



NOVA BLANCHE FORMAN ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK

MISSION STATEMENT

The mission of Nova Blanche Forman Elementary is to teach our culturally diverse student population to become literate, productive citizens who integrate technology into their daily lives.

VISION

Nova Blanche Forman will be an innovative technological center maximizing student potential in a positive learning environment.

<http://novablancheforman.browardschools.com>

General Policies

Arrival/Dismissal/Tardiness

Arrival

School begins promptly at 9:30 A.M. Students being transported to school by car must not arrive before 9:00 A.M. Upon arriving late, after 9:30 A.M., students must report to the front office where they will be given a tardy pass to be admitted to class. Parents must escort their children into the front office. Except in cases of a late bus, students will be marked tardy after 9:30 A.M. **As per the School Board of Broward County Discipline Matrix, habitual tardies can result in consequences such as time out, detention, social worker interventions and/or rescission of Nova placement.**

Dismissal

Children are dismissed at 3:30 P.M. If a student is to be picked up early, a note must be given to the classroom teacher in the morning. No child is permitted to leave the school at any time prior to the regular dismissal time unless he/she is signed out in the front office. Students will not be called to the office for early dismissal after 3:00 P.M. Only persons listed on the registration form will be permitted to sign out a child. Parents are required to report to the office before visiting classrooms or any other school area. Parents attending after school conferences need to decide prior to the conference how their child is going home or if they will be attending the conference with them.

Children who are car riders at dismissal will be seated according to grade level. Parents who do not wish to park, must wait in the car line. Students will not be released to meet parents across the parking lot. Names of children and their grade levels should be placed in the windshield of the passenger side of the car. **It is of extreme importance that children be picked up on time or enrolled in the After Care program at Nova Blanche Forman.**

To ensure the success of your children, it is important that they be in school on time and that they remain in school through the end of the day.

Attendance

We appreciate that you value education. Part of this educational responsibility is being on time for school and remaining in school for the entire day. Tardiness and leaving prior to the end of the school day are both disruptive to the learning environment and can have a negative impact on student achievement. It impacts the entire class and disrupts the academic momentum of the classroom. This is unfair to your child, the other students in the class, and the teacher.

Children should be in their classroom by 9:30 a.m. Excessive tardiness as well as excessive early dismissals (early pick-up by parent or guardian) will result in the school initiating appropriate intervention(s) and consequence(s) as provided by School Board policies. If there are excessive tardies, a social worker can be assigned to meet with the

family. If the tardies continue, we can request that an Investigator from the State Attorney's Office meet with you. If, after that, the tardies still continue, then charges may be filed by the State Attorney's Office and procedures will be initiated to rescind your child's Nova reassignment.

When a child is tardy to school, it is the parent's responsibility to escort the child into the front office. That way we make certain that your child is safe and in the building.

Broward Truancy Intervention Program

According to School Board Policy 5.5, "All students are expected to attend school every day of the 180-day school year. Parents of children of compulsory school age are responsible for their child's school attendance. Because poor academic performance is associated with nonattendance, schools will respond in a timely manner to prevent the development of patterns of nonattendance. Schools will collaborate with appropriate local and state agencies that are involved in truancy prevention, intervention and judicial action."

Nova Blanche Forman will adhere to the above School Board Policy and will take action for unexcused absences as outlined below. Absences may be excused for the following reasons:

- Illness
- Illness of immediate family member
- Death in the family
- Religious holidays
- Required court appearances
- Special events – Permission must be granted by the principal at least 5 days ahead of time.
- Scheduled doctor appointment
- Students having or suspected of having a communicable disease. Students are allowed a maximum of 5 excused days absence for an infestation of head lice.

In order for an absence to be excused, written documentation must be brought to school upon the child's return. A phone call to the attendance line will also be accepted as documentation. The Attendance Line phone number is 754-323-6602. The absence needs to be reported within two days in order to be excused.

The following steps will be taken in the case of excessive unexcused absences:

- **3 Unexcused Absences** – The district will mail a 3-day notice. Parents will have 48 hours to respond to the school.
- **5 Unexcused Absences** – The child's student number will be released to the State Attorney's office who will send a subpoena to the school for release of student records. A certified letter will be sent to parents. Upon written notification excusing the absences, the process will be stopped and records will not be released.

