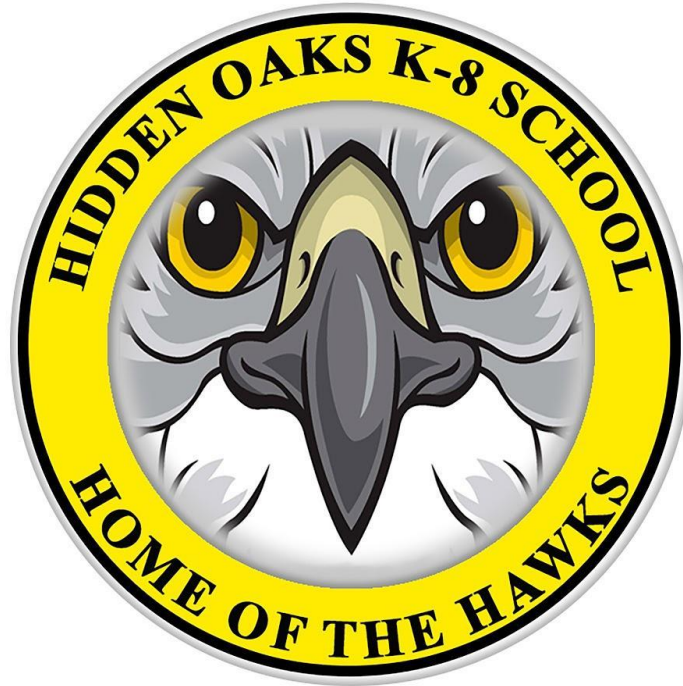


Hidden Oaks K-8
A K-8 Choice STEAM School



Standard Operating Procedures

2023-2024

7685 S. Military Trail, Lake Worth, FL 33463

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

Shari Bremekamp, Principal

Bryan White, Assistant Principal

Michele Kramer, Single School Culture Coordinator

Kristina Jackson, Dean of Students

Dear Hidden Oaks K-8 School Families. Welcome to the Hawk's Nest.

We are thrilled to welcome you to the new academic year at Hidden Oaks K-8 School! As we embark on this exciting journey together, we want to provide you with our official Standard Operating Procedures (SOP) as a valuable resource for you and your family.

As employees of the School District of Palm Beach County, it is our professional responsibility to adhere to policies set forth by the School Board and the Florida Department of Education. At the school centers, we do not make policy, we follow policy. This document, "Standard Operating Procedures," outlines our school's mission, vision, values, and important School Board of Palm Beach County policies and procedures that contribute to a safe, inclusive, and enriching learning environment. Please take the time to familiarize yourselves with the contents of the SOP, as it will serve as a guide throughout the school year.

We also understand the importance of clear and effective communication between school and home. To that end, we have included details about the various communication channels available to you. Whether through our website, email updates, newsletters, or parent-teacher conferences, we strive to keep you well-informed about school events, important announcements, and your child's progress.

At Hidden Oaks K-8 School, we firmly believe that education is a partnership between the school, parents, and students. We greatly value your involvement and encourage you to actively participate in your child's education. You will have numerous opportunities throughout the year to volunteer, attend parent workshops, and engage in various school activities.

We are excited about the potential of the coming year and the positive impact we can make together. By working collaboratively, we can provide our children with a solid educational foundation and empower them to reach their full potential. Once again, we extend a warm welcome to you and your family. We are honored to have you as part of our school community and look forward to a successful and rewarding school year at Hidden Oaks K-8 School!

Sincerely,

Mrs. Bremekamp
Principal, Hidden Oaks K-8 School

Hidden Oaks K-8 Mission

Hidden Oaks K-8 School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and prosperous careers.

Hidden Oaks K-8 Vision

The school envisions a dynamic, collaborative, multicultural community where education and lifelong learning are valued and supported, all learners reach their highest potential and are provided tools to thrive in the global economy.

After-School Care/Morning 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 School Age Child Care (SACC) director between 10:00 a.m. and 6:00 p.m. at 561-804-3830 for information about these programs.

Arrival/Dismissal Procedures

Arrival and dismissal procedures consist of car riders, bus riders, or walkers. There will be no parent walk-up for student drop-off or pick-up. Students will enter the building through the main doors in front of the campus. Please continue to pull forward; a staff member will guide the student to the arrival zone.

