

HOLLYWOOD HILLS ELEMENTARY SCHOOL



**PARENT HANDBOOK
2020 - 2021**

HOLLYWOOD HILLS ELEMENTARY SCHOOL

3501 Taft Street
Hollywood, Florida 33021

Telephone: (754) 323-6200

Fax: (754) 323-6240

Dear Parents:

We are happy to bring you greetings from the faculty and staff at Hollywood Hills Elementary School. We hope that this school year will be a productive one for your child.

This handbook has been prepared to provide you with pertinent information regarding the programs and services we offer to students at Hollywood Hills. It will also inform you of those rules and regulations necessary for good conduct and safety at our school. **We ask that you read and discuss this handbook with your child.**

We are confident that you will find our educational programs enriching and challenging. Should you have any questions, we urge you to contact your child's teacher. **Only through open and honest communication can we truly work together for our number one goal...a happy and productive child.**

OUR SCHOOL HOURS

Student Hours:	8:00 a.m. – 2:00 p.m.
Teacher Hours:	7:30 a.m. – 3:00 p.m.
Office Hours:	7:00 a.m. – 3:00 p.m.
Before School Care Hours:	6:45 a.m. – 7:45 a.m. (Registration and fees apply)
Breakfast Program:	7:30 a.m.-7:50 a.m.
After School Care Hours:	2:00 p.m. – 6:00 p.m. *(Registration and fees apply)

*For further information regarding the Before/After School Program, please call (754)323-6200.

The After School Care phone number is (754)323-6244, which is only answered after 2:00 p.m.

Due to safety and supervision factors, it is extremely important that students arrive no earlier than 7:30 a.m., with the exception of students in the Before School Care.

School Color: Blue and Gold (wear on Fridays)

School Mascot: The Panther

Sincerely,

Mr. John Fossas
Principal

ARRIVAL

All K-3rd grade students must be dropped off on the west side of the school (entrance off of Longfellow Circle). All 4th and 5th grade students must be dropped off at the front of the school (entrance off of Taft Street). Kindergarten students will be escorted by Safety Patrols to the kindergarten hallway and will sit in front of their rooms while supervised by a staff member. First through fifth grade students will report to their assigned morning waiting area. Teachers will let students into their classrooms at 7:55 a.m.

ATTENDANCE

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.

All absences must be reported to the classroom teacher or the front office. Parents may call the school or send a written note indicating the day(s) and reason(s) the student was out no later than two (2) days after the absence(s).

Absences are excused at the discretion of the principal. A list of excused and unexcused absences may be found in the Code of Student Conduct booklet.

BTIP (BROWARD TRUANCY INTERVENTION PROGRAM)

If you receive a BTIP notice for your child's "pattern of nonattendance", please call or come in to see the BTIP Coordinator immediately to discuss this matter. Further details regarding student attendance, state law, and School Board policies are in the Code of Student Conduct booklet.

MAKE-UP WORK

Make-up work is provided to students when he/she an excused absence. Please call the school between 7:30 a.m. and 7:45 a.m. to request missed assignments. You may pick up assignments after 2:00 p.m. in our main office. **PLEASE NOTIFY THE TEACHER AT LEAST ONE DAY IN ADVANCE TO PREPARE SUCH MATERIALS.** (Refer to Code of Student Conduct..)

CAFETERIA

Breakfast and lunch are available in the cafeteria to all students on a daily basis if they choose to purchase it or they may bring their lunches from home. Students are given two (2) main entrée choices or a salad bar each day, in addition to juice and milk. The breakfast and lunch menu is sent home monthly.

APPLICATION FOR FREE OR REDUCED PRICED MEALS

Parents may apply for free or reduced priced meals by completing the application online at www.applyforlunch.com or call 754-321-0250 for assistance. You will be notified by the Food Service Department as to whether your application was approved or denied. While you are waiting for your approval notice, you must pay for lunch and/or breakfast. Students who were on free or reduced meals last year will continue to receive this service for the first ten days of school this year. If your application is denied the first time, you may submit another application at another time during the year if your financial situation changes.

*Breakfast is provided at no cost to students between 7:30 am and 7:50 am.

MEAL PRICES (for a single serving of each item)

Student Breakfast	Full Pay	no cost	Reduced Price	no cost
Student Lunch	Full Pay	\$2.00	Reduced Price	\$.40
	Milk Only	\$.50		
	Ice Cream	\$.65 (Wednesdays Only)		
Adult Breakfast	\$1.80			
Adult Lunch	\$2.75			

All extra items are charged ala carte.

PREPAID MEALS

Student meals may be paid for in advance by putting money in the child's account in the cafeteria, by going on-line at www.broward.k12.fl.us/foodservice/ or they may pay daily in line during lunchtime. Any unused money is kept as a credit on the child's account and may be used at a later date. You may also prepay for ice cream. Ice cream is served on Wednesdays only.

What if my child forgets his/her lunch money?

Students who forget their lunch money are permitted one charge at a time only as a courtesy. If the charge is not paid, the child will be offered a cheese sandwich the next time he/she attempts to charge.

