



Liza Jackson

Preparatory School

2019-2020

Elementary Handbook

THIS HANDBOOK BELONGS TO:

Name: _____

Teacher: _____ Grade: _____

Liza Jackson Preparatory School

**546 Mary Esther Cutoff, Suite 1
Fort Walton Beach, Florida 32548
Phone: 850-833-3321**

Principal

Kaye McKinley—kmckinley@lizajackson.org

Assistant Principal

Leiah Coraine—lcorraine@lizajackson.org

A Letter from the Principal

Dear Students and Families,

This planner is provided to help guide you and prepare you for success in the 2019-2020 term at Liza Jackson Preparatory School. As you follow and participate in the policies, procedures, programs, routines, and methods of our school, we hope you will appreciate The Liza Jackson Difference.

Liza Jackson is a school requested by families. When our Board of Directors first began research in our community in 1999, some common themes emerged. We asked what the ideal school would look like, feel like, sound like, and what families could expect from being involved there. The issues raised most by parents were categorized in two ways: different relationships and different styles of teaching and learning.

At LJPS, we envision a home/school partnership in which parents are valued as experts on their children, and teachers are valued as experts on providing rich, challenging learning experiences in the classrooms, and where the support staff create a safe environment for all. We envision relationships between students which, like their relationships with teachers, are based on mutual respect, courtesy, and a shared commitment to learning.

LJPS is a school where ALL students are expected to meet and maintain high academic and behavioral standards. The question is not if a child will meet the standards, but when, based on the understanding that children develop and acquire knowledge at different rates and in different ways. We envision a school where students would be prepared to make choices about their future because they are well educated.

We are passionate about this school and its students. We want for your children just what you, yourself, want for them. We want them to be safe and happy at school, and to continue to love learning throughout their lives the way they do now. We want them to develop their talents and to advocate for themselves. We want them to experience open doors to promising futures and to be happy, productive members of the community. With the support of a team of dedicated educators, staff, and parents, each LJPS student can achieve their great potential. Together, we can prepare our children for successful futures.

Sincerely,

Kaye McKinley
Principal
Liza Jackson Preparatory School

LJPS Mission Statement

We are a caring community of learners
dedicated to making the world a better place through academic preparation,
good manners, common sense, and 100% effort.

2019-2020 School Calendar

SCHOOL HOURS



Before School Care
 Begins: 6:30 am
 After Care Ends:
 6:00 p.m.

Breakfast: 7:30 am

Class Begins: 8:00 am
Class Ends: 2:38 pm

For safety and supervision purposes, students should not arrive at LJPS earlier than 7:30 AM unless they are enrolled in the Before-School Program.

Monday	August 12, 2019	First Day of School for Students
Monday	September 2, 2019	Labor Day Holiday
Friday	September 6, 2019	Early Release Day
Friday	October 4, 2019	Early Release Day
Friday	October 11, 2019	End of 1st Grading Period
Monday	October 14, 2019	Teacher Work Day/Student Holiday
Monday	November 11, 2019	Veterans Day Holiday
Friday	November 22, 2019	Early Release
Monday-Friday	November 25-29 2019	Thanksgiving Holiday
Thursday	December 19, 2019	Early Release, End of first semester
Friday-Friday	December 20, 2019- January 3, 2020	Winter Break Holiday
Monday	January 6, 2020	Teacher Work Day/Student Holiday
Tuesday	January 7, 2020	Classes Resume
Friday	January 17, 2020	Early Release Day
Monday	January 20, 2020	Martin Luther King Jr. Holiday
Friday	February 14, 2020	Early Release Day
Monday	February 17, 2020	Presidents' Day Holiday
Thursday	March 12, 2020	End 3rd Grading Period
Friday-Friday	March 13-20, 2020	Spring Break Holiday
Monday	March 23, 2020	Teacher Work Day/Student Holiday
Friday	May 1, 2020	Early Release
Monday	May 25, 2020	Memorial Day Holiday
Friday	May 29, 2020	Early Release, End of Nine-weeks, Semester, Year/Last Day for Students, Elementary Report Cards go Home
Monday-Tuesday	June 1-2, 2020	Teacher Workdays

Entry into School

For the safety of our students, the front doors will be locked from after take-in until dismissal. Parents and visitors will need to check-in with a driver's license or state issued I.D. through the main office to gain entry into the school. Please plan extra time when visiting and be patient with the office staff.

Drop-off Procedures

Students may be dropped off at school in the staff supervised drop-off zone in front of the school starting at 7:30 AM each day. After 8:00 AM, parents must park and sign-in students with the front office.

Daily Dismissal Procedures

Elementary grade students are dismissed from 2:38–2:45 and escorted to their bus or the cafeteria if they are car-riders. Walkers and bike riders are escorted to the Sullivan Street side of the building.

The school buses pull out promptly at 2:50. Shortly thereafter, cars are directed to the curb in set groups. Teachers escort students to their cars and assist them in getting in. Parents can help by remaining in their cars and by observing the direction of the faculty members responsible for managing the traffic flow. We are committed to your students' safety, and the traffic pattern we use prevents students from loading where cars are moving or walking out into moving traffic.

No student may remain on campus after dismissal unless they are in After Care, participating in a club or other extracurricular activity, or receiving extra help from a teacher. Under no circumstances will students be permitted to remain unsupervised on campus.

NOTE: For their safety and to make sure we know the location of all students at all times, we will not release students directly to parents during the day. Please go to the main office and we will gladly retrieve your child for you. Also, during dismissal, students may only be picked up at the designated area—the café door to the left of the main entrance.

Visitors

Visitors are welcome at LJPS, and we are always glad to see you. For the safety and security of our students we require that everyone sign-in at the front desk and wear a nametag or visitor's badge at all times. Please don't be offended if someone stops you and asks for ID or your visitor's badge. It's for the safety of our children.

NOTE: Classroom visitors must be at least 18 years old.

Dropping off Forgotten Items

Occasionally students forget items at home they will need during the school day. If you bring a forgotten item to school for your child, **please drop it off in the main office** and we will make sure your child receives it as soon as possible.

Checking a Student In During the Day

We hope parents will make every effort to get their children to school on time so that they can get the maximum benefit from the school day. However, we know that occasionally a student must be checked in after the start of school. For the safety of the students and staff, parents must use electronic check-in/out system and please bring driver's license.

Checking a Student Out During the Day

Parents needing to check students out early can do so in the front office. For your child's safety and security the secretary on duty will check the ID of anyone checking students out. If there is a custody issue or other problem involving who is or is not allowed to check out your child, please be sure to keep the school updated. Students will not be allowed to leave campus with any adult not listed on the emergency card without written permission from the parent.

Transportation changes are only taken on Mondays. We ask that you make as few changes as possible. Due to safety concerns, your child will only be allowed one A.M. and one P.M. bus assignment for the year. The P.M. bus must be the same stop every day. We will place students on their assigned bus if alternate arrangements have not been made prior to dismissal. Please assist us with keeping your child safe.

