Dear Parent/Guardian:

This is going to be an exciting year! The LBES staff is ready to begin the 2018-2019 school year. We love children and enjoy having the opportunity to work with them. We commit ourselves to assuring that every child has the opportunity to learn and be the best that they can be.

We would like to introduce you to our new Assistant Principal Julie Denson. Mrs. Denson comes to us from Union County High School where she worked as a Social Studies teacher, teacher support colleague and guidance counselor. Mrs. Denson has been an educator in Union County for 10 years and will be a fabulous addition to our staff.

You, as parents, are the indispensable link to your child’s education. It is crucial that a partnership between school and home exits. We need to work together to accomplish our united goal of helping your child excel. Please feel free to visit the school, volunteer when you can, and contact your child’s teacher to learn how to best support your child’s learning at home.

The Union County School District is committed to providing the best education for your child during this school year. In accordance with the Federal Law, “No Child Left Behind Act of 2001”, if you would like information regarding the professional qualifications of your child’s classroom teacher or a paraprofessional working with your child, please contact us at 352-448-5302.

The information available to you includes (a) whether the teacher has met state qualifications and licensing criteria for grade levels and subject areas in which the teacher provides instruction.

(b) Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived. (c) 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. (d) Whether the child is provided services by paraprofessionals and, if so their qualifications. (e) Information on the level of achievement of your child in each of the state academic assessments.

Our theme is LBES ... Where Pride Begins. We feel that this theme is appropriate since children begin their educational school years attending LBES, and this is where Union County pride begins. You have our assurance that the Lake Butler Elementary faculty and staff will continually strive to help your child experience academic, social and emotional growth. We know that, with your help, this will be a fantastic year.

Marcie Tucker,  
Principal

Julie Denson,  
Assistant Principal
The purpose of the Union County School District is to provide a collaborative learning culture where students are dedicated to excel with commitment from staff, families, and community.
Model Notification of Rights under FERPA
for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decided not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement with personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

The **Protection of Pupil Right Amendment (PPRA)** affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of survey, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education.

- Political affiliations or beliefs of the student or student’s parents;
  1. Mental or psychological problems of the student or student’s family;
  2. Sexual behaviors or attitudes;
  3. Illegal, anti-social, self-incriminating, or demeaning behavior;
  4. Critical appraisals of others with whom respondents have close family relationships;
  5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  6. Religious practices, affiliations, or beliefs of the student or parents; or
  7. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use of
  1. Protected information survey of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The Union County School District will notify parents and eligible students, at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

**HIPPA Privacy Rule**
There has been a change in policy regarding the HIPPA privacy rule. The rule goes as follows. Certain educational records can be shared with the district’s health care partners as needed to provide and evaluate health services to students. Any student that is medically treated by health care personnel at school, the student’s records may be shared with school officials who have a legitimate educational purpose for accessing such records.
Policies for Lake Butler Elementary School

Lake Butler Elementary School will continue to implement the following policies during the 2018-2019 school year in an effort to afford greater protection to our students:

1. We will continue to check identification of parents coming into the office to check out students. Please always bring identification with you, even if you come frequently and know that staff may recognize you. We will still need to see your identification.

2. If you wish to change the way your child goes home in the afternoon please send a note to school with your child that morning so that we will have time during the day to verify its authenticity. If an emergency arises during the day requiring a change please call the front office before 1:30 pm. We know you will understand this change as it is designed for the safety of your child. After 1:30 pm, an adult listed on your child’s Skyward account must come to the school with identification to pick up your child.

3. We have a designated area at the bus ramp for student drop-off in the morning and pick-up in the afternoon. We have staff on duty there to assist. The parking lot in front of the cafeteria is not a drop-off and/or pick-up area for students. If you wish to park in the parking lot and walk your child to class that is acceptable. We ask that you not park along the curb in front of the cafeteria as it is dangerous for students who may walk in front of cars and cannot be seen. In addition, it is designated for our food delivery trucks and fire truck parking. We will have staff on hand to direct you into the parking lot. Law enforcement will monitor the situation as needed.

4. All students grade Kindergarten through First must be in school for three and one-half hours to be counted present for the day. It will be counted as an excused absence for those students participating in “Take Your Child to Work Day”. Those students will be ineligible for perfect attendance for that nine weeks. This follows the same policy in effect at Lake Butler Middle School and Union County High School.

