

Crystal Lakes Elementary



Educate. Affirm. Aspire.

Standard Operating Procedures 2023-2024

Principal: Sheena Blue

Assistant Principal: Shannon Budjinski

Who to Contact:

School Counselor: Shronderlette Davis-Tucker

ESE/Gifted Contact: Ashley Ross

Registrar/Data Processor: Gina Rios

Attendance and Front Office: Leah Cooke

School Nurse: Ana Mendes

Principal's Secretary: Tina Walter

School Treasurer: Kim June

Language Facilitator- Espanol: Madeleine Bates

Language Facilitator- Creole: Sheila Guichar

ELL Contact: Claudia Yurick

Behavioral Health Professional: Ashley Poulard

Title IX Contact: Sheena Blue (Principal)

After Care Director: Michelle Soto

Facts About Crystal Lakes Elementary:

Mascot: Bobcat

School Colors: Navy Blue and Gray

Number of Students: approximately 775 Total

Number of Staff: approximately

Phone Number: (561) 292-6600

Fax Number: (561) 292-6650

Office Hours: 8:00 a.m. - 2:05 p.m.

Webpage: cyle.palmbeachschools.org



Crystal Lakes Elementary School

6050 Gateway Blvd | Boynton Beach, Florida 33472

(561) 292-6600 | Fax (561) 292-6650



Ms. Sheena Blue, Principal
Ms. Shannon Budjinski, Assistant Principal

Dear Crystal Lakes Families,

On behalf of the faculty and staff at Crystal Lakes Elementary School, I am excited to welcome you to our school. We are the home of the Bobcats and proud to welcome your child to a wonderful school year ahead. Our teachers and staff are committed and dedicated to student excellence in ensuring they are a part of a welcoming, safe, and loving environment.

We continuously strive to support academic excellence with all our students in a challenging environment. Teachers are passionate about providing individualized instruction to help in supporting your child's academic abilities. Our school has a school-wide positive behavior program where clear expectations are taught each day. Our expectations stand for R.O.A.R which means, Respect, Ownership, Attitude, and Responsibility. Our school community is passionate in setting goals not only towards academic gains but building lifelong learners and leaders in our community.

Being a part of our school community is important to your child's success. Getting involved in our school through volunteering, room parent, and our PTA is a great way to get started. We look forward to building this partnership with you and your family.

Please take some time to review our Standard Operating Procedures. It should answer many questions you might have about our wonderful school. We also encourage you to read the District Handbook, which is located on the School District website. If you have any further questions, please let us know.

Welcome to the Home of the Bobcats where we ROAR towards success!

Warm regards,

Sheena Blue

Ms. Sheena Blue, Principal

Arrival/Dismissal Procedures

Please be patient and courteous in the drop off lines and allow plenty of time for yourself in the morning. With approximately 750 students, the car lines may be long. Car lines are not as long between 7:25 a.m.-7:35 a.m. Remember that rules are for everyone's safety and it is very important that all parents and students follow the rules. All early dismissals must be completed by 1:00 p.m. Any changes to dismissal need to be notified to the front office by 1:30 p.m.

We will have staff and patrols with badges who will serve as escorts to help the younger children find their classrooms in the morning for the first few weeks of school.

Parent Drop Off and Pick UP Main Lot

Middle Lane of the Parking Lot: 2nd-5th Grade ONLY. This line is open from 7:30 – 7:55am. DO NOT drop off before that as there is no one at the crosswalk to safely get your student across the Curbside car line.

Curbside (Main) Lane at the Front of the School: KG-5th. Drop off begins at 7:20 a.m. Drop off before 7:20 a.m. is highly discouraged as there is no one on campus to provide supervision to your child.

When in carline, pull all the way up to the end of the sidewalk at the Kindergarten building as directed by school staff. Students must exit and enter the vehicle ONLY on the curbside (passenger side). We will have Safety Patrols and adults to assist the younger children to class. You will receive a Parent Pick-Up sign for your vehicle window. Please display it upon entering campus for arrival and dismissal. Parents are to remain in vehicles at all times.

