

HOLLYWOOD HILLS



ELEMENTARY SCHOOL

PARENT HANDBOOK

ARRIVAL

All K-2nd grade students and older siblings must be dropped off on the west side of the school (entrance off Longfellow Circle). All 3rd to 5th grade students must be dropped off at the front of the school (entrance off Taft Street). Kindergarten students will be escorted by Safety Patrols, as needed, to the kindergarten hallway and will sit in front of their rooms while supervised by a staff member. First through fifth grade students will report to their assigned morning waiting area. Teachers will let students into their classrooms at 7:55 a.m. Any students wanting breakfast are to go to breakfast before going to their morning line up.

ATTENDANCE

Unexcused absences along with tardies and early sign-outs will be counted when determining a student's pattern of non-attendance.

A student will have a "pattern of non-attendance" if he or she accumulates a total of 30 hours (5 days) of unexcused absences in anyone marking period or 60 hours (10 days) within 90 days.

All absences must be reported to the classroom teacher or the front office. Parents may call the school or send a written note indicating the day(s) and reason(s) the student was out no later than two (3) days after the absence(s) to have the absence excused.

A list of acceptable reasons why a absence will be excused may be found in the Code of Student Conduct booklet.

BAKED GOODS

Baked goods/dishes commercially prepared may be brought for classroom activities, etc. with prior planning with the teacher.

Home-baked goods or home-cooked dishes meant for sharing with the other students in the classroom may NOT be brought into the school for consumption by students per State of Florida Health regulations.

BIRTHDAY CELEBRATIONS

We would be happy to celebrate your child's birthday at school. However, instruction is still taking place. Keep in mind that a birthday celebration will be brief and not a party.

We ask that you abide by the following guidelines:

-In order to attend any function in the classroom with students you must be an approved Broward County School Board Approved Volunteer. (Please see information below under **Volunteers.**)

-Contact the child's teacher a few days prior to the birthday to find out how many students are in the class. This will allow for alternative arrangements to be made for any students with dietary concerns and it will eliminate any conflicts with other school activities taking place on that day.

-Goodie bags, candles, toys, gifts, balloons, or flowers are not permitted and will not be accepted.

-Homemade goodies are not allowed.

-Only individual, store bought, and packaged items may be provided. Suggestions are cupcakes, cookies, donuts, cookie pops. Individual juice boxes, not soda. Please do not bring anything that needs to be refrigerated.

- Treats should be delivered to the office and the teacher will be notified when they arrive.
- The signing out of siblings to take him/her to the birthday celebration in another class is not allowed. If a child is signed out, they may no longer be on campus.

BTIP (BROWARD TRUANCY INTERVENTION PROGRAM)

If you receive a BTIP notice for your child's "pattern of nonattendance," please call or come in to see the BTIP Coordinator on the assigned day and time to discuss this matter. Further details regarding student attendance, state law, and School Board policies are in the Code of Student Conduct booklet.

CAFETERIA

Breakfast and lunch are available in the cafeteria to all students daily or they may bring their lunches from home. Students are given two (2) main entrée choices including a choice of a salad, in addition to juice and milk.

APPLICATION FOR FREE OR REDUCED PRICED MEALS

To help us attain Title 1 status (additional funds for the school)

Although breakfast and lunch are free, parents may apply for free or reduced priced meals by completing the application online at www.myschoolsapps.com or call 754-321-0250 for assistance. You will be notified by the Food Service Department as to whether your application was approved or denied.

*Breakfast is provided at no cost to students between 7:30 am and 7:50 am. Lunch is free to all students. If your financial situation changes you may apply again throughout the school year.

There are a la carte items available for purchase in the cafeteria. These a la carte items include ice cream, chips and crackers, cheese sticks, small water bottles, and extra milk. The cost for these items ranges from \$.50 to \$1.00 each. You may add funds to your child's account at www.myschoosbucks.com for the purchase of these items. Students may pay daily in line during lunchtime for purchases. Any unused is kept as a credit in the child's account and may be used in the future. Ice cream is served on select Wednesdays.

