with a quiet place and assign a time each day for homework. The amount of homework will differ depending on the child's grade level. When properly planned, homework can be an important addition to the regular school day. It can contribute greatly to the learning process. Homework expectations for your child will be explained by the classroom teacher in class and in their newsletters.

Parental support in seeing that all homework is completed on a regular basis is requested. All students are expected to complete homework assignments and projects on time.

Please check and sign your child's student planner daily.

Honor Roll

**"A" Honor Roll Eligibility:
Students in Grades 2-5**

- Be On or Above Grade Level in both ELA & Mathematics
- Earn an "A" in Mathematics, ELA, Science, and Social Studies



- Earn an "S" or above in all Specials classes

"A/B" Honor Roll Eligibility:

Students in Grades 2-5

- Be On or Above Grade Level in both ELA & Mathematics
- Earn an "A" or "B" in Mathematics, ELA, Science and Social Studies
- Earn an "S" or above in all Specials classes

Lost and Found

Families are encouraged to label all items with the child's first and last name. When an article of clothing or any other possession has been mis-placed please check with the office. All unclaimed items will be donated to charity monthly.

Multi-Tiered System of Support (MTSS)

A Multi-Tiered System of Supports (MTSS) is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate students (schools) at the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency.

MySCS

Sarasota County Schools offers students the ability to access electronically the following resources to enhance their learning and academic success from home via the MySCS link on the school and district websites:

- Digital versions of their textbooks.
- Schoology for content and assignments
- Safari Books for Students
- Follet Destiny Digital Learning Resources
- I-Ready, DreamBox, and Penda Platforms.



Parent Engagement

Parent – Teacher Organization (PTO)

The Lamarque PTO is an organization composed of parents and staff to conduct family activities and fundraising for our school. We encourage all families to join us. There are a variety of ways to contribute and/or volunteer; please consider finding one or more ways to do so. Please read the monthly newsletters and check your child's backpack routinely for more information regarding PTO meetings and activities throughout the year.

Parent Portal In this day and age of instant access, parents can view schedules, attendance, assignments and grades in real time. **All report cards will now only be available through parent portal.** Parents unable to access parent portal may request a printed copy at the front office. Parent portal and directions can easily be accessed through the district website: sarasotacountyschools.net under "Students and Parents." There will also be multiple hands-on training opportunities available throughout the school year.

There are specific guidelines shared with both parents and staff which include: *Please allow **1 week** for grades to be posted for any given assignment/ assessment from date of completion.*

- Questions regarding attendance and tardies should be directed to the front office.
- Questions regarding assignments and grades should be directed to the classroom teacher.

Finally, we recommend checking the parent portal on a weekly basis. Please work with your child to develop a routine to be accountable for their academics by reviewing their weekly grades.

Community Outreach Platform (Formerly Connect Ed) Periodically, you will receive communication via the District Community Outreach Platform that provides voice, email, text or push notification to our Lamarque families. These include emergency announcements, school or community activities, Parent

information or changes in school procedures. Please notify the office staff of any changes in phone numbers or email addresses.

S.T.E.P. Conferences Regular home-school communication and family involvement have a positive impact on student learning, and parents are encouraged to monitor their children's academic progress. Should a question or concern arise, parents are urged to contact the classroom teacher either by phone, note, student agenda or email. Teachers, guidance counselors, support staff and administrators are available to meet with parents by appointment. In order to avoid an interruption of academic time, arrangements are to be made in advance.

It is a requirement of a Title I school to complete a minimum of one parent/guardian and teacher conference per school year. However, additional conference may be requested to share academic progress, planned interventions, or to outline additional resources to assist in student learning.

Volunteer Program Volunteers are always welcome at Lamarque! The volunteer program at Lamarque is part of the countywide program. People of all ages perform many tasks to aid students and teachers. Room volunteers help teachers plan parties for special occasions and coordinate special activities. Parents and community volunteers take small groups for instructional activities and help children with special needs. Volunteers also assist in library tasks, clerical work and material preparation.

All volunteers and mentors must complete an application and background screening reactivated at the beginning of each school year. This is to be done in the school office on the volunteer computer. **All parents who plan to chaperone field trips must be approved Level 2 volunteers.** All volunteers must sign in on the volunteer computer in the school office. Volunteers of all ages and talents are invited to join us.

Positive Behavior Intervention and Supports (PBIS) & Behavior

Positive Behavioral interventions and supports (PBIS) is an approach schools use to promote school safety and good behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention, not punishment. **PBIS** creates schools where all students succeed. Lamarque Elementary uses a Multi-Tiered System of Supports (MTSS) assist with discipline and behavioral concerns with a school wide approach and includes small groups and one to one support.

