

**PINES LAKES ELEMENTARY SCHOOL**  
**PARENT eLEARNING HANDBOOK**  
**Pre-Kindergarten - Fifth Grade**



**Home to a  
Science, Technology, Engineering and Math (S.T.E.M.) Program**

**MAIN LINE: 754-323-7100**

**ATTENDANCE LINE: 754-323-7102**

**Website: <http://pineslakes.browardschools.com>**

**Canvas: <https://browardschools.instructure.com/>**

*Mrs. Susan F. Sasse, Principal*

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*Preparing the next generation to be problem solvers  
and innovative thinkers through S.T.E.M.  
project based learning.*

Updated 8/17/2020

## About this Handbook



This parent handbook serves as a quick reference for general information and procedures at Pines Lakes Elementary School during eLearning. In addition to the information in this handbook, your child's teacher will provide specific classroom/grade level information.

This handbook and other helpful school information will be updated throughout the year at our school's website **<http://pineslakes.browardschools.com>**.

Our handbook is designed to work in conjunction with the School Board of Broward County's Student Code of Conduct. For an inclusive listing of School Board of Broward County Policies, visit the Broward County Public Schools website at: [www.browardschools.com](http://www.browardschools.com).

The administration reserves the right to make changes and updates to this handbook as necessary and will provide that information to our parents in a most timely manner.

Thank you in advance for your help with following, explaining, modeling and reinforcing school procedures.



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### **AFTER SCHOOL PROGRAM provided by YMCA**

The YMCA After School Care Program operates independently from Pines Lakes and leases our building as a convenience to parents. The YMCA is working to virtually provide quality childcare to our students. More information on this service will be provided by the YMCA.

### **ATTENDANCE**

Attendance during eLearning is a new and developing process. Students will be counted in attendance in the learning environment during their scheduled class time. Students will be counted as absent when no evidence of the student's online presence can be observed by the teacher during their scheduled class time.

#### How To Report An Absence

Parents will be notified within 48 hours of a reported absence via a robocall. It is the parent's responsibility to communicate a reason for absence by phone through our attendance hotline (754-323-7102) or through the online form available on our website, or in the BCPS Mobile App.

#### Tardiness

Parents should make every effort to have their child log in a few minutes prior to our 8:00 virtual start time. It is important that children develop the habit of "arriving" on time and ready to learn, even during eLearning.

### **AUTHORITY OF SCHOOL OFFICIALS**

Florida Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. School Principals have the authority to suspend students from school and to recommend expulsion for students who violate the Code of Student Conduct. All students are subject to this code during the time they are attending school, including during eLearning.

### **BELL SCHEDULE**

<b>Daily</b>	<b>Schedule</b>	<b>Early Release Day</b>
8:00 am	eLearning begins	
10:45	PreK ESE lunch break	
11:15	PreK ESE eLearning resumes	
12:00 noon	K-5 Lunch	
12:30	PreK ESE eLearning ends K-5 eLearning resumes	
2:00 pm	PreK-5 eLearning ends	12:00

### **BEHAVIOR**

Our school has created a culture where students learn how to act responsibly in their classroom and throughout campus. They are taught how to take care of themselves, take care of each other, and take care of the environment. Collectively, these three areas of responsibility become the basis for our "Power of Three" expectations. Teachers use this framework to teach and reinforce students' responsibilities. We enjoy recognizing students and providing recognition when they show evidence of the Power of Three.

During eLearning, students are expected to follow the same behavioral expectations as outlined in the Student Code of Conduct. When student behavior requires us to provide a consequence, the Discipline Matrix is followed.

### **CHILD CUSTODY**

Please provide child custody and/or guardianship documents to the school office to be kept on file if applicable.

### **COMMUNICATION**

We recognize the importance of frequent communication with our families. This is accomplished through the various ways listed below:

Class Dojo & Remind: Many of our teachers utilize these apps to provide quick communications and updates to all parents. These methods should not be used to communicate individual, detailed concerns.

E-mail: This is the preferred method to communicate individual needs and concerns to your child's teacher. Teachers check their email twice a day. Contact the office for issues in need of immediate attention.

Marquee: Look for updates on the marquee in the front parking lot.

Newsletter: Monthly school newsletters containing important information will be sent to parents/guardians at the beginning of the month. Please be sure to read the newsletter and mark important dates on your calendar. You may also check our website for important dates, information, and past newsletters.

