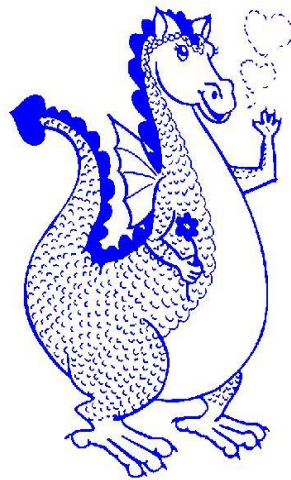


DRIFTWOOD ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2016 –2017

Mrs. Marina Sanchez-Rashid, Principal
Mrs. Lourdes Solares-Cruz, Assistant Principal



2700 NW 69th Avenue
Hollywood, FL 33024

754-323-5450 Phone
754-323-5490 Fax
754-323-5493 Aftercare

PRINCIPAL'S MESSAGE

Welcome to the 2016-17 school year at Driftwood Elementary School!

It is such an honor to be a part of the DES family of learners. It is evident that Driftwood Elementary is a wonderful school thanks to the warmth, dedication, and hard work of an entire team of students, parents, teachers, staff, and community members.

I believe that ALL students can learn and I have high expectations of everyone, especially of myself. I always put students first and believe in the team approach. I have an open door policy and I want you to know that I am here to help you and to support you in any way I can.

I CAN'T wait to meet everyone. I am hoping that you will join our wonderful PTO and that we will see you around campus, as we are in need of volunteers.

It's going to be a GREAT year at Driftwood Elementary School!

Have a successful New School Year 2016-17!

Marina Sanchez-Rashid, Principal

FACTS ABOUT DRIFTWOOD ELEMENTARY SCHOOL

Driftwood Elementary School is equipped to offer the following

- Up-to-date hardware and software
- 1:1 laptop computers for all students in fourth & fifth grade
- Classrooms equipped with wireless access, MIMEO boards and ELMO Projectors
- Chorus & Drum Clubs
- SESME
- Extended Learning Opportunities
- Before & After School Program
- Driftwood Elementary School's website: <http://www.broward.k12.fl.us/driftwoodelem/>

GENERAL SCHOOL INFORMATION

School hours are from 8:00 am – 2:00 pm. Students may not arrive on campus before 7:30 am unless they are coming to have breakfast in our school's Cafeteria. Children will enter their classrooms at 7:55 am when the first bell rings. Students are expected to arrive to school on time and report to their classrooms before the tardy bell rings at 8:00 am. Students who report to school after 8:00 am must sign in at the office to avoid being placed on the absentee list. Students are dismissed at 2:00 pm. Please be prompt in picking up your children at the end of the day.

School begins promptly at 8:00 am.

Office Hours:	7:30 am – 3:00 pm
Breakfast Hours:	7:15 am – 7:45 am
School Phone:	754-323-5450
School Fax:	754-323-5490
Security Hotline:	754-321-0911
Missing Child Hotline:	754-321-0725
24 Hour Attendance Hotline:	754-323-5452
BASCC Phone:	754-323-5493
AfterCare Hours:	2:00 pm – 6:00 pm
Before Care Hours:	6:30 am – 7:30 am

ACCIDENTS

If your child is injured at school, we will make him/her comfortable and call you immediately. If you cannot be reached, we will contact the emergency numbers listed on the student information form. Make sure that your child's emergency information is always up-to-date. When deemed necessary, 911 will be called.

ADMINISTRATIVE/LEADERSHIP STAFF

Marina Sanchez-Rashid	Principal
Lourdes Solares-Cruz	Assistant Principal
Linda Justin	Guidance Counselor
Ronnie Leff	ESE Specialist
Teresa Moran	Literacy Coach
Anastasia Haxton	Math Coach
Officer Rios	School Resource Officer
Raquel Suarez	PTO President

AGENDA BOOKS

Driftwood Elementary School is happy to provide students in grades 1-5 with one Agenda Book at the beginning of the school year. In the event that the Agenda Book is lost, the parent is responsible for purchasing a new one from the PTO.

ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL PROCEDURES: Parents are encouraged to drop off students in the back or north end of the school in our car circle drop off area. Parents may not use the front parking lot as a drop off area. This is our bus drop-off and pick-up area only. To ensure the safety of our students, please follow our established procedure. **Parents may accompany their child to the classroom only during the first week of school. Beginning with the second week students are expected to walk to their classroom on their own or escorted by a safety patrol, parents will not be able to come on campus to walk their child to class.** Parents who have a conference scheduled must report to the office and get a visitor's pass before going to the classroom.

DISMISSAL PROCEDURES: Car Pick-Up Circle

- The back gates of the school will be locked and will not be used as an entry. Enter through the Driftwood Recreation Center parking lot to the car pick-up circle.
- Students are dismissed to the car pick-up circle at 2:00 P.M.
- Please do not leave your car unattended at any time. This will delay dismissal for others waiting in the car pick-up line.
- As cars leave the circle area, please pull up to the next available gate and the faculty and staff will have your child waiting for you.
- Please DO NOT use your cell phone in the Car Pick-Up line.
- Please be patient and courteous as you wait in line. We want to make sure that all of our students are safe. We also need to teach our children the value of patience, courtesy, and respect for others! Remember that your children watch you very carefully and do as you do.

Walkers:

Students who will be walking home will be dismissed at 2:00 pm. **Parents will meet the students outside the school gates.** For safety reasons, parents will not be able to come into the school and wait in the courtyard for students. Kindergarten and second grade students will be dismissed by the large gate near the crossing guard. First grade students will be dismissed by the gate near the first grade pod which is between the parking lot and the large gate near the crossing guard. Third to fifth grade students will use the gate closest to their route home. Please determine which gate you want your child to use.

Bus Rider:

Bus transportation is provided for students residing beyond two miles from school. In order to help insure the safety of all passengers, each bus rider is expected to cooperate and follow bus safety rules. Please notify the teacher with a written note if there is to be a change in the transportation of your child. If no notification is received your child will follow his or her regular method of getting home.

If your child is a bus rider, make sure he/she is at the appropriate bus stop a few minutes early. Also, be patient with bus transportation the first few days. The children on the buses will be dropped off at the school's Bus Loading Zones and directed to their classes. Students may ride ONLY the bus to which they are assigned and should not ask permission to ride another bus. Bus pick up and drop off will be in the front of the school.

ATTENDANCE

Florida State law requires regularity of attendance. When a child is absent from school for any reason, please call the office within 48 hours or send a note when he/she returns. Failure to provide acceptable documentation within 48 hours will result in the absence being recorded permanently as unexcused. As part of the Broward Truancy Intervention Program, parents will be notified after 5 unexcused absences. After 10 absences a doctor's note will be required for the absence to be excused. Please read the Attendance policy in the Code of Student Conduct book, which also addresses the pattern on non-attendance and excused and unexcused absences.

AUTHORITY OF SCHOOL OFFICIALS

Florida Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students when at school, on the bus or on a field trip. Students may be suspended from school or the bus for inappropriate behavior.

BAKED GOODS

Home-baked goods or home-cooked dishes may NOT be brought into the school for consumption by students due to State of Florida Health regulations. Commercially prepared goods may be brought into the classroom with teacher permission.

BEFORE AND AFTER SCHOOL CARE

Before school care is available for students at this location from 6:30 – 7:30 AM. The aftercare school program is provided from 2:00 PM until 6:00 PM on days school is in session. Students attending may register in the school's front office. The aftercare phone number is 754-323-5493. **All students enrolled in the aftercare program will receive FREE supper.**

CAFETERIA

Students will be served breakfast from 7:15 until 7:45 AM. This year all students will be eligible for FREE BREAKFAST.

