

Lockhart Elementary School

Student/Parent Handbook 2020–2021

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www.lockhartes.ocps.net

Ella Patriarch, Principal

Sheleen Burgess-Kennedy, Assistant Principal

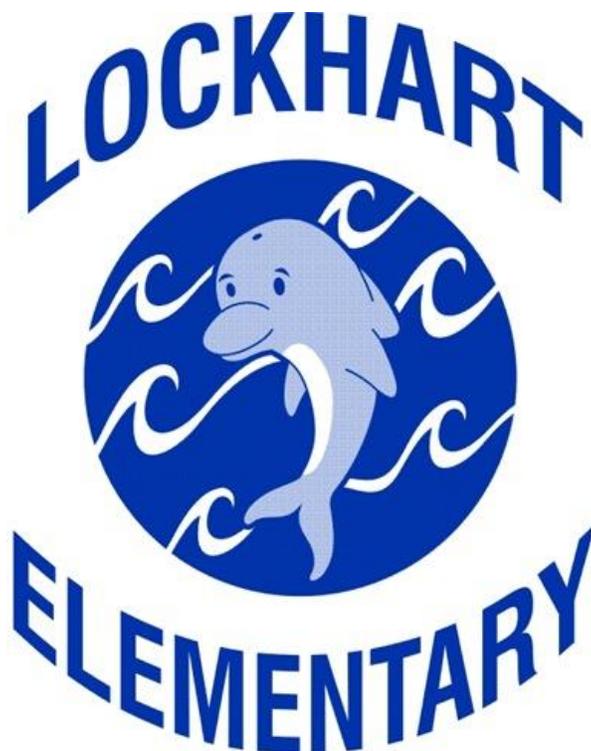


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School Information

Lockhart Elementary has been a consistent part of the Lockhart community since it was originally built in 1936. The school was rebuilt in 2015, and as part of the rebuilding process, the original buildings were renovated from the inside out maintaining the brick exteriors. Students are able to learn about life in 1936 by visiting the on-site museums in the main building. The front office houses an original art piece from a local Apopka artist. The piece depicts a student from 1936 and 2015 seated together waiting to be welcomed into the school by the principal, Mrs. Patriarch, who is standing on the front porch.

School Colors: **Royal Blue** and White

School Mascot: Blue the Dolphin

School Hours

First Bell	8:10 a.m.
Second Bell	8:15 a.m.
Dismissal	3:30 p.m.
Wed. Dismissal	2:30 p.m.

School Song Lyrics:

Lockhart Elementary School
Colors white and blue
Home of the Dolphins
We strive to be CHAMPS, too
Kind words and helping hands
Make us great, it's true

Lockhart Elementary School, Oh, we love you!



Lockhart Mission:

With the support of families and the community, Lockhart creates enriching and diverse pathways to lead our students to success.

Lockhart Vision:

To ensure that every student has a promising and successful future.

Principal's Message

Welcome back to school to all of our Dolphins and their families! Thank you for choosing Orange County Public Schools and specifically Lockhart Elementary. We are honored to have the opportunity to partner with you and take your child on this learning adventure! Hopefully, you will find this parent and student handbook to be a useful tool with valuable information on the operating policies at Lockhart.

At Lockhart Elementary, we are proud of our Dolphins and all of their accomplishments. Our school strives to grow students both academically and socially and we recognize their various accomplishments. Our parents make the difference, both in and out of school. As a parent of a Lockhart student, we ask for your continued support of our efforts with your child. Checking homework, monitoring their grades and reading with your child each day will help him/her reach their full academic potential. Family fun nights are held each month and provide families with tools to help your child at home. Parent volunteers also make great contributions to our school. If you have time to donate, we'd love to have you join us!

Lockhart Elementary is unique in many ways. To begin with, Lockhart has a rich history that sets us apart from other schools. In addition, Lockhart's talented and hard-working staff members work endless hours (many nights, weekends and throughout the summer) to continue their own professional development and create amazing learning experiences for their students. Our school will be "going digital" this school year. All students will have their own digital device and teachers will be using technology to make content come alive! Another unique feature of our school is our "House" system. Students and staff each belong to one of four houses. Throughout the year, our students represent their House with pride and participate in House meetings. Students try to earn points for their House by demonstrating positive character traits. The top earning House each week is awarded bragging rights and their flag hangs outside the school. At the end of each marking period, the House with the most points earns an after school party.

