

NOVA EISENHOWER
ELEMENTARY

*Student/Parent
Handbook
2023 -2024*



"Where Excellence is Tradition"

Angine Tyghter, Principal

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GENERAL POLICY AND PROCEDURES

ADMINISTERING MEDICINE TO STUDENTS

The parents must present to the school an Authorization of Medication form filled out and signed by the child's physician and the parent or guardian. In accordance with Florida Statute, there cannot be any exception to this policy.

Medication should be in its original container from the pharmacy with the latest date. The medication label must contain the following information:

1. Name of Student
2. Name of Medication
3. Directions regarding dosage
4. Time of day to be taken
5. Name of Physician
6. Date of prescription
7. Authorization for medication form (if your child takes medication, you need to update this form every year).

NO medication will be administered to any student unless the Authorization Form is completed and signed by a doctor.

No more than one-month dosage should be given to the office. It is School Board Policy that medication must be carried to and from the school by a parent or guardian. **STUDENTS CANNOT BE IN POSSESSION OR CARRY ANY MEDICATIONS ON THEIR PERSON.** For your convenience, the "Authorization for Medication" form is enclosed in your packet of information.

ALLERGIC REACTIONS (HEALTH CONCERNS)

Parents must note (on the Emergency Contact form) student allergies, medication needed and/or special accommodations required.

ATTENDANCE – 754 323-6652

General - Students are required to attend school every day. If for any reason a student is absent, parents are **required** to notify the school on the day before, the day of, or the day following the absence. If the school is not notified by phone, note, or online reporting system through the school website (indicating dates and reason for absence), the absence will be recorded as unexcused. If there are 3 or more unexcused absences, a letter will be sent home by the State Attorney's office. If there are more than 5

unexcused absences the information is automatically retrieved by the State Attorneys' Office as part of the Broward Truancy Intervention Program (BTIP) and a social worker will visit the home. Excused absences include:

1. School-sponsored activities.
2. Death in the family
3. Hospitalization
4. Illness (with the presentation of an acceptable doctor's note for extended absence)
5. Mandatory court appearance
6. School Board approved and recognized religious holidays
7. External suspension only when the student attends a School Board approved Alternative to Suspension Program

Family Trips/Appointments - The planning of family trips is discouraged during school days. Please try to schedule long trips during the generous winter, spring, and summer break times. Family trips with extenuating circumstances may be excused if the student receives permission from the school administration five (5) days prior to the planned trip. Family trips should not be planned just prior to, or during district or state testing.

Arriving Late or Leaving Early – School begins promptly at 9:30a.m. Children wanting breakfast need to be in school between 9:00-9:20 a.m. Parents are encouraged not to pick children up from school early for appointments, etc. as this disrupts their academic day. A repeated pattern of early pick-ups will be reported to our social worker. Late arrivals and early dismissals are calculated in the amount of absences and can be retrieved by the State Attorney's office. For early release dismissal, parents are required to:

1. Sign the child out in the office.
2. Be prepared to show proper identification.
3. Wait in the front office for their child.

Students are not released after 3:00 P.M. on normal school days or after 1:00 P.M. on early release days. This is a strictly adhered to District Policy.

No child is to leave the school area or a classroom with a visitor or a parent unless permission has been received from school administration or office personnel. Children will be released only to those adults who are on the emergency information card. No Exceptions.

BEFORE / AFTER SCHOOL CARE - This program is offered to all elementary students and is housed at Nova Eisenhower Elementary. The before care program is held from 7:00 A.M. - 9:00 A.M. After school care is offered from 3:30 P.M. - 6:00 P.M. Children should not be on campus before or after school unless they are enrolled in these programs.

BEHAVIOR - Parents are encouraged to read and discuss the Broward County adopted Code of Student Conduct with their child. Parents are required to sign the appropriate signature page and return it to the classroom teacher. A copy of the Code of Conduct can be found on the district's website.

Teachers and staff at the elementary level follow the principles of the School Board of Broward County's Discipline Matrix. Caring, respect for others, cooperation, mutual trust, and commitment to learning are promoted. **Students who fail to follow these principles may be assigned school board approved mandated consequences which can lead to rescinding from the Nova schools.**

BUS TRANSPORTATION - Broward County Schools provide 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. Bus drivers give each student a written copy of all school bus regulations. Students and parents are urged to read these regulations carefully.

Students are to arrive at their bus stops 15 minutes prior to the time indicated on the notes mailed home by the transportation department. The bus driver will not allow any student on the bus without a pass on the first day a child rides a bus. Students are not allowed to ride alternate buses.

