

Coral Springs Elementary School

PARENT/STUDENT HANDBOOK

Dr. Rene Shaw
Principal

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coralspringselem.browardschools.com

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2011-2012 School Calendar - SYNOPSIS
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

First Quarter

Monday, August 15, 2011	Employee Planning - 1
Tuesday, August 16, 2011	Employee Planning - 2
Wednesday, August 17, 2011	Employee Planning - 3
Thursday, August 18, 2011	Employee Planning - 4
Friday, August 19, 2011	Employee Planning - 5
Monday, August 22, 2011	Start 1st Quarter - (47 Days)
Monday, September 05, 2011	Holiday - 1
Thursday, September 22, 2011	Early Release - 1
Friday, September 23, 2011	Interim Reports Issued
Thursday, September 29, 2011	Day Off
Thursday, October 27, 2011	Early Release - 2
Thursday, October 27, 2011	End 1st 9 weeks
Friday, October 28, 2011	Employee Planning - 6

Second Quarter

Monday, October 31, 2011	Start 2nd Quarter (44 Days)
Friday, November 11, 2011	Holiday - 2
Thursday, November 17, 2011	Report Cards Issued for First Quarter
Wednesday, November 23, 2011	Day Off
Thursday, November 24, 2011	Holiday - 3
Friday, November 25, 2011	Day Off
Thursday, December 08, 2011	Interim Reports Issued
Monday, December 19, 2011	Day Off
Tuesday, December 20, 2011	Day Off
Wednesday, December 21, 2011	Day Off
Thursday, December 22, 2011	Day Off
Friday, December 23, 2011	Day Off
Monday, December 26, 2011	Day Off
Tuesday, December 27, 2011	Day Off
Wednesday, December 28, 2011	Day Off
Thursday, December 29, 2011	Day Off
Friday, December 30, 2011	Holiday - 4
Monday, January 16, 2012	Day Off
Thursday, January 19, 2012	Early Release - 3
Thursday, January 19, 2012	End 2nd 9 weeks
Friday, January 20, 2012	Employee Planning - 7

Third Quarter

Monday, January 23, 2012	Start 3rd Quarter (43 Days)
Thursday, February 02, 2012	Early Release - 4
Wednesday, February 08, 2012	Report Cards issued for Second Quarter
Monday, February 20, 2012	Holiday - 5
Friday, February 24, 2012	Interim Reports Issued
Monday, March 12, 2012	Day Off
Tuesday, March 13, 2012	Day Off
Wednesday, March 14, 2012	Day Off
Thursday, March 15, 2012	Day Off
Friday, March 16, 2012	Day Off
Thursday, March 29, 2012	Early Release - 5
Thursday, March 29, 2012	End 3rd 9 weeks
Friday, March 30, 2012	Employee Planning - 8

Fourth Quarter

Monday, April 02, 2012	Start 4th Quarter (46 Days)
Friday, April 06, 2012	Day Off
Thursday, April 19, 2012	Report Cards Issued for Third Quarter
Tuesday, May 08, 2012	Interim Reports Issued
Friday, May 25, 2012	Employee Planning - 9
Monday, May 28, 2012	Holiday - 6
Thursday, June 07, 2012	Early Release - 6
Thursday, June 07, 2012	Last Day of School
Friday, June 08, 2012	Employee Planning - 10
Wednesday, June 27, 2012	Report Cards Issued for Fourth Quarter

Dear Parents and Students,

Welcome to the 2011- 12 school year at Coral Springs Elementary where "Character Serves Everyone!"

Coral Springs Elementary's faculty, staff, and administration continue to strive to meet the needs of our students through excellent educational programs which challenge and inspire all students. We encourage parents to participate through the Parent Teacher Association, School Advisory Forum, School Advisory Council and school volunteer programs. Take time to investigate the many opportunities to participate in your child's education.

Our mission is to provide a positive learning environment which recognizes the importance of individual needs and encourages community involvement. Within this environment, students acquire skills necessary to continually grow as creative problem solvers and life-long learners.

This handbook is designed to answer questions you may have about school operations. Please take time to read this handbook together.

