



Student-Parent Handbook

2018 – 2019



ANIMALS ON CAMPUS

For the safety of all students, staff and parents, pets/animals are **not** permitted on campus. Please keep this in mind when bringing students to and from school.

ARRIVAL PROCEDURES

The first bell will ring at 7:55 a.m. for students to enter the classroom.

The school day officially **begins at 8 a.m. and ends at 2 p.m.** Students are welcome on campus beginning at 7:30 a.m. **There is no supervision prior to 7:30 a.m.** All students are to arrive on the campus in an orderly fashion. Kindergarten students will report to the cafeteria and sit at their assigned table. All other students will report to their assigned location in the hallway near their classroom where they will be supervised. Students are **tardy** if not in their classrooms by 8:00 a.m. All campus gates are closed after 8:00 a.m. and your child must walk through the front office. If your child is later than 8:10, they should have a parent escort them to the office. Please make sure your child comes to school prepared before he/she leaves home. Please ensure that your child has all the items that he/she needs for that day such as lunch money, homework, signed agendas, school supplies etc. This will eliminate classroom interruptions.



AFTER SCHOOL PROGRAMS, INC. (ASP)

ASP is the after school provider at Hollywood Central. Their hours of operation are from 2:00 p.m. – 6:00 p.m. on Monday through Friday and 12:00 p.m. - 6:00 p.m. on Early Release Days. Applications can be obtained through the front office or ASP directly. Their contact information is:

After School Programs, Inc.
1520 S. Powerline Road
Deerfield Beach, FL 33442

Office: 954-596-9000
Fax: 954-596-9880

After School Care On-Site Phone: 954-927-2336

ATTENDANCE

Good attendance is important to learning. Students are required to attend school every day. The parent of a child of compulsory age is responsible for the child's daily school attendance (Florida Statute 1003.24). If for any reason a student is absent, parents are required to notify the school within two school days following the absence.

Absences must be reported to the school by written note or by phoning the Attendance Hotline (754-323-6163), specifying the dates and reasons for the absence. If the school is not notified by phone or note (indicating dates and reason for absence), the absence will be recorded as unexcused.

August						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

The only reasons for an excused absence are:

1. Student illness
2. Illness of an immediate family member
3. Death in the family (immediate family members)
4. Religious holidays of the student's specific faith
5. Required court appearance or subpoena by law enforcement agency
6. Special Event, i.e., public functions, conferences, exceptional cases of family need (needs Principal permission 5 days prior to absence)
7. Scheduled doctor or dentist appointment.

8. Students who have or are suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard.

The Broward County Public Schools and the State Attorney's Office have initiated the Broward Truancy Intervention Program (BTIP). The intent of the program is to prevent truancy (unexcused absences). Attendance will be monitored on a daily basis and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney's Office will be notified, and they will issue a subpoena for your child's records. These records may be used in court against you. The State Attorney's Office may take appropriate action up to and including criminal prosecution of the parent/guardian of the truant child.

A definition for pattern of non-attendance includes an accumulation of tardiness, early sign-outs and absences (excused or unexcused) for all or any part of the school day up to 5 per marking period, 5 unexcused absences within 30 days, or 10 unexcused absences within 90 days (FS 1003.21 and SB Policy 5.5).

BIRTHDAYS

On your child's birthday you may send in store bought cookies, doughnuts, or cupcakes (no cakes, please) for the class. Please give your child's teacher at least two days notice so the teacher may plan for the event. If parent(s) would like to be present during the birthday celebration, cookies, doughnuts, or cupcakes (no balloons) are to be distributed in the cafeteria during their scheduled lunchtime. Please limit treats to only students in your child's class and please do not bring chips, candy or goody bags to be distributed in the cafeteria.

