

**PINES LAKES ELEMENTARY SCHOOL
PARENT INFORMATION HANDBOOK
Pre-Kindergarten - Fifth Grade**



**Home to a
Science, Technology, Engineering and Math (S.T.E.M.) Program**

10300 Johnson Street, Pembroke Pines, FL 33026

MAIN OFFICE: 754-323-7100
Office hours- 7:30am - 2:50pm

ATTENDANCE: 754-323-7102
FAX: 754-323-7140
YMCA After Care Program: 754-323-7130

Website: <http://pineslakes.browardschools.com>

*Mrs. Susan F. Sasse, Principal
Ms. Amrita Balroop, Assistant Principal*

*Preparing the next generation to be problem solvers
and innovative thinkers through S.T.E.M.
project based learning.*

About this Handbook



This parent handbook serves as a quick reference for general information and procedures at Pines Lakes Elementary School. In addition to the information in this handbook, your child's teacher will provide specific classroom/grade level information.

This handbook and other helpful school information will be updated throughout the year at our school's website **<http://pineslakes.browardschools.com>**.

Our handbook is designed to work in conjunction with the School Board of Broward County's Student Code of Conduct. For an inclusive listing of School Board of Broward County Policies, visit the Broward County Public Schools website at: www.browardschools.com.

The administration reserves the right to make changes and updates to this handbook as necessary and will provide that information to our parents in a most timely manner.

Thank you in advance for your help with following, explaining, modeling and reinforcing school procedures.

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GENERAL SCHOOL INFORMATION



ADMINISTRATION OF MEDICATIONS/TREATMENT

School personnel may administer medication to students under the following conditions in accordance with SB Policy 6305:

- ❖ A physician must prescribe the medication
- ❖ An Administration of Medications/Treatment Form signed by the doctor must accompany the medication. (request a form from the nurse or online)
- ❖ Prescription medicines must be sent in original containers and brought to the office by a parent upon arrival at school. Students may not be in possession of medication(s), unless otherwise specified in SB Policy 6305

First aid is administered in the case of minor injuries. If illness or a serious accident occurs during the school day, every attempt is made to contact parents immediately. When this occurs you will be expected to follow the instructions of the school nurse or school personnel. This is why it is absolutely essential to notify the office if you change cell, work or home phone numbers. In the event a parent can't be reached, the school will contact individuals on the emergency card that you have designated to act on your behalf in the case of an emergency.

AFTER SCHOOL PROGRAM provided by YMCA

Contact Number: (754) 323-7130

Hours of Operation: 1:50 pm – 6:00 pm

The YMCA After School Care Program provides on-site quality childcare to our students. The program operates only on days when school is in session. Professional care, supervision, recreational and educational activities are provided through this program. Students enrolled in this program receive a free Supper Meal in the afternoon while attending.

AGENDA BOOKS

Students in grades 1-5 are issued a student agenda book in order to create organization and better communication. With these planners, students are more likely to keep track of their assignments, set personal goals, and enhance communication between teachers, students and parents. It is expected that parents review & sign their child's agenda book each night. If a student loses their agenda book, there is a fee for a replacement.

ANIMALS AND PETS

Animals, including dogs, are not allowed on school campus unless they are Seeing Eye dogs or Service Dogs or are part of a school event or instructional program. In these cases, prior approval of the school administrator is required to bring any dog on a campus.

ARRIVAL AND DISMISSAL PROCEDURES & SEVERE WEATHER

ARRIVAL

- During arrival and dismissal there is no parking on campus for parents to walk their child into school.
- Parents are asked to use the designated carpool area based on their child's grade level. K-5 students utilize West Carpool. North Carpool is for PreK students and their siblings only.
- * Breakfast is served from 7:20-7:40 a.m. for students in K-5 who report directly to the cafeteria through the west carpool doors.
- * Students in K-5 not eating breakfast may begin arriving at 7:20 a.m. through the carpool door in the west lot.
- * Breakfast for PreK students is served to those who arrive by 7:40am.
- * Due to safety reasons, parents may not leave their child until appropriate supervision is available based on the supervision times above.
- * Please provide a quick goodbye and exit our lot so parents waiting behind you can pull forward.
- * The gates to our campus are locked and secured at 7:50 a.m.
- * Students who arrive after 7:50 a.m. must be escorted into the office by a parent and will be marked tardy.
- * School staff remain in the hallways until 7:50 a.m. to ensure students' safe arrival to class.
- * So that we can properly supervise our students, school staff will redirect parents not following our arrival and dismissal procedures. Thanks in advance for helping us ensure the safest and quickest way to allow our entire student body to enter and exit campus each day.

West Carpool: GRADES K-5 (accessed from 103rd Avenue)

- * Cars should pull all the way forward, with the first car stopping at the first cone.
- * For safety reasons, parents must remain in their vehicle and encourage their child to exit the vehicle on their own via the passenger side.
- * Students must be able to unbuckle their seatbelts & open their car door on their own.
- * Please provide a quick goodbye and exit our lot so parents waiting behind you can pull forward.

