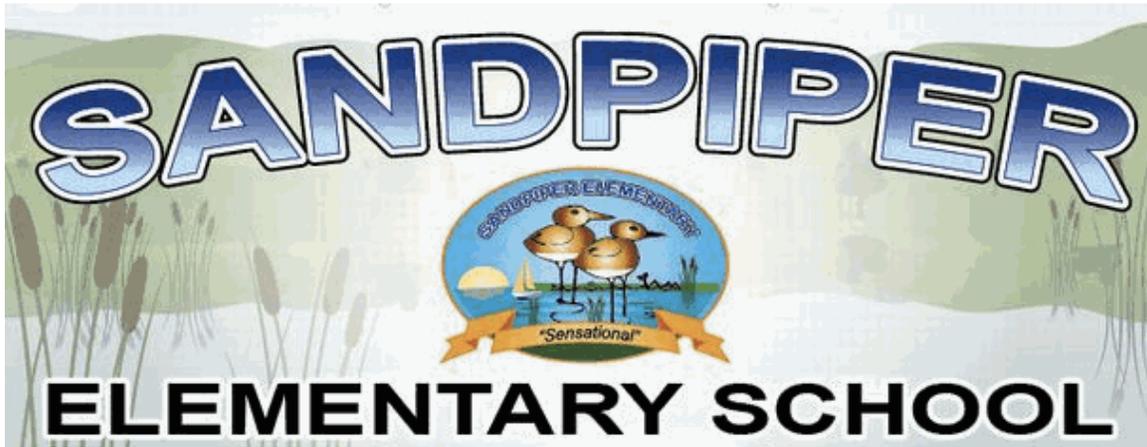


# WELCOME TO SANDPIPER ELEMENTARY



## PARENT-STUDENT HANDBOOK 2018-2019

Tune Into Learning...  
Rock The Year!

**Mrs. Camille LaChance, Principal**  
**Mrs. Melissa Hernandez, Assistant Principal**

## **SANDPIPER ELEMENTARY**

### **Our Vision**

**Educating today's students to succeed in tomorrow's world.**

### **Our Mission**

Sandpiper Elementary is committed to ensuring that all students receive a quality education, within a safe and secure learning environment.

### **Our Three Goals**

- High-Quality Instruction
- Continuous Improvement
- Effective Communication

## **THE LEARNER'S CREED**

**I believe in myself and my ability to do my best at all times.**

**Just for today,**

**I will listen,**

**I will see,**

**I will speak,**

**I will feel,**

**I will think,**

**I will reason,**

**I will read,**

**I will write,**

**I will do all these things with one purpose in mind, to do my best and not to waste this day, for this day will come no more.**

**Ernestine Mitchell, Retired Educator**

**SANDPIPER ELEMENTARY SCHOOL  
2018-2019**

**GENERAL OFFICE:**..... 754-322-8450  
**ATTENDANCE:**.....754-322-8452  
**CAFETERIA:**.....754-322-8460

**SCHOOL HOURS**

Breakfast	7:15 a.m. – 7:55 a.m.
Students	8:00 a.m. – 2:00 p.m.
Teachers	7:30 a.m. – 3:00 p.m.
Office	7:30 a.m. – 3:00 p.m.

**ADVISORY FORUM AND COUNCIL**

**A word about Advisory Forum**

The Advisory meetings held at Sandpiper Elementary are your forum for involvement in the workings of your school. Advisory is a separate entity designated to stimulate conversation concerning the policies and programs of your school.

At every meeting you will have the opportunity to ask questions, offer suggestions and express concerns about any segment of your child’s education. Not all policies are created within the individual schools – many are school board policy. Advisory is the place to learn the differences, and find out how changes can be made. Guest speakers will inform us of up to date details concerning curriculum, safety, budgets, boundaries, testing and so much more.

The Advisory Council is comprised of parents, teachers, administration and concerned community members. What we all have in common is that we all care about Sandpiper, and we are willing to discuss whatever is on your mind. We encourage new participants. If you want to have any input whatsoever, this is the forum to discuss it. Don’t wait for a problem to happen. Come to advisory meetings, and have your say. Care about Sandpiper and your children.