Lunch will be **\$2.00** each day. Reduced lunch is \$.40. Milk is **\$.50** for those who bring lunch. Ice Cream will be available on a selected day for **\$. 65**. Additional items such as muffins, juice bars, Capri Sun, POP Tarts and water **are available for purchase at an additional charge.** The charge will be deducted from you child's lunch account. **If you do not** want your child to purchase additional items, please send a letter to your child's teacher or the cafeteria manager. We encourage students to purchase lunches on a weekly or monthly basis and pre-pay on Monday morning in the cafeteria before going to class. **Parents can come in to make breakfast/lunch payments only between 8:00 and 8:30 AM.** Children may only have ONE outstanding charge in the cafeteria. Charges must be cleared before a second charge will be allowed.

It is very important that you adhere to the following requests:

- NO candy is to be brought to school.
- NO soft drinks are to be brought for lunch.
- NO glass containers are to be used in lunchboxes.

We discourage bringing fast food (McDonalds, Burger King, etc.) into school for your child.

Parents **will not** be able to eat breakfast in the cafeteria with their child. If you would occasionally like to eat lunch with your child, please make arrangements in the front office at least 24 hours in advance.

Positive and appropriate programs to encourage good behavior in the cafeteria will be ongoing throughout the year.

CELL PHONES

Cell phones may be brought to school, but must be **turned off and kept out of sight during school hours.** **The school staff is not responsible for lost, stolen or confiscated cell phones.** If a student uses the cell phone during the school day, it will be confiscated and a parent or guardian must come in to pick it up. Please make sure that your child understands the rules for bringing a cell phone to school.

CLINIC PROCEDURES

Your child's safety and health are of the utmost importance to us. If your child has a minor cut or bruise, we will take care of it. If your child is too ill to remain in school, parents will be phoned. We are not able to care for students for long periods of time in our clinic. If your child has a fever or is vomiting, it is the parent's responsibility to pick up the child or arrange to have someone come and pick up the child from school.

CONFERENCES

We believe parent-teacher conferences are essential and this is one phase of our reporting to you. It also helps us to know your child. Your child's teacher will be calling you for at least two (2) conferences this year. You may call to schedule additional conferences as needed.

DISCIPLINE

The School Board of Broward County has adopted a Student Code of Conduct. Please review the Code of Conduct which is available online at "www.browardschools.com" which outlines the behavior expectations of ALL Broward County students. Please sign and return the "acknowledgement form". Teachers MUST have this signed form on file for each student.

DISMISSAL PROCEDURES

It is very important that we make the arriving and leaving from school as safe as possible. You are the most significant role model that your child has. If you are picking up a car rider, please stay in your car in the car line and move along as directed by staff. This will help expedite the dismissal procedure. **In addition, the use of cell phones is prohibited in the car line.**

Emergency Dismissal:

We ask that you give your child directions about where they are to report should we be forced to have an unexpected dismissal because of a hurricane, tornado, or to meet a specific county emergency. Be sure you fill out the **Emergency Dismissal Form** you received in the first day packet. It is the parent's responsibility to be sure that we have the most current information.

Two different phone numbers must be listed on the emergency form and updated immediately when there is a job change or any other vital information changes.

Early Dismissal:

Early dismissal should be avoided. We ask that parents make doctor and dentist appointments after school hours when possible. Students will **NOT** be released between 1:30 AND 2:00 PM per school board policy. Homework and final instructions for the day are being given during this time.

Please report to the office when picking your child up early. We will call for them and dismiss them from the office in our presence. **PLEASE DO NOT GO TO THE CLASSROOMS!!!!** This is for your child's safety.

Students will be released to only those listed on the Emergency Dismissal Form. In the event of an emergency regarding change of dismissal procedures for your child, please notify the office, and be prepared to answer questions in order to verify your identity. ALL students MUST be signed out by an authorized adult through the school office. These procedures are designed to protect our students. Your cooperation and understanding are appreciated.

Teachers must be notified in writing if a student will be taking transportation home that deviates from the normal routine. If the written notification is not received, the student will go home in the usual way.