Although our students and staff represent four "Houses", we still consider Lockhart Elementary one "Home" and one large school family. On behalf of our dedicated staff, I want to say thank you to our students, parents and the community for your support of Lockhart Elementary, where we are preparing students for a successful future!

Ella Patriarch
Principal Lockhart Elementary



Assistant Principal's Message

Welcome back for another wonderful year at Lockhart Elementary School! I'm Sheleen Burgess-Kennedy. I am honored to have the opportunity to work with the students, parents, and staff of Lockhart Elementary School and the Lockhart Community. There are many exciting things happening at Lockhart Elementary that will certainly have a positive impact on student growth and achievement. Over the years, I have enjoyed the privilege of working with students as a classroom teacher, curriculum resource teacher, and assistant principal. This is my second year serving our Lockhart ES students as the assistant principal. It just proves that time truly does fly when you enjoy working with the students, parents, and staff.

My primary objective as the assistant principal is to help provide a safe and secure learning environment for all students, so that we may improve academically, through effective instruction and the numerous activities made available to students.

As a strategy to promote our targeted growth, our students help to set their own academic goals. The action steps needed to reach those goals are also established, and staff as well as students continually track and monitor their progress throughout the year. Teachers meet with students frequently to review the data and provide any necessary support needed to help students meet their goals. We reflect on our goals and celebrate our successes along the way. With hard work, we make learning happen every day.

If you have a concern, please don't hesitate to get in touch with me. Not only are we here to nurture and educate your children, it is also our role to offer support to our families. Please feel free to follow us on Facebook, view updated information posted on our school website, and visit us at school. I look forward to meeting many of you during our upcoming events and meetings. Go Lockhart Dolphins!

Sincerely,
Sheleen Burgess-Kennedy
Assistant Principal
Lockhart Elementary School



Orange County Public Schools 2020-2021 School Calendar

Monday	August 10	First Day of School
Monday	September 7	Labor Day Holiday
Friday	October 9	End of First Marking Period
Monday	October 12	Teacher Workday/Student Holiday
Tuesday	October 13	Begin Second Marking Period
Friday	October 30	Teacher Professional Day/Student Holiday
Monday-Friday	November 23-27	Thanksgiving Break
Friday	December 18	End of Second Marking Period
Two Weeks	December 21-January 1	Winter Break
Monday	January 4	Teacher Workday/Student Holiday
Tuesday	January 5	Begin Third Marking Period
Monday	January 18	Martin Luther King, Jr. Holiday
Monday	February 15	Presidents' Day Holiday
Thursday	March 11	End of Third Marking Period
Friday	March 12	Teacher Workday/Student Holiday
Monday-Friday	March 15-19	Spring Break
Monday	March 22	Begin Fourth Marking Period
Tuesday	May 25	End of Fourth Marking Period/Last Day of School

ADDitions and Volunteers/Visitors



We strongly encourage volunteers at our school. ADDitions are family members and community members who volunteer to help teachers and students. School board policy requires that all volunteers and visitors present a valid photo identification and check in through the school office. Your photo identification will be entered into the RAPTOR system and you will be issued a visitor badge. The visitor badge is to be worn the entire time while on campus. If you need to go to a different location on campus, you will need to return to the main office and update your visitor badge with the second location. To register as an ADDition volunteer, please visit: Volunteer.ocps.net

Arrival & Dismissal

Preschool

Arrival:

PreK students arriving by car should be dropped off in the parking lot off of Rose Avenue. Staff members will be available to greet children **beginning at 8:00 am**. PreK children cannot be dropped off prior to 8:00 am.

Dismissal:

PreK students leaving school by car, can be picked up in the front of the school on Edgewater Drive. Afternoon **dismissal begins at 3:15 pm for PreK students**. If a PreK student has an older sibling, they can all be picked up at the same time in the same location at the front of the school.

