

Hidden Oaks K-8
A K-8 Choice STEAM School



Standard Operating Procedures
2020-2021

7685 S. Military Trail, Lake Worth, FL 33463

Phone: (561) 804-3801 Fax: (561) 804-3850

Shari Bremekamp, Principal

Chris Schroeder, Assistant Principal

Stacy Rundle, Dean of Students (TOSA)

Morning and After-School Care

Morning care is available from 6:30 a.m. to 7:30 a.m. payable by the month. After school care is available from 2:00 – 4:00 p.m. or 2:00 – 6:00 p.m. Please contact the director, Lauren Galluscio between the hours of 10:00 a.m. and 6:00 p.m. at 561-804-3830 for information about these programs.

Agenda/Communication Folders

Google Classroom will be the source of information and will take place of student agendas.

Arrival/Dismissal Procedures

The learning begins at 8:00 a.m. and concludes at 2:05 p.m. Hidden Oaks K-8 campus is open from 7:30 a.m. until 2:30 p.m. each school day. Supervision is not provided before 7:30 a.m. and after 2:30 p.m. Therefore, it is not safe for students to be on campus outside of school hours. Please pick up your child on time. Cases of non-compliance must be referred to the appropriate agencies.

Dismissal changes must be in writing, with an original signature of a parent or legal guardian, and sent to your child's teacher. You may also email deanna.kirkpatrick@palmbeachschools.org to make any registration changes. Early dismissals must be done prior to 1:30 p.m. Should you need to pick up your child early, it must be done prior to 1:30 p.m. Please notify the office at 561-804-3801 if you know you will be unavoidably detained after school. Parents who are late picking up students will be charged \$5.00 for every 15 minutes late beginning at 2:15 p.m.

Due to COVID19 safety protocols, parent walk up and parent escort to class will be prohibited at this time.

Attendance

Absences:

Extended absences (more than 3 days) require a physician's note.

Students who must leave school early (doctor or dentist appointments, etc.) must be signed out by a parent/guardian in the front office. Identification is required for the removal of a student.

COVID 19 procedures:

Parents either signing in their child late or picking up their child early may use the outside call button to indicate their purpose to be on campus. Please utilize the outside QR code to request to sign your child in or sign your child out.

Tardies

Students that are not in class by 8:00 a.m. are considered tardy. Five or more unexcused absences and/or tardies are considered “excessive” and will affect the behavior section of the report card.

Bullying

In 2008, the State of Florida enacted the Jeffrey Johnson Stand for ALL Students Act, which required all 67 districts in the State to enact strict policies prohibiting bullying and harassment. The law and our local policy, SB 5.002, are quite specific and detailed about the steps schools are taking to stop mistreatment. You may read a copy of the law and the policy by going to <http://www.palmbeachschools.org/safeschools> and looking under “Safe Schools Initiatives”. We encourage students to report bullying or harassment immediately. The school’s bullying hotline is 561-982-0900.

Cellular Phones and Wireless Devices

Elementary/Middle school students may possess cellular phones and other wireless communication devices on school property and school-sponsored transportation, **provided such devices are not visible, used, or activated, and are kept in the “off” position throughout the instructional school day and while on school-sponsored transportation.** Students must keep their cellular phones and other wireless communication devices stored in a purse or backpack, or other non-visible secure locations during the instructional school day and while on school-sponsored transportation. Hidden Oaks K-8 will not be responsible for unauthorized electronic devices. School Board Policy 5.183.

Classroom Celebrations

Class parties are limited to four a year: Fall Celebration, Winter Break Celebration, Valentine’s Day, and End of the Year. They are coordinated by the classroom teacher. No home baked goods are allowed according to School Board Policy. Birthday celebrations will not take place during the instructional time. All celebrations must be arranged with the teacher prior to the event. **Due to COVID19 safety protocols, classroom parties will not be permitted at this time.**

Clinic

Due to COVID 19 safety protocols, our clinic procedures are as follows:

- The clinic will be utilized in two locations.
- **Main office conference room** is our satellite room, a clinic for students who may have been injured or need to take daily medicine.
- The **main clinic** will be used for students who may show signs or symptoms of Covid 19. Teachers and staff have been advised as to how to identify symptoms and alert the school nurse.
- If the nurse confirms the student is symptomatic they will be sent to the covid room to wait for pickup (room 135).

