

Plantation Elementary School

<http://www.browardk12.fl.us/plantationelem>

Main Office (754) 322-8000

Fax (754) 322-8040



2017 – 2019 Student/Parent Handbook

Mrs. Judith E. Pitter, Principal

Dr. Deborah Brown, Assistant Principal

Vision Statement

At Plantation Elementary, we believe all students can learn when the appropriate learning style of the child is considered.

Mission Statement

The mission of Plantation Elementary is to provide the best learning opportunity for each child in order to develop his/her highest level of achievement.

This Agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

STUDENT NO. _____

HOME PHONE _____ CELL PHONE _____

PARENT NAME _____

TEACHER _____ GRADE _____

LUNCH NO. _____

School Hours

7:30 a.m.	Office Opens/Teachers Arrival
7:00 - 7:40 a.m.	Breakfast Program
7:45 a.m.	First Bell
7:50 a.m.	Second Bell/Class Begins
2:45 p.m.	Dismissal
4:00 p.m.	Office Closes/Teachers Finish

After-School Care

After school care is available at our school through the YMCA. Please see the Front Office for details or call 754-322-8044 after 1:30 p.m.

Arrival

No student is to arrive at school prior to 7:30 a.m. unless they are having breakfast. Supervision is not available before this time. Students will enter the cafeteria at 7:00 a.m. for breakfast or 7:30 a.m. to sit in the hallway by their classroom doorway. **NO** student should be behind the school or wandering around the campus. Any student who arrives after 7:45 a.m. is to report to the office. **NO student will be admitted to class after 10:00 a.m. without a doctor's note.**

Attendance

Students must attend school every day of the 180-day school year. Florida Statute 232.09 establishes that the parent/legal guardian of a child is responsible for the child's daily school attendance. Absences must be reported by telephone or written note. The report must come from a parent and give the date(s) of the absence(s) and the reason for it. Parents **MUST** report these absences the day before, the day of, or within two days following the absence. You may call our attendance hotline number at (754) 322-8002. Please refer to your Code of Student Conduct Handbook for more detailed information.

Baked Goods

Due to Florida Health Regulations, home-baked goods or home-cooked dishes may **NOT** be brought to school for consumption by students, only commercially prepared goods.

Birthday Parties

To ensure the safety of our students and provide minimal disruptions to our academic curriculum, there will be **NO** celebration of birthdays in the classroom. However, parents may send in cupcakes or cookies and these items will be distributed during students' lunch period.

Bullying Prevention

In Broward County Public Schools, our goal is to ensure a safe learning environment. Implementing programs that address bullying, making personal connections with each student and providing an anonymous system for reporting potentially dangerous situations are some of the ways we meet this goal.

Your school is your home away from home. Help keep it safe by sharing information in one of the following ways:

- 1) Tell an adult what is going on.
- 2) If you wish to remain anonymous, call 754- 321-0911 which is answered 24 hours/7 days a week.
- 3) Access <http://www.broward.k12.fl.us/siu/tips/>, which is checked on a daily basis.
- 4) E-mail school911@browardschools.com, which is checked on a daily basis.
- 5) Text message 'SBBC' plus the text message to CRIMES (274637) for immediate follow up.
- 6) Call 211 where anonymous situations can be reported.

Cafeteria

During breakfast or lunch, children are expected to display proper eating habits and good manners at all times.

According to School Board Policy, no food from outside vendors (such as McDonald's) is permitted. For safety reasons, children are not permitted to bring soft drinks for lunch or anything in cans or glass bottles.

Change of Address and Telephone number

It is extremely important that school personnel be able to contact parents. If your address and/or telephone number is changed at any time during the year, please notify the office or your child's teacher. If you change your place of employment, please notify the school. Please make sure that the school has an emergency number at which you can be reached should there be a need. This can be a relative's or neighbor's telephone number.

Conferences

Broward County School policy mandates parents to have a minimum of two conferences with their child's teacher each year. Your child's teacher will schedule your conferences and inform you of the date and time. **Please make sure you have proper identification when you come in for your conference.**

Dismissal

All parents are to wait outside the school building for their children during dismissal. Parents are not allowed in the hallways while students are being dismissed.