Morning Arrival:

- No visitors can walk a student on campus. Students who walk to school will enter the school grounds alone. Crossing guards will be present during arrival and dismissal times. Students walking to school will not be permitted onto the campus before 7:30 a.m.
- Parents who are utilizing the car line must remain in their car at all times. Parking will not be available for dropping students off.
- Students in self-contained ESE classes may be dropped off in the bus loop from 7:30 a.m. to 7:45 a.m.
- Middle school students may be dropped off in the bus loop from **7:30 a.m. to 7:45 a.m.**
- Parents and families arriving before 7:30 a.m. must wait in their vehicles until the 7:30 a.m. bell. Parking will not be permitted in the fire lane. Traffic cones will mark the start of this line.

Dismissal

- Dismissal changes **must be in writing**, with the original signature of a parent or legal guardian, and sent to your child's teacher. In emergencies, please note that you must use your PASSWORD that was provided on the registration form to make a change in

dismissal or to authorize an additional person to pick up your child by phone. Should you need to pick up your child early, it must be done before 1:30 p.m. Parents who are late picking up students will be charged \$5.00 for every 15 minutes late beginning at 2:30 p.m.

- Students in self-contained ESE classes will be picked up in the bus loop. Buses will be loaded first, and then ESE students will be dismissed. Please wait alongside the right-hand curb beginning at the dumpster. Bus loop dismissal for ESE pick-up students will end at 2:20 p.m. After 2:20 pm, you must report to the front office to dismiss your child.
- This year, a new dismissal procedure for parent pick-up in the car line will be implemented.
 - To pick up by car, drive through the main entrance and have your barcode car tag ready to be scanned by a staff member. Once scanned, hang your barcode car tag from your rearview mirror so that your family name is visible to the assisting staff members on the curb. Follow the parent car loop towards the front of the school, carefully proceed to the cone number assigned to you at the entrance, and wait at that cone. Your child will immediately be notified when your car tag is scanned in their classroom. Your child will be waiting for pick up at the assigned cone. Staff members will assist children with their car doors at each cone. Students should enter on the passenger side only. No driver side doors should open in the car loop. Remove your barcode car tag once your child(ren) is loaded so staff members know you are good to go. Please wait for all cars to be dismissed at the same time. If your child is delayed, you may be asked to pull forward to a designated space, and we will walk your student to you; otherwise, please wait at your assigned cone.

Breakfast

Breakfast is available between 7:30-7:55 a.m. The learning begins at 8:00 a.m.; therefore, students must be finished with their breakfast and in their learning space by 8:00 a.m.

Attendance

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. or after 2:30 p.m. Therefore, it is unsafe 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.

Students who 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.

When your child is absent from school, please send in a note or email to verify your child’s absence. A doctor’s note is required for the absences to be excused for students absent more than three days. Please refer to SB Policy 5.09 for detailed information regarding student attendance.

Birthday Parties

We love to celebrate birthdays! Your child may bring in a treat to share with classmates during lunch. Treats must be store-bought and in individual servings (i.e., mini-cupcakes, donut holes). We cannot serve cake or lunch items (i.e., pizza, fast food, etc). Goody bags, balloons, party hats, noisemakers, etc. are prohibited. Balloons and other party favors are considered distractions and will not be permitted in the classroom.

Please notify your child’s teacher at least one week before your child’s birthday to ensure food allergies and health needs are addressed.

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, specifically detail schools' steps to stop mistreatment. You may read a copy of the law and the policy by visiting <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

Students in violation of **School Board Policy 5.183** will result in confiscation of the device. A parent or guardian may pick up personal devices during school office hours: 8:05 a.m. and 3:00 p.m.

Chromebooks/District Technology SB Policy 8.124

Please adhere to School Board policies. For additional information, please visit <https://go.boarddocs.com/fl/palmbeach/Board.nsf/Public#>

Classroom Celebrations

Class celebrations are limited to four a year: a Fall Celebration, a Winter Break Celebration (The Polar Express), Valentine's Day, and the End of the Year. The classroom teacher coordinates them and takes place during non-instructional times. No home-baked goods are allowed according to School Board Policy.

Communication

HOK8 utilizes the Parent Link system to communicate with parents. Communication can occur via phone (voice), email, or text. In addition, SMORE is our weekly newsletter.

Curriculum Night

Our annual Curriculum Night event (TBA) will be announced, pending the School District of Palm Beach County release dates. We will also share our Title I presentation during this event.

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. We aim to promote pride in citizenship, pride in oneself, and pride in our school. A dress code committee has agreed on the following policy:

Monday - Friday School Dress Code:

Tops

- Any solid color collared button-down or polo shirt, no emblems or logos
- Spirit shirts are permitted (club shirts, school spirit shirts, etc.)