What if my child brings his/her own lunch?

A healthy lunch is encouraged and appreciated. Students are not to bring glass containers or carbonated beverages and should refrain from using metal or aluminum cans. Injuries can occur when opening these items.

Keep in mind that students should be able to open all food items on their own, there are adults that may assist. No food is warmed up or put in the refrigerator. Be sure that items packed hold up well at room temperature or include ice packs in the student's lunch box.

CLINIC SERVICE

Children who are ill **will not** be permitted to remain in school. Therefore, if a child becomes ill or seriously injured during the school day, the office staff will attempt to contact the parent(s) immediately. If we are unable to reach the parent/guardian, the designee will call emergency contact phone numbers. Due to the nature of family situations changing suddenly, it is imperative that you do the following:

1. Keep your child's emergency records accurate and current.
2. Make sure that your child knows the person or persons he/she may be released to during the school day.
3. Tell those persons to bring a photo ID and give them the school's telephone number.
4. Notify the office of any changes as soon as possible.

STUDENTS MUST BE SIGNED OUT IN THE OFFICE BEFORE THEY ARE PICKED UP. YOU OR THE PERSON YOU SEND WILL BE ASKED TO SHOW A FLORIDA DRIVER'S LICENSE OR AN OFFICIAL STATE ID. ALL PEOPLE PICKING UP STUDENTS MUST BE LISTED ON YOUR CHILD'S EMERGENCY CONTACT CARD. PLEASE KEEP CONTACT PHONE NUMBERS CURRENT.

If your child appears to be ill or seriously injured, we are obligated to call 911. The medical emergency team will make the decision as to whether the child needs to be transported to a hospital. Parents will be billed for this expense. It is the responsibility of the parents to pay this bill.

DISCIPLINE

We are proud of our Hollywood Hills students. They are expected to behave appropriately. The school utilizes the discipline matrix created by the School Board of Broward County, in accordance with the State Statues, SBBC District policies and procedures.

The School Board of Broward County lists specific rules, rights, and responsibilities for all students in the **Code of Student Conduct**. The Code of Student Conduct applies to all activities on and off school grounds, including bus misbehavior. We urge you to review this information with your child.

Our school-wide rules are:

PAWS

- P** – Positive attitude toward learning
- A** – Always respect yourself and others
- W** – Work cooperatively with peers and adults
- S** – Show kindness always

In addition to our school-wide rules, each teacher has developed his/her own individual classroom or grade level rules.

Students Are Responsible for Their Behavior

Most unacceptable behaviors occur in the classroom and will be handled first by the teacher using his/her classroom discipline plan. The consequences may include:

1. Warning
2. Time-out in classroom (age appropriate)
3. Time-out in another classroom
4. Loss of privileges
5. Note or call home to parent
6. Referral to guidance or administration

However, continued or severe disruptions will result in a referral to administration and consequences will be applied using the SBBC Discipline Matrix. Many of these are listed in the Code of Student Conduct booklet.

We are committed to provide each student a positive learning environment. We depend upon your support. Please help us by reviewing with your child the importance of behaving in school.

DISMISSALS

There are several types of school dismissals.

REGULAR DISMISSAL

Students are dismissed at 2:00 p.m. Teachers often have meetings or other activities to attend, so please make every effort to pick up your child on time.

All K-2nd grade students will be lined up with their teachers on the west side of the school for car-pool pickup on the west side of the school. Do not walk up to carpool.

All 3rd-5th grade students will be lined up at the front of the school for car-pool pick-up. Older siblings will join their younger siblings on the west side carpool.

When the carpool line has ended, the remaining students will be brought to the office to call parents. For late pick up of students you will be required to sign your child out in the office. Please have ID.

WALKERS OR BIKE RIDERS

Students need to be aware of their surroundings and, whenever possible, travel in pairs or groups. Instruct your child to cross all streets with the school crossing guard. Upon dismissal, students should go directly home and not linger on the school campus.

Students are to be respectful of the other people and property as they travel to and from school.