Grades (K-5)

Arrival:

School hours are 8:15 a.m. - 3:30 p.m. (2:30 p.m. on Wednesdays). **Students should not arrive at school prior to 7:45 a.m.** Students arriving by car will be dropped off in front of the school on Edgewater Drive where they will be greeted by staff members. Walkers and car riders will all enter campus using the black gate next to the bike rack.. Upon arrival, **all students** will report to the cafeteria for breakfast. Breakfast will begin at 7:45 a.m. and end at 8:15 a.m. Students who have finished eating or who ate at home will report to their supervised holding areas on campus until the bell rings and the school day begins.

Dismissal:

Dismissal during school hours is discouraged. **Per OCPS policy, students will not be released after 3:00 p.m. (2:00 p.m. on Wednesdays) without a written note in advance.** Picture identification will be required before a student is released to any adult. In addition, teachers will not release students directly from the classroom. Adults must check in at the front office and your child will meet you in the office.

Teachers walk students to their dismissal locations each day.

Car riders dismiss from the car loop off of Rose Avenue. Bus riders are dismissed from the bus loop by the cafeteria. Walkers and bike riders exit through the gate to the left of the main office. The students will be supervised in their dismissal locations to help ensure a safe and orderly dismissal. Parents are asked to indicate how your child goes home at the beginning of each school year. **Remember, a parent must communicate with the school if a dismissal change is needed.**

Car riders will be assigned a number for dismissal and you will be issued car tags with the assigned number. Parents should display this tag in the car window to ensure that an authorized adult picks up your child. **Any person authorized to pick up your child should have this car tag hanging in their car.** It is very important that parents remain in your car and follow the directions of the staff to help make dismissal as safe and effective as possible.



Lockhart has three buses: Dolphin Bus, Whale Bus and Shark Bus. Only students enrolled as bus students may ride the bus. In addition, parents are not permitted to ride the bus. Any requests to change a student's bus or bus stop must be addressed through Orange County transportation.

Students are expected to exhibit good behavior at the bus stop and on the bus. Students are expected to: Remain seated at all times when the bus is moving, wear the seat belt and be silent when the dome light is on. Students should refrain from bringing food, drinks, and gum on the bus. **The Orange County Code of Conduct states that students who misbehave may be suspended from riding the bus. If suspended, parents will be responsible for providing transportation to and from school.**

OCPS transportation office phone number is (407)317-3800.



Attendance - Absences - Tardies

Regular attendance is required by law and written excuses are required when a student is absent. **A written excuse should include the following: Date, reason for absence(s) and a parent/guardian signature.** Students may be excused when the absence is due to personal illness, serious illness/death in the student's immediate family, and to observe religious holidays. All other absences are unexcused unless the activity is sponsored by the school or the absence is **pre-approved** by the principal. The student is responsible for completing all assignments missed during an absence. Regular attendance at school is necessary if children are to be successful.

Any student not in class by 8:20 a.m. will be marked tardy. Tardy students must be signed in at the main office in order to be issued a tardy pass.

Cafeteria

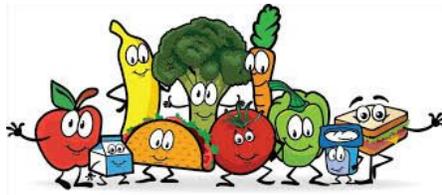


ALL students at Lockhart are eligible for meals free of charge. Breakfast is served each morning in the cafeteria from 7:45 - 8:15 a.m.

Lunch is served beginning at 10:45 a.m. (10:15 a.m. on Wednesdays). See the chart for a general lunch schedule by grade level. Contact your child's teacher for the exact lunch time for their class.

Students may bring a packed lunch, if they desire. Milk must be served with school lunch unless there is a medical statement prohibiting it. **No sodas, candy or gum should be sent for lunch. Since sharing is not allowed, large bags of chips or snacks should not be brought into the cafeteria.** In addition, taking food back to the room after lunch is not permitted.