Below are some examples of PBIS interventions positively reinforce student behavior and expectations for all students:

- Practice routines and procedures.
- Take movement breaks
- Silent Signals and cues
- Proximity (preferential seating)
- Quiet Corrections
- Reteaching **R.O.A.R.S.** Expectations
- State the Behavior You Want to See
- Tangible Reinforcers
- Frequent positive praise
- Teach Social Skills
- Restorative approaches and strategies



At Lamarque, we:

- Provide classroom structures that support learning
- Create & Teach expectations and rules
- Provide engaging classroom environments
- Praise appropriate behavior often
- Respond to inappropriate behavior in a proactive manner

R.O.A.R.S. Expectations: At Lamarque, we continually strive to be **Respectful, Organized, Accepting, Responsible, and Safe (R.O.A.R.S.)** These expectations we have for our students and ourselves are at the core of our community. As a **PBIS Model School**, we model, teach, and celebrate positive behaviors that support the learning environment and promote a positive climate. Students can earn a quarterly ROARS award, shop at the ROAR Store, and earn fun socials when they are **ROAR-ing** at Lamarque!

CHAMPS is classroom organization to promote appropriate classroom behavior. It is designed to help classroom teachers develop an effective classroom management plan that is proactive, positive, and instructional. CHAMPS stands for conversation, help, activity, movement, participation, and success.

- **C**- Conversation - Can students talk to each other during this activity or transition?
- **H** - Help - How do students get their questions answered? How do they get your attention?
- **A**-Activity- What is the task or objective? What is the expected end-product?
- **M** - Movement - Can students move about? (i.e. are they allowed to get up and sharpen a pencil or get supplies?)
- **P**- Participation - What does the expected student behavior look and sound like? How do students show they are fully participating?
- **S** - Success - If students follow the CHAMPS expectations, they will be successful!



Lamarque staff is committed to providing a safe and focused learning environment. All parents, students and staff must cooperate to maintain effective classroom discipline. Students are responsible for their behavior and are expected and required to follow all classroom and campus rules.

Code of Student Conduct

At the opening of school, all students will receive information about school rules from their teachers and through a district "Student and Family Handbook". "The 2020-2021 Code of Student Conduct is available for public access on the district webpage at sarasotacountyschools.net." Parents are expected to review this information with their children. Once the rules are discussed and understood, they will be expected to be followed on the school campus.

Discipline

Lamarque Elementary School is a safe and secure learning environment. While most inappropriate behavior is addressed through Positive Behavior Intervention Support (PBIS) and Multi-Tiered System of Supports (MTSS), there may be times when disciplinary actions are necessary. Teaching and learning can only take place in an environment free of unnecessary disruption. Children are always expected to conduct themselves in a manner that does not interfere with the educational process, and which shows consideration of others. It is the goal of Lamarque Elementary School to develop a sense of mutual respect, not only between students but also between teachers and students. Parents/Guardians will be held responsible for inappropriate behavior of the child.

PLEASE NOTE: Extreme inappropriate behavior exhibited by students that results in an unsafe environment may lead to time out of classroom.

Prohibited Items

No weapons of any kind, gum, trading cards, pointed items, laser pens, or other toys that may be deemed a distraction to the learning environment, are not to be brought to school. Should a prohibited item be brought to school, it will be confiscated and stored in the front office to be picked up by a

parent. For cell phones and electronic devices, please see their sections on pages 10 and 15 in this handbook.

PLEASE NOTE: Lamarque prohibits the use of rolling backpacks. Space in the classroom and on the school bus does not allow safe and convenient storage for these items and they can be detrimental during passing time at the beginning and end of the school day.

Registration information

All registrations are done online via info snap, the link can be found on the district website

<https://www.sarasotacountyschools.net/Page/1380>

As per **Florida Statute 1003.21**, children who become five years old **on or before September 1st** are eligible for kindergarten. Children six years old **on or before September 1st** are eligible for the first grade, provided they have successfully completed kindergarten at a school from which the district accepts transfer of academic credit. Please note there are NO exceptions made to this Florida law.

Report Cards

Report cards and/or assessment checklists are issued four times during the school year. Students will receive grades if they have been enrolled at Lamarque Elementary School for at least 20 days during each nine-week grading period. Those students enrolled for fewer than 20 days per nine-week grading period will receive a supplemental report card. Report cards are only issued via the Parent Portal.

