

WELCOME TO OAKRIDGE ELEMENTARY

We welcome all students, *parents and friends to Oakridge Elementary School. This handbook has been prepared to share some important information with you about our school. Please read all items carefully with your child and refer to it when necessary.

Parents play a critical role in the educational process. We look forward to working with you to help our children become independent, life-long learners.

While challenges may surface during the course of the school year, together we will work to resolve them. By doing so, we will make an outstanding school year for everyone.

**Whenever the term "parent" is used, it refers to either or both parents, any guardian of a student, any person in parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.*

ATTENDANCE

Florida law states that all children who are six (6) by September 1st must attend school every school day until their 16th birthday unless they are ill. Students, parents, school administrators, staff, and the school social worker, must work together to see that this law is obeyed.

ATTENDANCE HOTLINE 754-323-6702

When your child must be absent, please call 754-323-6702 (available 24 hours/day; 7 days a week) and leave a message stating your child's name, teacher, reason and date of absence.

LATE ARRIVAL

Students are expected to arrive at school on time and be in their designated classrooms by 8:00am. Arriving tardy is disruptive to the classroom and also interferes with each student's educational progress. If arriving late becomes excessive, our school social worker may visit the

home to discuss the problem and possible solutions.

Students not in their classroom by 8:00am must be **escorted by their parent to the front office** to get a late pass before going to the classroom. They will be marked tardy by their classroom teacher. **Parents are asked to please remember to bring your driver's license as late arrivals will be logged into the STAR Security System.**

DRESS CODE

Oakridge Elementary has a Unified Dress Code. Students are required to wear their uniform everyday. Our school uniform consists of a white, gold, Kelly green, or hunter green polo on top; and khaki, black, or navy blue pants, shorts, skirts, skorts, or jumper bottoms. Students must wear sneakers with socks everyday. It is recommended that leggings or shorts be worn under skirts. On days of cold weather, students are encouraged to bring approved sweaters or jackets and wear long pants. Students are not permitted to wear jeans or distracting clothing (i.e. shirts with print, hoodies, etc). Waivers are up to the discretion of the principal and only available in the first ten days of school. Parents who submit a waiver request must meet with the principal to discuss approval.

EARLY DISMISSAL

Once students arrive on the school grounds, they are not permitted to leave without being signed out by a parent, guardian or authorized adult. Please arrange medical and dental appointments around school hours whenever possible. In order to ensure a smooth and safe student dismissal process, early dismissal is not permitted after 2:00pm during regular scheduled hours.

Dismissal is promptly at 2:35pm

If it is necessary for a student to be released early, he or she will only be released to parents or authorized adults who appear on the Student

Emergency Contact Form. Please be sure the Student Emergency Contact Form is updated with the names of all adults who may pick up your child during this school year and current contact numbers. The parent or authorized adult must come to the front office and present their Florida driver's license or Florida identification card when signing out the child. No student will be released directly from the classroom. **There will be no early dismissal after 2:00pm during regular scheduled hours.**

Please make sure your child knows the route to and from school. Unless in an after school care program, please expect your child to be home soon after the dismissal bell. For your child's own safety, we discourage playing, loitering or trespassing on the way to or from school. Children are not permitted to be released from school as a bike rider or walker without an adult escort after the crossing guards leave at 3:05pm each day during regular scheduled hours. Bike riders must wear their helmets while riding their bike in accordance with Florida law.

SUNSHINE CHILD CARE

We offer a fee-based after school child care program through our campus provider, **Sunshine Child Care**. After school hours are 2:35pm-6:00pm. Parents must register children before they are permitted to attend.

Payments are made according to the schedule provided by Sunshine. Services for special days such as employee planning days may also be available. Please contact Sunshine Aftercare for further information at 754-323-6744 for further information.

EMERGENCY DISMISSAL

In case of an emergency due to inclement weather or equipment failure, students will be dismissed and sent directly home. Plan a route by which your child is to go home and make sure he or

she knows this route. Have an understanding with your child about what is to be done in case of an emergency dismissal.

RAINY DAY DISMISSAL

Please complete the Rainy Day Dismissal form and discuss with your child what he/she is to do on rainy days. Explain the plan fully to your child in advance. If another adult is involved, please be sure his/her name is listed on your child's Student Emergency Contact Form.

If lightning is evident, students will not be dismissed until it has passed.

BICYCLES

Students may ride their bicycles to school. A fenced area is provided for bicycles. All bike riders should have a working lock and use it daily.

Please be advised that Florida law requires children under the age of 16 years to wear a protective helmet when riding a bike. For the sake of your child's safety, please ensure that your child always wears his or her helmet.