Parents are welcome to come eat lunch with their child. There are covered cafe tables available outside the cafeteria for you to enjoy lunch with your child. **Please be aware that ONLY your child may exit the cafeteria to eat lunch with you.**



General lunch times per grade level are:

Grade level	M, T, R, F	Wednesday
Pre-K	11:25 - 11:40 a.m.	12:10 - 12:41 p.m.
Kindergarten	11:45 a.m. - 12:16 p.m.	11:15 a.m. - 11:46 a.m.
First Grade	10:45 - 11:16 a.m.	10:30 - 11:01 a.m.
Second Grade	12:15 - 12:46 p.m	10:45 - 11:16 a.m.
Third Grade	12:30 - 1:01 p.m.	11:05 - 11:36 a.m.
Fourth Grade	11:00 - 11:31 a.m.	10:20 - 10:48 a.m
Fifth Grade	11:59 a.m. -12:30 p.m.	11:35 a.m. - 12:06 p.m.

While in the cafeteria students are expected to observe CHAMPS for the cafeteria.

C - (conversation) - voice level 2 (inside voice)

H - (Help) - raise your hand for help

A - (Activity) - Eat your lunch - remember your manners!

M - (Movement) - Movement only permitted with permission.

P - (Participation) - Eating and not playing. Face the front at all times.

S - (Success) - All food is eaten and trash is picked up.

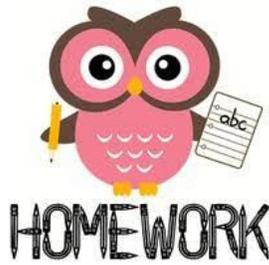
Our cafeteria manager, Ms. Brumbaugh, works hard to make sure that our cafeteria is a warm and welcoming environment for our students.

Cell Phone Policy

A student may possess a cell phone on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus, the cell phone remains off and is concealed. Violations 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 from the school. At no time shall OCPS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.



Classwork/Homework



It is expected that students will complete all class work assigned during the school day. Homework is also an extension of classroom learning. Please provide a quiet time and place for homework completion. All students are assigned homework Mondays - Thursdays, varying from 20 - 50 minutes, depending on the grade level. A consistent homework assignment is for each student to read for a minimum of 20 minutes a night. Students may read independently, an adult may read to the student, or the adult and student may read together taking turns reading the pages and the paragraphs. Parents/guardians should help ensure that children submit all work assignments in a timely manner.

Clinic



Our clinic is staffed with a school health assistant, Ms. Jones. Each year, parents/guardians are required to update the emergency form with names and phone numbers of people authorized to pick up your child. Please note, in an emergency, 911 may be called.

We are required to follow these procedures:

- Children with above normal temperatures will be sent home immediately. Students should be fever free for 24 hours before returning to school.
- For each prescribed medication, an authorization form must be completed and signed by a parent/guardian. **Please do not send medication with students. All medication should be dropped off by an adult, in the original container with the original label.** At no time should students be carrying medication around school (exceptions can be made with approval for epipens and inhalers).
- For more information, please contact the school health assistant, Amber Jones, ex. 3592323.

Our school health assistant also helps to coordinate annual dental, vision, and hearing screening for selected grade levels at the school. All the screenings are conducted on-site and permission slips will be sent home.

Head lice are found in all schools. OCPs policy states that any student with head lice may not remain in school. Students with lice will wait in the clinic until signed out and taken home. To prevent the spread of lice, the child and home should be completely treated using recommended shampoo and procedures. The school health assistant can assist you with this information, if needed. Lice and/or nits must be removed at home before returning to school.

Clubs/After School Activities



Lockhart Elementary actively seeks ways for our students to remain engaged beyond the traditional school day. One way we do this is with extracurricular clubs and activities. The clubs that are available vary each year. Clubs that have been offered include Chess Club, Girls on the Run, Garden Club, STEM club, National Elementary Honor Society, Basketball Club, Battle of the Books and after-school tutoring. We are working to add more clubs each year. Our students also participate in academic competitions throughout the year, such as, math olympics, oration and chess tournaments.

Communication

Consistent communication between the home and school is vital for student success. The teachers and school will utilize several modes of communication during the school year.

- Class Dojo
- Monthly Grade Level Newsletters
- Weekly phone calls from the Principal
- Social Media (Twitter and Facebook)
- School Website (www.lockhartes.ocps.net)
- Report Card Conferences (twice per year)



Please be sure the school has your updated phone number so you do not miss out on important information.

