

**PEMBROKE LAKES  
ELEMENTARY SCHOOL**

**Home of the Proud Pelicans**

**STUDENT / PARENT HANDBOOK**

11251 Taft Street  
Pembroke Pines, Florida 33026  
<http://pembrokelakes.browardschools.com>

Phone: 754-323-6950  
Facsimile: 754-323-6990

Mrs. Marsha M. Wagner, Proud Principal  
Ms. Lacresha Cooper, Assistant Principal

This handbook belongs to:

Name \_\_\_\_\_

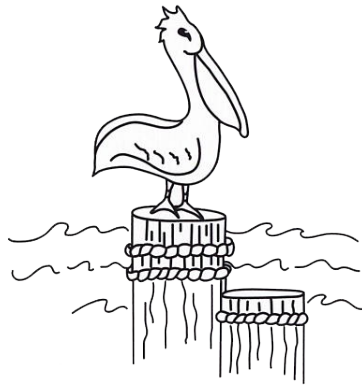
Address \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Student ID \_\_\_\_\_ Lunch Number \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Room# \_\_\_\_\_



**The mission of Pembroke Lakes Elementary School is to create a collaborative and critical-thinking environment, driven by technology and communication, in order to prepare our students for success in tomorrow's world.**

# NOTES

## **GENERAL INFORMATION**

**School Mascot:** The Proud Pelican

**School Colors:** Royal Blue & White

**School Hours:** 7:30 a.m. - 7:45 a.m. -Breakfast  
7:55 a.m. - First Bell  
7:55 a.m. – Kindergarten Loop Doors Close  
8:00 a.m. - School Begins  
2:00 p.m. - Dismissal  
12:00 p.m. - Early Release Day Dismissal Time  
2:00 p.m. - After School Care (2:00 – 6:00 p.m.)

## **WELCOME TO PEMBROKE LAKES**

WELCOME TO PEMBROKE LAKES ELEMENTARY SCHOOL, home of the PROUD PELICAN. Throughout the year, information about our school and programs will be provided in the school’s newsletter, the *Pelican Post as well as on our school’s website*, <http://pembrokelakes.browardschools.com>. In an effort to “Go Green” and support our Environmental Club, the *Pelican Post* is available on our website. The school breakfast and lunch menu is also on our website. Please read and share the information contained in this handbook with your child.

In addition to the basic curriculum, we also offer many academic activities throughout the year. School spirit continues to be an enthusiastic source of pride. This combination of strong academics, high expectations, educational activities and school spirit enables us to achieve our educational goals. Your interest and support will also help us attain these goals.

Pembroke Lakes has several active parent groups. The Parent Teacher Association (PTA), School Advisory Council (SAC), and School Advisory Forum (SAF), meet regularly throughout the year. These leadership committees meet to plan and implement school improvement initiatives and discuss important topics, which impact our school. You are always invited to attend and participate in these meetings. Please refer to the calendar on the school website for dates and times.

Should you have any questions throughout the year, please contact the school office at 754-323-6950. Office hours are 7:30 a.m. until 3:00 p.m. In case of an emergency, you may call the after school child care office at 754-323-6993 between the hours of 3:00 p.m. and 6:00 p.m.

## **OUR SCHOOL PHILOSOPHY**

At Pembroke Lakes Elementary School we focus on creating a collaborative and critical-thinking environment, driven by technology and communication, in order to prepare our students for success in tomorrow’s world. Our program has been designed to provide the best educational experiences for each child through a variety of opportunities and to develop the skills necessary to become a well-rounded, responsible citizen, capable of making the decisions needed in a demanding and ever-changing society.

We believe that each child is a complete individual with unique physical, emotional and intellectual development. In order to meet the needs of our children, we must learn all we can about their interests, concerns, capabilities, out-of-school environment and level of achievement.

## **THE SCHOOL BOARD OF BROWARD COUNTY’S MISSION STATEMENT, VISION AND GOALS**

**Mission:** Broward County Public Schools (BCPS) is committed to educating all students to reach their highest potential.

