

# Twin Lakes Elementary School

## 2024-2025 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)

Teacher Email: [first\\_name.last\\_name@hcps.net](mailto:first_name.last_name@hcps.net)



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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.

**MONDAYS: EARLY SIG OUTS BEFORE 12:25PM NO EXCEPTION**

**TUESDAYS-FRIDAYS: EARLY SIGN OUTS BEFORE 1:25PM NO EXCEPTIONS**

## **Health Information**

**Illness or Accident at School:** Parents will be contacted by the nurse when a child becomes ill or has an accident at school.

**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 free of charge for all students enrolled at Twin Lakes Elementary. Other snacks and desserts are also available for an additional charge.

## **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.
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 during their assigned lunch time right outside the cafeteria. Items may be dropped off when the student arrives and will be distributed to the class during lunch.

**Communication:** Important information will be shared through Class Dojo. Parents will be in communication with the classroom teacher throughout the school year.

**Cell Phones:** Student cell phones and SMART watches must remain off throughout the school day. Phones and SMART watches will be available to students at the end of each school day.

## Student Behavior

Students at Twin Lakes will use CHAMPS strategies in class to meet behavior expectations throughout the school. The goal of CHAMPS is to create a learning environment where students are responsible, motivated and focused on a task.

CHAMPS stands for:

- **C**onversation level during the activity
- **H**elp-(How do I ask for help from the teacher or another student?)
- **A**ctivity-(What is the activity or task I need to complete?)
- **M**ovement-(What movement is needed to be successful with this activity?)
- **P**articipation-(How can I show effort to complete the activity or task?)
- **S**uccess-(Students will be successful when following the steps above)

Students who meet these behavior expectations will be successful throughout the school year. Our school-wide discipline program has been developed to encourage and reinforce appropriate behavior. Recognition will be provided by the teacher for appropriate behavior.