

SILVER PALMS ELEMENTARY SCHOOL

“Home of the Dolphins”



PARENT/STUDENT
HANDBOOK
2020 - 2021

Updated 8/6/2020

SILVER PALMS ELEMENTARY

The mission of Silver Palms Elementary is to involve and inspire the entire school community to:

- *Provide a safe, secure eLearning environment and a quality eLearning educational experience through a variety of engaging, eLearning student-centered opportunities.*
- *Challenge students to develop the competitive, collaborative, communication and technology skills needed in the 21st century's world of work.*
- *Develop world citizens able to be responsible, honest, respectful, tolerant, kind, self-controlled, cooperative who practice good citizenship in an ever-changing technological, demanding, diverse, and global society.*

ADMINISTRATION

Irina Shearer

Principal

Shannon Schreidell

Assistant Principal

SCHOOL MOTTO

"Preparing for Tomorrow through Excellence Today"

SCHOOL COLORS

Teal and Silver

SCHOOL MASCOT

Dolphin

SCHOOL PHONE NUMBER

754.323.7450

SCHOOL FAX NUMBER

754.323.7490

ATTENDANCE

754.323.7452

AFTER CARE

754.323.7493

CLINIC

754.323.7472

HOMEWORK HOTLINE

754.322.1970

SECURITY HOTLINE

754.321.0911

WEBSITE

<http://silverpalms.browardschools.com>

CODE OF CONDUCT GOES GREEN

The Code of Student Conduct Handbook is available for review and to complete the **required** forms by accessing the **Back to School Forms** Link found on the Broward School's webpage at:

<http://www.browardschools.com/Page38091>

Please access the forms and complete the **required Back to School Forms**. The link above may also be accessed on our school website at: <https://www.browardschools.com/silverpalmsele>

ATTENDANCE

School attendance is of the utmost importance!

Parents/guardians must call the school within 48 hours, or the student's absence will be registered as unexcused. School staff will make every effort to assist the parents/guardians in getting a student on their virtual classroom.

If a student has excused or unexcused absences, tardies, and early sign-outs that reach 30 hours or five days in one marking period or quarter (which averages to be approximately 45 days), he/she can be determined to have a "pattern of non-attendance." Unless acceptable documentation is provided, a referral to the school social worker will ensue.

In summary:

- After 5 unexcused absences – meeting at school
- After 10 unexcused absences – possible meeting at courthouse
- After 5 absences (including excused, unexcused, tardies, and early sign-outs) in a marking period – determination of a pattern of non-attendance

If parents/guardians can provide explanations for their children's absences that are reasonable, legal proceedings are not sought. However, parents/guardians, by law, must have their children attending school.

BEHAVIOR

Teachers at Silver Palms Elementary School have been trained in a variety of positive reinforcement programs. They use the best and most successful strategies from each of these programs to provide an atmosphere where all children can learn.

During the first month of school, you will receive the classroom rules from your child's teacher. Inappropriate behaviors which interfere with teaching or learning will not be accepted.

General School Rules Are:

1. Respect must be shown for members of the faculty, staff and other students.
2. Laptops and books are public property and are to be treated with care and respect.
3. Adherence to eLearning guidelines and virtual classroom rules and procedures is expected.
4. Use Microsoft Teams chat box to respond to eLearning

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The School Board of Broward County has developed a Code of Student Conduct and Discipline. The Code of Student Conduct is available electronically in English, Haitian Creole, Portuguese, and Spanish. An electronic copy of the Code of Student Conduct can be found in the fall by visiting, www.browardschools.com.

PLEASE READ AND DISCUSS THIS DOCUMENT WITH YOUR CHILD AND RETURN THE SIGNED ACKNOWLEDGMENT FORM TO THE SCHOOL AS SOON AS POSSIBLE.

CAFETERIA PROGRAM

Breakfast is free for all students. Lunch is \$2.00 (\$.40 for students on the Reduced Meal Plan). Milk is \$.50 for those who bring lunch. Applications for Free/Reduced Meal Plan are available at www.myschoolapps.com.

Due to COVID-19 and school building closures, breakfast and lunch drive by pickups are available weekly on Tuesday and Thursday. Time range for pick-up will be sent at a later date.

Go to Broward County Public Schools payment portal for parents/guardians to make quick and easy online payments to their children's cafeteria account. The Web site portal for payments is www.myschoolapps.com. We have posted the link on our school's Web site. Children are responsible for handling their own lunch money.

CHARACTER EDUCATION

Several years ago, the School District approved the teaching of eight-character traits that are universally valued. Classrooms will be focusing on a different character trait each month, and these are as follows:

September	--	Cooperation
October	--	Responsibility
November	--	Citizenship
December	--	Kindness
January	--	Respect
February	--	Honesty
March	--	Self-Control
April	--	Tolerance

Please ask your child about the "trait of the month" and help him/her to apply it daily.