Car Riders

Parents please remain in your vehicle; your child will be escorted to your car. **No parent is allowed to walk through students waiting to be picked up.**

Walkers

Walkers need to leave the campus immediately and take the safest route home.

Bike Riders

Bike riders should go directly to the bike rack to secure and /or pick up their bikes. Students must walk their bikes in the crosswalks. **All bike riders should have locks for their bicycles and should use them daily. Reminder: The law requires that all bike riders wear a helmet.**

Bus Riders

Bus transportation is provided for students residing two miles or more from school. In order to help ensure the safety of all students, each bus rider is expected to cooperate and follow safety rules.

If your child's dismissal changes on a particular day (i.e. from bus rider to carpool), you MUST send a written note to his/her teacher. Otherwise, your child will go home as usual.

RAINY DAY DISMISSAL

Please discuss in advance the procedure you would like your child to follow on rainy days. It is impossible for each child to phone home for directions; therefore students will not obtain permission to call.

Car riders will wait inside the building in the event of rain with lightning. Staff members will escort students to your car. If not, students will be standing in the car loop as normal. **Walkers and biker riders will not be permitted to leave campus until the rain subsides. Our first priority is the safety of our students.**

EARLY DISMISSAL

Early dismissal from school is permissible for circumstances determined as an **emergency** by parents, such as a doctor's appointment that could not be scheduled at another time. **Your child will be released ONLY to those persons designated by the parent on the registration form.** Adults picking up children will be required to provide identification.

Students **will not** be allowed to leave during the last thirty (30) minutes of the day for early dismissal.

Please Note: The latest you can sign out your student is 1:15 pm for PK and 2:15 for Grades K-5.

Dress Code

Plantation Elementary has determined that your school will participate in a “**Mandatory**” school uniform/unified dress program **for all students PK-5**. The uniform options are:

BOYS

- Shorts Navy Blue or Khaki
- Long Pants (No Jeans) Navy Blue or Khaki
- Collared shirts (No T-shirts) White, Navy, Light Blue, Royal Blue, Red
- Shoes Closed Shoes or Sneakers (**No Sandals or Clogs**)

GIRLS

- Shorts Navy Blue or Khaki
- Skorts Navy Blue or Khaki
- Skirts Navy Blue or Khaki
- Long Pants (No Jeans) Navy Blue or Khaki
- Collared Shirts Blue, White or Yellow
- Shoes Closed Shoes or Sneakers (**No Sandals or Clogs**)

Fridays are “School Spirit Day”, and all students are encouraged to wear our Plantation Elementary T-shirts. Shirts are available for purchase in the front office. Jeans are only allowed on Friday (Spirit Day).

Early Release

Student will be released at 11:45 (PK) 12:45 (K-5) on Early Release Days. Please make sure your child is picked up on time. Early Release schedule is as follows:

EARLY RELEASE DATES 2016-2017

October 18, 2018

December 21, 2018

February 21, 2019

March 21, 2019

May 9, 2019

June 4, 2019

Field Trips

Field trips are an intricate part of a school program. They are planned to introduce children to new ideas, new places and to increase a child's understanding of the classroom topics. Parents must sign a "Field Trip Authorization Form". TELEPHONE AUTHORIZATIONS FOR FIELD TRIPS WILL NOT BE ACCEPTED (NO EXCEPTIONS). **We welcome and encourage volunteer parent chaperones.**

Student behavior is a vital part of successful field trips. Students who do not comply with daily school and class rules may be excluded from attendance on field trips. Please discuss this matter with your child. We recommend students wear their school tee shirts when on field trips.

Food Service

The cafeteria provides service for children who prefer a hot lunch. Meals are balanced with guidelines for good nutrition. A breakfast program is available to those who desire it.

Lunch

Student Price	\$2.00
Adult Price	\$2.75
Ice Cream	\$0.65 (Wed.)
Milk	\$0.50
Juice Bar	\$0.50 (Fri.)

Your child will be given a PIN number that must be entered each time he/she buys lunch. Please help your child memorize this number.

***Prices subject to change*

Health and Safety

If your child will be absent for an extended period of time (more than 15 consecutive school days) due to illness or incapacitation, homebound instruction is available. Please contact the school as soon as possible if such a situation occurs.

