

# **BANYAN ELEMENTARY SCHOOL**



**Home of Banyan Braves**

## **STUDENT/PARENT HANDBOOK 2017 - 2018**

**Dr. Eric Miller  
Principal**

**Mrs. Mayra Hernandez  
Assistant Principal**

**Banyan Elementary School  
8800 N.W. 50th Street  
Sunrise, Florida 33351**

**TELEPHONE:**     **754/322-5350 - MAIN OFFICE**  
                          **754/322-5390 - FAX NUMBER**  
                          **754/322-5360 - CAFETERIA**  
                          **754/322-5393 - AFTER SCHOOL CARE PROGRAM**  
  **(1:50 PM - 6:00 PM)**  
                          **754/322-5368 - CLINIC**

**SCHOOL HOURS:**

The school day for students is as follows:

**7:20 AM – Students who arrive early should enter the building via the front double doors near the office, the kindergarten wing doors, or cafeteria doors. They will be supervised in designated hallways until 7:35 AM.**

**7:35 AM – First student bell rings – All doors are opened. Students will be expected to sit outside their classroom and behave. They may read a book, review homework, or talk quietly with their classmates.**

**7:45 AM - Second student warning bell  
Students may enter their classroom.**

**7:50 AM - Tardy bell - Classes begin**

**1:50 PM - Dismissal**

**OUR CAFETERIA OPENS FOR BREAKFAST AT 7:10 AM. THERE IS SUPERVISION FROM 7:10 AM - 7:40 AM WHILE STUDENTS ARE EATING.**

**CHILDREN WHO ARE NOT EATING BREAKFAST IN THE CAFETERIA SHOULD NOT ARRIVE ON SCHOOL GROUNDS BEFORE 7:20 AM. THERE IS NO ADULT SUPERVISION BEFORE THAT TIME.**

**AFTER SCHOOL CARE PROGRAMS:**

Banyan Elementary provides its own After School Care program. The hours are 1:50 PM until 6:00 PM - Monday through Friday. There is no program on holidays or teacher workdays. There is a \$25.00 family registration fee.

A monthly fee has been established based on the number of days per month. There are a limited number of scholarships available for reduced fees for students qualifying

## **AFTER SCHOOL CARE PROGRAMS:**

**(Continued)**

for free and reduced meals. For more information on this program, you may call or see Mr. LoSasso, our After School Care Coordinator, between 1:50 PM and 6:00 PM.

Our school is also served by a number of after school day care centers. They provide transportation from school by van services and are open year round. A list of off-campus day cares, their telephone numbers, and hours of operation is available in the front office.

**If there is any change in the normal, established pick up by day care, please be sure to notify the school and your private day care provider either in writing or by telephone. Otherwise, students will be put on the day care bus.**

## **ATTENDANCE:** (Absences, Tardies, and Make-Up Assignments)

Regular school attendance is vitally important to a student's academic achievement. New work is presented daily and no amount of make-up work can take the place of regular instruction. For that reason, in order to meet a requirement set by the state the school district established a definition of a "pattern of non-attendance" a major change to the District's attendance policy.

**Both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance.**

A student will have a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days. Because attendance is essential to learning and assessment, School Board policy requires a student to attend a minimum of twenty-five (25) days in a marking period to receive grades.

If it is determined by a school that a student has developed " a pattern of non-attendance" sanctions may be imposed. Sanctions may range, for an elementary age student, from having his or her report card being withheld to a child's parent being required to appear in court.

**When a student is absent for any reason, the parent or guardian should call the school at 754/322-5350 on the day of the absence, or in advance if this information is known. If a call is not made, the parent must send a note stating the date and cause of the absence(s). Every absence will be recorded as unexcused unless the parent either calls the school or sends a note within two days of the absence.**

## **ATTENDANCE:**

(Continued)

Florida law states that children who are six by September 1st must attend school every day until their sixteenth birthday. The Broward Truancy Intervention Program (BTIP) via the State's Attorney Office will assist schools in monitoring attendance. When a student has five (5) unexcused absences, the School District will mail home a letter to the parent setting up a conference with the principal.

If attendance does not improve, and the student receives ten (10) unexcused absences, parents will be requested to attend a conference at the police department with the principal, school district personnel, and representatives from the State Attorney's Office.

Students who will be absent for an extended number of days (15 or more due to illness or injury) may be entitled to the services of the "Homebound" program. A Broward County teacher will come to your home to provide limited instruction when the student is eligible. Please contact the guidance department for more information.