DRESS CODE

Students are expected to follow the dress code in the Code of Student Conduct. It is important that children wear clothing that is appropriate, practical and comfortable. Please remember that at times the classrooms may be cold and we encourage student to have a light sweater or jacket to keep in the classroom. Closed shoes or sneakers are required. Flip-flops, clogs, backless shoes, sandals, tank tops, short shorts, and basketball shirts without an undershirt are **prohibited**. In addition, **all pants, including oversized or low hanging trousers MUST be worn and secured at the waist level.**

FIELD TRIPS

Field trips may be planned as extensions of class activities throughout the year. Field trip authorization forms giving permission for your child to participate will be sent home to be signed and returned. **School administration may deny participation on a field trip to any child who exhibits unacceptable behavior.**

All money for field trips must be received on or before the due date on the permission slip. Money cannot be accepted on the day of the field trip.

GRADING SYSTEM – PRIMARY & INTERMEDIATE

Progress Reports (report cards) are issued every nine weeks, based on a 45 day attendance period. Students are required to take report cards home to parents/guardians.

The following grading scale is utilized in Broward County to evaluate achievement in subject areas for grades 3 – 5:

A = 90 – 100	Outstanding
B = 80 – 89	Above Average
C = 70 – 70	Average
D = 60 – 69	Lowest Acceptable
F = below 60	Failure
I =	Incomplete

Primary report cards will communicate grades as follows:

- 1 = student has mastered the skill independently
- 2 = student is learning the skill with assistance
- 3 = area of concern
- N/A = skill was not taught or assessed during that grading period

GUIDANCE

Florida has authorized teaching Health Education of which Family Life/Human Sexuality is a component. Our students, grades K-5, will be involved in this unit, under the direction of our Guidance Counselor.

Classroom activities will also be used in all grade levels dealing with self-awareness, decision-making, and substance awareness.

To discuss study habits, grades, test scores or even family problems please contact Mrs. Linda Justin, Guidance Counselor.

HEALTH

The Florida Statute requires the Broward County Schools to conduct health screenings. These screenings are done at different grade levels during the school year. Parent permission is not required for these screenings.

Head Lice:

Due to the hot and humid climate of South Florida, students sometimes have head lice. In an effort to combat the spread of this problem, head checks will be conducted throughout the school year. Any child having head lice may **not** be admitted back into school until checked by the office. Students must be **nit free** before they are allowed to return to class.

Medication:

The school cannot administer medication, including aspirin/Tylenol, unless a **Medical Authorization Form** has been completed by you and your physician and is on file in the school office. New documentation must be completed each year for students on medication. Prescription medication bottles must be labeled with your child's name, dosage to be given, and when medication is to be administered. Parents, not students, must bring medication, in the original bottle or box, to the school office where it will be checked in by the office staff.

ALSO, PLEASE BE REMINDED THAT COUGH DROPS, ASPIRIN, EYE, EAR, OR NOSE DROPS, ALLERGY PILLS, ETC., CANNOT BE BROUGHT TO SCHOOL BY THE CHILDREN.

HOMEWORK

Homework provides independent work time to reinforce problem solving, following directions, decision-making, and time management skills. According to Broward School Board Policy 6306, homework should reinforce and enrich the concepts taught that day. Every student in grades 1-5 will receive an agenda book so they may write in their homework assignments, school activities and reminders. Please check and sign the agenda daily. **Homework assignments may not be faxed to school by parents or relatives.** Homework is assigned Monday through Thursday with occasional reports, projects, etc. that may require weekend work. Listed below are the recommended guidelines developed by our staff that should be followed for the individual grade levels:

Kindergarten	10 minutes homework 10 minutes reading
First Grade	15 minutes homework 15 minutes reading
Second Grade	20 minutes homework 20 minutes reading
Third Grade	30 minutes homework 30 minutes reading

Fourth Grade 40 minutes homework
 40 minutes reading

Fifth Grade 50 minutes homework
 50 minutes reading

We recommend that you read to/with your child nightly. This helps to increase their vocabulary and fluency. In addition, discussing what you've read helps to enrich your child's comprehension.

INSURANCE

Accident insurance applications will be sent home with all students the first week of school. The decision to purchase or not purchase school insurance is an individual family decision. Applications should be mailed DIRECTLY to the Insurance carrier. Students will also receive information and application for the Florida Kid Care, which provides low cost health insurance to uninsured children in Florida.