North Carpool: Pre-K ONLY (accessed from Johnson Street)

- * Pre-K parents must quickly assist their child with exiting the car. Staff and/or safety patrols will meet your child along the sidewalk next to your vehicle.
- * Please provide a quick goodbye and exit our lot so parents waiting behind you can pull forward.

East or West Walkers & Bike Riders

- * East walkers enter through the walker gate on the east side of our bus loop.
- * West walkers enter through the walker gate to the west of our main entrance.
- * Students and their parents should use the designated school crosswalks.
- * All bike riders should have a lock to secure their bicycles and always wear a helmet.

Bus Riders:

Buses arrive at our bus loop where students are met by assigned staff and safety patrols. If a bus arrives late, the students are not marked tardy.

Student Arrival – Morning Meeting Areas

Each grade level is assigned a designated area to meet in the mornings while being supervised by school staff. Supervision begins at 7:20 and ends at 7:45 when students are welcomed into the classrooms to start their day.

DISMISSAL

West Carpool: GRADES K-5 (accessed from 103rd Avenue)

- * Only students whose cars drive through the carpool lane are dismissed as car riders.
- * Cars should pull all the way forward. For safety reasons, parents must remain in their vehicle and encourage their child to enter the vehicle on their own via the passenger side.
- * Remember to put the school-issued nametag on the passenger side of your car.
- * Students must be able to buckle/unbuckle their seatbelts and open/close their car door on their own.
- * Students are dismissed at 1:50 p.m. and must be picked up promptly. If you have an emergency and are running late, please notify the office.
- * For safety purposes, no parents are permitted to walk up to carpool or to walk through where the car riders are seated.
- * We ask that parents not use their cell phones during arrival and dismissal times.

North Carpool: Pre-K ONLY (accessed from Johnson Street)

- * Remember to put the school-issued nametag on the passenger side of your car.
- * Pre-K parents must quickly assist their child with entering the car. Staff and/or safety patrols will walk your child along the sidewalk and meet you next to your vehicle.
- * Students are dismissed at 1:50 p.m. and must be picked up promptly. If you have an emergency and are running late, please notify the office.
- * For safety purposes, no parents are permitted to walk up to carpool or to walk through where the car riders are seated.
- * Please quickly secure your child in the vehicle and exit our lot so parents waiting behind you can pull forward.

East or West Walkers

- * East walkers meet by picnic tables on the east side of our front entrance; West walkers meet by the picnic tables on the west side of our front entrance. Please decide which one your child will be dismissed to and inform your child and their teacher.
- * School staff escorts all walkers to their designated area for dismissal. Your children will continue walking home from this area or you can meet them here.
- * For safety purposes, no parents are permitted to walk up to students seated at carpool or to walk through where the car riders are seated.
- * Students and their parents should use the designated school crosswalks.

East or West Bike Riders

- * Students coming from Palm Avenue use east bike rack; Students coming from 103rd Avenue use west bike rack. Please decide which one your child will be dismissed to and inform your child and their teacher.
- * All bike riders should have a lock to secure their bicycles, always wear a helmet and use the designated school crosswalks.

Bus Riders

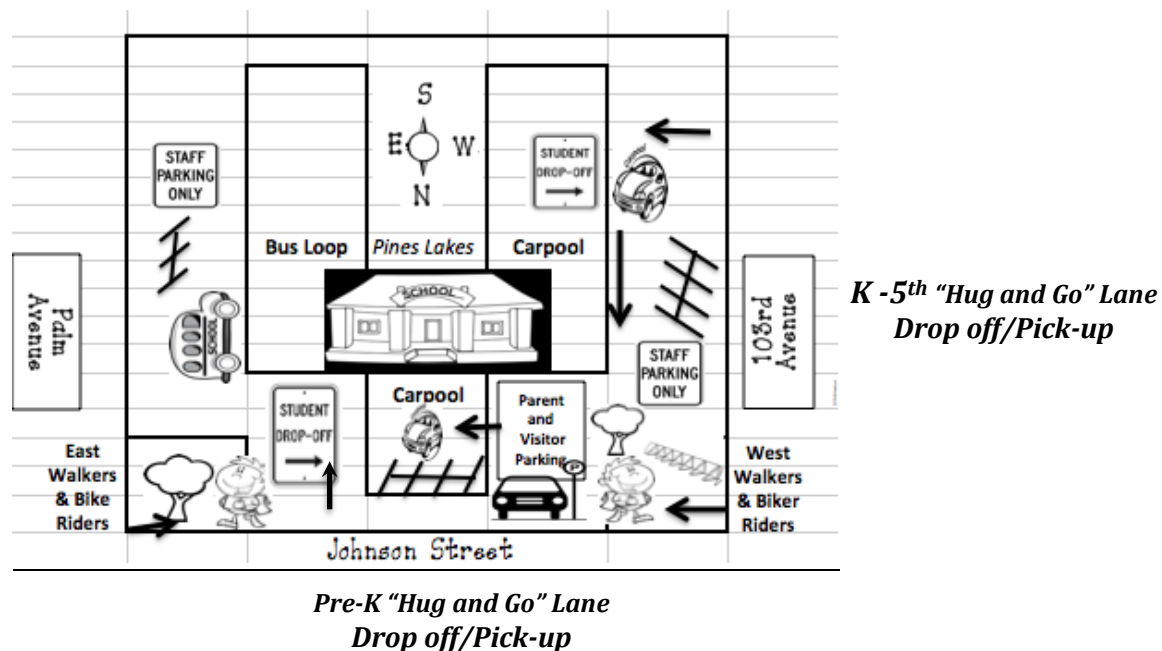
These students are officially assigned a Broward County School bus or are enrolled at a private after school care that provides transportation. They are escorted to the bus loop to load the buses. No parent drop-off or pick-up is permitted in the bus loop. Bus riders are checked off on a list as they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