Parent Compact: As part of Title I, Part A of the Elementary and Secondary Education Act (ESEA), our Parent Compact outlines how parents, staff, and students share responsibility for improved academic achievement and the ways in which we build and develop a partnership to help our children achieve high standards. The Parent Compact is developed with input from all stakeholders through our School Advisory Council (SAC) and is included in the first day information provided to families. A link will be provided to families to acknowledge the Parent Compact during the first week of school.

Parent Link: Parent Link is the communication robo-call system used to inform parents and employees about important school news. You may receive a message periodically or in the event of an emergency. Please make sure your telephone numbers and email addresses are current at all times. Parent Link will display as a school number on caller I.D. Please listen to your voicemail messages for specifics as to the contents of the message sent to you.

Website: Visit our school website periodically for announcements at <http://pineslakes.browardschools.com>.

### **CONFIDENTIAL INFORMATION**

The Federal Family Educational Rights and Privacy Act (F.E.R.P.A.) and Florida Statutes protect parents, guardians and students. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws.

The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

### **CONTACT INFORMATION**

Parents are expected to keep us informed of changes to their address and contact information. If you have a change of address, you must bring in proof of residency to the office within 10 days of the change.

### **DEVICES FOR eLEARNING**

Prior to the start of school, several times for Device Distribution were made available. If you were not able to take advantage of those times, the District will open the Virtual Call Center on August 24<sup>th</sup> to address device needs and repairs.

### **DRESS CODE**

Students should be appropriately dressed for virtual instruction in the same manner they would be for in-person instruction. Pajamas are not appropriate dress for eLearning.

### **E-LEARNING**

We are pleased to provide our students with an enhanced, personalized online learning experience that reinforces existing connections with peers, teachers, and the school community. Students will follow a daily schedule, similar to how they would at school. Every day, students will interact with their teachers through our secure video conferencing application, Microsoft Teams. Students will be able to see their classmates and teachers via webcams and interact with them in a virtual classroom. Teachers are excited to share a variety of digital tools to enhance students' virtual learning.

Students will sign into Canvas daily through the Single-Sign-On Clever LaunchPad.

### **FOOD AND NUTRITION PROGRAM**

As of August 2020, Broward Schools will provide Back to School Meal Service to our students with Grab-and-Go meal bundles. Please refer to our website for the most up to date information. Since this is part of the National School Lunch Program, meal prices will be based on each student's meal eligibility status. Parents may apply for Free and Reduced price meals at [myschoolapps.com](http://myschoolapps.com), and may also pay for student meals online through [myschoolbucks.com](http://myschoolbucks.com).

Please note that our eLearning schedule provides a common lunch break for all students in grades K-5 from 12:00-12:30. PreK lunch is 10:45-11:15.

### **HOMEWORK**

eLearning homework will be completed using iReady. Students are encouraged to complete 45 minutes of iReady online lessons per week in both Reading and Math. Teachers will use this information to guide their instruction, as well as plan for remediation and enrichment.

## **HONOR ROLL CRITERIA**

Honor roll criteria is established to recognize students who are exceeding expectations for their grade level as evidenced by the following criteria:

### **PRINCIPAL'S HONOR ROLL:**

Demonstration of exemplary academic achievement and personal development as evidenced by the acquisition of the following grades:

- On or above grade level
- All A's in Subject Areas
- 1's in Study Skills and Social Skills

### **ASSISTANT PRINCIPAL'S HONOR ROLL:**

Demonstration of high level academic achievement and personal development as evidenced by acquisition of the following grades:

- On or above grade level
- A's and B's in Subject Areas
- 1's and 2's in Study Skills
- 1's and 2's in Social Skills

In addition, students who have improved in at least three areas on their report card are eligible to be recognized during our Honor Roll assemblies.

## **MAKE-UP WORK**

If your child missed assignments due to an absence, please work with your child's teacher to submit that missed work.

## **OBLIGATIONS**

It is the responsibility of parents and students to keep all items loaned for student use during eLearning in good condition. This includes books, materials, supplies and devices. Students will be required to pay for lost or damaged school property. Obligations will prevent students from future school activities.

## **OFFICE HOURS**

Office staff are available to assist parents on school days from 7:30am-3:00 pm. It is best that parents call school first to make an appointment. In order to follow CDC social distancing guidelines in our very small office, we can only accommodate two parents/guests in the office at a time.

## **OPEN HOUSE**

At the beginning of the year, a virtual Open House is conducted for parents. For your convenience, the Open House presentation is housed on your child's Canvas page, where you can easily access it throughout the duration of eLearning.

## **PARKING**

Parking spaces are available for parents and visitors in the north parking lot during the school day. Please do not park in any staff parking spaces, the fire lane, on the grass, or the carpool lane.



