

# Pasadena Lakes Elementary School



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student ID Number: \_\_06\_\_\_\_\_ Lunch Number: \_\_\_\_\_

Proud Unified Dress Code School

## UNIFORMS INCLUDE / UNIFORMES INCLUYEN:

### SHIRTS/ CAMISAS:

Solid color "Polo Style" Shirt (short or long sleeve) / Camisa "Polo Style" en color liso (manga corta o larga)

Colors/ Colores: Teal, Gray, Black, Navy Blue or White / Verde Azulado, Gris, Negro, Azul Marino o blanco.

### PANTS OR OVERALLS/ PANTALONES O GENERALES:

Long or knee length short pants (no jeans) / Pantalones cortos largos o largos hasta la rodilla (no vaqueros)

Colors/ Colores: Navy Blue or Khaki / Azul Marino o Caqui

### SHORTS / PANTALONES CORTOS:

Knee length (no jeans or basketball style shorts) / Hasta la rodilla (sin jeans o pantalones cortos de baloncesto)

Colors / Colores: Navy Blue or Khaki / Azul Marino o Caqui

### JUMPERS, SKIRTS, SKORTS OR CULOTTES / PUENTES, FALDAS, SKORTS O CULOTAS:

Knee length, pleated or unpleated tennis skirts with shorts attached / Hasta la rodilla, faldas de tenis con o sin pliegues con pantalones cortos adjuntos

Colors: Navy Blue or Khaki / Azul Marino o Caqui

**SHOES / ZAPATOS:** As per the Broward County School Board Dress Code Policy / Según la Política del Código de Vestimenta de la Junta Escolar del Condado de Broward.

*Items may be purchased at any locations that sell standard uniforms.*

## **ACCELERATED READER**

Students in grades one through five will be encouraged to participate in the Accelerated Reader Program. Students choose their own books and read them at their own pace. Students take a short quiz on the computer. Both the student and teacher get immediate, individualized constructive feedback to direct ongoing reading practice.

## **ARRIVAL AND DISMISSAL**

### **SCHOOL HOURS**

The school hours are 8:10 a.m. to 2:10 p.m. for all grades.

### **ARRIVAL**

We urge you **not** to send children to school before 7:40 a.m., unless your child is enrolled in the Before School Panther Care Program. Students arriving to class after 8:10 a.m. are marked tardy. The parent will be notified through Parent Link if your student is tardy. Tardies are noted on the child's report card and minutes tardy are counted as a pattern of non-attendance.

### **DISMISSAL**

Children leaving the school grounds during the school day must be signed out in the front office by an authorized adult. Parents must present photo identification when signing a student out early. Children needing to leave school early must be signed out **before** 1:40 p.m. (11:40 a.m. on Early Release Days).

## **ATTENDANCE**

Regularity of attendance is required by Florida State Law. When a child is absent from school for any reason, the absence should be verified by a phone call from the parent or guardian on the day of the absence. **Please call the school at (754) 323-6902.** A note may **also** be sent to the teacher for verification of an excused absence. The absence is marked unexcused without such a note or call within 2 days of the absence. Absences can also be reported using our on-line form or through our attendance email at: [attendance\\_2071@browardschools.com](mailto:attendance_2071@browardschools.com).

Please provide the following information when calling the attendance hotline: Name of student, teacher's name, date of absence, reason for absence and daytime phone number where you can be reached.

Please read Section I -Attendance in Broward County Public Schools Code of Student Conduct for more detailed information and a list of accepted excused absences. The Code of Student Conduct can be accessed at [www.browardschools.com](http://www.browardschools.com).

## **AWARDS**

Principal's Honor Roll:	All A's, on grade level, no 3's
Honor Roll:	All A's and B's, on grade level, no 3's
Academic Achievement:	All A's and B's, no 3's
Personal Success Award:	Showing improvement, no 3's
Kids of Character	Nominated each month by staff and exhibit the trait of the month.
Perfect Attendance	Present for the entire marking period, no tardies.

An awards assembly with incentives sponsored by Partners in Education will be held each grading period.