Make-Up Work will be provided if the absence is excused. Students have two days to make up their work for each day they are absent. **Please allow teachers one day or twenty four (24) hours to prepare such materials.**

Unless the student has permission from the office, he/she is not permitted to leave the school campus before regular dismissal. All children will be dismissed from the office. Parents will be asked to sign an early dismissal sheet. Parents or authorized persons must have picture identification. This is to prevent your child from being picked up by unauthorized persons.

Early dismissal of a student causes disruption to the academic performance of all students and may create safety and security problems. Students shall not be released within the final thirty (30) minutes of the school day unless administration or designee determines that it is an emergency or the student has a medical/dental appointment that cannot be reasonably scheduled at another time. Should you need your child for dental or medical reasons, or occasionally for other emergencies, call the office (754/322-5350) or send a note with your child.

## **BICYCLES:**

Students are permitted to ride bicycles to school if good bicycle riding habits are observed. However, the right to deny the privilege is retained by the school. Florida's Bicycle Safety law mandates that all bike riders under sixteen (16) years of age must wear a safety helmet.

## **BICYCLES:**

(Continued)

Banyan Elementary has two locked fenced areas where students may park their bicycles during the day. **Every effort is made to protect the bicycles, however, students should have a chain and lock to make theft more difficult. The school cannot be responsible for stolen bicycles.**

It is recommended that each student record a description of his/her bicycle along with the serial number for adequate identification in the event of a bike theft.

Students who ride their bicycles to school are expected to obey the following safety rules:

- Walk your bicycle while on school grounds.
- Ride with the flow of traffic.
- Ride with only one person on the bike.
- Use proper hand signals.
- Observe all traffic signals, signs and obey directions from crossing guard.
- Wear a helmet

## **BUS CONDUCT:**

Bus transportation is provided for students living more than two miles from the school. Only students who are assigned to a bus may ride the bus. Students are expected to obey the school bus rules. Failure to do so may result in suspension from the bus. **School bus transportation is a privilege and not a right. The privilege can be denied for inappropriate bus behavior.** In the event that a student's privilege to ride a bus is suspended, he/she is still required to attend school and it is the parent's responsibility to transport the student to and from the school.

To ensure the safety of all students, proper conduct while at the bus stop, boarding, riding, and getting off a bus is very important. The bus driver is responsible for the safety of each student. **Students must obey the bus driver!**

**When riding a Broward County school bus, students are not to misbehave by:**

- **distracting the bus driver;**
- **eating or drinking;**
- **disobeying safety rules or being disruptive;**
- **getting out of seat while the bus is in motion;**
- **throwing objects;**
- **being disrespectful to the bus driver; or**
- **exhibiting dangerous behavior at the bus stop.**

**BUS CONDUCT:**

**(Continued)**

Students who misbehave on the school bus will be referred to school administration for disciplinary action. The following consequences will be implemented for violations of safety rules while riding the bus or at the bus stop:

- . **first referral** - student conference
- . **second referral** - student conference and parent notification
- . **third referral** - minimum three (3) days suspension from the bus
- . **fourth referral** - minimum four (4) days suspension or longer

In the event of a serious safety infraction, such as fighting or opening the emergency door, a student may immediately be suspended from the bus, regardless of the number of previous referrals.

**CAFETERIA:**

The school cafeteria offers breakfast and lunch for students attending Banyan. Breakfast and lunch menus are published weekly/monthly and sent home with students.

Breakfasts and lunches may be paid for daily, weekly (on the first day of the week), or monthly. All students are encouraged to prepay the fees for breakfast, lunch, or milk. **Parents are asked to place their child's name and cafeteria lunch number on the memo section of the check.** The cafeteria has a computerized system which keeps a record of all prepaid meals. **Reduced price meals must be paid in the morning before school.**

Breakfast is served every morning from 7:10 AM until 7:40 AM. Students who plan to eat breakfast should arrive at 7:20 AM to allow sufficient time to eat and arrive at class on time.

**Meal prices are as follows:**

<b>FULL LUNCH</b>	<b>\$2.00</b>
<b>FULL BREAKFAST</b>	<b>\$1.20</b>
<b>REDUCED LUNCH</b>	<b>40¢</b>
<b>REDUCED BREAKFAST</b>	<b>30¢</b>
<b>MILK</b>	<b>50¢</b>
<b>ICE CREAM *</b>	<b>65¢</b>
<b>JUICE BARS **</b>	<b>50¢</b>

**\*(Wednesdays only and limited to one ice cream per student)**

**\*\* (Fridays only)**

Students will have the option of choosing from two lunch entrees or a salad. Students may enjoy a salad for \$2.00. Students may also request that certain items not be served to them but must have a minimum of three items to be considered a full meal.