Curriculum



All teachers follow the Florida State Standards, which can be reviewed at www.cpalms.org. Digital copies of textbooks and other software programs can be accessed at www.launch.ocps.net.

Lockhart Elementary is a digital school. This means that all students in grades Kindergarten through fifth grade will be issued a digital device appropriate for their grade level. These devices **do not go home**. They are used during the day and remain in the classroom at night. Students are responsible for following the technology and management rules to take care of their digital devices. ***Any damage beyond normal wear, will result in assessed fines.*** These fines remain attached to the student until they are paid even if the student is no longer enrolled at Lockhart Elementary.

Teachers will plan engaging and interactive lessons that include both technology and traditional tools. Students will still be engaged in the traditional curriculum (such as textbooks, workbooks and paper) with digital enhancements (such as iReady, Kahoots and Quizizz).

Please take time to discuss digital safety with your student(s). It is vital that students understand how to safeguard their information and how to use the internet appropriately.

Discipline

Each student is expected to behave so that he/she will not interfere with the educational opportunities of classmates. Parents have primary responsibility for their child's conduct. We may request that you come to school if your child has a discipline concern that requires your help.

Florida law states that schools must have a **Code of Student Conduct**. The code is available at the district website (www.ocps.net).

Please read and discuss this code with your child. The **Code of Student Conduct** tells the student about his/her rights and responsibilities in school. All students will review the Code of Student Conduct with school personnel each marking period.

- **Level 1** infractions are minor acts of misconduct that are typically addressed within the classroom unless they are repeated.
- **Level 2** infractions are more serious or disruptive examples of infractions from Level 1 or repeated acts of misconduct.
- **Level 3** infractions are major acts of misconduct and are addressed by administration.
- **Level 4** infractions are the most serious infractions.

ClassDojo will be used throughout campus to recognize positive student choices. You will be able to see the points earned based on student conduct each day. These Dojo points will translate into Dolphin Dollars which students can spend in the school store.

School-wide procedures are in place to help students make positive choices. The following system will be used to address misconduct.

- **All Classroom and campus behavior expectations should be posted in the classroom and on campus for students to see independently. Teacher should review the class rules frequently.**
- **First Step** – Verbal Warning –the teacher will let the student know what expectation is not being met and ensure the student understands.
- **Second Step** – In-Class THINK TIME. The student will complete a think sheet in a designated location in the classroom (a safe area). The purpose is to allow the student to reset and make positive choices. Make sure the student understands the reason for the think sheet after it is completed.** **Should student refuse to fill out think sheet skip to step 4** but still contact parents.**
- **Third Step** – When student is behaving appropriately invite them to return to assigned seat and continue lesson with Loss of earning DOJO point for that bracket of time. Message parent regarding why the student has not earned the DOJO point.
- **Fourth Step** – Front office call – If the student's behavior continues to disrupt the class a front office call is warranted. A member of the administration or behavior team will then respond to the classroom to assist.

Please note, in the event of serious disruptive or dangerous behavior, these steps may not be followed in order and a front office call may be warranted immediately.

Possible responses to disruptive behaviors are indicated below on the school discipline ladder.