**Vision:** Educating today’s students to succeed in tomorrow’s world.

**Goals:**

1. High Quality Instruction.
2. Continuous Improvement.
3. Effective Communication

### ACADEMIC AWARDS CERTIFICATES

Gold and Silver Award certificates are given each quarter to students in 3<sup>rd</sup> – 5<sup>th</sup> grade. Students who earn all A's with no 3's will receive a Gold Award. Students who earn a combination of A's and B's with no 3's will receive a Silver Award. Students in 3<sup>rd</sup> – 5<sup>th</sup> grade who earn A's for the entire year with no 3's will receive a Golden Pelican Award at the end of the year. Students in 3<sup>rd</sup> – 5<sup>th</sup> grade who earn a combination of all A's and B's with no 3's for the entire year will receive the Silver Pelican Award at the end of the year. The Most Improved Pelican (MVP) Award will be given at the end of the year to two (2) students from each class who embody the spirit of Pembroke Lakes: *“Actively Learn to Do Your Personal Best”*.

### BEFORE and AFTER SCHOOL CHILD CARE PROGRAM

In order to keep our Proud Pelicans safe and secure after school hours, we provide a *“Pelican Before/After Hours”* program. **The Pelican Before Hours Program is from 6:30 a.m. until 7:30 a.m. and Pelican After Hours are from 2:00 p.m. until 6:00 p.m.** Teachers and staff supervise the program. After care students participate in outside activities, arts and crafts, homework assistance, computer lab, and indoor games; just to name a few. After school child care fees are paid on a monthly basis, and must be made prior to the start of the payment period. If payment is not made by the **LAST DAY** to pay, the child is withdrawn from the program and a re-registration fee must be paid to re-enter the program. All late pick up fees and other school obligations **MUST** be paid before the next payment period.

Registration information is available in the front office or by contacting After Care between 3 – 6 p.m. at 754-323-6993. Payments **must** be made online at <http://pembrokelakes.browardschools.com> (**Credit Card Only**). Click on the Online School Payments link under “Quick Links” on the home page of our website.

### ARRIVAL

The school day begins at 8:00 a.m. and ends at 2:00 p.m. Students are admitted into the building at 7:30 a.m. Students entering after 8:00 a.m. are tardy and must obtain a tardy pass from the front office prior to being admitted to class.

Staff members provide outside supervision immediately before school in the morning and for ten minutes after school each day. Students must arrive at school between 7:30 a.m. and 8:00 a.m. Students may not arrive to school prior to 7:30 a.m., as there is **NO ADULT SUPERVISION** prior to that time. Kindergarten Loop doors close at 7:55 a.m.

- Parents are not permitted into the classrooms before school. Teachers are not available for conferences before school begins unless previously scheduled.
- All students eating breakfast will proceed directly to the cafeteria at 7:30 a.m.
- The students wait outside the front of school until 7:30 a.m. They enter and sit inside their class hallway and read until they enter the classrooms at 7:55 a.m., when the first bell rings.
- Parents are **NOT permitted** to enter through the entrance on the east side (Hiatus Street) of the school, as this is the bus loop. For the safety of all of our students, all parents must enter through the main entrance of the school (Taft Street) to pick up and drop off students.

### ATTENDANCE

Regular school attendance is important to a child's success in school. No amount of make-up class work can substitute for the instruction and interaction provided during the school day. According to School Board Policy #5.5, all students enrolled in grades K-12 must be in regular attendance in accordance with Florida Statutes, State Board Rules and School Board rules and regulations.

Pembroke Lakes Elementary will continue to participate in the Broward Truancy Intervention Program. Broward County Schools and the State Attorney's Office implement the Broward Truancy Intervention Program (BTIP). The intent of the program is to prevent truancy (unexcused absences). Your child's attendance will be monitored on a daily basis and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney's Office 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.

When children are ill, they should remain at home until fully recuperated. A child who has a fever should remain at home until he or she is “fever free” for a minimum of 24 hours. Attendance procedures are explained thoroughly in the District’s *Elementary Code of Student Conduct* book, which may be found at [www.browardschools.com](http://www.browardschools.com). It states that, “Parents must report the absence the day before, the day of, or within two school days following the absence or the absence will be considered unexcused.”

Absences must be reported by telephone or email within 48 hours of the date of absence. You must call the school at 754-323-6952 or email [PembrokeLakesAttendance@browardschools.com](mailto:PembrokeLakesAttendance@browardschools.com) and cc the classroom teacher to report an excused absence. The report must come from a parent or guardian. Please state the child’s name, classroom teacher, date or dates of the absence and the reason for the absence. School staff members also have the right to ask for a written medical note if a student has excessive absences.

