

**PEMBROKE PINES ELEMENTARY SCHOOL  
HOME OF THE PIRATES**



**PARENT HANDBOOK  
2023-2024**

6700 S.W. 9<sup>th</sup> Street  
Pembroke Pines, Florida 33023  
Telephone: 754-323-7000  
Fax: 754-323-7040

School Website:

<http://pembrokepines.browardschools.com>

Natasha Bell  
Principal

Lisa Rodriguez  
Assistant Principal

This handbook will serve as a guide to our processes and procedures at Pembroke Pines Elementary School.

### Access to the School

- **Arrival** - Gates for walkers and car riders to enter the campus will be opened at 7:30 am.
  - Walkers MUST use the walker gates either on 9<sup>th</sup> street or 10<sup>th</sup> court. **The 10<sup>th</sup> street gate is NOT a walker entrance/exit.**
  - Car riders must use the entrance on 10<sup>th</sup> Court.
- **Dismissal** - Gates for walkers and car riders will be opened between 1:45 pm – 1:55 pm
  - Walkers MUST use the walker gates either on 9<sup>th</sup> street or 10<sup>th</sup> court. **The 10<sup>th</sup> street gate is NOT a walker entrance/exit.**
  - Car riders must use the entrance on 10<sup>th</sup> Court.
- **Please note that the 10<sup>th</sup> street gate is an EXIT during the hours of 7:30 am – 8:00 am and 2:00 pm – 2:30 pm. Please note the posted sign at this gate.**
- Upon entering, please bear right and follow normal traffic patterns.

### Aftercare

We offer an on-site aftercare program from 2:00 p.m. to 6:00 p.m., provided by ASP Programs. They provide various activities for students that involve outdoor activities, homework time, special events, and much more. Enrollment is required for participation. For further information, ASP can be contacted at 954-621-7654.

### Animals

Animals, including pets, are not permitted on school grounds at any time. Service animals are permitted.

### Arrival/Dismissal Procedures

Parents are requested to follow these procedures and discuss them with your child.

#### DAILY HOURS

Student Hours: 8:00 a.m. - 2:00 p.m. (Early Release Days 8:00 a.m. – 12:00 p.m.)

Office Hours: 7:30 a.m. - 3:00 p.m.

Breakfast: 7:30 a.m. - 7:55 a.m.

After School: 2:00 p.m. - 6:00 p.m. (only students registered with ASP)

- **Arrival**
  - For your child's safety, students should not arrive on campus before 7:30 a.m. **(Please do not drop students off prior to 7:30 a.m.)**. Entrance to classrooms will be at 7:55 a.m. Those students who eat breakfast at school will be allowed into the cafeteria at 7:30 a.m. If your child eats breakfast at our school, please discuss with your child that he/she must report to the cafeteria immediately upon arriving at the school. Due to time and space limitations, doors for breakfast service will close at 7:55 a.m. Bus students will eat breakfast upon arrival.
  - The car loop gates will open at 7:30 am. Do not leave your child unattended before 7:30 am.
  - Entrance gate on 10<sup>th</sup> court will be closed at 8:00 am.
  - Always Use only one lane of traffic. Do not overpass any vehicles.
  - Unload students at the curbside.
  - Please make sure your child is ready to exit the vehicle.
  - Teach your child responsibility by making sure that all tasks such as: lunch money, homework, papers that need to be signed, etc. are taken care of at home or in designated parking areas.
  - Front doors will be the point of entry into the school. After the 8:00 am bell rings, the front doors will be locked. At that time, all students will need to enter school via the school front office.

- **Dismissal**

- We encourage students to leave school promptly at dismissal time and go directly home or to the place arranged by parents. Students may remain past dismissal time only for designated school activities and with a signed parent permission slip. Occasionally, students will decide to go over to another student's house without your permission or try to call you from school. We discourage this and request that these arrangements be made prior to the school day. All students must be picked up at 2:00 p.m.
- When calling to change the way your child is going home, you will be asked to provide the password that you created on the emergency contact card at the beginning of the year. If you are unable to provide the correct password, your child's dismissal plan will not be changed. Dismissal changes should be called in before 1:30 p.m.
- Office and teacher should be notified in writing or by phone if a student will be taking transportation home that deviates from the normal method. If the written or phone notification is not received, the student will go home in the usual way. If a parent cannot pick up their child(ren) by 2:00 p.m., it is the parent's responsibility to make any necessary arrangements.
- **Early Sign Out:** When it becomes necessary for a student to leave school during school hours, parents must pick the student up in the office and sign the student out. Picture ID will be required for early pick up. This ID must be a physical one. We cannot accept IDs on a phone as they need to be scanned. For obvious reasons, no student will be released to persons other than parents or emergency contacts without written permission. In accordance with district procedures, no students will be released 30 minutes prior to dismissal. Please plan accordingly.
- **Rainy Day:** A "Rainy Day Dismissal" is not considered an emergency dismissal. During inclement weather, students who walk or ride bikes will be held until the conditions improve or a parent arrives. Parents are to inform their children how they will be picked up on rainy days. On rainy days, students will be dismissed in the following manner:
  - Bus riders and aftercare students will be dismissed first.
  - The teacher will dismiss your child as soon as you or your car arrives to the pick-up point or hallway doors. Please be patient. This process does take time to safely get your child to you or your car during inclement weather.