Offense	Teacher Action	Possible Administrative Action
<p>Inappropriate Use of Technology (Ongoing)</p> <p>CELL PHONES are not to be turned on while on school campus.</p>	<p>Place student on classroom device if needed. LAN SCHOOL should be used at all times.</p> <p>Follow school wide procedures.</p>	<p>Parent Contact</p> <p>Loss of Device</p> <p>PASS</p> <p>Other actions as outlined in Code of Conduct</p> <p>Cell Phone will be confiscated and guardians/parents will need to retrieve them at the end of the day</p>
<p>Bus Violation (Ongoing)</p>	<p>If student is upset at classroom arrival, teacher will debrief with student and let administration or behavior team know.</p>	<p>Parent Contact</p> <p>1st – warning</p> <p>2nd – lunch detention</p> <p>3rd – 1 day bus suspension</p> <p>4th- 2 day bus suspension</p> <p>Other actions as outlined in Code of Conduct</p>
<p>Disruptive Behavior (Daily)</p>	<p>Follow school wide procedures</p> <p>Reach out for assistance from behavior team</p> <p>CHAMPS</p>	<p>Parent Contact</p> <p>After school detention</p> <p>PASS</p> <p>Special Work Assignment</p> <p>Alternative Location</p> <p>Other actions as outlined in Code of Conduct</p>
<p>Defiant Behavior (Including huffing/puffing, failure to remain in area, saying no to directions, refusal to follow instructions)</p>	<p>Follow School Wide Procedures</p> <p>Reach out for assistance from behavior team</p>	<p>Parent Contact</p> <p>After school detention</p> <p>PASS</p> <p>Special Work Assignment</p> <p>Alternative Location</p> <p>Other actions as outlined in Code of Conduct</p>
<p>Pattern of Not Completing Work (ongoing)</p>	<p>Follow school wide procedures</p> <p>Parent Conference required</p>	<p>After school detention to complete assignments</p> <p>Lunch study hall to complete assignments</p> <p>Other actions as outlined in Code of Conduct</p>
<p>Disrespectful Language/Tone (Not Including Profanity) Daily</p>	<p>Follow school wide procedures</p> <p>Parent Conference encouraged</p>	<p>Parent Contact</p> <p>After school detention</p> <p>PASS</p> <p>Special Work Assignment</p> <p>Alternative Location</p> <p>Other actions as outlined in Code of Conduct</p>

Profanity Towards Adult	Follow School Wide procedures Let administration and behavior team know	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Profanity Between Students (Ongoing)	Follow school wide procedures Let administration and behavior team know	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Walking or running from an adult in authority	Follow school wide procedures Let administration and behavior team know Parent conference required	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Challenging authority or lying to authority (Daily)	Follow school wide procedures Let administration and behavior team know	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
In Unauthorized Area (ongoing)	Follow school wide procedures Let administration and behavior team know Parent Conference required	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Contraband Material	Follow school wide procedures Let administration and behavior team know	Parent contact Confiscation of items PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Dangerous Instrument	Follow school wide procedures Let administration and behavior team know Parent Conference required	Parent Contact Out of school suspension Other actions as outlined in Code of Conduct

Bullying (substantiated)	Follow school wide procedures if suspected and report to administration	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Threat/Intimidation *Major threat goes straight to administrative intervention and threat assessment process	Follow school wide threat procedures Reach out to Administration for Discipline recommendation	Threat Assessment Procedure Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Physical Contact (Rough Play, Pushing Intentionally, Play Fighting)	Follow School wide procedures Reach out to Administration for Discipline recommendation	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Physical Altercation with injuries	Follow school wide procedures Reach out to Administration for Discipline recommendation	Parent Contact PASS Alternative Location Out of School Suspension Other actions as outlined in Code of Conduct
Fighting with injuries	Follow school wide procedures Reach out to Administration for Discipline recommendation	Parent Contact After school detention PASS Special Work Assignment Alternative Location Out of School Suspension Other actions as outlined in Code of Conduct
Battery Toward Adult	Follow school wide procedures Reach out to Administration for Discipline recommendation	Parent Contact Authorities notified if necessary PASS Alternative Location Out of School Suspension Other actions as outlined in Code of Conduct

Cheating	Follow school wide procedures Parent conference after second offense	Parent Contact After school detention PASS Special Work Assignment Alternative Location Possible grade reduction Other actions as outlined in Code of Conduct
Theft (Minor) School or Personal Property (Pencils, Book, etc.)	Follow school wide procedures Let administration and behavior team know	Parent Contact After school detention PASS Special Work Assignment Alternative Location Other actions as outlined in Code of Conduct
Theft (Major) School or Personal Property (Electronics >\$300)	Follow school wide procedures Let administration and behavior team know Parent Conference required	Parent Contact Authorities notified if necessary PASS Special Work Assignment Alternative Location Out of School Suspension Other actions as outlined in Code of Conduct
Property Damage School or Personal Property	Follow school procedures & student to replace/repair/pay for damages Let administration and behavior team know	Parent Contact student to replace/repair/pay for damages PASS Special Work Assignment Alternative Location Out of School Suspension Other actions as outlined in Code of Conduct

