

**Coral Springs
Elementary School**

PARENT/STUDENT HANDBOOK

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Principal**

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WELCOME!

Coral Springs Elementary School

A Title I School

Dear Parents and Students,

Welcome to the 2023-2024 school year at Coral Springs Elementary School! Our theme this year is "Creating Joy on the Journey to Excellence".

Coral Springs Elementary's faculty, staff, and administration continue to strive to meet the needs of our students through excellent educational programs, which challenge and inspire all students. We encourage parents to participate through the Parent Teacher Association, School Advisory Forum, School Advisory Council, and school volunteer programs. Take time to investigate the many opportunities to participate in your child's education.

Our Mission: To provide a positive learning environment that recognizes the importance of individual needs and encourages community involvement.

Within this environment, students acquire skills necessary to continually grow as creative problem solvers and life-long learners.

This handbook is designed to answer questions you may have about school operations. Please take time to read this handbook together.

Many exciting experiences have been planned for this school year. Join us!

Sincerely,

Vonda L. Oliver, Principal

Shari Brown, Assistant Principal

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Attendance and Absences

Attendance Eligibility

Children entering **kindergarten** must be five years old on or before September 1st of the school year. Children entering **first grade** must be six years old on or before September 1st of the school year. Florida law requires that children who will be six years old on or before February 1st of any school year, or who are older than six years but who have not reached the age of 16 years, must attend school regularly during the entire school term.

Registration and Class Placement

Children will all be placed with a classroom teacher upon entering school. Be advised that this placement should be considered tentative. After monitoring student enrollment, permanent placements should be made within 2-3 weeks. This is done in order to provide our students with the best and most appropriate educational setting as well as meet state class size requirements. **Parent requests for a change of classroom will not be granted without a parent/teacher conference including the instructional coaches and/or guidance counselor.**

Reporting Absences

Parents must **call the school or send a note** on the day of the student's return to school specifying the dates and reason for absences. Please notify the school regarding your child's absences at 754-322-5900. Failure to do so may result in the student, at any grade level, receiving an unexcused absence. Parents of students exhibiting a pattern of non-attendance may be referred to the District's truancy intervention program, BTIP, and the school's social worker. Also, read the section of the Student Code of Conduct on excused absences to ensure that you follow the correct procedures.

Make-Up Work

When students are absent, the teacher may assign make-up work. Two (2) days (not including the day of return) are allowed for each day of absence for make-up work to be completed. Teachers must be given a 24-hour notice if make-up work is requested.

Residence Change

If you change residence during the first semester of school and your new address falls within the boundaries of another school, you must register at the new school. Be sure to take two proofs of your new residence with your name on it, such as a purchase agreement, or a rental lease.

After the first day of the second semester, students who have relocated outside of the current school's boundary will be given the opportunity to complete the second semester in the same school. You must complete a reassignment form with proper documentation of the move. If the parent desires to keep the student at the school for the remaining grades, a reassignment request must be completed during the reassignment window.

***Have you changed your address?
What about your phone numbers?***

***Don't forget to let the school know so
emergency information is accurate!***

Arrival and Dismissal Procedures

Arrival Procedures

Students will enter the school through the cafeteria daily. Gates will open at 7:50 each day.

Monday, August 21st and Tuesday, August 22nd ONLY!!!

On August 21st and August 22nd, the first two days of school, parents of **PreK, Head Start, Kindergarten and students enrolled in special programs** will be able to escort their children to class. Once the student is checked in, parents are to leave the classroom and exit the campus.

For the safety of our students and staff, these are the only days parents will be allowed to escort students to class. (This applies to the parents of students in PreK, Head Start, Kindergarten, and special programs and their specific classroom only! Parents are not permitted to visit the classroom of students not included in this list.)

On Wednesday, August 23rd, we will celebrate Independence Day! Beginning this day, all students will need to enter the building on their own. School staff will be available to assist younger students at the cafeteria door entrance (HS, PK, AM/PM, Kindergarten, and others as needed) to their assigned area.

Students planning to eat breakfast will go through the breakfast line, sit and enjoy their breakfast and will remain seated in the cafeteria until released to go to class at 8:05. School staff will supervise student transitions to class.

Students not eating breakfast in the cafeteria will sit in a designated seating area and remain seated until released to go to class at 8:05. School staff will supervise student transitions to class.