INTERIM REPORTS

No later than midway between marking periods, an interim report shall be sent home to inform parents of student progress. Such reports are distributed to students who are experiencing difficulty in academics and/or behavior.

LOST AND FOUND

The Lost and Found is located in the cafeteria. In order to lessen the chance of losing personal items, parents are strongly encouraged to write their child's name on lunch boxes, jackets, sweaters and rain gear.

MEDIA

Students are encouraged to have responsible behavior in keeping track of their library books. No fines will be assessed, but payment is expected for damaged or lost books. Students who have an overdue, lost or damaged book will not be allowed to check out another book until the book is returned or paid for. Parents may check out books for one week. Audio and videotapes are available as are educational resource materials.

PARENT ORGANIZATIONS

PARENT TEACHER ORGANIZATION: The Driftwood Elementary School PTO actively supports the school's instructional program, and, enhances community/school relations. All parents are encouraged to join and actively support this important organization. Parents will be notified of all PTO / Advisory meetings planned during the school year. The Membership Drive is conducted each August & September; however, your family may join at any time during the school year. Our PTO coordinates a variety of school activities.

SCHOOL ADVISORY COUNCIL: The School Advisory Council (SAC) makes decisions about teaching and learning and reflects shared responsibility and collaboration among all stakeholders.

SCHOOL ADVISORY FORUM: The School Advisory Forum (SAF) meets to discuss concerns and district policies. The SAF serves as a liaison between the school, various school organizations and the community.

REPORT CARDS

Pupil progress reports inform parents of the child's social, emotional and academic progress. Every child in grades kindergarten through fifth will receive a report card at the close of each nine-week grading period. Please review the report card with your child, sign the envelope and return it promptly to school. If there are any questions, parents should contact the teacher. Report cards will be issued at the end of each quarter.

SAFETY

Unauthorized items have no place in school and must be left at home. These items include, but are not limited to: **electronic games or toys**, laser pens, pets, skateboards, trading cards, toys and games, etc. In addition, any item that may cause an injury is not permitted. **The school will not be responsible for unauthorized items, which are lost, damaged, confiscated, or stolen.**

SCHOOL ADVISORY COUNCIL (SAC) /SCHOOL ADVISORY FORUM (SAF)

The School Advisory Council (SAC) at Driftwood Elementary is comprised of elected stakeholders representing the staff, parents, and community. They meet on a regular basis to discuss important issues and policies. Parents are welcome to attend the meetings.

The School Advisory Forum (SAF) is a parent group that meets regularly to discuss school issues, which need to be addressed such as safety, traffic problems, etc. Reminders about meetings will be sent home via the school newsletter.

STUDENT RECOGNITION

The Principal's Honor Roll, A/B Honor Roll, Student of the Month and other academic awards have been established to recognize and celebrate the achievement of the students. Students are recognized for their efforts and outstanding accomplishments.

STUDENT RESPONSIBILITIES

Students are expected to:

- Attend class daily and be on time.
- Come to class with the necessary materials (paper, pencils, homework, etc.)
- Respect all individuals and property.
- Use courteous language.
- Conduct themselves in a safe, responsible manner.

STUDENT SERVICES/ EXCEPTIONAL STUDENT EDUCATION

Exceptional student education programs are provided for children who are eligible according to county and state guidelines. These programs include but are not limited to varying exceptionalities, gifted, speech and language, autism, hearing impaired, visually impaired, and physically impaired. Occupational therapy and physical therapy services are also provided. Students participating in these programs have met specific criteria and requirements and have an Individualized Educational Plan, which documents their needs and services to be provided. Any questions regarding ESE programs should be directed to the ESE Specialist, Ms. Ronnie Leff.

SUPPORT STAFF

Our support staff members are available to assist you with educational concerns. They are:

Mrs. Linda Justin, Guidance Counselor
Ms. Ronnie Leff, ESE Specialist
Mrs. Teresa Moran, Reading Resource Specialist
Ms. Anastasia Haxton, Math Coach

Please do not hesitate to contact them with your questions and/ or concerns.