Please refrain from using your cell phone in the drop off and pick up line. Cell phone usage delays parent pick up and drop off and is a safety issue.

For safety reasons, we ask that you do not park and walk your children through the drop off/pick up line.

Please do not block the entrance lane into the main lot as this prevents delivery trucks, service vehicles and other non-parent vehicles from being able to get on campus prior to the start of dismissal.

Pick Up takes place in our main lot for car riders. Parents are required to have their child's Curbsmart and car tag present in the window. If there is no tag, the adult picking up will be required to come into the front office and present ID for pick up. Pick up begins at 2:05 p.m. We ask for parents to be patient during the carline, pull all the way forward, and follow the direction of the staff members in the carline. All students are to be picked up before 2:35 p.m.

Late Pick Up Fee:

After 2:35 p.m. any student who is not picked up may endure a late pick up fee after 2:35 p.m. There will be a total of 3 warnings provided to the parent prior to fees begin to accrue. We understand emergencies happen and we expect parents to contact the front office immediately to notify us of the concern and the late arrival.

Effective, Tuesday, January 9, 2024, if you are late in picking up your child the following charges will apply after 3 warnings:

2:05 – 2:30 p.m.	Pick up time	No charge
2:30 – 2:35 p.m.	Grace period	No charge
2:36 – 2:46 p.m.	Late Charge	\$5.00 per child
2:47 – 2:57 p.m.	Late Charge	\$10.00 per child
2:58 - 3:08 p.m.	Late Charge	\$15.00 per child
Each 10 minutes- charge increases by \$5.00 per child.		

VPK Parent Drop Off/Pick Up

Our VPK program will drop off and pick up using the curb in the staff parking near the bus loop. DO NOT park, just pull up in line and your child will be brought to you for sign in/out.

Walkers and Bikers

Walkers and bikers should exit through the gate in the direction of their development. Parents should wait outside the gate until the students are dismissed. We will dismiss walkers/bikers on rainy days unless there is lightning in the immediate area. If you plan to change your regular dismissal plan on a rainy day, please share your arrangements with your child's teacher and the front office by 1:30 p.m.. Your child should know what to do at dismissal time on a rainy day.

Bus Loop

This is reserved for BUSES ONLY. No cars are allowed in to drop off or pick up children. In addition, no cars may park or drop off students on Gateway Boulevard. The parking lot located in the bus loop is for staff only.

Additional Safety Rules

Please use the sidewalks and the crosswalks. Sidewalks are to be used for walking only. We ask students to walk their bikes upon entering campus to the bike rack to ensure the safety of pedestrians on the sidewalk.

Please do not walk your dogs onto the school grounds when you walk your children to and from school.

Please do not block the entrance lane into the main lot as this blocks delivery trucks, service vehicles and other non-parent vehicles from being able to get on campus prior to the start of dismissal.

Bus Riders

ROAR expectations are to be followed while riding the bus. Voice level 1, remain in assigned seat, have student ID badge visible, and remain seated with seatbelt buckled at all times. Bus transportation is available for those who need it and are eligible for a bus. Bus route information is available on the School District Website. Parents should go online to [Register Your Ride](#).

After Care/SACC (School Age Child Care) Program

The mission of the After School/SACC Program is to provide a quality elementary age program which supports children's physical, emotional, social and cognitive development in a safe, secure environment during after school hours. After Care/SACC is a program of the School District of Palm Beach County.

We run three programs for Crystal Lakes students:

Morning Care 7:00 a.m. until 7:45 a.m. for KG-5th grade

Part-time is 2:00 p.m. until 4:00 p.m. for VPK - 5th grade

Full-time is 2:00 p.m. until 6:00 p.m. for KG - 5th grade

Bell Schedules

School Hours for Students: 8:00 a.m.- 2:05 p.m.

Student Drop Off: 7:20 a.m. – 7:55 a.m.

Students Enter the Classroom: 7:45 a.m.

School Begins Bell: 8:00 a.m.