## **CAFETERIA:**

**(Continued)**

Reduced price (\$.40) or free lunches are available to students who qualify. Applications and information will be distributed to all students at the beginning of the year. A parent may pick up an application at any time during the year. If a child is approved for free or reduced meals, and your financial status changes, you are required by law to notify the school office.

**Students may charge one lunch if they forget or lose their money. Parents will be asked to pay for that charge the next day.** Students will receive a cheese sandwich and milk if they need to charge a second time because an outstanding charge had not been paid.

Students may have juice substituted for their milk, but a doctor's note stating a child is allergic to milk products must be on file with the cafeteria manager.

For parents who wish to pack a lunch, we recommend that children buy milk at school. We ask parents not to pack glass bottles, cans or carbonated drinks. Parents should remember to include straws, spoons, or napkins. Children who use thermos bottles and carton drinks are sometimes unable to open them and frequently spill the contents. Be sure to send items your child can handle/open by themselves.

Parents may have lunch at school with their child. It is recommended that parents purchase a school lunch instead of bringing "fast food" into the cafeteria.

The following cafeteria rules will be observed to promote good cafeteria decorum:

1. Walk, never run.
2. Speak in a quiet voice, no louder than three feet away.
3. Follow adult directions.
4. Raise your hand if you need help.
5. Use good table manners, maintain personal space and be responsible for keeping your eating area clean.

## **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER:**

**It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office.** Notify the office immediately if you have a change of address, home telephone, work telephone number, or work location during the school year.

## **CLINIC:**

The school clinic, located in the office, takes care of emergencies occurring during the school day. By law, school clinics are centers for first aid and emergency care only. Our clinic is supervised by school personnel. **Parents are expected to pick up students who are ill or injured.**

If a child is seriously ill or injured and we cannot locate a parent or guardian, the school will call for emergency assistance from paramedics and the child may be transported to the hospital.

**The school will not contact you every time the child comes to the clinic. If the child is just there for a band-aid or to rest for a few minutes, you may not be called. We will contact parents if the child is running a temperature, has more than a minor accident/injury, or you have requested us to call you.**

**All authorized medications are locked and given from the school clinic.**  
For more information, see the handbook section on "Medication in School".

## **COMMUNICABLE DISEASES:**

Children are not admitted to school or allowed to attend classes without a complete and current valid Florida certificate of immunization. If your child entered school with a temporary health certificate, the school will notify you one month before the health immunization certificate expires. It will be the parent's responsibility to provide the principal with an up-dated copy by the date requested.

Broward County policy and procedures state that students having, or suspected of having, a communicable disease or infestation which can be transmitted, are to be excluded from school and not allowed to return to school unless they have been successfully treated and checked by an administrator or present a note from a physician that states the student no longer presents a health hazard. (Examples of such conditions include, but are not limited to, head lice, impetigo, scabies and ringworm.) Some situations will require written documentation from a private physician or public health unit.

## **CONFERENCES - PARENT/TEACHER:**

Conferences are an important part of reporting pupil progress and can be a great help in furthering home-school understanding. Individual parent/teacher conferences should be held at least twice during the school year. Conferences are conducted before and/or after the student's day. **Teachers cannot hold a conference while instructing students.**



## **CONFERENCES - PARENT/TEACHER:**

**(Continued)**

To schedule a conference with your child's teacher, please call the school office or send a written request for an appointment. This will insure that the teacher is available and prepared to speak to you about your child's progress.

**Please remember to check-in at the office to obtain a visitor's pass before entering the classroom areas and have picture identification.**

## **CURRICULUM & TESTING:**

At Banyan Elementary School, we will be using State and County adopted basal textbooks in all areas of instruction. Textbooks will be supplemented by other resources such as computers and the internet. In addition to the classroom, students have regular access to the books and technology available in the media center and computer lab.

The instructional day will include the following subjects: reading, writing, math, language arts, science, social studies, health, physical education, art, and music. Emphasis will be placed on reading, writing, math, language arts, and science. Reading skills will be taught in their proper sequence. Math instruction includes both computational and problem solving skills. Indoor/outdoor physical activities will be provided daily.