- **Car Riders**

- Entrance gate on 10<sup>th</sup> Court will be opened at 1:45 pm.
- Move all the way to the front of the car loop.
- Once your child's name is called, they will go to the front of the loop, where you will pick them up.
- Tell your child to be alert for your car when you approach and have your school issued dismissal sign visible on your dashboard.
- Permission will not be granted for a child to cross the flow of traffic to meet you.

**Section 1003.31(2), Florida Statute states that, "A school district shall not have a legal duty to supervise students on school property other than 30 minutes before or after a school activity."**

**Attendance/Tardiness**

Regular attendance is important to ensure success and growth. **A phone call or written note directly to our office is required on the day of or immediately following any child's absence.** Please do not use the student agenda as a means of communication with the main office regarding your child's absence. The agenda is a means of communication between the teacher and parent. If your child is ill and an absence is expected over a period of time, please notify the front office (754-323-7000). We will contact you if your child has excessive absences or tardies, and possibly send the School Social Worker to your home if we do not hear from you. Five or more

absences/tardy days within a marking period are considered excessive. Additionally, five or more unexcused absences will result in an automatic referral to the Broward Truancy Intervention Program (BTIP). BTIP is monitored by the State of Florida's State Attorney's Office. Any student that reports to school after 8:01 a.m., will be considered tardy or late. If your child is late to school, he/she must report directly to the office. It is expected that all students arrive to school on time.

### **Awards**

Quarterly assemblies are held for grade 3-5 students and their guests. Invitations for these assemblies will be distributed at the end of each quarter. Awards for students in grades K-2 will be given with their quarterly report cards.

- Grade K-2: The Achievement Award is awarded to kindergarten through second grade students that have all 1's and 2's in their Academic Performance, Social Growth, and Study Skills.
- Grades 3-5: Students who have earned all "A's" and 1's or 2's in the areas of Study Skills and Social Growth will receive the Principal Honor Roll Award for that quarter.
- Students who have earned "A's" and "B's" and 1's and 2's in the areas of Study Skills and Social Growth will receive the "A/B" Honor Roll Award for that quarter.
- The Star Award is awarded to students who have no grades below a C, have not dropped a grade in any subject from the previous quarter, have improved two letter grades in one or more subject areas, and have earned 1's and 2's in the areas of Study Skills and Social Growth.
- Grade 5 (End of the Year) The President's Award for Educational Excellence is awarded to all 5<sup>th</sup> grade students who have all "A's" and up to 2 "B's" for the 5<sup>th</sup> grade school year. These students demonstrate initiative, integrity, intellectual depth, leadership qualities and exceptional judgement. They have also earned all 1's and 2's in Specials, Social Growth and Study Skills.

### **Behavior/Antibullying**

Students are expected to comply with the behaviors outlined in the Code of Student Conduct book. Please become familiar with these policies and pay attention to the section on "Respect for Persons and Property". We ask that you discuss the need for good behavior and a good attitude towards school with your child. Unacceptable behavior, such as bullying, will lead to disciplinary action, as described in the Code of Student Conduct and the Elementary Discipline Matrix.

### **Bicycles**

Bicycles, which are brought to school, must be parked in the bike rack located near S.W. 9<sup>th</sup> Street or S.W. 10<sup>th</sup> Court. If a bike is lost or stolen, it is the responsibility of the student/parent to notify the Pembroke Pines Police School Resource Officer. The bike rack is locked during school hours, but we strongly advise that all students secure their bike with a lock and chain. Also, bike safety should be a prime concern. When on school grounds, bikes should be walked to the bike rack area. Staff will enforce the state law that requires students to wear bicycle helmets when riding their bikes to and from school.