Join us now!!

**ABSENCES**

Children must attend school each and everyday to receive the maximum benefit from the curriculum provided. However, if your child is absent from school because of illness, or for other reasons (**see Code of Student Conduct Handbook**), parents must report the absence the day before, the day of, or within 2 school days following the absence, or the absence will be considered unexcused. Any absence is unexcused until the school receives a telephone call or a note to excuse the absence (See **BTIP**).

**AFTERCARE**

Sandpiper offers an After School Program, which is maintained by our staff. The After School program is open from 2:00 PM – 6:00 PM, Monday through Friday, except on holidays or teacher planning days.

### **BICYCLE SAFETY**

Children are to use extreme caution when walking or riding bicycles across the streets. Plan a safe route to and from school with your child. Please stress that this route be used daily. Bicycles must be parked in the bicycle compound. If a bike is lost or stolen: NOTIFY THE POLICE DEPARTMENT. We strongly advise the use of a lock. **All students must wear safety helmets. "It's the law."** Any student not wearing a helmet is subject to a fine imposed by the Sunrise Police Department. Once a student arrives on the campus he/she must walk, not ride, their bicycle to the bicycle compound. For safety purposes, do not ride your bike across the school driveways.

### **BIRTHDAY CELEBRATIONS**

Only (store bought) cupcakes or cookies can be brought in during a time designated by the classroom teacher for a child's birthday.

### **BROWARD TRUANCY INTERVENTION PROGRAM (BTIP)**

It is our goal at Sandpiper to have every child be successful in school. Therefore, it is critical for your child to attend school every day. Florida Statute 232.19 (7) states that you are responsible for your child's attendance and provides that a parent or guardian commits a misdemeanor of the second degree, punishable as provided by law, if the parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning their child's truancy.

BTIP is a partnership between the School Board of Broward County, Broward Sheriff's office and the State Attorney's Office (SAO). The purpose of the program is to prevent truancy (unexcused absences). Your child's attendance is monitored daily. A series of unexcused absences is reported to the SAO. The SAO will issue a subpoena for your child's records. These records may be used against you in court. The SAO may take action up to and including criminal prosecution of the parent/guardian of the truant child.

It is important that you follow the guidelines below when reporting a student's absence:

1. Contact the school at **754-322-8452** each time your child is absent and provide a reason for the absence; or
2. Send a written note to the school indicating the student's full name, teacher name, date(s) and reason for absence.

Any absence not reported within 2 days (48 hours) of the absence will be considered unexcused.

\* See Code of Student Conduct for additional policies regarding attendance/absences.

### **CAFETERIA BEHAVIOR**

The lunch area should be a quiet, safe and a clean environment where students can interact with courtesy and respect.

1. While in line, students will keep hands, feet and objects to themselves.
2. Talk quietly.
3. Get all food items and utensils before sitting down.
4. Use good table manners; and clean up their area before leaving the cafeteria.  
Every one is expected to treat each other with respect.

5. Remain seated until they are dismissed.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

At the beginning of the year, parents are asked to fill out important forms regarding emergency contacts and phone numbers. If your address, or telephone number or place of employment changes, please notify the school office immediately. It is also important that you furnish the front office with the most accurate and up to date phone numbers of a person who can be reached and who will be able to pick up your child should this be necessary.

### **CHARACTER EDUCATION**

The School Board adopted eight character traits as part of the Character Education Curriculum. These eight traits are: Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control, Tolerance and Cooperation. The Character education traits will be integrated into all school activities and communications systems; including a “Trait of the Month” theme. Character education will also be an integral part of our after school program, student activities and other events. Your assistance in instilling these traits in our children is most appreciated.

### **CODE OF STUDENT CONDUCT HANDBOOK**

The Code of Student Conduct handbook is going green. The 2018-2019 Broward County Public Schools Code of Student Conduct handbook is being distributed electronically. The Code of Student Conduct Handbook is now posted for review on the Broward Schools Website in English, Creole, Portuguese and Spanish at <http://www.browardschools.com/Page/38107>.