Parents should make sure that children bring lunch or have money to purchase lunch each day. Many students prefer to not accept a cheese sandwich and many choose not to eat it. An empty stomach may affect learning in the classroom.

What if my child brings his/her own lunch?

A healthy lunch is encouraged and appreciated. Students are not to bring glass containers or carbonated beverages and should refrain from using metal or aluminum cans. Injuries can occur when opening these items.

CLINIC SERVICE

Children who are ill **will not** be permitted to remain in school. Therefore, if a child becomes ill or seriously injured during the school day, the office staff will attempt to contact the parent(s) immediately. If we are unable to reach the parent/guardian, the designee will call the emergency contact phone numbers. Due to the nature of family situations changing suddenly, it is imperative that you do the following:

1. Keep your child's emergency records accurate and current.
2. Make sure that your child knows the person or persons he/she may be released to during the school day.
3. Tell those persons to bring a photo ID and give them the school's telephone number.
4. Notify the office of any changes as soon as possible.

STUDENTS MUST BE SIGNED OUT IN THE OFFICE BEFORE THEY ARE PICKED UP. YOU OR THE PERSON YOU SEND WILL BE ASKED TO SHOW A FLORIDA DRIVER'S LICENSE OR AN OFFICIAL STATE ID. ALL PEOPLE PICKING UP STUDENTS MUST BE LISTED ON YOUR CHILD'S EMERGENCY CONTACT CARD. PLEASE KEEP CONTACT PHONE NUMBERS CURRENT.

If your child appears to be desperately ill or seriously injured, we are obligated to call 911. The medical emergency team will make the decision as to whether the child needs to be transported to a hospital. Parents will be billed for this expense. It is the responsibility of the parents to pay this bill.

DISCIPLINE

We are proud of our Hollywood Hills students. They are expected to behave appropriately. The school utilizes the discipline matrix created by the School Board of Broward County, in accordance with the State Statutes, SBBC District policies and procedures.

The School Board of Broward County lists specific rules, rights, and responsibilities for all students in the **Code of Student Conduct**. The Code of Student Conduct applies to all activities on and off school grounds, including bus misbehavior. We urge you to review this booklet with your child.

Our school-wide rules are:

PAWS

- P** – Positive attitude toward learning
- A** – Always respect yourself and others
- W** – Work cooperatively with peers and adults
- S** – Show kindness always

In addition to our school-wide rules, each teacher has developed his/her own individual classroom or grade level rules.

Students Are Responsible For Their Behavior

Most unacceptable behaviors occur in the classroom and will be handled first by the teacher using his/her classroom discipline plan. The consequences may include:

1. Warning
2. Time-out in classroom (age appropriate)
3. Time out in another classroom
4. Loss of privileges
5. Note or call home to parent
6. Lunch detention
7. Referral to guidance or administration

However, continued or severe disruptions will result in a referral to administration and consequences will be applied using the SBBC Discipline Matrix. Many of these are listed in the Code of Student Conduct booklet.

In every instance, the child will be offered a warning and an opportunity to change his or her behavior. We are committed to provide each student a positive learning environment. We depend upon your support. Please help us by reviewing with your child the importance of behaving in school.

DISMISSALS

There are several types of school dismissals.

REGULAR DISMISSAL

Students are dismissed at 2:00 p.m. Teachers often have meetings or other activities to attend, so please make every effort to pick up your child on time.

All K-2nd grade students will be lined up with their teachers on the west side of the school for car-pool pickup.

All 3rd-5th grade students will be lined up at the front of the school for car-pool pick-up.

When the carpool line has been depleted, the students will be brought to the office to call parents. Please make arrangements to pick up your child at 2:00 pm every day. You will be required to sign your child out. Please have ID.

Important Reminders to Parents:

- **Please be sure to display the carpool card for drive up carpool. This will facilitate our dismissal and expedite the time it will take to load the students into the cars.**
- **Your option to park and pick up your child is still available.** Please arrive early, park in a designated spot, and meet your child at his/her assigned waiting area.
- Children with siblings should meet at dismissal time at the pick-up spot designated for the younger sibling (i.e. a 3rd grader with a sibling in 1st grade should meet on the west side of the school).
- **Additional parking will be available on the field on the west side of campus for special events such as Open House, shows and the first 3 days of school.**

EARLY DISMISSAL

Prohibition on early sign-outs was amended by the School Board to state that students should not be released the last 30 minutes of the school day unless the principal determines it is an emergency "or the student has a medical/dental appointment that cannot reasonably be scheduled at another time."

Students who need to leave school prior to 1:30 p.m. must be picked up and signed out through the front office. All persons picking up students for early dismissal must have the proper identification. **PLEASE BE PREPARED TO SHOW A PICTURE ID WHEN SIGNING OUT YOUR CHILD.** Teachers are not authorized to dismiss any child from class before the 2:00 p.m. bell. Students may use office phones in emergency situations only.