Important Notes:

- ★ Teachers will maintain documentation of student misconduct to aid in the MTSS process and are responsible for filling out Referrals
- ★ Classroom interventions are part of the school wide procedures and may vary slightly from classroom to classroom and are to be continuous and consistent
- ★ Consequences may be adjusted based on incident severity and number of referrals
- ★ ESE students may have adjusted consequences based on their needs.
- ★ **This list is not all inclusive, but does address the behaviors that are most commonly seen at the Elementary level. For all behaviors, including ones not listed here, we abide by the Orange County Public Schools Code of Student Conduct.**
- ★ **STUDENTS ARE GIVEN A FRESH START AFTER EACH BEHAVIORAL EPISODE HAS ENDED AND AT THE START OF EVERY DAY!!**

Field Trips



Field trips are an extension of classroom learning and are standards-based. All grade levels take a minimum of one field trip per school year. All trips require written parental permission. Teachers will send home permission slips when a field trip is planned. Please pay special attention to due dates and complete all parts of the permission slip.

Family members can be chaperones on a field trip if: (1) he/she is 21 years old or older, (2) is an approved ADDitions volunteer, and (3) chaperones have been requested by the school. While serving as a chaperone, family members are required to follow all OCPS conduct and dress code expectations.

Grading Scale

All classroom teachers will use the OCPS grading scale below.

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

Please be aware that students in grades K - 1 will receive the following grades:

O = Outstanding

S = Satisfactory

W = Working

N = Needs Improvement

U = Unsatisfactory

Special area classes (Physical education, art, and music) will also use the O - U grades for all grade levels.



House System

In order to foster connections across grade levels, Lockhart Elementary uses a house system. All students and faculty are assigned to one of the four houses when they begin at Lockhart. Students remain in their house until they leave Lockhart. Each house has a color and everyone is encouraged to wear their house colors on Wednesdays. Wednesday is also our house lunch day when students sit with their house instead of their class. This allows students to connect with students in other grade levels and classes. Houses also have periodic house meetings. The houses compete to earn points for positive choices such as showing kindness, wisdom, and responsibility. The house with the most points for the week gets to fly their house flag from the front porch of the school. At the end of each nine weeks, the house with the most points for the entire nine weeks will receive a house party.

Our house are:

House Name	Color	Meaning
	Blue	Respect
	Red	Compassion
	Green	Bravery & Determination
	Black	Power & Strength

Media Center

Our media specialist holds media center classes with our younger students on a weekly basis. Older students are also encouraged to visit the media center on a regular basis. Library books are loaned to students based on interest. Students are responsible for taking care of and returning their library books.

In addition to being opened during the regular school day, our media center is also open once a month for extended media hours. These opportunities allow parents a chance to visit the media center with their child, participate in hands on activities and get homework help from our Lockhart teachers.

Parent and Community Involvement

SAC (School Advisory Council) consists of a group of parents, teachers, staff members, and community members. The purpose is to assist the principal in developing and evaluating the School Improvement Plan and monitoring progress towards our goals.. If you are interested in joining SAC, please contact the front office.

The Parent Teacher Association (PTA) welcomes your support by becoming a member and joining committees. Meetings will be advertised by sending flyers home with children and by posting on social media outlets. PTA advocates for our students and works closely with the school to support the students. Fundraisers support the school curriculum and facility needs.



Report Cards/Progress Reports

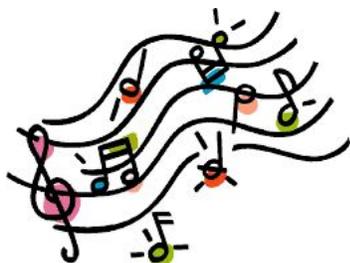
Report cards are distributed four times each year. When report cards are sent home. please review the report card and sign and return the report card jacket as soon as possible. Final report cards will need to be picked up in the front office.

All students will also receive a mid-term progress report, approximately halfway through each marking period. Progress reports allow parents to see a student's progress and give him/her the opportunity to make changes prior to the final report card.