- **10 Unexcused Absences** – A mandatory meeting will be scheduled with the Area Director and the State Attorney’s office.

Before and After Care/School Hours

Before and After School Care is held from 7:00 a.m. to 9:00 a.m. in the morning and from 3:30 p.m. to 6:00 p.m. in the afternoon. Both are held at Nova Blanche Forman. The regular school hours are from 9:30 a.m. to 3:30 p.m.

Behavior

Nova Blanche Forman abides by and enforces the Broward County Student Code of Conduct. The Code of Conduct manual is available on the district website and at our school. Parents are urged to read and discuss the rules and expectations with their child. Following this, parents and students are required to the appropriate page of the booklet and return this page to the classroom teacher. A copy of the Discipline Matrix is available in the Code of Student Conduct and on the district website.

Bus Transportation

Broward County Schools provides transportation for students who live two or more miles from school. However, when riding the bus, certain rules must be observed to ensure the health and safety of everyone. A written copy of school bus regulations is listed in the Code of Student Conduct. Please read them carefully. Also, parents may not come to the bus area at school to take their child off the bus.

Students are to arrive at their bus stops at the time indicated on the notes mailed home by the transportation department. The bus driver will not allow any student on the bus who does not have a bus pass for that particular bus on file with the driver.

In the event that the bus is late, students shall remain at the stop until the bus arrives. Leaving the bus stop could result in an unexcused absence from school. Students should stand at the bus stop and not intrude on private property adjacent to the bus stop.

Riding the bus is a privilege which can be withdrawn at any time for disruptive or unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey his/her requests. In the interest of safety, a student will be reported to an administrator for continued and/or willful disobedience of safety regulations. Continual reports of bus misconduct will result in suspension from riding the bus.

- Bus students who endanger the safety of the occupants by causing a disturbance or distracting the driver will be referred to an administrator for disciplinary action.
- Bus students will be held responsible for complying with the printed rules and regulations listed in the Code of Student Conduct. Infractions of these rules may lead to disciplinary action and suspension from riding the bus.
- Food and drinks may not be consumed on the bus.
- Students are not allowed to enter or leave the bus at any stop other than their assigned stop.

- Students are to ride only the bus to which they have been assigned; students may not ride a different bus to go home with a friend.

***Please note that if a student's mode of transportation is to be changed from bus to car on a particular day, a note must be sent to the classroom teacher. If a note is not received, the student will be put on the bus as usual.**

Cafeteria

Hot breakfast is provided before school from 9:00 a.m. - 9:20 a.m. for \$1.10. Lunch is also available for \$1.90. Students may bring their own lunch. Free and reduced lunch forms will be sent home. Students who received free or reduced meals last year will receive meals for the first ten days. A new application is required each year for any student who qualifies for the program. Application can be completed online at www.broward.k12.fl.us/foodservice.

Fast food, sodas and glass bottles may not be brought in the cafeteria. If parents would like to bring lunch for their own children and eat with them, they may do so and eat at the picnic tables adjacent to the cafeteria. Parents can only take their own child outside.

Character Education

We encourage all our students to adopt the Character Education traits. Each month a student from every class who exemplifies the monthly trait is chosen. This student has his/her picture displayed on our Tip Top Titan bulletin board and his/her name announced on morning announcements. The traits are Cooperation, Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control and Tolerance. Classroom teachers provide monthly lessons on each trait. We ask the support of all parents in encouraging the learning and modeling of these traits at home.

Clinic/Medication

Students who become ill or injured during the school day may be excused to visit the clinic for 15 minutes. Except in cases of *extreme emergency*, a student must obtain a pass from his/her teacher before reporting to the clinic. The care for illness or accident is first aid *only* as law prohibits personnel from dispensing medications. If a medical prescription is on file, medication may be administered. School Board policy expressly states that school personnel cannot administer or dispense medication unless all proper forms from the health department and doctor are completed and on file at the school. These forms must be updated annually. All medication must be in an original prescription bottle and will be kept in a locked medicine cabinet. It is important that all students on medication have the prescribed dosage available on a daily basis. Parents are reminded to plan ahead so medication can be consistent for the welfare and academic growth of their child. Under no circumstances will a child be permitted to carry medicine in school. This includes aspirin, cough drops and other over the counter or prescription drugs.

