



Principal:  
*Erik Anderson*  
Intern Principal:  
*Dawn Graber*  
August 12, 2019

7025 S.W. 39<sup>th</sup> Street \* Davie, FL. 33314

### Mark Your Calendars

#### August

- 12th-** Aftercare Registration 3-6pm
- 13th-** PreK - 5th Grade "Meet Your Teacher" 8:30 am  
Aftercare Registration 3-6pm
- 14th-** First Day of School
- 16th and 22nd-** Fire Drill
- 23rd-** Lockdown Drill
- 26th-** Tornado Drill

### First Days of School Procedures

On the first day of school, all parents are invited to escort their child to the classroom door between 7:30 and 7:55 a.m. At 7:55 a.m., parents are asked to depart the campus so that we may begin our day. PreK and Kindergarten parents may continue this procedure on Thursday and Friday. Monday, August 19th, is Kindergarten Independence Day. We invite Kindergarten students to wear red, white & blue to celebrate their independence.

### Campus Security School Resource Officer (SRO)

The Town of Davie, in collaboration with Broward County Schools, has provided us with a School Resource Officer, Lance Seltzer, five days a week to assist with campus security as well as to build positive relationships with our students. Please welcome Officer Seltzer.

### Meet Campus Monitor Ms. Roman

Our new campus monitor, Ms. Roman, will be assisting our school throughout the day with campus security and gate monitoring. Please welcome Ms. Roman.

### 8:00 is Late!

The instructional day begins promptly at 8:00 a.m. **Your child will be marked tardy if they are not in their classroom by 8:00 a.m.** Please refer to the Tardy Policy in the Student/Parent handbook for further information. Also, please familiarize yourself with attendance and early dismissal procedures.

### Parent and Visitor Procedures at Davie Elementary

Maintaining a safe campus is our priority here at Davie. New guidelines and policies are being implemented districtwide in an effort to better secure our campus. The District has mandated that once the school day begins, all perimeter gates must be locked. Please help us to keep our campus safe by adhering to the following expectations for arrival, dismissal and access to the campus.

- Schools are required to supervise 30 minutes prior to the start of the day. We open our cafeteria early (at 7:15am) for students to eat breakfast before school. Regular campus supervision and arrival time for all other students begins at 7:30am.
- The Gate 1 area will open at 7:10am. Parents may arrive but not drop off students in the Gate 1 area until 7:15am when a staff member will be monitoring the area. At 8:00am, the gates will be locked.
- Gates will reopen for dismissal approximately twenty minutes before 2:00pm. All Gates except for Gate 2 for aftercare will be locked immediately following dismissal.
- All visitors must check in to the STAR system in the front office and wear a school issued I.D. while on school property.
- Visitors may only enter the school if they have a scheduled appointment or for early dismissal.
- School Board Policy states that students may not be dismissed 30 minutes prior to dismissal (1:30pm) unless administration approves.

### Emergency Preparedness

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. State law now requires that we conduct lock down drills every month. In the event of an actual emergency, Davie Elementary will communicate with the school community as soon as feasibly possible using Parentlink. To ensure that you can receive this timely communication, be sure that you keep your contact information up to date with the school. **We highly suggest you download and use the BCPS App and follow Davie Elementary.**

## IMPORTANT ARRIVAL/DISMISSAL PROCEDURES AND REMINDERS

We would like to take this opportunity to offer some helpful tips with regards to our arrival/dismissal procedures. We thank you in advance for your cooperation and for reviewing and following the procedures..

**Breakfast Arrival:** We begin breakfast-only student arrival at 7:10 a.m. Only students eating breakfast are permitted on campus at 7:10 a.m. They must utilize the Gate 1 sidewalk or car loop and enter the cafeteria hallway door when it opens for breakfast at 7:15 a.m. Breakfast serving closes at 7:45 a.m. Please note: **No students may be on campus, other than for breakfast prior to 7:30 a.m.**

**Regular Arrival:** Regular campus supervision begins at 7:30 a.m. Students are expected to enter school through the gate closest to their classrooms except for Gate 2 which is for busses and office visitors only. **During morning drop off, please pull all the way forward and only let students exit from the car door closest to the sidewalk.**

**The Tardy Bell Rings at 8:00 a.m.** at which time **all gates and doors are locked**, and access to the school is restricted. Visitors after 8:00 a.m. must call the school (754)323-5400 to explain the reason for the visit and then the campus monitor may open Gate 2 to allow access to the front office. **All students not in their classrooms by 8:00 a.m. will receive a “Tardy” and must get a pass in the office.** Excessive tardies may result in a detention. Please refer to the Tardy Policy for more information.

**Early Dismissal:** Parents who occasionally need to pick up their children, prior to 2:00 p.m. must sign them out through the front office (please have ID ready). **School Board Policy 5.5 states that, “NO students shall be released within the final 30 minutes of the school day** (unless the principal/designee determines it is an emergency)”. Please make every effort to schedule appointments outside school hours.

**DISMISSAL: Student dismissal is at 2:00 p.m. for all students.** We begin to load the private aftercare vans and school buses prior to that, and we allow cars into Gates 1, 3, & 4 at approximately 1:45pm, but **all students are not dismissed until 2:00 p.m.** If a student should miss their bus or van, the parents or designee will be contacted for alternative transportation. **Car Riders:** Please clearly display the dashboard nametags during every dismissal. We encourage you to please NOT arrive more than a few minutes prior to the bell at dismissal time since this guarantees and causes a backup in traffic and congestion preventing a smooth dismissal. Arriving at 2:00 p.m. allows the traffic to move along easily. Please note that exiting all gates during arrival and dismissal require a right turn only. The Davie Police are watching and will issue citations for dangerous driving.

**MAJOR SAFETY CONCERN: Parents,** Sidewalks should be utilized. Please do not walk through the car pick up lanes. Do not pass other cars loading their students. Do not attempt to stop and load your students in the outside lane. Students WILL NOT be released as this is a major safety concern. **At approximately 2:15 p.m.,** after there are no more cars in the car loops, the gates will be locked. Any remaining students from the car loops will be walked through school to the front office hallway for supervision. Parents will need to sign their child out in the office hallway as Late Dismissal.

**Helpful hints to make the car rider arrival and dismissal process as safe and smooth as possible:**

- Children are everywhere; so be alert and keep your eyes scanning.
- Obey the law and be a courteous driver. Do not drive on the wrong side of the road.
- While in the car loop, always pull as far forward as possible to load and unload students.
- Do not use cell phones while in the car loops.
- There will be no parent teacher conversations or conferences in the car loops.
- In order to expedite the morning drop-off process, please have your child completely ready (backpack/lunch bag in hand) to exit the car before you pull into the car loop.
- Do not get out of your car. Teach your child to independently get out of the passenger side of the car.
- Never allow your child to cross the car or bus loops. Please teach by example and utilize the sidewalks and crosswalks. This is one of our major safety concerns.

### Arrival/Dismissal Vocabulary/Terminology

**Walker:** Any student who walks off campus (even though they may get in a car outside the gate).

**Car Rider:** Any student who boards a car in one of our established car loops.

**Rainy Day Dismissal:** Dismissal during a light rain will proceed as usual except at a slower pace.

**Hazardous/Severe Weather Dismissal:** Very severe weather (i.e. lightning, tornado, very heavy rain, etc.). At dismissal, walkers and car riders will be walked to their dismissal area but remain inside the building until it has been determined that such severe weather has passed. Please be ready to follow any instructions to dismiss through another area of the school as determined by the weather conditions and guidance of staff.