5. All students in grades second through fourth must be in attendance an hour and forty-five minutes for each block to be considered present.

6. Personal cell phones, pagers or any kind of recording devices are prohibited at school. If personal phones ring or are used during the school day, phones will be subject to confiscation to be returned only to a parent.

7. All students must be accompanied by a parent/chaperone to attend any field trips. Students will not be permitted to attend any field trips with 10 or more unexcused absences. All fees or overdue books must be returned to attend any field trips.

Thank you for your cooperation regarding these issues. If you have any questions please call the school at 352-448-5302.
**Transfer Out of a Class:** A parent has the right to request his/her child be moved to a different classroom teacher by submitting a request to the Guidance Office. The parent will then be notified of the approval or denial within two weeks of receiving the request.

**Out of Field Teacher:** The parent of a student assigned to an out of field teacher will be notified via letter. The parent may request the child be transferred to an in-field teacher by contacting the Guidance Office.

**The Pledge of Allegiance:** Students are encouraged to stand and recite the Pledge of Allegiance each morning. However, a student can be exempted from reciting the pledge upon written request from his/her parent.

**Attendance:** For your child’s safety, it is important that students arrive at school no earlier than 7:20 a.m. The first bell rings at 7:55 a.m. The tardy bell rings at 8:00 a.m. Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (6-16 years of age) as required by Florida law. Regular school attendance may be achieved by any of the following:

1. Attendance in a public school supported by public funds;
2. Attendance in a parochial, religious, or denominational school;
3. Attendance in a private or charter school supported by tuition or endowments; Or
4. Attendance in a home education program as defined in s.1000.21 (Part 1).
5. **KG – 1**\textsuperscript{st} Grade: Must be in attendance for three and one-half hours to be counted present for the day.
6. **2**\textsuperscript{nd} – **4**\textsuperscript{th} Grade: Must be in attendance an hour and forty-five minutes for each block to be considered present for the day.

**Absences:** An absence will be determined to be excused if it meets one of the following criteria:

1. Illness of a student, documented by a licensed physician, mental health professional, or health department employee attesting to the illness, infection with a communicable disease, or injury to the child;
2. A copy of a funeral notice or obituary accompanied by a note from the parent/guardian indicating death in the family;
3. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding;
4. Written information documenting a religious activity that occurs during the time that school is in session which required an absence for religious instruction or religious holiday. Prior approval is required;
5. A student may be excused from school for a maximum of 5 days per year if the parent writes a note documenting the illness.

**Written documentation** of one of the above reasons for absence must accompany the student to school **within 2 days** following the absence in order to be considered excused. Phone calls in lieu of a note will not be acceptable.
**HEAD LICE:**  Students will be excused with a medical note for no more than two consecutive days. After the second day, absences will be unexcused. Students will only be excused for a total of six days per semester due to head lice or nits. After the sixth day, a Child Study Attendance Team meeting will be convened.

The Union County School District is dedicated to providing the best educational environment for all students in our county. Regular attendance is essential for students to be successful in school. We realize the primary responsibility for school attendance rests with parents, but we are dedicated to assisting parents in their efforts by providing them with timely attendance information.

It is mandated by s.1003.24, 1003.26, 1003.27, that our school system continually monitor student attendance and take the necessary actions to insure that all students are given the opportunity to receive the best education possible. The policies outlined in this document are designed to maximize student attendance at all Union County Schools.

**Behavior on the Bus:** Riding buses provided by the Union County School Board should be considered a privilege. Therefore, if a child fails to adhere to the code for bus riders their behavior may result in suspension of riding privileges.

