



*Coconut Palm Elementary*  
**2019-2020**  
*Student/Parent Handbook*

“Educate today’s students for tomorrow’s world.”

## **Principal's Message**

Dear Coconut Palm Parents and Community,

As principal of Coconut Palm Elementary School, it is my pleasure to welcome everyone back for another GREAT year at CPE. I am excited to have students back into the classrooms filled with enthusiasm for the new year. The staff at CPE have been diligently working on classroom activities to engage student learning in order to help the students soar to success. Our teachers utilize research-based best practices and analyze academic data to determine current skill levels to set goals for academic growth and improvement. Coconut Palm IS the best fit for your child.

I am honored to serve as the principal of Coconut Palm Elementary School. It is a privilege to be a part of a community where parents, teachers and students work together to build strong relationships which support academic and social growth.

Let's make 2019-2020 the BEST YEAR EVER!!

Sincerely,

*Mrs. Terri Thelmas*

***Coconut Palm Elementary School***  
***Mission Statement***

The mission of Coconut Palm Elementary and its stakeholders is to provide the highest quality education for every child in a positive, safe and nurturing environment where diversity is celebrated.

***Coconut Palm Elementary***  
***School Beliefs***

- Student learning is the chief priority for the school.
- All students can learn.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, cultural, emotional and intellectual needs.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

## GENERAL INFORMATION

BEFORE CARE:	6:30 AM - 7:30 AM
SCHOOL HOURS:	8:00 AM - 2:00 PM
OFFICE HOURS:	7:30 AM - 3:00 PM
ARRIVAL:	7:30 AM
FIRST BELL:	7:50 AM – Students enter class
TARDY BELL:	8:00 AM - Classes begin
DISMISSAL:	2:00 PM
AFTER CARE:	2:00 - 6:00 PM (Sunshine) 754-581-2971 or 954-236-8850
ABSENTEE LINE:	754-323-5052
SCHOOL MOTTO:	"Committed to Quality"
SCHOOL MASCOT:	Parrot
SCHOOL COLORS:	Blue & Silver
SCHOOL WEBSITE:	<a href="http://www.browardschools.com/coconutpalm">www.browardschools.com/coconutpalm</a>
BREAKFAST:	Served between 7:15 - 7:45 AM FREE
LUNCH:	Cost: \$2.00

### **SAFETY**

**Safety is a top priority for us at Coconut Palm Elementary. In order to ensure that our campus is safe and secure at all times, we must all work together.**

### **VISITORS**

All visitors must report to the school office upon arrival on campus. No unauthorized person is permitted on school grounds at any time. Parents may **NOT** walk directly into the learning areas but must report to the main office and receive clearance from school personnel before being allowed into student areas. Visitors will be asked for identification that will be run through the STAR machine for clearance prior to entering the building. Classroom visits need to be pre-arranged with the classroom teacher at least 24 hours in advance.

Perimeter gates will be locked immediately after school starts and will not reopen again until dismissal. Parents are not to park in the back parking lot at any time, due to gates

being locked during the school day. Any interest in entering the school must be done through the front office.

We will be conducting many safety drills throughout the school year. We will be participating in monthly fire drills as well as monthly code red drills. Students will also be participating in sporadic tornado drills.

Students coming into school after 8:15a.m.will need a parent to escort them into the building.

Students may not be released after 1:30 p.m.

Any information requested via telephone will need a password prior to receiving any information.

All actions that are deemed threatening towards staff or other students will receive consequences according to the Broward County Discipline Matrix.

Possession of weapons of any kind on the school grounds will result in suspension and/or expulsion from school (See Code of Conduct Book for description of weapons) and the Discipline Matrix.

Since research tells us that time on task increases student achievement, instructional time must be protected. Therefore, we will not interrupt teaching time during the instructional day. Messages for students or staff may be left with our office staff and will be delivered appropriately.

Forgotten lunches, computers, money, raincoats, books and other belongings should be brought to the office. Arrangements will be made to deliver them.

Items not required for school must be left at home. These items include, but are not limited to: electronic games or toys, laser pens, pets, skateboards, trading cards. In addition, any item that may cause an injury is not permitted.

We encourage children to wear clothing that is appropriate, practical, and comfortable; the buildings are air-conditioned. Students should bring a sweater to keep in the classroom. Closed shoes or sneakers, are recommended. Flip flops, clogs, backless shoes, tank tops, short tops, and short shorts are prohibited. (See Discipline Code Book on line.) **Students may not return to classroom after 2:00 PM to retrieve forgotten items.**

For any information on any safety items, please feel free to call administrations at 754-323-5050.

## **ACCIDENTS**

In the event your child is injured at school, we will make him/her comfortable and call you immediately. When you cannot be reached, we will attempt to contact the emergency number listed on the student information form. When deemed necessary, 911 will be called.

## **AGENDA BOOKS**

Coconut Palm Elementary School is happy to provide each student with one agenda book at the beginning of the school year. In the event that the agenda book is lost, the parent is responsible for replacing it. We **do not** have extra books available for purchase. You may purchase a generic version of the same agenda book or you may purchase a similar type of agenda or planner at your local office supply store.

## **ARRIVAL**

The school hours will be 8:00 a.m. to 2:00 p.m. for all grades. The first bell rings at 7:50 a.m. and the tardy bell rings at 8:00 a.m. Breakfast is available from 7:15 a.m. There is supervision in the cafeteria for breakfast students only. The building will not be open before 7:15 a.m. Before school care is provided from 6:30-7:30 a.m. For security reasons, unless your child is enrolled in the before care program, they should not be on campus prior to 7:30 a.m. unless having breakfast in the cafeteria. **For students enrolled in the before care program, special arrangements will be made for access into the building.** Supervision for all students begins at 7:30 a.m. The time from 7:30 to 8:00 a.m. is teacher planning time.