SUPERVISION

Supervision for students will be provided from 7:30am – 2:30 pm (except for students eating breakfast in the cafeteria.)

Please do not send your child to school earlier than 7:30 (unless eating breakfast in the cafeteria). All students should be picked up no later than 2:15 pm.

TARDY POLICY

1. Breakfast begins at 7:20 AM.
2. Students report to their respective areas by 7:50 AM.
3. Students enter their classrooms at 7:55 AM.
4. The **tardy bell rings at 8:00 AM**. Any student arriving after **8:00** will be marked **tardy**.
5. There are consequences for chronic tardiness.

TELEPHONES

Student use of office phones is limited to emergencies. Children are expected to be prepared with lunch money, homework, necessary material, or plans for special after school activities.

TESTING PROGRAM

Formal and informal testing is done each year in an effort to assess needs and to obtain information regarding academic strengths and/or weaknesses of each child. These results are used, along with other information, to strengthen, revise, and/or modify our instructional program. If you have any questions regarding the testing program, please contact our Guidance Counselor, Mrs. Linda Justin.

TEXTBOOKS/ MATERIALS/ BOOKS

The school will furnish all basic textbooks for loan to the students. Students are responsible for all textbooks, library books and materials issued to them during the school year. Books not returned to the school and those damaged, must be paid for by the student. If lost books or materials are found, money paid will be refunded. Students may not be able to participate in end of year activities if they have an outstanding debt. In addition, textbooks are found on line and may be accessed from home.

TRUANCY

The Broward County Public School and the State Attorney's Office have initiated the Broward Truancy Intervention Program (BTIP). Your child's attendance will be monitored on a daily basis, and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney's Office will be notified via a state automated system. You are required to contact the school each time your child is absent and provide the school with the reason for the absence. To report absences, please contact the school office at 754-323-5450 or send a note to the teacher.

VISITORS

All visitors **must** report to the school office upon arrival on campus and present a picture ID, preferably your driver's license. Authorized visitors will be issued a Visitor's Pass. No unauthorized person is permitted on school grounds at any time. Visitors may **NOT** walk directly into the school. Classroom visits need to be pre-arranged with the classroom teacher at least 24 hours in advance. **Children/younger siblings not enrolled in Driftwood Elementary may not accompany parents/visitors to participate in classroom activities during the school day.** Younger siblings may be included in special events.

If you would occasionally like to have lunch with your child, you must make arrangements in the office at least 24 hours in advance.

Since research tells us that time on task increases student achievement, instructional time must be protected. Therefore, we will not interrupt teaching time during the instructional day. Messages may be left with our office staff and will be delivered appropriately.

VOLUNTEERS

School volunteers play a vital role in the enrichment of school programs. You are encouraged to participate in any area that interests you. We are looking forward to your assistance in our classrooms, the cafeteria, chaperoning local field trips, the media center, special events and other areas. Each year, all volunteers must complete an online application at www.getinvolvedineducation.com and attend the volunteer orientation program/breakfast. All volunteers must be cleared, present a valid volunteer badge and be checked in by a member of our front office before going onto campus. Volunteers should be scheduled in advance with the teacher and are not permitted to bring preschool children, babies, or toddlers with them when they volunteer. There are no volunteers on campus the first two weeks of school and during standardized testing.

WEAPONS

Possession of weapons of any kind on the school grounds will result in suspension and/or expulsion from school (See Code of Conduct Book for description of weapons.)

WITHDRAWAL OF STUDENTS

If you are withdrawing your child from school, please contact the school office by telephone or by written communication at least 24 hours prior to the withdrawal date. This will give us ample time to complete the necessary paperwork.

Your cooperation is always appreciated.

Please sign and return the form below acknowledging that you have read and discussed this booklet with your child.

I have received a copy of the Driftwood Elementary Parent/Student Handbook and have read and discussed it with my child.

Student Name (PRINT)

Student Signature

Parent Name (PRINT)

Parent Signature