



**EMBASSY CREEK
ELEMENTARY
PARENT HANDBOOK**

2024 - 2025

ARRIVAL/DISMISSAL

Please refer to APPENDIX A for detailed information regarding arrival and dismissal procedures.

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 any one marking period or 60 hours (10 days) within 90 days.

All absences must be reported within 3 days using one of the following methods:

- **Call** the Attendance Hotline **754-323-5552**
- **Report an Absence** on our school website by clicking the "**Contact Us**" tab on our school website
- **Email** your child's teacher

A list of acceptable reasons why an absence will be excused may be found in the Code of Student Conduct booklet. Please be advised that family vacations are not considered excused absences.

BACK TO SCHOOL FORMS

All of our online back to school forms will now be completed through the Focus Parent Portal. The back-to-school forms are extremely important to keep your information up to date, so you continue to get information from the district. The back-to-school forms will need to be completed in order to see your student's schedule and all other student information. We recommend doing the Parent Portal Focus registration on a computer instead of a mobile device.

BAKED GOODS

Commercially prepared baked goods may be brought for classroom activities, etc. with prior planning with the teacher. Per State of Florida Health regulations, 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.

BIRTHDAY CELEBRATIONS

With safety and security being our highest priority at our school, birthday celebrations are not permitted on the school campus. Therefore, cookies, doughnuts, etc. are NOT to be brought into the school to distribute to the rest of the class. Save these special treats for an after-school activity where family and friends can enjoy this celebration together with loved ones. If you would like birthday invitations to be distributed, one must be provided for each child in the class. Otherwise, please pass out the invitations outside of school hours.

BTIP (BROWARD TRUANCY INTERVENTION PROGRAM)

If you receive a BTIP notice for your child's "pattern of nonattendance," please call the Guidance department 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

Free breakfast and lunch are available daily in the cafeteria to all students. Students may also 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.

*Please keep in mind that breakfast is served from 7:30 a.m. to 7:50 a.m. If you wish for your child to take advantage of the free breakfast, please plan to arrive before 7:50 a.m. so that your child will have a chance to eat before the 8:00 a.m. bell.

There are a la carte items available for purchase in the cafeteria. These a la carte items include cereal, ice cream, chips and crackers, cheese sticks, small water bottles, and extra milk. The cost for these items ranges from \$0.50 to \$1.00 each. You may add funds to your child's account at www.myschoolsbucks.com for the purchase of these items. Students may pay daily in line during lunchtime for purchases. Any unused money 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. Metal silverware is discouraged and knives of any kind are not permitted per the student handbook. Students should not bring knives of any kind, glass containers or carbonated beverages and should refrain from using metal or aluminum cans. Injuries can occur when opening these items.

Although adults are available to assist, we ask that you send students with items they can open on their own. We are not able to warm up food or store food in the refrigerator. Please be sure that packed up items hold up well at room temperature or include ice packs in the student's lunch box. Meal delivery services (Uber Eats, Door Dash, etc.) will not be accepted. Parents are not allowed to drop off any food items in a fast-food bag (McDonald's, Chick-Fil-A, Wendy's, etc.).

CLASS PLACEMENTS

Many factors are considered when placing a student in a class. On occasion, teacher assignments may change to balance class size in each grade level. In the event a parent requests a class change, several factors must take place before such a request is honored. A form is available from the school's guidance counselor highlighting the process necessary to entertain this request. Certainly, every attempt should be made by the classroom teacher, parent, and student to make the placement successful.

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)/guardian(s) immediately. If we are unable to reach the parent(s)/guardian(s), the designee will call the 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. Advise the people picking up your child to bring a photo ID and please provide them with the school's telephone number.
4. Notify the office of any changes as soon as possible.

STUDENTS MUST BE FEVER FREE FOR 24 HOURS, WITHOUT MEDICATION, BEFORE BEING ABLE TO RETURN TO SCHOOL.

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 GOVERNMENT STATE ID. ALL PERSONS PICKING UP STUDENTS MUST BE LISTED ON THE CHILD'S EMERGENCY CONTACT CARD. PLEASE KEEP CONTACT PHONE NUMBERS CURRENT.