**Don't be late, be here by 8:00!!** School begins PROMPTLY at 8:00 a.m. It is important that children arrive on time. The first few minutes of school set the stage for the entire day. Children who arrive late miss out on important information and directions. A child who is ten (10) minutes late consistently throughout the year will miss over two (2) MONTHS of instructional time for the year. PLEASE help us by getting your children to school on time. Their day will be more productive and beneficial with a prompt start. **Please refer to sections on Attendance and Tardy Policy for more information.**

## **Parent Drop Off/Pick Up**

Safety of all of our students is very important. We ask that parents carefully adhere to the following guidelines when dropping off or picking up students.

- Parents may drop off or pick up students ONLY in designated area at the front of the school. The back lot is reserved for bus transportation and staff parking. Because of safety issues, it is a violation to drop off students in the designated bus area. It is also a safety hazard to drop off students on the streets near the school.
- When dropping off or picking up students, please form one lane nearest to the curb.
- Pull all the way forward to the end of the drop off area before stopping. This allows parents to use the full length of the drop off area.
- Make sure that your students are ready to leave the vehicle as soon as you stop to avoid holding up the line.
- Drop off students on the curb side only, not in the parking lot.
- Do not park or leave vehicle unattended in the drop off lanes.
- Please avoid using cell phones while driving in the drop off area.
- Parents who use the parking lot must walk their students across the crosswalk to the school entrance.

- **Parents who bring their students to school after 8:00 a.m., MUST park in the assigned parking area, escort their children into the front office and sign them in to school.**

### **Building Entry Procedures**

- For **the first day of school only**, parents of KG students may escort students to the classrooms.
- After the first day of school, any parent who needs to enter the building **must first report to the office, show a picture identification, be signed in and receive security clearance from the office.** This includes parents attending conferences with teachers, volunteering or field trip chaperones.

### **ATTENDANCE**

Florida State law requires regularity of attendance. When a child is absent from school or tardy for any reason, the absence or tardiness is to be verified with a note to the teacher from the parent or guardian the day the child returns. You may inform the school by calling the **ABSENTEE LINE** at **(754) 323-5052**.

School Board Policy 5.5, A. specifies the reasons for which students may be excused. These are: illness of a student or immediate family member, death in the family, religious holidays of the student's own faith, required court appearance or subpoena by a law enforcement agency, specific special events for which permission must be obtained from the principal or designee at least five days before the absence.

When the absence is due to an illness, the note should state the nature of the illness. Per Broward County School Board policy, a student must be in attendance at least 25 school days each grading period in order to receive a report card. As part of the Broward Truancy Intervention Program, parents will be notified of patterns of non-attendance. Please see full details at: <http://www.broward.k12.fl.us/sbbcpolicies/>.

### **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 and/or from riding a school bus and to recommend expulsion for those students who violate the Code of Student Conduct. All students are subject to this code during the time they are being transported to and from school, on a school-sponsored activity, are attending school or on school premises.

### **BAKED GOODS**

Home-baked goods or home-cooked dishes meant for sharing with the other students in the classroom may **NOT** be brought into the school for consumption by students due to State of Florida Health regulations. Baked goods/dishes commercially prepared may be brought for classroom activities, etc.

## **BEFORE AND AFTER SCHOOL CARE**

A before school supervision program is available for students Monday through Friday from 6:30 AM until 7:30 AM on days when school is in session for students. The after care school program is provided from 2:00 PM until 6:00 PM. Students attending Coconut Palm Elementary may register for this program in advance through Sunshine at (954) 236-8850.

## **BIRTHDAY CELEBRATIONS**

### **Please contact the teacher to give out birthday cupcakes.**

- **No drinks, candy, balloons, party favors, or photography.**
- **STORE** bought cookies or cupcakes **ONLY** may be given out (please check with teacher for any students with allergies).
- Balloons may not be delivered to students during school hours, since they interrupt valuable academic time and cause distraction.

**\*\*\*Home baked goods are not permitted as mandated by the State Board of Health.**

## **CAFETERIA**

Lunch is \$2.00 each day. Milk is \$.50 for those who bring lunch. Ice cream will be available for \$.60 on Wednesdays. Juice bars are available on Fridays for \$.50. We encourage students to purchase lunches on a weekly or monthly basis and pre-pay on Monday morning in the cafeteria before going to class. **Parents can come in to make lunch payments only between 7:30 and 8:30 AM. Payments can be made online as well.** Children may only have ONE outstanding charge in the cafeteria. Charges must be cleared before a second charge can be allowed. Students will be served breakfast from 7:15 until 7:45 AM for car riders, bike riders and walkers. Breakfast is free for all students. Provisions will be made for late bus arrivals; however, students coming by bus **MUST** go directly to the cafeteria.

Free and reduced lunch application information is sent home with all students on the first day of school in order to expedite all parents promptly applying online. Applications must be completed and approved in order to participate in the free or reduced lunch program. Reduced price for lunch is \$.40.

In order to maintain a pleasant and relaxed atmosphere during lunch, we ask that you assist us by encouraging your child to use good manners and quiet voices when they are in the cafeteria.

It is very important that you adhere to the following requests:

- **NO** candy is to be brought to school.
- **NO** soft drinks are to be brought for lunch.
- **NO** glass containers are to be used in lunchboxes.



