



## GENERAL SCHOOL INFORMATION

School hours are from 8:00 a.m. to 2:00 p.m. Students may not arrive on campus before 7:30 a.m. unless they are enrolled in before care. Children will line up in the hallways with adult supervision until 7:55 a.m. Students are expected to arrive at school on time and report to their classrooms before the tardy bell rings at 8:00 a.m. Students who report to school after 8:00 a.m. must sign in at the office to avoid being placed on the absentee list. Students are dismissed at 2:00 p.m. Please be prompt in picking up your children at the end of the day.

School begins promptly at 8:00 a.m.

|                 |                            |
|-----------------|----------------------------|
| Office hours    | 7:30a.m. – 3:00 p.m.       |
| Breakfast hours | 7:30-7:55 a.m              |
| Breakfast cost  | FREE (subject to change)   |
| Lunch cost      | \$2.00 (subject to change) |



|                       |                       |
|-----------------------|-----------------------|
| School Phone          | 754-322-6300          |
| School Fax            | 754-322-6340          |
| Voice Mail            | 754-321-6301          |
| Security Hotline      | 754-321-0911          |
| Missing Child Hotline | 754-321-0725          |
| Attendance Hotline    | 754-322-6302          |
| Bright Eyes Phone     | 954-450-0586          |
| Afterschool Hours     | 2:00 p.m.- 6:00 p.m.  |
| Before Care Hours     | 6:30 a.m. – 7:30 a.m. |

## ADMINISTRATIVE/LEADERSHIP STAFF

|                      |                         |
|----------------------|-------------------------|
| Lindsey Sierra       | Principal               |
| Jennifer Glancy      | Assistant Principal     |
| Melissa Figas        | Literacy Coach          |
| Diana Neito          | ESE Specialist          |
| Tresa Davis-Chance   | School Counselor        |
| Barbie Lopez         | Student Support         |
| Officer Sean Andrade | School Resource Officer |
| Officer Dave Dittman | School Resource Officer |

## **PARENT ORGANIZATIONS**

Eagle Ridge has very active parent organizations such as the Parent Teacher Association (PTA), the School Advisory Council (SAC), and the School Advisory Forum (SAF). These groups of individuals provide an excellent forum for helping to determine school priorities and working, as a school community, with a child-centered approach to assessing and guiding school activities. If you wish to contact any parent group, or if you are interested in joining one, please check the school's website for information and a list of meeting dates at [browardschools.com/eagleridge](http://browardschools.com/eagleridge).

**Parent Teacher Association (PTA)** – The Eagle Ridge Parent Teacher Association actively supports the school's instructional program as well as enhancing community/school relationships. Eagle Ridge is fortunate to have a very enthusiastic PTA. Parents are encouraged to join the PTA and participate in all its functions.

**School Advisory Council (SAC)** – The School Advisory Council (SAC) makes decisions about teaching and learning and shared responsibility and collaboration among all stakeholders.

**School Advisory Forum (SAF)** – The School Advisory Forum meets to discuss school concerns and district policies. The SAF serves as a liaison between the school, various school organizations, and the community.

## **VOLUNTEERS**

School volunteers play a vital role in the enhancement of school programs. You are encouraged to participate in any area that interests you. We are looking forward to assistance in our classrooms, chaperoning local fieldtrips, the media center, special events, and other areas. Each year, all volunteers must complete an online application at [www.browardschools.com/volunteer](http://www.browardschools.com/volunteer) and attend the volunteer orientation program. All volunteers must be cleared, present a valid volunteer badge and be checked in by a member of our front office before going onto campus. Volunteers should be scheduled in advance with the teacher and are not permitted to bring preschool children, babies, or toddlers with them when they volunteer. There are no volunteers on campus until after the volunteer orientation or during standardized testing.

## **VISITORS**

Eagle Ridge uses the Raptor system to keep our "Eagles" safe. All parents, visitors and volunteers must present proper ID before entering our campus or picking up a student prior to dismissal. Arrangements to visit the classroom must be made in advance with the classroom teacher. All visitors must sign in at the front office. Under no circumstances should parents enter the school and go directly to a classroom or other area of the school. Items that need to be delivered to a student, classroom, or teacher should be brought directly to the office. All visitors will be given a pass to authorize their entrance to the school. Your cooperation is greatly appreciated. There are no visitors on campus until after the volunteer orientation or during standardized testing.