### **Birthday Parties**

Birthdays are special days in the lives of our students. In order to maintain instructional focus, please make prior arrangements with the teacher before sending anything in with your child. Parents are permitted to drop off sealed store-bought snacks for the class, such as cupcakes, cookies, donuts, or fresh fruit platters at the front office. The classroom teacher will distribute the

snacks to the students at his/her discretion. Other items, such as goody bags or gifts, are not permitted.

### **Bus Transportation**

Any student living two (2) miles or more from the school will be considered for bus transportation. **The School Board of Broward County Transportation Department is responsible for establishing timetables and routes.** Each bus rider is expected to cooperate with the bus driver and follow the bus safety rules to ensure safety for all passengers. Failure to comply with these rules will result in disciplinary actions in accordance to District guidelines, which may result in suspension of bus transportation privileges.

### **Cafeteria**

Breakfast and lunch meals are designed to promote eating a well-balanced meal. Please be aware that if your child has milk allergies or cannot purchase milk for any reason, we will need a doctor's note to keep on file. This applies to any other food allergy as well.

The school's dining experience offers an opportunity for our students to practice appropriate social skills as they interact with other classmates. Students in the cafeteria are under the direct supervision of school personnel. No student may leave the cafeteria area without the permission of an adult on duty.

Breakfast and lunch prices are as follows:

Breakfast - Free                      Lunch- Free

Each class has thirty (30) minutes in the cafeteria for lunch. Each student is responsible for his/her lunch. This may be a bag lunch or lunch bought in the cafeteria. **Parents are asked not to send beverages/food to school in cans or glass bottles or deliver "fast-food" meals to school.**

Cafeteria meals include milk. Students bringing their lunch to school may purchase milk separately.

Ice cream will be sold once a week. Parents may prepay preferably on Monday mornings. Checks should be made payable to **Pembroke Pines Elementary Cafeteria**. Cash payments will be accepted for daily payment of meals during serving times. Online payment is also available. See our school's website for specific directions on online payments.

The monthly menu is available online at [www.browardschools.com](http://www.browardschools.com) or our school's website. Paper copies are also available in our front office.

### **Car Riders**

Car riders are to be dropped off in front of the school. All cars are to enter the school parking lot on SW 10<sup>th</sup> Court and exit on SW 10<sup>th</sup> Street. These streets are one way during arrival and dismissal times. When in the car loop, please remain in your car and adhere to the traffic route (keeping one lane). Grade level pick up areas will be clearly marked. Please display your school issued dismissal sign in a visible area on your dashboard. Your cooperation is greatly appreciated.

### **Cell Phones/Personal Technology**

The staff at Pembroke Pines Elementary School are not responsible for lost, stolen, or damaged cell phones or electronic devices, such as iPads, Nooks, etc. Students with these items must have them turned off and out of sight in a secure location. Your child is responsible for its safekeeping. If these items are seen, heard, on, or in use during school hours, they will be confiscated by school staff. Once confiscated, they will only be returned to a parent or guardian.

### **Class Celebrations or Class Snacks**

Periodically throughout the school year, classes may (the choice is up to the individual teacher) hold classroom celebrations or ask for donated snacks. Please send only sealed store-bought items. Please see your teacher for more information.

### **Clubs/Extra-curricular Activities**

We proudly offer various school clubs and extra-curricular activities for students, designed to enrich their school experience. Students will be notified of school clubs and the criteria for entry by their teacher. Some of the school clubs and organizations we offer are: Art, Recycling/Green Delegates, Peer Counselors, Safety Patrols, WPPE, Choir, Pep Squad, Gardening, and many more. School-sponsored clubs are free to students. Other clubs may require a minimal fee and are sponsored by PTA. Students may be removed from participation due to failure to behave appropriately, poor attendance/tardiness, or poor academic performance.

### **Communication**

Communication between home and school is essential. Please use the student planners or communication folders to communicate daily with your child's teacher. If you need to contact your child's teacher by phone, please call the main office at 754-323-7000. In order to protect instructional time, phone calls will not be put through to the classroom during the hours of 8:00 a.m. – 2:00 p.m., unless it is an emergency. Instead, you may be directed to the teacher's voicemail or you may leave a message for him/her, and the teacher will return your call within two school days. You may also email the teacher at their school email address. You are strongly encouraged to go through the proper channels by first speaking with the teacher about any concerns that you may have, especially as they relate to the academics and behavior of your child. Our Support Staff, which consists of our School Counselor, ESE Specialist, Literacy Coach, Autism Coach, and Administrators will also be available to assist with any questions or issues that you may have. Please allow 24 hours for phone calls to be returned.