- **We discourage bringing fast food (McDonalds, Burger King, etc.) into school for your child. Students will not be permitted to eat this type of food in the cafeteria.**

Positive and appropriate programs to encourage good behavior in the cafeteria will be ongoing throughout the year. Breakfast and lunch menus can be found on our website.

### **CLINIC PROCEDURES**

Your child's safety and health are of the utmost importance to us. In the event your child has a minor cut or bruise, a clinic volunteer or office personnel will take care of it. However, if your child becomes too ill to remain in school, parents will be phoned so arrangements can be made for the student to be picked up. We are not able to care for students for long periods of time in our clinic. Therefore, it is very important that we have updated names and phone numbers for emergency contacts. This information is kept in the clinic and should be updated yearly, or whenever a change occurs.

### **COCONUT PALM WEBSITE**

Our website <https://www.browardschools.com/coconutpalm> is maintained and updated frequently. It contains information about upcoming events, news from each grade level, county initiatives and important reminders.

### **CONFERENCES**

We believe parent-teacher conferences are essential and is an essential phase of our communication which helps us to know your child. Your child's teacher will be calling you for at least two (2) conferences this year. In the event you cannot attend at that time, please notify the teacher immediately so that a new date may be arranged. If your child shows signs of failure in any subject, please contact the teacher so that you and your child's teacher can make plans for improvement. When you feel the need for a conference other than at the scheduled time, please contact the teacher to make an appointment. Conferences cannot be held at times while students are in class; therefore, you should pre-arrange a conference time either by note or by telephone. Conferences may be scheduled from 2:15 to 3:00 PM, every school day with the exception of Tuesdays and Wednesdays, or before school from 7:30 to 7:50 AM.

**All parent entering the building for conferences must first check into the main office for security purposes. Please bring your driver's license for identification and you will receive the conference pass. State laws require strict control of all persons entering the school building.**

### **DISCIPLINE**

A copy of **School Board of Broward County Student Code of Conduct** is available online. Please review this information which outlines the behavior expectations of ALL Broward County students. Please sign and return the "**acknowledgement form**" that will go home and return it to the teacher. Teachers **MUST** have this signed form on file for each student. Throughout the year, we will ask you to work with us to help our children follow our school-wide discipline plan. Further information will be sent home with your child. Please review it carefully. Any questions should be directed to your child's teacher.

## **DISMISSAL PROCEDURES**

It is very important that we make getting to and leaving from school as safe as possible. Please be patient and willing to make school arrival/dismissal safe for everyone. You are the most significant role model that your child has. Those of you who are picking up a car rider, please stay in your car in the car line and move along. This will help expedite the dismissal procedure. Walkers meet their siblings to walk home together. (See TRAFFIC for more specific information)

- **There is no early dismissal after 1:30 pm.**
- **Changes in daily dismissal are done through the following email address:** [copdismissal@browardschools.com](mailto:copdismissal@browardschools.com). Please send the request to the above email before 12:30pm.
- Parents or guardians signing out students early from school must go to the main office with a picture ID. Students will only be released to individuals whose name is listed on the student's dismissal card and identified by school personnel.
- If a student is to be released to an adult not listed on the dismissal card, written permission **MUST** be given by the parent or guardian and approved by the principal or designee. In these situations, for the safety of our students, **TELEPHONE REQUESTS CANNOT BE ACCEPTED.**
- Students who ride the bus cannot be dismissed from the bus area or from the bus. They can be picked up at their assigned bus stop.

### ***Emergency Dismissal***

We ask that you give your children directions about where they are to report in case we are forced to have an unexpected dismissal because of a hurricane, tornado, or to meet a specific county emergency. Be sure you fill out the **Student Emergency Contact Card** you received in the first day packet for each child enrolled in Coconut Palm Elementary School. It is the parent's responsibility to be sure that we have the most current information. You will be asked to provide a **"Password"** for identification purposes.

**Two different phone numbers must be listed on the emergency form and updated immediately when there is a job change or any other vital information changes.**

### ***Rainy Day Dismissal***

A "Rainy day dismissal" is NOT considered an emergency dismissal. Walkers and bike riders will be held in the classrooms 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, please remind your child about what to do if it is raining at dismissal time.

\*For safety reasons, umbrellas will not be permitted. Please send your child with rainwear, in the event of heavy rains.

### *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 not be released between 1:30 and 2:00 PM.** Homework and final instructions for the day are being given during this time. **Also, school attendance policies now consider early student sign-out as part of non-attendance.** Please refer to sections on Attendance and Truancy for more information.

Please report to the office when picking your child up early. Do not call before arriving to school. We will call for them and dismiss them from the office in our presence. **PLEASE DO NOT ATTEMPT TO GO TO THE CLASSROOMS!!** This is for your child's safety.

**Students will be released to only those listed on the registration or student emergency contact card.** In the event of an emergency regarding the change of dismissal procedures for your child, please notify the office and be prepared to answer questions and provide your password in order to verify your identity. Whenever possible, you may also fax a photo ID beforehand. Whenever **your child is to be released to another adult, written permission MUST be given by the parent and approved by the principal or designee. YOU MUST SHOW ID WHEN PICKING UP A STUDENT.** **ALL students MUST be signed out through the school office.** These procedures are designed to protect our students. Your cooperation and understanding is appreciated.

As part of the school's calendar, students will be released early once a month at **12:00 PM.** Please make sure to complete the early release instructions form in the back of this booklet.

**Teachers must be notified in writing when a student will be taking transportation home that deviates from the normal routine. If the written notification is not received, the student will be sent home the usual way.**

### **FIELD TRIPS**

Field trips may be planned as extensions of class activities throughout the year. Field trip authorization forms giving permission for your child to participate and releasing the teachers and school from liability will be sent home to be signed and returned. Students who fail to return the form signed will not be able to participate.