If your child appears to be seriously ill or 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. It is the responsibility of the parents to pay this bill.

DISCIPLINE

We are proud of our Embassy Creek students and expect them to behave appropriately. The school utilizes the discipline matrix created by the School Board of Broward County, in accordance with state statutes, 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 field trips and bus transportation. All students must have a signed Code of Student Conduct Acknowledgement form on file.

Our school-wide student expectations are:

- A – Be Accountable**
- R – Be Respectful**
- K – Be Kind**

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

Students Are Responsible For Their Behavior

When unacceptable/unexpected behaviors occur in the classroom, it will be handled by the classroom 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

Continued or severe disruptions will result in a referral to administration and consequences will be applied using the SBBC Discipline Matrix. These consequences are listed in the Code of Student Conduct.

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

DRESS CODE:

- Footwear must be worn at all times. For grades K-12, bedroom slippers are not allowed, and for elementary students, backless footwear is not allowed. Additionally, elementary students may not wear backless, sling-backs, or open-toed footwear (including Crocs). Socks may not be worn with backless shoes as a substitute back for backless shoes. Parent should ensure that the footwear their students wear to school does not impede their safety.
- Revealing clothing or clothing that exposes the torso is not allowed. Examples include but are not limited to: tank tops or spaghetti straps without over blouses (long shirts) or jackets; see-through

garments; mini-skirts or mini-dresses; halters; backless dresses; jackets, shirts, or blouses tied at the midriff; and bare midriff outfits.

- Clothing that exposes the upper thigh is not allowed. Shorts that are not shorter than mid-thigh, including walking shorts, Bermuda shorts, and split skirts (culottes), are allowed. For Pre-K through 3, shorter shorts may be worn since these are standard attire for these ages

EARLY SIGN-OUT

According to School Board Attendance Policy 5.5, no students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an 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 directly to the parent. Parents must sign out their child in the front office. Students may use office phones in emergency situations only.

DISMISSAL

Please refer to APPENDIX A for detailed information regarding arrival and dismissal procedures. Please be advised that in the event of lightning within a 10-mile radius, all dismissal will cease until the lightning is no longer within a 10-mile radius. Parents of walkers/bikers that prefer to pick up their children on torrential rain/lightning days will be able to pick up their children on campus. Parents of east gate walker/bike riders can report to the overhang by the Kindergarten playground. Parents of west side walkers/bikers can report to the overhang by the front office gates. A staff member at these locations will help dismiss these students to their parents. We highly encourage students to keep any necessary rain gear in their backpacks or classroom. Students will be dismissed if it is raining and there is no lightning.

FIELD TRIPS

Field trips are an important part of the school curriculum and require advance planning. Therefore, we are unable to accept late payments for field trips once the collection window has been closed. Please pay close attention to your child's planner and/or school Parentlink in order to receive timely reminders regarding field trip collection dates. Students may be denied the privilege of participating in field trips and social/extracurricular activities if said student(s) violates the Student Code of Conduct. The teacher shall make this initial determination. Administration makes the final decision.

FOCUS

BCPS is excited to introduce FOCUS, the new Student Information System for the 2024/25 school year. This system provides easy access to school information, student schedules, attendance, grades and more. All students, teachers, and staff will have accounts automatically created. Parents/guardians will need to create a Parent Portal by visiting <https://www.browardschools.com/focus>. Virtual Counselor is no longer accessible.

HOMEWORK

The School Board recognizes the importance of assigning meaningful and quality homework to students. Research indicates that schools in which homework is routinely assigned and assessed tend to have higher achieving students. Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Broward County Schools that meaningful and quality homework is required at all grade levels in all schools. Time limits are given on the amount of homework assigned to students. The following is a guideline followed at Embassy Creek

Elementary: Kindergarten is 10 minutes, first grade is 20 minutes, second grade is 30 minutes, third grade is 40 minutes, fourth grade is 50 minutes, and fifth grade is 60 minutes. Please understand that these times include silent reading, weekly projects, studying, daily skill development worksheets, etc.

MAKE-UP WORK

Make-up work is provided to students absent after they return to school. The student will be allowed three (3) days to make-up work.