Once in their hallway, students will be expected to sit in their designated area, in the hallway in front of their classroom, until the 8:25 bell rings and the teacher allows them in the classroom. Students are to read silently or quietly work on an academic or other appropriate task.

******On "Independence Day", and as needed, CSE staff members will be available to escort students to their classrooms.***

Daily Morning Procedures

(3rd day of school and beyond)

Breakfast

Breakfast is free and available to all students from **7:50 a.m. to 8:15 a.m.** Students are expected to wait appropriately in the breakfast line to open and to be respectful to fellow students, school staff, and themselves at all times. **Please be advised that campus gates open at 7:50; students should not arrive on campus prior to this time as there is no supervision.**

All students arriving prior to 8:05 are to report to the cafeteria. If not eating breakfast, they are to sit in the designated area until students are dismissed at 8:05. Students, in grades 1-5, arriving on campus after 8:10 should report directly to their assigned area, if not planning to eat breakfast. Assigned areas are as follows:

- **HS AND Pre-K students** will sit at their assigned table (in the cafeteria) and will be taken through the breakfast line as a class, by their teacher and ESP. After eating breakfast, HS students will be escorted to their classroom by their teacher and the ESP.
- **Kindergarten students** will proceed through the breakfast line and sit at tables, assigned by class, in the cafeteria. The students will be supervised by school personnel; additional monitoring will be provided by safety patrols. The students will remain in the cafeteria until picked up by their teacher, at 8:25, and taken to class.

Grades 1 – 5 students will report to and remain in the cafeteria until they are dismissed and allowed to go to their hallway at 8:05 a.m. At that time, students are to go directly to their hallway and must remain seated. Students are to read silently or quietly work on an academic or other appropriate task. Students are to remain seated until the first bell rings at 8:25 a.m. and they are directed to enter the classroom by their teacher. Hallways will be supervised by staff and faculty members; additional monitoring will be provided by safety patrols.

- **Students arriving on campus after 8:15 a.m. should go directly to their assigned hallway. Students arriving after the main gate closes must report to the front office for a tardy pass.**

Walker and Bike Rider Procedures

Walkers and Bike Riders: Walkers and bike riders must follow the designated sidewalk pathways and **never cross through cars or buses.** Students riding bikes and skateboards are to “walk” their devices once they reach the school campus. Students entering from the north should use the bike rack on the north side of the campus. Students entering the campus from the south should secure their bikes along the fence near Building 6 (the building closest to Sample Rd.). It is recommended that all bikes be secured with a lock when utilizing either area for bike storage. Bike riders must always remember to wear a helmet and practice safe bike-riding habits.

Bus Rider Arrival Procedures

Bus Riders Procedures: Students will disembark buses from the bus loop at the front of the school. Students will enter the cafeteria via the car loop and may eat breakfast. Students not planning to eat breakfast are to go to their designated area in the cafeteria or to their hallway. Students enrolled in special programs are to sit at their assigned table under the supervision of school staff. Students riding a bus that arrives late will be allowed to eat breakfast in the cafeteria before going to class. ****Bus riders arriving late will not be marked tardy.**

Car Loop Arrival Procedures

Car Drop-Off Procedures: **The gate, on the southern end of the campus, will be opened by security personnel each morning at 7:50.** Parents dropping off students should enter here and proceed through the car loop, on the south side of the school building. It is important that drivers adhere to the school zone speed limit regulations, including no cell phone usage, and are alert and aware of their surroundings.

*****IMPORTANT INFO*****

When driving through the car loop, please drive the vehicle as far up in the car loop as possible, and REMAIN IN THEIR CAR in order to avoid an accident and keep everyone safe. We ask that all drivers remain PATIENT and COURTEOUS, especially during the first few weeks of school. We ask that parents remain attentive and AVOID THE USE OF CELLULAR DEVICES while in the car loop line. School staff members will welcome students as they arrive. Please remember that the front parking lot and driveway are for the use of private daycare buses, SBBC buses, and handicapped parking only!

Tardiness: **The gate, on the southern end of the campus, will be locked by security personnel each morning at 8:30. Students arriving after the gate is locked, must enter through the front office; students arriving after 8:35 a.m. are considered tardy and must also enter through the front office.** They will receive a tardy slip from the office and will be marked tardy in the Pinnacle system. **It is imperative that students arrive to school on time each day** (SBBC Policy 5.5). Habitual tardiness will be referred to our social worker. Tardiness is a problem that can be easily remedied; please prepare to leave home 5 or 10 minutes early to allow time for unexpected delays.