Change of Dismissal

Any change in dismissal must be put in writing either inside the student planner, or a note to the teacher first thing in the morning. Changes to dismissal are not taken over the phone. Changes to dismissal sent via email may not be received by the teacher in time for dismissal. Last minute changes to dismissal due to an emergency are reviewed and approved by administration on an individual basis.

After School Care

These students are registered in the on-campus after care program and are escorted to the cafeteria. Parents/guardians must park in the west lot and come to the cafeteria with proper identification to sign out their child.



Severe Weather Dismissal Plan

In cases of severe weather at dismissal time, such as heavy downpours, flooding, flooding and/or lightning the administration may decide it safer to conduct a "Severe Weather Dismissal". When such a dismissal is necessary, the following procedures are activated:

1. An automated parent link message is sent via phone and e-mail. Be sure the office has a good contact number on file for you.
2. Bus riders and Aftercare will be dismissed, although their dismissal may be delayed.

3. Walkers and Bikers will not be released without parents present to pick up from school.
 - East Walkers & Bikers can be picked up from the first hallway exit door on the east side of the main building. Parents are asked to come to this door and be patient as we call their child's name.
 - West Walkers & Bikers can be picked up from the first hallway exit door on the west side of the main building. Parents are asked to come to this door and be patient as we call their child's name.
4. All car riders will be kept inside the building and called for as their cars pull up & their name is announced. Parents must wait in their cars. It's important to display your child's name on the right-hand side of your vehicle for easy identification purposes.
5. Older siblings should report to the dismissal location for the youngest sibling.
6. Safety patrols will not report to their duty on these days.

ATTENDANCE

Regular, prompt school attendance is essential for student success. Students are encouraged to attend school every day and to be on time. We appreciate your support in emphasizing the importance of promptness and regular attendance. Section 232.19(7)a, Florida Statutes: The Broward County Public Schools and the State Attorney's Office have initiated the Broward Truancy Intervention Program (BTIP). In order for children to be successful in school, it is critical for them to attend school each day. Florida law now states that the parent or guardian is responsible for their child's attendance. Section 232.19(79)(a), Florida Statutes, states 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.

❖ How To Report An Absence

Parents are to send a note or contact the attendance line the day before, the day of, or within two days following an absence or the absence will be considered unexcused. Calls and notes must include the student's name, parent's full name, reason for the absence and date of absence. The attendance line is available 24 hours a day at 754-323-7102.

If a student is late for school or dismissed early because of a medical issue, a doctor's note is required in order for the tardy or early dismissal to be recorded as excused.

❖ Illness

If your child is vomiting, has a fever, diarrhea or contagious condition, he/she must be kept at home where they can receive care. Additionally, other children will not be exposed to these illnesses. Your help and cooperation with this matter is greatly appreciated. Contact the school immediately if your child is absent due to an illness below:

COVID, Chicken Pox, Measles, Rubella, Lice, Mumps, Impetigo, Ringworm, Scarlet Fever, Meningitis or Pink Eye

❖ Tardiness

Tardiness to class results in loss of instructional time and interrupts the continuity of instruction. Parents should make every effort to have their child arrive prior to the first bell at 7:45 am. It is important that children develop the habit of arriving to school on time and ready to learn. If your child arrives at or after the tardy bell at 7:50 am, parents must bring their child into the front office and will be marked tardy by the classroom teacher. Students arriving after 7:50 am will be marked tardy.

❖ Early Dismissal

In accordance with policy, students will not be dismissed 30 minutes (1:20 pm or later) prior to the end of the school day. Early dismissal affects your child’s pattern of non-attendance as indicated in the Code of Student Conduct.

AUTHORITY OF SCHOOL OFFICIALS

Florida Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. School Principals have the authority to suspend students from school, field trips, or riding the school bus and to recommend expulsion for students who violate the Code of Student Conduct. All students are subject to this code during the time they are being transported to or from school or on a school-sponsored activity, during the time they are attending school, and during the time they are on school premises.

BELL SCHEDULE

Daily	Schedule	Early Release Day
7:20 am	Students may enter building Breakfast opens	
7:40 am	Breakfast closes	
7:45 am	School day begins	
7:50 am	Tardy bell rings	
1:50 pm	Dismissal bell	11:50 am

BIRTHDAY CELEBRATIONS

Due to COVID, please contact our office in advance to confirm that birthday treats are still being permitted. Parents are welcome to send or bring in a dessert treat for the children in their child’s class to eat in the cafeteria during lunch. The Broward County Health Department requires that all treats brought to school must be commercially prepared and purchased from a store and in its original packaging. As such, homemade treats are not permitted under any circumstances. Sharp decorative objects such as picks and rings are not allowed. Please bring a treat that our staff can be easily distribute as an individual serving (cupcakes, doughnuts, cookies, etc.). For safety reasons, candles, balloons, goody bags, etc. are not permitted.