## **BEFORE & AFTER SCHOOL CARE**

The Pasadena Lakes Before & After School Child Care Program begins on the first school day for students and operates **only** on school days. Before care is from 6:40 a.m. – 7:40 a.m. Aftercare is from 2:10 p.m. to 6:10 p.m. and on Early Release days from 12:10 p.m. to 6:10 p.m. The telephone number is (754) 323-6922.

There is a nominal fee to participate in this program and payment will be due in advance each pay period. **Registration and payment must be made 24 hours before a child attends.**

Students enrolled in the program participate in many activities such as study/homework time, reading, arts and crafts, organized games, computers, and science.

## **BIRTHDAYS**

Celebrations are best recognized when celebrated by families at home. Due to COVID 19, we are not celebrating student birthdays at school, but students can be recognized by their teacher face to face or through the use of Microsoft TEAMS. In the event that the pandemic improves, and a sense of normalcy is restored and the all clear is approved by administration, parents will be allowed to send in store bought cupcakes, donuts or cookies to celebrate their child's birthday. These will be distributed during lunch or recess by a school staff member, as not to detract from instructional time. Please do not send in cookies, donuts or cupcakes containing peanuts. **Do not** send in drinks, balloons, flowers, prizes, gifts, etc. We appreciate your cooperation.

## **BREAKFAST**

Pasadena's free breakfast program is from 7:40 a.m. to 8:00 a.m. Service will end promptly at 8:00 a.m. so children will not be late to class. **A new free/reduced application must be completed each year.** Applications may be completed any time through the year at [www.myschoolapps.com](http://www.myschoolapps.com).

Adult supervision is provided during breakfast. Due to increased security, a lack of space and the shortage of serving time, **parents may not accompany their children to breakfast.**

## **CAFETERIA**

Free and reduced price meals will be provided for students who qualify and are authorized. New Free and Reduced Meal Applications must be submitted each year to verify qualification in this program. **The students who received such meals the previous year will be given a two-week grace period to resubmit the necessary application.** After that time the meals will be discontinued if applications are not submitted and processed. New applications are available on-line and will only be sent home by parent request. Log onto [www.myschoolapps.com](http://www.myschoolapps.com) to submit an application.

Monthly menus are available on the District and school's websites. Students may choose between a selection of hot meals or a salad. Ice cream is sold on Wednesdays for \$0.65. Juice bars/ Shape Ups are sold at the register on Fridays. Please make sure your child brings the appropriate amount for these purchases or parents may deposit money into their child's lunch account on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com) .

Breakfast is free to all students. The price of a regular lunch is \$2.00; approved reduced cost is \$0.40. Meals may also be paid for in advance on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). There is a \$1.50 service fee for all on-line payments. You may pay for several children during one transaction.

Due to lack of space and increased security, parents are not permitted to eat breakfast or lunch with their children in the cafeteria. Please do not bring fast food meals to school for your child.

## **CELL PHONES**

Student cell phones are allowed on campus. However, they must be turned off and remain out of sight during school hours and on school transportation, except in a safety-to-life situation or under direct supervision of the teacher. Failure to follow these rules can lead to disciplinary action.

## **CONFERENCES**

Parent-teacher conferences are essential in reporting student progress and in helping us to know more about your child. Teachers or parents may request conferences. It is important to pre-arrange conference times by note or telephone call so both parties will be prepared. If you are unable to attend a scheduled conference, notify the teacher immediately so that a new date may be arranged. Conferences are usually scheduled before school from 7:40 to 8:05 a.m. or after school from 2:20 to 3:10 p.m and can be held via phone, in person if social distancing can be maintained or through Microsoft TEAMS.

Do not hesitate to ask questions about anything that you do not understand. If it becomes necessary for you to contact a teacher during the school day, please call the office at (754) 323-6900 and you will be directed to their voicemail.

## **DISCIPLINE**

Teachers at Pasadena Lakes have been trained in a variety of discipline programs including CHAMPS (Conversation, Help, Activity, Movement, Participation and Signal). They use the best and most successful ideas from each of these programs to provide an atmosphere conducive to learning.

During the first month of school, you will receive the classroom rules from your child's teacher. Please review those rules, as well as the following general school rules, with your child.