**All money for field trips must be received on or before the due date on the permission slip. Money cannot be accepted on the day of the field trip. (field trip payments will be available on-line, information will be sent to the parents regarding trips)**

While we feel every child should have an opportunity to participate in these activities, we also must be committed to ensuring the safety of all students. The Student Code of Conduct Book outlines behavioral expectations of students. We encourage you to review this code book carefully with your children. **School administration may deny participation on a field trip to any child who exhibits unacceptable behavior.** Also, only parents who have been officially approved as field trip chaperones and have been

issued the appropriate security clearance should attend school sponsored trips. Please see the section on Volunteers for more information.

### **GENERAL SCHOOL BEHAVIOR**

Our teachers have been trained in a variety of discipline programs. We use the best and most successful ideas from each of these to provide an atmosphere where all children can learn. Our General School Guidelines are:

#### **The Coconut Palm Parrot says:**

Put your best foot forward  
Accept everyone's differences  
Respect others and their belongings  
Responsible students always succeed  
Open your mind to learning  
Together we achieve

Be a good parrot at Coconut Palm and always follow the school guidelines!

### **GUIDANCE**

Florida has been authorized to teach Health Education of which Family Life/Human Sexuality is a component. Our students, grades K-5, will be involved in this unit under the direction of our guidance counselor

Classroom activities will also be used in all grade levels to deal with self-awareness, decision-making, and substance awareness.

To discuss study habits, grades, test scores or even family problems please contact our Guidance Counselor.

### **HEALTH**

Florida Statute requires the Broward County Schools to conduct health screenings. These screenings are done at different grade levels in the school year. Parent permission is not required for these screenings.

- VISION:**
1. Students entering Broward County School District for the first time.
  2. Students in kindergarten, 1<sup>st</sup>, and 3<sup>rd</sup> grades.
  3. Students considered for Exceptional Student Education placement.

- HEARING:**
1. Students entering Broward County School District for the first time.
  2. Students in kindergarten and 1<sup>st</sup> grade.
  3. Students considered for Exceptional Student Education placement.

- BMI Screening**
1. Students in kindergarten, 1<sup>st</sup>, and 3<sup>rd</sup> grade.

These screenings can be completed anytime during the school year. Also, please note, students are not to be enrolled without their immunizations or a physical examination for those entering a Florida school for the first time. We do not have a grace period.

\* Children entering, attending, or transferring to kindergarten in a Florida school are required to have the varicella vaccine or a document history of varicella disease (chicken pox).

Should you need additional information, please contact health education services at (754) 321-2270.

### ***Head Lice***

Due to the hot and humid climate of South Florida, students sometimes have head lice. In an effort to combat the spread of this problem, head checks will be conducted throughout the school year. The office will notify you if your child is infected.

Any child having head lice may **not** be readmitted to school until they have received a clearance from the school office.

School staff will do a follow-up examination on students who had head lice two weeks after their treatment. PLEASE BE AWARE THAT USE OF THE PRESCRIBED TREATMENT DOES NOT RID YOUR CHILD OF NITS. EACH NIT MUST BE PULLED OFF THE HAIR. DO NOT WAIT FOR THE SCHOOL TO DETECT HEAD LICE--CHECK YOUR CHILD AT LEAST ONCE A WEEK.

### ***Illness***

Children who are ill should not remain in school for their own health and to prevent contamination of the other boys and girls. When a student is unable to return to class parents will be notified. No child may be in school with an uncovered, open or running sore. Ill students sent to the office will remain only long enough for you to be contacted.

### ***Medication***

Broward County School Board Policy 6305 expressly forbids the dispensing of medicines to students by employees of the school system without specific authorization of the Health Director of the Broward County Health Department. The Broward County Health Department recommends that parents inform their doctors of their child's school hours in order to make adjustments to the time and dosage in order to avoid conflict with school policy.

Medication, including aspirin and Tylenol, cannot be administered by the school unless a medical authorization form has been completed by you and your physician and is on file in the school office. New documentation must be completed each year for students on medication. **Authorization for Medication** form is in the back of this booklet. Prescription medication bottles must be labeled with your child's name, dosage to be given, and when medication is to be administered. These rules are mandated by Florida law and must be adhered to at all times. Parents, not students, must bring medication to the school office where it will be checked in by the office staff.

ALSO, PLEASE BE REMINDED THAT COUGH DROPS, ASPIRIN, EYE, EAR, OR NOSE DROPS, ALLERGY PILLS, ETC., ALL COME UNDER THE RESTRICTIONS DEALING WITH THE ADMINISTERING AND DISPENSING OF MEDICINE IN

SCHOOL. IN FACT, THEY CANNOT BE BROUGHT TO SCHOOL BY THE CHILDREN.

### **HOMEWORK**

Homework reinforces skills taught in the classroom and helps your child do better at school. Please be sure that your child completes his/her daily assignments. Contact your child's teacher if you have any questions. Good study habits lead to successful school experiences. Every student will receive an agenda book containing homework assignments, school activities and reminders for your information. Homework that is brought into the office after 8:00 AM will be placed in the teacher's mailbox and the teacher will be notified via e-mail. **Homework assignments may not be faxed to school by parents or relatives.**

### **INSURANCE**

Accident insurance applications will be sent home with all students the first week of school. The decision to purchase or not purchase school insurance is an individual family decision. **Applications should be mailed DIRECTLY to the insurance carrier.**

### **INTERIM REPORTS**

No later than midway between marking periods, an interim report shall be sent home to inform parents of student progress. Such reports are distributed to students who are experiencing difficulty in academics and/or behavior. Follow up conversations are encouraged if clarifications are needed or questions arise.