After reading the handbook, parents and students may complete the online forms at [www.browardschools.com/Page/38091](http://www.browardschools.com/Page/38091). In addition, sign the student packet and return it to your child’s teacher.

### **CONFERENCES**

Parent-Teacher conferences are an important part of our reporting system. Please remember that your teachers are available for scheduled conferences before and after school. Parents are encouraged to contact the teacher when they feel the need to discuss any phase of their child’s progress. Please remember that it is important to pre-arrange a conference time either by note or telephone so the teacher will be better prepared to inform and advise you about your child. You must check in at the front office to receive a guest pass before going into the teaching area.

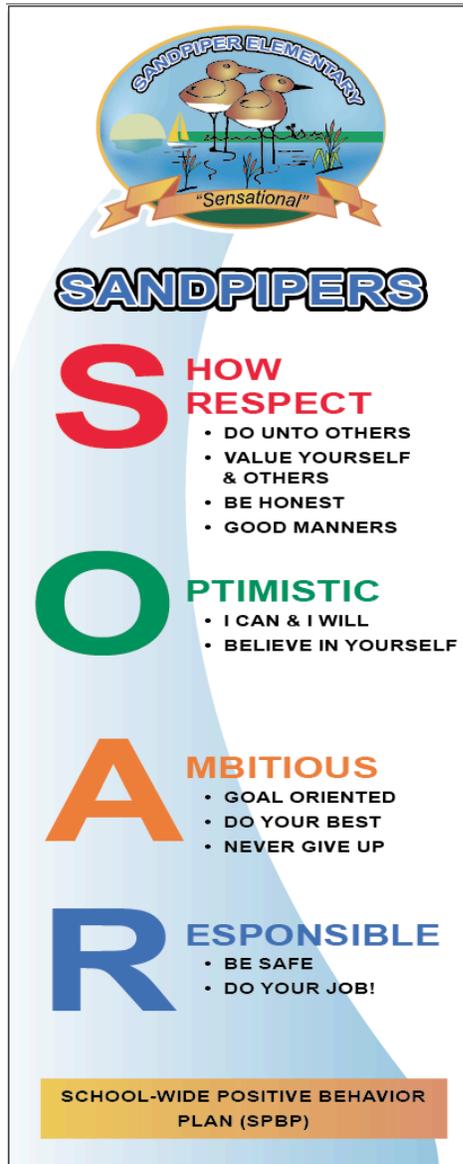
### **DISCIPLINE**

We believe that firm but fair discipline is as important to your child(ren) as the academic training received. Therefore, children will be expected to comply with school rules and regulations.

Every phase of discipline should help build habits of self-control. When a student learns to discipline himself, he then tends to be a dependable, reliable and cooperative member of his or her class. Parents can help their child by encouraging them to follow class rules and setting an example of courtesy and cooperation.

The School Board has adopted a student discipline and conduct code which will be forwarded to parents. Read and discuss the contents with your child(ren), sign the first page and return it to the school. This receipt will be filed in the child's cum folder. (See Standards of Pupil Behavior, Appendix A and Appendix B).

## SCHOOL WIDE RULES



**Students sent to the office may receive consequences based on the Discipline Matrix.**

### DROP OFF/PICK-UP/DISMISSAL

There are designated areas for each grade level for arrival and dismissal. Parents are to wait in cars as students are dropped off or picked up. Please be prompt. Our staff

members are assigned specific areas until 2:15 p.m. If a parent must enter the building, the car must be parked in a designated parking spot.

**Drop off Mornings – Inside lane only!**

Pull all the way forward in the inside lane (along curb). Drop your child off quickly. In an effort to prevent accidents, we ask that children enter and exit the car from the passenger side only. All conversations, including use of cell phones, preparation for school and good byes should be ended before entering the drop off area.

**Pick up (Afternoon)**

\* A helpful hint – parents who pick-up children only as a rainy day procedure may eliminate traffic problems by:

- a. Arriving 10 minutes after regular dismissal
- b. Sharing rainy day procedures with your child so he/she knows what to do.