**Multiple day absences (for any reasons) must be submitted in writing to the principal for approval at least 72 hours prior to the date of absence. Pending the circumstances and child’s academic and attendance history, absences may not be excused.**

### **TARDY PROCEDURES**

Being on time for school is a valuable part of a child’s learning and will be stressed by school staff. Students arriving after 8:00 a.m. are tardy and must enter the office with a parent for a tardy pass before being admitted to class. Cases of continual tardies will be investigated by the school social worker.

Arriving late to class is disruptive to the learning environment and can affect a child’s success in school. Broward County’s *Elementary Code of Student Conduct* book states that schools will provide appropriate interventions and consequences for elementary students who have four or more unexcused incidents of tardiness.

### **WITHDRAWALS / TRANSFERS**

When a child transfers from Pembroke Lakes Elementary to another school, parents should advise the school of this transfer.

- Kindly notify the office a week in advance so that a transfer record may be prepared for the new school.
- All textbooks, laptops and library books must be returned to Pembroke Lakes Elementary, as well as any cafeteria balances being cleared prior to withdrawal.
- The records will be processed and the child or parent may pick up the transfer slip from the office after school on the last day the child is in attendance. You will need the withdrawal form to register at the new school.

### **BREAKFAST PROGRAM**

Breakfast is available to all students at no charge. Children who do not ride the bus to school and who will be participating in the Breakfast Program are requested to be here at 7:30 a.m. Students arriving after 7:45 will not be permitted to participate in the program. Bus students who are participating in the program will go immediately to the cafeteria upon arrival to school.

All students will be issued a cafeteria number at the beginning of the school year. Students must scan their number on a barcode reader for all cafeteria purchases. ID badges with student ID will be provided free from our school photographer. Please make sure your child remembers lunch money each day. Students will be permitted to charge one meal only; this must be repaid in order to charge again. Parents can prepay for their child’s lunch online or bring payment to the cafeteria.

### **BUS TRANSPORTATION**


Bus transportation is available to students who live two or more miles from the school. Students must ride only the bus to which they have been assigned and may not ride another bus. Non-bus riders may not ride home with friends who are bus riders. Drivers are expected at all times to have a current roster of students riding their buses.

Transportation schedules traditionally fluctuate during the first few weeks of school, as additional bus stops are created and others adjusted to accommodate new students. The pick-up and drop-off times provided on the bus schedule might not be exact as a result of these adjustments. When the school is informed of any changes we will share them with the affected students immediately. Should you have questions about transportation, we ask that parents first call the school office at 754-323-6950 for information and we will try to assist you.

For the safety of all children, students must adhere to all rules as stated in the Broward County *Elementary Code of Student Conduct* book. Students are responsible for their behavior while riding the bus, just as they are while in their classroom. Continuous misbehavior will result in the loss of bus-riding privileges. Should students lose their bus-riding privilege, they are still required to attend school and parents will be responsible for transportation.

**CHARACTER EDUCATION**

The School Board has adopted eight character traits as part of the Standards of Service policy to infuse and integrate into the curriculum.

Month	Character Trait		Month	Character Trait
September	Be All That You Can Be		February	Honesty
October	Responsibility		March	Self-Control
November	Citizenship		April	Tolerance
December	Kindness		May	Cooperation
January	Respect			

The character trait for the month will be noted in the *Pelican Post*. We encourage all parents to discuss each character trait and reinforce these traits at home. One student from each class is chosen each month and honored during our student of the month Kid of Character celebration.

**COMMUNICATIONS TO PARENTS**

Teachers and parents have the same objective: To ensure academic success and the social-emotional well being of every child. If you have a concern, which relates directly to the classroom, your first step is to contact the teacher to schedule a conference. If concerns still exist after conferencing with the teacher, please contact the office for an appointment with our guidance counselor.

**If you are volunteering, please respect instructional time. This time should not be used to discuss concerns.**

**CONFERENCES**

Conferences are an important part of reporting pupil progress to parents and can be of great help in furthering home/school communication. Conferences may be initiated at any time during the school year by parents or by the school staff. Pembroke Lakes encourages parents to become actively involved in their child’s education and to maintain regular communication with the classroom teacher. If you would like a conference with your child’s teacher, please call the school office or send the teacher a note and the teacher will arrange a conference time.

**A minimum of two conferences** will be held during the school year. You will be notified in advance of a request for a conference. If it is impossible for you to attend at the time requested, please contact the teacher for an alternate appointment. Conferences in person or by telephone are valuable and welcomed.

