

LAKE PARK ELEMENTARY

2026-2027 School Year

LPE Front Office 239-377-7200

ARRIVAL/DISMISSAL:



Campus Opens 7:45 am
Breakfast 7:45 am-8:15 am
First bell 8:15 am
News starts 8:18 am
Late bell 8:25 am
Dismissal 2:55 pm

TRANSPORTATION:



CAR RIDERS:

Please remember to have your Car Rider sign



WALKERS/BIKERS:



Only Walkers/Bikers - no car pick up



BUS RIDERS:

- For Bus Route information, please visit;
www.collierschools.com/transportation
- Track the bus with Where's the Bus? App;
<https://www.wheresthebus.com>



*DISMISSAL CHANGES:

Please call 239-377-7200 to report dismissal changes by 2 pm or send a note to the front office.

BREAKFAST AND LUNCH:

- Breakfast is no cost for all students
- Lunch costs and menus can be found online at;
◦ www.collierschools.com/nutrition
- Please send lunch money in an envelope labeled with student's name and lunch number
- Students can have an online lunch account using www.myschoolbucks.com



LPE SOCIAL MEDIA:

Follow all of the exciting activities happening at LPE!

LPE Website:

LPE Facebook:



BEFORE/AFTER SCHOOL CARE:

On Campus:

- ASP - Before/After School Program
Before School - 6:30 am - 7:45 am
After School - 2:50 pm - 6:30 pm

Off Campus:

- Creative Corner
- Fleishmann Park
- Sports Club
- Salvation Army

ABSENCES:

Please call 377-7200 to report absences.
Doctor's note needed to excuse an absence.

DRESS CODE:

LPE does not have a uniform dress code.
Please follow the general CCPS Dress code.



SCHOOL SUPPLY LIST:

Our School Supply list can be found at
www.collierschools.com/LPE

Our PTO has a Supply Kit available for purchase;

- Supplies will be delivered to the classroom
- Visit www.lakeparkpto.com for information

LPE VOLUNTEER INFORMATION:

If you would like to volunteer, please visit
www.collierschools.com/volunteer



Please contact Janice Saba at 239-377-7206 or
Sabaj@collierschools.com if you have questions.

PTO INFORMATION:

If you would like to join our PTO,
please visit www.lakeparkpto.com



LOST AND FOUND:

Please be sure to label all belongings.
Our Lost and Found is located in our cafeteria.

INTRODUCTION

Welcome to Lake Park Elementary School, where we are dedicated to providing the highest quality education, through a supportive environment where children are challenged to achieve their highest potential. This parent-student handbook contains basic school information. Parents have access to additional information about Collier County Public Schools' Policies and Procedures, including the Student Code of Conduct on the Collier County Schools website. <http://www.collierschools.com/>

If you have any questions, please contact the school office at (239) 377-7200 or visit our website at: <http://www.collierschools.com/lpe>



Follow us on Facebook: **Lake Park Elementary**

We look forward to a collaborative and committed home-school relationship. Parent involvement is encouraged and welcomed. There are countless opportunities to be involved, including volunteering, field trips, school events and/or PTO/SAC.

A LEADER IN ME SCHOOL

Children at Leader in Me Schools thrive in a nurturing environment when they feel safe, confident, and supported by teachers and other staff members. By recognizing each child as a leader with unique gifts and talents to share, all aspects of their education begin to flourish. Students find their voice in the classroom and through leadership roles by learning and applying life-ready leadership skills. This learning process equips students with critical life skills to build meaningful relationships and take ownership of their education.

AFTER SCHOOL CHILDCARE PROVIDER

The After School Program, or ASP is our before and after school childcare provider at LPE. For more information about times, rates and activities call (239) 436-3960 or email abutler@aspkids.com.

ARRIVAL PROCEDURES

Campus opens at 7:45 AM. Children may not be dropped off before 7:45 AM, as adult supervision is not available before this time. Students report to their morning holding area or may attend breakfast. If you wish to have your child eat breakfast at school, he/she should be dropped off no later than 7:50 AM. The first bell rings at 8:10 AM for students to enter the classroom and watch our daily News show. This is then followed by the tardy bell at 8:25 AM. Students must be in their classroom by 8:25 AM, to be considered on time. Students who arrive and are unable to make it to their class before the tardy bell will be issued a tardy pass to class. **The Car Rider loop will close just prior to 8:25am, requiring parents to then park and escort their child to the front office to sign in. Students are not permitted to ring the front doorbell unescorted.**

ATTENDANCE

Regular attendance is one of the most important factors in student success. Every instructional minute matters and arriving on time helps students begin learning with their classmates. Classroom activities are of unique value and cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent. Students are expected to be present and punctual for all classes throughout the year.

Excused absences:

- An illness of the student documented by a doctor's statement or a documented medical/dental appointment
- An observance of an established religious holiday or for pre-arranged religious instruction as defined in F.S. 1003.21, documentation of the religious affiliation of the student may be required by school officials
- A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education

*The student's parent or legal guardian shall make a call to the school or give advance written notification to the school when a student will be absent for excused reasons.