Pembroke Pines Elementary School continually communicates with parents by posting important information on our school marquee and school website (<http://pembrokepines.browardschools.com>). We also send a monthly newsletter (The Pirate Gram), along with Parent link phone and email reminder messages throughout the school year.

### **Conferences**

Parent-teacher conferences are one of the most important ways in which parents learn about the progress of their child. In addition to the report card or quarterly grade sheets, the parent-teacher conference keeps the parent informed. Each teacher will plan at least two conferences with you during the year. Either the parent or teacher may request additional conferences. If you wish to confer with your child's teacher, please contact the teacher. Due to prescheduled meetings and teacher planning, please schedule an appointment. It affords us the opportunity to give you the proper attention needed to handle your situation. Once a conference has been scheduled, please notify the teacher if you are unable to keep the appointment.

Please refrain from holding conferences during dismissal. Conferences can be scheduled during teacher planning times, preferably 7:30 - 7:55 a.m. or 2:15 - 3:00 p.m.

### **Early Release Days**

The School Board of Broward County has approved elementary schools like ours to be dismissed at 12:00 noon on select days, for staff development and teacher planning. It is the parent's responsibility to ensure that their child is picked up at 12:00 p.m. on these designated days. Our onsite aftercare program will be available for students **already** enrolled in the program. Please consult the school calendar for designated Early Release Days.

### **Emergency Contact Cards/Phone Numbers**

For the safety of your child, all current phone numbers should be listed on the emergency card. It is essential that this information be updated if any change in address, telephone, contact person or persons authorized to pick up your child occurs. We must know IMMEDIATELY.

### **Emergency Situations**

The safety of every student, teacher, and staff member is a top priority. Our faculty and staff are well trained to respond to all levels of threat, both in and out of school.

We understand that during a crisis you may want to remove your child from school. However, if the school is placed under a LOCKDOWN, no child will be released until permitted by law enforcement. Under a lockdown, we will not allow any visitors onto the school's campus. We may also not be permitted to answer telephones. If an evacuation is necessary, we will not release any student until we have reached our evacuation site and received proper authorization from law enforcement. Once cleared, students will only be released to those listed on the emergency card.

Further, any decision to cancel school will be done after consultation with law enforcement authorities to determine the nature and level of the threat. If we receive any information that requires action, be assured that the staff will implement our safety plan quickly and effectively. In these trying times, we appreciate your patience and understanding as we all work to keep our schools, students, and staff as safe as possible.

### **Field Trips**

Field trips are designed to enhance our educational programs and curriculum. They are learning experiences; therefore, good behavior is very important on all field trips. Those students not going on the trip will remain at school. No student will be permitted on the field trip without a signed permission slip from the parent/guardian. Field trip money may be necessary for some field trips for bus transportation and/or admission fees. **All field trip fees are non-refundable unless the school has canceled the entire trip.** Student illness, referrals, or absence on the day of the field trip will not entitle you to a refund. Forms and money must be submitted on or before the deadline.

Student obligations are student debts arising from unreturned or damaged school property. Student obligations are commonly generated by unreturned textbook or library books. It is the responsibility of the parent to pay for these debts before a student will be permitted to pay for other school related activities, such as field trips.

### **Grading System and Report Cards**

The evaluation of student achievement is one of the functions of the teacher. The accepted marking system approved by the Broward County School Board is as follows:

#### KINDERGARTEN, FIRST AND SECOND:

Student performance will be reported with numbers as follows:

- 1 – Has mastered skill(s) independently
- 2 – Is learning skill(s) with assistance
- 3 – Area of Concern
- X – Not Evaluated
- NA – Not Applicable

#### THIRD, FOURTH, AND FIFTH:

Student performance will be reported with letters and numbers as follows:

- |                            |              |
|----------------------------|--------------|
| A – Superior Progress      | 90% – 100%   |
| B – Above Average Progress | 80% – 89%    |
| C – Average Progress       | 70% – 79%    |
| D – Below Average Progress | 60% – 69%    |
| F – Failure                | 59% or below |

- 1 – Has mastered skill(s) independently
- 2 – Is learning skill(s) with assistance
- 3 – Area of Concern
- X – Not Evaluated
- NA – Not Applicable

Report cards are issued every quarter. A student must be in a Broward County School for twenty-five days within the grading period to receive grades on the report card.

Please review the report card with your child, sign the envelope, and return it promptly to school. If there are any questions, please contact the teacher directly.