BEHAVIOR

Our school has created a culture where students learn how to act responsibly in their classroom and throughout campus. They are taught how to take care of themselves, take care of each other, and take care of the environment. Collectively, these three areas of responsibility become the basis for our “Power of Three” expectations. Teachers use this framework to create, teach, chart, and reinforce students’ responsibilities. We enjoy recognizing students and providing incentives when they show evidence of the Power of Three, whether in the individual classroom with PAW

Bucks, throughout school with various incentives, or in the larger community through awards and recognitions.

When student behavior requires us to provide a consequence as outlined in the Student Code of Conduct, the Discipline Matrix is followed.

In some cases of discipline, the PROMISE program is used as an intervention. PROMISE (Preventing Recidivism through Opportunities, Mentoring, Interventions, Supports and Education) is an intervention-based program designed to correct student behaviors that violate SB Policy 5000.6 Suspension and Expulsion or SB Policy 5.8: Code of Student Conduct through a comprehensive set of supports and education. PROMISE is designed to address these policy violations. The intent of PROMISE is to safeguard the student from entering the said system. *Bullying* is among Promise eligible incidents. PROMISE Assignments are mandatory and require students and parents to meet with the administrator on the day the consequence is issued. PROMISE is located at Pine Ridge Education Center.

Alternative to External Suspension (A.E.S) is located at PROMISE on the campus of Pine Ridge Education Center. Students are offered placement in the A.E.S. program for a period comparable to the anticipated length of suspension, as per the district discipline matrix. This may be influenced by the availability of space. A.E.S is a voluntary program for non-IDEA students. Therefore, parents may choose to decline. If so, it is recorded as such on the district's computer system and the student receives the external suspension.

CELL PHONES

Possession of a cellular telephone is not a violation of the BCPS Code of Student Conduct. However, the following guidelines must be followed at all times, including while on field trips and riding the bus. Failure to abide by the guidelines below, and as noted in detail in the Student Code of Conduct, will result in consequences for the student.

- It must be turned off and not used at all during the instructional day.
- The phone must be kept completely out of sight.
- It must not be allowed to ring or make any sound on school grounds.
- A student may only use a cell phone on a school bus during a life-threatening emergency.
- If a cell phone is seen or heard on campus during the instructional day, it will be confiscated.
- Consequences will be issued for cell phone violations, including text messaging.
- The phone will be held by administration until a parent /guardian makes arrangements to pick up the phone.

CHANGE OF ADDRESS

Parents are expected to keep us informed of changes to their address and contact information. If you have a change of address, you must bring in proof of residency to the office within 10 days of the change.

CHANGE OF DISMISSAL

Any change in dismissal must be put in writing either inside the student agenda book, or a note to the teacher first thing in the morning. Changes to dismissal are not taken

over the phone. Changes to dismissal sent via email may not be received by the teacher in time for dismissal. Last minute changes to dismissal due to an emergency are reviewed and approved by administration on an individual basis.

CHILD CUSTODY

Please provide child custody and/or guardianship documents to the school office to be reviewed by administration and the District legal team.

CLASS PARTIES

Two official class parties per year are held; one before winter break and one at the end of the school year. Your child's teacher will inform you if they are permitting treats to be donated for these parties.

CLINIC

We are fortunate to have a clinic and an isolation room staffed with designated Health Care Personnel. For the safety and comfort of your child, if you are contacted from the clinic/isolation room to pick up your child, it is expected that someone arrives within the hour to do so.

COMMUNICATION

We strongly encourage parent participation and communication with the school. Visit our website frequently for updates. Look for information sent home via backpack, monthly newsletters or by Parent Link (both phone and email). If at any time you need assistance from administration, please feel free to call the office.

Class Dojo: Many of our teachers utilize this app to provide quick communications and updates to parents.

Conferences: At minimum two parent-teacher conferences must be held each year, preferably in person. Upon parents' request, conferences may be held via telephone.

E-mail: Teacher's check their email at least once a day. Contact the office for issues in need of immediate attention.

Flyers: Flyers contain pertinent information about upcoming school events and are sent home via backpack.

Marquee: Look for updates on the marquee in the north parking lot entrance. Upcoming events and reminders will be on display in advance.

Newsletter: Monthly school newsletters containing important information will be sent home to parents/guardians monthly. Please be sure to read the newsletter and mark important dates on your calendar. You may also check our website for important dates, information, and past newsletters.

Parent Compact: As part of Title I, Part A of the Elementary and Secondary Education Act (ESEA), our Parent Compact outlines how parents, staff, and students share responsibility for improved academic achievement and the ways in which we build and develop a partnership to help our children achieve high standards. The Parent Compact is developed with input from all stakeholders through our School Advisory Council (SAC) and is included in the first day packets distributed to students. The Parent Compact should be signed by the parent(s) and student and returned during

the first week of school.