Communicable Diseases

Students having a communicable disease or infestation such as, but not limited to, pediculosis, impetigo, chicken pox, scabies, ringworm, etc. shall not be allowed to attend school as per School Board Policy. A child must have a doctor's note showing the child is free of any infestation or communicable disease before returning to school.

Dress Code

Mandatory uniforms were approved by the school population in June, 2001. Students may wear the following colors:

Tops: solid navy, white, hunter green, yellow, and "Nova Titan Wear" sold by PTA.

Bottoms: solid khaki, navy, black and hunter green. Jeans may be worn on the last school day of the week with appropriate tops.

Students must wear Polo-style oxford or turtleneck shirts or Peter Pan collar blouses for the girls. All tops must have sleeves and collars with the exception of "Nova Titan" t-shirts sold by PTA. Bottoms must be cotton twill long straight leg pants, knee length shorts, skirts and skorts. A belt is optional. Tops and bottoms are to be a solid color.

In addition to the above styles, students may also wear vests, cardigans and jackets with the approved shirts underneath. Nova sweatshirts and Titan Wear are also appropriate.

Applications for exemption from the uniform dress code are available in the front office and are due to the principal during the first two weeks of school. Applications will be reviewed by the uniform committee and a letter notifying parents of the committee's decision will be sent home within 10 days.

Early Release Days

The School Board of Broward County offers its personnel opportunities to learn, grow and share by releasing students at 1:30 p.m. Please refer to the school calendar for exact dates.

Emergency Dismissal

Emergency dismissal forms must be completed and kept current. It is imperative that the school be able to contact the parents in the event of sudden illness or accident. Early closing of schools due to extreme emergencies is left up to the Superintendent. In the event of an emergency dismissal, each child needs to know the proper procedure(s) they are to follow. Parents should inform their child about what to do in the event of an emergency dismissal, i.e.: where he/she is to go or where you or the designated person will meet him/her.

Exceptional Education Students (ESE) and English for Speakers of Other Languages (ESOL)

Exceptional Student Education programs are offered for students who qualify. These programs are monitored closely, assuring the best education for all our students. Programs are provided for students who are English Speakers of Other Languages

(ESOL). Students receive extensive instruction in all academic areas including language arts, reading, math and the sciences while maintaining cultural awareness.

Other special programs and groups are provided through our guidance counselor, family counselor, resource teacher, reading coach, school psychologist and school social worker. Nova Blanche Forman offers specialized assistance to students through Speech and Language, Gifted and other varying exceptionalities classes.

Contact our Guidance Counselor or Exceptional Student Education (ESE) Specialist for more information.

Field Trips

Students attending field trips must have the approval of their teachers and administration. Field trips are taken to enrich the academic program. Each parent must submit written permission on the approved county form before the child may participate in a field trip. Permission given by phone is not acceptable. Forms will be provided for each trip and must be completed in full. Children not attending Nova Blanche Forman may not participate in or attend field trips even if accompanied by parents.

Grading Scale

Grades K-2

- “1” Has mastered the skill(s) independently
- “2” Is learning the skill(s) with assistance
- “3” Area of Concern

Grades 3-5

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|-----|----------------------------|----------|
| “A” | Outstanding Progress | 90-100 |
| “B” | Above Average Progress | 80-89 |
| “C” | Average Progress | 70-79 |
| “D” | Lowest Acceptable Progress | 60-69 |
| “F” | Failing | Below 60 |

Homework

The Policy of the Broward County School Board states that homework shall be encouraged and assigned to individual students when and where appropriate to enhance learning and to provide for skill improvement. The type of homework and amount assigned shall be consistent with the ability of the student as well as his/her age and grade level.

- Homework will not exceed 30-45 minutes per night with additional time for reading.
- Homework will not be given a letter grade with the exception of long-term projects. Concerns regarding homework will be noted under the Study Skills portion of the Interim Report and Report Card.
- Students will have two days to make up homework for each day absent.
- Students who leave class for an ESE class might not be required to make up missed work given in the regular ed. classroom.