In order to ensure the safety of all children, all student and adult bike riders must walk their bikes while using the sidewalks around the school at dismissal time. All bikes must be walked when on school grounds.

BIRTHDAYS

While birthday celebrations with all the trimmings take place at home, students enjoy the chance to bring a snack to share with their classmates in honor of their birthday. Contact your child's teacher to make arrangements to provide a **store purchased** snack for the class. Home baked goods are not permitted. We ask that **you not send cakes (which must be cut and served), ice cream, drinks, treat bags, gifts or balloons as they tend to take a great deal of time away from the instructional day and are better as part of your home celebration. The store purchased snack will**

be shared in the cafeteria during his/her designated lunch time.

CODE OF STUDENT CONDUCT

A Code of Student Conduct has been compiled that is used throughout our District. Its purpose is to provide guidelines as to what is acceptable and unacceptable behavior, along with consequences for unacceptable behaviors.

Each family should review this year's Code of Student Conduct which is available on the district website at www.browardschools.com. Parents are urged to read and discuss the Code with their children. Following this, parents and children are instructed to sign and return all documents including the "Acknowledgement" form and "Media Release" form. Be sure to review this information carefully, and mark accordingly before returning. Please complete the required forms online

<https://www.browardschools.com/Page/38091>

and return the confirmation page to your child's teacher within three (3) days of receipt.

Be especially aware of the weapons policy listed in this document. Consequences are mandatory and may include expulsion. **Students should not bring toys to school.**

CURRICULUM

Our curriculum emphasizes reading, language arts, science/health, mathematics and social studies using state adopted materials. Music, Media, and Physical Education are provided on a rotating schedule. Exceptional Education classes and/or support are offered in the areas of speech and language, gifted, learning disabilities and other varying exceptionalities. Students must qualify in order to take part in exceptional student education classes.

FOOD AND NUTRITION SERVICES

Our Food and Nutrition Services staff provides nutritious, balanced meals for students who choose to participate. Meals may be paid for monthly, weekly or daily. Advance payment may be made on Mondays or the first school day of the week. Payments may also be made online at www.schoolpaymentsolutions.com. The cost of lunch for students is \$2.00, while breakfast is free. Participation is voluntary.

Based upon eligibility, reduced-price and free meals are available. An approved copy of the application or its equivalent must be on file for students who qualify.

Breakfast is served between 7:15am-7:45am. Students eating breakfast are to report to the cafeteria. When breakfast is over, they are to go directly to their designated area. No student will be served after 7:45am unless arriving on a late bus or a delay in the serving line requires extending serving time. Students not eating breakfast should arrive on campus at 7:30am.

The charge for milk is \$0.50 and may be purchased by those who bring lunch to school. Students should not bring drinks in glass bottles due to the potential danger that exists when disposing of them.

Students who forget lunch money may charge **one, and only one**, lunch meal. Payment for this charge is expected on the next school day.

EMERGENCY INFORMATION

Please update any changes to emergency information (current phone numbers, etc.) on your child's Student Emergency Contact Form in the office as soon as possible.

If your child becomes ill or has an accident, we will contact you using the numbers on the Student Emergency Contact Form. Please be sure to provide numbers where you can be reached such as your home, work, and cell phone numbers, as well as, the phone number of a relative, friend, or

neighbor. Remember to update if a change occurs. In case you cannot be located, we will call 911 to handle the emergency.

If a student is sent to the clinic because of illness or an accident, he/she will be kept and observed for a short time. Minor cuts and scratches will be cleaned and a bandage will be applied as needed. If the child continues to feel ill, has a contagious disease, temperature, or if it appears that a doctor's care is needed, we will advise you to pick up your child from school. Please remember to share all emergency contact information with your child's teacher as well.

HEALTH POLICY

Florida Statute requires the Broward County Schools to conduct health screenings. These screenings are conducted with students in various targeted grade levels in the areas of vision, hearing and body mass index (including height and weight). These are completed during the school year.

The screenings are conducted by trained volunteers, school, or county health unit personnel. If a problem is detected, you will be notified by the assigned Public Health Nurse or by school district personnel.

If you do not want your child to participate in this program, please notify the principal in writing.

LOST AND FOUND

Please mark all clothing and lunch boxes with your child's name. We recommend that names be written in an area not easily seen by others. The Lost and Found is located in the cafeteria. Your child should check the Lost and Found for any items. All unclaimed items are donated to the PTA Clothing Bank or given to children in need.

MEDICATIONS

You are encouraged to give needed medication outside of school hours. However, if your child is to receive any medication during the school day, the parent must present to the school office an

"Authorization for Medication" form filled out and signed by both your child's physician and you. This must be on file before medicine may be administered to your child. The form is available in our school office. The medicine to be dispensed will be kept in the office clinic and given according to the doctor's instructions.