Many exciting experiences have been planned for this school year. Join us!

Sincerely,

Rene Shaw

Principal

Shari Brown

Assistant Principal

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SCHOOL HOURS

Office and Faculty Hours 8:00 a.m. - 3:30 p.m.

Student Hours 8:30 a.m. - 2:30 p.m.

Students who are eating breakfast should arrive at school no earlier than 8:00 a.m. Students who are not eating breakfast should arrive no earlier than 8:10 a.m. At that time, students will be allowed to go to their hallways to sit and read quietly until the first bell rings at 8:25 a.m. Please be advised that there is no supervision prior to 8:00 a.m.

Students will be marked tardy if they are not in class when the second bell rings at 8:30 a.m. Students must be picked up on time after school at 2:30 p.m.

After school care is available between the hours 2:30 p.m. and 6:30 p.m. Call the office for registration information.

CSE is a mandatory unified dress code school. Shirt colors are yellow, royal blue, light blue and white. Collared polo shirts or crew neck shirts (t-shirts) of the colors listed above may be worn with or without an emblem. The colors for pants, shorts, skirts, skorts and jumpers are navy blue or khaki. Waivers to the unified dress code must be submitted within the first 10 days of the school year.

THE FIRST STEP: GETTING INVOLVED IN YOUR CHILD'S EDUCATION

You are your child's first and most important teacher. Getting involved in your child's education, both at school and at home, greatly improves chances for success. The following are some ways that parents can help children learn and succeed at school.

SHOWING INTEREST IN SCHOOL

Support your child's education by showing interest in school. Ask about school activities, and encourage your child to talk about school successes and problems. Praise extra effort as well as achievement.

Ask your child to show you test papers and assignment grades. You will be able to spot and correct problems early when you keep in close touch with your child's schoolwork.

All visitors to the school must enter through the Administrative Office, present I.D., and wear a visitor's sticker. Please do not be offended if you are asked to report to the office for a sticker. This policy is for the protection of our students. At least 24 hours



Be sure the school has up-to-date information on how to contact you in case of emergency!

notice must be given to the school before scheduling an observation in your child's classroom. No information concerning students will be given over the telephone. You have entrusted your children to us and we intend to give them the very best care possible.

STAYING IN TOUCH WITH SCHOOL

Your involvement, especially at the beginning of the school year, will help your child get off to a good start. Be sure to read carefully all the materials which your child brings home from school each day. Some important information will be needed from you, including your current address, emergency phone numbers, and an emergency medical authorization. If your address or phone number changes, please remember to keep our school informed. A telephone number must be submitted where a parent can be reached during the day. **Changes in dismissal procedures must be made in writing to the teacher.**

You will periodically receive information from Coral Springs Elementary about holidays, employee planning days (school days off), special school activities, and testing dates. Watch for the school newsletters.

School conferences provide a chance to speak individually about your child's unique needs. During a conference, the teacher and/or other staff can provide information, answer questions, and help solve problems.

HELPING WITH HOMEWORK

Homework reinforces skills practiced in the classroom and helps your child do better at school. You can encourage good homework habits by setting aside a regular homework time, by providing materials and a well-lit place to do homework. Also help your child plan ahead for project deadlines.

Most children need help with homework from time to time. Your willingness to help shows your child that education is important to you. There are many ways you can help. For example, reinforce with your child spelling patterns, help organize a science project,

or work on math problems together. Reading to or with your child every night helps give reading importance and improves skills.

Your child's teacher can give you ideas and advice on how you can assist your child with homework.

VOLUNTEERING AT SCHOOL

Another way to get involved in your child's education is by volunteering at school. Volunteers are welcome at Coral Springs Elementary! Orientation for volunteers and room parents is in September. Check the calendar for times and dates. **Only those persons who have participated in the orientation and who complete the registration process will be permitted to volunteer on the school campus and/or chaperone on field trips.** All volunteers must register online at www.getinvolvedineducation.com. No special skills are needed, just the time and energy that you are able to give. Volunteers contribute at school in many ways, for example, by accompanying classes on field trips, helping with health screenings and office work, assisting teachers in the classroom, and assisting in the cafeteria. Working parents may also contribute by sending in supplies that will be requested during the school year.

