

WELCOME TO EAGLE POINT ELEMENTARY

Theme for 2010-2011

All Systems Go! Eagle Point is Cleared for Achievement

Welcome to the 2010-11 school year! Our faculty and staff are committed to providing a strong educational experience within a supportive learning environment as we prepare students for their future. The following guidelines provide a framework designed to guide the school's operation and provide a safe campus. Please review them as you prepare for the school year. I look forward to partnering with you in order to support the success of our students.

Sincerely,
Linda K. Chuckman, Principal

GENERAL OFFICE.....(754) 323-5500
ATTENDANCE.....(754) 323-5502
AFTERCARE OFFICE.....(754) 323-5543
CAFETERIA.....(754) 323-5510

Office telephones are to be used for school business only. Students may use telephones for emergency situations.

SCHOOL HOURS

Students are required to be in school six hours each day. School begins at 8:00 a.m. and ends at 2:00 p.m. Students are not to arrive before 7:30 a.m. There is no supervision before that time. The first bell rings at 7:55 a.m. Students who are not in class by the second bell, at 8:00 a.m. will be marked tardy. Children arriving after the second bell must report to the front office for a late pass.

ATTENDANCE

Regular attendance is expected of all students in order to ensure successful and positive growth in school. All absences require a note or telephone call from home.

Excused Absences: Students must be in school unless absence has been excused for one of the following reasons listed below. County policy dictates that parents must report an absence the day before, the day of, or within two school days or the absence will be considered unexcused. Excused absences include:

1. Illness of student. If doctor states in writing that the student will be absent for fifteen or more days, the guidance counselor should be notified so that homebound instruction can be arranged.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearances.
6. Special events IF the student gets permission from the principal at least five days ahead of time. Such trips refer to family emergencies or trips of an academic nature.
7. Doctor or dental appointments IF parent notifies the school.
8. Suspension from class.
9. Communicable disease. Students are allowed a maximum of 5 excused days for head lice.

MAKE-UP ASSIGNMENTS

Assignments will be provided for those students with excused absences. Please allow teachers one day in advance to prepare such materials.

VISITORS

For the safety of our students, anyone visiting our school during school hours MUST check in at the office with identification to receive a visitor's pass.

STUDENT INFORMATION FORM

Parents must complete all information, including emergency dismissal information on the student information form. This form is to be kept current. This requirement reinforces the safety of children in the event the school must contact the parent in an emergency.

EARLY SIGN-OUT

In order to avoid class interruptions during the end of the school day, please do not request early release of students after 1:30 p.m.

ROUTINE STUDENT "SIGN OUT" PROCEDURES

Prior to a child's release, individuals are required to:

- Show proper identification.
- Sign the child out in the office
- Wait in the front office for the child.
- No child is to leave the school area or a classroom with a visitor or a parent unless permission has been received from the office. Children will only be released to those adults for whom the school has written authorization on file on the information form in the office.

MESSAGES TO STUDENTS

We ask that you refrain from calling to request that a message be given to your child. It is not always possible to determine the relationship of the caller to the student. In addition, it interrupts the teaching and learning process. Please make prior arrangements with your child before (s)he leaves for school. If it is an emergency, you may come to the school office to see your child personally. Children will not be allowed to call home for permission to make after school arrangements.

EMERGENCY EARLY DISMISSAL

In the event that the Superintendent declares an emergency, the school will cooperate with parents and dismiss students prior to regular dismissal time. Students will only be released to those individuals designated on the information form.

RAINY DAY DISMISSAL

In the event of a rainy day, the information form will be used. Students will not be permitted to use office telephones for last minute arrangements. If there is thunder and lightning, students will remain at school until they are picked up.

ARRIVAL & DISMISSAL PROCEDURES

CARPPOOL - 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. Student names should be posted in the car windows on the provided window sticker. To ensure safety and expedite the flow of traffic, parents are to remain in their cars.

BUS STUDENTS - Bus transportation is available and encouraged for students who live two or more miles from school. 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. However, if a student normally rides a bus but needs to change stops or bus, a note approved by administration is allowed.

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 SRD. 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. 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 use the same route every day. Encourage your child to walk to and from school with a friend.

CAFETERIA: BREAKFAST & LUNCH

Our cafeteria staff serves appetizing and well-balanced meals. Children may also bring a bag lunch. Carbonated beverages and food items with metal pull tabs are not allowed. Breakfast is available at a cost of \$1.10 and is served between 7:30-7:50 a.m. The cost of lunch is \$1.90. Lunches may be paid for monthly, weekly, or daily. If your child forgets lunch, s(he) may charge one time. A cheese sandwich will be provided if the student has not cleared the account. Free or reduced price meals are available for students who qualify. An application must be completed and submitted to the office for review.