**REVIEWING THESE GUIDELINES WITH YOUR CHILD WILL HELP PROMOTE A SAFE ENVIRONMENT ON THE BUS.**

1. Obey directions of the driver at all times.
2. Stay in the seat assigned by the driver.
3. Observe classroom conduct by talking in a quiet voice.
4. Observe orderly conduct while entering and leaving the bus.
5. Keep head and arms inside the bus at all times.
6. Do not eat or drink on the bus.
7. Do not throw objects inside the bus or out of the bus window.
8. Pushing, shoving, and fighting will render the child subject to discipline.
9. Profanity will render the child subject to discipline.
10. Proper care of the bus and its equipment is expected. Students and/or parents will be held liable for damages incurred on school bus.
11. Ride only their assigned buses to and from school. Written parental permission, with school approval, is required to get off at a different stop or ride a different bus. Parents are responsible for informing the teacher of the appropriate procedure for the student to go home.
12. **DO NOT** bring large boxes, cages, firearms, knives, glass bottles, animals, reptiles, offensive materials, etc. on the buses. Skateboards and skates of any type are not to be used on campus during school hours and will be confiscated. Band instruments too large to fit in the student’s lap or under the seat are not permitted.
**EARLY DISMISSAL**: Early dismissal is not a regular occurrence during the school year but on an occasion that we have an early dismissal day these are the times we will dismiss. In the event we have an early dismissal day we will send home a flyer alerting you to when this day will be so you can make the appropriate arrangements for your child(ren).

**All Walkers - 12:05**
**Car Pick Ups - Pre-K & Kindergarten - 12:05**
**Bus Riders - All Grades Load Buses - 12:15**
**Car Pick Ups-First - Fourth Grades - 12:20**

**DISMISSAL PROCEDURES FOR BUSES/CAR PICK-UP/WALKERS**: Students who walk home will follow behind the teacher’s line of bus riders. The teacher will dismiss the walkers to walk to the front office when the bus riders have been loaded. The walkers will be dismissed to walk across highway 121 under the supervision of staff members and the crossing guard at approximately 2:45 p.m.

**BUS RIDERS**: Dismissal from Lake Butler Elementary School will begin at 2:40 p.m. when all teachers escort their students to the bus ramp area. Buses will pull in and park at 2:35 p.m. Once the buses have parked, teachers will walk their students down the bus ramp and have them load the appropriate bus. After all buses are loaded, buses will exit the bus ramps at 2:50 p.m. in order to be parked for loading Lake Butler Middle School and Union County High School students at 2:55 p.m.

**CAR PICK UPS FOR Pre-K and Kindergarten Students**: Parents of students in pre-k and kindergarten may enter into the driveway at the kindergarten area to pick up your child. Students will be lined up and waiting behind the fence at approximately 2:15 p.m. Parents are asked to remain in your vehicle until a staff member places your child in the vehicle. You may then pull out onto highway 121. **Please do not park in the parking lot to walk down to the classroom to pick up your child prior to dismissal time.** Parents are encouraged to proceed slowly and cautiously through this area. We appreciate your patience and cooperation with our procedures. The safety of your children is our primary concern. Please bear in mind that our goal is to dismiss approximately 1000 children in a safe and timely manner.

**CAR PICK-UPS 1st, 2nd, 3rd and 4th grade students**: Cars will enter the bus ramp area from the gravel driveway off of highway 231. Parents must pull in and park in a single file line in the grassy area so that buses may pull out first. After all buses have exited, parents may pull into the bus ramp area. Parents must pull up to the curb at the appropriate grade level area. The child’s teacher will open the car door and put the child in the car. Parents will then ease over into the line of traffic and exit onto highway 121. **Parents are encouraged to move slowly and cautiously through this area. No parents will be allowed to circle into the driveway in front of**
Lake Butler Elementary School
Morning Car Drop-Off and Afternoon Pick Up Procedures

- Students should arrive to school no earlier than 7:20 a.m.
- Students should NOT be dropped-off or picked-up along the curb directly in front of the cafeteria or in the faculty & staff parking lot.

**Morning Drop-Off**
Gates will not open until 7:20 a.m. Parents will enter the bus ramp, in a single-file line from State Road 121 (SW 6th Street). We will have staff on-hand to open vehicle doors and assist children with gathering their things.

Once children have safely exited the vehicle, parents will proceed slowly, merging with buses entering the ramp. All vehicles will exit onto County Road 231.

**Afternoon Parent Line-Up (Grades 1-4)**
Gates will not open until 2:20 p.m. Parents will pull into the grassy area in a single-file line so that buses may pull out first. After all buses have exited, parents may pull into the bus ramp area, again in a single-file line.