### **PARENT TEACHER ASSOCIATION (PTA)**

Parents are encouraged to join and become an active participant in the PTA at Pines Lakes. Parents involved in the education of their children increase the chance for their child's success. PTA sponsors various programs and activities throughout the year, even during eLearning.

### **PROGRESS REPORTS/REPORT CARDS**

Students in grades K-5 receive progress reports four times a year. During eLearning, parents can view these reports via Virtual Counselor. At approximately the midpoint of each nine-week grading period, an interim report may be distributed to notify you of your child's academic progress and/or any concerns. Parents receive notification of their child not meeting the criteria for promotion beginning in the second marking period. Students in Grades K-5 receive interim reports a minimum of once a year.

### **RESOURCES FOR CONCERNED PARENTS**

It is important to work through concerns together for the benefit of your child. The following information outlines the process to follow so we can resolve any issues quickly and efficiently.

1. First, contact your child's teacher: Most problems can be resolved at this level.
2. Contact PLE: If you feel that your concern(s) have not been addressed properly, please contact the front office to bring this to the attention of administration. This must be filed within 60 days of the act or event.

### **SAFETY**

Whether we are participating in eLearning, or back in the building, your child's safety is important to us. We strive hard to create a positive eLearning climate, and if at any time this is not the case, please reach out to us.

Since Digital Curriculum and Resources provided by SBBC will be frequently accessed by students during online learning, this is an opportune time to remind everyone of online safety practices. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system. Use of the school district's technology and/or software for any unauthorized purpose is prohibited. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the Internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of the School Board of Broward County Technology-Acceptable Use Policy 5306, Section 6.

Thanks to a partnership with the City of Pembroke Pines, our school is fortunate to have a School Resource Officer assigned to us. The SRO, along with our Campus Monitor, ensures a safe school campus for everyone.

## **SCHOOL ADVISORY COUNCIL (SAC) AND SCHOOL ADVISORY FORUM (SAF)**

The School Advisory Council and School Advisory Forum are both adult groups, which address concerns, discuss ideas, and help school personnel plan educationally sound activities and initiatives for our students. Parents are encouraged to attend monthly virtual meetings. Visit our school website for meeting dates. Parents interested in joining will be nominated at the first meeting of the school year.

### **SCHOOL IMPROVEMENT**

Our school continually strives to meet the District's Strategic Plan goals of High-Quality Instruction, Continuous Improvement, and Effective Communication. Just as the District Plan contains specific goals and action steps, so does our own School Improvement Plan (SIP). It is the job of the SAC to lead in developing the school improvement plan that addresses student achievement needs, monitoring the implementation of the plan, and revising it when appropriate. Our SIP can be found online at: [http://www.broward.k12.fl.us/ospa/school\\_sip.asp?school\\_number=2861](http://www.broward.k12.fl.us/ospa/school_sip.asp?school_number=2861)

The State of Florida uses a school grading system to measure schools' performance based on student achievement outcomes. Parents and families should become familiar with the school grades information online. The website is: <http://schoolgrades.fldoe.org/>

Located within the DOE website are many school reports generated annually to provide progress of schools, school districts, and the state to the community. Parents are encouraged to review these reports on the website: <http://www.fldoe.org/accountability>

### **SECTION 504 ANNOUNCEMENT**

Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Additionally, Section 504 enables educational accommodations for students with disabilities who are not eligible for services under the Individuals with Disabilities Education Act (IDEA). For more information, contact the 504 Liaison at our school, or visit our website.

### **SPECIAL PROGRAMS**

Modifications and accommodations for students in all special programs (ESOL, ESE, PreK ESE, Speech/Language, Gifted, etc.) will continue during eLearning. If you have question regarding your child's special needs program, you can contact your child's teacher or our ESE Specialist.

### **TESTING**

All students in grades K-5 participate in diagnostic and standardized testing as designated by our District and/or the State. Results are shared with parents when received. More information on testing is sent home throughout the year. Visit the Broward County Schools website for more information at [www.browardschools.com](http://www.browardschools.com)

### **TITLE I PROGRAM**

We are proud to be a Title I School. The Title I Federal Program ensures that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. To further understand the Title I program, please review the beginning of the year documents shared with parents, or visit <https://www.browardschools.com/title1>.

### **VISITORS**

During eLearning, our office will be open and able to assist our families. We prefer to do this by appointment.

When coming to school for an appointment, expect to be greeted outside by our Campus Monitor. Once in the office you will present your photo ID and receive a visitor's badge. Upon arriving in our office, we ask that you turn your phone on vibrate and step outside if you must take a phone call. This allows us to provide the best customer service to all our visitors.