If your child must be checked out after 2:15, please let the front office know in advance. The office gets quite busy at that time, and we don't want to unduly delay you on your way to an appointment.

Car Riders

Car rider dismissal starts promptly after the buses leave at 2:50. Cars will be directed to the curb in set groups. Students will be pre-called and waiting as each car group pulls up. Teachers stationed at the curb will hand deliver students to their cars and help them load. Parents can help by remaining in their cars and observing the direction of the faculty members responsible for managing traffic flow. We are committed to your students' safety, and the traffic pattern we use prevents students from loading where cars are moving or walking out into moving traffic. Use of cell phones in car line is discouraged.

NOTE: Smoking is NOT permitted on School Campus or in the car line.

Coming in the Building

We ask you if at all possible to join the car line-up. If you need to pick up your children after dismissal has begun, 2:38, please come to the glass doors to the left of the main entrance. An LJPS staff member will greet you and retrieve your child for you. Please have your yellow card and a picture ID. For the safety of the children, please do not retrieve your own child from class, Liza's Café, or any line during dismissal which begins at 2:38.

NOTE: We respectfully ask that you remain outside the cafeteria during dismissal in order to cut down on the noise level. We are trying to move cars as quickly as possible and noise in the cafeteria makes it hard for students to hear names as they are being called. Thank you for your support.

Buses

Bus routes for LJPS are developed carefully by our transportation director. Students living farther than 2 miles from school and in the south end of the county are eligible for the service. Bus stops are not necessarily at students' front doors. Many are consolidated as drop-off points, where parents drop students off in the morning and pick them up in the afternoon. For further information on the routes and procedures, please call LJPS and ask for the transportation director.

Due to safety concerns, your child will only be allowed one A.M. and one P.M. bus assignment for the year. The P.M. bus must be the same stop every day. We will place students on their assigned bus if alternate arrangements have not been made prior to dismissal. Please assist us with keeping your child safe.

Students are required to observe the same standards of conduct on the school bus and at the bus stop as they do at school. Failure to follow directions, misconduct, and disrespect may lead to suspension of bus privileges or other disciplinary action.

NOTE: Cameras have been placed on the buses for students' safety. They are recording during occupancy.

Transportation Changes

For your child's safety, transportation changes will only be taken in writing on Monday of each week. If you need to make a change, please send a written note, or fax with your child's name, teacher, date, change—including date/s, and a parent/guardian's signature. **We will not accept changes after Monday.**

Due to safety concerns, your child will only be allowed one A.M. and one P.M. bus assignment for the year. The P.M. bus must be the same stop every day. We will place students on their assigned bus if alternate arrangements have not been made prior to dismissal. Please assist us with keeping your child safe.

NOTE: Phone calls and E-mails are not accepted. Also, all transportation notes need to be on a separate note. Please do not write transportation change notes in the planner.

Attendance Policy—Elementary

In order to be successful it is critical that students attend school regularly and on time. Poor attendance and excessive tardiness often impact student grades and impede progress.

LJPS follows the guidelines set by the School District of Okaloosa County and Florida State Law. They include the following:

- A student will have three days, including the day he/she returns, to bring in a note to have the absence excused. If the student does not turn in a note within the three-day window, the absence will be recorded as unexcused.
- Students have five school days to make up work for excused absences. Please see make-up policy.
- A parent note is sufficient to excuse absences up to the tenth absence. When a student has accumulated more than nine absences (both excused and unexcused), the parent/guardian will be formally notified.
- When a student has accumulated 5 unexcused absences in a calendar month or 10 absences within any 90-day period, he/she may be referred to the Response to Intervention Team to develop a plan for potential remedies by the principal, unless there is clear evidence that the absences are not a pattern of nonattendance.

NOTE: After each absence, an automated call to inform parents of the absence from school is generated. If you have already called school to let them know why the absence occurred, please disregard the call.

Tardiness

For optimum learning to occur it is important that students arrive on time and attend as much of the school day as possible. Not all missed curriculum can be replaced with make-up work. This creates holes in your child's skills and makes it harder for him to progress in the curriculum and build new skills.

- When numerous tardies have accumulated and impede the student's education, a letter will go home or a phone call will be made. The student may be referred to the Response to Intervention Team to develop a plan for potential remedies.

Make—Up Work Policy

Occasionally students must miss school. When they return to school they are responsible for checking with their teacher for the assignments they missed and what must be made up. Most teachers have areas set up in their classrooms to retrieve makeup work independently. Students have five school days to make-up any work missed. After 5 days, the late work policy will be enforced on any missing work. Any tests, homework, or projects that were announced prior to the student's absence must be made up on the day the student returns to school. (See Late Work policy for more information.)

Parents may call the main office for missed work, but teachers need 24 hours notice to gather work and get it to the office for pick-up.

NOTE: No make-up work will be given prior to any absence or absences. Students are to see their teacher when they return to school for all missed work.

Liza Jackson Preparatory School Enrollment Agreement

Liza Jackson Preparatory School is a public charter school serving students in kindergarten through eighth grades. It is a school of choice, meaning that families who choose to enroll here understand and support the mission of the school, and feel our program is a good match for the needs of their child. The school was founded on the premise that students are most effectively educated through a partnership between families and the school, with both parties committed to the success of the child.

As a parent of a student at Liza Jackson Preparatory School (LJPS), I have made a commitment to meet the following requirements:

1. I recognize and embrace my role of having primary responsibility for the education of my child.
2. My child will be sent to school healthy, well rested and prepared to learn.
3. I will ensure my child complies with all uniform, appearance and grooming requirements detailed in the LJPS Dress Code.
4. I will ensure my child attends school regularly and arrives at school on time each day.
5. I agree to attend all conferences scheduled with LJPS staff.
6. I am responsible for timely payment of any fees accrued to my account at LJPS.
7. I agree to read and abide by school policies as outlined in the LJPS Student Handbook, Pupil Progression Plan and Code of Conduct.
8. I agree to observe drop-off and pick up times for regular school hours and extracurricular activities.
9. I accept responsibility for my child's behavior in school and understand that behavior that violates the Code of Conduct, or any other breach of this agreement, will be cause for disenrollment from the school.

To enhance my child's academic growth, I agree to:

1. Read with my child 20 minutes each night (elementary) or ensure that my child engages in 20 minutes of reading practice each night (middle grades) and sign the planner to document our efforts.
2. Read and use the information sent home by the school to keep parents informed about what is happening in the classroom.
3. Provide a suitable time and place within the home for homework.
4. Check my child's planner daily and monitor the timely completion of classroom and homework assignments.
5. Help my child set priorities and make responsible decisions about balancing schoolwork and extracurricular activities.
6. Model appropriate behaviors, respect and enthusiasm for learning in our home, at school and in the community.
7. Protect the integrity of the learning environment by supporting the school in the administration of the Code of Conduct, including acceptance and enforcement of disciplinary action deemed appropriate by school personnel.