Dress Code

Hidden Oaks K-8 will implement a dress code policy. Students are expected to honor their responsibilities and dress in a way that respects the rights of others. Our aim is to promote pride in citizenship, pride in oneself, and pride in our school. A dress code committee has agreed on the following policy:

- Monday – Thursday school dress code:
 - Any solid color polo shirt, no emblems or logos
 - No V-neck or crew neck t-shirts.
 - All shirts should be appropriately sized
 - Solid color khaki or navy jumpers with solid colored leggings or solid shorts underneath.
 - Solid color pants, skorts, capris, or shorts
 - Color choices: khaki (tan), black, or navy blue
 - All skorts and shorts must be fingertip length
 - No athletic type shorts
 - No denim or sweatpants
 - All pants and shorts must be worn at the waist and should be appropriately sized
 - Solid color jackets and sweatshirts, no emblems or logos
 - No hoodies or hats worn inside of the building
 - Dress code must be worn underneath sweaters and jackets
 - **Closed toe rubber sole shoes are required for safety reasons. No boots. Socks must be worn.**
- Friday “Spirit Day” dress code:
 - School club shirt or Hidden Oaks t-shirt

- Skorts, shorts or capris
- No cut-offs, rips or tears
- Shorts and skorts must be fingertip length

*According to school district policy, students are not allowed to wear or possess items that create a classroom distraction or school disorder.

Emergency Information

Please complete and return your emergency form promptly and notify the office immediately when you have a change in phone number or other contact information. We will be enforcing our dismissal procedures and password requirements.

Field Trips and Special Events

Field trips are scheduled as an enhancement of the academic curriculum to provide students with an opportunity to experience firsthand some of the material they may have studied in the classroom.

- Chaperones must be pre-approved volunteers for the classroom. Please be sure that all chaperones have registered on the VIPS system located in the front office and have proof that he/she attended the volunteer training.
- Parents are prohibited from joining field trips at the trip location unless prior approval has been granted.
- Students with excessive behavior concerns must be accompanied by their parent or guardian who must be a preapproved classroom volunteer.

Due to COVID19 safety protocols, field trips will not be permitted at this time.

Food Services

All students, regardless of lunch status are eligible to receive breakfast and lunch at no cost through December. *If a parent would like to eat lunch with his/her child, they must sign in the main office. Parents may only eat lunch with their own child at a separate table. However, applications for free and reduced lunch can be completed online at <https://www.palmbeachschools.org/sfs>

***Due to Covid19 safety protocols, parents are not allowed to eat lunch with his/her child at this time.**

- Lunch
 - Students may bring their lunch or purchase their lunch prepared in the cafeteria

- Full price: \$2.05 daily
- Reduced price: \$0.00-\$0.40

Homework Policy

Homework will promote the educational process and help form an educational partnership between the school, students, and parents. The purpose of homework is to reinforce concepts introduced at school to enhance mastery of academic skills. Students should read (or be read to) at least 20 minutes daily. Homework will be assigned on school nights. Primary (K-2) student's homework assignments should not exceed 30 minutes. Intermediate (3-5) students' homework should not exceed an average of 60-70 minutes. Middle school homework will be coordinated with other teaching staff so that homework will not exceed 90 minutes. **Due to the new distance learning protocols, students will continue to have 24 hours to complete assignments.**

Hours

Due to COVID19 safety protocols, our hours and bell schedule are now as follows:

7:30 a.m.: Students arrive on campus

7:35 a.m.: First bell. Students go to classrooms.

7:55 a.m.: Announcements begin.

8:00 a.m.: Tardy bell. Instruction begins and students not in class will be marked tardy.

1:55 pm: Dismissal begins as follows:

Group 1:

1:55 p.m. **Bus Dismissal for ESE (self contained) classrooms.**

1:58 p.m. **Car Rider pickup for ESE (self contained) classrooms.**

The parents for these students will have a designated parking pass and spots. Students will exit the south doors of the building and the teachers will take the students to their assigned car.

2:00 p.m. **Aftercare ESE (self contained) classrooms.**

Group 2:

2:00 p.m. **Bus Dismissal** (Ms. Kramer) will walkie the office to announce each phase.