- If students have more than one teacher, teachers will communicate to alleviate too many assignments.
- Homework should not be checked by peers but students may check their own work along with the class.
- Teachers will review and give feedback on all assignments.
- No late homework will be accepted unless a note accompanies it.

Students should be encouraged to do all homework. Some homework may be assigned over a period of time, such as: book reports, academic fair projects, social studies projects, writing projects, etc. Please help your children manage their time to complete these tasks.

Honor Roll

Honor Roll awards are given quarterly to third through fifth grade students who qualify at grade level assemblies. The Honor Roll criteria are as follows:

Gold Award – All A’s and all 1’s and 2’s in behavior and study skills

Silver Award – A’s and B’s and all 1’s and 2’s in behavior and study skills

Bronze Award – Improvement in at least one grade, no decline in any grades and all 1’s and 2’s in behavior and study skills with no F’s. This is given for the second, third and fourth quarters only.

Innovation Zone

The four Nova schools make up the Nova Innovation Zone. We encourage parents to participate in our zone meetings. Meeting dates and times will be posted on the web site (www.novaschools.com).

Insurance

Accident insurance may be an important aspect to your child’s well-being. Applications are sent home with students. The decision to purchase or not to purchase is an individual family decision, however, parents are highly encouraged to review the insurance packet carefully and to consider its importance.

Interim Reports/Report Cards

Interim reports are sent home quarterly approximately half way into the respective quarter. Interim reports indicate progress to date. Grades on Interim Reports are not necessarily the final grades. Interims are a communication tool to keep parents informed. Not all students receive interims. Report cards are issued every nine weeks to all students. Kindergarten students receive report cards starting with the second quarter.

Lice

Head lice continues to be of epidemic proportions nation-wide. Parents should remain aware of this problem and check each child in the household regularly. The school conducts head lice checks periodically and is required by Board Policy to send home students detected with nits or active head lice.

Children must be checked through the office and cleared before returning to class. Teachers are instructed to readmit these children once a clearance slip is issued from the office. Parents are required to accompany their child through the clearance process. Families in need of assistance should be sure to carefully read the materials sent home regarding head lice and follow procedures.

Lost and Found

The Lost and Found is maintained in the cafeteria. Students who find articles which have been lost or misplaced are urged to turn them in at once. All students who lose articles are encouraged to check in the cafeteria to see if the item has been returned. Please label articles of clothing to ensure their return to the proper owner. Items such as money, jewelry, cell phones and glasses are kept in the front office.

Media Center

Reading is a priority in our school. Every student is given an opportunity to use the library in conjunction with classroom work and to read for pleasure. Students are encouraged to check out books for home reading.

No fines are charged for overdue books. We do, however, insist that students return books and materials when due. If a book is lost or damaged, the student is expected to pay the amount designated by the media clerk. Failure to pay for a lost book results in an “obligation” being placed on a child’s district record.

Messages

Personal calls and messages to students cannot be accepted through school phones. Students will not be called to the phone as messages interrupt instructional time and cannot be delivered *except* in cases of a family emergency. Please try to make appointments, bus plans, alternate car rides, etc. before your child leaves for school.

Parent Advisory/Parent Teacher Association

Nova Blanche Forman has a very active Parent Advisory group. Parents and administrators work together in a cooperative effort to improve the school and its programs. Over the past several years, members of the School Advisory Forum (SAF) have worked diligently and their continued support is vital to our success. Parent suggestions are welcomed by the group and parents are encouraged to become members.

PTA is also a group of very active parents who work to support our children by sponsoring fundraisers and by recruiting volunteers to help in various areas of the school. There are multitudes of opportunities to become involved. Notices will be sent home regarding the dates of the SAF and PTA meetings.

Parent Conferences

Teachers are required to have at least two parent conferences with each family during the school year. You will be given an opportunity to schedule your first conference at Open House. Interim reports, report cards and test results often raise questions in parents’ minds. It is important that parents communicate with the school personnel whenever they

feel that there is a problem or when they feel that a problem is developing. Please stay in close contact with teachers. Parents should call and make an appointment to schedule a conference. Teachers are not available for conferences with parents during class time.

Parent Link

The “Parent Link” is an automated system that sends recorded phone messages out to families within the school district or the school. Please listen closely to all Parent Link messages. The information provided is important. Make sure the front office has your current phone number.