Report card ceremonies are held after each report card period. Students are honored for both academic and behavior achievements. Parents are invited to attend.

Skyward

Teachers will use Skyward to take attendance, record grades, and generate report cards. Parents/guardians will have the ability to view student information in Skyward. Detailed directions on how to register and log into Skyward can be found on the main ocps.net website.



Special Areas

All students will attend both art and music one time each per week. Students are given the opportunity to create artwork and express themselves musically throughout the year. Parents are encouraged to join us for Fine Arts Night, to celebrate our students' fine arts accomplishments.

Students also attend Physical Education classes three times a week. State law requires that students receive 150 minutes of PE a week. In case of illness/injury, a written excuse from the parent must be sent to the office. For an extended period of time, a doctor's note is required and a PE waiver may need to be completed. ***Students should wear comfortable shoes (such as sneakers) and appropriate clothes for physical activity. Shoes without backs (such as flip flops) are against dress code and not safe for PE.***



Support Services

To meet students' individual needs, these additional services are available:

- **Psychologist** provides individual testing and conferences.
- **Social Worker** conducts home visits/contacts and offers support services for families.
- **Exceptional Education Teachers** offer speech/language sessions, learning disabilities classes and gifted instruction.
- **ESOL Programs** support English Language Learners.
- **Parent Engagement Liaison (PEL)** serves as a point of contact for resources to assist your child and family.
- **Guidance Counselor** provides character education and guidance lessons as part of the health curriculum. In addition, she can provide assistance if you feel your child needs additional counseling or mental health support.
- **Behavior Specialist** assists students with behavior issues. They work with teachers, counselors and school psychologists to devise a behavior plan for the student and evaluating the effectiveness of the plan. They also provide students with social skills lessons.



Orange County Public Schools District is committed to providing information to you about your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria.

Uniform Policy

All students are EXPECTED to follow OCPS and Lockhart Elementary School Student Dress Code and Uniform Policy. Research shows that when schools enforce a uniform dress code policy, they have an improved overall school climate. Discipline problems decrease since the focus is on learning and the overall student achievement increases.



Uniform options:

TOP OPTIONS:

- Lockhart Elementary Polo or T-shirt with school logo.
- Royal blue, light blue, red, navy, or white collared polo shirt



BOTTOM OPTIONS:

- Khaki, navy blue, or black pants
- Knee length shorts, skirts or jumpers
- All pants must be worn at the waist (No baggy pants).
- Shorts and skirts must be no shorter than 2 inches above the knee.
- Jeans and jean shorts are permissible on Fridays.

For your convenience, uniform shirts can be ordered through the school. Order forms are available in the front office.

OCPS dress code must be followed at all times.

- 1) Clothes shall be worn as they are designed-suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
- 2) Clothing with holes, tears, or inappropriate patches will not be allowed if considered obscene.
- 3) Bare midriffs and bare sides should not show even when arms are extended above the head.
- 4) Clothing that is too tight or revealing is unacceptable.
- 5) Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/ graphics or may tend to provoke violence or disruption in school shall not be worn.
- 6) Gang paraphernalia, jewelry, tattoos, clothing or other insignias which display, suggest, provoke, or may tend to provoke violence or disruptions are not allowed.
- 7) The following items have the potential to cause disruption or threat to a safe and positive school environment and are prohibited. a. Hats, caps, visors, sunglasses, or bandanas while on campus during the school day b. Chains hanging from the neck, belt, pocket, or attached to wallet c. Jewelry that contains any type of sharp object.
- 8) Hemlines of shorts, dresses, skirts, and skorts shall be no shorter than mid-thigh.
- 9) Clothing must follow the four-finger wide rule at the shoulders.
- 10) Shoes shall be worn. The following are not acceptable: a. Thong sandals (K-8) b. Cleated Shoes (K-12) c. Backless Shoes (K-8) d. Heelys [shoes with wheels (K-12)]

OCPS Notice of Nondiscrimination

The School Board of Orange County, Florida, does not discriminate in admission to or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law. The Equal Employment Opportunity Supervisor and the Title IX Supervisor may be contacted at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801 (407-317-3200).