

The Panther Playbook

Pines Lakes Elementary
A School Wide Title I School



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pineslakes.browardschools.com

BACK TO SCHOOL ISSUE

FROM OUR PRINCIPAL, Mrs. Sasse.....

Important Information for Parent and Visitor Access to Pines Lakes Elementary School Campus:

Maintaining a safe campus is our priority here at PLE. New guidelines and policies are being implemented districtwide in an effort to better secure our campuses. The District has mandated that once the school day begins, all perimeter gates must be locked except for one gate to allow for parent and visitor access to the school. This gate must be monitored at all times by school personnel. If personnel are not available to dedicate to this post, the gate must remain locked and visitors to the campus must call the school's office to gain entry to the campus. Due to budgetary constraints, Pines Lakes does not have any extra staff to dedicate to solely monitoring the front entrance gate, therefore, we will need to close and lock the gate. Please help us to keep our campus safe by adhering to the following expectations for arrival, dismissal, and access to the campus:

- The gate to the front parking lot will be open and entry will be monitored beginning at 7:20 and secured at 8:30 am. If you need to access the campus after 8:30 am, you will need to call the school at 754-323-7100. We will then send someone to open the gate. Please understand that this may take some time, so please plan accordingly.
- The gate to the west carpool parking lot off 103rd Avenue will be open for drop off beginning at 7:10 until the tardy bell at 7:50.
- The gate to the front parking lot will be reopened and entry will be monitored beginning at 1:45 to 6:00 pm and will be monitored by the After Care Academy Campus Monitor to allow for dismissal and pick up from the aftercare program.
- The gate to the west carpool parking lot will be reopened and entry will be monitored beginning a 1:45 and secured at 2:05 pm. Be on time to pick up your carpool student or expect to wait for the front gate to be unlocked.
- When entering the campus, please be prepared with your photo ID and to share your purpose or need for entry to the campus with our staff members. Our staff appreciates receiving a positive attitude during these procedures and will reciprocate with the same!
- Help build your student's independence by ensuring they come to school prepared with their homework, lunch, etc. If you find it necessary to bring them the items they forgot at home, the campus gates will be open until 8:30am. Please utilize these times should you need to come to the school to drop off items.

We recognize that these safety procedures may be inconvenient. At times, due to inclement weather or staff availability, there may be longer than usual wait times. We kindly appreciate your cooperation and patience as we all work together to keep our children safe!

**So that we can properly supervise our students,
school staff will redirect parents not following our arrival and dismissal procedures.**

Parent & visitor parking is only available in the north parking lot- enter from Johnson Street.

**All students must be in their classroom by 7:50 am.
It is recommended that students enter our campus no later than 7:40 to ensure their timely arrival!**

CLASS ASSIGNMENTS:

Class assignments will be distributed in our cafeteria during **Meet & Greet** on the date and times noted below. The "ticket" to receiving your class assignment, will be a completed "Going Home" form indicating how your child will be dismissed.

Providing this completed form to us will ensure that we have the correct dismissal information and will help us to create a safe and orderly dismissal routine beginning of the first day of school.

LOWER SCHOOL AND PRE-K: August 14th 1:00-1:30 pm

UPPER SCHOOL: August 14th 2:00-2:30 pm



Safety First

From Officer Soubasis

Please remember not to leave your car in the NO PARKING/FIRE LANE on all sides of our school. Please remember that brief stopping is permitted ONLY DURING drop-off and pick-up times. If you arrive at school for other purposes, please park in a parking space. We have recently had a few medical emergencies and an unintended fire alarm which required large emergency vehicles to respond. Although they were not serious incidents, emergency vehicles were delayed while trying to get on campus and negotiate our tight turns around parent's vehicles that were improperly parked. I have been directed by City and County Fire Officials to begin enforcing and citing for violations of the posted no parking and fire zone areas. With all of the recent school incidents occurring near and far, please be a part of keeping our campus safe and accessible to emergency personnel should the need arise. Our kids are depending on us.

First day of school is Wednesday, August 15th.