Please be aware that if the bus is late, students are to remain at the bus 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.

PLEASE READ:

Riding the school 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 violation of safety regulations. Continued bus misconduct will result in suspension from riding the bus. Parents will then be required to transport their child(ren).

Food and drinks may not be consumed on the bus.

For more information, contact the transportation office at:

Central Area 1000	754 321-4480
Central West 4000	754 321-4150
North Area 1000	754-321-4000
Northwest Area 5000	754 321-4050
South Area 3000	754-321-4100

CAFETERIA - BREAKFAST/LUNCH- Our cafeteria staff serves appetizing and well-balanced meals. Children may also bring a bag lunch. Soda drinks, carbonated beverages, and food items with metal pull-tabs are **not allowed** in school.

Breakfast – Free for all - Lunch – Free for all

Free & reduced lunch applications can be accessed online via the Internet using www.applyforlunch.com. Please complete the form if you feel you may qualify. **You must renew EACH year.**

School meals can be prepaid weekly or monthly. Those who wish to prepay can do so online or must bring checks or money to the cafeteria in the morning before school begins. Any student on the Reduced Lunch Program must pay for lunches in the morning. The cafeteria cannot take money for reduced lunch at the register. If you have any questions, please call the cafeteria manager at 754 323-6660.

A STUDENT IS ALLOWED ONLY ONE CHARGE.

The lunch program is “OFFER VERSUS SERVE”. This means students are offered a full lunch (5 components). Students are allowed to refuse one or two components, if they wish. However, students must have three components.

CLINIC - Students who become ill or injured during the school day will be sent to the clinic to call home. (Please note children with fever will be sent home.) Except in cases of extreme emergency, a student must obtain a pass from his/her teacher before reporting to the clinic. Students who do not need to go home will be sent back to class.

School Board policy expressly states that school personnel can dispense medicine to students only if it is a long-term requirement and if all proper forms from the health department and doctor are completed and are on file at the school. Please call the school if these conditions apply to your child. (Note: aspirin, cough drops, and other over-the-counter remedies are considered to be medicine).

Provisions should be made for someone other than the parent or family to be contacted in the event it becomes necessary to send a child home and we are unable to contact a parent. Please be sure the school has updated home and an emergency phone numbers.

Please keep sick children at home. Children with fever and/or cold-flu symptoms must stay home. When the condition is not contagious, he/she may be sent to school. In instances of contagious conditions, a doctor's note will be required when the child returns to school.

CONFERENCES - Staff members are available for conferences throughout the school year. Parents should call or e-mail the teacher and make an appointment to schedule a conference. There are no conferences during class time.

DRESS CODE – Nova Eisenhower Elementary has adopted a mandatory school uniform program. Our uniform vendors are Planet-T Uniforms (954) 538-0066, 2214 Flamingo Road and EmbroidMe at 7080 SR 84, Davie, (954) 452-0600 or davie@embroidme.com.

- Polo Shirts only with the school logo.
- GIRLS – short sleeve knit polos in White, Dark Green, Navy or Yellow only. Also, navy, khaki, or green pleated front skorts, shorts, long pants, or the Nova Eisenhower green plaid culottes are permitted.
- BOYS – short sleeve knit polos in white, dark green, navy or yellow only. Also navy, khaki, or green shorts or long pants.
- Nova spirit T-shirts from any year may be worn on Fridays.
- Denim pants may be worn with spirit t-shirts on the last day of the school week and/or cold weather days.

ELECTRONIC USE: Use of a wireless communication device that disrupts the educational process is a violation. Cellular phones, camera phones, and Smart watches are prohibited at all times during school unless specifically instructed to do so as part of the lesson. Students may have a device in their possession, but they are to be turned off and put away.

FIELD TRIPS - Field trips are scheduled to enrich the academic program. Participating students must have the approval of their teachers and are expected to follow all school rules. Students who do not have all required parent signature forms on file will not be allowed to participate in off-campus field trips. Students who exhibit disruptive, unsafe behavior may be denied participation in field trips unless accompanied by the parent/guardian.

Field trip money must be in by the deadline. **There can be no exceptions. All field trip money will be paid online.**

HEALTH SCREENING - The School Board of Broward County requires schools to conduct a health screening program. The following screenings will be conducted:

VISION (Kg. 1st, 3rd) HEARING (Kg. 1st) HEIGHT/WEIGHT (1st. 3rd)

By cooperative agreement with the Broward County Health Department, the screening will be accomplished by trained school personnel. If a problem is detected, you will be notified.