**DISCIPLINE**

Pembroke Lakes is proud of our well-behaved students. Our staff recognizes good behavior and stresses the value of self-control and the importance of kindness to others. Our staff strives to provide all students with an opportunity to acquire an education in a safe and secure environment. Your interest and cooperation will enable us to provide a consistent discipline program. Together, we can make Pembroke Lakes Elementary School a safe and pleasant place to learn.

Every phase of discipline should build habits of self-control. When students learn to self-regulate their behaviors, they tend to be dependable and cooperative members of the class, and ultimately become self-disciplined citizens of society. The Broward County *Elementary Code of Student Conduct* and Pembroke Lake's School-Wide Discipline Plan govern student behavior throughout the school. This plan specifies three discipline guidelines that will help students to be successful in school and in the future.

- Always show your personal best.
- Respect others and cooperate.
- Stay on task.

The Broward County *Elementary Code of Student Conduct* book can be found at [www.browardschools.com](http://www.browardschools.com). Please read and discuss this book with your child. Take special note of the consequences outlined regarding attendance, and behavior. Parents are required to sign and return the Parent/Student Acknowledgment Form, the Media Release Form, and the Student Network Responsibility Agreement. These forms are sent home in the first day packet.

School rules apply on school grounds, school buses, and at any event where our school is represented, regardless of location.

### **ANTI-BULLYING POLICY**

The District's Anti-Bullying Policy specifically prohibits bullying of or by any District student or employee, with consequences for those acts that meet the definition of bullying as defined in the policy:

"Bullying," is defined as systematically and repeatedly inflicting physical hurt or psychological distress on one or more students or employees. We utilize the acronym R.I.P to assist in identifying an act that aligns to the District's definition of Bullying: R-Repeated, I-Imbalance of Power, P-Purposeful.

The policy sets forth guidelines for the identification and reporting of bullying, as the overall goal of the initiative is the protection of students and their increased feelings of safety and belonging. At Pembroke Lakes Elementary, we utilize a variety of prevention and intervention activities to ensure a safe and respectful environment.

### **DISMISSAL**

- 2:00 p.m. - Regular School Days
- 12:00 p.m. - Early Release Days

School hours are 8:00 a.m. - 2:00 p.m. Parents must make arrangements for their child to be picked up from school each day at 2:00 p.m. Pembroke Lakes Elementary provides Aftercare services from 2:00 – 6:00 p.m. each day. Applications are available in the front office.

Parent drop-off and pick-up is located on the south side of the school (Taft Street). Please do not put your child in an uncomfortable position with school personnel by asking your child to meet you in an area other than the one we have designated. **Children will not be permitted to walk to parked cars along Hiatus or Taft Street.** Due to the volume of cars during arrival and dismissal, families are encouraged to carpool. This will also assist in reducing congestion on school grounds as teachers dismiss their students.

Students and parents are requested to use the sidewalks at all times. Children may not walk across the bus lanes located on the east side of the building. Parents are also not permitted to pick up from this parking lot either.

All students will be dismissed according to parent written directions only. **If your child's dismissal procedure changes, you must notify the front office and teacher in writing.** Please do not tell your child of a change in dismissal without also notifying the office/teacher in writing. We dismiss students only according to your written directions.

**EARLY DISMISSAL**

Any student who must leave before the end of the school day must be signed out in the office by 1:30 p.m. **In accordance with the Broward County *Elementary Code of Student Conduct book*, “no student shall be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency.”** Only those listed on the Emergency Contact Card will be permitted to sign out students. No child is to be released from the classroom without notification from the office.

**EARLY RELEASE DAYS**

Students are released from school two hours early, at 12:00 p.m. on six days during the year as listed on the school calendar. These early dismissal days provide time for essential staff training to promote school improvement and academic achievement.

Please make arrangements in advance for your child’s transportation and/or supervision when your child is dismissed at 12:00 p.m. on these days. Lunch will be served to students prior to dismissal on Early Release days.

**Early Release Days** this school year are on the following days:

<b>Thursday, October 18<sup>th</sup></b>	<b>Thursday, March 21<sup>st</sup></b>
<b>Thursday, December 21<sup>st</sup></b>	<b>Thursday, May 9<sup>th</sup></b>
<b>Thursday, February 21<sup>st</sup></b>	<b>Tuesday, June 4<sup>th</sup> (Last day for students)</b>

**EMERGENCY DISMISSAL**

The closing of school due to emergencies is left to the discretion of the Superintendent. Please discuss with your child the instructions you have given the school as to where they are to go if there is an emergency dismissal.