The parent or guardian must bring the medication to school along with the authorization form. **Do not** send medication with your child. Please be aware that cough drops, aspirin, eye, ear or nose drops, allergy pills, and even vitamin pills are classified as medications and are treated as mentioned above.

You are encouraged to call the school whenever there is a health-related problem.

PARENT/TEACHER CONFERENCES

Parents and teachers must work closely together in order to develop and implement quality educational programs for children.

While conferencing represents only one of the ways in which the home and school come together, it is very important.

In order for conferences to be as successful and informative as possible, please follow these suggestions:

- Notify the teacher, in advance, when you would like to meet. A written request or phone call will ensure sufficient time and privacy. In general, teachers are available from 7:35am-7:55am and from 2:45pm-3:35pm during regular scheduled hours. Before you arrive, decide if the conference is of a nature that should be discussed in the presence of the child as children are often included in conferences.
- If you have a scheduled conference, please let the teacher know if you will be there or if you need to reschedule for another time. Employee planning days during the school year are times when conferences may be held during the day. At least two conferences will be scheduled to discuss your child's progress.

- Notify the teacher if you feel that an additional conference is needed.

PARENT INVOLVEMENT GROUPS

Watch for notices and phone link messages that announce meetings for parents and adult members of our community. Our Parent Teacher Association, School Advisory Council (SAC), and School Advisory Forum (SAF) are three groups that meet regularly. These groups address concerns, discuss ideas and help school personnel plan activities for children. Parents are encouraged to help their children by joining and participating. Dates and times for the meetings will be announced.

PARTNERS IN EDUCATION

We are fortunate to have Flaco's Community Gym, Sunshine Child Care, and Active Community Health Center, as our Partners in Education. We welcome participation by other businesses and community organizations and offer an opportunity to advertise your business on our web site for a small fee is available. Please contact our school office at 754-323-6700, if interested.

REPORT CARDS

Report cards are issued four (4) times per year at the end of each marking period (approximately 45 days). A student must be in attendance in a Broward County Public School at least 25 days in order to receive grades.

Interim reports will be issued as needed by teachers. They will be sent in the middle of each marking period to let parents know if improvement is needed in academics and/or behavior.

If you think a conference is needed at any time during the year, please notify your child's teacher to set up an appointment.

SCHOOL WEBSITE & ADDITIONAL TITLE I INFORMATION

We continue to update and revise our ever evolving Oakridge Elementary Website. We invite

you to visit today, and frequently throughout this school year!

Also, please be advised that Oakridge Elementary's School Improvement Plan (SIP), which contains the school's Title I School Parent Involvement Plan, is located on our school website at <http://oakridge.browardschools.com/>.

In addition, please know that once finalized for each school year, a copy of our SIP is available upon request. It will also be available for review at all School Advisory Council (SAC) meetings.

The District's Parental Involvement Plan is located on the Title I website at:

<http://www.broward.k12.fl.us/titleone/PARENTINVOLVEMENT.html>.

STUDENT INSURANCE

The importance of having insurance for each child cannot be overemphasized. Please read the insurance brochure carefully, and note that the premium is to be mailed directly to the company. Premiums are not to be sent to the school.

Student accident insurance is not mandatory to attend school; however, students who participate in field trips outside of the tri-county area or overnight trips are strongly encouraged to have some type of overnight insurance coverage.

STUDENT WITHDRAWAL DURING THE SCHOOL YEAR

Parents of children transferring from Oakridge Elementary to another school should advise the teachers of this transfer as soon as possible, and notify the office at least a day in advance so that we may prepare a transfer form and obtain needed information.

All textbooks and library books are to be returned to the teacher. The records will be processed and the parent may pick up the transfer slip from the office after school on the last day the child is in attendance. The child's records are sent by mail upon request by the receiving school.

TELEPHONES

The office telephones are business phones. Students may use the telephone for emergency calls only.

To keep the telephone lines free for necessary school use, parents should instruct their children on the procedures they are to follow on rainy days so telephone use will not be needed.

Students are permitted to bring their cell phones to school so that they may communicate with their parents before and after school. Cell phones must be turned off and kept out of sight, unless being used for instructional purposes under the direction of a teacher.

VOLUNTEER PROGRAM

We have an active group of volunteers to assist staff and students. Parents, grandparents and other community members are urged to consider the many opportunities to help. These include working in the classroom, tutoring individual students, helping in the media center and assisting with various projects. All volunteers, including field trip chaperones, must complete the electronic volunteer registration process a minimum of 10 days before participating as a chaperone so they may be approved by the District prior to the event/activity. Volunteers can complete the application online. If you are interested, please contact the school office at 754-323-6700.