Parent Link: Parent Link is the communications system used to inform parents and employees about important school news. You may receive a message periodically or in the event of an emergency. Please make sure your telephone numbers and email addresses are current at all times. Parent Link will display as a school number on caller I.D. Please listen to your voicemail messages for specifics as to the contents of the message sent to you.

Phone: Parents can reach teachers by calling the main office. Generally, teachers are available to speak with parents by phone between 7:20-7:40am & between 2:00-2:45pm. If you need to speak with your child's teacher at a time other than this, you may call the office and leave a message with our office staff. Teachers return phone calls within 48 hours.

Student Planner (grades 1-5): The planner is a tool used for communication between home and school. It enables all parties involved to maintain an open line of communication regarding homework projects, class assignments, alternate dismissal information, etc. The following is a list of the responsibilities of each party:

- ❖ Students are to write homework/project assignments and important dates in their planner daily. Assignments are written on the board in each classroom in a prominent location for students to access this information on a daily basis.
- ❖ Parents are to review the planner daily for homework/project assignments. Parents are highly encouraged to write notes regarding a change in dismissal and to communicate with the teacher via the planner.
- ❖ Teachers are to check each student's planner for parent signatures and notes daily.

Website: Visit our school website periodically for announcements at <http://pineslakes.browardschools.com>.

Parents have the opportunity to let us know how we're doing by providing input into the faculty and administration performance evaluations. If you are interested, please provide your input in writing to the Principal by April 30th.

CONFIDENTIAL INFORMATION

The Federal Family Educational Rights and Privacy Act (F.E.R.P.A.) and Florida Statutes protect parents, guardians and students. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

DISMISSAL

Our dismissal procedures are thoroughly explained and included for all parents in our First Day Folder students receive. Parent cooperation is expected in order to ensure a safe and smooth dismissal for all our students. Parents who do not follow proper procedures will be addressed by administration. Please remember that requests to change your child's dismissal will not be taken over the phone. If you must sign your child out prior to dismissal at 1:50, please be patient as they may have to be retrieved

from a location other than their classroom and may not have their bookbag and personal items with them.

DRESS CODE

At Pines Lakes, we take pride in our image and in the positive learning environment we offer. Students are expected to dress in a way that shows personal pride and which acknowledges that school is a place to work and learn. There is a strong relationship between neat, appropriate attire and a positive learning environment. Students are to adhere to the dress code daily. Leggings or ripped jeans are NOT allowed. Please refer to the Mandatory School Unified Dress Policy below:

PINES LAKES ELEMENTARY SCHOOL



Mandatory School Unified Dress Policy

Upper and Lower School students are to wear uniforms daily as noted below:

UPPER SCHOOL (Grades 3-5):

Tops: Yellow Collared Top

Bottoms: Khaki Shorts, Rompers, Skorts or Pants (*no cargo pants*)

LOWER SCHOOL (Grades K-2):

Tops: Navy Blue Collared Top

Bottoms: Khaki Shorts, Rompers, Skorts or Pants (*no cargo pants*)

PANTHER CUBS (PRE-K):

Navy T-shirt & Navy Elastic Bottoms

ACCESSORIES FOR ALL (unless noted otherwise):

Socks: White

Shoes: Closed Toe Shoes or Sneakers

Accessory: Belt (*Upper School only*)

Jackets: Navy Blue (*fleece or cotton material, without a hood preferred*)

SPIRIT DAY

Fridays Only: Spirit or class t-shirt with jeans (*only on Friday; no ripped jeans*)

Poncho/rain jacket: Rainy day gear recommended

***** No leggings permitted*****

**In accordance with SB Policy 5309, all Pines Lakes students are
expected to follow the
Mandatory School Unified Dress Policy.**

Parents may purchase uniforms at any retailer of their choosing.
Please put your child's full name inside of all jackets, sweaters, etc.

EMERGENCY CONTACT CARD

It is mandatory that parents complete an up to date emergency card each year. This card will be sent home on the first day of school. Please take a moment to give accurate and current information on this card. This is a vital document that helps to ensure your child is taken care of in the manner you desire should an emergency arise. If the information on your child's card changes during the school year please notify the school immediately. In naming an alternate person to call in case of an emergency, please ensure that the person knows you have given their name and that they are willing to come to the school and/or act on your behalf. Only those persons listed by parents on the parent information forms will be allowed to pick up students from school. Proper picture identification will be required before any child will be released.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

Students are given an oral language assessment to determine eligibility for ESOL Services. This assessment is given only to students who speak another language or if another language is spoken at home, as indicated on the school registration form. Teachers are trained in the use of strategies for teaching these students within their own classroom.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Our ESE department includes Gifted, Speech, Varying Exceptionalities (VE), and Pre-K ESE. These students receive services either in a regular class through a pullout method or in a separate ESE Class. Parents are encouraged to attend the yearly Individualized Education Plan (IEP) review for their child.