I/We agree to abide by the terms of this agreement and any necessary addendum as provided as a condition of enrollment at Liza Jackson Preparatory School. Breach of any of the terms of this agreement will be cause for dismissal from the school.

I/We further agree to voluntarily withdraw my/our child in the event our family determines LJPS is not a good match for our child's needs, or in the event that I/We are unwilling or unable to abide by the terms of this agreement.

This serves as a reminder and for reference of policies previously signed by parents/guardians during enrollment.

Field Trips

We take field trips seriously at LJPS. Students use our buses to participate in community service and visit places that enhance learning opportunities. Parents are encouraged to go along and participate in the fun. To attend you must complete the volunteer orientation held at the beginning of the year and filled out a volunteer form in the main office. Please make other arrangements for siblings under 18 years old.

Some things to remember when your child is going on a field trip:

- Required uniform information is noted on the individual field trip permission form.
- Send all money to cover the cost of a field trip in the form of a check made out to LJPS. Please put the child's name and what the check is for on the "memo" line in the bottom left-hand corner of the check. Doing this helps us make sure the money goes to the correct student and account or activity.
- Send check in a sealed envelope with student's name, teacher, and what the money is for.

We know these things take extra time, but they ensure your child's account is credited properly and your money goes to the right place! Thank you for your support.

Volunteers

Volunteers are important to LJPS's success. We are glad and grateful that you are willing to spend some of your "spare" time helping us. Please attend orientation and complete the volunteer forms annually. Please sign-in each time you are in the building and wear your school nametag or a visitor's badge. Volunteers must be at least 18 years of age. Please make other arrangements for younger children when you are volunteering.

Opportunities for Involvement

Families are invited to be part of our school! We have a very active parent volunteer group called PATHS (Parents And Teachers Helping Students.) There is something for everyone, from assisting classrooms to sponsoring an after school activity. Come on in and get involved!

Grades and Communication of Progress

LJPS students receive report cards each nine-weeks, on the same calendar as the School District of Okaloosa County. Parents will have online access to check grades at any time as well. If your family does not have internet access, please contact your child's homeroom teacher.

Families are reminded that the student planner is a valuable communication tool. Teachers frequently write notes, list missing assignments, schedule changes, uniform changes, and suggest strategies in the planners. Parents may find the planners an effective way to stay in touch with what is happening in the classroom. See section on "Planners" for more information about this communication tool.

NOTE: Parent signing of the planner is a condition of attendance at Liza Jackson.

It is not an option. Please make time to check your child's planner each day.

Grade Scale	
90-100/95-100	A/S
80-89/80-94	B/S
70-79/70-79	C/S -
60-69/60-69	D/N
Below 60/59	F/U
Incomplete	I

Parent Conferences

We are committed to strong parent-school partnerships. Conferences can be arranged by calling the school at 833-3321 and leaving a voicemail for your child's teacher, by e-mail, or by sending in a written request with your child. Please don't hesitate to call or arrange a conference. Conference are conducted with all of your child's core teachers and scheduled in a timely -manner.

NOTE: In order to have enough time to address all of your issues and maintain confidentiality, we ask that you schedule a conference instead of discussing your child's progress or issues with a teacher or staff member during class or when other people or students are present.

Teacher/Staff Contact Information:

Every teacher and staff member has a voice mailbox and an e-mail address. Teachers will supply you with the information you need to contact them in the above two methods within the first few weeks of school (they are also available on our website). Please feel free to write a note in the planner, attach a note to the planner, use the voice mail system, e-mail, or set up a conference to communicate with all staff members. A response of some sort should be expected within 24 hours. If you do not receive one, please assume it was not received and make the contact again.

Teachers are in charge of students from 7:40 until 2:40, with the exception of their planning periods. Providing all their students with their full attention while they are in their care is a responsibility all Liza teachers take seriously. Please do not conference with them during times when students are present –especially in the morning while students are coming in, during lunch, and at dismissal. Teachers want to have time to thoroughly discuss the problems and concerns you have about your child. Scheduling a conference will ensure you have their full attention and safeguard your privacy.

Student Planners

Building responsibility and organizational ability is important to student success. That's the reason all students at LJPS are required to use a student planner. The planner is the key tool for parent-school communication. It is the students' responsibility to fill out the planner as teachers provide time and the information for the weekly entries. Assignments, spelling words, homework, test dates, project due dates, notes, and other important information is recorded in the planners by the students. Teachers record conduct information and may add notes to parents about progress, accomplishments, or conduct issues. Parents sign each evening to verify that students have completed both the required 20 minutes of reading and 3-5 minutes of math facts practice. (Please be sure to initial both each day!) The planner is an essential part of our team approach to student success! It is also key for communication between home and school. **Parents reviewing and signing your child's planner is a condition of enrollment; it is NOT optional.**

NOTE: We teach the students that it is their responsibility to obtain parent signatures each night. Responsibility comments are for communication purposes only and do not affect conduct grade.

Planners must be signed every day, even holidays and absences. The only holiday exceptions are the week of Thanksgiving, and Winter and Spring breaks. The student will earn a responsibility comment for missing signature on any day or holiday other than the three mentioned above.

Late Work Policy

Punctuality is a habit students must learn in order to be successful in life. Our late work policies are not designed to be harsh; rather they are designed to teach students how to be organized and responsible.

- Late work is defined as any work turned in after the teacher has completed the collection of the assignment.
- Students are expected to turn in work on time and demonstrate "Quality Work Standards".
- A comment code "unprepared for class" may be given for any missing or incomplete homework. This is considered notification to the student and parent. The work may be turned in the next day for a penalty. (Maximum of one penalty per day)
- Students who are absent the day of a test are expected to take the test upon returning to school if it was announced in advance.
- Homework assigned prior to the absence is due upon returning to school.
- Students who are absent the day a project or long -range assignment is due are expected to turn it in upon returning to school.

NOTE: Late Work Policy applies to work turned in after the 5 school days period given in the Make-Up Policy for student absence/s.

Sibling Policy

In order to avoid disruptions in the learning environment and classroom management problems, siblings under 18 years of age are not permitted to visit classrooms or be present in classrooms for in-school functions, including parties, volunteering, etc. during school hours.

Exceptions: Honor Roll Assemblies, Award Ceremonies, and Field Days. All siblings are welcome to attend all after-hours events.

Toy Policy

Toys, stuffed animals, balls, collectable cards, etc. are fun to have and play with, but please keep them at home unless the student has written permission from the teacher or an administrator.

Students bringing them to school will have to leave them with their teacher until a parent can come and pick them up. **This includes toys attached to a book bag or lunchbox.**

Animals on the Premises

Due to students with severe animal allergies and issues with bacteria some animals carry, no animal of any kind is permitted on the school grounds or in the building at any time *without* prior approval from administration. Any animal, with exclusion of service animals, that have been pre-approved by administration, permitted on campus must remain in a cage at all times.

Withdrawing a Student

Should it become necessary to withdraw your child, the front office staff can help you. You will be asked to fill out a withdrawal form, return all textbooks, and clear any outstanding debts before records can be sent to the receiving school.