**EMERGENCY INFORMATION**

During the first week of school, a Student Emergency Contact Card is sent home to parents. It is essential that this form be filled out completely by the parent/guardian, with current phone numbers and must include emergency contact telephone numbers. **Please notify the school in the event of any changes in the emergency information provided.** It is imperative that the school be able to contact parents in the event of sudden illness or accident.

**EVACUATION / EMERGENCY DRILLS**

During the first week of school, we will teach students the correct procedures and conduct to safely exiting the building in an emergency, during our first fire drill. During drills, students are required to follow the teacher’s directions and to become familiar with the emergency procedures. Students are expected to walk silently during evacuation drills for the safety of all children. In addition to ten (10) fire drills, we will have two (2) tornado drills and ten (10) emergency drills (Code Yellow, Code Red and/or Code Black Drills). Parents will be notified via the Parent Link when these emergency drills take place.

**FIELD TRIPS**

Throughout the year, teachers arrange field trips as an extension of the school’s curriculum. Field trips are an enjoyable and memorable part of the school year, however, specific procedures must be followed with regard to field trips. Written parent permission must be obtained on a Field Trip Authorization form. This form must be on file in the principal’s office prior to departure from school for the field trip. It is the responsibility of the student to see that the form is properly signed by the parent/guardian and returned to the teacher. Children who do not have signed permission forms will remain at school.

In order to ensure a safe experience for all students, we may refrain participation for students who display recurring inappropriate behavior. These situations will be handled on a case-by-case basis and an agreement will be established beforehand with the teacher, parent and student.



### FOOD FOR SPECIAL EVENTS

Broward County Public Health Department rules state that, "Food prepared in a private home shall not be used or offered for sale to the public within a food service establishment." The definition of a food service establishment includes schools. For this reason, food prepared in private homes cannot be served to our students. For parties and special activities, the food provided must be commercially prepared. Items from bakeries and restaurants are acceptable. Food may also be prepared in classrooms following healthy and sanitary practices, under adult supervision.

If you wish to send in a treat for the class to share on your child's birthday, **please make prior arrangements with the classroom teacher.** Parents may bring commercially prepared cupcakes, doughnuts, or cookies to the front office prior to the student's lunch time. Items must be labeled with the teacher's and student's names and also have napkins and/or plates.

### HEALTH

If a child becomes ill at school, the parent will be notified so arrangements may be made for the child to be picked up. We ask that you have on file three local telephone numbers so that we may contact you, a relative, or other responsible adult.

Florida Statutes require Broward County Schools to conduct various health screenings. These screenings are done at different grade levels throughout the school year. If you **do not** want your child to participate in any of these screenings, please fill out the appropriate forms sent in the first day of school packet, in its entirety. **Students will participate in grade level screenings, if the forms are not filled out properly or submitted.** Please take the time to read these forms carefully.

Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be permitted to attend classes until this document is provided or a waiver is obtained. Students who receive the first shot in a series of immunizations, but who are late obtaining subsequent shots, will be given a three-day grace period after which the student will be excluded from school and resulting absences will be considered unexcused. No grace period may be extended.

Students having or suspected of having a communicable disease or infestation, which 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. In specific cases, a doctor's note may be required prior to a student returning to school. Examples of communicable diseases and infestations include, but are not limited to: fleas, head lice, ringworm, chicken pox, impetigo, and scabies. Students are allowed a maximum of five days excused absence for an infestation of head lice. Students absent from school as a result of head lice beyond five school days will be marked unexcused.

### HOMEWORK MAKE-UP WORK

All students are expected to make up class work missed during an absence. The student has two days to make up the work for each day absent, not including the day of return, for each day the student was absent. However, previously assigned work is due the day of return.

It is the school's policy that the make-up work will be provided upon **the student's return to school.** In the event a student is ill for one week or more, please contact the school to make arrangements to schedule a time to pick up the week's work.

In the event a student takes a voluntary absence, make-up work will be provided upon the student's return to school. Principal approval is required **in advance** and absences may be excused pending the cause of the absence and review of the student's academic and attendance history. If a student is absent for 10 or more school days, the student will be withdrawn and can be re-registered upon return. Parents are asked to schedule family vacations when school is not in session.