Kindergarten students will receive a report card at the end of each grading period indicating their progress on the end of the year standards, referred to as Performance Standards Grade, as well as an Effort Grade. Responsibilities of the Learner indicates the student's work habits and are given quarterly.

Grade 1 students will receive a report card at the end of each grading period indicating their progress on end-of-the-year standards, referred to as Performance Standard Grade. Students will also be given an Effort Grade each quarter. Responsibilities of the Learner indicates the student's work habits and are given quarterly.

Elementary school students (grades 1-5) will receive achievement grades for all academic subjects as well as work habits grades and effort grades that are separate from academic achievement grades.

Safety

We value the safety of our students and staff; therefore, access to the building is monitored. All visitors must check in at the front office as a single point of entry. The rear entrance is only for buses and staff parking; please use the front entrance when visiting or parking. We ask that all motorists drive with extreme caution and remain in their cars. Walking through the parking lot during arrival or dismissal is strongly discouraged.

Visitors on Campus

All visitors must report to the school office, show photo identification at each visit, and sign the visitor's log. Please secure a visitor badge, wear it in a visible spot, and return the badge to the office and sign out when your visit is complete. Please note that all visitors must be listed in our school records.

If your name does not appear on our school records, you will not have access to the child for any reason.

If you would like to If you are joining your child for lunch, we have special family booths for you and your child to enjoy lunch together. While in the lunchroom, parents should not engage or eat with other students unless accompanied by their parents.

Walking Your Child to Class:

Parents & guardians interested in walking their student to their classroom or to designated areas on campus between **8:15-8:25** each day will need to adhere to the following protocols:

- Parent/Guardian must adhere to school-based procedures for arrival.

- Parent/Guardian should accompany their child across the designated crosswalk.
- Parent/Guardian must be with the child to have access to school.
- Parent/Guardian should arrive early to receive badge for entry and wait in designated area (8:00-8:15)
- Parent/Guardian must adhere to the times designated for walking their child to class (8:15-8:25)
- Parent/Guardian agrees to enter and exit at the designated location at front of the school (Includes Pre/Special Needs)
- Parent/Guardian agrees to not bring any bags or purses into the school at this designated time.
- Parent/Guardian agrees to exit campus immediately once student is dropped off at classroom door.
- Parent/Guardian agrees that the cafeteria, labs, and media center are not to be accessed at this designated time.
- Parent/Guardian agrees to follow the direction of our staff responsible for the safety and care of all students.

Students should not be on campus **after 3:30 p.m.** unless enrolled in the After-School Care program or a school sponsored activity.

Safety Patrols

Each year, 4th & 5th grade students are chosen by their teachers as Safety Patrols. These children work under the supervision of the administration and are considered student leaders. All students and adults are expected to cooperate fully when addressed by a member of the Safety Patrol.

School Advisory Council (SAC)

The SAC Committee is established to make recommendations for the continued growth of Lamarque Elementary School. A major function of SAC is to assist in the creation of the annual School Improvement Plan (SIP) which will be available for public input and review in the school office.

- 🐾 All parents/guardians, community members and local business representatives are invited to attend SAC meetings which are held monthly in the media center.
See Lamarque calendar on our website for dates and times.

School Improvement Plan (SIP)

The School Improvement Plan is developed annually by Lamarque's administration and informed by student performance data, staff input, and feedback from other shared decision- making teams. This plan is updated regularly with the framework developed in the fall of each year. The annual SIP is available on the Sarasota County District website.

Student Information

Vital student information is kept on file in both the school office and the health room. Please make sure each of your children has a completed and up-to-date student information card on file at school. Remember to notify the office of any changes in important information such as:

Correct home address

Medical information

Emergency contacts

Permitted family visitors

Current telephone numbers (home, work, cell)

Current email address for Community Outreach

Release of information

Permission for student contact

Please note that all visitors must be listed in our school records. For your child's safety, individuals whose names do not appear in our school records will not have access to the student for any reason.

Student Insurance

All families may purchase a Student Accident Insurance Plan through the school district at the beginning of the school year. The plan is also available to any new student enrolled during the year. Families have the option of purchasing accidental insurance coverage for the school day only or for 24 hours a day, 7 days a week. The cost and coverage descriptions are explained in the insurance company literature. The purchase of these programs is strictly voluntary, and the parent pays the cost of the plan.

The Sarasota School District has no provision, either insured or otherwise, to make routine payments of medical expenses for any student injured as the result of an accident. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

Children who do not have health insurance may be eligible for coverage under the Florida KidCare Program through the Florida Department of Health. For information on Healthy Kids and Florida KidCare contact them at 1-888-540-5437 or via the web at: www.floridakidcare.org

Student ID & Pin #'s

Each Student at Lamarque Elementary will be issued a Student ID or "N" number that is specific for ONLY your child. This will be YOUR child's identification number for all school related matters and computer log-ins. Please help your child LEARN this N number and Pin at the start of the year.