RAINY DAY DISMISSAL

From time to time, we do experience inclement weather making it necessary to briefly detain the students. Arrangements should be made with your child in advance as to what to do or where to go for rainy day dismissal. This will be indicated on the back of the Emergency Contact Card. **Children should not expect to use the phone on rainy days to determine what they are to do.**

NATIONAL ALERT ** EMERGENCY EVACUATION**

After the Columbine and the September 11th incidents, all schools were mandated to have a plan in place in case of an emergency evacuation. Hollywood Hills Elementary has worked in cooperation with the local authorities (City of Hollywood Police and Fire Departments) to devise an emergency evacuation plan. In this situation, the school will be evacuated and a command post will be set up off school grounds. Our local authorities will be in charge. The location of this command post will be disclosed only if we need to do an emergency evacuation.

FIELD TRIPS

Students may be denied the privilege of participating in field trips and social/extracurricular activities if said student(s) have been disruptive, violate the Student Code of Conduct or fail to conform to school rules and regulations. The teacher shall make this initial determination. Administration makes the final decision. (Article Eleven-Student Discipline, pp. 1.1-1.5; Collective Bargaining Agreement, August 16, 1995.)

INSURANCE

Parents will be given the opportunity in the fall to enroll their child in a school insurance plan. This can cover a child for up to 24 hours or merely during school hours.

MEDICATION

Broward County School Board Policy 6305 expressly forbids the dispensing of medicines to students by employees of the school system without the completion of the Authorization for Medication Form. This form must be filled out by your child's physician. The medication form may be obtained in the front office. This form must be updated on a yearly basis. Also, please be reminded that cough drops, aspirin, eye, ear or nose drops, allergy pills, etc., all come under the restrictions dealing with the administering and dispensing of medicine in school and cannot be brought to school by children. We cannot give these to your child. However, you may come in to school and administer the medication or treatment in the school clinic.

Students may not keep any medications in their possession. ALL MEDICATION MUST BE KEPT IN ITS ORIGINAL CONTAINERS.

MESSAGES FOR STUDENTS

Please make arrangements with your child prior to the school day. **Telephones are available for emergency use only.**

OTHER SCHOOL ORGANIZATIONS (SAC & SAF)

The School Advisory Council (SAC) consists of an elected group representing all the main stakeholders in the school. Their primary responsibility is to develop and monitor the progress of the goals outlined in the School Improvement Plan. This group, headed by an elected chairperson, meets monthly at the school. The School Advisory Forum (SAF), primarily a parent group, assists in the identification of the educational needs and priorities of the school. It coordinates community resources and secures community support for the school. Parents are encouraged to join the Forum. In addition to monthly meetings at school, the SAF chairperson meets monthly with district representatives and SAF Chairs from other schools.

PARENT TEACHER ASSOCIATION

Hollywood Hills PTA actively supports the school's instructional programs, as well as, enhancing school-community relations. All parents are encouraged to join and actively support our PTA. A membership drive is conducted in August. You will be informed of regularly scheduled general meetings, board meetings and upcoming events via flyers.

Pets

Due to safety and serious health concerns of some of our students, pets are not to be brought on to school property for any reason. Parents must fill out and submit their request to the Director of Equal Educational Opportunities/ ADA Compliance Department for students that require a service animal. Animals must be "individually trained" to do something that qualifies as work or a task. An animal that is merely a "pet" or "support animal" and does not mitigate the effects of the disability is not a service animal.

REASSIGNED STUDENTS

Students who attend Hollywood Hills Elementary School on a reassignment are expected to adhere to the school attendance policy. Reassignments may be rescinded for poor attendance, tardiness or inappropriate behavior.

TARDINESS

School begins at 8:00 a.m. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Students arriving after 8:15 a.m. must be signed in, in the office, by a parent. Your driver's license must be presented at that time in order for us to process your child's attendance. All tardies will be recorded on the report card.

TRAFFIC CONCERNS

Please observe all traffic signs posted on and near school grounds. We ask parents to pay close attention to the posted speed limit for a school zone and do not park in the designated fire lanes.

Parents picking up students should wait in a single file line along the curbs of the school. **PLEASE DO NOT LEAVE YOUR CAR UNATTENDED.** For safety reasons, and in case of an emergency, please **do not double park or ask your child to cross between cars.**

Visitor parking is available in the parking lot in the front of the school. **PLEASE REMEMBER TO BUCKLE UP! DO NOT TALK ON CELL PHONES WHILE IN LINE.**

TRANSPORTATION

Bus transportation is provided to those students living two miles or more from our school.

Bicycle riders should adhere to all rules of the road, wear a helmet and always walk their bicycles on school grounds. Bicycles are to be parked in the designated areas only and should be locked. The school cannot be responsible for stolen bicycles.

VISITORS

All visitors must enter our campus and check-in at the front office. This way, we can ensure the safety of our children and minimize classroom interruptions. Please be prepared to show us a picture ID whenever you enter the school for any reason.

WITHDRAWAL

The parents of a child transferring to another school should advise the teacher and the front office of this transfer as soon as possible. All textbooks and library books must be returned. The records will be mailed upon receipt of a request from the new school.