### HOSPITAL/HOMEBOUND PROGRAM

If your child becomes ill or is injured during the school year and your physician feels that he/she will expect to miss 15 or more consecutive school days, your child may be eligible for hospital or homebound instruction in the Hospital/Homebound Program.

Applications may be picked up from our Exceptional Student Education Specialist, or you may call the Hospital/Homebound office at 754-321-3400.

### **INDEPENDENCE DAY**

Safety is a priority at Pembroke Lakes Elementary School. Parent(s)/Guardian(s) are invited to walk their children to class the first day of school. Independence Day will be celebrated on Thursday, August 16, 2017. Effective Thursday, parents are asked to say their good-byes at the exterior building doors, allowing students to walk by themselves to their classrooms. Each morning, supervision is located throughout the school to ensure students arrive safely to their designated areas.

Teaching children independence will foster positive self-esteem. This will allow teachers to begin instruction promptly at 8:00 a.m. and ensure our students' safety. Staff members will be available during arrival to assist students as needed.

Keep in mind that children get their cues from their parents. Let your children know they are going to have a wonderful experience and you will see them at the end of the day.

### **INTERIM REPORTS**

Interim reports will be provided to all students in grades K-5 in order to inform parents of their child's specific strengths and weaknesses. Please refer to the school calendar for interim report dates.

### **LOST AND FOUND**

Items misplaced or lost are kept in the clinic in the front office. If children have lost an item, please check this area.

### **LUNCH PROGRAM**

The cafeteria is provided as a service to children who prefer to buy a hot lunch, salad, or sandwich. This is maintained and supervised by the Broward County Food and Nutrition Services Department.

Student lunches, which include milk, are available for \$2.00 (as of 03/2018, subject to change). Adult lunches are available for \$2.75 (as of 03/2018, subject to change). Children may bring a bag lunch and purchase milk at 50¢ per day. Reduced price lunches are 40¢ per day. Parents may pay for breakfast and lunch online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com) or [www.broward.k12.fl.us/foodservice](http://www.broward.k12.fl.us/foodservice). Computers are available at Pembroke Lakes Elementary to assist you. Students who received free/reduced lunch last school year will be given free/reduced lunch until October 1<sup>st</sup> or until their application is processed, whichever comes first. **Parents must complete a Free/Reduced Price Meal Application EVERY year.**

The USDA has issued a statement that reads as follows: "This information is being given in connection with the receipt of Federal funds; that school officials may require verification of my household income at anytime during the year; and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes."

If at anytime throughout the year there is a change in your financial status, please be sure to complete another application online. If you need assistance please contact The Meal Benefits Office @ 754-321-0250. Staff can also assist parents who speak Spanish, Creole and French.

Parent(s)/Guardian(s) may join their child during lunchtime no more than 2 times a week, if the adult has received a Volunteer/Level 1 clearance. **Parents may not bring lunch to school for their child from an outside vendor.** Parents will eat with their child at the end of the cafeteria table. Remember that parents must enter through the front office, wear their visitor badge at all times and be escorted by a staff member to and from the cafeteria.

Students who have no lunch or lunch money may charge their lunch one time. Afterward, they will be provided with a cheese sandwich and juice for that day.

Parents must bring forgotten lunch item(s) to the front office prior to their child's lunch time. Please ensure that your child's name and teacher's name are written on the lunch box.

**MEDICATION**

Our school carefully follows all procedures established by our school district with regard to administration of medication to students. In order for prescribed or over-the-counter-medication to be administered, a Medical Authorization Form must be completed. The form may be obtained from the school office or on our website, <http://pembrokelakes.browardschools.com> under the Parents’ tab.

The information required on this form includes a written treatment plan signed by a licensed physician and the parent for each medication. The written treatment plan shall include possible side effects, purposes of medication, and special instructions regarding the medication. All medication authorizations shall not exceed 12 months.

All medications shall be in the **original container and shall be properly labeled** with name of student, name of drug, directions concerning dosage, time of day to be taken, name of the prescribing physician, and date of prescription.

An adult must deliver all medication to and from school. In order to ensure our students’ safety, **students shall not transport medications**, including cough drops or aspirin, without proper documentation.

**PARENT-TEACHER ASSOCIATION, SCHOOL ADVISORY FORUM AND SCHOOL ADVISORY COUNCIL**

At Pembroke Lakes Elementary School, we have an active Parent-Teacher Association (PTA), School Advisory Forum (SAF), and School Advisory Council (SAC).