Third, fourth, and fifth grade students will participate in the Florida Standards Assessment Test (FSA) for reading, math and science. The reading test measures how well students can read and construct meaning from informational text and literature. The math test covers subtests in the areas of number operations, measurement, geometry, algebraic thinking, and analysis/probability. These tests requires students to use higher level thinking skills. Students must not only give the correct answer but also a written explanation of how they solved the problem.

In addition, fifth grade will be taking the FSA for Science, and fourth/fifth grades will be taking the FSA for writing.

**\*Please note that the State of Florida has mandated that third grade students must pass the FSA reading test or be retained.**

## **CURRICULUM & TESTING:**

**(Continued)**

Students in first and second grade will participate in District-sponsored Achievement Testing in reading and math. The School District will establish promotion criteria.

Students not meeting state testing criteria or who are experiencing problems in their academic work will have a Professional Improvement Plan. The plan will specify what the school and parents can do to assist the child in improving.

Banyan Elementary meets all educational standards and is fully accredited by the Southern Association of Colleges and Schools.

## **DISCIPLINE:**

The School Board has adopted an Elementary Code of Student Conduct. The code includes sections on attendance, general conduct, and dress. **After you have read and discussed this document with your child, please sign, date, and return the acknowledgement page located on the School Boards Website (i.e., [www.browardschools.com](http://www.browardschools.com)).** Every child must have one on file.

At Banyan Elementary School our goal is to help children grow to be successful members of society. The school will encourage self-discipline by holding students responsible for their behavior and actions. The educational program at Banyan Elementary School encourages independence and responsibility that fosters good discipline and citizenship. School discipline is a method of setting limits, not punishment. It is a process of guiding students into patterns of desirable conduct, which leads to self-control and self-direction. This establishes a school environment where students can receive an education commensurate with their ability to learn. Banyan Elementary, like all elementary schools, will be implementing the District's Elementary Discipline Matrix when determining behavioral consequences for unacceptable behavior. This will allow for fair and consistent consequences in all schools.

The District has established eight character education themes, which are taught to students monthly and reinforced during the entire school year.

The School Board has adopted a strong weapons and illegal substance policy. Any student(s) on the school grounds or on the school bus with a weapon or illegal substance shall be subject to suspension or expulsion as stated in School Board Policy #5006.

## DISCIPLINE:

(Continued)

The possession and/or display of a weapon by any student (K-5) shall result in a suspension and may result in expulsion for the first offense. The second offense which occurs within the same school year shall result in suspension and immediate initiation of expulsion procedures. This year, laser pens have been added to the list of weapons.

**It is very important that all of our students and parents be aware of the more stringent consequences approved by the School Board concerning students making bomb threats. Students will be suspended from school and may face possible expulsion.**

Bullying, harassing, and threatening others is now specified as unacceptable behavior as is the failure to report a threat of violence. Students may also be suspended when they consistently commit serious breaches of conduct and/or defiance of authority.

Students must leave video games, tapes, toys, trading cards, beepers, pagers, and watches that beep at home. Also, skateboards, scooters, "wheelie" shoes (sneakers with retractable wheels) and roller blades/in-line skates are prohibited at school. **Cell phones must be off and out of sight during the school day.**

## DISMISSAL:

All students are dismissed at 1:50 PM. No student will be kept after regular dismissal time unless the parents have been notified in advance. Parents are reminded to pick up students promptly at dismissal. **There is no supervision after 2:20 PM.**

**Early dismissal is to be avoided.** Please try to schedule all medical and dental appointments after school whenever possible. **If it becomes necessary to take a child home early, the student must be signed out through the front office before 1:20 PM.** Office staff will assist you by calling the teacher to have your child sent to the office to meet you. Students will only be released to the parent/guardian who registered and signed the registration form or whose names appear on the registration and/or emergency dismissal form. If a child is to be released to any other adult, written permission must be given by the parent. We cannot grant telephone requests for students to leave early. Parents are to report to the office when picking up children for early dismissal and have proper identification before a child is released.

Office personnel and classrooms are very busy at this time, and it is very difficult to accommodate early dismissal or messages about pick up changes at the last minute. Please make sure you have discussed changes with your child before school begins.

**DISMISSAL:**

**(Continued)**

Walkers and bike riders must use the designated doors and pathways and cross only at the designated crosswalks. Upon dismissal, students must go directly home and not linger on the school campus. Students are to be respectful to other people and property as they travel to and from school.