Children are to enter cars in the car-loading zone only. Pull all the way forward in the inside lane (along the curb). A staff member will be on duty to facilitate the pick-up procedure. In an effort to prevent accidents, we ask that children enter and exit the car from the passenger side only.

**Kindergarten Traffic Directions**

When entering the Kindergarten drop-off and pick-up area, please follow the signs, directions and the regular school term dismissal procedures:

- Stay in your car. Your child will be brought to your car.
  - Please open the door for your child. We are not allowed to open or close doors.
  - Display your child's name in the passenger's window. If you misplace the sign or need another sign for carpooling, notify your child's teacher.
  - Form a single line in the driveway and stay in your lane.
  - Keep the car line moving. Pull out when you load your child.
- Thank you for your support!

**Pre-Kindergarten Traffic Directions**

When entering the Pre-Kindergarten drop-off and pick-up area, please follow the signs, directions and the regular school term dismissal procedures:

- Use first gate in the North Car Loop.
  - Park your car in a parking spot.
  - Meet the teacher at the designated area and retrieve your child.
- Thank you for your support!

**BUS AREA – TRAFFIC DIRECTIONS**

**Parking in the bus area is not permitted.** The bus area provides a 2-lane drive through drop-off and pick-up area only. Cars are not permitted in the bus loop.

**DISMISSAL**

### **Early Dismissal**

Children who must leave school early are to be picked up in the office. Teachers are not authorized to dismiss any child from class before the 2:00 p.m. dismissal bell. The last period of the day is very important since teachers review the activities of the day, and provide information to the students regarding the next day's activities. Calling students for early dismissal is disruptive to the process and those leaving early miss an important part of the school day. Please do not ask for an early dismissal after 1:30 p.m. Requests for early dismissal after 1:30 p.m. will not be granted.

### **Emergency Dismissal**

In the event school would be dismissed prior to 2:00 p.m., due to an emergency, news pertaining to dismissal is broadcast over local radio stations. The decision for any early dismissal is made from the Superintendent's Office. All schools are notified of this decision and the radio stations make public announcements. Please have an understanding with your child about what to do. Students will have limited access to the office phone. Emergency dismissal forms must be completed by the parents and kept current. (See Safety First Procedures)

### **Rainy Day Dismissal**

Rainy day arrangements must be made between parent and child prior to the necessity of using them. It is impossible to handle rainy day arrangements via phone messages. Students will have limited access to the office phone. Be prepared to show identification.

### **Critical Weather Conditions**

\*\*\*Bring plenty of foul weather gear and patience\*\*\*

1. Students will be released to only those people listed on your child's emergency release form.
2. On critical weather days, please go to the Media Center for grades 1-3; Special Program classrooms for Students with ASD; cafeteria for K, VPK, and PreK; intermediate car loop for 4<sup>th</sup> and 5<sup>th</sup> grade. Do not go to the office.
3. If you carpool, older siblings will go to the youngest sibling grade. We will make an announcement to all classrooms prior to the 2:00 p.m. dismissal that all "carpool students go to their designated area." Make sure all carpool students know where to go.
4. If we need to detain walkers and bike riders past 2:30 p.m., the police and school personnel will cross the children at critical intersections.
5. If it is drizzling, without lightning, students will be dismissed.

\*\*\* Parents, you always have the options to "wait the storm out". We will always detain our students when we deem a situation dangerous. Please, never jeopardize your safety.

### **EARLY RELEASE DAYS**

Early Release Days are designated for staff development. Children are dismissed at 12:00 noon. It is important that your child be picked up no later than 12:15 p.m. on the following days, as there is no supervision available after that time:

- Stay in your car. Your child will be brought to your car.

- Please open the door for your child. We are not allowed to open or close doors.
  - Display your child's name in the passenger's window. If you misplace the sign or need another sign for carpooling, notify your child's teacher.
  - Form a single line in the driveway and stay in your lane.
  - Keep the car line moving. Pull out when you load your child.
- Thank you for your support!