HOMEWORK- School Board Policy states homework shall be encouraged and assigned to individual students when and where appropriate to enhance the learning and to provide for skill improvement. The type of homework and amount assigned shall be consistent with district policy.

HUMAN SEXUALITY EDUCATION –Under mandate from the State Department of Education the School Board of Broward County Florida, has authorized teaching Health Education, of which Family Life/Human Sexuality is a component.

The Family Life/Human Sexuality Unit for 4th and 5th graders, has been carefully written by a team of teachers and was reviewed by parents, teachers, students, administrators, and education advisory groups.

We respect your parental right and your role in presenting information in this sensitive and delicate area. According to Florida Statute 233.067, Section 10;

“Any child whose parent presents to the school principal a signed statement that the teaching of disease and its symptoms, development and treatment and the use of instructional aids and materials of such subjects conflicts with his/her religious beliefs shall be exempt from such instruction. No child so exempt shall be penalized by reason of such exemption.”

A copy of your signed statement will be filed in the students' permanent record folder. Your child will then be scheduled into an alternative assignment during the Family Life/Human Sexuality unit.

INTERIM REPORTS - Interim Reports, indicating progress to date, are issued to students to take home midway during the respective quarter. The information provides "progress to date" and does not necessarily mean that the reported grade will be the final grade. **First quarter, all students will receive an Interim Report.** Second, third, and fourth quarter, a student will only receive an Interim Report if concerns are indicated. Parents must sign these Interim Reports and return them to their child's teacher.

LOST AND FOUND - All such items are maintained on the cafeteria stage. Students are not allowed to bring toys, games, and other non-instructional items to school. Parents are urged to avoid sending children to school with valuables. Articles of clothing and other items should be labeled to insure return to the proper owner.

MESSAGES – PERSONAL CALLS AND MESSAGES CANNOT BE GIVEN TO STUDENTS. Students will not be called to the phone as messages interrupt instructional time and cannot be delivered except in the case of a family emergency. It is important that the child is aware of appointments, bus plans, alternate car rides, etc. before leaving for school. **With all such plans, a note to the teacher is required.**

PARENT ORGANIZATIONS -The *School Advisory Council (SAC)* is comprised of parents, teachers, community members and business representatives. They are responsible for assisting in the development of an annual school improvement plan based on a needs assessment that addresses where the school stands in relation to the state's educational goals. Parents are urged to attend all School Advisory Council Meetings.

The Nova Eisenhower Elementary *Parent-Teacher Association (PTA)* actively supports the school's instructional program as well as enhancing community and school relations. All parents are welcome and encouraged to join and actively support this important organization. The membership drive is conducted at the start of the school year.

The *School Advisory Forum (SAF)* is comprised of all parents at Nova Eisenhower Elementary and assists, shares, and discusses with parents, students, teachers, administration and the school community, educational issues affecting the school. Its purpose also includes the promotion of parents and communities as partners in education, making recommendations on policy and procedures, participating in school

improvement and decision-making. Parents are urged to become actively involved in the organization.

REPORT CARDS - Report cards are issued every nine weeks during the school year. A student must have been in attendance twenty-five (25) days to receive a grade.

SCHOOL PARTIES - Two celebrations per year are authorized for classes K-5. Student birthday parties will be limited in time. All items sent in must be **store bought** and enough for the entire class.

STUDENT SERVICES - We are fortunate to have Support Staff made up of: the ESE Specialist, the Guidance Counselors, and the Literacy Coach. In addition, we have the services of a school psychologist and school social worker.

VISITORS - Parents are encouraged to visit the school. Arrangements to visit classrooms must be made in advance with the classroom teacher. For the safety of all students, anyone visiting our school during school hours *MUST* check in at the office to receive and wear a visitor's pass.

VOLUNTEERS - Parent volunteers are needed and welcomed throughout the year. If interested, please contact the front office and ask for the PTA Volunteer Coordinator or the Staff Volunteer Coordinator. As per our state law, an approved volunteer application must be submitted before you can begin volunteering in the school or for a field trip. Volunteering in the classrooms should be on a scheduled basis with the teacher. Volunteers will not be permitted to bring additional children into the classroom during their volunteer time.

Volunteer applications are available at www.getinvolvedineducation.com. Applications take up to 3 weeks to be approved.