Bottoms

- 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, green, or navy blue
 - All skorts must be at minimum fingertip length. All shorts must be above the knee.
 - *No athletic-type shorts*
 - *No denim (jeans) or sweatpants*
 - *No cut-offs, rips, or tears*
 - All pants and shorts must be worn at the waist and should be appropriately sized
 - Solid color jackets and sweatshirts, no emblems or logos (except for school logo attire)
 - Dress code must be worn underneath sweaters and jackets
- **Closed-toe rubber sole shoes are required for safety reasons. No boots, slides, or "Crocs" style shoes. Socks must be worn.**

Dress Code Violation

Students who are not following the dress code will be sent to the office to call home for a change of clothing, which must be brought to the school promptly so that your child does not miss out on instructional time.

N.U.T. - No Uniform Today - NUT Day is a school-wide K-8 fundraiser to raise funds for student events, field trips, and/or classroom materials. NUT Day is every FRIDAY. We kindly ask that a \$1.00 donation be made. For their \$1, students may wear jeans, no skin may show; therefore, if there are any rips or holes in the jeans, leggings must be worn underneath. Students are also prohibited from wearing crop tops or strapless or spaghetti straps. Shorts may be worn; however, the length must be just above the knee. Leggings may be worn; however, tops must cover the buttocks.

*According to school district policy, students are prohibited from wearing or possessing items that create a classroom distraction or school disorder.

WE NEED YOUR HELP! We are looking for donations of new and gently used uniforms for families in need and as a last resort when a student needs to borrow a uniform change. Please send them to the front office. Thank you so much for your donations!

Emergency Information

Please complete and return your emergency form promptly and notify the office immediately when you change your phone number or other contact information. We will be enforcing our dismissal procedures and password requirements. **It is important to include a password and your current email address.**

Field Trips and Special Events

Field trips are scheduled to enhance/enrich the academic curriculum to allow students to experience firsthand some 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 completed the volunteer training.
- Parents are prohibited from joining field trips at the trip location unless prior approval has been granted.
- It is recommended that students with excessive behavior concerns be accompanied by their parent or guardian, who must be a preapproved classroom volunteer.

Food Services

All students, regardless of lunch status, can receive breakfast and lunch at no cost. This is subject to change at any time.

Please contact our cafeteria manager, Natalie O'Neal, for questions about food services. 561-804-3840.

[School Breakfast & Lunch Menus](#)

Fortify FL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. You can access this tool by downloading the app via the App Store or Google Play. Fortify Florida helps our community safely report - If you see something, say something.

Homework Policy

Homework will promote the educational process and help form a partnership between the school, students, and parents. The purpose of homework is to reinforce concepts introduced at school. Students should read (or be read to) at least 20 minutes daily. Homework will be assigned on school nights. Primary (K-2) students' 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. Homework assistance is provided to all middle school students for free. Students must go into their student portal and log onto the PAPER tile. 24/7 assistance will be provided.

Important Dates

Please see the district calendar for PDD/Teacher Work Day and school holidays. Important dates will be shared via newsletter and/or posted on our website. [School District Calendars](#)

Lunch

Students may bring their lunch to school or purchase lunch in the cafeteria. We will not accept orders/deliveries from outside vendors during the school day. If you want to eat lunch with your child, you must do so outside under the Chickee hut to minimize disruption.

Lost and Found

Lost and Found items are kept in the cafeteria. Please notify your child's teacher to report a lost item. Label student items such as lunchboxes, jackets, and water bottles.

Media Center

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

Open House

Meet the Teacher Grades K-5:

- August 8, 2023: K-2 and self-contained ESE classroom students will be from 8:30 a.m. -10:00 a.m. Students in grades 3-5 will be from 10:30 a.m. - 12:00 p.m.

Middle School Students:

- 6th graders and all new to Hidden Oaks 7th and 8th graders will have an orientation on August 9th at 8:30 a.m.
- Schedules will be posted on your child's portal by August 9, 2023.

***Car tags will be available for pick up beginning Monday, August 8th, from 8:00 a.m. to 3:30 p.m. Please have your ID available.

Parent and Family Involvement Committees

- **Parent Teacher Student Association (PTSA)**: The PTSA sponsors many fundraisers and student/staff recognition activities. Meetings are on 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 of school staff, parents, and community members responsible for developing and evaluating the School Improvement Plan. The SAC Meetings are on the first Tuesday of every month at 5:30 p.m.