SCHOOL ADVISORY COUNCIL

The School Advisory Council consists of elected representatives from parent, teacher, and community groups. The committee meets at least monthly to monitor the current school improvement plan and develop a plan for the coming year. Our school improvement plan can be accessed on our school website.

PARTICIPATING IN PARENT ORGANIZATIONS

Parents enjoy a positive relationship with the faculty and administration at Coral Springs Elementary. Our school community encourages parents and other concerned citizens to work together with school staff to support and improve schools. Parent organizations know how the school system works and can offer valuable help and support to all parents.

PARENT TEACHER ASSOCIATION

Parent-Teacher Association (PTA) meetings will be held regularly. General meetings will be held in the months of September, January, and May. Reminder notices regarding meetings are sent home in the newsletter and school website. Meetings are open to all interested persons.

ADVISORY FORUM

The School Advisory Forum meets following the School Advisory Council each month. Meetings of the committee provide the opportunity to discuss, suggest, clarify and learn more about some of the programs, policies and budgetary matters that affect our school. Parental involvement is necessary to assure the best learning environment for our students.

GETTING STARTED: REGISTRATION

Children will all be placed with a classroom teacher upon entering school. Be advised that this placement should be considered temporary. After studying student enrollment, permanent placements should be made within 2-3 weeks. This is done in order to provide your sons and daughters with the best and most appropriate educational setting as well as to meet state class size requirements.

WHO ATTENDS SCHOOL?

KINDERGARTEN AND FIRST

GRADE

Children entering kindergarten must be five years old on or before September 1 of the school year. Children entering first grade must be six years old on or before September 1 of the school year.

REQUIRED ATTENDANCE

Florida law requires that children who will be six years old on or before February 1 of any school year, or who are older than six years but who have not reached the age of 16 years, must attend school regularly during the entire school term.

Students reporting late (after 8:30 a.m.) will be marked tardy by the teacher. Students reporting after 8:30 a.m. should report to the school office with a parent/guardian or with a written excuse. Students will be given their tardy slip before reporting to their classroom. Habitual tardiness is handled by our Social Worker. *It is imperative that your child be in class by 8:25 a.m.* At Coral Springs Elementary tardiness is a problem that can easily be remedied. Please leave home 5 or 10 minutes early to avoid the long lines of traffic.

MAKE-UP WORK

Make-up work may be assigned by the teacher. Two (2) days (not including the day of return) are allowed for each day of absence for make-up work to be completed. Teachers must be given 24 hours notice if make-up work is requested.

RESIDENCE CHANGE

If you change residence during the first semester of school and your new address falls within the boundaries of another school, you must register at the new school. Be sure to bring two proofs of your new residence with your name on it, such as a purchase, construction or mortgage agreement, or a rental lease. After the first day of the second semester, students who have relocated outside of the current school's boundary will be given the opportunity to complete the second semester in the same school. You must complete a reassignment form with proper documentation of the move. However, you must apply during the reassignment window, May 1 through June 15 for eligibility to continue at the school for the remaining grades.

LEARNING THE ROPES AT SCHOOL: PERSONAL PROPERTY

Please inscribe your child's name or initials, and teacher's name on lunch boxes, sweaters, jackets, and any other items that may be brought to school. Students must keep money and valuable items in his/her possession at all times. **The school is not responsible for items lost, damaged, or stolen.** Be sure to check periodically for lost items at school. Items left more than 30 days may be donated to a local charity.

STANDARDS OF BEHAVIOR

Attractive, neat appearance and dress are incentives to good behavior. The school, as a center of learning, provides for the development of habits and attitudes conducive to acceptable practices of the school community. Our school has voted to participate in the mandatory school unified dress policy. Students may purchase uniform items at any store as long as they are of the approved colors. **For your child's safety, thongs or backless shoes of any type are not permitted to be worn at school.** Heelies are also not allowed. Please refer to the Elementary Code of Student Conduct for details.

Schools must provide a learning environment which is orderly, supportive, and safe. Students and parents must know what is expected of them and what will happen if they break the rules.