Reducing Classroom Interruptions

Please help us reduce classroom interruptions and instructional time loss by doing the following:

- Make sure your child knows how to get home each day and minimize change in plans.
- Make sure your child remembers homework (this will be placed in the teacher's mailbox if forgotten).
- Make sure your child has their ID badge daily.
- Make sure your child has everything needed for school each day.

We appreciate your cooperation in reducing classroom interruptions.

Absences

It is important for students to attend school daily and be on time for school. If your child is absent, please notify us by calling the Attendance Line – (561) 292-6600 and selecting the Attendance Line option and leaving a message with the reason for the absence. You can also email your child's teacher regarding their absence. 3 or more days out of school requires a doctor's note. For excused absences, refer to the Student Parent Handbook located on our website.

Tardies

Instruction begins at 8:00 a.m. All students must be in their seats when the 8:00 a.m. bell rings or they are considered tardy. Students arriving after the 8:00 a.m. bell need to have their parent sign them in at the front office. When students are tardy they miss out on important instructional time and interrupt their classes. PLEASE make every effort to get your children to class by 8:00 a.m. every day. Traffic is heavy in the morning during drop off. Please plan accordingly so that your child may arrive

at school on time. If your child arrives tardy, please park and walk into school with your child. Any student who is tardy due to a bus issue/concern will not be marked tardy.

Cafeteria

No Nut/Peanut Products Please!

We have several students at Crystal Lakes that have nut allergies on campus. These students are allergic to peanut butter, nuts, and nut products. Reactions may be swift, quite severe and even deadly and can occur from even touching peanut butter. We respectfully request that you do NOT send in peanut butter, nuts, and nut products on campus. Your willingness to cooperate with this request will help make the school environment a safer place for students.

Healthy Lunches/Snacks

The School District provides free breakfast and lunch to all students. The menu can be found by visiting the district webpage.

If you will be sending lunches and snacks to school for your child, we ask that you make healthy choices. We strongly discourage soda and “fast food” lunches.

Lunch and Breakfast: Continue to Free for students. We encourage parents to have a school cash online in the event the student wants to purchase a special treat from the cafeteria.

Celebrations

Party Invitations

Party invitations may only be distributed at school if it is for the entire class.

School Celebrations/Special Classroom Activities/Food Served

If you are donating items for a special classroom activity or for a child’s birthday, the items must be store bought/prepared in commercial conditions approved by the Health Department. Please do not send in items containing nuts or peanuts. Birthdays are recognized during recess time or snack time based on the teacher’s schedule. Siblings may not attend birthday/class recognitions. Items sent to school should be items that can be easily distributed by students and should not need to be cut. **Home-prepared food CANNOT be distributed to students.** Please do not send flowers, candles or balloons for a child’s birthday. Due to student confidentiality, pictures may not be taken.

Parents are invited to have lunch with their child on their birthday. Email your child’s teacher that you will be coming to school that day. And parents and the child will eat lunch under the pavilion outside of the cafeteria.

Clinic

The School Clinic is open from 7:30 a.m. to 2:00 p.m., and staffed with a registered nurse. **Students requiring ANY medications at school (prescription or over-the-counter) MUST have a Physician Authorization Form completed by a physician.** The medication MUST be in the original container, labeled by a pharmacist, and brought in by a parent (NOT THE STUDENT). Parents of students with any medical concerns should visit the School Clinic and discuss them with the Nurse. There is a special form to be filled out for students with medical concerns. Please forward any medical information regarding your child to the nurse.

District policy requires Parent Authorization for the Nurse to even see a student who is not feeling well. If that form is not completed and turned in, then the Nurse will not provide ANY medical care to your student.

Dress Code

Please see our Dress Code Policy posted on our Crystal Lakes Elementary Webpage at cyle.palmbeachschools.org. Students are required to wear student badges during the school day. This is provided to them by the school. Lost badges are to be reported to Linda Nelson. Crystal Lakes spirit shirts are allowed to be worn any day. Friday student's dress in their house colors.