October 18, 2018  
 December 21, 2018  
 February 21, 2019

March 21, 2019  
 May 9, 2019  
 June 4, 2019 (Last Day of School)

### **FIELD TRIPS**

Field trips are a meaningful part of our curriculum and are scheduled with a definite course of study. Parents must submit written permission on the appropriate form before the child may participate in the field trip. Permission slips and fees must meet the established deadline. Field trips fees can be paid online at <http://estore.browardschools.com>. Students, who are referred to administration for repeated infractions of school-wide rules, may have field trip privileges suspended. If you would like to volunteer as a chaperone for a specific trip, please send a note to let your child's teacher and complete the Volunteer Application on-line. (See STAR system requirements). The consumption of drugs (cigarette smoking included) or alcohol by parents is prohibited during any School Board sponsored activity. Any parent choosing to violate policy while volunteering, will lose future field trip chaperone privileges.

### **FOOD RESTRICTIONS**

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. Foods prepared at stores, such as Publix, are allowed. Thank you for your cooperation.

### **HEALTH**

Children who are ill should not be in school, not only for their own health, but also to eliminate contamination to the other students. No child may be in school with an uncovered, open or running sore. Provisions should be made for someone other than the parent or family to be contacted in the event it becomes necessary to send a child home and we are unable to contact a parent. Please be sure that the school has updated home and emergency phone numbers at all times. (Please see appendix regarding Flu Pandemic).

Head lice have become of epidemic proportions nationwide. We encourage the parent to be alert to this problem and to check each child regularly. Children should be cautioned not to use each other's combs, brushes, or wear each other's hats.

If we suspect any student of having head lice, we will refer that individual to the office for confirmation. If the child is found to be affected with head lice, he or she will be sent home with treatment instructions. Students will be returned to school only after treatment and inspections of the hair and scalp show elimination of the lice and nits. Every student

must be examined in the school's clinic before re-entry. Teachers must make sure each student has a re-admission slip from the office.

The staff may request additional vision and hearing tests, as they deem necessary to facilitate student learning. Any abnormalities are referred to the parent with the recommendation that a competent member of the medical profession examines the child.

### **HOMEWORK**

The adopted Policy Handbook of the School Board of Broward County states: "Homework shall be encouraged and assigned to individual students when and where appropriate to enhance the learning situation and to provide for skill improvement. The type of homework and amount assigned shall be consistent with the ability of the student as well as his age and grade level."

Homework is not limited to drill material involving paper, pencils, and books. Students should be encouraged to do voluntary homework such as working on school projects, listening to worthwhile radio and TV programs, reading good books, practicing music, assuming home responsibilities, and participating in community activities.

Homework should be a meaningful experience in an effort to broaden experiences, stimulate new interests, foster responsibilities, and create a bond between home and school.

To foster homework obligation, we ask that the student accept responsibility for their homework.

After dismissal, students may not return to the classroom for forgotten homework, or textbooks. Parent conferences, teacher meetings and custodial duties are interrupted. During the first few weeks, teachers will remind students at the end of the day to gather assignments and textbooks until a routine is established.

Every child has an on going homework assignment-to read at least 15 minutes per day.

Contact the office if you desire make-up work and the teacher will be notified. Please allow the teacher at least one day in advance to prepare such materials. A child has two days for every day of absence to complete the work.

### **INSURANCE INFORMATION**

Parents, please pay particular attention to the following:

1. The Surgeon General's Office reports that one out of every four children will suffer an accidental injury this year.
2. Schools normally are not financially responsible for your child if she/he has a school related injury.

Each year, you are offered student accident insurance coverage at a nominal cost. You may want to seriously consider insuring your child before an accident occurs. Two plans are available: the "24 Hour Plan" and the "At School Only Plan". Please contact the school office at 754-322-8450 if you have questions regarding accident insurance.

### **INTERIM REPORTS TO PARENTS**

Interim reports will be sent home when specific difficulties or weaknesses in your child's progress becomes apparent. Hopefully, positive action can be taken to correct the concerns before the report card is issued.