The School Board of Broward County has developed a *Code of Student Conduct* booklet. A copy of this code is available on The School Board of Broward County website at [www.browardschools.com](http://www.browardschools.com). Please read and discuss this document with your child and return the signed acknowledgment form to your child's teacher.

## **DETENTION**

Detention may be used as a consequence for inappropriate behavior. Detention is scheduled between 2:10 and 3:10 p.m. Parents will be notified at least a day in advance of any scheduled detention. Parents are responsible for arranging transportation home on days their child is scheduled for detention.

## **DRESS/PERSONAL GROOMING**

Studies show there is a direct correlation between dress and self-esteem. When we look good, we feel good about ourselves. We are asking your cooperation in monitoring your child's dress to ensure its appropriateness for school. Pasadena Lakes Elementary School is a Unified Dress Code School. Students may wear "polo" or "crew neck" style solid color shirts in the following colors: Teal, Black, Gray, Navy Blue or White. Bottoms including dresses should be Khaki (tan) or Navy Blue.

If a child is wearing inappropriate clothing or is not in unified dress code, a parent may be asked to bring the child something else to wear. Please refer to the *Code of Student Conduct* booklet for more information on Broward County Public School's dress code.

A uniform waiver may be applied for in certain circumstances within the first 10 days of attendance at PLE.

## **EMERGENCY CONTACT NUMBERS**

It is very important the school have several up to date emergency contact numbers for your child. If your telephone number or address changes during the school year, contact the school immediately to update the information. Each year parents will be asked to complete Back to School forms with current information. More information about Back to School forms can be found on our districts website at [www.browardschools.com](http://www.browardschools.com).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) became a Federal Law in November 1974 and further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents of such students and authorized individuals having legitimate educational interests will have access to certain confidential letters or statements.

## **FIELD TRIPS**

Field trips are planned as extensions of the curriculum. Field Trip Authorization forms must be signed and returned before a child is allowed to participate in a field trip. The deadline for returning this form will be indicated on the permission slip along with the cost of the trip. According to School Board Policy #6303, "Students may be denied the privilege of participating in field trips, social and/or extra-curricular activities if

said student(s) have been disruptive, violate the student code of conduct or fail to conform with school rules and regulations. The final decision on whether or not the student may participate shall be made by the principal with documentation and input from the affected staff.” Field Trips will be paid on-line through the Broward County Public School E-store at [www.estore.browardschools.com](http://www.estore.browardschools.com) or <https://osp.osmsinc.com/browardfl/> .

Virtual fieldtrips may also be offered to students to extend their learning.

## **GATES**

For safety and security, all gates will remain locked throughout the day, unless manned by a staff member. If the gates are locked, all visitors must contact the office at 754-323-6900 for assistance. Gates for students to access campus will open for student drop off at 7:40 am and for student pick-up at 2:10 pm.

## **GUIDANCE/STUDENT SERVICES**

All students will be presented with materials dealing with self-esteem, decision-making, mindfulness and substance awareness. Our guidance counselor is also available to discuss study habits, grades, test scores or family problems interfering with your child's learning and may meet with students face to face or through Microsoft TEAMS.

## **HOMEWORK**

Research has shown that regularly scheduled homework is an important factor for students' success in school. Parents and children can spend quality time together working on homework projects. To make homework more productive: designate a set time each day, provide quiet, uninterrupted time, be positive, stress success, not failure and have fun.

## **ILLNESS AND MEDICATION**

### **CLINIC:**

A school clinic is maintained for students who become ill or injured during school hours. Minor cuts and scratches are washed and a band-aid may be applied. Whenever a student sustains an injury that needs parental or professional attention, has a temperature, or vomits, parents will be notified immediately to come and pick up the student. Children who are ill should not be in school, not only for their own health but to prevent contamination to others. If your child is experiencing any symptoms related to COVID 19 or any other communicable diseases such as fever, persistent cough, sore throat, headache, new loss of taste or smell, shortness of breath/difficulty breathing, chills, muscle or body aches, nausea, vomiting, diarrhea, fatigue, congestion or runny nose.