- Group 1: Kindergarten & Middle School
- Group 2: Second Grade & Fifth Grade
- Group 3: First Grade
- Group 4: Third Grade & Fourth Grade

Group 3:

2:05 p.m.

Walkers Dismissal

- No parents/ guardians will be permitted on campus for walkers.
 - Walkers are students who are leaving the campus by foot with no adult
 - Hall Monitors will monitor the traffic flow and students exiting the building
 - Students will follow the traffic pattern for exiting the building.
 - 2:05 p.m. Kindergarten & Middle School Walkers
 - 2:07 p.m. Second Grade & Fifth Grade Walkers
 - 2:09 p.m. First Grade Walkers
 - 2:11 p.m. Third Grade & Fourth Grade Walkers
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Group 4:

2:05pm

Car Riders

- All classroom teachers will have the google form displayed on the screen in their classroom each day. Please make sure you are reminding the students to check the screen and be prepared to quickly leave for their car.
- Only 10 numbers will be displayed at a time.
- Kindergarten students will move to the lobby & ESE hallway. Students will sit in the hallway to be closer to the exit following the social distance procedures.
- First Grade students will move to the cafeteria. This will allow these students to be closer to the dismissal location.
- Students in grades 2 through 5 shall follow the traffic flow pattern from their classroom to the main stairs (2nd floor)/lobby (first floor), and exit through the main entrance.

Important Dates

Please see the district calendar for PDD/Teacher work Day and school holidays. Important dates will be posted on our website. <https://hok8.palmbeachschools.org>

Lost and Found

Lost and found items are kept in the cafeteria.

Media Center

Students (parents) will be charged for damaged or lost books. Prompt payment will prevent an interruption in check out services to the individual.

Parent Committees

- **Parent Teacher Student Association (PTSA)**

The PTSA sponsors many activities including fundraisers and student/staff recognition. Meetings are the first Tuesday of each month at 6:00 p.m. We encourage all families and staff members to join the PTSA.

- **School Advisory Council (S.A.C.)**

The School Advisory Council is a committee made up of school staff, parents, and community members who are responsible for the development and evaluation of the School Improvement Plan. The SAC Meetings are the fourth Monday of every month at 7:00 a.m. in the media center.

Parent Conferences

Parents are encouraged to meet with their child's teacher(s). Due to COVID-19, conferences will be held virtually or over the phone until further notice. When normal operations resume, conferences can be held in person or over the phone. Based upon the Classroom Teacher Bargaining Agreement with the School District of Palm Beach County, no employee will be expected to conduct a parent-teacher conference with a hostile parent/guardian without the presence of an administrator (Article III working condition #7).

Payments to School

Parents will have an opportunity to pay for student activities on-line including payment for lunch. The website is: palmbeach.cashlesschools.com. We accept cash, money order, bank checks, and personal checks for payment of student books, lunch/breakfast, school pictures, field trips, fundraisers, and childcare.

Phone Calls

School phones will be used by students for **emergencies** only with permission from school staff. Please do not call or text your child's phone during the instructional day. All emergencies should be directed to the main office and if necessary, will be delivered to your child's teacher.

Progress Reports

Mid-term progress reports will be sent home with students each trimester (elementary) and quarterly (middle school) as a form of notification to parents of how well students are performing.

Report Cards

Hidden Oaks K-8 utilizes a standards based report card aligned to the Florida Standards and the Next Generation Sunshine State Standards for Science. The standards-based report card communicates more accurate information in regards to student(s) proficiency on grade level standards. The report card also

helps to identify where students may need additional practice or a new challenge and provides necessary information on student readiness for the next grade level. The standards-based report card utilizes standards and performance codes rather than traditional letter grades (A, B, C, D, F).

Elementary Codes: Standards Codes based upon level of mastery demonstrated on most recent assessments:

- X Student Meeting Standards
- # Area of Concern
- O Not Assessed

Elementary Performance Codes based on progress towards meeting the grade level standards:

- EX Exemplary – demonstrates broad in-depth skill/concept development that most often exceeds grade level/standards
- PR Proficient – demonstrates skill/concept development that meets grade level standards
- AP Approaching – demonstrates skill/concept development that is beginning to meet grade level standards
- ND Needs Development – demonstrates skill/concept development that is significantly below grade level standards

More information on the reporting codes (including parent videos) can be found at:

[Elementary Report Card Info](#)

Middle School Performance Codes

Middle and high school students in grades 6 - 12 will receive quarterly grades (four times a year). Grades are based on a 4 point grading system with A, B, C, D and F reporting.