Medication

According to state law, students may not bring medication of any kind to school. This includes aspirin and other over-the-counter medication. Parents must transport the medication to school, fill out a Parent Release/Authorization Form, and leave the medication in the possession of the school nurse, who will keep it in locked storage. The authorization must include the name of the child, name of medication, dosage, frequency of administration, the name and phone number of the doctor that prescribed the medication, and the parent's name, signature and emergency phone number. The medicine must be labeled with the student's name, name of the medication, dosage, and time to be given. The nurse will dispense the medication according to the direction of the doctor or parent. The nurse's office does not provide any medications other than that brought in by the parents.

Students are not permitted to have any kind of medication in their possession at any time in school, on school transportation, or at a school sponsored event. Medical exceptions must be pre-approved through the nurse. All medications to school must be delivered to the School Nurse or her trained designee by a parent or guardian. This includes cough drops.

The parent or guardian remains legally responsible for all medication/s administered to their child or taken by their child. Under no circumstances will a teacher or other school staff administer the first dosage of a new medication.

Electronic Devices

Students at LJPS are not permitted to bring any electronic devices to school such as iPods, MP3 players, beepers/pagers, two-way radios, CD players, etc. without written permission from a teacher or administrator. Any non-permitted items out during the school day will be confiscated and returned only to a parent.

Cell phones are permitted at LJPS but must be off and out of sight at all times—even before and after school if the student is on campus. Students *are not* permitted to use them on campus—inside or outside of the building. A phone is available for their use in the office. *Please do not* call or text your child and expect an answer from them while they are on the school campus. If a phone is used in anyway after arriving on campus, the phone will be confiscated and returned only to a parent.

Electronic books are permitted for students in grades 2–5 *after* parents have signed and filled out the appropriate permission form. (Please see your homeroom teacher for the correct form.) There are strict rules and regulations regarding the use of the books at school. The permission form is essential and must be in place **BEFORE** a student can bring the electronic book to school.

Internet Access

Students must have a signed Internet Access Permission form on file in order to access the Internet at LJPS. There is a signature area on the enrollment form where parents/guardians may indicate their permission. Internet at LJPS is filtered and monitored by classroom teachers and LJPS staff. **Students may only access the Internet through school approved computers. Cell phones and electronic books are NOT approved means to access the Internet at LJPS.**

Permission to Photograph or Videotape

Like our Internet Access Permission, the form giving permission for your child to be photographed or videoed for news articles or other media use is integrated into our enrollment form. Such permission is only necessary if your child is taped or photographed for use by the media and outside of school use. Under no circumstances will classroom photographs or videos be used for any purpose outside our school setting without parents' express permission.

Cafeteria

The LJPS “Liza’s Café” serves breakfast and lunch daily. Meals at LJPS follow all dietary guidelines of the Federal School Lunch Program. Free and Reduced-price meals are available for students whose families qualify for the program. Applications must be completed annually.

Teachers eat lunch with their students at Liza Jackson. We believe this is a good opportunity to get to know students better and teach students social skills and manners.

Parents are always welcome to join us for lunch.

Lost/Damaged Books

Students will be issued books by number in homeroom and by letter in reading. If a book is lost, we will make every effort to locate it at school. In the event it cannot be found, a note will be sent home to the parent or guardian informing them of the title, author, and replacement price of the book. If the book cannot be located at home, parents/guardians will be required to make restitution. A new book cannot be issued to the student until we receive payment for the lost one. Please see the business manager, located in the main office, or your child’s teacher for more information on restitution for lost or damaged books.

Students are responsible for keeping their assigned books in good condition and will be charged a replacement fee for books that are damaged beyond reasonable wear.

Sending Money to School

Quite a bit of money is collected each day at LJPS. There are several things you can do to help us make this an easier task.

- *Some payments are available online via our website: <http://www.lizajackson.org>*
- *Always pay by check*
- *Make check out to “LJPS”*
- *In the memo box write your child’s name and what it is for. Example: Breakfast, lunch, Zoo field trip, before/after care, lost book, etc.*
- *Place payment in a school payment envelope—check appropriate boxes **OR** put your child’s first and last name, teacher, and what the check is for on the front of the envelope - if you don’t have a payment envelope.*

Thank you for helping us do this job accurately and efficiently.

Student Recognition

Students at LJPS are recognized for their academic achievements. It is our belief that recognition for meeting academic and behavioral expectations is integral to students' success. Recognition certificates and pins will be given out at the end of each year.

Awarded each year:

Super Cub Award: (Grades K –1)

(Super cub criteria for the year)

- Conduct: All "S"s and "1"s in conduct

President's Award for Academic Excellence: (Grades 2–5)

("A" honor roll criteria for the year)

- Academic , Wheel subjects, & PE: all "A"s and/or "S"s for each 9 week period for the current school year—*not an average* of semester/year grades
- Must be *On* or *Above* grade level in all academic subjects three out of four of the 9 week periods
- Conduct: All "S"s or "1"s in conduct

Honor Roll: (Grades 2–5)

("A/B" honor roll criteria for the year)

- Academic, Wheel subjects, & PE: All "A"s and "B"s for each 9 week period for the current school year—*not an average* of semester/year grades
- Must be *On* or *Above* grade level in all academic subjects three out of four of the 9 week periods
- Conduct: All "S"s and "1"s in conduct

PRIDE Award: (Grades 2–5)

- No grade below a "C" *average* for the semester/year for the current school year
- The student must exemplify Positive attitude, Responsibility, Initiative, Demeanor, and Effort.

Attendance Awards: (Grades K–5)

- Absent no more than 4 school days in the current school year
- Does not exceed 5 tardies

Code of Student Conduct Statement

Each student is expected to follow Liza Jackson's Code of Student Conduct. It is reviewed with them by their classroom teachers. Please become familiar with this document, as it details our expectations for student behavior. Violation of the code of conduct or school and/or classroom rules will be notated in the student planner.

Note: Severe violations of the code of conduct will result in an immediate office referral.

School-wide Code of Student Conduct

We believe all of our students are capable of meeting LJPS's standards for conduct. We also know that kids are learning, and will occasionally hit a bump as they move toward greater levels of independence and self-control. The conduct reporting system at LJPS was designed to provide specific information about what is happening in the classroom on a regular basis. Our goal is to help children become successful at managing their own behavior and learn to make good choices both in and out of school.