### **MEDICATION:**

Broward County School Board Policy 6305 expressly forbids employees of the school system from dispensing medicine to students without proper authorization from a licensed physician and the parent. The Broward County Health Department has recommended that parents inform their physician and dentist of their child's school hours and to make adjustments in the time and dosage, so children do not have to take medicine at school.

If a child must take medication during school hours, a Medication Authorization form must be completed and signed by the child's physician and on file in the school office **before** any medication is dispensed. Proper completion of this form is the only way school personnel will be allowed to administer medication. This form must be updated on a yearly basis. All medication must be provided in the original bottle.

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 the child without proper medical documentation.

## **ITEMS LEFT AT HOME**

**NO DELIVERIES** – We are asking that parents refrain from dropping of items to students during the school day (i.e. lunches, snacks, backpacks, jackets, homework, etc.)

## **OBSERVATION AND VISITATION**

Due to the unique needs of the students in special programs we, at PLE, have found that limiting parent observations to 30 minutes and one time per month is the best policy for ensuring uninterrupted instruction. Please schedule observations through the ESE office.

All classroom observations must be scheduled 48 hours in advance.

## **PARTIES**

Students enjoy two parties each school year. The first party is the last hour of the last day before winter break. The second party is on one of the last days of the school year. You may send store bought refreshments to school for these two parties. Please check with your child's teacher to find out what safety measures are being taken that will allow for classroom parties.

## **PASADENA SCOOP**

*Pasadena Press* will be on-line monthly at [www.browardschools.com/pasadenalakes](http://www.browardschools.com/pasadenalakes) . We encourage you to take a few minutes each month to read the newsletter with your child. Many parents find it helpful to put the calendar and menu on their refrigerator. PLE school website is [www.browardschools.com/pasadenalakes](http://www.browardschools.com/pasadenalakes) .

## **PTA**

The Parent Teacher Association at Pasadena Lakes welcomes all of our families and community members. PTA Executive Board meetings are held monthly at the discretion of PTA in coordination with school personnel. General PTA meetings are held at least four times a year. Look for meeting dates in the *Pasadena Scoop*, <https://pasadenapawsome.memberhub.store/store> or contact the PTA at 754-323-6927.

## **REPORT CARDS**

Report cards are issued approximately every nine weeks. Interim reports are issued as needed. If your child is experiencing academic difficulty, contact the teacher to set up a conference so that plans for improvement can be made. Report cards may be accessed by logging into your child's single sign-on Clever Launchpad at [sso.browardschools.com](http://sso.browardschools.com) . Parents will need to use their child's 06 student number and password to log in. Once logged in look for the Virtual Counselor logo and click to view.

## **SAFETY PLAN**

Each school in Broward County has developed a School Emergency Response Plan. This plan is updated annually and reviewed with all school staff members. The plan includes school site information and staff responsibilities before, during and after an emergency. Each year we work cooperatively with the local fire and police departments to develop a plan which addresses issues that might affect the safety and security of the children and staff both on campus and off.

Our first priority is to keep the children safe during a crisis. Under some circumstances, the safest place for your child is at school. Drills and training are conducted regularly with the students and staff to maintain readiness. During times of high threat levels, outdoor activities and field trips may be cancelled to reduce risks.

In the event of a crisis involving the school, you or your designated contact will be notified, so please keep all emergency information current. You will be given brief information to the nature of the crisis and instructions for picking up your child if necessary.

We ask that during an emergency that you do not call the school. We will be busy safeguarding our students and staff and will need to keep the lines open for emergency communication. We also ask that you do not rush to the school to get your child unless directed to do so by school or emergency personnel.

**SANITATION**

Each classroom will be provided with Personal Protective Equipment (PPE) such as: hand sanitizer, wipes, and gloves. Custodians will sanitize high frequency touched/utilized common areas throughout the day.

Hand sanitizer will be provided, but students may bring their own. Frequent handwashing and sanitizing will be encouraged throughout the day.

**SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council (SAC) works throughout the year to assess the school's needs, set goals, implement action steps and monitor achievement of the goals. Meetings are announced in the school newsletter and are open to the public. Your participation is encouraged.