Parents will pull up to the designated curb for their child’s grade level and allow the teacher to place the child in the vehicle. Then parents will ease over into the line of traffic and exit onto State Road 121 (SW 6th Street).

**Pre-K and Kindergarten Morning Drop-Off and Afternoon Pick-Up**
Parents will both enter AND exit the designated driveway for the Pre-K and Kindergarten area, in a single-file line from State Road 121 (SW 6th Street). We will have staff on-hand to open vehicle doors and assist children with gathering their things.
FOOD SERVICE DEPARTMENT: The Lake Butler Elementary School Tiger Cub Café staff provides a nutritious breakfast and lunch each day in our cafeteria. Breakfast is served from 7:25 a.m. – 7:50 a.m. Students in grades 1st – 4th who eat breakfast should go directly to the cafeteria upon arrival to school. Breakfast is served in the classrooms for Pre-K and Kindergarten. Every attempt is made to have students in class before the tardy bell rings.

Union County is approved to operate under the Community Eligibility Provision (CEP) for the current school year which means all students regardless of income eligibility will receive free breakfast and lunch.

FIELD TRIPS: All students must be accompanied by a parent/chaperone to attend any field trips. Students will not be permitted to attend any field trips with 10 or more unexcused absences. All fees or overdue books must be returned to attend any field trips.

HELPFUL HINTS: Each year numerous articles of clothing are left at school. Many children cannot identify what they have lost. It is imperative that all clothing, including backpacks and lunch boxes, be labeled with your child’s full name and grade. If items are lost, they will be placed in the lost and found box located behind the cafeteria.

- Money sent for various purposes should be placed in sealed, marked envelopes. Checks should be made payable to Lake Butler Elementary School.
- Please update your Skyward account if your address or phone number changes. Be sure you list your 911 address along with your mailing address on Skyward.
- Due to the sensitivity of our technology equipment, students will not be permitted to have water bottles or beverages of any kind to be kept in or on their work environment. All students do have access to water fountains throughout the day. If a student brings one to school, they must keep it in their backpack unless the parent provides medically necessary documentation.
- Please contact the teacher, and share with him/her any information that will assist in meeting your child’s needs.
- Students will be allowed to use the phone only in case of an emergency. Issues relating to homework, field trip permission, riding another bus home, etc… should be arranged prior to the child’s arrival at school.
- It would be inappropriate for Lake Butler Elementary School students to bring cell phones to school. Student use of cell phones during school hours is strictly prohibited.
- **ALL** library fines on lost or damaged books and/or pre-k fees **MUST BE PAID** before a student may participate in any grade level field trips.
- The school provides supervision during a reasonable time 30 minutes before and 30 minutes after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. Students and parents should not rely on additional supervision.

Fl. Statute 232.25.
**MAKE-UP WORK:** Students will have two days for the first day of absence, and one day thereafter for each additional day of excused absence to complete make-up work. **Example: 3 days excused will mean 4 days to complete all work.**

It is the responsibility of the student to make arrangements for completing the classroom work assigned during his/her absence.

The consequences of a student’s failure to make-up work within the allotted time following an excused absence are:

1. Zero grade will be given for all assigned work, including tests and/or exams.
2. Teacher/student conference.
3. Parent notification.

**Teacher grade books will be the final authority in determining the number of absences for each student.**

**NEWSLETTER:** The school newsletter provides an opportunity for the school to share information about all activities that are being held at LBES for parents. The newsletter is available weekly and can be accessed through Skyward.

**NOTES FROM THE SCHOOL NURSE:** Every effort is made to send sick students home immediately. Information on Skyward helps us locate parents, or another appropriate adult, to pick up a student. Sick students must be signed out in the office. Students with a contagious illness will be allowed to return to school only after receipt of a physician’s note. If your child requires prescription medication during the school day; the parent/guardian must bring the medication in its original pharmacy issued container. The medication will be issued by the school nurse according to label. If your child is in need of a non-prescription medication (Tylenol, Benadryl, etc.) this medication must be delivered to the school nurse in its’ original factory container with a reason, time needed to be taken (day, hour) and a signature by parent/guardian. No medications may be kept in the classroom in the student or teacher’s possession.

One week of each school year, we will be conducting health screening for all 1st and 3rd graders. This screening includes: vision, hearing, height, and weight checks. Blood pressure checks are also taken of all third grade students.