The conduct reporting system is used to determine 9-week, semester, and year conduct grades. The following guide is provided to help parents understand how the system works. Responsibility Codes are for communication purposes only and do not affect conduct grade

No Codes Marked:	Your child made good choices and had a FANTASTIC day!! Way to go!
W Marked Out (W = Warning)	Your child received a warning for the code marked in the box below the "W". Your child made good choices and had a good rest of the day!
W & 1 Marked Out	Your child received a warning and 1 conduct point from his/her 9-week conduct grade. (See the box below the "W" and "1" to determine the reason for the warning and loss of the conduct point.) Please discuss the problem with your child and how he/she can make better choices. Tomorrow is a fresh start!
W, 1, & 2 Marked Out	Your child received a warning and 2 conduct points from his/her 9-week conduct grade. (See the box below the "W", "1", and "2" to determine the reason for warning and loss of conduct points.) Please discuss the behaviors with your child and offer specific suggestions for correcting the problem/s. Tomorrow can be a great day!
W, 1, 2, & 3 Marked Out	Your child received a warning and 3 conduct points from his/her 9-week conduct grade. (See the box below the "W", "1", "2", and "3" to determine the reason for warning and loss of conduct points.) Your child's teacher will contact you to help develop a plan for solving the problem/s. SEVERE DISRUPTION: Office Referral

Planner Example:

Conduct				
No Codes = Fantastic Day				
Teacher/Parent Comments				
Points	W	1	2	3
Code				
Parent Initials: _____ Reading _____ Math Facts				

MISCONDUCT CODES:	These are the codes that will appear in the box below "W", "1", "2", "3".
Warning and Conduct Codes:	
A	Verbally disrupting the learning environment
B	Physically disrupting the learning environment
C	Misbehavior in bathroom
D	Misbehavior in Café
E	Misbehavior in hallway
No Warning Conduct Codes:	
F	Inappropriate item/s brought to school
G	Inappropriate physical contact
H	Inappropriate language or gestures
I	Showing disrespect towards adults
J	Showing disrespect towards peers
K	Mishandling/damaging books, materials or school property
L	Willful disobedience
Responsibility Comments (see parent/teacher comments)	
M	Not being responsible
N	Not following directions
P	Not practicing active listening
R	Not displaying a positive attitude
S	Not prepared for class
T	Missing assignment/homework
U	Uniform out of compliance
W	Planner not signed

Conduct Point Scale for Nine Week Report Card	1 (Satisfactory) = 0–8 points 2 (Needs Improvement) = 9–16 points 3 (Unsatisfactory) = 17+ points
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LJPS Elementary Uniform Code

- Students are required to have either dress or casual uniforms each day.
- Dress uniform is worn *every Monday* without exception, unless written notification is received.
- The dress uniform pieces may only be worn on *Mondays*.
- Dress uniform pieces assigned to another grade level may not be purchased by students who do not meet the grade level requirement.
- Students are expected to be in compliance with the uniform each day starting the first day of school.
- Administration will address any deviation from the written policy that is considered a disruption to the educational process.
- Student Uniforms must reflect the high standard of Liza Jackson Preparatory School at all times.
- The uniform compliance box in the planner will be checked on the days your child is out of compliance along with a notation of the problem.
- Uniform compliance does not go against student conduct. Parents are contacted via planner up until the 5th infraction and then a uniform compliance letter goes home. On the 6th infraction, the students will receive an office referral.

In order to reward students for being in compliance with the uniform code and its standards, students having no more than one uniform infraction in any month will receive a non-uniform reward day on the last Friday of each month.

Graduation By Demonstration

LJPS is very committed to preparing students to be successful, productive citizens. To this end, Graduation By Demonstration (GBD) was developed. GBD is designed to give the students in the second and fifth grade the opportunity to demonstrate what they have learned about themselves, their ability to prepare a quality product, academic content knowledge, and public speaking skills. Students in these grades will work all year in class preparing for this presentation.

In the spring, students present their projects to a committee consisting of a board member, administration, teachers, parents, family and friends. More information will be coming home throughout the year if you have a child in second or fifth grade.

Sports Eligibility

To be eligible to participate in extracurricular activities, a student must meet both district eligibility standards and LJPS eligibility standards. Specifically, LJPS eligibility standards require:

1. Students must maintain a “C” (not a “C” average; a minimum of a 2.0 grade point average) or better in every class in order to participate in any extracurricular activities.
2. Students wishing to participate in extracurricular activities must have the approval of all their classroom teachers regarding conduct, work habits, suitability to serve as a role model for others, etc.
3. Students will not be allowed to participate in events without a weekly progress report reflecting good conduct and work habits.
4. Ineligible students are expected to attend mandatory practices and team meetings, but will not be permitted to leave school early, dress, sit, or travel with the team during contests.
5. Students who are absent or check out early from school will not be allowed to participate in practice, team meetings, or contests on the day of the absence or early checkout.
6. Students who are exempt from PE due to a medical condition or note may not participate in sports during the prescribed time period.

NOTE: Students may be removed from the team/activity at any time, including during the season, upon the determination of the principal that either grades or conduct are deteriorating.

To ensure that students are meeting eligibility requirements, and, therefore, able to participate in extracurricular activities, conferences are conducted weekly with all students whose grades or whose conduct does not meet LJPS eligibility. Students who are ineligible will remain so until the grades, conduct, or both improve.

Teachers and administration may exclude a student from an extracurricular activity, game, or performance at any time if conduct or grades are not maintained at an appropriate level.

Students who participate in extracurricular activities must be aware that they are responsible for keeping up with work missed during early check-outs, and that homework is still required on time, regardless of involvement in after-school activities.

Detailed information regarding those activities is sent home to parents throughout the year by activity sponsors.

Code of Student Conduct

1. Grounds for Disciplinary Action

All procedures outlined in this Code of Student Conduct apply to all students in grades K-8. The Code of Student Conduct contains a list of specific grounds for disciplinary actions, which are as follows:

- Conduct that deprives others of opportunities to learn or otherwise interrupts the instructional process.
- General school or classroom disruptions (misconduct that is detrimental to the ongoing process of education).
- Failure to comply with LJPS uniform standards and dress code.
- Tardiness, skipping and truancy.
- Misconduct on the school bus or at a school bus stop, or violation of transportation policies.
- Disobedience or disrespect toward school staff or officials.
- Use of profane or obscene language.
- Gambling, fighting, extortion or stealing.
- Possession and/or use of: tobacco products*; alcoholic beverages; controlled substances (drugs); counterfeit controlled substances; inhalants; or drug paraphernalia; or weapons.
- Possession and/or use of: electronic communication devices (cellular telephones, pagers, beepers, etc.).
- Threatening students or school staff.
- Defacing school property (vandalism).
- Violence or threats of violence against other students or school personnel.
- Violation of policies related to the prohibition of discrimination and sexual harassment.
- Making a bomb threat.

It should be pointed out that this list is not all-inclusive and, as such, a student committing an act of misconduct not listed above will nevertheless be subject to the discretionary authority of the principal or his/her designee. *Certain actions may require the involvement of law enforcement agencies.*

2. Disciplinary Action—General information

In the application of disciplinary actions, it is important to note that students have the right to:

- Know what the charges are against them.
- Give an explanation in their own defense.
- Be informed of the discipline they will receive from the misconduct or violations of the Code of Student Conduct.

All formal disciplinary actions by a teacher and/or an administrator will be documented. Informal disciplinary actions may be documented at the discretion of the teacher and/or administrator.