Parents of all grade levels, Pre-k through 5th, will be permitted to escort their children to their classrooms for the first three days of school. On those days, we will need all adults to leave the campus by 8:30 am. Use this opportunity to confirm with your child's teacher how your child will go home. Your child will receive a color-coded tag for his/her backpack signifying the dismissal location (car, bus, east/west walker, east/west biker, aftercare). Please keep in mind consistency is key to a safe dismissal. When routines are changed it often creates confusion. Therefore, please consider not having a different dismissal for the first few days of school.

Complete all Back-to-School forms needed on line!

<https://www.browardschools.com/backtoschoolonlineforms>



Wednesday, August 15th - First Day of School

Monday, August 20th - Student Independence Day

Friday, August 31st - SAC/SAF Meeting 7:30 am

Monday, September 3rd - Labor Day, No School

Wednesday, September 5th:

Open House & Title I Annual Parent Meeting:

- **Lower School & Panther Cubs 6:00-6:30 pm**
- **Upper School 7:00-7:30 pm**

Title I Information & Updates The School Board of Broward County Title I Center for Parent Involvement is located at 701 NW 31 Avenue, Ft. Lauderdale, FL 33311. For more information please contact Dr. Daniel at 754-322-5850 or visit www.broward.k12.fl.us/titleone/ (or call 754-321-1425). The District Parent Involvement Policy <http://www.broward.k12.fl.us/sbbcpolicies/>, LEA plan <http://www.broward.k12.fl.us/titleone/parent-involvement-lea-plan.asp> and SPAR <http://doeweb-prd.doe.state.fl.us/eds/nclbpar/index.cfm> can be found at the respective links.



ARRIVAL & DISMISSAL PROCEDURES

LOWER & UPPER SCHOOL (Grades K-5)

LOWER & UPPER SCHOOL ARRIVAL via WEST CARPOOL - accessed from 103rd Avenue

- Breakfast is served from 7:10-7:40 a.m. Students eating breakfast should enter through the west carpool doors and report directly to the cafeteria.
- Students not eating breakfast may begin arriving at 7:20 a.m. and enter through the west carpool doors. This door is locked at 7:50 a.m.
- School staff remain in the hallways until 7:50 to ensure students' safe arrival to class.
- Students who arrive after 7:50 a.m. must be escorted into the office by a parent and will be marked tardy.

LOWER & UPPER SCHOOL DISMISSAL via WEST CARPOOL - accessed from 103rd Avenue

- Only students whose cars drive through the carpool lane are dismissed as car riders.
- Cars should pull all the way forward. For safety reasons, parents must remain in their vehicle and encourage their child to enter the vehicle on their own via the passenger side.
- Place the school-issued nametag with your child's name onto your vehicle's rearview mirror before entering our carline.
- Students must be able to buckle/unbuckle their seatbelts and open/close their car door on their own.
- Students are dismissed at 1:50 p.m. and must be picked up promptly. If you are running late, please notify the office.
- For safety purposes, no parents are permitted to walk up to carpool or to walk through where the car riders are seated.

EAST or WEST WALKERS *East walkers meet by picnic tables on the east side; West walkers meet by the bike rack on the west side.*

- Please decide which walker area your child will be dismissed to and inform your child and their teacher:
- School staff escorts all walkers to their designated area for dismissal. Your children will continue walking home from this area or you can meet them here. If meeting your child, you must be there before 1:50 pm.
- For safety purposes, no parents are permitted to walk up to students seated at carpool or to walk through where the car riders are seated to access the walkers.

EAST or WEST BIKE RIDERS *Students coming from Palm Avenue use east bike rack; Students coming from 103rd Avenue use west bike rack.*

- Please decide which bike rack your child will use & be dismissed to and inform your child and their teacher.
- All bike riders should have a lock to secure their bicycles and always wear a helmet.