BEHAVIOR

Our school implements a School-wide Positive Behavior Plan. This plan teaches CHAMPS behavior strategies for staff and students to maintain a successful learning environment. We will communicate any concerns we have and follow Broward County's Discipline Matrix for any behavior infractions to ensure students are focused on learning. We conduct primary and intermediate behavior assemblies to ensure all students have clear expectations and understanding of the School-wide Positive Behavior Plan

CLINIC

All first aid is administered in the clinic. Broward County School Board Policy 6305 expressly forbids the dispensing of medicines to students by employees of the school system without the completion of an Authorization for Medication Form, which can be obtained in the front office. This form **must be updated on a yearly basis**. Also, please be reminded that cough drops, aspirin, eye, ear or nose drops, allergy pills, etc. are also included as restricted in regard to the administering and dispensing of medicine in school and cannot be brought to school by students. Students are sent to the clinic when they are injured or ill and are cared for by school personnel.



In case of an accident, basic first-aid treatment may be administered, and every effort will be made to notify a parent. The office and clinic will have a copy of your child's Health and Safety Form. It is critical that the telephone number and an emergency number are current and correct in case of illness or an accident occurs while your child is at school. Please be sure to notify the school office if there are any changes in this information during the school year. In a medical emergency, 911 will be called.

COMMUNICATION

Communication between home and school is essential and welcomed at all times. Please use the student planners daily to communicate with your child's teacher. In addition, it is critical that contact information is always current in the event that school staff needs to contact you. If you need to contact your child's teacher by phone, please call the main office at (754) 323-6150. You can leave a message with the front office and the teacher will return your



★ note that the Student Code of Conduct Book states that skateboards, hee-ies, scooters, and in-line
★ skates/rollerblades are prohibited on school campus for safety reasons.



★ **Kindergarten Walkers & 1st Grade Walkers**- Parent pick up from front of school west door exit (near US1)

★ **2-5 Grade Walkers & All Bike Riders** – Released from front of school east door exit (near Monroe Street)

★ Siblings meet at younger student’s pick-up area. **Please share with your child’s teacher if you need your child
★ to meet a sibling for pick up.**



★ ☒ **Bus Riders**

★ Bus transportation is provided for students who live more than two miles from the school and have been assigned
★ to a bus. Students are expected to obey the bus rules. Failure to do so may result in suspension from the bus. If a
★ student’s behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges.
★ Parents will be expected to transport the student to school if a bus suspension should occur. Behavior and safety
★ at the bus stop are the student’s and parent’s responsibility. Students must follow all school bus rules. The
★ mandated rules and consequences can be found in the Broward County School Board Code of Student Conduct.



★ ☒ **Early Dismissal**

★ Early dismissal from school should be avoided and only used for emergencies. Please try to schedule all
★ appointments after school, when possible. There will be **no early dismissal after 1:30 p.m. as per SBBC policy.**
★ Only the parent/guardian or individual(s) specified on the Emergency Contact Form are permitted to sign a student
★ out prior to dismissal. If your child is to be released to another adult, the parent must give written permission and
★ photo identification will be required. All students must be signed out through the Front Office. Students will not be
★ permitted to walk or ride their bike home from school during regular school hours by themselves. Students must be
★ released to an adult.



★ ☒ **Rainy Day Dismissal**



★ **Rainy day procedures need to be established with your student the first day of school.**

★ Students and teachers should be advised of each student’s rainy-day plan. Review this procedure
★ weekly. In the event of severe weather during dismissal, students may be retained in their classroom
★ until an all clear has been given. Bike riders and walkers will not be permitted to leave campus when
★ thunder or lightning is near the school. Students will remain at school until the inclement weather has
★ passed. **Your child’s safety is our first priority.**



EARLY RELEASE DAYS

★ The county has scheduled early dismissal days for the purpose of staff development (see calendar for exact dates).
★ Students will be dismissed at 12:00 noon. Lunch will be served on early dismissal days. Your child will be
★ dismissed, per your regular procedure, unless you have notified the school in writing of your request for a change.
★ The After School Program will begin at 12:00 noon on early release days. Only students enrolled in the After School
★ Program are eligible to take part in the additional two-hour service. **Please mark your calendar with the Early
★ Release dates to ensure that your child has after school arrangements beginning at 12:00 noon. These
★ dates can be found on the calendar (last) page of this handbook. In addition, reminders will be sent home.**