### **ITEMS DROP-OFF**

If parents are dropping off lunches, snacks, book bags, or homework during class time, label all items with the child's name and bring them to the front office. Your children will check for these items at their assigned lunch times. If your child forgets his/her money, they will be given milk and a sandwich. We will limit classroom interruptions. We ask that all parents foster student responsibility. Students – organize yourselves at night. Remember to bring everything you need for each school day.

### **MEALS**

Our cafeteria staff serves an appetizing and well-balanced breakfast and lunch. Each class has 30 minutes for lunch in the school cafeteria. Lunch may be sent from home, or a hot lunch may be purchased in the cafeteria. A monthly menu will be sent home listing the entrees that will be served for lunch each day. The cost of the school lunch is \$2.00, which includes a 1/2-pint container of milk. Breakfast is served from 7:15 a.m. – 7:55 a.m. for \$1.20 a day. Children who bring their lunch to school may purchase milk for .50 cents and .65 cents for ice cream if they wish. Parents may prepay on Monday mornings in the cafeteria or pay online at <https://www.myschoolbucks.com>. Free or reduced price meals are available for students who qualify. Applications can be completed online at <http://Myschoolapps.com>.

If your child brings lunch from home, please make sure you pack foods you know your child will eat. Pack in containers that he/she is capable of opening and closing. Children who will purchase their lunch must have \$2.00 on that particular day. Please place your child's lunch money in a sealed envelope with his/her name, teacher's name and label it lunch money. These tips will help make lunch a pleasant experience for your child whether they purchase their lunch or bring it from home. **Food from other food service establishments may not be delivered to the cafeteria, ie. McDonalds, Burger King, etc.**

### **MEDICINES**

Teachers are not permitted to administer any type of medication to children. If your child must take medication during the school day, please check in the school office for the appropriate procedures and physician forms to complete or see forms in Code of Conduct. Any medication found in children's belongings will be taken away and parents will be contacted.

## **OPEN HOUSE**

This will enable parents to meet their child's teacher, visit their child's classroom, and become informed about all aspects of the curriculum and the typical school day. Teachers will share important information with parents and answer any questions about the program. Conferencing to discuss individual children cannot be done at this time, but a sign up sheet will be available for scheduling purposes. Meet and Greet will take place on Wednesday, September August 12, 2018. If you were not able to attend, you can schedule a conference with your child's teacher.

## **ORGANIZATION AND STUDY SKILLS**

A unified effort will be made by the Sandpiper Elementary staff to instill in children of all grade levels a systematic structure of organization and study skills. This will require consistency in procedures and in the supplies and materials used by students. If children are to develop the skills necessary to function as self-sufficient, independent students as they advance through school, it is imperative for the home and school to work toward this goal. Parent cooperation is requested.

## **PARTNERS IN EDUCATION**

Sandpiper is pleased to have several business partnerships. The strong commitment of these business partners is valued and appreciated. We welcome participation by other business and community organizations. Please contact the school if interested.

## **PTA**

The Parent Teacher Association works to enhance the educational program provided by the teachers and the school. They sponsor many family activities and raise funds to make health, education, and welfare of our children the first priority. All parents are urged to join this important organization and become active members.

## **REPORT CARDS**

Report cards are issued to elementary students at the end of each marking period (see calendar). You are asked to examine the report carefully and discuss it with your child. The report card envelope is to be signed by the parents or legal guardian and returned promptly to school. A student must be in attendance in a Broward County Public School for 25 days in order to receive grades from his or her Sandpiper teacher. If there is a "3" (area of concern) indicated anywhere on the report card the student will not receive the honor roll certificate.

## **SAFETY FIRST**

The safety of every student, teacher and staff member is a top priority for everyone in the Broward School System. In response to the continued national warnings about potential threats our faculty and staff are working to ensure that Sandpiper will continue to maintain an up-to-date crisis/safety plan in place, which is ready for immediate and confident activation.

The District has outlined specific steps schools will take – determined by the color-coded threat level set by the Department of Homeland Security. All levels and subsequent actions have been thoroughly discussed with the staff and Crisis Response Team (CRT) members have been assigned. In addition, we coordinate safety and security efforts with the City of Sunrise. The District's Special Investigative Unit is in continuous contact

with Broward County Emergency Management officials as well as local, state and federal law enforcement authorities.