The Student Conduct and Discipline Code Book describes the rights and responsibilities of students, parents, and the school in the areas of dress code, attendance, behavior, personal privacy, free speech and publications, and student activities and assembly. This book is available online.

***Have you changed your address?
What about your phone numbers?***

***Don't forget to let the school know so
emergency information is accurate!***

The code book defines consequences for behavior in violation of the rules, including those related to drugs, alcohol and weapons. Possible consequences include school/ parent conferences, administrative referral, suspension, and expulsion.

Parents are asked to review a copy of the Student Conduct and Discipline Code Book at the beginning of each school year. Students and parents are required to sign and return a form to school stating that they have received the rules. Teachers spend class time reviewing the code book and answering questions in order to make sure that students understand what is expected of them. This book is available online. If you do not have access to a computer, please contact the school office.

Everything possible is done to maintain an excellent school facility. The school must be kept attractive, neat and clean at all times. All students are requested to join with the staff in maintaining our school, not only by caring for the school, but by assisting others to do the same. Vandalism and wanton destruction will not be tolerated. Students are encouraged to report immediately to a teacher or an administrator any persons engaged in this type of activity.

ATTENDANCE POLICY

REPORTING ABSENCES

Parents must call the school or send a note on the day of the student's return to school specifying the dates and reason for absences. Failure to do so may result in the student, at any grade level, receiving an unexcused absence. The Social Worker may be requested to verify the cause of the absence. Please notify the school regarding your child's absences at 754-322-5900. Also, read the section of the Student Code of Conduct Book on excused absences to insure that you follow the correct procedures.

ARRIVAL AND DISMISSAL

Traffic rules and regulations must be followed to protect our children. If a student is to be picked up daily by private school bus or car, one note for the year will be sufficient. **Any change in routine must be reported to the teacher in writing.**

CAR RIDERS

The following procedures will be used for the drop off and pick up of students:

Cars must stay in one line and students will load from the curb only. Students will not be permitted to walk between cars waiting in line or across parking lots. This procedure may take longer, but remember the safety of our children. Parents must not use cell phone in the car loop. When parking in the lot, parents must park in legal spaces only.

WALKERS, ROLLER BLADERS, and BIKE RIDERS

Students who walk or ride a bicycle to school should follow traffic safety rules. Please remind students to cross streets only with the crossing guard. All students who ride bikes must wear helmets. Children who roller blade to school may not wear their roller blades on campus. They should be instructed to find a safe place, off campus, to remove roller blades before arriving on campus. Children who ride bicycles to school must walk them on campus. The school cannot be responsible for stolen bicycles. Bikes must be parked in the school bike compound and use a bike lock. Children are not permitted to ride their bicycles during the school day. Children should not arrive prior to 8:00 a.m., as there is no adult supervision.

Parents are not allowed to accompany students into the hallways or in the cafeteria at arrival. Parents with scheduled conferences must sign in at the office.

EARLY DISMISSAL

Early dismissal should be avoided. We ask that parents make doctor and dentist appointments after school hours when possible. Your children will miss golden school hours that cannot be made up the next day.

Students will be released to only those listed on the Registration or Emergency Dismissal form. If your child is to be released to another adult, written permission MUST be given by the parent and approved by the principal or designee. All students must be signed out through the school office. PHOTO IDENTIFICATION IS REQUIRED. No students will be dismissed after 2:00 p.m. because the dismissal process has begun. These procedures are designed to protect our students. Your understanding is appreciated.

EMERGENCY DISMISSAL

An emergency dismissal is defined as a situation that occurs requiring the evacuation of the building and the need for children to be sent home prior to regular dismissal time. Stay tuned to local radio and television stations concerning possible early dismissal and/or cancellation of school. An emergency dismissal form must be completed for each student and kept on file by your child's teacher. It is the parent's responsibility to be certain that this information is kept up to date. A new form will need to be filled out each year. If an emergency should occur, all students will be dismissed and sent directly home unless otherwise stated. *Two different phone numbers must be listed on the emergency card and updated immediately when there is a job change or any other vital information changes.*

SEVERE WEATHER DISMISSAL

A "Severe Weather Dismissal" is **NOT** considered an emergency dismissal. Walkers and bike riders will be dismissed in the normal way unless thunder or lightning occurs. In this case, students will be held in the classroom until weather conditions permit a normal dismissal. With so many students enrolled in our school, it is impossible to allow children the use of the school phone to call for directions on rainy days.