3. Informal Disciplinary Actions

Teachers and administrators strive to use a variety of informal disciplinary steps prior to formal disciplinary action. Of course, it must be understood that the type of disciplinary action taken depends greatly upon the offense committed.

Elementary students are expected to take responsibility for their own actions and behavior. They are expected to respond immediately to teachers' corrections and take steps to control themselves.

Elementary teachers use a code system to serve as a reminder/warning system for students and to record misbehavior (see previous page). Students who interfere with learning will be informed that they have received a code corresponding to the conduct code chart on the previous page. If a pattern of misconduct becomes evident the teacher will notify the parent/guardian of the misconduct via phone or through written communication that must be signed and returned.

In most cases students' conduct improves dramatically after the teacher contacts the family. In the event that a student continues to misbehave, the next steps may include:

- Required writing assignment designed to cause the student to reflect on his/her misconduct
- Work assignment requiring the student to perform service work related to his/her misconduct
- A conference between the student and the entire teaching team
- A parent-teacher conference with grade level team
- Office referral
- In-school-suspension
- Out-of-school suspension
- Behavior agreement based on the LJPS Enrollment Agreement
- Suggestion of alternate school placement
- Recommendation for expulsion from LJPS

NOTE: Severe or repeated misconduct will result in immediate attention from school administration.

4. Formal Disciplinary Action

In the event that informal classroom interventions do not correct misbehavior, or in the case of serious misconduct, formal disciplinary action by school administrators may be taken. Such actions may include, but are not limited to:

- Detention: A student may be assigned detention. Detention may be assigned for certain conduct infractions. Afterschool detention will be held for a one and a half (1 1/2) hour period immediately after school. Detention assignments are at the discretion of the school and are not negotiable.
NOTE: Transportation will be the responsibility of the parents.
- Withdrawing Privileges in Extracurricular Activities: The school may elect to suspend privileges to participate in extracurricular activities, special classroom events, field trips, ceremonies, and other school functions for a definitive period of time.
- Work Assignment: The school may elect to provide the student an opportunity to perform community service work activities related to the upkeep and maintenance of school facilities both during and after school hours.
- Time Out: The classroom teacher or principal may exclude a student who is constantly disruptive within the classroom from an individual class for a short period of time.
- In-School Suspension (ISS): A student may be excluded from class for a set period of time. This method of discipline may be used in place of out-of-school suspension. The student reports to school each day and goes to his/her assigned area. At the discretion of the administration a student may be allowed to complete class work or homework for credit during ISS.

*Results in a recommendation for expulsion, depending on circumstances and applicable laws.

- **Out-of-School Suspension:** A principal may suspend a pupil for serious breach of conduct. Suspension offenses include, but are not limited to, the following:
 1. Possession and/or use of or under the influence of alcoholic beverages, controlled substances (drugs), counterfeit controlled substances, inhalants, or drug paraphernalia.*
 2. Possession or use of a weapon.*
 3. Violence against school personnel or other students.*
 4. Violation of policies prohibiting discrimination and sexual harassment.
 5. Violation of transportation policies.
 6. Making of a destructive device/bomb threat (as defined in Florida Statute 90.001).*
 7. Possession of electronic communication devices (cellular telephones, pagers, beepers, etc.).
 8. Willful disobedience.
 9. Open defiance of authority.
 10. Use of profane or obscene language.
 11. Possession or use of tobacco products.
 12. Disruptive behavior on school grounds or property that interrupts the learning/instructional process.

*Results in a recommendation for expulsion, depending on circumstances and applicable laws.

Special Notes:

In accordance with Board Policy and state law, certain offenses or repeat offenses may also warrant a recommendation for expulsion. It should be pointed out, however, that this list is not all-inclusive, and as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal and/or designee.

Committing offenses numbered 1 through 6 above may also result in criminal penalties.

The first six offenses listed above require, at a minimum, ten (10) days suspension and an appearance by the parents and student before the Principal.

No suspension shall be imposed by the principal for more than ten (10) days for any offense, unless the suspension period expires before the next regular or special meeting of the LJPS Board or when Board action on a recommendation for expulsion of the student is pending.

If a student is suspended out of school, the school must notify parents in writing (and, if possible, by phone) stating the reason for suspension, the length of suspension, and the date the student may return to school. A copy of the suspension letter is kept in the student's disciplinary folder.

Any student who is under suspension, recommendation for expulsion, or expulsion shall not be allowed to attend any school-sponsored activity or function, nor be allowed on school property for the duration of the suspension or expulsion.

Corporal punishment is not an option at Liza Jackson Preparatory School.

Florida Statute 232.356 (3) - *A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.*

5. Items Deemed Inappropriate for School

Items deemed by the LJPS administration to be distractions to the learning environment, targets of theft, inducement to misconduct, or otherwise inappropriate for possession at school are not allowed on campus. Some such items include:

Electronic communications devices; Electronic audio, video, or game devices; large sums of money; Pokémon, Yu-gee-oh, or other trading cards or objects; pets; sports equipment, except as needed by LJPS team members; skateboards or other similar transportation devices; and any other items deemed by the school administration to be distractions to the learning environment.

6. Removal by Teacher

Under Florida Statute 232.271 A teacher may remove from class a student: who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

7. Behavior Agreement

Students who demonstrate a pattern of misconduct and discipline infractions may be placed on a behavior agreement that specifies conduct which will result in a recommendation that the student be dismissed from LJPS. Such agreements are developed in partnership with the LJPS administration, teachers, the student, and his/her parents.

8. Conduct on School Buses and At Bus Stops

Bus transportation is a privilege, and not a right. Conduct on the bus is subject to the same discipline as within the school building. The driver's responsibility is to drive the bus safely. Students are responsible for remaining seated and using the manners and courtesy we expect all day at school. Cameras have been placed on the buses for the students' safety and will be recording at all times students are present on the bus.

The Principal shall assume responsibility for student behavior on the school bus. Students are under the Principal's authority from the time they get on the bus in the morning until they get off at their home stop after school. Any student who persists in disorderly conduct shall be reported to the Principal.

Violation of LJPS transportation policies, including disruptive behavior on a school bus or at a school bus stop, is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school. Certain infractions may also result in criminal penalties.

School Bus Rules

- Observe the same conduct as in the classroom.
- Respect each other, especially those younger than yourself.
- Be courteous; use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the bus driver.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- The bus driver is authorized to assign seats.
- NO ELECTRONIC DEVICES** including cell phones, electronic readers, tablets, iPods, etc.

9 . Zero Tolerance for School-Related Violent Crime

Students found to have committed the following offenses on school property, on school sponsored transportation, or during a school-sponsored activity will warrant a recommendation for expulsion and will be reported to the local law enforcement agency.

- Homicide (murder, manslaughter).
- Sexual battery.
- Armed robbery.
- Aggravated assault.
- Assault or aggravated assault on a teacher or other school personnel.
- Aggravated battery.
- Battery or aggravated battery on a teacher or other school personnel.
- Kidnapping or abduction.
- Arson.
- Possession, use, or sale of any firearm*.
- Possession, use, or sale of any explosive device.
- Making a destructive device/bomb threat (as defined in Florida Statute 790.001).
- Sale, distribution, possession, use of, or under the influence of a controlled substance.
- Use of a weapon.