CONFERENCES AND REPORTING

We believe parent-teacher conferences are essential to report student progress and to help us know more about your child. *Parent-teacher conferences may be held on Microsoft Teams or by phone at this time.* The teacher will schedule conferences and provide advance notice of each conference. If you cannot attend at the designated time, notify the teacher immediately so that a new date may be arranged. Certain days are set aside for conferences, but if you need a conference on a day other than at the scheduled time, please call the teacher and request an appointment. Please remember that parents/guardians must pre-arrange a conference time either by note or telephone, so that the teacher

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will be prepared. Conferences may be scheduled from 7:35 – 7:55 a.m. or from 2:00 to 3:00 p.m. every school day except for Tuesday.

Always feel free to discuss with your child's teacher, assistant principal, and/or principal anything relative to the school that you do not understand. If you need to contact a teacher during the school day, please email the teacher or call the main office.

Report cards will be issued every nine weeks in the elementary schools during the school year. Interim reports may be issued between report cards as needed.

ENROLLMENT AND WITHDRAWAL

Emergency Contact-card Procedures:

1. The names of both parents (as defined in F. S. 1000.21(5)), the registering parent and the non-registering parent, shall be listed on the emergency contact card as persons authorized to pick up the child from school except where a court order has revoked the parental rights of the parent and a certified copy of such court order has been provided to the school.
2. Both parents shall designate on the emergency contact card those persons authorized to pick their child up from school. No parent shall delete or in any way alter the names provided by the other parent on the emergency contact card. It is both parents' responsibility to inform the school of any changes to the information each of them has provided on the emergency contact card.

Withdrawal Procedure:

1. Only the parent who registers the student may withdraw the minor student from his/her current school, without documentation of extenuating circumstances indicating otherwise.

GUIDANCE/STUDENT SERVICES

Through a Classroom Guidance Program, all students will be presented with materials dealing with self-awareness, decision making, conflict resolution, and substance awareness. Counseling services are provided. The guidance counselor is also available to discuss study habits, grades, test scores, and family problems.

HEALTH EDUCATION

Florida has authorized the teaching of Health Education which includes a Family Life/Human Sexuality component. A letter will be sent to the parents/guardians prior to the teaching of the Family Life/Human Sexuality unit. Parents/guardians will have an opportunity to preview the curriculum and decide if their children should be included during its instruction. If you have any questions about the unit, feel free to contact our guidance counselor at 754.323.7450.

VIRTUAL LEARNING

Our goal is to make the eLearning experience meaningful, relevant and academically sound. To make eLearning time productive remember to:

- Be on time. Logging in a few minutes early is highly recommended.
- Find a quiet place in the home with a chair and a table.

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- Ensure computer is charged.
- Wear appropriate clothing.
- Be sure the camera is turned on and use headphones if available.
- Stay muted until directed otherwise.
- Stay focused and attentive.
- Be an active participant.
- Speak clearly; look up and into the camera when speaking.
- Raise a hand to speak or type your question in the chat box.
- T.V.s and all other media off.
- Adjust the camera to see the teacher and allow the teacher to see the student.
- Be positive! Celebrate success!
- Encourage your child.
- Be respectful, be kind and be considerate.

Please note teachers may record live classes for educational purposes. These live sessions will be saved within secure Broward Schools educational platforms and strictly used for educational purposes.

HONOR ROLL

If your child is in the third, fourth, or fifth grade, he/she may be eligible for the honor roll. Quarterly celebrations are held to celebrate the academic, study skills, and social growth of the students. Celebrations will be held in the virtual classroom.

The criteria are as follows:

- Principal's Honor Roll - All A's and no 2's or 3's in the related arts/foreign language, social growth, and study skills sections of the report card
- A/B Honor Roll - A's and/or B's and no 3's in the related arts/foreign language, social growth, and study skills sections of the report card
- BUG (Bringing Up Grades) - an increase of one letter grade in two subjects while maintaining or increasing the letter grades in the other subject areas; earned in 2nd, 3rd, and 4th quarters only

ILLNESS AND MEDICATION

Illness:

Please contact the school to report your child's absence due to illness on the same day or within 48 hours.

Medication:

Medication concerns will be addressed once we return to the school building.

PTA

The Parent-Teacher Association (PTA) at Silver Palms Elementary charges a fee for membership. All PTA fundraisers are used to improve the school and directly and/or indirectly benefit the students. **All parents/guardians should please consider membership in and involvement with the PTA.** Reminder notices of all PTA meetings will be sent home in the newsletter.

SAC/SAF

The School Advisory Counsel (SAC) and the School Advisory Forum (SAF) work throughout the year to set and carry out goals for enhancing the educational experience of the students. Meetings are open to everyone and are announced in the school newsletter and on the marquee. SAC parents/guardians are involved in the development of the School Improvement Plan. A SAF parent represents the school at District meetings where policies are discussed. Membership for both is free of charge but is by election only. Once SAC/SAF meetings resume, they will be held virtually via Microsoft Teams until we are able to safely meet in the school building.