Dismissal Procedures

Dismissal Times: Regular School Days – 2:30 / Early Release Days – 12:30

*****CSE dismissal procedures for the 2023-24 school year may change, pending the approval of digital dismissal software.*****

Headstart and Kindergarten Procedures

All **Head Start students, PreK and kindergarten students** will remain with school staff members. Teachers and ESP's will monitor students during dismissal and will escort students to the car loop or bus loop once their name (or bus) is called. Students who walk home (with an older sibling or adult) will remain with school staff until walkers are released, at 2:30. A staff member will escort the students to their dismissal area (north or south) to meet siblings and/or parents. **The staff member will supervise and remain with the student(s) until the appropriate connection is made.**

Car Loop Dismissal Procedures

CSE staff will open the entrance gate, to the car loop, at 2:00 each day. Parents must drive through the car loop to pick up students going home by car. Staff members will call for students, via walkie-talkie and students will exit the main building, via the cafeteria or the corridors on the south side of the main building. **To help expedite this process, we ask that parents use a car tag to display student(s) name and continue pulling as far up in the car loop line as possible. Parents are to remain in the car while waiting for students, school staff will supervise, assist with loading, as needed.**

*****IMPORTANT INFO*****

When driving through the car loop, please drive the vehicle as far up in the car loop as possible, and REMAIN IN THEIR CAR in order to avoid an accident and keep everyone safe. We ask that all drivers remain PATIENT and COURTEOUS, especially during the first few weeks of school. We ask that parents remain attentive and AVOID THE USE OF CELLULAR DEVICES while in the car loop line. School staff members will monitor and assist students during dismissal. Please remember that the front parking lot and driveway are for the use of private daycare buses, SBBC buses, and handicapped parking only!

Procedures for Parents Walking to Meet Students

Parents who are walking to school to retrieve students must wait at the walker gate - north or south end of the campus. A staff member will escort the students to their dismissal area (north or south) to meet siblings and/or parents at 2:30. A staff member will supervise and remain with the student(s) until the appropriate connection is made. **Parents are to wait at the gate and not walk onto campus to retrieve students. Staff members will be available to assist with students not reporting to their assigned dismissal area.**

Bike Rider and Walker Procedures

1st through 5th grade students who walk/bike ride south towards Sample Rd., will be escorted by a staff member to the **south walker gate** to meet siblings and/or parents at 2:30. **Students will meet** parents, siblings and/or friends, with whom they walk home, in this area. A staff member will supervise and remain with the student(s) until the appropriate connection is made.

1st through 5th grade students who walk/bike ride north, down 110th Avenue, will be escorted, by a staff member, to the exit at the north side of the campus. A staff member will escort the students to the **north walker gate to meet siblings and/or parents at 2:30. Students will meet** parents, siblings and/or friends, with whom they walk home, in this area. A staff member will supervise and remain with the student(s) until the appropriate connection is made.

CSE Aftercare

At this time CSE will not offer an aftercare to our families. A list of providers is available in the front office and on the school's website. **We will monitor this throughout the school year and reinstate our aftercare once parent demand increases and we are able to run a viable program.**

Early Dismissal/Changes in Dismissal

It is important that students are in school to ensure their success. We ask that you limit early sign-outs to emergencies only. Schedule medical appointments after school hours, when possible. Students will need to be signed out by an adult having proper photo ID and must be listed on the student's emergency card. ****All early dismissals must occur before 2:00. Per School Board policy, "No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency"**.

School staff must be informed of all changes in a student's dismissal plan. Parents are to call the front office to alert the school to any change in dismissal, this information will be provided to the classroom teacher. **It is better that the information is received as early as possible and no later than noon (by 10 a.m. on an Early Release Day). Messages regarding a change in dismissal should not be solely communicated by a student.**

Inclement Weather/Storm Dismissal

On days when the weather is too severe to release students, we will enact our Storm Dismissal Plan. As the weather permits, bus riders will be loaded onto buses. Staff members will retrieve and load car riders as their car arrives. Walkers and bike riders will be held, at the school, until the weather clears and it is safe for them to walk/bike home. Staff and faculty members will see that siblings, etc. are reunited. If crossing guards are no longer on duty, staff and faculty members will facilitate students crossing at these points.

