

# Twin Lakes Elementary School

## 2022-2023 Student Handbook



School Website: [www.hillsboroughschools.org/twinlakes](http://www.hillsboroughschools.org/twinlakes)

Hillsborough County Public Schools Website: [www.hillsboroughschools.org](http://www.hillsboroughschools.org)

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**Vision:**

Empowering a community of learners and leaders.

**Mission:**

We will provide a safe environment where students' efforts are recognized and they are encouraged to develop skills that enable them to excel in a global society.

# Policies and Procedures

The information included in this booklet relates to Twin Lakes Elementary School and serves as a supplement to the Hillsborough County Handbook.

## **School Hours:**

Monday (select Mondays)      7:40 a.m. – 12:55 p.m.  
Tuesday-Friday                      7:40 a.m. – 1:55 p.m.

Students may report to classrooms beginning at 7:10 a.m.

**Emergency Contact Information:** Emergency cards must be up-to-date at all times in case of illness or injury. Changes to emergency cards can only be made in the Main Office with supporting documentation.

**Attendance:** Florida State Law requires that students be in attendance every day except for personal illness or extenuating circumstances. ATTENDANCE IS MANDATORY!

- *Absences:* To excuse an absence, parents must contact the school by 9:00 a.m. with the reason for absence.
- *Tardiness:* Students who arrive in the classroom after 7:40 a.m. will be considered tardy and must report to the office to sign in and receive a tardy pass. Parents must accompany late students to the office.

**Early Sign Out:** Students may be signed out early from the Main Office for emergency situations. Individuals signing a student out early must be on the emergency card and have a valid identification. Early sign-out ends 30 minutes prior to dismissal.

## **Health Information**

**Illness or Accident at School:** Parents will be contacted by the nurse when a child becomes ill, has an accident at school, or demonstrates symptoms related to Covid-19.

**Medication:** Medication is only administered at school when it is absolutely necessary according to the prescribed schedule. Parents should contact the school nurse to complete required forms to administer medication. Students may not have any type of medication in the classroom.

## **School Meal Information**

**Breakfast:** All students arriving between 7:10 and 8:00 a.m. are invited to eat a free "Grab-n-Go" breakfast every morning.

**Lunch:** A balanced and nutritious hot lunch is served daily. Other snacks and desserts are also available for an additional charge. Free or reduced priced lunches are available according to federal guidelines. Applications are available online at [www.hillsboroughschools.org](http://www.hillsboroughschools.org) and search "GO SNS".

3. Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building, unless required for religious observance or health-related reasons. The general appearance of student should reflect neatness and good personal hygiene.
4. Garments, and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

## Getting Involved in Your Child's Education

**Volunteers:** We encourage parental involvement at school and have a variety of volunteer opportunities available. Prior to volunteering, please complete a Volunteer application. Applications are available on the school and district website. All volunteers must enter the building through the office and sign-in with valid identification.

**Celebrations:** Parents may bring store bought individual cupcakes or cookies for the class to celebrate their child's birthday upon prior approval by the teacher. Items may be dropped off when the student arrives and will be distributed to the class at a time designated by the classroom teacher.

**Take Home Tuesday:** Important information will be sent home on Tuesdays in each student's BLUE communication folder. Parents should set aside time each Tuesday night to review this folder with their child.

**Cell Phones:** Student cell phones must remain off throughout the school day. Phones should be kept in the student's book bag.

## Discipline and Student Behavior

The following school rules have been established to assist students to demonstrate appropriate behaviors:

- **Be positive**
- **Engage in Learning**
- **Show Respect**
- **Take Responsibility**

Show your **B.E.S.T.!**

Students who fail to comply with school rules will face disciplinary consequences.

Consequences that may be applied are: Counseling, Parent-Teacher Conferences, Lunch Detention, In-School Suspension, Out-of-School Suspension

Our school-wide discipline program has been developed to encourage and reinforce appropriate behavior. Recognition will be provided by the teacher for appropriate behavior. This recognition may include stickers, certificates, praise, encouragement, treasure chest, no-homework coupons, positive communication with parents, recognition on the morning show, etc.

## Arrival and Dismissal Procedures

**Car Drop Off and Pick Up:** The designated car rider drop-off and pick up is in the parking lot on the north side of the building. Please remain in your car and continue moving forward in a single file line following the loop to the drop-off/pick up point designated by the sign and the yellow lines. For safety reasons, we will not allow parents to park and walk to drop off or pick up children at arrival and dismissal. Children not picked up by 2:15 p.m. will be escorted to the front office. Parents will need to sign their child out from the office and must present a valid photo identification.

Entrance to carline will ONLY be allowed from North-bound Habana Ave.

**Parents must have a Twin Lakes Car Tag to pick up students.** Car tags are only available in the Main Office with proper ID

**Walkers:** Students identified as walkers will be dismissed off Habana by the grass parking lot entrance. Students will be released by the teacher (with or without parent escort).

**Rainy Day Dismissal:** On rainy days, dismissal will follow the usual schedule. Students should know in advance of any alternate pick-up plans for rainy weather. Parents should notify their child's teacher of specific plans.

**Change of Dismissal Plan:** When a change in dismissal plans is needed, students should bring a note from a parent to their teacher in the morning. Students may not alter dismissal plans without written parent permission.

## Mandatory School Uniforms:

**Tops:** Students may wear polo shirts or blouses with collars. Shirt color choices include white, navy, red, or goldenrod. School spirit shirts may be worn on Fridays.

**Bottoms:** Students may wear pants, shorts, jumpers, skirts, skorts, or capris. Bottom color choices include khaki or navy. Denim jeans may be worn if they do not have holes or tears.

Students who are out of uniform will be sent to the office to borrow a uniform for the day. A letter will be sent home to notify parents when a student is out of uniform. Uniform assistance is available through our School Social Worker.

All clothing must adhere to the Hillsborough County Dress Code as indicated below.

### Hillsborough County Elementary Dress Code (HCPS Policy 5511)

1. Shoes shall be worn and be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as "skate tennis shoes" are not allowed.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Miniskirts, mini dresses, and short shorts are not permitted. Hemlines shall be no shorter than fingertip length. All pants and shorts shall be secured at the waist.