SAFETY PATROL

The School Safety Patrol Program is designed to provide fifth-grade students with the opportunity to learn and practice leadership. Students who are Safety Patrols must set a good example academically and behaviorally. The boys and girls who are members of the Safety Patrol Program are deserving of respect from all students and are carefully chosen by their teachers. During these times, development of student leaders will continue. More information will be provided within the coming months.

SCHOOL SAFETY PLAN WILL BE IMPLEMENTED ONCE STUDENTS FULLY RETURN TO THE SCHOOL BUILDING

To ensure students' safety, it is vital that all students adhere to the unified dress code. *All students must wear their student ID badges at all times while on school grounds. Two replacement ID badges will be provided for free. Any additional ID badges will cost \$5.00 to replace.* Silver Palms has a safety plan in place. It covers fire evacuations, tornado procedures, and other critical situations. If a crisis occurs within the school, such as an intruder entering the building, the administration might initiate a lockdown procedure. At that time, all movement within the school will cease. Parents/guardians might not be able to enter the building and will not be able to access entrance to offices or classrooms since these will be secured. If inside the building already, they might not be able to exit until an "all clear" is given.

If a crisis occurs near the school, the administration will initiate a lockout procedure. This might allow movement within the school once the perimeter is secured.

In the case of an emergency, including a possible evacuation of the facility, signs to alert parents/guardians will be posted at the main entrance doors, if possible. The rally point for them will be at TownGate Park. This location could change depending on the situation, but every effort will be made to inform parents/guardians as soon as possible.

Should there be a crisis situation, please do not interfere with school procedures. Stay calm and allow the staff to follow the safety plan.

Although parents/guardians may want to know more information, sharing details would not be prudent. However, if at any time you have questions or concerns, please do not hesitate to contact the school and ask for an administrator. We welcome any thoughts that might help us to continue to improve our plan.

SECURITY

If you have security (student or facility) concerns after school hours, call the Hotline number, 754.321.0911.

STUDENT COUNCIL

Silver Palms Elementary is proud of its Student Council. The Council is designed to help students develop an understanding of student government and serve the school. It is composed of two representatives (and alternates) from classes in grades three through five. Every attempt will be made to continue to develop student school leaders during virtual learning. More information is forthcoming.

STUDENT PHOTOGRAPHS

Parents/guardians may photograph only their own children. The "Code of Student Conduct" contains a page where parents/guardians must sign for release of photographs. Not all parents/guardians, however, approve for their children's pictures to be taken.

TARDIES

Students are required to be logged on to their virtual classrooms on time and stay logged in until class ends for the day. Please contact the school for attendance questions or concerns. 754-323-7450

UNIFORM DRESS CODE AND PERSONAL GROOMING

The District's Code of Student Conduct lists the School Board's approved dress code. However, Silver Palms Elementary adopted a unified dress code that is particular to the school and augments the District's guidelines. **Students are required to continue to dress appropriately during virtual learning.**

At Silver Palms Elementary, we strive to have pride in our school and our student body. We feel that a uniform dress code unifies the students and creates a better learning environment and it is vital for student safety. **The unified dress code will resume once we return to the school building. The uniform consists of the following:**

Tops

- Colors: Burgundy
Navy blue
Teal
White
- Styles: Solid
Collared polo-style or buttoned-up shirts
Long or short sleeved
No tank tops
No Lycra or Spandex
No emblems or logos (except school logo)
Clothing that exposes the torso is not allowed

Bottoms

- Colors: Khaki
Navy blue
Black
- Styles: Shorts longer than mid-thigh
Skirts longer than mid-thigh
Long pants
With or without pleats
No over-sized or cargo pants
No Lycra or Spandex
No emblems or logos (except school logo)
Shorts, skirts, and pants should be worn at the waist

Shoes

Must be worn at all times and cannot be backless
for elementary students

DISTRICT CODE: For the District's basic standard dress code, please refer to the "Code of Student Conduct."

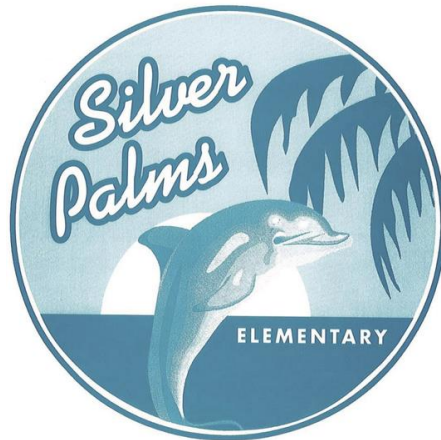
WAIVER: The staff encourages participation in our school's Unified Dress Code. However, parents can request a waiver, at the school, to have their children exempted. It must be submitted, to the school, within the first 10 days of school or within 10 days of a new registration. Students will still be required to adhere to the District's dress code.

VISITORS

Silver Palms Visitors' Policy will be readdressed once we return to the school building.

VOLUNTEER PROGRAM

Be a part of creating a successful school year! Silver Palms wants you to be a volunteer! Please look for forms from the Parent/Teacher Association or contact Glennis Simmonds, Guidance Counselor and Volunteer Liaison, at 754.323.7450.



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