Interim Progress Reports and/or Pinnacle Grade Sheets may be issued at the midpoint of the nine weeks to inform parents of the student's social, emotional, and academic progress. Specials teachers may issue a separate interim for students having difficulty.

### **Health Screenings**

The School Board of Broward County is required by State Statute to conduct a health-screening program. Throughout the school year, we will be conducting the following screening components, such as vision, hearing, and BMI, for selected grade levels and for students new to Broward County.

Through a cooperative agreement with the Broward County Public Health Unit, trained school personnel will conduct the screenings. If a problem is detected, parents will be notified.

### **Homework**

Homework is an extension of the school day. Students will receive homework throughout the school year. It is important that parents check to make sure the homework has been completed and placed in the student's bookbag. **It is the student's responsibility to give their homework to the teacher to receive credit.**

Make Up Work – For every day a student is absent, the student is allowed 2 days to make up his/her schoolwork.

### **Illness**

If a student needs to be sent home during the school day due to illness, parents will be notified immediately. Students must be signed out in the office when they are picked up. Extremely sick students will not be permitted to remain in school. Provisions should be made for someone other than the parent or family to be contacted in the event it becomes necessary to send a student home and we are unable to contact a parent. **Please be sure that the school has an updated home, emergency and cell phone number.**

As specified in Broward County School Board Policy, any student with a communicable disease must meet certain re-entry requirements in order to return to school. Please contact the main office (754-323-7000) for specific requirements since they vary for each disease.

### **Late Pickup**

Dismissal at Pembroke Pines Elementary is at 2:00 p.m. on regular school days and 12:00 p.m. dismissal on Early Release Days. According to State Statute, Section 1003.31(2), **"A school district shall not have a legal duty to supervise students on school property other than 30 minutes before or after school activity."**

School dismissal supervision ends at 2:30 p.m. All parents of students left at school after 2:30 p.m. will need to come in to the office, sign out their child, and meet with school staff. Pembroke Pines



Elementary will enforce this policy. Parents who show a pattern of late pick-up will be referred to school administration, the School Social Worker or Pembroke Pines Police School Resource Officer.

### **Lost and Found**

Students often misplace sweaters, jackets, and lunch boxes. So please label your child's belongings. You may check the "Lost and Found" box located in the cafeteria or ask the front office if your child is missing an item. Take note: All lost and found items will be donated to a clothing bank at the end of each semester.

### **Medication**

If your child takes medication during the school day, a Medical Authorization Form must be filled out by a certified physician. This form is available in the front office. Prescription/over the counter medication will not be administered to your child unless the Medical Authorization Form is on file. Furthermore, an updated authorization form is required at the beginning of each school year.

Medication must be brought to school by the parent and be properly labeled in the original container. School Board Policy does not permit students to transport medication to or from school.

### **Money**

Students should not bring money to school beyond their immediate needs. Any money turned in for a special purpose (dollar days, fundraisers, books, etc.) should be enclosed in an envelope with your child's name, grade, and teacher written on the front. Picture money will only be collected on picture day. Your child is responsible for handing the picture money to the picture company representative. The school is not responsible for lost or stolen money.

### **Parent Involvement**

There are many ways to get involved at Pembroke Pines Elementary School. You are strongly encouraged to become a part of the many organizations designed to make a difference in our school. Some of our parent groups are: Parent Teacher Association (PTA), School Advisory Council (SAC), School Advisory Forum (SAF), and Room Parents/Volunteers. Contact your child's teacher if you would like more information on how you can get involved. Please consider participating in as many school events and activities. Parent involvement is essential to our school's success.

### **Prohibited Items**

Students are NOT permitted to bring the following items to school: weapons of any kind (such as knives or guns), toy weapons of any kind (such as water guns or play swords), toys (unless the teacher permits it on special occasions), playing cards, dice, laser pens, noise makers (such as air horns), firecrackers, matches or lighters, drugs or drug paraphernalia (including cigarettes, alcohol, over the counter medication without proper authorization), and other items that will interfere with a positive and safe learning environment.

Electronic items, such as iPads and cell phones, are allowed but must remain in your child's bookbag during the school day.

### **Recess/Playground**

Students are required to participate in some form of physical movement, exercise, or recess/playground time each day. The classroom teacher is responsible for supervising and organizing these activities for their students. The teacher also plans developmental appropriate lessons for all students during their PE/recess time.