* *The Gun-Free Schools Act of 1994, Public Law 103-382, mandated a minimum expulsion for one full calendar year for any student who brings a weapon to school.*

10. Expulsion

Expulsion is the removal of the right to attend any public school. Expulsion can be for the remainder of the present school year plus the ensuing school year as determined by the School Board of Okaloosa County Public School District.

Expulsion refers to termination of enrollment at Liza Jackson Preparatory School as recommended by the principal and when approved by the LJPS Board of Directors.

In the event that the LJPS Principal feels that expulsion of a pupil is required, he/she shall so recommend to the LJPS Board in writing, stating the charges against the pupil in detail. The statement shall include information contained within the student's disciplinary folder while enrolled at LJPS.

The LJPS Board shall consider the recommendation, review pertinent documents, and determine whether or not the student should be dismissed from LJPS. If the decision is made to dismiss the student and also to recommend expulsion from all public schools, the matter shall be referred to the School Board of Okaloosa County. If such a decision is taken, a written recommendation for expulsion and all documents pertaining to the case shall be forwarded to the School Board. Upon receipt of such recommendation, the School Board of Okaloosa County shall:

- Give written notice of the charges (which, if proven, would justify expulsion under the regulations of the Board) to the parent or guardian by certified mail, return receipt requested.
- Give written notice of a hearing date that will provide sufficient time for the pupil to prepare and present his/her defense against the charges and/or be represented by legal counsel.
- Before the expulsion of any student, a representative of the Superintendent of Okaloosa District Schools must

prepare a written recommendation for the expulsion of the student. This recommendation must be submitted to the Superintendent prior to the School Board meeting. If a student is expelled and he/she is subject to the Compulsory Attendance Law, then a copy of the recommendation and Board action must be submitted to the designated Circuit Judge's office.

11. Alternative Placement Options

Liza Jackson administrative staff may recommend reassignment of a student to an alternative placement as deemed appropriate.

12. Student Rights and Responsibilities

While student rights and responsibilities allow for growth and development of the individual, nowhere is it stated or even implied in this document, that the school relinquishes its authority and responsibility. The principal has the responsibility and authority for maintaining an orderly educational process. Students have rights and responsibilities relative to the knowledge and observation of school and Board rules; attendance; respect for persons and property; assembly and free speech; and student publications.

13. Disabled Students

Policies and procedures regarding discipline of disabled students are documented in the Special Program and Procedures for Exceptional Students and the Section 504 Plan for Okaloosa County. Copies may be obtained from the *District Office, 120 Lowery Place, Fort Walton Beach, Florida 32548, by telephone 850-833-3100, or website <http://www.okaloosaschools.com>*

14. Determination of Conduct Grades

To determine conduct grades, all teachers and staff can record discipline code infractions in the planner.

Conduct Point Scale for each nine weeks

1= 0–8 points (Satisfactory)

2 = 9–16 (Needs Improvement)

3 = 17+ points (Unsatisfactory)

Students will begin each marking period with a "clean slate" regarding conduct marks. Discipline codes will not "roll over" from one nine-weeks to another.

Student Records: Privacy and Right-of Review

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

- Parents have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents to inspect the records. Schools may charge a fee for copies.
- Parents have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know in order to fulfill his/her professional responsibilities; other schools to which a student is transferring; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

School official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Directors; a person or company with whom the school has contracted to perform a special task (attorney, speech therapist, etc.); a parent or other person serving on a special, official committee such as a disciplinary or family support committee, or assisting another school official in performing his/her professional responsibilities.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, should a school decide to disclose such information, the school must notify the parents and allow them a reasonable amount of time to request that the school not disclose directory information about them.

Notice of Non-Discrimination

Liza Jackson Preparatory School adheres to a policy which prohibits sexual harassment and discrimination in the educational or work environment.

Discrimination: Discrimination against students and/or the opportunity to participate in appropriate programs, services, and activities on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background is prohibited.

Sexual Harassment: Sexual harassment by an employee or student to another individual is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment, educational success, or participation in school related activities, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/ educational decisions affecting such individual, or
3. Such conduct has the purpose of unreasonably interfering with an individual's participation in school and school-related activities, or creating an intimidating, hostile, or offensive working or educational environment.

Equal Opportunity Employer: Liza Jackson Preparatory School is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Americans With Disabilities Act: It is the policy of Liza Jackson Preparatory School to comply with the relevant and applicable provisions of the Americans With Disabilities Act (ADA). LJPS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. LJPS will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Liza Jackson Preparatory School.

Section 504 Notification

Section 504 of the Rehabilitation Acts of 1973 provides that a person who has a physical or mental impairment which substantially limits one or more major life activities will be treated equally under the law. If you feel you have a child who has a special need that would necessitate a change in the way he/she is instructed, please notify the school in writing. In order to receive accommodations, the special need must be verified by medical documentation. For further information, please contact the Student Support Coordinator, at 833-3321.

Complaint Procedure

Every effort should be made to resolve the problem at the individual, class, and school level. Students should submit a written report to a teacher or principal. Adults may file an informal or formal complaint to the principal. If the situation cannot be resolved informally, a formal complaint should be directed to: President, Board of Directors, Liza Jackson Preparatory School 546 Mary Esther Cut Off, Ft. Walton Beach, Florida, 32548.



Elementary Quality Work Standards

Part of our mission at LJPS is high standards and expectations for our students. We have developed some standards which are minimal expectations for student work. We call them “Quality Work Standards” which are outlined below.

<p style="text-align: center;">Heading</p> <ul style="list-style-type: none">• Students must put their name, first and last, date, and assigned number or letter on every paper in the upper right-hand corner.• Please refer to classroom examples for grade level expectations.	<p style="text-align: center;">Writing Utensils</p> <ul style="list-style-type: none">• Number 2 pencils must be used for all pencil work• Blue or black ink is acceptable in intermediate grades on final writing drafts.• Mechanical pencils are not allowed on any state testing.• All Math work must be done in pencil.
<p style="text-align: center;">Paper</p> <ul style="list-style-type: none">• Students will use wide-ruled, loose leaf paper with holes intact. If a spiral notebook is used for home work the perforated edge must be removed before it is turned in.• Work must start on the side of the paper that has the holes on the left-hand side of the page.• Staples must be in the upper left-hand corner.• Additional for Second–fifth grade students: Work must stay within the red margin lines.	<p style="text-align: center;">Word Processed Work</p> <ul style="list-style-type: none">• Font: Arial or Times New Roman• Font Size: 12• Color: Black <i>only</i>• Spacing: Double-space unless stated by the teacher• Paragraphs must be indented 1 tab or 5 spaces <p>NOTE: A student generated hand-written draft or an organization plan must accompany all word-processed work.</p>
<p style="text-align: center;">Submitted Work</p> <ul style="list-style-type: none">• Students submitted work must be wrinkle-free and may contain no doodles, artwork, notes to friends, and/or bubbled or colored-in letters or shapes.• Corrections should be made with a one-line strike.• Must reflect grade level spelling• Whiteout may not be used• Handwriting must be neat and legible• Student created• Additional for Second–Fifth grade students: All written responses must be in complete sentences• Students in grades 4 and 5 must complete all ELA work in cursive writing	<p style="text-align: center;">Work not meeting these standards will have points deducted and/or be returned to the students for correction. All work returned to the student will be treated as late work.</p> <p style="text-align: center;">*Exceptions apply to students with accommodations on IEPs or 504s only, if documented on the student’s individual plan.</p>