FIELD TRIPS

Due to COVID, field trips may be on hold, or only held in-house. Our staff will keep parents updated as this changes. Our school is pleased to offer extracurricular field trips to enhance our curriculum. Since we work hard to keep our students safe and secure at all times, we must take into consideration any student that has demonstrated difficulty in following our school rules and regulations. The times that we travel away from the school require the most cooperation from our students.

According to Florida Statute F.S. 230.22 (1) (2) and SBBC Policy 6303 Field Trips:

“Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive, violate the student code of conduct or fail to conform with school rules and regulations. The final decision on whether or not the student may participate shall be made by the principal with documentation and input from the affected staff.

Any student that has caused a behavior infraction serious enough that results in a behavioral referral will automatically be brought to the principal's attention for exclusion from off site field trips. Refunds will not be given to students who are removed from the field trip if payment has already been made to the vendor.”

We know that you will encourage your child to be the best he/she can be. We would like to invite you to participate in the goal of improving our educational environment by discussing the above with your child.

FOOD AND NUTRITION PROGRAM

- ❖ Free Universal Breakfast
Universal free breakfast is provided to all students in Broward, regardless of eligibility status, at no cost.
- ❖ Free/Reduced Lunch Program
All families are encouraged to complete the online Multi-Child Application for Meal Benefits (Free or Reduced Lunch Program) at www.applyforlunch.com. Applications are available online at the beginning of the school year and anytime throughout the year. *A hard copy of the application may be obtained in the main office.* The Food and Nutrition Services Department offers nutritious meals throughout the year.

- ❖ Lunch from Home
All lunch bags are to be clearly marked with your child's name and grade. If you are packing lunch for your child, be sure to include napkins and a fork or spoon if needed. Glass bottles and knives of any kind, including plastic, are not permitted. Forgotten lunch boxes will remain in the office until the lunch period begins.

School Board Policy does not permit students or parents to bring food from outside vendors (such as Dunkin Donuts, Starbucks, or McDonald's) onto campus.

For safety reasons, students may not eat or drink while in the hallways. Students should never bring candy to school.

- ❖ Lunch Payment Options
Myschoolbucks.com is an online portal that allows parents to manage their children's lunch accounts, including food selection, online payments, and replenishing automatic meal payment. You will need your child's 10-digit student ID number and their birth date. The payment amount and a small transaction fee are charged. Transactions may include deposits into accounts for multiple students made at the same time.

Students are expected to pay for meals at the time of service. Elementary students are permitted to charge only one meal. The District Office utilizes Parent Link to notify parents when students have charged.

- ❖ Birthday Celebrations
Please refer to the section in this Handbook titled, "Birthday Celebrations" for specific guidelines on celebrating a student's birthday at school.

FORGOTTEN ITEMS

Student items brought in during the school day will be put in the teacher's mailbox to prevent students from missing instructional time. Money and homework will not be accepted in the office.

HEALTH SCREENINGS

Florida Statute requires Broward County Public Schools to conduct health screening, including vision (K,1,3) and hearing (1&3), for students new to Florida schools, referred for Response to Intervention (RTI) and specific grade levels. Body Mass Index (BMI) are charted annually in grades 1 & 3. If a problem is detected, you will be notified. If you do not want your child to participate in this program, please complete the screening form included in the first day packet, or contact your child's teacher.

HOMEWORK

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of our staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom-learning objectives. Actual time required to complete assignments will vary with each student's study habits and academic skills. All students are encouraged to complete two (2) iReady lessons per week in both Reading and Math. If your child does not have access to a computer & internet outside of school, please notify their teacher to request iReady lessons be printed for them.

In addition to iReady, suggested daily times for homework for the average student are listed below:

GRADE	RECOMMENDED MINUTES	ACTIVITY
Lower School (K-2)	5-20 minutes	Reading to others, being read to
Upper School (3-5)	30-50 minutes	Independent practice activities assigned by teacher/ reading practice

HONOR ROLL CRITERIA

Honor roll criteria is established to recognize students who are exceeding expectations for their grade level as evidenced by the following criteria:

PRINCIPAL'S HONOR ROLL:

Demonstration of exemplary academic achievement and personal development as evidenced by the acquisition of the following grades:

- On or above grade level
- All A's in Subject Areas
- 1's in Study Skills and Social Skills

ASSISTANT PRINCIPAL'S HONOR ROLL:

Demonstration of high level academic achievement and personal development as evidenced by acquisition of the following grades:

- On or above grade level
- A's and B's in Subject Areas
- 1's and 2's in Study Skills
- 1's and 2's in Social Skills

In addition, students who have improved in at least three areas on their report card are eligible to be recognized during our Honor Roll assemblies.

ITEMS FROM HOME

Children may not bring toys, electronic games, recording devices, radios, trading cards, action figures or other distracting materials to school.

LATE STUDENT PICK UP

It is expected that parents ensure their child is picked up from school promptly during our dismissal period. In the event that an emergency occurs and the child is not picked up on time, parents will be required to enter the office to sign out their child. The following process will be implemented when a pattern of late pick-ups is established:

- Three late pick-ups: Parent signs dismissal agreement
Five late pick-ups: Parent meets with school administrator
Seven late pick-ups: Case is referred to RTI and School Social Worker

LOST AND FOUND

Lost and found is located in the cafeteria. Parents and students are welcome to check for lost items periodically. The labeling of clothing and personal property, with your child's first and last name is strongly recommended to ensure the return of lost items. Items that remain in lost and found are periodically donated to charity. Let's work together to reduce the number of items in lost and found this year!