Standards of Behavior

The school, as a center of learning, provides for the development of habits and attitudes conducive to acceptable practices of the school community. Schools must provide a learning environment that is orderly, supportive, and safe. Our school-wide expectations are: **Be respectful, Be responsible, Be safe!** This serves as our guiding principle and over-arching expectation for students. Students are expected to always exhibit these attributes, throughout the school day, on campus, and at school-sponsored events.

Parents are required to review and sign the **Code of Student Conduct Handbook** at the beginning of each school year. The Handbook describes the rights and responsibilities of students, parents, and the school in the areas of dress code, attendance, behavior, personal privacy, free speech and publications, and student activities and assembly.

The Handbook defines consequences for behavior in violation of the rules, including those related to drugs, alcohol, and weapons. Possible consequences could include a school/ parent conference, administrative referral, suspension, or expulsion.

****Both students and parents are required to sign and submit the Code of Student Conduct to the school stating that they have received the rules.** Teachers will review the Handbook and answer questions making sure that students understand what is expected of them. Parents can contact the

front office staff for assistance accessing the form, if needed.

Everything possible is done to maintain an excellent school facility. The school must be kept neat and clean at all times. All students are requested to join with the staff in maintaining our school, not only by caring for the school, but also by encouraging others to do the same. Vandalism and wanton destruction will not be tolerated. Students are encouraged to report immediately to a staff member any persons engaged in this type of activity.

Unified Dress Code

CSE is a unified dress code school. Shirt colors are yellow, royal blue, light blue and white. Collared polo shirts or crewneck shirts (t-shirts) of the colors listed above may be worn with or without an emblem. The colors for pants, shorts, skirts, skorts and jumpers are navy blue or khaki. Students are encouraged to purchase a Spirit Day shirt to wear on Fridays with jeans.

Please note the following, regarding BCPS dress code, found in the Code of Student Conduct:

- ★ Students in grades K-8 may not wear backless, sling-backs or open-toed footwear. (This includes Croc sling-back shoes.)
- ★ Revealing clothing or clothing that exposes the torso is NOT allowed, including tank tops, spaghetti straps, see-through garments, mini skirts, tops showing the midriff.
- ★ Clothing that exposes the upper thigh is NOT allowed.
- ★ Shorts that are NOT shorter than mid-thigh are allowed. For grades PreK-3, shorter shorts may be worn since these are standard for these ages.
- ★ Leggings without overblouses (long shirts) that reach mid-thigh are NOT allowed.
- ★ All trousers-pants must be secured at the waist level.
- ★ Head coverings, including caps and bandanas are NOT allowed.

SCHOOL MEALS

Broward County Public Schools Food and Nutrition Services offers **FREE breakfast and lunch meals for all BCPS students every school day** at their school.

Breakfast

The breakfast line opens at 7:50 a.m. and closes at 8:15 a.m. **Students must be in line by 8:15 in order to be served breakfast.** Students arriving by bus will be served breakfast upon arrival. **Identification badges must be scanned at the point of sale during breakfast. To meet USDA guidelines, students must always wear/present their ID badge; students are also required to state their name to the cashier.**

Each student's I.D. badge will be attached to their bookbag during the first week of school. It is important that the student brings the bookbag each day and ensures that the badge remains intact.

Lunch

School lunch is **free** and available at school. Menus are designed to meet 1/3 of a student's recommended dietary allowance. School cafeterias serve a variety of foods prepared in different ways, always including milk, fruits and vegetables, a meat and/or meat alternate, and a bread and/or bread alternate. Milk is available for students who bring their lunch. ****Juice may be substituted for milk for children with allergies. If a student has food allergies, written medical documentation, from the child's pediatrician, must be submitted to the school.**

The cafeteria program operates under the direct supervision of paraprofessionals, support staff, and administration. During mealtimes, students are assigned to sit at specific tables with their classes and enjoy their meals with classmates. Students are expected to display proper behavior and observe cafeteria rules at all times.

Identification badges must be scanned at the point of sale during lunch. To meet USDA guidelines, students must always wear their ID badge; students are also required to state their name to the cashier.

The school cafeteria will sell ice cream and other snack items, beginning after Labor Day. We recommend adding money to your child's account by visiting www.schoolpaymentsolutions.com.