Pembroke Lakes’ Parent Teacher Association (PTA) is a volunteer organization made up of parents, teachers, and other stakeholders. PTA strives to bring a closer relationship between the home and school by organizing activities and fundraisers to promote the school and its programs. PTA helps our school be the great school it is in a variety of ways including, but not limited to:

- Accelerated Reader
- Classroom Assistance
- Fundraising Events
- Honor Roll Celebration
- Box Tops
- Reading Across Broward
- Family Involvement Events
- Family Nights
- Room Parents
- Book Fair
- Student Incentive Programs
- Student of the Month

The School Advisory Forum (SAF) is the communication link between the school and community, which focuses on the parent/community concerns, assists in the planning of parent/community programs and training activities, as well as the coordination of the use of community resources to improve student achievement. Our SAF committee may address such issues as policy review, Student Code of Conduct, boundaries, budget, etc.

The School Advisory Council (SAC) focuses on the development and monitoring of academic goals/activities within the School Improvement Plan. The committee is comprised of stakeholders (parents, community members, business partners and teachers) who exchange information during monthly meetings.

We encourage our parents and stakeholders to attend our monthly meetings in order to collaboratively plan and implement school improvement initiatives and discuss important topics, which impact our school.

**PERSONAL PROPERTY**

Valuable or sentimental possessions should not be brought to school as accidents can happen and items may be lost or broken. Generally, children should not bring more money than is required for purchasing food from the cafeteria. On occasion, items may be sold at school. Procedures for purchase will be shared at the time of the particular sale. **Pembroke Lakes Elementary is not responsible for lost or stolen property.**

Textbooks, library books and technology checked out to children become their responsibility. The school will request payment for items lost or damaged.

**PUPIL PLACEMENT**

Children are heterogeneously grouped at each grade level. Classroom placement is facilitated with a focus on individual student needs; therefore, it is not feasible to consider individual teacher requests.

### RAINY DAY DISMISSAL

Rainy day dismissal should be prearranged between parents, teachers and students in advance. Sufficient telephones are not available for all students to call parents on rainy days.

### REPORT CARDS

Pembroke Lakes Elementary School utilizes the Broward County Standards' Based Program Report for kindergarten through fifth grade students. Report Cards are issued each nine weeks of school and cover the District's designated instructional quarter. A student must be in attendance in a Broward County school 25 days within the marking period in order to receive a complete report card.

#### Report Cards (Kindergarten, First and Second Grades)

The following are used to describe the evidence of standards mastery:

- "1" Has mastered skill(s) independently
- "2" Is learning skill(s) with assistance
- "3" Areas of Concern
- "N/A" Not Applicable (not assessed this reporting period)

#### Report Cards (Third, Fourth and Fifth Grades)

In reporting student performance in grades three through five, "A", "B", "C", "D", and "F" are used in the areas of reading, writing, mathematics, science, social studies, and health, which represent the following numerical grades. Other areas utilize the numerical indicators "1", "2", "3", and "N/A".

"A"	Superior Progress	90 - 100
"B"	Above Average	80 - 89
"C"	Progress	70 - 79
"D"	Below Average Progress	60 - 69
"F"	Area of significant concern	59 - or below

You are asked to discuss each report card with your child. The parent or legal guardian must sign the appropriate section on the report card envelope and return it to the school.

### SAFETY

Student Safety Patrols are on duty on the school grounds before and after school to encourage safety on the campus. Student Safety Patrols perform an important service to the school and deserve recognition and respect from students and adults.

Children coming to and from school must cross at street corners or where there are school crossing guards. Children riding bicycles must get off their bicycles and walk them across the street. Please review the following bicycle safety rules with your child:

- Florida law requires the wearing of a bicycle helmet.
- Walk bicycles across all intersections and on school grounds.
- Park and securely lock bicycles in the designated bicycle area.

Please do all you can to encourage your child to develop good safety habits!

### SCHOOL ATTIRE

Our school has a mandatory unified dress code. Our school uniforms include:

#### **IDs:**

Students must wear their IDs at all times on campus. The school will provide students with a lanyard and picture ID. If the lanyard and/or ID is lost, **parents are responsible for the replacement cost.** PTA will have Pembroke Lakes logo printed lanyards for sale throughout the year.

#### **Shirts:**

Solid color "Polo Style" Shirt (short or long sleeve)

Colors: White, Royal Blue, Baby Blue, Navy, and Gray.