MAKE-UP WORK

Students are expected to make up all work missed during an absence. For each day of the absence, students have two days to make up work. However, any previously assigned work due during the absence is due the day of return.

OBLIGATIONS

Library books, technology and textbooks are available for student use. It is the responsibility of parents and students to keep all items loaned for student use in good condition. Students will be required to pay for lost or damaged books or school property. Obligations will prevent parents from completing online payments for field trips and other school activities.

PARKING

Parking spaces are available for parents and visitors in the north parking lot during the school day. Parking is not available during morning drop-off and afternoon dismissal. Please do not park in any staff parking spaces, the fire lane, on the grass, or the carpool lane. If the parking lot area is full, please park in the appropriate areas allowed by law. Do not double park in any areas, even if you are not leaving your vehicle.

PARTNERS IN EDUCATION

Partners in Education are a direct link between the school and the business community. This collaborative program is dedicated to improving student achievement. Through this program the community organizations help students reach their highest level of achievement through any interactive means. Business and community partners receive recognition for their volunteer efforts throughout through exposure in the school newsletter, school web site and community flyers.

Any businesses that are interested in becoming a Partner in Education should contact the assistant principal. Business partners may:

- ❖ Read to or with students in school
- ❖ Provide incentives to motivate students' achievement
- ❖ Provide instructional support and enrichment such as connecting real-life business activities to our curriculum.

PARENT TEACHER ASSOCIATION (PTA)

Parents are encouraged to join and become an active participant in the PTA at Pines Lakes. Parents involved in the education of their children increase the chance for their child's success. PTA sponsors various programs and activities throughout the year. Please visit our website or contact our school to get in touch with anyone on the PTA Board.

PROGRESS REPORTS/REPORT CARDS

Students in grades K-5 receive progress reports four times a year. At approximately the midpoint of each nine-week grading period, an interim report may be distributed to notify you of your child's academic progress and/or any concerns. Parents receive notification of their child not meeting the criteria for promotion beginning in the second marking period. Students in Grades K-5 receive interim reports a minimum of once a year. Progress and interim reports are to be signed by the parent/guardian and returned to school the next day. Review the explanation of grades and characteristics of successful learners below:

Lower School Grading Scale:

Grading for Grades K, 1 and 2: Student performance will be evaluated and reported based on mastery of standards. The symbols to be used are:

- 1 - Has Mastered Skill (Independently)
- 2 - Has Learning Skill (With Assistance)
- 3 - Area of Concern
- NA - Not Applicable (Not assessed during the reporting period)

Upper School Grading Scale:

Grading for Grades 3-5: Student performance will be evaluated and reported based on mastery of standards. The symbols to be used are:

- A - Superior Progress 90-100
- B - Above Average Progress 80-89
- C - Average Progress 70-79
- D - Below Average Progress 60-69
- F - Failure 59 Or Below

Characteristics of Successful Learners

Progress in other areas will be reported using the following symbols:

- 1 - Has Mastered Skill (Independently)
- 2 - Is Learning Skill (With Assistance)
- 3 - Area of Concern
- NA - Not Applicable

RESOURCES FOR PARENTS

Parents have the opportunity to let us know how we are doing by providing input into the faculty and administration performance evaluations. If you are interested, please provide your input in writing to the school Principal by April 30th.

While we strive to meet your full satisfaction, we recognize that there may be times It is important to work through concerns together for the benefit of your child. The following information outlines the process you are to follow to resolve any concerns you may have related to your child's academic or behavioral progress. When you follow this process, it assists in solving concerns more quickly and efficiently.

1. Contact your child's teacher: Set up a time for a conference with the teacher as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level.
2. Contact PLE: If you feel that your concern(s) have not been addressed properly, please contact the front office to bring this to the attention of administration. This must be filed within 60 days of the act or event.

RETRIEVING ITEMS IN CLASSROOM

Students and parents will not have access to classrooms to retrieve forgotten items after school hours. Staff members, including the custodians or office staff, are not authorized to open classrooms.

SAFETY

Student safety is our priority. Our safety plan was created to provide school personnel with the necessary knowledge needed to respond to critical incidents or other related emergencies that may occur in any school. Safety plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a critical incident are as follows:

- ❖ Remain calm
- ❖ Monitor media outlets for updates and official messages
- ❖ Wait until the lockdown is lifted before going to the school

All faculty, staff, school administrators and district personnel are trained to respond immediately during a critical incident or emergency to provide safety for all children. During the school year, students will participate in regularly scheduled fire drills, code red drills, and tornado drills.

Our school is fortunate to have a School Resource Officer, in partnership with the City of Pembroke Pines. As SRO, his role is to establish positive interactions with students and parents. In addition, he assists with safety concerns and teaches our students important lessons in drug and gang resistance as well as stranger and weapon safety.

