



Student-Parent Handbook

2019 – 2020



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 8:00, 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, by phoning the Attendance Hotline (754-323-6152), or by submitting an online form using our website (Contact: "Report an Absence"), specifying the dates and reasons for the absence. If the school is not notified by phone, note, or online (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 have or 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 daily 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 if 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 call. In order to protect instructional time, phone calls **will not be put through to the classrooms** during the hours of 8 a.m. - 2 p.m.

You are strongly encouraged to go through the proper channels by speaking with the **teacher first** about any concerns that you may have especially as they relate to the academics and behavior of your child. Support Staff and Administration will also be available to assist with any questions or issues that you may have. An assortment of flyers, ParentLink messages (recorded messages via the telephone), and newsletters will be sent throughout the year apprising you of school information and upcoming school functions. Information can also be found on the school's website (<http://hollywoodcentral.browardschools.com>) and our marquee. The front office hours are 7:30 a.m. – 3:00 p.m.

CONFERENCES

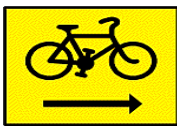
If you would like to have a conference with your child's teacher, please write a note or call the teacher to schedule an appointment. All conferences must be scheduled in advance. Teachers are required to have a minimum of two (2) conferences per year with student's parents/guardians.

DISMISSAL

Any change in regular dismissal procedures must be sent in writing with your child prior to the start of the school day or contact the front office during the school day. Your child will be released as scheduled without prior notice. HCE personnel will not dismiss any child not listed on the dismissal form without prior approval from the parent/guardian who registered the child. Dismissal time is at 2:00 p.m. Parents must help by not arranging meeting spots for their children. **Please do not park in the handicapped parking spots** at the Performing Arts Center. This is **illegal**. Allowing your children to wait for you in an unapproved area is a major safety risk. It is our commitment to have students picked up and dropped off in a safe and orderly fashion. The Hollywood Police Department may hand out warnings to those individuals who continually pick up and drop off children or double park in the Performing Arts Center parking lot. After the warnings are given, citations may follow. The authorized drop-off and pick-up area for car riders is on the **south side of the school** off Madison Street. Left turns are **PROHIBITED** from the parent loop onto Madison Street. There is a **RIGHT TURN ONLY** sign posted at the exit from the parking lot. Please be patient in order to ensure the safety of not only your child but also of all our students. A car rider is any child being picked up in the **car loop**. Students who ride in automobiles are to be dropped off or picked up on the south side of the school. Parents are asked to wait in their cars forming an orderly line and follow the direction of the staff members who are supervising the area. Parents are requested to remain in the car when using the car loop. **DO NOT USE CELL PHONES** while in the school zones and car loop. Students must not be dropped off or requested to walk alone in the parking lot. Please do not leave cars unattended. The service/delivery area is not for drop-off or pick-up of students. **DO NOT USE THIS AREA.**

Thank you for supporting our mission to keep our HCE manatees safe!

Bike Riders and Walkers



Walkers and bike riders are to exit school grounds immediately upon dismissal. Crossing guards are on duty to assist students when crossing the street. Walkers should go directly to their after-school destination. Students are permitted to ride bicycles to school. However, the school can deny that privilege if rules are violated. Students who ride bicycles will follow safety rules, including **wearing protective helmets**, which is a state law, obeying the school crossing guards, and walking bikes across major intersections and on school grounds.

Students are to WALK with their bicycles in the crosswalks and on school grounds. Students are required to park their bicycles in one of the campus bicycle compounds. The compounds are locked between 8:15 a.m. and 1:50 p.m. Students should lock their bicycles for added security. Every effort is made to protect bicycles; however, the school is not responsible if a bike is stolen or damaged. It is recommended that students register them with the appropriate law enforcement division. In the mornings, bicycle riders should go directly to the bicycle rack. Please 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.

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

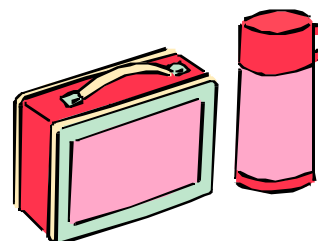
All items and personal possessions brought to school should be clearly marked with your child's name; e.g., sweatshirts, jackets and lunchboxes. If your child has lost an item, please check with the teacher first. There is a lost and found rack located in the cafeteria. Items remaining at the end of 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	\$.2.00	Reduced Lunch40¢
Milk/Juice/Water50¢	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



<http://www.broward.k12.fl.us/foodservice/freereduced.htm> or in the front office. All lunch boxes and containers should be labeled with the child's name, grade and teacher. For safety reasons, students may not use glass containers. Breakfast and lunch menus are available monthly, are online at www.browardschools.com and announced daily on the school's televised program, WHCE News. Visit web/foodservices/index.html to pay student lunch fees online, view breakfast and lunch menu, or get more information about Broward County's Food and Nutrition Program.

UNIFORMS

HCE is a Unified Dress Code School. Students need to wear white, light blue or dark blue collared shirts Monday – Friday. Pants, skirts or jumpers should be dark blue or khaki. Shorts need to be knee length. Fridays are spirit days and students can wear spirit shirts and dark jeans/skirts. Order forms for spirit shirts are in our front office. If you need assistance with uniforms, please complete a form located in our front office.

VISITORS

Parents are always welcome at Hollywood Central. Please report to the front office any time that you are on campus for conferences, volunteering, etc. For the safety of all staff and students, you must present valid identification in order to gain access on campus. In order to avoid classroom interruptions and loss of instructional time, forgotten lunches, money, homework, messages or other concerns will gladly be handled through the front office. Arrangements to visit classrooms must be made in advance with the teacher. We appreciate your cooperation with these procedures to assist in making our campus a safe learning environment for our students.

VOLUNTEERS

Parent volunteers are welcomed and encouraged throughout the year. A volunteer application is required to be filled out and approved before a person can volunteer in classrooms, chaperone on field trips, mentor, or participate in any activities on campus during the school day. An application needs to be completed per person. Approval is given to the individual who applies, not per family.

Please register at www.getinvolvedineducation.com. **Volunteers make a world of difference!**

WEBSITE

Our school website address is <http://hollywoodcentral.browardschools.com>.