IMPORTANT TELEPHONE NUMBERS

Before care/aftercare	754-323-6683
Cafeteria	754-323-6660
Fax	754-323-6690
Front office	754-323-6650
ESE	754-323-6650 (Ms. Franklin Russ)
Guidance	754-323-6650 (Ms. Adams or Ms. Rhoulhac)
Literacy	754-323-6650 (ask for Ms. Fischer)
Reporting an absence	754-323-6652
School Board of Broward County 754-321-0000 Website: www.browardschools.com	

Nova Eisenhower Elementary website: www.novaeisenhower.com

RIGHT TO APPEAL

There may be times when students believe they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member who was involved. If students feel uncomfortable with this person, they may request a conference with the next level of authority. Students may also request the presence of a third party, such as a counselor, assistant principal, other staff person, translator, interpreter, or attorney. Parents also have the right to be included.

If talking things over does not solve the problem, the following steps may be taken:

1. A written statement must be presented to the principal within five (5) school days after the last conference. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. A copy of the statement should be filed and maintained as a n educational record. The principal or the administrator with the most knowledge of the incident has 5 school days to respond in writing.

2. If the problem still has not been resolved within five (5) school days from receipt of the school's written response, the student/parent(s) may request in writing, an appointment with the Director/designee of the Office of Service quality. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received.
3. Upon receipt of such request, the Director/designee of the Office of Service Quality will schedule a meeting within five (5) school days with the District student and his or her parent(s). This meeting will include the person(s) involved in the appeal process, the principal, the District student, the parent(s) and any representative selected by the parent(s). Attorneys may attend as representatives of either the District student/parent(s) and/or the school. The director/designee of the Office of Service Quality has five (5) school days after the date of the meeting to send a written response to the District student/parent(s).
4. If the Districts students/parent(s) are still not satisfied, they may take the problem to the Superintendent's Office/designee following the above procedures.
5. The Superintendent/designee will schedule another meeting to attempt to resolve the matter. After the date of this meeting, the Superintendent/designee has five (5) school days to send a written response. The decision of the Superintendent/designee shall be final for the appeal of any penalty that is less than ten (10) days suspension. For suspension appeals of ten (10) days, District students/parent(s) have the right to appeal to the School Board by submitting a request to the Superintendent's Office.
6. A student shall serve his or her suspension during the pendency of any appeals. If the student is successful in his or her appeal, the student's record shall be corrected to remove all indications of the suspension and the absences shall be reflected as "excused", for the period in question. Refer to Section I, regarding make-up work.

GRIEVANCE PROCEDURES FOR DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES, including SECTION 504 DISCRIMINATION

REPORTING DISCRIMINATION, BULLYING and/or HARASSMENT OFFENSES

Please refer to the district's Code of Conduct booklet found on the district's website. Also:

If any district school student feels that he or she has been discriminated against or harassed, he or she may contact the Executive Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities, 600 Southeast

Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, Phone: 754 321-2150.
Email:EEO@BrowardSchools.cdom. Complaints relating to discrimination may also be addressed to the Office for civil Rights, 61 Forsyth Street, S.W., Suite 19T70, Atlanta, GA 30303, or the state or federal Office for civil Rights.

REPORTING SECTION 504 DISCRIMINATION

The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADA. Persons aggrieved by district school actions are not required by law to exhaust the District's grievance procedures before filing a complaint at the federal or state level.

The following steps should be followed if resolution on Section 504/ADA issues through informal discussion with appropriate district school personnel is not achieved. All meetings, discussions, etc., should be documented. Appropriate district school personnel could include teachers, the Section 504 liaison, counselors, school administrator, etc.

1. If informal discussions do not resolve the issue, the district school student/parent/guardian may obtain a Grievance Filing Form from the principal. The completed form should be submitted to the district school principal within 15 school days.
2. Within 15 school days of receipt of the written grievance, the district school principal shall provide the grievant with a Grievance Resolution Notice that upholds, modifies, or denies the resolution sought.
3. If the district school student/parent/guardian is not satisfied with the response issued in Step 2, he/she may file a complaint with the Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities at (754) 321-2150, who will inform the district school student of his or her rights under Section 504/ADA, including an impartial hearing pursuant to federal and state regulations. The Department of Equal Educational Opportunities will conduct an investigation, convene pertinent parties, including legal counsel, and make a determination as to whether probable cause exists to believe that the district student was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective behavior.

If you need to speak to someone in reference to discriminatory and/or harassment please contact our non-discrimination and equity coordinator, the Guidance Counselor and/or Administration. Phone (754) 323-6650