Throughout the year, remind your child about what to do if it is storming at dismissal. Making phone calls may not be part of the instructions.

SCHOOL MEALS

Lunch is available at school, and menus are designed to meet 1/3 of a student's Recommended Dietary Allowance. School cafeterias serve a variety of foods prepared in different ways, always including milk, fruits and vegetables, a meat and/or meat alternate, and a bread and/or bread alternate. Milk is available for students who bring their lunch. Juice may be substituted for milk for children with allergies provided that written medical documentation is submitted by the parents to the cafeteria staff. The breakfast and lunch periods are designed to provide a wholesome, well-balanced meal. Students will be assigned a point of sale number. Please help your child memorize this number. It must be typed into the computer each time the student makes a purchase.

**WRITTEN PERMISSION
MUST BE GIVEN FOR YOUR
CHILD TO
BE DISMISSED TO ANY
ADULT OTHER THAN
THOSE LISTED
ON THE CLINIC CARD!**

The cafeteria program operates under the direct supervision of paraprofessionals, support staff, and administration. During these times children are assigned to sit at specific tables with their classes and enjoy their meals with friends. However, children are expected to display proper eating habits and good manners at all times.

The breakfast program continues at Coral Springs Elementary. Breakfast is available to walkers and car riders beginning at 8:00 a.m. Bus students will be served upon arrival. **Students who arrive late, after 8:20 a.m., will not be served breakfast. Due to time constraints and our commitment to starting school promptly, we cannot serve breakfast to parents or make any exceptions to the breakfast schedule.**

Children may purchase the school lunch or bring their lunch. Meals may be paid for in advance. Payment must be in an envelope with the teacher's and the child's names written on the outside. Credit will be given for any unused meals. This procedure may be more convenient for you. Parents are encouraged to foster student responsibility by not bringing forgotten lunches or money. **Children will not be allowed to call home for forgotten lunches or money.**

Student names should be clearly seen on lunch boxes. Please do not pack glass bottles or canned soda in lunches. Parents are welcome to join students for lunch. However, the cafeteria must be notified 24 hours in advance so they can prepare extra food. **Meals from outside restaurants (i.e. McDonalds or Burger King) may not be brought into the cafeteria.** Please remember to sign in at the front office if you are visiting campus.

If your family's income falls within guidelines set by the federal government, you may be eligible for free or reduced price meals. Be sure to complete the application that your child brings home at the beginning of the school year. Applications must be made every year even if your child received free or reduced meals in the past. All reduced price

lunches must be pre-paid. Applications are sent to the District Food Services department for approval. Beginning July 1, the 2011-2012 multi-child application may be completed online at www.applyforlunch.com. You can also access the application by going to ww.browardschools.com and clicking on departments, then Food and Nutrition Services. The application is available in different languages. For answers to questions call 754-321-0250. There is no difference in the way that children who receive free or reduced price meals are treated, so your child will not feel uncomfortable. Weekly lunch menus are printed in area daily newspapers.

STUDENT RECORDS

Student records are confidential; only parents and school staff working with your child are allowed to see your child's records. If you would like someone else to review your child's records, you must give your written permission to the school to release the records.

You are entitled to inspect and review your child's student records and to obtain photocopies (a small charge may be made for copies). If you believe that any of the information in the records is incorrect, misleading or outdated, you can ask the school to correct or remove the information.

If you would like to review your child's records, or would like the information explained to you, call the school guidance counselor to make an appointment.