### **LOST AND FOUND**

The Lost and Found is located in the cafeteria. In order to lessen the chance of losing personal items, students are strongly encouraged to write their names on lunch boxes, jackets, sweaters and rain gear. **Please insist that your child retrieves left items from lost and found as soon as possible. It is impossible to provide storage for the large number of unclaimed items that students leave, therefore unclaimed items are periodically donated to charity organizations.**

### **MEDIA**

Students are encouraged to have responsible behavior in keeping track of their library books. Payment is expected for the damaged or lost books. Students who have an overdue, lost or damaged book will not be allowed to check out another book until the book is returned or paid for. Parents may borrow books checked out for one week. Audio and videotapes are available as are educational resource materials.

The media center welcomes all parents and other interested volunteers willing to work in the media center. Please see section on volunteers for further information.

### **PARENT TEACHER ASSOCIATION (P.T.A.)**

The Coconut Palm Elementary School PTA actively supports the school's instructional program and enhances community school relations. All parents are encouraged to join and actively support this important organization. Parents will be notified of all PTA/Advisory meetings planned during the school year. The membership drive is conducted each September; however, your family may join at any time during the school

year. Our PTA coordinates our book fairs, room parent assignments, various fundraisers, family fun night and much, much more.

### **REPORT CARDS**

Pupil progress reports inform parents of the child's social, emotional and academic progress. Every child in grades kindergarten through fifth will receive a report card at the close of each nine week grading period. In order to receive a report card, the student must have been in a Broward County School for 25 days within the grading period. Please review the card with your child, sign the envelope and return it promptly to school. If there are any questions, parents should contact the teacher. Keep the report card for your records. Report cards go home on: November 14, January 30, April 16 and June 4.

### **COMMUNICATION BETWEEN HOME AND SCHOOL IS AN IMPORTANT FACTOR IN SCHOOL SUCCESS.**

### **SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council (SAC) at Coconut Palm Elementary is comprised of elected stakeholders representing the school, parents, and community. They meet on a regular basis to discuss important issues and policies. Parents are welcome to attend the meetings as visitors.

Each year the School Advisory Council analyzes the progress made by the students and develops long-range goals for the coming year(s) in order to ensure academic success for all.

### **SCHOOL ADVISORY FORUM (SAF)**

This advisory parent group meets regularly to discuss school issues, which need to be addressed. Reminders about meetings will be sent home via the school newsletter.

### **SCHOOL INVOLVEMENT**

Parents can enjoy a good relationship with the faculty and administration by participating in our various volunteer groups. Our PTA, SAC and SAF groups meet regularly and all interested persons are welcome. Reminder notices about meetings will be posted on our website.

### **SCHOOL PHYSICALS**

School physicals and immunizations are available at several locations at minimal or no cost to parents. Locations are listed below. Please call the health center for appointments and specific information on costs.

**Broward County Health Dept.**  
780 S.W. 24<sup>th</sup> Street  
Ft. Lauderdale, FL.  
(954) 467-4702

**Fort Lauderdale Health Center**  
2421 S.W. 6 Avenue  
Ft. Lauderdale, FL.  
(954) 467-4943

**William Dandy Health Center**

2400 N.W. 26<sup>th</sup> Street  
Fort Lauderdale, FL 33311  
Tel: (754) 322-3200  
Fax: (754) 322-3285

**Lauderhill Community Health Center**

1901 N. W. 49<sup>th</sup> Street  
Lauderhill, FL 33313  
Tel: (754) 497-3950  
Fax: (754) 497-3974

**Deerfield Beach High School Health Ctr. South Regional Health Center**

910 S.W. 15<sup>th</sup> street  
Deerfield Beach, FL 33441  
Tel: (754) 322-0650  
Fax: (754) 322-0780

4105 Pembroke Road  
Hollywood, FL  
(954) 985-4848

**STUDENT INFORMATION FORMS**

The student first day packet contains a Student Emergency Contact Card, in addition to other important items for you to sign and return. These forms can be accessed on Coconut Palm's website and may be filled out online. When you fill out the forms online, be sure to sign and print the final form provided with your personal code. Send the signed form with code to your child's teacher. Having this information returned promptly and correctly is very important. A record of this information is kept in the school office in case you need to be contacted. **Please make sure all telephone numbers are accurate and clearly written. Please notify the school if you change addresses or telephone numbers during the year.** It is very important that our records are kept up to date.

**STUDENT RECOGNITION**

The Principal's Honor Roll, Assistant Principal's Honor Roll, Student of the Month and other academic awards have been established to recognize and celebrate the achievement of the students. Students are recognized for their efforts and outstanding accomplishments.

**STUDENT RESPONSIBILITIES**

Students are expected to:

- Attend class daily and be on time.
- Come to class with the necessary materials (paper, pencils, etc.)
- Respect all individuals and property.
- Use courteous language.
- Conduct themselves in a safe and responsible manner.
- Come to school well groomed and appropriately dressed.
- Be responsible for their own work.
- Conduct themselves according to the rules of this handbook.
- Deliver letters, announcements, messages that are addressed to their parents.
- Do daily homework and turn it into their teachers on the due date.
- Cooperate in order to provide a safe and friendly atmosphere.
- Exhibit good manners at all times.
- Exhibit good sportsmanship when participating in any form of competition.
- Greet others pleasantly.
- Say "please" and "thank you" when appropriate.
- Say "excuse me" and "I'm sorry" in given situations.
- Open and hold doors for others.
- Speak in low voices.