Technology and Internet Usage

Students have the right to access electronic information resources. Acceptable uses are defined as activities that support learning and teaching in Sarasota County. Lamarque students will learn to utilize information to solve real world problems, to work cooperatively in a multicultural environment, to use a variety of knowledge sources, and to continue improving their communication skills. Safeguards are in place to protect students from inappropriate content.

Unacceptable uses of computers and computer electronic services include:

- *Using network access to destroy information that belongs to others.*
- *Using profanity or other language that may be offensive to another user.*
- *Copying personal communication to others without the original author's permission.*
- *Copying software or other copyright protected materials in violation of copyright laws.*
- *Using the network for any illegal activity, personal business purposes, or accessing inappropriate Internet sites.*
- *Spreading computer viruses deliberately or importing files from unknown sources.*
- *Using any computer or program in a manner other than which it was intended.*
- *Taking or posting photographs of individuals without their knowledge or consent.*
- Please refer to District Student Social Media Guidelines for more information.

Testing/Assessments

On-going Assessments

Student growth is evaluated through ongoing testing and assessment including unit tests, quizzes, class projects, and progress monitoring. This is an opportunity for students to show mastery of grade level content. If a student does not demonstrate mastery on summative assessments for core content areas, staff may review the assessment with the student, offer opportunities for re-teaching and re-testing until mastery is demonstrated (with consideration for time constraints). Every attempt or re-test should be recorded and monitored to allow for accurate documentation of skill progression. Only the highest score for re-tests will be used for grade calculations.

Progress Monitoring

Ongoing progress monitoring will also occur three times yearly. During progress monitoring students take a series of brief assessments to determine progress toward grade level standards. This information is then used by staff to inform instruction within the classroom and help guide interventions as needed.

Textbooks and Materials

It is your child's responsibility to have his or her supplies at school every day. This includes pencils, paper, textbooks, workbooks and any other grade appropriate items.

At the beginning of each school year, textbooks are **loaned** to each student. Students and parents are responsible for books used. Proper care should be given. **Parents are responsible for payment of damaged or lost books.**

The media center is available to students for self-selection daily from **9:00am - 3:00pm**. Students may come to the media center at their teacher's discretion with a pass from their teacher. Books borrowed from the media center must be returned on time so that others may enjoy them. If a child fails to return a book, or should borrowed books become lost or damaged, the student will be required to pay for the item before they will be allowed to borrow anything else from the media center.

Classroom Library for Student Self-selection: An index of classroom libraries is available on the Lamarque Website.

Title I Information

The purpose of the Title I Program is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and to reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments. See the following link for more information: www.ed.gov/legislation/ESEA02

Who can participate in Title I Instruction?

Lamarque Elementary is a Title I School. A "needs assessment" is completed by the school staff to identify students in need of additional reading assistance. This assistance is supplemental to regular classroom instruction. Instruction and assessment are ongoing and monitored by the school, the district, and government agencies and includes formal as well as informal measures.

PLEASE NOTE: The Annual Title I Meeting and Open House is a way for the school to communicate the Title I programs offered at Lamarque to students and families. Parents will receive notification of the date and time for this important event via the Community Outreach Platform shortly after the beginning of the school year.



Uniform Policy



Lamarque Elementary

Student Uniform Policy

Mandatory	For ALL Students PreK—5th Grade
Shirt	Short or long-sleeved collared polo style shirts with or without logo. Shirt Colors: Solid navy, gold, white, hunter green, maroon, light pink, light blue These are available at local retailers or through the school Bookkeeper (Lamarque Logoed). Not Allowed: shirts with zippers/stripes/designs/or product emblems
Shorts, Pants, Capris, Skirts	Bottom Colors: Navy/Khaki/Black Bottoms should be mid-thigh to knee length. Solid colored belts should be worn with loose-fitting bottoms

Withdrawal of Students

If a student is moving or withdrawing from Lamarque, please follow these steps:

1. *Notify the school registrar of the date of withdrawal and the name of the new school as soon as possible, by submitting a withdraw form.*
2. *Return all textbooks to the homeroom teacher.*
3. *Return all media materials to the Media Center.*
4. *Be certain all lunch charges are paid.*
5. *Be certain that all other charges for damage or loss have been settled.*

When a child enrolls in the new school, the enrolling school will request student records. Records will then be sent to the new school.