Schools will immediately notify parents and the community through the District Web-site ([www.browardschools.com](http://www.browardschools.com)), the District Rumor control Hotline (754-321-0000), the Broward Schools E-news (register at the homepage) and the local news media – in the event of school schedule changes or if any information is received that may warrant a change in the school routine. Field trips may be cancelled accordingly.

The following are School District standard codes:

**CODE RED: FULL LOCKDOWN**

No movement in the building other than by police/fire officials  
(No one is allowed to enter or exit the premises)

**CODE YELLOW: LOCKDOWN**

No movement in the building other than by CRT (Crisis Response Team) members  
(No one is allowed to enter or exit the premises)

**CODE ORANGE: EVACUATION**

All persons leave the building according to established routes, or according to specific instructions provided by command Post coordinators.

All Codes and subsequent actions have been thoroughly discussed with the staff. In addition, we have coordinated efforts with the City of Sunrise.

Please be aware that access to Sandpiper during an incident might be restricted for a variety of reasons beyond our control.

**SCHOOL HOURS:**

The school day begins at 8:00 a.m. and children are requested to line up outside their classroom or designated areas.

Students	8:00 a.m. – 2:00 p.m.
Teachers	7:30 a.m. – 3:00 p.m.
Office	7:30 a.m. – 3:00 p.m.

To insure your child's safety on the school grounds, it is very important that children arrive no earlier than 7:15 a.m. Each day, adult supervision is provided for students who arrive at the specified time.

The 8:00 a.m. bell is the program bell. Children reporting after this bell are considered tardy. Please encourage your child to be on time. Late arrivals slow down programs already in progress and cause needless interruptions.

Children are to leave campus immediately after dismissal, unless they are enrolled in our After Care Program.

## **SNACK**

Each day the teachers provide a break for the children to stop their activities and have a snack. This is an opportunity for children to renew their energy by eating a nutritional snack. Parents are asked to provide a healthy snack, such as sliced vegetables, fruit and graham crackers. Other food choices may be discussed with your child(ren)'s teacher.

## **SPECIAL ACTIVITIES**

All of our classes, but particularly kindergarten, do many special projects, such as cooking and making gifts for their family, which may require materials not readily available in the classroom. Your child's teacher will contact you from time to time to send in items which you may have around the house or may be purchased inexpensively. Your cooperation in donating these items enables all children to participate in the special experience planned.

## **SPECIAL CLASSES**

During the school day each student has the opportunity to attend "special" classes that enhance the curriculum. These classes are: Art, Music, Physical Education and Media. Your child's schedule for these classes will be distributed, so you may remind your child to wear sneakers on Physical Education day.

## **STAR**

The District continues to strengthen the safety and security of our schools. A district wide vendor, visitor and volunteer computerized check-in program called STAR (SECURITY TRACKING AND RESPONSE) is implemented.

It is important that all non-employees who enter our school check in using this process. The majority of the school's will be using an ID based (driver's license, etc.) system to complete the process. The STAR System will be able to swipe your driver's license to secure the level I screening. A STAR System badge will be issued automatically.

Chaperones for overnight/extended day school trips, volunteers in school clinics and volunteer coaches must be fingerprinted and obtain Level 2 clearance. If you are interested in chaperoning Sandpiper fieldtrips, please obtain the Level 2 Clearance prior to the trip.

Parents, you are asked to drop your child/(ren) off without parking and walking the students into the school. Only those parents, who have an appointment with their child's teacher or are scheduled to volunteer, will be permitted to enter the campus. Upon entering the campus, you must go directly to the office, sign in and get a visitor's pass. Visitors' passes must be worn, **with your name on them**, and are only valid for one day. After the **first week of school**, students are familiar with their teachers and the location of their classrooms and **will walk to their classroom independently**. With so many people entering and exiting the campus, it creates an unsafe situation and prohibits the faculty and staff from carrying out their responsibility of making sure that all children entering the Sandpiper campus are safe and secure.