If a student opts to bring their lunch, please remember that the student's name should be clearly written on their lunch box. Please do not pack glass bottles or canned soda in lunches. **Meals from outside restaurants (McDonald's, Burger King, Subway, etc.) may not be brought into the cafeteria.**

HEALTH AND WELLNESS

A parent must complete the Health Services Consent (found on the back of the Student Emergency Contact Card) in order for their child to be seen by school medical personnel and/or participation in school health screenings.

Taking Care of Your Child's Health

It is important to let the school know about changes in your child's health. Notify the school of medical situations or health-related problems, such as diabetes, allergies, seizures, or changes in medication. If your child develops a contagious disease, such as measles, mumps, pink eye, or chickenpox, or contracts head lice, notify the school immediately. If you have a question about a health-related situation or procedure, call your school or the Health Services Office at 754-321-2270. This is a directive from the School Board, Policy 5012. The School Board of Broward County is required by Florida Statute #402.32 and 230.2312 to conduct a health screening program. Throughout the school year, we will be conducting the following screening components.

- Vision
- Hearing, which may also include middle ear function and visual inspection of the ear canals
- Height/Weight Measurements
- Body/Mass Index

Through a cooperative agreement with the Broward County Public Health Unit, the screening will be performed by trained school personnel. If a problem is detected, you will be notified by the Public Health Nurse assigned to your child's school. **If you do not want your child to participate in this program, please immediately notify the school in writing.**

Illness, Accidents and Emergencies

Please do not send an ill child to school! The school clinic is available for student's use whenever they become ill or need attention for minor cuts or bruises, or incidents requiring first aid, that occur during the school day. No medical services are available.

If a student is unable to return to class or requires care beyond the clinic's scope, parents will be notified. It is important that a parent, or adult listed on the student's emergency card, picks the student up within 30 minutes. Parents are responsible for the care of their child who becomes ill or injured at school. If no one can be reached, the school principal/designee will call an ambulance to take your child to a hospital emergency room, if it is necessary.

It is very important that the school have correct and up-to-date information on how to contact you in case of emergency! Be sure to complete a Student Emergency Contact Card at the beginning of each year and update the information as changes occur. This form records emergency contact information, including your phone number and the names and phone numbers of other responsible adults to call in case you cannot be reached.

Communicable Diseases and Infections

Students having, or suspected of having, a communicable disease or infestation such as lice, scabies or ringworm are not allowed to attend school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer communicable or that the infestation has been treated. **Please Note: Chickenpox is the only communicable disease that does not require a doctor's note and head lice is the only infestation that does not require a doctor's note.**

Head Lice

Children with head lice or nits (eggs) are not allowed to attend school. If head lice or nits are found on your child at school you will be called and asked to take your child out of school. If you find head lice or nits on your child at home it is important to call the school so that other children can be treated if needed. Students must be free of all lice, including nits, before returning to school. Students will be rechecked at school before returning to their classroom. Our classrooms will be treated following the School Board procedures.

Medication at School

A **Medical Authorization Form** must be completed, signed by the parent and the child's pediatrician, and filed with the school office before any medication will be administered to a student. **Once authorization is complete, parents must deliver the medication to the front office;** the medication must be in its original container and contain proper labeling; authorizations shall not exceed 12 months. Medication, which must be administered during a field trip, must be authorized with the medication form. Students must not be in possession of any medication with the exception of inhalers.

Never send medication to school with a student! This includes prescription medication, aspirin, pain relievers, cough drops, creams and other over-the-counter drugs. Without the completion of a medical authorization form, medication must be administered by the parent.

Broward County School Board Policy #6305 states: "School personnel shall not administer or dispense prescribed medication to any student without the written consent of the parent and completed treatment plan signed by the physician."

OTHER IMPORTANT TOPICS

Class Celebrations

Student may celebrate their birthday by bringing in individual treats (cupcakes, cookies, etc.) to be shared with the **entire** class at lunchtime. **Food items brought in MUST be store bought. NO homemade treats will be accepted! Please contact the classroom teacher prior to sending in treats.** Additionally, each class is allowed three celebrations per year, one in fall, one in winter and one at the end of the year. **Please do not send treats to school unless requested by the teacher. Balloons are not allowed in school, for celebrations, at any time!**

Field Trips

Meaningful field trips are encouraged at CSE. Field trips provide learning experiences beyond the classroom for students at all grade levels. Prior to a field trip, your child will bring home a permission form, which you must complete. The form includes information about the field trip, including departure and return times, how they will be transported, and cost. **If permission and payment are not received by the deadline established for the field trip, the student will not be permitted to attend. Field trip payments are non-refundable.**