Also, please talk with your child frequently and positively about starting school. Read books with them about school and tell them about your school days. If your child will be walking or riding a bike to school, walk or ride with him/her often along the safest route. If your child will ride the bus, show him where he/she will get on and off, and talk to him/her about safe behavior on the bus.

Children are permitted to ride their bicycles to school if good riding habits are observed. However, the right to deny the privilege is retained by the school. The school is not responsible for loss or damage. Children are required to wear helmets when riding a bicycle. All students will utilize the bike rack in the front of the school only. Once students reach the school grounds, they are to walk their bike to the bike rack.

By reviewing the above procedures, we look forward to having a safe and smooth year.

Important Reminders to Parents:

● **Please be sure to display the carpool card for drive up carpool. This will facilitate our dismissal and expedite the time it will take to load the students into the cars. Do not get out of your car.**

- Children with siblings should meet at dismissal time at the pick-up spot designated for the younger sibling (i.e. a 3rd grader with a sibling in 1st grade should meet on the west side of the school).

EARLY DISMISSAL

Prohibition on early sign-outs was amended by the School Board to state that students should not be released within the last 30 minutes of the school day unless the principal determines it is a true emergency.

Students who need to leave school prior to 1:30 p.m. must be picked up and signed out through the front office. All persons picking up students for early dismissal must have the proper identification. **YOU MUST HAVE A GOVERNMENT ISSUED PICTURE I.D. TO SIGN OUT YOUR CHILD.** Teachers are not authorized to dismiss any child from class before the 2:00 p.m. bell. Students may use office phones in emergency situations only. All parents/guardians/family members that will sign out a student must be listed on the emergency contact card, if they are not the parent.

SEVERE WEATHER DISMISSAL

From time to time, we do experience inclement weather (lightning and thunder) making it necessary to briefly detain the students. Arrangements should be made with your child in advance as to what to do or where to go for rainy day dismissal once they leave campus. **Children should not expect to use the phone on rainy days to determine what they are to do.**

In the event of severe weather students that are dismissed via carpool may be held inside the building for their safety. Student's names will be called by staff and the students will be sent to carpool. Be sure to hang your carpool sign on your rear-view mirror to expedite dismissal.

Safety protocol during severe weather is to keep students inside when lightning has been detected in the area. We must follow the alerts in our weather apps. Severe weather dismissal will be called between 1:45PM and 2:00PM. This protocol will not change during dismissal, even if weather clears. Parents will receive a Parent Link text message to their phone on file.

****All walkers will become car riders with their classroom teachers.** Older siblings that will join their younger siblings at carpool.

****All bike riders will be held until the weather alert clears in the area.**

****Students will be held inside of hallways and the media center. Students will be dismissed to carpool only, as weather permits.**

****Staff members will call students to their cars. If the severe weather is directly overhead all dismissal will be paused as we must keep all students and staff safe.**

We appreciate your cooperation and consideration during these weather events as dismissal may be delayed. Again, the goal is to keep our students and our staff safe.

FIELD TRIPS

Students may be denied the privilege of participating in field trips and social/extracurricular activities if said student(s) have been disruptive, violate the Student Code of Conduct or fail to

conform to school rules and regulations. The teacher shall make this initial determination. Administration makes the final decision.

INSURANCE

Parents will be given the opportunity in the fall to enroll their child in a school insurance plan. This can cover a child for up to 24 hours or merely during school hours.

MEDICATION

Broward County School Board Policy 6305 expressly forbids the dispensing of medicines to students by employees of the school system without the completion of the Authorization for Medication Form. This form must be filled out by your child's physician. The medication form may 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., all come under the restrictions dealing with the administering and dispensing of medicine in school and cannot be brought to school by children. We cannot give these to your child. However, you may come in to school and administer the medication or treatment in the school clinic.

Students may not keep any medications in their possession.

ALL MEDICATION MUST BE KEPT IN ITS ORIGINAL CONTAINERS.