MEDICATION

Broward County School Board Policy 6305 expressly forbids the dispensing of medication to students by employees of the school system without a completed Authorization for Medication form. This form must be filled out, dated, and signed by your child's physician yearly. The medication form may be obtained in the front office or on the school or district website. 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 without the proper Authorization for Medication form signed by your doctor. 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 CONTAINER. Over the Counter medication will not be accepted if opened or partially used.

NATIONAL ALERT ** EMERGENCY EVACUATION**

All schools are mandated to have a plan in place in case of an emergency evacuation off campus. Embassy Creek Elementary has worked with the local authorities (BSO and Fire Departments) to devise an emergency evacuation plan. If an emergency off-site evacuation is required, our students will evacuate to the **Embassy Lakes Shopping Center** on the south side of Southeast Lake Blvd., where our local authorities will be in charge. A Command Post will be set up off school grounds. Parentlinks will be sent by the school to keep parents informed of the status of the emergency and provide updated dismissal procedures.

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), mainly a parent group, helps identify 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

Embassy Creek PTA actively supports the school's instructional programs and enhances 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. Please visit their website **ece.givebacks.com** for important information and upcoming events.

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 “individually trained” to do something that qualifies as work or a task. Pets or support animals are not considered service animals.

SAFETY AND SECURITY

Please know that the Safety and Security of our students will be our top priority once again at Embassy Creek and across the district. The following safety and security related “non-negotiables” will be implemented beginning on the first day of school. We need your help and patience in implementing these expectations.

- All students and staff members must always wear their IDs on school grounds. Students will receive these IDs on their first day in attendance at ECE. The student IDs are left at the school and worn throughout the day.
- Once the school day begins, ALL perimeter gates will be secured, and all visitors will have to enter through our main parking gate on the southwest side of the school. A driver’s license or government issued photo ID must be shown to the campus monitor before entering.
- The front doors to the main office can only be opened for visitors, parents and guests if proper identification is shown utilizing the A-phone security system located outside the main office doors. Visitors moving throughout the building must sign in through the office RAPTOR system to receive a temporary visitor badge.
- Parents are only permitted to park on campus if they have business in the front office. The campus monitor will ask for a driver’s license and notify the office that you have business in the front office. If you are parking at an off-site location to walk your child to the entrance gates on SE Lake Boulevard, please follow all pedestrian expectations and use the crossing guards as required by law.
- Embassy will be conducting monthly drills (fire drills, lockdown and tornado drills). Appropriate parent notification will be provided after drills have been completed.

TARDINESS

School begins at 8:00 a.m. Students are late unless they are in their classroom at the 8:00 a.m. bell. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Students arriving after the 8:00 a.m. bell may walk to their class; they will be marked tardy. Students arriving after 8:05 a.m. must be signed in, in the office, by a parent. Before coming to campus all parents/visitors must present a driver’s license or Passport. All tardies will be recorded on the report card.

TRANSPORTATION

Bus transportation is provided for those students living two miles or more from our school. Parents should use the district’s website at browardschools.com/register2ride to request a bus seat.

SUNSHINE AFTERSCHOOL CHILD CARE

Sunshine Afterschool Child Care, our on-site after-care provider, is accepting registrations. Once a parent completes the registration, they will be notified by Sunshine Childcare staff if space is available and when

their child may begin. To access the site, go to <https://www.sunshinefl.com>. Don't delay if this service is needed.

VOLUNTEERS

In order to be a chaperone on a field trip or volunteer in a classroom/schoolwide activity, you must be an approved volunteer. Volunteers may not bring infants or toddlers with them. All classroom volunteers must arrange with the teacher before volunteering. Remember that it takes time to receive your approval, particularly at the start of the school year. Registration is required yearly. Please go to www.browardschools.com/Page/37924. To help ensure a successful volunteer experience, a Volunteer Orientation will be scheduled yearly for parents to explain all the guidelines and procedures. Teachers will not begin utilizing approved classroom volunteers until after this important meeting.

VISITORS

ALL VISITORS MUST HAVE 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.

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. Records will be mailed upon receipt of a request from the new school.