**DRESS CODE/SCHOOLWIDE UNIFORM PROGRAM:**

Banyan Elementary is continuing our school-wide uniform program. Our colors of choice are navy blue, royal blue, light blue, white, and gray in a polo style shirt. Slacks, Bermuda shorts, polo/jumper dresses, and skirts are navy, gray, and khaki. Naturally, our school T-shirt (royal blue or gray) is also acceptable.

**Parents who wish their child not to participate in the uniform program must request and file a waiver within the first ten (10) days of initial attendance when the uniform violates a religious belief, freedom of expression right, or other reasons designated by the parent or guardian.**

**Those students must follow the dress code outlined in Broward County Elementary Code of Student Conduct Book. Note: Parents may be requested to bring clothing to school for any student who does not conform to the Code.**

**Parents who have a financial need may ask for assistance via our voucher plan to assist in purchasing school uniforms for their child.**

Sturdy shoes with socks should be worn at school. Closed toe shoes with rubber soles will be required for physical education. **No clogs, backless shoes, high heeled shoes, zoris, or thongs may be worn.**

**EARLY DISMISSAL FOR TEACHER TRAINING:**

There will be six early dismissal dates on which **our school day will end at 11:50 AM**. The dates are: **September 14, October 19, December 22, February 22, March 22 and June 6**. These dates are subject to School Board change.

**Students must be picked up at 11:50 AM, unless they attend an after school program.**

## **EMERGENCY DISMISSAL:**

The school maintains a record of your instructions for who your child can be released to in an emergency. Parent link and media stations will inform parents of emergency closing of the school by the Superintendent of Schools. **It is extremely important that you keep emergency contact lists and telephone numbers up to date.**

## **DISMISSAL ON RAINY DAYS:**

In our Florida climate, we often have stormy weather at dismissal time. Please have an understanding with your child about what he/she is to do on rainy days. For example: is he/she to wait for you; is he/she to go home even if it is raining; does he/she have permission to accept a ride with the parent of another child; or where is he/she to go after getting off the school bus? Whatever you decide, explain the plan fully to your child.

**In case of a heavy downpour of rain or strong lightning at dismissal time, children will remain in the school until it subsides or a parent comes. (See *Rainy Day Dismissal procedures in students' first day packet*).**

**A raincoat/poncho or umbrella is recommended for all students.**

## **FIELD TRIPS:**

Field trips are a vital part of our educational program and are planned as an outgrowth of classroom studies. A valuable part of learning happens when we “go, see and do”.

School Board Policy states that, “Students may be denied the privilege of participating in field trips if they have been disruptive, violated the student code of conduct, or failed to conform with school rules and regulations. The final decision on whether or not the student may participate shall be made by the principal with documentation and input from the affected staff member.”

Parents must give written permission for their child(ren) to participate on field trips. Permission slips will be provided by the teachers planning the trip. Students will not be allowed to attend unless the parent has completed all portions of the form, and signed the permission slip. The cost involved includes admission and transportation. We strive to keep the cost of field trips as low as possible. While on a field trip, students are expected to abide by all school rules.

All chaperones must complete a volunteer application and be cleared by the District's Security Clearance data base before they may chaperone.

## **FINANCIAL RESPONSIBILITY FOR CHILDREN ACT:**

Parents of minor children shall be held responsible for acts of willful or malicious damage to or theft of school property.

## **HEALTH:**

If your child does not feel well, he/she may come to the clinic. The care of students is only for minor first-aid concerns, such as a band-aid or short term rest. **The school will not contact you every time the child comes to the clinic.** If your child becomes ill, we will ask you to come and take him/her home. We do not have facilities for long term care since we have only two beds and a few chairs and we have no way to keep students in the clinic all day.

During the school year, students will receive health screenings such as recording heights and weights, eye examinations, and hearing tests. If you do not wish your child to receive such services, please send a written request to the principal for your child to be exempt from such health screenings.

## **HOMEWORK:**

As part of our study skills program, every student in grades k-5 will receive a homework planner/calendar. Teachers will instruct students how to record homework. Parents should check their child's homework planner/calendar nightly. You may wish to look over the quality of the homework and initial or sign it. Please make sure your child brings his/her planner back to school each day. **Parents will be asked to pay for a replacement planner if it is lost. The cost is \$4.00.**

School Board policy states. "Homework shall be encouraged and assigned to individual students and groups when and where appropriate to enhance the learning situation, and to provide for skills improvement. The type of homework and amount assigned should be consistent with the ability of the students, as well as his/her age and grade level." Homework is valuable when it meets the needs of the individual student and is usually an extension of his/her school activities. There are many opportunities for gathering information for enrichment or group projects which will serve the best interest of the student if done with assistance from home. Parents and teachers should work cooperatively to make homework appropriate for the student. Teachers should explain when, how, and to what extent parents can participate to make homework a meaningful experience.