**HELP KEEP OUR
STUDENTS SAFE!**

**MEDICATION FOR
STUDENTS CAN BE
ADMINISTERED ONLY IF
THE PROPER PROCEDURES
ARE FOLLOWED.**

FIELD TRIPS

Meaningful field trips are encouraged at Coral Springs Elementary. Field trips provide learning experiences beyond the school for students at all grade levels. Prior to a field trip, your child will bring home a permission form which you must complete. The form includes information about the field trip, such as the times when students are expected to leave and return, who will be responsible, how they will be transported and if there is a fee. **If permission and payment are not received by the deadline established for the field trip, the child will not be allowed to attend.** Field trips are a privilege for students. Participation in field trips is contingent upon the consistent display of appropriate behavior. Parents will be notified if this privilege is being denied. In addition, parents will be called and asked to pick up any student who is misbehaving while on a field trip. **All field trip payments are non-refundable. All parents who serve as chaperones on field trips must register online at www.getinvolvedineducation.com and be cleared at least two weeks prior to the trip. Male chaperones are now mandatory for all field trips.**

AFTER-SCHOOL CARE

Coral Springs Elementary offers after-school care for all students. After school care is from 2:30 p.m. until 6:30 p.m. on those days when school is in session. Information regarding the fees and program is available at the school office. Online payments are now available at estore.browardschools.com. See after care staff for further instructions.

TAKING CARE OF YOUR CHILD'S HEALTH - KEEPING IN TOUCH

It is important to let the school know about changes in your child's health. Notify the school of medical situations or health related problems, such as diabetes, allergies, seizures or changes in medication. If your child develops a contagious disease, such as measles, mumps, pink eye, or chickenpox, or contracts head lice, notify the school immediately.

If you have a question about a health-related situation or procedure, call your school or the Health Services Office at 754-321-2270. This is a directive from the School Board, Policy 5012.

The School Board of Broward County is required by Florida Statute #402.32 and 230.2312 to conduct a health screening program. Throughout the school year we will be conducting the following screening components.

- Vision
- Hearing, which may also include middle ear function and visual (otoscopic) inspection of the ear canals
- Height/Weight Measurements
- Body/Mass Index

Through a cooperative agreement with the Broward County Public Health Unit, the screening will be accomplished by trained school personnel. If a problem is detected, you will be notified by the Public Health Nurse assigned to your child's school. **If you do not want your child to participate in this program, please immediately notify the school in writing.**

ILLNESS, ACCIDENTS AND EMERGENCIES

Please help us to contact you. Parents are responsible for the care of their child who becomes ill or injured at school. ***Please do not send an ill child to school.*** The school clinic is available for student's use whenever they become ill or need attention for minor cuts or bruises that occur during the school day. Children who become ill during the school day should ask for permission to visit the clinic. If a child is unable to return to class, parents will be notified. The school clinic is equipped to handle first-aid situations only. No medical services are available.

Children may not remain in the clinic all day.

When a child requires emergency medical care, the school must be able to contact a parent or another adult who will assume responsibility in case of an emergency. If no one can be reached, the school principal/designee will call an ambulance to take your child to a hospital emergency room if it is necessary.

It is very important that the school have correct and up-to-date information on how to contact you in case of emergency. Be sure to complete Clinic Card at the beginning of each year. Signing the form gives your permission to have your child treated in case of a medical emergency. The form records emergency contact information, including your phone number and the names and phone numbers of other responsible adults to call in case you cannot be reached.

COMMUNICABLE DISEASES AND INFESTATIONS

Students having, or suspected of having, a communicable disease or infestation such as scabies or ringworm are not allowed to attend school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer communicable or that the infestation has been treated. Chickenpox is the only communicable disease that does not require a doctor's note and head lice is the only infestation that does not require a doctor's note.

HEAD LICE

Children with head lice or nits (eggs) are not allowed to attend school. If head lice or nits are found on your child, you will be called and asked to take your child out of school. You must get rid of all lice, including nits, before your child can return to school. Your child will be rechecked at school prior to returning to class. If you find head lice or nits on your child, it is important to call the school so that other children can be treated, if needed. Our classrooms will be treated following the School Board procedures.

MEDICATION AT SCHOOL

Do not send medication to school in your child's backpack. You are encouraged to give medication outside of school hours. However, if your child needs to take medication at school, you must submit a Medical Authorization Form to the school signed by a doctor and yourself. This form identifies the medication, the dosage, and how long it is to be taken.