Students can view their grades, report cards and additional information in their student portal. Parents can view the information on the SIS Parent Gateway.

Elementary report card distribution dates:

- Trimester 1
 - Distribution Date: December 11, 2020
- Trimester 2
 - Distribution Date: March 26, 2021
- Trimester 3

- Distribution Date: June 18, 2021

Secondary report card distribution dates:

- Quarter 1
 - Distribution Date: November 12, 2020
- Quarter 2
 - Distribution Date: February 11, 2021
- Quarter 3
 - Distribution Date: April 23, 2021
- Quarter 4
 - Distribution Date: TBD

Safety Patrol

Eligibility and selection is based upon student citizenship and academic performance. All safety patrols must maintain criteria for participation throughout the school year. Please see the safety patrol handbook for all safety patrol requirements and guidelines. Safety patrol selection is for grade 5 students. All safety patrols must also complete the required community service hours. Hours need to be submitted to your child's homeroom teacher at the start of their fifth grade school year. This year's safety patrols will be presented as Hidden Oaks K-8 School Safe School Ambassadors. Our Safe School Ambassadors will be trained by the Anti-Defamation League in support of our No Place for Hate initiative.

School Based Team/Responses to Intervention

In Palm Beach County, we utilize varying levels of support to supplement the core curriculum for students who need additional help. This approach is known as the *Response to Intervention* (RTI).

It may be necessary to alter your child's schedule, including Fine Arts, and make some choices regarding subjects and services. Parents will be notified of any additional intervention provided and/or changes made to their child's schedule.

School Improvement Plan

The School Improvement Plan is the road map we will follow to increase student performance and achievement. The goals/objectives and strategies will be reviewed during our SAC meeting (s). Please note the SIP is a working document and will be updated throughout the school year.

School Wide Positive Behavior Support

Our school has a School Wide Positive Behavior Support Plan created by our SwPBS committee. Each classroom will have the school plan/matrix posted. Expectations will be reviewed and taught to students regarding the classrooms, hallways, cafeteria, bathrooms, playgrounds, dismissal, etc.

Visitors/Volunteers

Due to COVID-19, visitors are not permitted to enter the campus at this time. If there is a special need for a visitor to be on campus, prior approval must be made by administration. Should you need to come to the school, please push the call button outside the main office for assistance. You must show a valid ID for any information related to students. A staff member will meet you outside the main office to assist you. When regular operations resume, all visitors and volunteers are required to report to the main office to sign in and receive a pass before proceeding to the classroom. A valid Driver's License, State ID, or Military ID is required for identification and processing in the Raptor system. Volunteers must complete a Volunteer Application and complete the training each year prior to working on campus. Volunteers must have made arrangements with the teacher prior to reporting to the classroom. Volunteers are not permitted to enter campus until after 8:15 a.m. Parents are permitted to visit in the classroom only if prior arrangements have been made. While visiting, parents should not attempt to confer with teachers, as this will cause disruption of the instructional program. Please make arrangements with administration or the classroom teacher prior to your visit. **No parent visitations can be scheduled during district and state mandated testing.**

Website

To obtain information on Hidden Oaks K-8, visit our website at <https://hok8.palmbeachschools.org>.

Who to Contact

School Directory	561-804-3800	
Main Office	561-804-3801	
Principal Secretary	Kristina Doctor	561-804-3803
Assistant Principal	Christopher Schroeder	561-804-3804
Data Processor	Deanna Kirkpatrick	561-804-3806
Treasurer	Kasandra Chery	561-804-3805
Clinic	Nancy Noble	561-804-3820
Aftercare Office	Lauren Galluscio	561-804-3830
Cafeteria	Natalie O'Neal	561-804-3840
ELL Support	Erica Morales	561-804-3844
School Based Team	Jayson Smith	561-804-3827

ESE Contact

Michele Kramer

561-804-3828