MESSAGES FOR STUDENTS

Please decide with your child prior to the school day. **Telephones are available for emergency use only.**

NATIONAL ALERT ** EMERGENCY EVACUATION**

After the Columbine and the September 11th incidents, all schools were mandated to have a plan in place in case of an emergency evacuation. Hollywood Hills Elementary has worked in cooperation with the local authorities (City of Hollywood Police and Fire Departments) to devise an emergency evacuation plan. In this situation, the school will be evacuated, and a command post will be set up off school grounds. Our local authorities will be in charge. The location of this command post will be disclosed only if we need to do an emergency evacuation.

OTHER SCHOOL ORGANIZATIONS (SAC & SAF)

The School Advisory Council (SAC) consists of an elected group representing all the main stakeholders in the school. Their primary responsibility is to develop and monitor the progress of the goals outlined in the School Improvement Plan. This group, headed by an elected chairperson, meets monthly at the school. The School Advisory Forum (SAF), primarily a parent group, assists in the identification of the educational needs and priorities of the school. It coordinates community resources and secures community support for the school. Parents are encouraged to join the Forum. In addition to monthly meetings at school, the SAF chairperson meets monthly with district representatives and SAF Chairs from other schools.

PARENT TEACHER ASSOCIATION (PTA)

Hollywood Hills PTA actively supports the school's instructional programs, as well as, enhancing school-community relations. All parents are encouraged to join and actively support our PTA. A

membership drive is conducted in August. You will be informed of regularly scheduled general meetings, board meetings and upcoming events via flyers.

PETS

Due to safety and serious health concerns of some of our students, pets are not to be brought on to school property for any reason. Parents must fill out and submit their request to the Director of Equal Educational Opportunities/ ADA Compliance Department for students that require a service animal. Animals must be "professionally trained" to do something that qualifies as work or a task. An animal that is merely a "pet" or "support animal" and does not mitigate the effects of the disability is not a service animal.

REASSIGNED STUDENTS

Students who attend Hollywood Hills Elementary School on a reassignment are expected to adhere to the school attendance policy. Reassignments may be rescinded for poor attendance, tardiness or inappropriate behavior.

TARDINESS

School begins at 8:00 a.m. Students are late unless they are in their classroom at the 8:00 AM bell. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Students arriving after 8:00 AM bell may walk to their class; they will be marked tardy. Students arriving after 8:15 AM must be signed in, in the office, by a parent. Your driver's license must be presented at that time for us to process your child's attendance. All tardies will be recorded on the report card.

TRAFFIC CONCERNS

Please observe all traffic signs posted on and near school grounds. We ask parents to pay close attention to the posted speed limit for a school zone and do not park in the designated fire lanes.

Parents picking up students should wait in a single file line along the curbs of the school. **PLEASE DO NOT LEAVE YOUR CAR UNATTENDED.** For safety reasons, and in case of an emergency, please **do not double park or ask your child to cross between cars.**

Visitor parking is available in the parking lot in the front of the school.

PLEASE REMEMBER TO BUCKLE UP! DO NOT TALK ON CELL PHONES WHILE IN LINE.

TRANSPORTATION

Bus transportation is provided to those students that qualify living two miles or more from our school.

VOLUNTEERS

In order to attend any function in the classroom with students or to assist in a classroom, with prior teacher planning, you must be an approved volunteer. Keep in mind that it takes time to receive your approval particularly at the beginning of the school year. You must apply every school year, volunteer status does not roll over.

To apply please go to:

www.browardschoos.com/Page/37924

VISITORS

ALL VISITORS MUST HAVE A GOVERNMENT ISSUED PICTURE IDENTIFICATION. All visitors must enter our campus and check-in at the front office. This way, we can ensure the safety of our children and minimize classroom interruptions. Please be prepared to show us a picture ID whenever you enter the school for any reason. Your government issued ID must be shown to the camera and reason for your visit must be stated at the single point of entry, at the gate in front of the school.

WITHDRAWAL

The parents of a child transferring to another school should advise the teacher and the front office of this transfer as soon as possible. All textbooks and library books must be returned. The records will be mailed upon receipt of a request from the new school.