- Walk at all times – no running.
- Walk in a "quality line".
- Help others.
- Listen and not interrupt.
- Treat others with respect and courtesy.
- Sit properly at the table.
- Treat others with respect and courtesy.
- Eat properly
- Follow all school, class, and cafeteria rules.

### **STUDENT SERVICES/EXCEPTIONAL STUDENT EDUCATION**

Student Services play an integral role in the Coconut Palm Elementary program. The guidance counselor, curriculum specialist, exceptional student specialist, school social worker, school psychologist, and the Public Health nurse work together to maximize the opportunities available to our students.

Exceptional student education programs are provided for children who are eligible according to county and state guidelines. These programs include, but are not limited to, varying exceptionalities, highly gifted/gifted, speech and language, hearing impaired, visually impaired, and physically impaired. Occupational therapy and physical therapy services are also provided. Students participating in these programs have met specific criteria and requirements and an Individualized Educational Plan (IEP), which documents their needs and services is to be provided. Any questions regarding ESE programs should be directed to our ESE Specialist.

### **SUPPORT STAFF**

Our support staff members are available to assist you with educational concerns. Please do not hesitate to contact them with your questions or concerns.

**Ms. Colleen Cottam-** Literacy Coach  
**Ms. Yvonne Sugarman -** Guidance Counselor  
**Mrs. Kelli Hernandez -** ESE Specialist  
**Mrs. Begona Rosero –** ESE Support Facilitator  
**Mrs. Jacqueline Edman –** ESOL/Title I Coordinator  
**Mrs. Marlen Pujol-** ESE Support Facilitator

### **ATTENDANCE POLICY AND PROCEDURES**

- 7:15 a.m. – 7:30 a.m. – Students may enter the building ONLY if they are participating in the breakfast program inside the cafeteria. FREE breakfast is served to all students.
  - 7:30 a.m. – 7:55 a.m. – Students may enter the building and wait at their respective assigned areas or they may participate in the breakfast program inside the cafeteria.
  - 7:55 a.m. – 8:00 a.m. – Students enter their classrooms.
  - 8:00 a.m. – Tardy bell rings, class instruction begins and students need to be seated at their desk.
  - 8:01 a.m. – 8:15 a.m. - Students arriving to their classrooms at this time (and after) will be marked **TARDY** inside their classroom.
  - 8:15 and after students accompanied by an adult must receive a tardy pass in the front office.
  - 9:00 a.m. -1:30 p.m. or 9:00 a.m. - 11:30 a.m. (on early release days) - Per district policy, students shall not be released during the final 30 minutes of the school day. Identification
- Coconut Palm Elementary School Student/Parent Handbook 2019-20

must be presented for a safe student release. **Excessive early sign outs may be considered truancy.**

- 2:00 p.m. – School ends, students are dismissed and must be picked up from school.

#### **TARDINESS (in a grading period)**

- 5 tardies – verbal or written contact via conference/interim form will be made by the teacher to the parent
- 10 tardies - a letter is sent home by the school administrator
- 15 tardies – the school’s Social Worker will intervene

#### **TELEPHONES**

Student use of office phones is limited to emergencies. Children are expected to be prepared with lunch money, homework, materials, or plans for special after school activities. Student who carry cell phones must keep them off during school hours. Consequences for inappropriate cell phone use range from confiscating the cell phone until a parent conference is held on the first violation to external suspension and prohibiting possession of a cell phone for the remainder of the school year for repeated violations.

#### **TESTING PROGRAM**

Formal and informal testing is done each year in an effort to assess needs and to obtain information regarding the academic strengths and needs of each child. These results are used, along with other information, to strengthen, revise, or modify our instructional program. If you have any questions regarding testing, please contact our guidance counselor.

#### **TEXTBOOKS / MATERIALS / BOOKS**

The State of Florida furnishes all basic textbooks for loan by the students. Students are responsible for all textbooks, library books and materials issued to them during the school year. Books not returned to the school and those damaged must be paid for by the student. If lost books or materials are found, money paid will be refunded.

#### **TRAFFIC**

Because of our large enrollment, it is impossible to have every parent park their car and walk their child to the front entrance. This would create major safety hazards. Please follow the procedures listed below to ensure a **SAFE** arrival and dismissal. This creates a sense of order and consistency for your child. You can rest assured that we will take good care of your child and make sure he or she gets to class safely.

#### ***Car Riders***

The **SOUTH** side of the school **ONLY** has been designated for parent drop off/pick up of students. Cars should maintain a single file, stay close to the curb, and not pass another car unless directed to do so. Please pull all the way forward before stopping to drop off your child. This will help with any traffic back-ups. Drivers in pick up areas must remain with their cars and follow the flow of traffic. Cars may not stop and wait for a child or be left unattended. Students will not be allowed to leave the pick-up area and walk to a parked car unless accompanied by an adult. If there is a need to enter the building, a suitable parking space should be found so that the flow of traffic is not interrupted. Please remember outdoor supervision ends at 2:15 p.m. Remember, cell phone use is prohibited in the car pool lane. Most of all please be patient as we share the same goal of having every child remain safe.

Please arrive prior to these times if you have conferences or school business. When you pick up your students, please **remain** in your car and have the sign we will provide you, hanging from the rearview mirror with the student's last name, grade and teacher visible.

### ***Bus Riders***

Bus transportation is provided for students residing beyond two miles from school or at a location where hazardous conditions exist. In order to help insure the safety of all passengers, each bus rider is expected to cooperate and follow bus safety rules. Failure to do so may result in loss of bus riding privileges. The bus driver has the right to assign students to certain seats when necessary to maintain appropriate conduct on the bus. Please notify the teacher with a written note if there is to be a change in the transporting of your child. If no notification is received your child will follow his or her regular method of getting home.