## **Attendance**

In order for students to do their best in school, it is important to attend every day of the school year. Parents are asked to do the following if students are absent from school:

Call the attendance hotline at 754-322-6302 to leave a message on the day of the absence. The hotline is available 24 hours a day, 7 days a week.

You can also send an email to [attendance\\_3441@browardschools.com](mailto:attendance_3441@browardschools.com). Please include the first and last name of your child, grade, teacher's name and reason for the absence. If the absence will be

for a series of days, parents should speak with the teacher before the child leaves. For every day absent, the student has two days to make up the work. Plan to receive assignments after returning to school, rather than requesting them in advance.

### **TRUANCY**

Florida Statutes, Section 232.19(7)a, provides that a parent or guardian commits a misdemeanor of the second degree if a parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings regarding their child's truancy. The Broward Truancy Intervention Program (BTIP) prevents truancy by monitoring a child's attendance on a daily basis and reporting unexcused absences to the parent. Parents are required to contact the school each time a child is absent and to provide the school with a reason for the absence. You may report the absence by calling 754-322-6302.

### **ADDRESS CHANGE**

It is important that all records be kept up to date to ensure school organization and safety. Please provide a telephone number where you can be reached during the day in case of an emergency. Also, please notify the school office immediately if there is a change of address, telephone number, or employment location so communicating will continue to flow smoothly.

### **ARRIVAL & DISMISSAL PROCEDURES**

**Carpool** – Carpooling is strongly encouraged to reduce traffic. Students may exit the cars onto the sidewalk once the parents pull up as far as traffic allows. Dismissal will follow the same pattern. Students names and grades should be posted in the car windows, Eagle Ridge will provide car signs for all car riders at the beginning of the school year. To ensure safety and expedite the flow of traffic, parents are to remain in their cars and post your car sign on your rearview mirror. Your child should exit the car on the passenger side. Please do NOT use your cell phone while driving through our car loop, this includes texting. While crossing our car loop, do not cross in front of traffic. Crossing should ONLY take place at the designated crosswalks. Children MUST be accompanied by an adult when crossing. Student drop off and pick up is ONLY to take place in the car loop and NEVER in our parking lot.

**Bus Students** – Students exit and board buses in the bus loop area. Students are expected to follow established bus rules. If a student is not an established bus rider, (s)he is not allowed to ride the bus.

**Bicycle Riders** – Bicycle riders are to walk their bikes on campus ground and secure them with locks. Helmets are required by law and should be identified with student's name. If a bike is lost or stolen, notify the police department or see our school SRO. Your child's bicycle should be registered with the police department.

**Walkers** – All walkers are to enter the campus in an orderly fashion and use the designated walkways and crosswalks. Please urge your child to use extreme caution when crossing streets. At all times, children should cross at the crosswalks ONLY. Plan a safe route with your child to use going to and returning from school. Stress that (s)he uses the same route every day. Encourage your child to walk to and from school with a friend. If you are walking home with your child, please pick them up at the walker dismissal area on the west side of the school. **Crossing guards are at their post 7:30-8:00am and 2:00-2:30 p.m.**

## **DISMISSAL (Rainy Day. Lightning and Emergency)**

Although it is rare, there may be a need to dismiss students late or other than at the end of the day. On days we have light rain or rain without thunder and lightning, students will be dismissed normally, unless you have made special arrangements with your children. If there is severe weather that includes lightning, students will not be released from the classroom until the weather has passed. To ensure a smooth process, please explain and review the procedure with your child in case of an emergency. Cars must not be left unattended in the moving lane of traffic.

## **EARLY DISMISSAL**

Authorized individuals, designated on school documents, are the only people permitted to pick up a student. In order to prevent any inconvenience, please adhere to the following:

1. Update school records to include additional individuals authorized to pick up the child. County policy states these individuals must be 18 years or older.
2. Under no circumstances should a child leave the school site during school hours unless accompanied by a parent or authorized person.