Home activities can also serve to broaden experiences, stimulate new interests, and create a bond between home and school. Students should be encouraged to do voluntary homework such as working on school projects, listening to worthwhile radio

## **HOMEWORK:**

(Continued)

and television programs, reading good books, practicing music, assuming home responsibilities, and participating in community activities. It is reasonable to expect the amount of homework to increase as the students' progress through the educational programs.

Research shows that children who read regularly, improve their skills and develop a love of reading. **To encourage students to make reading a daily habit, our teachers are asking that students read nightly.** Your child's teacher will explain the classroom expectation and procedures for recording minutes.

## **INSURANCE:**

Student Accident and Hospitalization Insurance is available to all students. The choice to purchase or not to purchase insurance is an individual family decision. If you wish to enroll your child in one of the two plans offered (school-time accident protection, or round-the-clock protection), you must complete the form and mail it directly to the insurance company. Application forms are sent home with all students on the first day of school. Additional forms are available in the front office.

## **LIBRARY-MEDIA CENTER:**

Students in grades K-5 will have access to the library. In addition, the media center will be open at other times for students who may wish to utilize it with their teacher's permission. Students will be allowed to check out books for a period of one week. Primary students (K-1) will be encouraged to check out only one book at a time. Intermediate students (2-5) may have no more than two books at a time. Students are responsible for all library books checked out until they are returned to the media center. A fee/charge will be assessed for lost or damaged books. Via ParentLink you will receive a telephone call to home when a library book is 30 days overdue. You will also receive a 45 day overdue notice, a 60 day overdue notice, and 90 day overdue notice. At 90 days, the parent will be informed that a replacement charge has been assessed and recorded as a student obligation under your child's name on District's computer database. We appreciate your help in making students feel responsible for the care and return of books.

### **LOST AND FOUND:**

The school maintains a lost and found container in the cafeteria for clothing and lunch boxes. Other lost and found items will be kept in the office. Please remind your child to bring home his/her belongings each day.

It would be helpful if your child's name, grade, and/or teacher's name were placed on lunch boxes, bookbag, or articles of clothing such as sweaters and jackets. Unclaimed items will be donated to various charities throughout the school year.

### **MEDICINES:**

School Board Policy #6305 states that school personnel shall not administer or dispense medications to any student without the written consent of the parent and a completed "Authorization for Medication/Treatment" form signed by a physician. These forms are available in the school office. All medication shall be in its original container and shall be properly labeled with: name of student, name of drug, directions concerning dosage, time of day, etc.

**Students may not bring any form of medication to school to take by themselves during the school day; this includes non-prescription items such as cough drops, vitamins, and aspirin.**

### **MESSAGES TO STUDENTS AND TEACHERS:**

The school does not have personnel to deliver messages to students. **Please limit phone messages to emergency situations only.** Classroom instruction cannot be interrupted. Messages for teachers will be placed in the teacher's mailbox and may not be seen until the end of the day. Student messages are placed in a box to be delivered by student volunteers the last period of the day. There is no guarantee students will receive messages, especially those received in the afternoon.

### **PARENT / COMMUNITY GROUPS:**

The **Parent Teacher Association (PTA)** is a partnership of parents and teachers whose primary interest is the education and well being of the children. Being a PTA member enables parents to learn more about school programs, meet teachers, and become acquainted with other parents. All parents are strongly encouraged to join our PTA and to participate in its regularly scheduled meetings. General PTA meetings are held at various times during the school year. The PTA Executive Board meets on the first Wednesday of the month at 6:30 PM.



The purpose of the **Banyan Elementary School Advisory Forum** is to serve as a source of input to the principal regarding the educational needs, concerns, and priorities of the students and community served. Meetings are usually held before or after the monthly PTA meetings on Wednesdays.

The **School Advisory Council, formerly known as the School Improvement Team**, is comprised of teachers, parents, community/business representatives, and school administration. The purpose of the School Advisory Council (SAC) is to develop academic goals for student achievement, identify training needs, and set priorities for the school. Members work together to meet the state accountability goals for school improvement. Parents are encouraged to become active in this group. The state law requires the majority of the SAC membership should be non school board employees at our site. Meeting dates will be determined by the newly elected group of parents, staff, and community members.