If your child is a bus rider, make sure he/she is at the appropriate bus stop. Also, be patient with bus transportation the first few days. The children on the buses will be dropped off at the Bus Loading Zone on the **North** side of the school and directed to their classes. Students may ride **ONLY** the bus to which they are assigned and should not ask permission to ride another bus.

### ***Walkers and Bike Riders***

**Students need to be aware of their surroundings and, whenever possible, travel in pairs or groups.** Instruct your child to cross all streets with the school crossing guards. For safety, children walking to school should use the sidewalks provided and cross only at the crosswalks with the crossing guard. Upon dismissal, students should go directly home and not linger on the school campus.

Students are to be respectful of other people and property as they travel to and from school. Also, please talk with your child frequently and positively about school safety and stranger danger. If your child will be walking or riding a bike to school, walk or ride with him/her often along the safest route. If your child will ride the bus, show him where he/she will get on and off, and talk to him/her about safe behavior on the bus.

Children are permitted to ride their bicycles to school if good riding habits are observed. Students are legally required to wear helmets and parents can be ticketed by local police if students are found not wearing helmets. The right to deny riding privilege is also retained by the school. The school is not responsible for loss or damage. Students are encouraged to lock bikes left in bike areas.

### **TRUANCY**

The Broward County Public School and the State Attorney's Office have initiated the Broward Truancy Intervention Program (BTIP) and Coconut Palm Elementary has been selected to participate in this program. The intent of the program is to prevent truancy (non-attendance at school). **A pattern of non-attendance is established when an accumulation of nonattendance, excused or unexcused, equals 5 days (30 hours) in a**

**marking period, or 10 days (60 hours) within 90 days. These hours may be accumulated by tardiness, early sign-outs, or daily absences.**

You are required to contact the school each time your child is absent or tardy and provide the school with the reason for the absence or tardiness. When you are notified of an unexcused absence, you are required to immediately contact the school to discuss the situation and to take action to stop the truant behavior. **To report absences, please call the absentee line at 754-323-5052.**

Your child's attendance will be monitored on a daily basis, and unexcused absences and tardies will be reported to you. Should your child have a pattern of non-attendance, you are required to provide a statement to be filed at the school explaining the absences and tardiness. The State Attorney's Office may be notified. The State Attorney's Office may take appropriate action up to and including criminal prosecution of the parent or guardian.

### **UNIFORM POLICY**

Students are required to dress in unified colors. This is a mandatory policy. Below is a description of the policy to assist you. For dress code concerns not listed below, please refer to the Broward County Code of Student Conduct booklet.

#### **BOTTOMS – Colors -** Khaki/Tan or Navy

**Styles:** “Dockers” style – long, straight-leg pants, Capri pants, knee-length walking shorts. “Polo” style dress, jumpers, skirts, skorts, and tennis skirts with shorts attached (with or without pleats)

***All of the above must be longer than mid-thigh (finger tip length), no drawstring or oversized pants, no lycra or spandex***

#### **TOPS - Colors -** Royal Blue, Navy, White, Light Blue, Gray and Pastel Yellow.

Shirts should be solid color, or Coconut Palm logo shirts (these can be purchased through the PTA). Collared “Polo” style (with or without school logo), long or short sleeved. No tank tops or midriffs, lycra or spandex, are acceptable.

**Shoes** – Athletic shoes are recommended, however, students must follow School Board Policy regarding footwear. Prohibited are: thong sandals, flip-flops and slippers. Belts should be worn for pants or shorts with belt loops.

***Students out of uniform will receive a written warning, and after the 3<sup>rd</sup> warning the student will receive a 1- hour detention after school.***

**\*\*\*JEANS ARE NOT ALLOWED, STUDENTS SHOULD WEAR UNIFORMS\*\*\***  
**MONDAY THROUGH FRIDAY. (REVISED ON MAY 2011)**

## **VOLUNTEERS**

If you are interested in becoming a school volunteer, please see our school volunteer coordinator. All volunteers must complete the Volunteer Registration Form online by visiting [www.getinvolvedineducation.com](http://www.getinvolvedineducation.com) and be approved to work as a school volunteer before participating in any school activity. This procedure applies to any and all classroom volunteer work and to field trip chaperones. By state law, background checks must be completed for any person who will be allowed to work in the school setting or with students during school activities. Consequently, parents who are not approved volunteers or chaperones with the required security background checks and clearance cannot accompany students on school sponsored field trips. Parents who are not officially approved for these activities cannot participate with students and are strongly discouraged from attending field trip sites and activities because of possible security and supervision issues.

VAST (Volunteers Assisting Students and Teachers) guidelines do not permit non-enrolled children or younger siblings to accompany a volunteer during their volunteer time. Volunteers make valuable contributions. Your interest and involvement is always appreciated.

To maintain the educational and safety needs of all students and make your experience as a school volunteer a beneficial one, please follow these procedures as you assist in our school:

1. Volunteers are required to complete an application online annually and receive security clearance before beginning their assignment.
2. Volunteers are required to sign in and out on the computer located in the front office.
3. For identification, volunteers must wear a volunteer ID at all times.
4. Volunteers are not allowed to bring younger children with them.
5. Volunteers need to adhere to the guidelines of the teacher with whom they are working regarding communication with students and supporting school and classroom rules.
6. Volunteers will only be assigned to staff members requesting assistance.
7. Volunteers should set a good example for students by their manner, appearance, and behavior.