**All volunteers must complete Broward County Public School's new on-line volunteer/mentor application.** You may access the volunteer/mentor application at the

Community Involvement Department's web site,  
<http://www.browardschools.com/Page/37924>.

### **STUDENT CLOTHING AND LUNCH BOXES**

Personal belongings should be labeled with the student's name. Many items are turned into lost and found and are never claimed. If your child has misplaced an item of clothing, lunch box, or eyeglasses have them check our "Lost and Found" located in the front office.

### **STUDENT RESPONSIBILITY**

Students of all levels need to be responsible for their materials, lunches, field trip permission slips and money. To help develop responsibility, the school will set standards and adhere to these throughout the year. Areas of concern that will be addressed are:

1. Bringing lunch or lunch money to school
2. Bringing books, projects, and home assignments on time
3. Bringing appropriate supplies
4. Taking required notices home and giving it to parents
5. Returning permission slips and money prior to deadline

### **SUPPLY LIST**

See appendix and available on your school website at [www.browardschools.com/sandpiper](http://www.browardschools.com/sandpiper).

### **TARDINESS**

School officially begins at 8:00 a.m. A bell rings at 7:55 a.m. to signal that students may enter their classrooms. Morning announcements begin immediately after the 8:00 a.m. bell. Students have five minutes from 7:55 – 8:00 a.m. to sharpen their pencils, unpack backpacks, find their homework, etc. Students arriving to class after the 8:00 a.m. bell are TARDY. (All tardy students are required to sign in at the office). Research shows that tardiness of 5 minutes daily equals 900 minutes annually which computes into 15 hours, almost 3 school days of missed instruction. Parents, please assist your children, by getting them to school on time each day.

### **TEXTBOOKS**

Textbooks, library books or instructional materials checked out to the child becomes the responsibility of the child. The school will request payment for lost or damaged books.

### **UNIFORMS**

Sandpiper has a unified dress code. All students are required to wear the designated Sandpiper uniform. If for some reason you do not wish to have your child wear the designated uniform, you will have the 1<sup>st</sup> ten (10) days of school to submit a waiver request form to the principal. Please note that at times sweaters, jackets or rain apparel are necessary. Because of the uniform policy, many of these items are similar. Please label your child's personal items so as to cut down on confusion of ownership. National studies show that the wearing of school uniforms fosters a positive atmosphere for learning. We ask that you help us to encourage our students to take pride in their school and in their educational pursuits. In accordance with school board policy, students who

are not in uniform will be deemed in violation of school board dress code and will be subject to the following disciplinary action:

**First Offense:** Students will call parent. Parent will either bring appropriate clothing to school for the child or appropriate uniform will be provided, if available. Student will receive a verbal warning.

**Second Offense:** Parent will attend a mandatory conference with school staff. Student will lose extra curricular activities (up to 5 days). Refer to Discipline Matrix for continued future violations. Please help us to maintain order in our school by abiding by our unified dress code.

### **VISITORS**

The safety of our children is our #1 priority. All visitors and volunteers must enter and exit through the office, check in, and receive a Guest Pass. If you are asked by a staff member to return to the front office for a pass, please do so immediately.

### **VOLUNTEERS**

Parent volunteers are needed and welcomed throughout the year. All volunteers must complete an on-line volunteer registration form at <https://www.browardschools.com/Page/37924> before volunteering in the classroom (see main office). Volunteers must also sign in and out of the office each time they come to help. It is also a must that each volunteer wear a name tag while on campus. If interested, please contact the PTA Volunteer Coordinator.

### **WEBSITE**

Sandpiper Elementary is proud to announce that our website is fully functional. You can logon from the convenience of your home or work and have many of your questions answered. Our school's website is: <http://www.browardschools.com/sandpiper>. Also, we now have a Facebook account at [www.facebook.com/sandpipersunrise](http://www.facebook.com/sandpipersunrise).

### **WITHDRAWALS (during the school year)**

A child transferring from Sandpiper to another school should advise the teacher of this transfer as soon as possible. Please notify the office a week in advance so that we can send a transfer form home.

All textbooks and library books are to be checked in with the teacher. The records will be processed and the child or parents 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 from the receiving school.