In order to protect all children, routine observations of students’ hair will be made by the school nurse to detect head lice. If a child is found to have head lice, the school nurse will call the parent and the student will be required to go home. It is the parents’ responsibility to treat the child and clean the home so that any lice may be killed. After treating the child’s head, all nits must be removed from the child’s hair. After treatment, the school nurse will then make the determination that the child is nit free and may be re-admitted to school.

**OBSERVATIONS OF A TEACHER’S CLASS:** According to the Teacher Contract observations of a teacher’s class by persons other than board members, administration or supervisory personnel should be conducted by appointment after a one day or more notice. Parents or guardians may visit their child’s class provided that their presence does not disrupt the normal earning environment or program. The purpose of such attendance shall be made known to the teacher and building administrator prior to the visitation. Any visits, subsequent to the initial visit, shall occur after the parent/guardian, teacher and building administrator has developed an action plan. No parent/guardian visit shall disrupt the normal learning environment or program. Teachers encourage parents to volunteer at schools and participate in school activities.
PROMOTING GOOD STUDY HABITS: Study habits are a very important part of a child’s academic success. Listed below are a few suggestions to help your child make wise use of study time at home:

1. Provide a quiet place for your child to do his/her homework.
2. Establish a specific time at which to do homework every night.
3. Make an effort to minimize distractions during study time.
4. Discuss your child’s homework with him/her daily.
5. Ask your child if he/she has test for which to study.

MAINTAIN FREQUENT COMMUNICATION WITH YOUR CHILD’S TEACHER. THE SUCCESS OF YOUR CHILD’S EDUCATION IS DEPENDENT ON PARENTS AND TEACHERS WORKING TOGETHER.

PTO, PARENT TEACHER ORGANIZATION: The Lake Butler Elementary School PTO invites all parents and school staff to join the PTO. Our purpose is to bring a closer relationship between the home and school. We want to unite our efforts to offer a better education for all students at Lake Butler Elementary School. We hold several meetings and events during the school year and hope that you will plan to attend.

PUPIL PROGRESSION PLAN: Teachers in all grades will be making appointments to meet with all parents at the end of the first nine week - grading period. The purpose of this meeting will be to discuss the student’s academic progress, activities and strategies that parents can utilize at home.

During this time, plans for instruction will be generated for the next nine weeks. Every effort on the part of the teachers and staff will be made to communicate student progress to parents. If the student is working below grade level in reading, writing, math or science the teacher will review the Multi-Tiered Support System (MTSS) with the parent at this conference. In addition, reports are shared on Skyward at mid-point each grading period. Parents are encouraged to contact the teacher through a phone call or a note to arrange a meeting at any time during the nine weeks if there is academic concern. These conferences can be arranged during a teacher’s planning time or after school. Additional information regarding the Student Progression Plan may be viewed on the district website at www.union.k12.fl.us.

Students are graded according to the following scales

E = EXCELLENT - A = 90 – 100%
S = SATISFACTORY - B = 80 – 89%
N = NEEDS IMPROVEMENT - C = 70 – 79%
F = 0 - 59%

I = This grade is defined as “INCOMPLETE”
NE = Not Evaluated
U = UNSATISFACTORY - D = 60 – 69%

SKATEBOARDS/SOOTERS: Skateboards and scooters of any type are not to be used on campus during school hours.
STUDENT CODE OF CONDUCT: All parents and students must read and comply with the Student Code of Conduct that is approved by the Union County School Board for all students. It is the commitment of the Lake Butler Elementary School faculty and staff to create a classroom atmosphere that promotes learning. Teachers accomplish this by rewarding positive behavior and addressing negative behavior in a consistent and fair manner. Parents can assist in creating a positive learning environment at school by reviewing the following guidelines with their children:

Students should:
- Do their best work at all times.
- Obey the instructions of all teachers and staff.
- Treat other students with respect.
- Treat school property with respect.

STUDENT DISCIPLINE: REFER TO UNION COUNTY SCHOOL DISTRICT CODE OF STUDENT CONDUCT. Student Code of Conduct may be found on our District website, www.union.k12.fl.us. If you would like a written copy, please come by our front office.