Validated Absences (reported as unexcused)

-Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences must be documented by written notes or phone calls from parents.

Unexcused Absences

-Unexcused absences shall include, but not be limited to, truancy, class cuts, and tardies to class of ten (10) minutes or more. Absences that the school does not receive notification from parent/guardian shall be considered unexcused.

Parents will receive letters from the school when their child has numerous absences. Habitual absences are monitored by the County Attendance Officer and may result in a referral to Truancy Court. Students who have received **Out-of-Zone permission may have their permission revoked, if they are repeatedly tardy or absent.** Please utilize the CCPS Academic Calendar to plan vacations and appointments, so your child does not have to miss school.

TARDY PROCEDURES

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The School Board recognizes, however, that from time-to-time compelling circumstances require that a student be late for school or dismissed before the end of the school day. A student is tardy when the student arrives after the beginning of the school day or when the student is not inside the assigned room of a class when the tardy bell rings at 8:25AM. A student who is habitually late to school and/or chronically dismissed early shall be subject to disciplinary action by the school administration including, but not limited to, attendance agreement, a required parent conference, and/or referral to Truancy Court.

BUS INFORMATION

You are able to track your child's bus by going to www.wheresthebus.com to register.

If a student has persistent or a major behavior incident, a bus referral will be completed by the driver and submitted to the school. Students may be suspended from riding the bus depending on the severity of the incident and/or the number of violations.

CAR RIDERS

Car riders are to be dropped off or picked up in the car line only. Parents may not drop off children at other locations such as crosswalks, street, or parking lots. **For the safety of all students, children should always exit vehicles from the passenger side only.** Parents please do not exit your car for any reason, during arrival or dismissal. Please remain off cell phones while in the car rider loop.

For dismissal, all cars coming through the car rider line are **required** to display the LPE issued car rider sign. Cars without signs will be directed to park and report directly to the front office, to verify their identification with a valid ID. A student will only be allowed to get in the car with an adult and no sign, if a note or call is on file in the front office. A note must also be provided if you are picking up additional students in the car rider line.

Please **watch this video** for more specific car rider procedures:

<https://youtube.com/shorts/n26771XjAR0?feature=share>

COMMUNICATION

We value open communication and encourage parents to contact their child's teacher first with classroom questions or concerns. Teachers will typically respond within 24–48 business hours, as they may not be able to reply during instructional time. The front office staff is also a great resource for general school-related questions.

CHANGE OF DISMISSAL

A student's dismissal method can only be changed by doing one of the following:

1. Send a note from the legal parent/guardian to the teacher or the office the morning of the change. **Do not email the teacher, as absences occur, and requests may not be received.** It is helpful to send a note to the teacher if students will be checked out early on a particular day.
2. Stop into the office and notify one of the secretaries of the change. Must provide ID.
3. Call the office with the change. Only the legal parent/guardian may make a change. You may be asked to verify your identity as the caller.

Without one of these procedures in place, the child will be sent home as they normally dismiss. All changes must be made to the office no later than 2:15 PM. **Signing students out prior to the end of the day must also occur no later than 2:30 PM. Otherwise, parents may be asked to meet their student at the regular dismissal location.**

WEATHER PROCEDURES

In the event of lightning, high winds and/or severe rain – walkers and bike riders will be held indoors until an approved adult comes to pick up the child or the weather is no longer a safety issue. At times, unsafe weather conditions are present even without rain. Families should have a plan in place for rainy day dismissal of walkers and bike riders.

CELEBRATIONS AND BIRTHDAYS

Birthday/party invitations distributed in school MUST include all class members (or all the boys/girls) to avoid isolating children from events. Invitations are not to be handed out to individual students. When possible, please attempt to send invitations to families outside of school.

Please contact the teacher for approval prior to bringing any birthday snacks. Please do not send flowers, balloons or other gifts to school for a child as it will not be delivered to their classroom.

ELECTRONIC DEVICES/DISTRICT TECHNOLOGY

We ask that parents respect the learning environment by turning cell phones to silent mode while in the building. If an adult must access a phone, please take it out of the room or building to an area without students.

Electronic devices are not permitted for use on campus by students. Cell phones and other electronic devices must be turned off and stored in the child's backpack while on campus. SMART watches are to be used on campus to tell time only. If the device becomes distracting or is misused, it will no longer be allowed at school. The school is not liable for stolen, lost or broken devices. Students must not use devices outside of a teachers' permission, including before or after school. Students are expected to communicate with families through the school office during the school day rather than by personal devices.

District Assigned Technology: Laptops assigned and checked out by students are CCPS property and need to be cared for responsibly. There will be a cost to repair or replace laptops for irresponsible damage. All school issued devices are for educational and instructional purposes only. Students are responsible for their devices and the contents searched and stored on their devices. Inappropriate use is strictly prohibited.

CLINIC INFORMATION

Parents will be called, and students will be sent home if they have a fever and/or are too sick to remain at school. Students need to be 24 hours fever free before returning to school. Medications can only be administered with a completed medication form on file. This includes over-the-counter medication; cough drops or a doctor's prescription. Students are not permitted to carry medication to/from or during school. Parents are responsible for transporting all medication to and from school. All medication will be administered in the clinic. Please reach out to the school nurse for more information.