Personal Property

Any personal property brought to school, including bicycles, pencils, money and so on, is the responsibility of the owner. The school cannot assume responsibility for the care of personal property. Toys and/or objects which may cause an injury or disruption have no place in school and must be left at home.

Pets

Pets are adorable, but they do not belong in school. Students and parents should not be bringing any type of pet or wild animal into the school building.

Rescission of Reassignment to Nova

Administration can recommend that a student’s reassignment to the Nova Schools be rescinded because of serious and persistent inappropriate behavior, excessive non-attendance and excessive tardiness.

Responsibility Notes

Teachers utilize Responsibility Notes as a communication tool with parents. They are not referrals and they do not go to administration or into a child’s permanent record. They might be used in place of a phone call or conference to keep parents informed.

School Advisory Council

School Advisory Council (SAC) consists of school personnel, parents and community members. Voting SAC members are elected onto the committee by their respective groups, however, all parents are invited to the meetings. Meetings are held in conjunction with School Advisory Forum meetings. SAC has input into the writing and implementation of the School Improvement Plan consisting of objectives, student activities, staff and parent training and the use of funds given to the school for the purpose of achieving goals and objectives.

School Colors and Mascot

The school colors are green and gold; the mascot is the Titan.

School Parties

Two celebrations per year have been authorized. Student birthday parties cannot take place during instructional time. Parents must notify teachers in advance if they would like to bring in birthday treats to be given out at lunchtime. **According to School Board Policy, any food brought into school for class distribution must be store bought.**

School Safety

Evacuation (fire) drills are held at regular intervals as required by law. These drills are very important safety precautions. Students will be instructed on the route to use to clear the building and on appropriate behavior to use during a drill.

Tornado drills are also conducted during the school year. Students will move to their assigned areas in the building according to their teachers' instructions and wait for further directions.

Lock down drills are held as a precaution in case of a possible intruder. Students and teachers are instructed to remain in classrooms and to keep all doors locked.

Smoking

Smoking is prohibited anywhere on school grounds. We ask you to extinguish cigarettes before arriving on school grounds.

Student Information

It is most important for your child's well being and safety that you notify the office and teacher immediately of any change of telephone number or address.

Teacher Websites

All teachers have an individualized website that parents and students can access from home. On this website teachers list homework assignments, upcoming events, classroom expectations as well as other important information. Please take advantage of this very important and convenient resource.

Visitors

Nova Blanche Forman is committed to providing a safe learning environment for our students. Visitors *must* enter the school only through the main office where they will sign in and get a visitor badge. Under no circumstances should parents enter the building and go directly to the classroom. If you would like to visit your child's classroom, you may make these arrangements with the classroom teacher at least 24 hours in advance. Items that need to be delivered to the classroom should be brought to the front office. **ALL VISITORS WILL BE GIVEN A BADGE TO AUTHORIZE THEIR ENTRANCE INTO THE BUILDING.** You will need to show your driver's license to check-in through the STAR Security system. Please assist us in enforcing these policies. The safety of our children is our utmost concern.

Volunteers

In order to volunteer in a classroom, chaperone a field trip or assist with a PTA fundraiser or event, parents MUST be approved by the district as a volunteer. **Each year** parents must renew their volunteer application. Parents are encouraged to go to www.getinvolvedineducation.com at the beginning of each year to complete the online Volunteer application. The clearance process can take a few weeks. The Volunteer website also contains information about the district’s mentoring program.

Weapons Possession

The School Board of Broward County and Nova Blanche Forman have adopted a Zero Tolerance Policy regarding weapons possession. Consequences include mandatory suspension and possible expulsion. Items that might be construed as being a weapon may not be brought on school grounds.

Transportation Terminal Phone Numbers:

North Area (1000’s)	754-321-4000
Central Area (2000’s)	754-321-4480
South Area (3000’s)	754-321-4100
CW Area (4000’s)	754-321-4150
NW Area (5000’s)	754-321-4050

Important School Phone Numbers:

Nova Blanche Forman	754-323-6600
Attendance Line	754-323-6602
TitanCare	754-323-6643
Nova Blanche Forman PTA	754-323-6614
Nova Eisenhower	754-323-6650
Nova Middle	754-323-3700
Nova High	754-323-1650