Please schedule routine dental and medical appointments at a time when it will not interfere with instruction. School policy dictates that no child be released for early dismissal after 1:30 p.m.

## **GATE PROCEDURES**

The perimeter gates will be locked during the school day. The gates will be unlocked on the half hour and hour. Please plan accordingly if you are bringing your child in late or picking your child up early.

## **SAFETY FIRST**

Always check in to our single point of entry (our Front Office) BEFORE entering our campus. Be sure your children are aware of any changes in their after school pick up BEFORE they come to school in the morning. If you call in any changes, this information will be emailed to your child's teacher before 10:00 a.m. To keep our campus safe, students are NOT permitted to return to school to pick up forgotten items after 2:00 p.m.

## **TELEPHONE CALLS**

It is very important that our students' classroom instruction not be interrupted. Therefore, messages to students and teachers will be placed in the teacher's mailbox. Children need to preplan and be responsible for lunches, lunch money, homework, and required materials needed for the school day.

## **INSURANCE**

There are two insurance plans available for Broward County students. One is for accident and the other is for illness. You may cover your child for the school day only, or for twenty-four hours a day. Please contact the school for additional information.

## **WITHDRAWALS**

**Only the parent who registers the student may withdraw the student from school.** Please notify school at least two (2) days in advance of withdrawal. All children withdrawing from school must receive a "notice of transfer" from the office. If a student withdraws before the end of the reporting period, the student will not receive a graded report card unless they have been in attendance for a minimum of 25 days. All schoolbooks, including library books, must be returned before a student transfers, along with money owed to the cafeteria.

## **LOST AND FOUND**

Children's sweaters, coats, lunchboxes, etc. should be labeled with the student's first and last name. Any lost items will be turned into the lost and found in the front office. If your child has lost an item, please check the lost and found in the office. Lost articles, which are not claimed within a reasonable time, will be given to a charitable organization.

## **CAFETERIA**

The cost of a regular lunch is \$2.00. The cost of a reduced lunch is \$0.40. A la carte items are also for sale, which may be purchased upon showing a lunch from home or a purchased school lunch. A la carte prices range from \$.50 to \$1.00. There is no cost for a regular breakfast. Ice cream is available one day a week for \$0.65. You can access your child's online meal account at [www.myschoolbucks.com](http://www.myschoolbucks.com). Applications and information for free and reduced lunch are available at the school office and online at [www.browardschools.com/free-lunch](http://www.browardschools.com/free-lunch).

## **BREAKFAST AND LUNCH**

A menu is posted on our school website under cafeteria information and at [browardschools.com/menus](http://browardschools.com/menus). Student lunchtime is designated based on class scheduling. The breakfast program serves students from 7:30 – 7:55 a.m. Students should pay for their lunches in advance, on a weekly or monthly basis when possible. The best way to pay for your child's lunch is by paying online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Checks should be made out to Eagle Ridge Elementary with the child's first and last name clearly written on the check. Each child will be given an account number, which will remain the same during the child's time at Eagle Ridge. Unfortunately, students sometimes forget their lunch or money. When this occurs, the cafeteria will permit the student to charge the price of one lunch, except during the last month of school. After repaying the charge, the student will then be permitted to charge again when necessary. Parents will be notified by the cafeteria manager weekly concerning outstanding charges. Parents may contact the cafeteria manager, Suzuky Diaz directly at 754-322-6310 to check on balances.

## **SNACKS**

Students should bring a healthy, convenient snack to school each day. Snack time is scheduled at the discretion of the teacher. This includes a non-carbonated beverage.

## **BIRTHDAYS**

Due to student allergies and to minimize disruption to instructional time, birthday celebrations during the school day will not be permitted. While we want all students to feel special on their birthday, birthday treats, cupcakes, balloons, and/or goodie bags should be given at home. We appreciate your cooperation and support.