### **Specials/Technology**

We believe in a well-rounded education for all students. Therefore, we offer various Special classes, such as Music, Art, and PE. Students participate in Special classes for 30 minutes each day by a specialized teacher. Students will also have weekly access to our Media Center to check out books.

In addition, classroom teachers provide additional instruction using and integrating technology. Students are encouraged to use laptops or classroom computers to learn technology-based skills and programs. All classrooms are equipped with digital-interactive boards and projectors to enhance student learning. Some classrooms also have iPads for student use.

### **Telephones**

Each classroom has a telephone for teacher and student use. Student's use of front office phones is discouraged, except in an emergency. Students are expected to be prepared with lunch money, homework materials, or alternate dismissal plans.

### **Textbooks/Library Books**

Students are responsible for maintaining the condition of all library books, textbooks, etc. Students must replace any of these items if they are lost or damaged. All books are LOANED to students for their use during the school year. Books are to be kept clean and handled carefully.

### **Threat Assessment**

A threat is communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or other.

A behavioral threat assessment is a systematic process that is designed to identify situations/persons of concern, investigate and gather information, and assess and manage the situation in order to mitigate risk. The primary purpose of the BTA is to determine whether an individual poses a threat, to mitigate risks, and ensure safety. Each school principal shall identify a school based BTA team with the mandatory core team members and alternate core team members (e.g., additional assistant principals/administrators/social workers/instructional coaches/law enforcement/other appropriate staff)

### **Uniforms/Unified Dress Code**

Appropriate dress helps create a positive learning environment. Pembroke Pines Elementary School has a mandatory Uniform (Unified Dress Code) Policy. Students are expected to wear their school uniform each and every school day, including Fridays. Other attire may be permitted for special school activities or events, with approval from school administration. Below is a brief description of our Uniform (Unified Dress Code) Policy:

**TOPS:** forest green or navy collared (polo) shirts or PPE school t-shirts. Tank tops, spaghetti straps, or other revealing tops, such as those that expose the torso, are not allowed.

**BOTTOMS:** skirts/skorts, shorts, or pants in solid navy, tan/khaki or denim. Bottoms must be worn appropriately fastened or secured at waist level. Bottoms exposing the upper thigh are not allowed. Jeans are also allowed. There should be no rips or holes in the jeans.

**FOOTWEAR:** sneakers are recommended. Students may not wear backless, sling-backs, or open-toed footwear. Slippers/flip-flops are also not allowed. We highly recommend students not wear "cros" to school. They pose a safety hazard when doing PE or at recess.

Please make sure your child's attire is in compliance with our Unified Dress Code Policy. Failure to comply with this policy will result in one or more of the following: a parent conference, time out, loss of privilege or extra-curricular activities, removal from class, and/or detention (in accordance with the BCPS Code of Student Conduct).

### **Visitors**

All visitors must bring proper identification and report to the main office upon arrival on campus. No unauthorized person is allowed on the school grounds at any time. Once the visitor's identification card (such as a driver's license) is scanned through our security system, the visitor will be issued a visitor's pass and will only be permitted to go to the designated location indicated on the visitor's pass/log. The visitor's pass must be worn in a clearly visible location.

Due to safety precautions, please bring forgotten lunches, backpacks, books, and other belongings to the main office. We will have these items delivered to your child. A visitor's pass will be issued for teacher conferences, appointments with staff, cafeteria payments and other school related business.

### **Volunteers**

Pembroke Pines Elementary views parent/family and community volunteers as an extremely important means of helping students reach a higher level of academics, maturity and organizational skills. Volunteers increase the service of the school's curriculum program and are an invaluable part of the overall function of the school. Anyone interested in volunteering must complete the online application at <http://browardschools.com/getinvolved/application-note>. Once you have received notification of approval to volunteer in a Broward County School, you must visit the school and meet with the Volunteer Coordinator. Once you have been briefed of the volunteer policies and guidelines, you will then be assigned to a teacher or other staff member and given a schedule suitable to the school and the volunteer. If you would like further information about the volunteer process, please see the front office staff.

Volunteers for classrooms and field trips must be registered for the current school year.

### **Walkers/Bike Riders**

All students are to use the crosswalks and sidewalks to ride or walk to school. There are crossing guards at designated streets leading to the school. Be sure to ride or walk safely to and from school. Walkers/Bike Riders will not be allowed to remain on S.W. 9<sup>th</sup> Street after dismissal. Appropriate behavior is always expected. Please note that the city provided crossing guards are not School Board employees and are not responsible for supervising your child before or after school.

## **WE TREASURE ALL STUDENTS**

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