### ***A Special Word to Parents/Volunteers***

Parents who volunteer in the school that their children attend are in a special situation. It is essential that they hold in confidence any information learned about students. These volunteers must refrain from discussing the capabilities, behavior, attitudes, etc., of students with anyone besides school personnel. They must also be cautious about remarks made within the hearing of their own children.

Parent volunteers should not work with students who are playmates of their children. It is strongly recommended that parents do not work in the same room as their own children, so that all children have the opportunity to develop independent thinking skills and

become self-sufficient. Volunteers who work in their children's school must show discretion and tact in conversations about the school and teachers.

Classroom supervision and discipline are the responsibility of the teacher and the school. Volunteers are not to be left alone in the classroom to supervise students. Individual students' grades, records, and abilities are personal and confidential information. Volunteers may not give students medication.

### **WEAPONS**

Possession of weapons of any kind on the school grounds will result in suspension and/or expulsion from school (See Code of Conduct Book for description of weapons) and the Discipline Matrix.

### **WITHDRAWAL OF STUDENTS**

If you are withdrawing your child from school, please contact the school office by telephone or by written communication at least 48 hours prior to the withdrawal date. This will give us ample time to complete the necessary paperwork.

Clearance from the child's teacher, media specialist and cafeteria manager must be given at the time of withdrawal. A fee will be charged for any lost books. All children withdrawing from school must receive a "Notice of Transfer" form from the office.

Your cooperation is always appreciated.

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- 7:30 a.m. – 7:55 a.m. – Students may enter the building and wait at their respective assigned areas or they may participate in the breakfast program inside the cafeteria.
- 7:55 a.m. – 8:00 a.m. – Students enter their classrooms.
- 8:00 a.m. – Tardy bell rings, class instruction begins and students need to be seated at their desk.
- 8:01 a.m. – 8:15 a.m. - Students arriving to their classrooms at this time (and after) will be marked **TARDY** inside their classroom.
- 8:15 and after students accompanied by an adult must receive a tardy pass in the front office.
- 9:00 a.m. - 1:30 p.m. or 9:00 a.m. - 11:30 a.m. (early release days) - Per district policy, students shall not be released during the final 30 minutes of the school day. Identification must be presented for a safe student release. **Excessive early sign outs maybe considered truancy.**
- 2:00 p.m. – School ends, students are dismissed and must be picked up from school.

### **TARDINESS (in a grading period)**

- 5 tardies – verbal or written contact via conference/interim form will be made by the teacher to the parent
- 10 tardies - a letter is sent home by the school administrator
- 15 tardies – the school’s social worker will intervene

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

BTIP Information (a pattern of non-attendance, and/or accumulation of minutes for unexcused absences, tardies, and/or early sign outs per school year) 1 day = 360 minutes

3 Days (1,080 minutes) – teacher will place a telephone call to the parent

5 Days (1,800 minutes) – conference with a school administrator determined by state attorney’s office

7 Days- (2,520 minutes) – the school’s social worker will intervene

10 Days-(3,600 minutes) - parent may be referred to the **Broward Truancy Intervention Program (BTIP)** – this is a joint partnership program of the Broward State Attorney’s Office and the School Board of Broward County. Parents will be notified to meet with the school’s social worker and/or school administrator. Parents may report absences to the teacher via email, written note, or by calling the absentee line at: **754-323-5052**.

The absences must be reported within two (2) days and list the date(s) and reason(s) for each.

**\*\*For further information, please refer to Section I – Attendance in the Code of Student Conduct Book\*\*** Please find below a summary of excused absences accepted by Broward School System.

1. Student illness or illness of an immediate family member
2. Death in the family
3. Religious holidays of the student’s faith
4. Required court appearance or subpoena by a law enforcement agency
5. Special event (must obtain permission from the principal at least 5 days in advance)
6. Scheduled doctor or dentist appointment
7. Students having or suspected of having a communicable disease or infestation that can be transmitted. Students are allowed a maximum of five days excused absence for each infestation of head lice.

**I have read and understand the Attendance/Tardy Policy. – Please return this page to classroom teacher.**

Teacher: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Early Release Instructions**

On, **EARLY RELEASE DAYS** when students are dismissed at 12 Noon, my child will do the following:

- GO HOME BY SCHOOL BUS
- WALK OR BIKE HOME
- PRIVATE DAY CARE - NAME \_\_\_\_\_
- SUNSHINE AFTER SCHOOL CARE
- OTHER \_\_\_\_\_

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Parent/Guardian Signature

**PLEASE RETURN TO SCHOOL ON OR BEFORE SEPTEMBER 4<sup>th</sup>, 2019.**

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<b>EARLY RELEASE DAYS</b>			
October 17, 2019	December 20, 2019		
February 20, 2020	March 19, 2020	April 9, 2020	June 2, 2020

Early release time for each of the above days will be at noon. It is the responsibility of parents to pick up their children on time. After school care will begin at noon on early release day. Please be reminded that students who normally ride a Broward County school bus will be home approximately two hours earlier than on normal school days. Private bus transportation has been notified, but parents should verify with child's after-school care provider that they will be picking up students at noon on the early release dates.

Please verify that you have read and understand the above information by completing, detaching, and returning the above form.

**All completed forms should be returned to your child's teacher by September 4th, 2019.**

If you have more than one student enrolled at Coconut Palm Elementary, please complete and return one form for each student.

As always, your cooperation and assistance are greatly appreciated. If you have any questions, please feel free to contact the office at (754) 323-5050.



**COCONUT PALM STUDENT/PARENT HANDBOOK**

**PARENT:**

**PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL WITH YOUR CHILD.**

**THANK YOU!**



I have read and understand the  
Student/Parent Handbook.

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