FIELD TRIPS

★ Field Trips are an integral part of our curriculum and are carefully chosen to have educational relevancy and merit.
★ It is our desire that every child will have the opportunity to participate in each experience. However, the
★ administration reserves the right to limit field trip participation to students who exhibit behaviors that violate the
★ Student Code of Conduct. Each parent must submit written permission **before** his/her student may participate in a
★ field trip. **No verbal permission will be accepted.** Specified deadlines for the return of these forms and payment
★ will be set and must be adhered to by all, even if the child is absent on the due date. **Forms cannot be accepted
★ after the deadline.** Consequently, money may not be refunded if payments have already been submitted to field



trip vendors. Any person(s) wanting to chaperone on a field trip will be required to fill out a volunteer application and have it approved before permission is granted.

GIFTS FOR TEACHERS

At times throughout the year, if any parent wishes to organize a collective gift from the class, guidelines and a form letter can be obtained from the front office. These guidelines will be fully explained at the volunteer orientation at the beginning of the school year.

HEALTH CONCERNS

Parents are encouraged not to send sick children to school. As stated in The Code of Student Conduct, children who have a communicable disease or infestation (i.e., head lice, pink eye, impetigo, etc.) will not be permitted to attend school. If your child is sent home for head lice, your child's head **must be nit free before** he/she can return to class. Upon returning to school, an adult must accompany the child to the clinic before clearance is given to return to class. Students having any communicable disease, such as pink eye or ringworm, will not be permitted to return to school without a doctor's note.

LATEX (ALLERGY)

Due to extreme allergies, NO LATEX such as balloons, gloves, bandages etc. is permitted on campus.

LOST AND FOUND

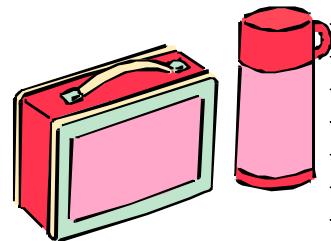
All items and personal possessions brought to school should be clearly marked with your child's name; e.g., sweatshirts, jackets and lunchboxes. If your child has lost an item, please check with the teacher first. There is a lost and found rack located in the cafeteria. Items remaining at the end of each month will be donated to the PTA clothing bank or a local clothing bank.

SAFETY DRILLS

Keeping students safe is our top priority. Our staff is trained on our school safety plan in collaboration with the Hollywood Police and Fire Departments in addition to Broward Schools Investigative Unit. To keep our staff and students trained and well versed in the safety protocols, we will have monthly Fire and Safety Code Drills. We also have at least two Tornado Drills and coordinate lessons with Florida's Severe Weather Safety Week. These drills will help students and staff practice safety procedures and are meant to help students feel safe and prepared. Parents will be notified by Parent Link upon conclusion of each drill so you can communicate with your child and be our continuous partner in safety.

SCHOOL MEALS

You are encouraged to pay in advance for breakfast and/or lunch. Cafeteria cashiers can take advanced payments the first day of the week from 7:45 - 8:15 a.m. Please put the money in an envelope with the **student's name**, teacher's name, and amount. You can pay for more than one student with the same check--just note it on the check. Checks are the safest way to send money for the week. Meals may be paid for on a daily, weekly, or extended period. Advance payments should be made in the cafeteria. Checks must be made payable to Hollywood Central Elementary. Students who have not paid for previously charged meals will be served a cheese sandwich and milk. Student prices are as follows:



Breakfast	FREE	Reduced Breakfast	FREE
Lunch	\$.200	Reduced Lunch	.40¢
Milk/Juice/Water	.50¢	Ice Cream (Wednesdays, only)	.65¢

Parents are welcome to have breakfast or lunch with their children on an occasional basis. Schools cannot provide meals to parents on a regular basis.

Students are assigned a lunch number at the beginning of the school year. This number should be memorized. Parents are requested to include their child's number in any correspondence regarding cafeteria matters. Students are expected to follow the rules of the school while in the cafeteria. Failure to do so will result in appropriate consequences as stated in the school's discipline plan and Student Code of Conduct. Breakfast and lunch are served in the cafeteria for students. Free and reduced meal applications are available online at