Field trips are a privilege. Participation in field trips is contingent upon the consistent display of appropriate behavior. Parents will be notified if this privilege is being denied. In addition, parents will be called and asked to pick up any student who is misbehaving while on a field trip. **Parents serving as chaperones on field trips must complete the volunteer application at browardschools.com/getinvolved and receive clearance at least two weeks prior to the trip. Male chaperones are now mandatory for all field trips.**

Personal Property/Lost and Found

Please inscribe your child's name or initials, and teacher's name on lunch boxes, sweaters, jackets, and any other items that may be brought to school. Students must keep money and valuable items in his/her possession at all times. **The school is not responsible for items lost, damaged, or stolen.** Be sure to check periodically for lost items at school. Items left more than 30 days may be donated to a local charity.

Student Records

Student records are confidential; only parents and school staff working with your child are allowed to see your child's records. If you would like someone else to review your child's records, you must give your written permission to the school to release the records.

You are entitled to inspect and review your child's student records and to obtain photocopies (a small charge may be made for copies). If you believe that any of the information in the records is incorrect, misleading or outdated, you can ask the school to correct or remove the information.

Please make an appointment with the guidance counselor if you would like to review your child's records, or would have the information explained to you.

Report Cards and Interim Reports

The main purpose of the Pupil Progress Report is to inform parents of their child's progress - socially, emotionally, and academically. An explanation of the progress report will be sent home with the first report.

Grades reflect a teacher's assessment of your child's classroom performance. Teachers regularly assess students understanding of the subjects they are being taught. Teachers issue grades on homework, projects, reports, class assignments, and class participation in order to arrive at a report card grade. Report cards are issued 4 times a year at the end of each quarter. (Approximately 45 days).

Interim reports are issued midway in the marking period or at any other time for students who are experiencing difficulty. These difficulties might include failing, a drop of two or more grades, unacceptable behavior or excessive absences or tardies. Not every student will receive an interim each quarter. During the 2023-24 school year, families will be able to access report cards and interim reports on Virtual Counselor on the following dates:

	Interim Reports	Report Cards
1 st Quarter	October 3, 2023	November 14, 2023
2 nd Quarter	November 28, 2023	February 1, 2024
3 rd Quarter	February 13, 2024	April 16, 2024
4 th Quarter	May 7, 2024	June 28, 2024

Testing

Florida’s statewide assessment, the Florida Assessment of Student Thinking (FAST) will be administered to students in grades K-5 as a progress monitoring assessment three times per year. The FAST is aligned with the Benchmarks for Excellent Student Thinking (B.E.S.T.). These assessments measure achievement in the basic skill areas. These tests help school staff screen students for special programs and determine whether individual students need extra help or enrichment at school.

Guidance and Exceptional Student Education (ESE)

Guidance is the process of assisting every student to discover, develop and strengthen his/her social, emotional, and academic talents. The purpose of the program is to help boys and girls grow in self-understanding and thoughtful self-direction, as well as to develop emotionally, socially, vocationally, and intellectually. To create a stimulating and growing environment individual, small group, and classroom guidance activities occur throughout the year. Students are usually referred to the guidance counselor by a teacher. Questions regarding the program should be directed to the guidance counselor.

Response to Intervention (RtI) and Evaluation

Diagnosis and testing is another facet of the school program. To be most effective, the full cooperation of the teacher, RtI Committee, child, and parent is extremely vital.

The Response to Intervention (RtI) process must be completed before any child is evaluated for consideration of eligibility for any exceptional education program. The RtI Committee must study the response to appropriate behavioral and educational interventions prior to recommending an in-depth evaluation.

Should a formal evaluation be recommended for your child, parents must sign a permission form to allow their child to be evaluated. If the student meets state eligibility requirements, an Individual Education Program (IEP) is designed by a team, which includes parents, teachers, and school specialists. Services are provided in many ways and are delivered based on evaluation results: within a regular classroom, in a part-time special class, in a full-time special class, or at a special school. Special tests and modified standard tests measure exceptional students’ progress throughout the year.

GETTING INVOLVED

Getting Involved in Your Child's Education

You are your child's first and most important teacher. Getting involved in your child's education, both at school and at home, greatly improves chances for school success. Below are some ways that parents can help children learn and succeed at school.