SCHOOL ADVISORY COUNCIL (SAC) AND SCHOOL ADVISORY FORUM (SAF)

The School Advisory Council and School Advisory Forum are both adult groups, which address concerns, discuss ideas, and help school personnel plan educationally sound activities and initiatives for our students. Parents are encouraged to attend monthly meetings. Visit our school website for meeting dates. Parents interested in joining will be nominated at the first meeting of the school year.

SCHOOL IMPROVEMENT

Our school continually strives to meet the District's Strategic Plan goals of High-Quality Instruction, Continuous Improvement, and Effective Communication. Just as the District Plan contains specific goals and action steps, so does our own School Improvement Plan (SIP). It is the job of the SAC to lead in developing the school improvement plan that addresses student achievement needs, monitoring the implementation of the plan, and revising it when appropriate. Our SIP can be found online at: http://www.broward.k12.fl.us/ospa/school_sip.asp?school_number=2861

The State of Florida uses a school grading system to measure schools' performance based on student achievement outcomes. Parents and families should become familiar with the school grades information online. The website is: <http://schoolgrades.fldoe.org/>

Located within the DOE website are many school reports generated annually to provide progress of schools, school districts, and the state to the community. Parents are encouraged to review these reports on the website: <http://www.fldoe.org/accountability>

TESTING

All students in grades K-5 participate in diagnostic and standardized testing as designated by our District and/or the State. Results are shared with parents when received. More information on testing is sent home throughout the year. Visit the Broward County Schools website for more information at www.browardschools.com

TITLE I PROGRAM

We are proud to be a Title I School. The Title I Federal Program ensures that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. Please review documents found in the first day packet to further understand the components of the Title I Program.

- ❖ Parent Compact
- ❖ Parent Involvement Plan
- ❖ Parents Right to Know
- ❖ SPAR Report

TRANSPORTATION

The Broward County School District provides bus transportation to students who live more than two miles from school. The transportation department designates the bus routes and assigns children to specific buses. Your child may only ride the bus to which he/she is assigned.

Broward County School Bus (Yellow Bus)

In order for buses to run as safely and efficiently as possible, students must follow rules on the bus, just as they do during the school day. A complete explanation of bus regulations can be found in the BCPS Code of Conduct that you and your child will read and sign.

Bus riders receive a tag to adhere to their book bag on the first day of school and upon assignment to a bus route. The tag is used to identify the route your child rides to assist school staff. *Please do not remove the tag.* Contact the bus liaison at 754-323-

7100 with any questions or concerns about bus routes and delays. *All bus referrals are processed by the assistant principal. Parents will receive written notification of any behavior infractions.* Riding the school bus is a privilege. Bus referrals of any nature will be processed and may result in removal from the bus for 1-10 days or for the remainder of the school year. Consequences for bus referrals are available for you to review in the BCPS Student Code of Conduct.

Change to Bus Transportation (BCPS and Private Daycare)

If your child is going to use a different mode of transportation other than the bus, a note that includes your child's name, the bus number, the new mode of transportation, and a telephone number where a parent/guardian can be reached must be sent to school. Follow the same process to notify the school of an extended period of time or an alternative bus schedule (i.e. rides the bus on Tuesday and Thursday only).

Private Bus Transportation

Students who attend private daycare are dismissed to the bus loop. Students sit in a waiting area until they load the bus. Contact the daycare and send a note to school when a change in dismissal will occur.

VISITORS

Due to COVID, there may be changes to our visitor policy. Please contact the office prior to visiting our school. Visitors must report to the front office upon arrival on campus. All visitors are asked to provide their driver's license or state photo ID. Unauthorized visitors are not permitted on school grounds at any time. Visitors without proper identification will be politely redirected to the office for proper sign in.

When coming to school for an appointment or conference, you must sign in at the office and receive a visitor's badge. Upon arriving at our school, we ask that you put your phone on vibrate. All visitors are expected to dress appropriately. Please remember that adults set an example for our young students.

Children other than your own may not be photographed on school grounds. Visitors may never approach students on our campus to attempt to resolve a conflict or gain information. Please contact the school administrator if there are issues that need to be dealt with regarding our students.

Remember that middle and high school age siblings may not attend events at PLE when they should be attending their own school. Students enrolled at our school will not be called out of class to attend an event for their sibling at PLE. Young siblings may not be left unattended by a parent anywhere on campus.

VOLUNTEER PROGRAM

Parent volunteers are a vital part of the school. There are many opportunities for parents to become involved at PLE.

Some of the ways our volunteers assist us include:

- ❖ Classroom assistance
- ❖ Cafeteria
- ❖ Special events
- ❖ Community partnerships, and much more

Placement of volunteers will be facilitated by administration and based on the needs of students and teachers. Volunteers may begin offering their time and services during the second week of school. To complete an online volunteer/mentor application or to learn more about volunteer opportunities in Broward County Public Schools, visit our Web site at: www.browardschools.com/getinvolved. All volunteers must have an approved volunteer application on file with the School Board of Broward County before they are eligible to volunteer in any classroom or act as a chaperone for any class. Applications must be completed annually. Due to liability issues, siblings under the age of 18 may not accompany parent volunteers in the classroom, workroom, or on field trips.