Parent Conferences

Parents are encouraged to meet with their child's teacher(s). Conferences may be held virtually, in person, or over the phone and will be held during regular school hours. Please contact your child's teacher to set up a conference. The Classroom Teacher Association (CTA) Bargaining Agreement with the School District of Palm Beach County states 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

Our primary school money collection is through Schools Cash online. The website is: <https://palmbeach.schoolcashionline.com/>. We also accept cash, money order, bank checks, and personal checks for payment of student books, lunch (additional lunch items), field trips, fundraisers, and childcare.

Phone Calls

Students will use school phones 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/Report Cards

Mid-term progress reports and report cards will be sent through your child's portal in SIS.

[Grading & Report Cards](#)

Safety Patrol/Safe School Ambassadors

Eligibility and selection are based on student citizenship and academic performance. All safety patrols must maintain criteria for participation throughout the school year. The initial safety patrol selection will occur in fourth grade during the third trimester and again in fifth grade after the first mid-marking period.

School-Based Team/Response 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-to-Home Communication

- Friday Folders: All students in grades K-3 will be provided with a Friday folder. This folder will be utilized to share event flyers, fundraising information, and/or PTSA information. Graded work may also be sent home in this folder. Please be sure to check your child's backpack for information.

- Google Classroom is also an electronic tool for sharing information. Our upper-grade teachers post assignments, daily work, and events using this platform.
- The administration utilizes Parent Link to share upcoming events, important announcements, and happenings around campus. Most communication will be in the form of a school newsletter: SMORE. Please ensure your email address is updated in the school's system.
- Student Information System (SIS) Gateway: The School District uses the SIS Gateway for parents to access student-specific information, including schedule, grades, discipline, and attendance. A letter with your registration information will be provided to you at the beginning of the year.

School-wide Positive Behavior Support

Our school has a School-Wide Positive Behavior Support Plan created by our PBIS 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.

Student and Family Handbook

The purpose of the Student and Family Handbook is to provide expectations, policies, and procedures for the school year. You can access the handbook in its entirety here:

[Student & Family Handbook - The School District of Palm Beach County](#)

Students and Parents Portal

“The Palm Beach County School District welcomes all students and parents to our area. We strive for excellence in education and the opportunity for post-secondary college and career advancements. To assist you with the programs and opportunities we provide and other relevant District information, you will find categories below in the following areas:

Student & Parent Resources



Academics

Curriculum, Grades, Graduation Requirements, Scholarships, Testing



Programs

Adult Education, Athletics, ESE, ESOL, School Choice, Virtual School



New to the District

Registration, Transportation, School Lunches, Parent Videos



Health and Safety

Behavioral/Mental Health, Homeless Program, Health Services, School Police



Policies/Procedures

Board Policies, Student Handbook, Student Code of Conduct



Get Involved

Business Partners, PTA, SAC, Student Internships, Volunteers



Community Resources

Children's Services Council, FLDOE, PBC Library



Welcome Center

Welcomes families of new K-12 students whose first language is not English.

Visitors

Before entering campus, all visitors must follow these steps:

1. Push the call button for service
2. State purpose of visit
3. Be prepared to show valid ID (driver's license or passport)
 - a. All visitors will be required to be screened before entering the main campus. Our office staff will utilize the Raptor system to screen visitors.
4. No ID, no entry!

Responsibilities of Visitors

1. Follow revised school procedures needed for health and safety.
2. Visitors should not enter District property if ill, including but not limited to, symptoms of fever, cough, sore throat, diarrhea, headache, body ache, shortness of breath, fatigue, loss of appetite and sense of smell, and other flu-like symptoms.
3. Self-screening for temperature is encouraged.

Volunteers

Any person interested in becoming a school volunteer may contact our Single School Culture Coordinator, **Ms. Michele Kramer, at 561-804-3816** or the School Volunteer Program Office at (561) 738-2780. A volunteer coordinator at each school center will happily meet with the volunteer. Volunteers will be asked to complete a volunteer application listing their skills, interests, preferred location, grade level, and type of volunteer service desired. The volunteer coordinator will provide orientation and any training necessary for the volunteer assignment. The volunteer can select the day and time available, and the school will try to work with that schedule.

[Volunteer in Our Schools / How to Become a Volunteer](#)

Website

To obtain information on Hidden Oaks K-8, visit our website at <https://www.palmbeachschools.org/HiddenOaksK8>