## **FIELD TRIPS**

Field trips are an important part of our school program. Therefore, no field trip is planned unless it is educational and relevant to the curriculum. A parent or guardian must sign field trip permission forms and pay any required fees to the teacher before the set deadline. Forms and money will not be accepted after the deadline date. Reservations must be made before the actual date of the trip; therefore, money cannot be refunded. If a student shows inappropriate behavior on the trip, the student may lose the privilege of participating in future field trips. Online payment is available to collect money for fieldtrips. Online payment website is at <http://estore.browardschools.com>.

## **CLINIC AND MEDICATION**

Parents need to complete an emergency card at the beginning of each school year. It is vitally important that emergency cards are filled in fully and remain updated. This information is used in case of sickness or emergencies that may occur during the year. Staying healthy during the school year is optimum, but if a student becomes ill during school hours. Someone is available to help. If a student has a major problem, the school nurse will be on hand to assist. However, if a student becomes too sick to remain at school, parents will be phoned immediately to make pick up arrangements. Parents must fill out an Authorization for Medication Form obtained from the school office if a student's illness or disability requires maintenance-type medicine. The physician must sign this form, but it is the parent's responsibility to present it to the school to be kept on file. It is the parent's responsibility to keep prescriptions and paperwork up to date to ensure the child's health and safety.

## **HELP KEEP OUR SCHOOL HEALTHY**

To prevent widespread flu and sickness in our school, your child should stay home from school if experiencing flu or cold symptoms. To decide whether or not to send your child to school, please consider the following guidelines: Fever greater than 100 degrees by mouth, your child should return to school only after his/her temperature has been consistently below 100 degrees, by mouth for a minimum of 24 hours. Vomiting (even once). Diarrhea. Chills. General malaise or feeling of fatigue, discomfort, weakness, or muscle aches. Frequent congested (wet) or croupy cough. Lots of nasal congestion, with frequent blowing of the nose.

## **TEACHER REQUESTS**

Due to class size reduction guidelines and bearing in mind that classes must be balanced academically and demographically; we are unable to honor special teacher requests from parents. If you are looking for a particular teaching/classroom management style in your child's teacher, pick up a student placement profile form from the front office.

## **INDEPENDENCE DAY**

Our school holds an annual "Independence Day". On August 17<sup>th</sup>, and thereafter, students will be saying goodbye to their parents/guardians at the front gate of the school and walking to their classrooms (accompanied by school volunteers and staff, if needed). Teachers, and staff will be visible around campus for direction if necessary, and especially to welcome each student to his/her classroom.

## **PARENT LINK**

We will use the automated Parent Link Call Out System when needed to communicate important messages to our parents/guardians. If you miss a Parent Link call out message, dial 754-321-0080 to replay the message.

## **CONFERENCES**

Clear communication between school and home is integral to understanding student progress. School conferences provide a chance to talk individually about a student's unique styles and needs. Parents are encouraged to conference with the child's teacher at least twice yearly. Of course, parents are encouraged to contact the teacher when there is a need to discuss any phase of the child's progress. Please notify the teacher, in advance, if requesting a conference and remember to check in at the school office before visiting the school campus to ensure child safety.

### **UNIFIED DRESS PROGRAM**

Eagle Ridge Elementary participates in the Unified Dress Program that is outlined in the Broward County Code of Conduct and in School Board of Broward County Policy 5309. PTA also sells school themes T-shirts for students to purchase throughout the year. Order forms are available on our school website, [www.browardschools.com/eagleridge](http://www.browardschools.com/eagleridge) and in the front office.

### **BRIGHT EYES AFTERSCHOOL ACADEMY**

Eagle Ridge offers childcare before and after school on all regular school days for a monthly fee. Morning care is available from 6:30 a.m.-7:30 a.m. and aftercare is available from 2:00 p.m.– 6:00 p.m. Registration for the 2022-2023 will be during the summer. Summer registration dates will be posted on our website. If you are interested in this program, please call 954-450-0586.

### **SCHOOL-WIDE POSITIVE BEHAVIOR PLAN**

We have a school-wide positive behavior plan that includes expectations for all visitors, staff, and students. The expectations are aligned with rules for each of our common areas – Café, playground, and Hallways. We invite all parents, students, and staff to SOAR by showing Self-Control, Ownership, Act Responsibly, Respectful.