BUS RIDERS

- These students are officially assigned a Broward County School bus or are enrolled at a private after school care that provides transportation. They are escorted to the bus loop to load the buses. No parent drop-off or pick-up is permitted in the bus loop. Bus riders are checked off on a list during bus arrival and dismissal.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321- 2150 or Teletype Machine (TTY) 754-321-2158

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

PANTHER CUBS (PreK & VPK)

ARRIVAL: PRE-K & VPK via FRONT CARPOOL *accessed from Johnson Street*

- Students may begin arriving at the PreK doors in the North parking lot off Johnson Street starting at 7:20. Staff supervises arrival from 7:20-7:50 am.
- Since staff are not permitted to assist with getting students in/out of vehicles, parents are asked to do so and a PreK staff member will meet your child on the curb to escort them to class.
- Students who arrive after 7:50 a.m. are considered tardy and must be escorted into the office by a parent and a staff member will be called to escort them to class. Be prepared that this tardy process takes several minutes.
- VPK students must be signed in and out every day with the VPK staff in the North lot. Please pull in front of the line to sign in/out.

DISMISSAL: PRE-K & VPK via FRONT CARPOOL *accessed from Johnson Street*

- Only students whose cars drive through the carpool lane are dismissed as car riders.
- Cars should pull all the way forward.
- Remember to display the school-issued nametag with your child's name on the passenger side of your car before entering the carline.
- Staff will walk your child along the curb next to your vehicle when it's time for the student to enter. Since staff are not permitted to assist students getting into their vehicles, parents are asked to quickly assist them and safely secure them before departing.
- Students are dismissed at 1:50 p.m. and must be picked up promptly. If you are running late, please notify the office.
- For safety purposes, no parents are permitted to walk up to carpool or to walk onto the curb where the car riders are seated.
- Older siblings or other students that go home with a PreK car rider should be dismissed to PreK carpool. Please put this request in writing to your older child's teacher. All students who go home in the same vehicle should be seated at carpool together.

WALKERS/BIKE RIDERS

- Please speak with your child's teacher for specifics if you are considering having your PreK student dismissed as a walker or bike rider.

REMINDERS:

- ❖ Be On Time! Entering our school at 7:50 is considered late! The instructional school day begins promptly at 7:50 am. Your child will be marked tardy if they are not in their classroom by 7:50. Please refer to the Student Handbook in the first day packets and online for further information regarding attendance and early dismissal procedures.
- ❖ Meet our School Resource Officers (SRO), Officer Dean! The City of Pembroke Pines in collaboration with Broward County Public Schools has provided Pines Lakes with a full-time School Resource Officer to assist with campus security as well as to build positive relationships with our students. You will see him during arrival and dismissal and your student will get to know him during the school day. Please take a moment to introduce yourself to him and to thank him for his service to our school community.
- ❖ We Need You! To volunteer or chaperone a field trip in a Broward County Public School, you must be cleared first. Please fill out the application on the link provided and make sure you do it within enough time for the application to be processed, which may take several days. <http://browardschools.com/getinvolved/applicationnote>
- ❖ Stay Connected! We utilize the Parent Link robo-call system to provide you with informative information from Broward Schools and Pines Lakes Elementary. If you are not receiving them, contact Ms. Desilva at 754-323-7100. Be sure your contact information is up to date!
- ❖ Dress for Success! Pines Lakes Elementary has a unified dress code. Students' adherence to our dress code is important in helping us identify those that belong on campus. For more information on approved colors and types of clothing, please refer to the information in your first day packet and on our website. If your child has out grown their unified dress clothes and you would like to donate them to our uniform closet, we would love to have them. Please bring washed and folded clothes bagged to the front office.
- ❖ We are Prepared! Teaching children what to do in the event of different types of emergencies has always been embedded in your child's instruction. We conduct fire drills monthly and tornado drills two times per year. This year the District has mandated that "code red" lock down drills be held every month. In the event of an actual emergency, Pines Lakes will communicate with the school community as soon as feasibly possible using the Parent Link recorded system. To ensure that you can receive this timely communication, be sure that you keep your contact information up to date with the office.
- ❖ Wear It! All students in Broward County Schools are required to wear identification badges. Pines Lakes will provide your child with an ID badge and breakaway lanyard. The ID badge will remain in school. All staff are also required to wear ID badges at all times.