Evacuations and Drills

Emergency Communications

During a Code Red, Code yellow, or any other emergency situation, our first priority is making sure that our students and staff members are safe. We work closely with our PBSO Officer, school police, and area office. Communication to parents from the school is typically delayed until we are given the "all clear". Students are not permitted to use cell phones during tornadoes and lock downs.

Locks

Buzzer System on Doors

We have a security system in place for our students. Campus gates and doors remain locked. Visitors must press the call button at the main office door for assistance. The office closes at 3:00 p.m.

Locking up Scooters/Bicycles/Skateboards

Please ensure that you have a lock for your scooter/bicycle/skateboard (although skateboards are not encouraged to be on campus, they must be locked up along with the bikes/scooters). This area is gated; however, we recommend personal locks for extra security.

Media Center Procedures

Kindergarten through 5th grade students are permitted to check out books in our Media Center. Parents and students are responsible for lost or damaged books. Students can also check out e-books through their portals on MackinVia and Destiny. E-books are not limited and are self-returned through the portal in 14 days.

Chromebook Devices

Pre-K through 5th grade students have 1:1 devices provided to them during the school day. It is the responsibility of the student to treat their device with respect. If the device becomes broken, the school will make every effort to fix the device. There may be a cost to having the device fixed or replaced as determined by a fee schedule from the IT department to be paid for by the parent.

Parent/Teacher Communications and Conferences

Communication with Teachers

All of our teachers have school email accounts and their email address can be found on our school webpage. Email your child's teacher with any concerns and they will email/call within 24 hours.

Please remember that teachers are instructing students during the day so they cannot receive phone calls. If you would like a meeting with your child's teacher, please schedule a time with the teacher. Conferences may be scheduled in person or through Google Meet.

Chain of Command

Our Chain of Command at Crystal Lakes is Teacher, Assistant Principal and then Principal. If you have a question or concern, please contact your child's teacher. Our teachers are always willing to help. Our policy is if you have a concern, you should always try to work it out with the teacher first before contacting the office or administration.

Report Cards

Report cards are posted on SIS (Student Information System) on the School District Website three times a year (each trimester). Progress Reports also are posted on SIS three times a year at the midpoint of each trimester. Please contact our Data Processor at (561)292-6612 if you need assistance with an SIS account.

Valuables on Campus

We recommend that valuables not be brought on campus. Cell phones should be turned off while on campus and kept in the student's backpack. The school is not responsible for the loss of personal items. Please lock your car if you get out for ANY reason, it is easy for someone to quickly grab valuables while you are in the office.

Visitors on Campus

All visitors must show their ID on the front door camera and state their purpose for being on campus. Thank you for complying with school district safety policies.

Visitor Badges

Any parents who have a previously scheduled conference with a teacher or are visiting for a scheduled event **MUST SIGN IN AT THE FRONT OFFICE** and wear a visitor's badge. Your license will be scanned. Visitors must show their ID on the camera and state their purpose for being on campus. Thank you for complying with our safety policies. Our staff has been instructed to question any adults on campus not wearing a badge and to direct them to the office. Visitors should not interrupt teachers during their teaching, planning or lunch time to discuss individual student concerns. Siblings not enrolled as a student at Crystal Lakes Elementary may not be on campus during school hours.

Volunteers

Volunteers are needed and greatly appreciated at Crystal Lakes. New volunteers/chaperones should complete an online application on the computer in the front office at the beginning of the school year. Your license will be scanned. Chaperones will meet the class at the field trip location.

Volunteers park in the front parking lot and not in the staff lot near the bus loop due the gates in the staff lot being locked. Each time you volunteer please sign IN and OUT with office staff and log your volunteer hours on the office computer.

Please silence cell phones while on campus. Volunteers should not interrupt teachers during their teaching, planning or lunch time to discuss individual student concerns. Siblings may not be on campus during school hours and may not be taken on field trips.

Visitor Parking

Visitors park in the front lot ONLY and not in staff parking by the bus loop.