DRESS CODE

Parents/Guardians should ensure that clothing and accessories are not distracting to the learning environment. Anything that may cause a potential disruption to the educational setting may not be permitted. We highly recommend students wear sneakers/tennis shoes daily to ensure safety both on the playground and at P.E.

All students shall wear a current, school-issued photo ID badge. The ID badge shall be worn at all times during the school day. ID badges shall not be altered, defaced, or destroyed. Students shall not wear, use, share, or possess the ID badge of another student, nor allow their own ID badge to be worn or used by another person. ID badges are District property and shall be returned to the school once a student has been withdrawn. It is the responsibility of the student to always wear their ID badge while on the LPE campus.

Student ID badge & lanyard replacement cost: \$5.00

LPE follows the dress code as outlined in the CCPS Student Dress Code:
www.collierschools.com/students-families/studentconduct/student-dress-code

VISITORS/PARENTS ON CAMPUS

A photo ID is required every time a visitor comes on campus regardless of the reason. Arriving without an ID will prevent a guest from coming into the building. For security reasons, parents are not permitted to enter the school campus without checking into the office with their ID and receiving a printed badge. Printed badges must be always worn while on campus. All visitors must check out through the front office at the end of their visit.

When visiting for lunch:

- Please wait for your child at the designated outdoor seating area.
- For safety reasons, you may only eat with your child and may not pull additional students to sit with you.
- Students have 20 mins to eat and must rejoin their class at the end of lunch, to go to recess or return to class.
- Parents/guests are to check out in the office following their visit and may not follow their child back to class or to the recess area.

VOLUNTEERS

All volunteers, new and returning, must reapply every year.

Apply to volunteer at - <https://www.collierschools.com/volunteer>

For more information reach out to our Volunteer Coordinator, Mrs. Saba: sabaj@collierschools.com



STUDENT BEHAVIOR

At Lake Park Elementary, we expect students to be Kind, Respectful, Responsible, and Ready to Learn at all times. Students that make a choice not to adhere to the school rules will have consequences per the CCPS student code of conduct.

Students that continuously follow the school rules will be recognized on the morning news, may be nominated for monthly leadership awards, and earn the privilege to attend additional quarterly celebration! We expect our students to lead by example, and they are held to high expectations. Student accountability is a focus at Lake Park.

Toys and items of value should remain at home. Loss or theft of personal items at school or on the bus is not the responsibility of the school or district.

LPE follows the CCPS Code of Student Conduct which includes progressive discipline. Please review the CCPS Code of Student Conduct on the district website for more information.

<https://www.collierschools.com/Page/4900>



LAKE PARK
— ELEMENTARY SCHOOL —

Progression of Student Discipline

1-2 REFERRALS	One period Time Out and/or day(s) of Lunch Detention
3-4 REFERRALS	Multiple periods Time Out, Lunch Detention(s), and potential Behavior Agreement
5-7 REFERRALS	Full day(s) ISS and Behavior Agreement
8-9 REFERRALS	Multiple days of ISS or one day OSS
10+ REFERRALS	Day(s) of OSS and/or a combination of day(s) ISS and OSS

*More serious discipline incidents may result in a consequence outside this progression in accordance with CCPS Code of Student Conduct Elementary Discipline Matrix.

LPE Panthers are Kind, Respectful, Responsible and Ready to Learn

English

School Board Policies 2266, 3362, and 5517 – Prohibits discrimination or harassment on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972.

For additional information or to report Title IX or any other discrimination/harassment concerns, contact Ms. Valerie Wenrich, Chief Human Resources Officer/ Title IX Coordinator, at (239) 377-0351, wenriv@collierschools.com or at 5775 Osceola Trail, Naples, Florida 34109.

Spanish

School Board Policies 2266, 3362, and 5517 prohibit discrimination or harassment based on race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational or employment opportunities and benefits. In accordance with the requirements of Title IX of the Education Amendments of 1972, the School District's Governing Board does not discriminate on the basis of sex or disability in the educational programs and activities it operates.

For more information or to report Title IX matters or any other concerns regarding discrimination or harassment, please contact Ms. Valerie Wenrich, Chief Human Resources Officer/Title IX Coordinator, at (239) 377-0351, wenriv@collierschools.com, or 5775 Osceola Trail, Naples, Florida 34109.

Creole

School Board Policies 2266, 3362, and 5517 – prohibit discrimination or harassment on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in educational or employment opportunities and benefits. The School Board does not discriminate on the basis of sex or disability in educational programs and activities, consistent with the requirements of Title IX of the Education Amendments of 1972.

For more information or to report Title IX or any concerns you may have regarding discrimination/harassment, contact Ms. Valerie Wenrich, Chief Human Resources Officer/Title IX Coordinator, at (239) 377-0351, wenriv@collierschools.com or at 5775 Osceola Trail, Naples, Florida 34109.