This form must be completed, signed by you and your doctor, and filed with the school office before any medication may be administered to your child. Authorizations shall not exceed 12 months. Medication shall be in its original container and be properly labeled. Parents must deliver all medication to the office. Students must not be in possession of any medication with the exception of inhalers. Medication which must be administered during a field trip must be authorized with the medication form.

Medication cannot be given to a student unless the school has a completed Medication Authorization Form. Only a parent may administer the medication until the form is in the school. Aspirins, Tylenol, throat lozenges, creams, lotions, and cough drops can not be taken at school by students or administered to students by adults.

Broward County School Board Policy #6305 states: "School personnel shall not administer or dispense prescribed medication to any student without the written consent of the parent and completed treatment plan signed by the physician."

CLASS CELEBRATIONS

CSE participates in Commit to be Fit, a children's wellness initiative encouraging better nutrition and increased physical activity. We are, therefore, **not** celebrating individual birthdays at school. Each class is allowed three celebrations per year, one in fall, one in winter and one at the end of the year. Please do not bring or send treats to school unless requested by the teacher. Food items brought in must be store bought, not homemade! No balloons of any kind are allowed in classrooms at any time!

REPORT CARDS AND INTERIM REPORTS

The main purpose of the Pupil Progress Report is to inform parents of their child's progress - socially, emotionally, and academically. An explanation of the progress report will be sent home with the first report.

Grades reflect a teacher's assessment of your child's classroom performance. Teachers regularly assess students understanding of the subjects they are being taught. Teachers issue grades on homework, projects, reports, class assignments, and class participation in order to arrive at a report card grade. Report cards are issued 4 times a year at the end of each quarter. (Approximately 45 days).

Interim reports are issued midway in the marking period or at any other time for students who are experiencing difficulty. These difficulties might include failing, a drop of two or more grades, unacceptable behavior or excessive absences or tardies. Not every student will receive an interim. Parents must sign and return interim reports. They can be used by either teachers or parents to request a conference.

TESTING

District assessments are administered in grades one and two. These measure achievement in the basic skill areas. The Florida Comprehensive Achievement Test is given to students in grades three through five. It measures student achievement in reading and math for all grades, science for fifth grade and writing for fourth grade. These tests help school staff screen students for special programs and determine whether individual students need extra help or enrichment at school.

GUIDANCE AND EXCEPTIONAL STUDENT EDUCATION (ESE)

Guidance is the process of helping every student use his/her own efforts to discover and develop his/her best talents for individual personal happiness and social usefulness. The purpose of the program is to help boys and girls grow in self-understanding and thoughtful self-direction, as well as to develop emotionally, socially, vocationally, and intellectually. To create a stimulating and growing environment, individual, small group and classroom guidance activities occur throughout the year.

Diagnosis and testing is another facet of the guidance program. To be most effective, the full cooperation of the counselor, ESE specialist, child, teacher, and parent is extremely vital. Students are usually referred to the guidance counselor by a teacher. Questions regarding the program should be directed to the guidance counselor.

A psychological evaluation is a lengthy procedure. A comprehensive problem solving process must be completed before any child is evaluated for consideration of eligibility for any exceptional program. The comprehensive problem solving team must study the response to appropriate behavioral and educational interventions prior to recommending an evaluation.

Parents must sign a permission form to allow their child to be evaluated. If the student meets state eligibility requirements, an Individual Education Program (IEP) is designed by a team which includes parents, teachers, and school specialists. Services are provided in many ways: within a regular classroom, in a part-time special class, in a full-time special class, or at a special school. Special tests and modified standard tests measure exceptional students' progress.

Important Information!

Complete this page with the correct information for your child.
Keep it in a safe place for ready access.

School telephone: 754-322-5900

School fax: 754-322-5940

School Website:
coralspringselem.browardschools.com

Child's Name: _____

Grade: _____ **Teacher's Name:** _____

Lunch Time: _____ **Lunch #:** _____

After-Care Information: _____

Notes: _____