Everyday Uniform Kindergarten through 5th Grade

Clothing Item	Girls	Boys
Polo Shirt	Colors: White, Navy	
	LJPS Logo is mandatory; short or long sleeve; pique or smooth jersey; 3 or 4 buttons; shirts must be long enough to stay tucked in at all times; No picot collar, lace, scallop trim, pockets, accent trim in another color or label/brand logos besides the LJPS logo. No turtleneck shirts : Undershirt may not show on arms or above neck.	
Pants/Shorts	Colors: Khaki, Navy, StitchFX plaid	Colors: Khaki, Navy
	Dress Style - pleated, flat front, or pull-on, plain, straight or gently-flared. No capri or cargo style. Shorts must be at least fingertip length and follow the guidelines for pants. (*No hip-huggers, bell-bottoms, corduroy, denim or jean style - 5 pocket look, decorative pockets, decorative stitching, double-stitched seams, decorative buckles, lace, ruffles or edging)	
Dress	Colors: Navy	N/A
	Polo style solid color. Dress style is available at StitchFX. Must wear navy or black shorts under jumper - may not exceed dress length.	
Skort	Colors: Khaki, Navy, StitchFX plaid	N/A
	Plain; finger-tip length; No pleats: cargo style pockets, decorative pockets, double stitching, ruffles, lace or buckles. Must look like shorts from the back.	
Belt	Colors: Black, Navy, Brown, Khaki, Tan	
	Leather, leather-like, stretch or braided. Plain, solid-color; Plain simple belt buckle; Note: If belt loops are present, a belt must be worn. No cutting off belt loops. "Kindergarten" and "1st Grade" students only are exempt from the belt regulation but have the option to wear one.	
Socks	Colors: Black, Navy, Khaki, Tan, White	
	Plain; Solid in color; Athletic, ankle socks can be worn. No ruffles, lace, beads, charms, edging or decorations. Socks must be worn at all times.	
Tights	Colors: Navy, White, Tan	N/A
	Opaque, cable knit, or flat knit; seamless; solid color; No decorative patterns	
Shoes	Colors: Black, Navy, Brown, Khaki, Tan, Gray, White	
	Solid color dress or athletic shoe. Any trim, edging, stitching, or logo must be in one of the approved shoe colors; Must be closed-toe and closed-heel. Maximum 1" heel for Kindergarten through 3rd grade and 1.5" heel for 4th and 5th grade; No platform soles, boots, high tops, lights, characters, charms, beads or distractive features. Shoe-laces: solid, plain, in approved shoe colors	

Dress Uniform Kindergarten through 5th Grade

Clothing Item	Girls	Boys
Jumper (Mandatory)	Color: StitchFX Plaid	N/A
	Knee length; Jumper may not be worn on an everyday uniform day. Must wear navy or black shorts under jumper - may not exceed dress length.	
Shirt (Mandatory)	Color: White	
	Style: Peter Pan collar	Style: Oxford
	Solid color; short or long sleeve; poly/cotton - linen look; No picot collars, lace, edging or piping, pockets or double stitching; No LJPS logo.	Solid color, Oxford cloth, front pocket on chest, button down shirt and button down collar; No LJPS logo
Tie	N/A	Color: StitchFX plaid
	Bottom of tie must at least touch waistband of pants or shorts	
Pants/Shorts	N/A	Color: Khaki only
	Follow pants/shorts guidelines found in everyday uniform requirements.	
Socks	Colors: White, Navy	Colors: Khaki, Tan, Black, Navy
	Plain with no decorative beads, charms, lace or trim. Must extend 2" above the ankle bone.	Dress, crew style socks. Must extend 3" above the ankle bone.
	Socks must be worn at all times.	
Belt	N/A	Color: Black, Navy, Brown, Khaki
	Follow belt guidelines found in everyday uniform requirements.	
Tights	Color: White, Navy, Tan	N/A
	Follow tights guidelines found in everyday uniform requirements.	
Shoes	Colors: Black, Brown, Khaki, Tan, Navy, White	Colors: Black, Brown, Khaki, Tan, Navy
	Plain, solid color dress shoe; must be closed-toe and closed-heel, Maximum 1" heel, No platform soles, boots, hightops, lights, characters, charms, beads or distractive features. Athletic shoes may not be worn with dress uniform.	

Additional Uniform Information

Clothing Item	Color	Specifications
Cold Weather Days	Black only	Girls may wear dress slacks on Mondays from December 1 to March 31 with the specified dress uniform top and shoes. If belt loops are present on the pants, a belt must be worn. Follow the belt guidelines for the everyday uniform.
Outerwear inside the building	Navy, Black, White, Gray Label all outerwear with child's last name, first initial	Solid; Non-zip, zip or button front sweater, sweatshirt or jacket; LJPS logo is optional; Must fit appropriately; Polo or dress must be worn underneath; No bulky jackets/ coats or distracting features; Fabric limited to : sweater, cotton, knits, sweatshirts or fleece. No vinyl, nylon or leather. Students may leave indoor jackets at school. NOTE: No hoodies on Mondays.
Outerwear outside the building	Any	Jackets must be removed and put away upon entering the classroom. May be worn anytime the student is not in the building. (recess, field trip)
Hat	Any	Fabric sunhat with brim or baseball cap; Optional attire to be worn outside during PE for sun protection.
Friday Spirit Shirt Day	Any	Field day class shirt, LJPS sponsored shirts. T-shirt sources: LJPS only.

Student Uniforms must reflect the high standard of Liza Jackson Preparatory School at all times.

Administration will address any deviation from the written policy that is considered a disruption to the educational process.

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Student Handbook Sign and Return Form

Dear Parent or Guardian:

Please complete the following and return it to your child's teacher. You will need to complete one for each child attending Liza Jackson Preparatory School.

As parent/guardian of _____ I have read
student's full name
and understood all of the information, policies, and procedures outlined in the Elementary Student Handbook and agree to follow them. I also understand that following the information set forth in the Student Handbook is part of the Enrollment Agreement at Liza Jackson Preparatory School.

Child's Full Name: _____
PRINT

Child's Teacher: _____ Grade: _____

Parent Signature: _____ Date: _____

For the school year 2019-2020

**RETURN THIS FORM TO YOUR CHILD'S TEACHER
by Friday of the first week of school, please.**