STUDENT ACTIVITIES AWARDS

Eagle Point Elementary believes in acknowledging student achievement and good citizenship. Students in each class strive toward achieving a *Student of the Month* award and *Quarterly Honor Roll* awards.

MEDICATION

Florida State Law mandates that medicine of any type, including over-the-counter medication cannot be administered at school without the "School Medication Permission and Instruction" form signed by a physician and parent. A new medication authorization form must be completed each school year. Students are not permitted to transport medication to or from school. Medicine to be dispensed is kept in the clinic and given according to the doctor's instructions. Parents are encouraged to call the school whenever there is a health related concern.

ILLNESS AT SCHOOL

If your child becomes ill at school, you will be notified so that you can make arrangements to pick him/her up. Please make certain to have 3 additional phone numbers on file on the Student Information Form. These emergency numbers are most important when a student needs special attention. Please update emergency information if there is any change.

CODE OF STUDENT CONDUCT

Broward County Schools establishes certain rules of behavior. These are enclosed in the Code of Student Conduct. This is issued to students at the beginning of the school year. Please read it carefully with your child, sign the designated pages, and return them to the school. This receipt will be filed in the student's record.

HOMEWORK

The adopted Policy Handbook of the School Board of Broward County, Florida states:

"Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Broward County Schools that meaningful and quality homework is required at all grade levels in all schools." Students are not permitted back into the classrooms to retrieve forgotten homework or other items after 2:00 dismissal.

REPORTING PUPIL PROGRESS

INTERIM REPORTS - Interim reports are sent home whenever your child's teachers wish to address a specific area of concern. The intent of such a report is to provide communication so that positive action can be taken to correct the situation prior to report card issuance. Interims are usually sent home midway in the grading period but may be sent at any time.

PROGRESS REPORTS (REPORT CARDS) - Progress Reports are issued four times yearly. A student must be in attendance 25 days to receive grades. Be sure to sign the report envelope and return it promptly to school.

PARENT-TEACHER CONFERENCES - Conferences are very important to both parents and teachers in order to provide an adequate program to meet the individual needs of each child. Teachers are available for conferences before and after school. It is important to prearrange conference times so that the teacher is better prepared to answer your questions. Check in at the office to obtain a visitor's pass before entering the classroom areas.

SCHOOL INSURANCE

The importance of having insurance for each child cannot be overemphasized. Please read the insurance brochure carefully

and note that the premium is to be mailed directly to the company. Premiums are not sent to the school.

FIELD TRIPS

The school utilizes the many facilities in the South Florida area which enhance classroom learning. Your child will have the opportunity to participate in field trips during the school year. You will be advised of these in advance and permission for your child to participate will be requested. Please adhere to money and consent deadlines.

STUDENT SERVICES

We are fortunate to have the services of a Guidance Counselor, Exceptional Student Education Specialist, Reading Specialists, and Speech Therapists. In addition, we offer additional part-time services of a Psychologist, Social Worker, and Nurse.

PARENT ORGANIZATIONS

PARENT TEACHER ASSOCIATION - The Eagle Point Parent Teacher Association actively supports the school's instructional program as well as enhancing community/school relationships. Eagle Point is fortunate to have a very enthusiastic PTA. Parents are encouraged to join the PTA and participate in all its functions. This is an excellent way to unite the efforts of home and school and work together toward a common goal - the welfare of our children.

SCHOOL ADVISORY FORUM - 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.

EAGLE POINT FOUNDATION - The Eagle Point Foundation is a nonprofit organization created to provide support and assistance in the enhancement of educational opportunities at Eagle Point.

SCHOOL ADVISORY COUNCIL - The School Advisory Council (SAC) makes decisions about teaching and learning and reflects shared responsibility and collaboration among parents, faculty, staff, business, and community leaders. The mission of the School Advisory Council is to formulate strategic goals for the school.

All parents are encouraged to actively support these important organizations. Scheduled meetings are announced in the school newsletter and on the marquee.

VOLUNTEERS

Parent volunteers are needed and welcomed throughout the school year. Parents are encouraged to join the volunteer program. If you work during the day, there are still volunteer opportunities available. Please contact the PTA for information.

PARTNERS IN EDUCATION

Eagle Point is pleased to have several business partnerships. The strong commitment of these business partners is valued and appreciated. We welcome participation by other business and community organizations. Please contact the school if interested.

COMMUNICATIONS

Ongoing communication between the school and the home is essential in promoting student success. Grade level news, class work, and behavioral/scholastic progress information is sent home on a regular basis. An online weekly school newsletter is available each Monday containing news highlights and notices of upcoming events. Reading these communiqués will keep you informed about important information and events. Register to have the online newsletter emailed directly to you. Go to www.eaglepointelementary.org and register by including your name and email address.

CELEBRATIONS

Only store bought cupcakes or cookies can be brought in during lunchtime for a child's birthday. If invitations for parties outside of school are distributed, they must be given to each child in the classroom.