Embroidered shirts are available for purchase through our PTA in our Front Office

**Bottoms:**

Long or short pants, jumpers/overalls, knee length shorts, shirts, skirts or culottes (no jeans or basketball style shorts)  
Colors: Navy Blue or Khaki

**Shoes:**

As per Broward County School Board Dress Code Policy.

**Exemptions to the Mandatory Unified Dress Code Program:**

Parents/Guardians may request an exemption for their children from the current school year. An application for exemption must be completed in full and submitted to the school principal within the first ten (10) school days of a student's initial attendance. The principal's response in this regard shall be transmitted to the parents/guardians via the Application for Exemption form within ten (10) school days of submission. Exemptions will be granted when the aforementioned procedures are followed. Exemption forms are available on our school website.

All students must follow the dress code as outlined in the Broward County *Elementary Code of Student Conduct*, which can be found online at <http://www.browardschools.com/codeofconduct.asp>

**SCOOTERS AND SKATEBOARDS**

In accordance with the Broward County *Elementary Code of Student Conduct* book, skates (**including shoes that convert into skates**), scooters and skateboards are not permitted on school grounds.

**TELEPHONES**

Children will be permitted to use the phone only for EXTREME emergencies. Parents can assist in addressing this situation by planning ahead with children. Changes in after school plans, rainy weather, etc., need to be addressed prior to the time a student departs from home each morning. If the school makes a change in any scheduled after school activities, students will call to notify parents in advance.

**THINGS TO LEAVE AT HOME**

- Pets and other live animals must remain at home.
  - Electronics
  - Toys
  - Large amounts of money.
- All other items listed in the *Elementary Code of Student Conduct* book.

**VISITORS**

For the safety of our students and staff members, adult visitors such as parents and community members are welcome in our school, but are required to sign in through the office prior to entering any area of the school campus. **A driver's license or picture ID is required. Admittance cannot be granted without proper ID.** All visitors must wear the visitor badge while on school grounds and must be accompanied by designated school staff at all times. **NO EXCEPTIONS WILL BE MADE.** PLEASE do not put staff members in an uncomfortable position by not signing in with the office first. Teachers are asked to have parents return to the office for a visitor's badge before allowing you into the classroom. Remember, the safety of YOUR child is our top priority! All visitors must also sign out and return their badge once their visit is completed for that day.

**VOLUNTEERS**

Volunteers are always welcome in our school. Please notify your child's teacher, a PTA representative, or the office if you wish to volunteer your services at our school. We would love to have you assist in the classroom, media center, cafeteria, clinic, or during special events or field trips.

Adults wishing to volunteer in the school must complete the district Volunteer Application form each year. Instructions on how to register online with Broward County Schools will be sent home the first week of school. You may register online at [https://webapp.browardschools.com/sbbc\\_volunteer/VolunteerForm.aspx](https://webapp.browardschools.com/sbbc_volunteer/VolunteerForm.aspx) to be cleared so that you may volunteer and assist on field trips. All volunteers are required to wear their volunteer identification badge while on campus. Volunteers are expected to sign in and record their hours worked. By doing this, the school can record their participation and accumulate hours toward the Golden School Award which recognizes schools with exemplary volunteer participation.

To maintain the instructional focus for our students and teachers, parents may not enter classrooms during the school day unless prior volunteer arrangements have been made with the teacher and your online volunteer application has been approved.

**Parent chaperones must have an approved Volunteer Application Form on file PRIOR to chaperoning a field trip. All volunteers who wish to chaperone a field trip, in accordance with the Jessica Lunsford Act, must have a Level 1 clearance through the School Board. No exceptions will be made. Once a volunteer application is submitted, approval can take up to 2 weeks.**

*Parents are not permitted to bring young children to Pembroke Lakes while volunteering at the school. Throughout the school year, there will be opportunities for family members to attend designated, family functions at Pembroke Lakes Elementary.*

#### **WEBSITES**

Pembroke Lakes Elementary has an outstanding website that is full of information and links. Our school newsletter and lunch menus are posted there as well! Please visit us at <http://pembrokelakes.browardschools.com>

The School Board of Broward County has created a website to provide up-to-date information on various school topics. Some of the topics include the current school calendar, news and events, the Character Education Program, employment opportunities, information on volunteering, and Security Hotline information. Please visit at <http://www.browardschools.com>



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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158