Showing Interest in School

Support your child's education by showing interest in school. Ask about school activities and encourage your child to talk about school successes and challenges. Praise extra effort as well as achievement. Ask your child to show you test papers and assignment grades. You will be able to spot and correct problems early when you keep in close touch with your child's schoolwork.

Visitors

All visitors to the school must enter through our administrative office and present identification, and receive clearance through the Raptor system, in order to be allowed access to other areas of the school. All staff members have been instructed to stop anyone not wearing a badge or a visitor's sticker. Please do not be offended if you are asked to report to the office with a member of our staff. This policy is for the protection of our students and adults on our campus. At least 24-hour notice must be given to the school before scheduling an observation in your child's classroom. No information concerning students will be given over the telephone. You have entrusted your children to us and we intend to give them the very best care possible.

Staying in Touch with School

Your involvement, especially at the beginning of the school year, will help your child get off to a good start. Be sure to carefully read all the materials that your child brings home from school each day. **Some important information will be needed from you immediately, including the Student Emergency Contact Card. If your address or phone number changes, please remember to keep our school informed.** It's important that we have current telephone numbers on file.

You will periodically receive information from CSE about holidays, employee planning days (school days off), special school activities, and testing dates. Watch for the school newsletters and information on the school's website, marquee or messages via the for calls the ParentLink system.

Teacher/Parent Partnership

School conferences provide a chance to speak individually about your child's unique needs. During a conference, the teacher and/or other staff can provide information, answer questions, and help solve problems. **Two conferences, per school year, are required.** Although teachers, parents and guardians can request conferences, as needed, throughout the year.

Helping with Homework

Homework reinforces skills practiced in the classroom and helps your child do better at school. You can encourage good homework habits by setting aside a regular homework time, by providing materials and a well-lit place to do homework. Also help your child plan ahead for project deadlines.

It is important that students read or are read to daily. Studies show that students who read every

day, perform better on standardized tests. Please see the chart below comparing Students A, B and C. By reading for just a few minutes more per day, Student A performs considerably better than both, Students B and C.

The Case for Reading 20 Minutes a Day

Student	Minutes Read Daily	Minutes Per Year	Exposure (# of words)	Ranking
A	20	3600	1,800,000	90 th percentile
B	5	900	282,000	50 th percentile
C	1	180	8,000	10 th percentile

Volunteering

One way to get involved in your child's education is by volunteering at school. Volunteers are welcome at CSE! Be sure to check the newsletter and website for times and dates. **Only those persons who complete and are approved through the registration process will be permitted to volunteer on the school campus and/or chaperone on field trips.** All volunteers must register online at browardschools.com/getinvolved (Click the link for Volunteer Applications and follow provided instructions). No special skills are needed, just the time and energy that you are able to give. Volunteers contribute at school in many ways, for example, by accompanying classes on field trips, helping with health screenings and office work, assisting teachers in the classroom, and assisting in the cafeteria. Working parents may also contribute by sending in supplies that will be requested during the school year.

PARTICIPATING IN PARENT ORGANIZATIONS

Parents enjoy a positive relationship with the faculty and administration at CSE. Our school community encourages parents and other concerned citizens to work together with school staff to support and improve schools. Parent organizations know how the school system works and can offer valuable help and support to all parents. Continue reading below for more information on Parent-Teacher Association (PTA), School Advisory Council (SAC), and School Advisory Forum (SAF).

Parent-Teacher Association (PTA)

There are many benefits to joining PTA! PTA promotes open communication between parents, teachers, and students, which encourages a sense of teamwork and cooperation.

It allows parents to play an active role in the academic education and character development of the students. It allows parents to form partnerships with teachers to demonstrate the importance of education. It also allows parents to be involved with the school by volunteering their time and/or service. We encourage all parents to join and become an active part of the PTA!

School Advisory Council (SAC)

The School Advisory Council consists of elected representatives from parent, teacher, and community groups. The committee meets monthly to monitor the progress of the current School Improvement Plan (SIP) and develop a plan for the coming year. Our school improvement plan can

be accessed on our school website.

School Advisory Forum (SAF)

The School Advisory Forum meets following the School Advisory Council meeting each month. SAF Meetings provide the opportunity to discuss, suggest, clarify, and learn more about some of the programs, policies, and budgetary matters that affect our school. Parental involvement is necessary to assure the best learning environment for our students.