**SCHOOL ADVISORY FORUM (SAF)**

The School Advisory Forum (SAF) is open to all concerned parents and community members. The meetings are usually held immediately following the School Advisory Council (SAC) meetings which are generally held on the last Tuesday of the month at 2:15 p.m. or at 6:15 p.m.

**SCHOOL HOURS**

Pasadena Lakes Elementary School Hours

Monday – Friday	Student hours: 8:10 am – 2:10 pm
	Front Office & Staff Hours: 7:40 am – 3:00 pm
Early Release Days	Student hours: 8:10 am -12:10 pm
No student dismissal after 1:40 pm daily nor after 11:40 am on Early Release Days	

Changes in dismissal must be received by 1:00 pm to allow adequate time for personnel to be contacted in reference to your child’s dismissal. Request must be received in writing or through front office communication.

**SPECIAL INVESTIGATIVE UNIT HOTLINE**

When an emergency situation pertaining to any Broward County Public School occurs after normal business hours, weekends, or holidays please call 754-323-0911 to report it.

**STUDENT OBLIGATIONS**

Students are responsible for returning textbooks and other school property in good condition. Books that are not returned or damaged school property must be paid for in a timely manner. Student participation in extra-curricular activities can be suspended until obligations are paid in full.

**TEACHER QUALIFICATIONS**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act (NCLB). Broward County Public Schools is committed to following all guidelines as established by NCLB and will provide information regarding classroom teacher qualifications in a timely manner upon request.

You have the right to request the following information:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualifications of licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.



Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria.

Please be assured that Broward County Public Schools is dedicated to providing the students of Broward County with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the principal at 754-323-6900.

### **TECHNOLOGY**

Laptops may be issued to students to assist in maintaining academic momentum. To obtain a laptop, parents must contact the school and arrange for one to be issued. Parents must sign a property pass and monitor the use and handling of BCPS student issued property. Failure to monitor the use and handling may result in the student only being able to use

### **TEXTBOOKS**

It is the student's responsibility to keep the books in good condition. Assessment for lost or damaged textbooks will be charged when there is evidence of abnormal wear and/or unnecessary damage.

### **TOBACCO FREE ENVIRONMENT**

Effective July 1, 2014, The School Board of Broward County, Florida, approved Policy 2401: Tobacco-Free Environment. This Policy prohibits all tobacco use anytime, anywhere, by anyone on any District-owned property or within 100 feet of any District-owned property. This includes all school-sponsored events after regular school hours.

### **VISITORS**

All visitors and volunteers must check in at the front office upon entering the school. For the protection and safety of students and staff, all visitors are required to wear a name badge or volunteer tag when on campus. When arriving on campus visitors must present a valid photo ID that will be scanned through the Raptor system and the process may take a few minutes. Therefore, please arrive a few minutes early for any appointments. Due to COVID-19, we are limiting the number of visitors on campus and in the front office, except in the event of a scheduled meeting that **cannot** be facilitated through Microsoft Teams. Meetings scheduled on campus may include district and/or school-based staff who will participate via Microsoft Teams. Please Note: visitors may be asked to wait outside until the visitors in the front office exit.

### **VOLUNTEERS**

Parents and community members are encouraged to volunteer at Pasadena Lakes. No special skills are required to be a school volunteer. Volunteers are required to complete a volunteer application and be approved by the District yearly.

By volunteering to chaperone field trips, assisting in the classroom or media center, decorating bulletin boards, weighing and measuring students, helping with special events, you are not only helping your child but the whole Pasadena family.

Visit the Volunteer Services Web page – [www.browardschools.com/getinvolved](http://www.browardschools.com/getinvolved) – for complete information on Broward County Public Schools Volunteer Programs, including quick access to the online volunteer application, current news and highlights, announcements and the Resource Library.

### **WITHDRAWAL OF STUDENTS**

Parents who are withdrawing their child(ren) from school should contact the school office, by telephone or by written communication, at least 48 hours prior to withdrawal. The child's teacher and the media specialist complete a clearance form prior to withdrawal. Students are responsible for paying for any lost or damaged books before they withdraw.