STUDENTS DROPPED OFF EARLY OR PICKED UP LATE – LIMITED DUTY OF SUPERVISION: Pursuant to Sec. 1003.31, F.S., students are subject to the control of the school during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. This statute requires that supervision is provided 30 minutes before school begins and 30 minutes after school ends. Casual or incidental contact between school district personnel and students on school property does not result in a legal duty to supervise outside of the 30 minutes.

Since the Code of Student Conduct is published only once annually, unless notice is posted, parents and guardians must recall that this supervision time is limited.

STUDENT SIGN-OUT POLICY: For security reasons, students may not be picked up from their classrooms. All parents and visitors are asked to come to the front office to sign out students. When an appropriate adult has signed the student out, he/she will be called to the front office through the intercom system if the student is in grades 1-4. The student will be called only after the sign-out procedure has been completed. If the student is in pre-k or kindergarten the parent must sign the student out in the office. They will then be given a sign out slip, which will be taken to the teacher in order to pick up the child. Obviously, the intercom disrupts the learning environment, so we encourage parents not to request early dismissal of students unless it is necessary. In addition, valuable learning time is missed when students leave school early.

STUDENT DRESS CODE: The following guidelines are provided to help assure that your child is properly dressed for school each day.
1. Comfortable and appropriate clothing should be worn. Expensive clothing is not appropriate due to the very active nature of young children and the many art activities that we do every day.

2. Students should wear comfortable shoes suitable for participating in all physical education activities and at recess.

3. Tube tops, halter tops or spaghetti straps are not allowed. All shirt straps must be at least 2 inches across.

4. No hats, caps, scarves or bandanas may be worn by either boys or girls.

5. Clothing with inappropriate words/logos will not be allowed. These may include: wrestling, suggestive, offensive, or obscene logos. Logos related to drugs, alcohol, or tobacco that are generally disrespectful and/or negative nature will not be allowed.
6. If girls choose to wear dresses to school, they should wear shorts under their dress during physical education activities and recess.

7. Clothing which exposes the midriff or back are not permitted.

8. All shorts, skirts and dresses that are more than 4 inches above the top of the knee cap are prohibited.

9. Administrators, teachers and other staff are not responsible for the repair or replacement of students’ clothing, which may be damaged during the course of the regular day activities (i.e., paint on clothing while doing art projects, torn clothing from normal play at recess, clothing accidentally cut by student during an art activity, etc…)

The decision of school administration will be final in determining whether any student’s clothing is or is not appropriate.

**STUDENT INSURANCE:** The Florida KidCare program is our state’s children’s health insurance program for children between the ages of birth through 18 years old. The Florida KidCare information is online at www.floridakidcare.org. The school is not liable for doctor or hospital bills resulting from accidents that occur at school or while on a school activity. School insurance is available for purchase from Fowinkle Insurance online at www.schoolinsuranceagency.com. It is the responsibility of the parent to file the insurance claims.

**VISITORS/VOLUNTEERS AT SCHOOL:** Volunteers are always welcome at our school. Please check with your child’s teacher regarding his/her need for volunteers and an appropriate schedule. **OUR CONCERN FOR EACH CHILD’S SAFETY DICTATES THAT WE REQUIRE ALL VISITORS AND VOLUNTEERS TO CHECK IN AT THE OFFICE BEFORE GOING TO ANY CLASSROOM.** Visitors will receive a sticker identifying them as a guest on our campus. This will be a sticker that you must wear on your clothing so that all staff at Lake Butler Elementary School is aware that you have checked in at the office. Please be sure to sign out in the front office when leaving campus.

**WE APPRECIATE YOUR UNDERSTANDING OF OUR ATTEMPT TO MONITOR ALL VISITORS TO OUR CAMPUS!** All parents/volunteers must fill out a volunteer form as required by the Jessica Lunsford Act. Parents should fill out the form regardless of whether or not they volunteer regularly.

**Important Phone Numbers:**

Lake Butler Elementary School—352-448-5302
Lake Butler Middle School—352-448-5153
Union County High School—352-448-5204
Union County School Board Office—352-448-5051
Transportation (Bus Garage) 386-496-2182
Tiger’s Den—352-448-5152
Out Post/Adult School—352-448-5195