### **PARTIES - BIRTHDAYS/CLASSROOM TREATS:**

All parties must have the permission of the principal. A small donation to cover the cost may be requested by our PTA room mothers. This amount will be established by the team leaders and principal. No child will be denied the opportunity to participate if they can not contribute.

Birthday treats must be prearranged with individual classroom teachers. They should be held at the end of the day, during lunchtime, or at a time that is best not to interrupt classroom instruction.

The Florida Administrative Code for the Broward County Public Health Department states **“food prepared in a private home shall not be used or offered for sale to the public within a food service establishment.”** The definition of food service establishment includes schools.

**We are unable to accept food prepared in private homes. This would include cup cakes, cookies, etc.** Foods prepared at stores, such as Publix or Winn Dixie, etc. are allowed.

### **PERSONAL PROPERTY:**

Any personal property, including bicycles, pencils, and money, brought to school is at the risk of the owner. The school cannot assume responsibility for personal property.

**Students are not to bring the following items to school:**

- **Weapons, hard balls, and sharp pointed objects**
- **Video games, video cartridges, radios, beepers, or tape players**
- **Toys/Trading cards (Pokemon cards, sports cards, etc.)**
- **Money in large amounts**

## **PERSONAL PROPERTY:**

**(Continued)**

- Skateboard or motor bikes of any kind
- Candy or gum

**If a student is found to have one of these items, the item will be taken from the student and will be kept in the office until reclaimed by a parent.**

Students may have a cellular telephone in their possession but it must remain out of sight. Cellular telephones must be turned off and used only before and after school.

## **PHYSICAL EDUCATION:**

In order to insure participation and safety during the physical education program, it is recommended that on the week when students are to meet with our P.E. instructor, they wear clothes that are appropriate and comfortable for physical activity within the uniform guidelines. Tennis shoes or enclosed rubber soled shoes will be required for physical education. Students without proper shoes may not participate, which will have a reflection on the physical education grade.

Each student is required to participate in a structured physical education program. If your child is unable to participate, a written statement from a physician is required. An up-dated statement from the physician is required yearly. For periods of a limited duration, a note from parents is sufficient. The structured physical education program is supplemented by activities under the supervision of the classroom teacher.

## **REPORT CARDS:**

Students in grades one through five (1-5) will receive report cards every nine weeks.

Kindergarten will receive a report card starting with the second nine week period.

You are asked to examine the report card carefully and review it with your child. Please sign the envelope and return it to the teacher promptly. If you have any questions concerning your child's progress, please contact the teacher to arrange a conference. In order to receive a grade, a student must be in attendance at a Broward County school for a minimum of twenty five (25) days in a grading period.

Students experiencing difficulty will receive an interim report halfway through each grading period. This will allow time for the student, parent, and the teacher to correct any deficiencies before report cards are issued.

## **REPORT CARDS:**

(Continued)

Teachers will develop a Performance Improvement Plan on students who are having academic difficulty or not meeting State/District academic standards.

## **RESOLUTION OF PROBLEMS:**

Should a problem or concern occur, there is a proper procedure to resolve the situation:

1. Your first contact should be with the classroom teacher or the person with whom you have the concern or problem.
- 2) If the matter is not resolved to your satisfaction, you may wish to contact the guidance counselor.
- 3) If the situation has still not been resolved, the principal or assistant principal should be contacted.

## **SAFETY:**

The safety of Banyan Elementary School students and staff is of paramount concern to all. This concern is a force behind many of the behavior rules, school rules, and the dress code provisions. Rules are intended to provide a safe and secure environment for enhanced student learning. **Safety rules will be strictly enforced.** Students are to walk on campus sidewalks, not run and push other students.

**Parents must sign in the office to receive a visitor's photo pass before going to classrooms. Please have your driver's license, with you.**

The east side of the building is used for school buses and private day care providers. Parents should not drop off students near the back of the cafeteria or along the bus drop off area. **The student drop-off area is located in the front of the school.**

Traffic is one way only around the circle in front of the school. Students are not permitted to cross in front of traffic without the direct assistance of an adult. Do not allow your child to run through the line of traffic or the parking lot to meet you.

**Parents may report safety concerns to the District's Security Hotline at 754/321-0911. Banyan Elementary has a part time School Resource Officer from the Sunrise Police Department. If you have any concerns, you may also ask to speak with Officer Baffuto.**

### **SEXUAL HARASSMENT:**

Sexual harassment and sexual violence is unlawful and will be grounds for disciplinary action. Any student or parent of a child who believes that he/she has been the victim of sexual harassment or violence should report the alleged act immediately to teachers, the guidance counselor, or school administrators.

### **STUDENT SERVICES:**

We are fortunate to have the services of a reading coach, guidance counselor, and an exceptional student education specialist. In addition, we have the services of a school psychologist two days a week, a school social worker one day a week, and a part time zone family counselor.

### **SUPPLIES:**

Students need to furnish notebook paper and pencils. Teachers may also ask students to obtain certain items, but most supplies such as crayons, scissors, construction paper, etc., will be furnished by the school. A book bag is helpful for students to carry and take home important papers. Large suitcases on wheels are discouraged due to limited storage space in classrooms and hallways.

### **TELEPHONES:**

There is telephone coverage one half hour before school begins and one hour after dismissal. Students may have access to the school telephone after school hours. They are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another child's house after school). Such arrangements must be made before school and requests for these calls will be refused. In addition, we cannot interrupt classes with phone messages to students except in emergency situations. Messages will be delivered near the end of the day.

### **TESTING:**

Formal and informal testing is done each year to assess student needs and determine academic progress. The results are used, along with other information, to strengthen and/or modify our instructional program. First and second grade students will participate in the district's standardized testing. Third, fourth, and fifth grade students will participate in state testing as well as the state's criterion reference testing program at grades 3,4 & 5.

**TESTING:****(Continued)**

Specific tests given to determine eligibility for Exceptional Student Education programs (such as Specific Learning Disabilities, Speech and/or Language Therapy, and Gifted) are available and require parent permission.

If you have any questions regarding our testing program, please contact our guidance counselor.

**TEXTBOOKS:**

The state and county furnishes all basic textbooks to the schools. It is the child's responsibility to keep the books in good condition. Books not returned to the school and those showing abusive use, are paid for by the pupil. Books are checked out to students and they should have a textbook for every academic subject. Textbooks may be taken home, but must be returned the next day for school/class assignments.

**TIPS TO PARENTS:**

We have a mutual interest, YOUR CHILD. It is our desire to make our school a happy learning experience for all. We will strive to enrich the children's experiences by the use of books, technology, carefully planned units of work, field trips, and various educational materials. No teacher; however, can do everything. As an interested parent, you can do much to help.

- Help your child start the day right. See that he/she has plenty of sleep at an appropriate time and is at school every day on time.
- Visit the school. Some parents never visit the school until trouble arises. Let your child feel your interest in his/her school and teacher.
- Give him/her personal belongings that are marked with his/her name.
- Arrange individual conferences with your child's teacher.
- Read carefully all notices and bulletins the school sends home.
- Monitor your child's television viewing habits
- Notify the school if your address or telephone number changes so that records can be kept up to date.
- Give your child experiences such as visiting a zoo, going to the library, or attending special activities.

## **UNIFORMS: SEE DRESS CODE**

## **VISITATION:**

You are welcome to visit the school at any time. **For the safety of the students, all visitors to the school must report to the office, sign in and receive a name tag before proceeding to any other part of the building. PLEASE BRING A PICTURE ID (DRIVER'S LICENSE) FOR SECURITY SCREENING.**

Visiting the classroom enables parents to know their child's school and teacher better. So that your visit will be both pleasant and satisfactory, please observe these rules:

- 1) All visits should be prearranged with the teacher and cleared through the office.
- 2) Confer with the teacher after class is dismissed or at the regular scheduled conference time. Individual problems are never discussed in front of the child or while the class is in session. Sometimes, it may be appropriate to have the student sit with the parent during part or all of the conference.

## **VOLUNTEERS:**

The service of parent volunteers is an integral part of the school community. Extra hands are always welcomed. Our school has a coordinator of volunteers who will forward information to you regarding your participation in this program. **Every year, all volunteers must register on-line at [www.getinvolvedineducation.com](http://www.getinvolvedineducation.com) and be approved before volunteering.**

## **YOUTH GANG ACTIVITY:**

Students are not allowed to be in groups, which threaten, frighten or harm other students. These groups, which may be called gangs, usually have common names, wear certain colors, jewelry, signs, or buttons. Students are not allowed to ask other students to join such a group. If someone approaches a student to join a group such as this, have him/her tell the teacher or another adult immediately.

## **WITHDRAWAL:**

Notify the school at least one day in advance of withdrawal. Be sure that all textbooks, library books, and charges in the cafeteria are accounted for, and that no money is owed by your child.

**WITHDRAWAL:**

**(Continued)**

A transfer slip will be issued from the office. We will also make photo copies of health records to take with you.