If a child becomes ill or has an accident at school, an attempt will be made to contact the parents immediately. It is ***MOST IMPORTANT*** that the school has a number where parents can be reached in case of an emergency.

If a child has a physical disability, please inform the school immediately. The safety of each student is our primary concern. The school's safety program is designed to provide continuous instruction in safety practices needed to assure a safe environment to and from school as well as in the community and at home.

Students who walk to school should be encouraged to walk with a buddy or sisters and brothers. It is not a good idea to walk alone.

COMMUNICABLE DISEASES/INFESTATIONS

The School Board policy states that students infected with any communicable disease or infestation or suspected of being infected with a communicable disease or infestation shall not be permitted to attend school. This policy includes outbreaks of pediculosis, impetigo, scabies or ringworm.

Students who have a communicable disease or infestation shall be excluded from school according to the rules of this policy until shown by examination to be free of infection or infestation. A complete explanation of the rules can be found in the policy handbook located in the administration office.

MEDICATION POLICY

Florida State Law mandates that medicine of any type, including aspirin, is not to **be** administered at school. Children are not permitted to have medication in their possession at school (this includes cough drops or any over-the-counter medication). If your child requires prescribed medications during the school day, the parent or guardian must submit a "School Medication Permission and Instruction" form signed by a physician. The medicine to be dispensed will be locked away in the clinic and given according to the doctor's instructions. PARENTS must bring the medication to school with the authorization form. Parents are to call the school whenever there is a health concern.

The School Board of Broward County is required to conduct a health-screening program. In Elementary School we will be conducting the following health screening programs:

- Vision (Grades K, 1 and 3)
- Hearing, which may also include middle ear function and visual (otoscopic) inspection of the ear canals (Grades K and 1)
- Height/Weight (Grades 1 and 3)

If you *do not* want your child to participate in this program, please notify the school in **writing**.

Homework

Homework is effective in improving student achievement when used to reinforce what is taught in the classroom. It is the student's responsibility to prepare adequately for each class daily. It is the parents' responsibility to recognize that students who do their homework have a greater chance of academic success. The amount of homework will vary according to grade level. If a child says he/she has no homework, have him/her do one of the following:

- Read library books
- Practice basic math facts (+, -, x, ÷)
- Review school papers
- Play educational games online (Reflex, iReady Reading and Math, MyOn, Science 4 us)
- Parents should read with their children at least 30 minutes daily.

Parent Involvement

All parents and staff are encouraged to become active members of our school community. They are the School Advisory Committee (SAC), School Advisory Forum Council (SAF) and Parent Teacher Association (PTA). You can demonstrate your belief that your child's education is important by participating in school-wide activities and organizations.

Dates and times of meetings and events are communicated via the school newsletter and/or flyers sent home. All parents are encouraged to attend these very informative meetings. Get involved and volunteer to make a difference! Children learn by example.

Student Insurance

Student Accident Insurance will be made available to all students. These insurance forms will be sent home with each child at the beginning of the school year. Coverage, rates, benefits, etc. are explained on the form. A premium envelope is attached to the form and money should be sent directly to the company (**NOT TO THE SCHOOL**).

Student Conduct and Discipline Code

SCHOOL DISCIPLINE

A conducive atmosphere, which is essential to optimum educational growth and development, can only be fostered when guidelines governing good behaviors are consistently and fairly enforced. Each child is responsible for following guidelines that govern student behavior at school. Disciplinary referrals will be handled according to the District's Discipline Matrix.

STANDARDS OF STUDENT BEHAVIOR

1. Students are expected to show respect to the school staff and their classmates.
2. Students are expected to follow directions the first time given.
3. Profanity, vulgar language and fighting will **NOT** be tolerated.

Reporting Pupil Progress

Interim Reports

Interim reports are sent home midway in each grading period. The purpose of this report is to inform you of your child's progress thus far in the quarter. If specific difficulties become apparent, positive action can be taken to correct the situation before the report card is issued. Please check the calendar for dates when interim reports are issued.

Report Cards

Report cards are issued four times a year in grades first through fifth. Kindergartners will receive a report card the second marking period. A conference will be held in Kindergarten the first quarter in place of the report card.

Both report cards and interim reports need to be signed promptly and returned to your child's teacher.

School Advisory Council

School improvement is a priority, for every school. The School Advisory Council (SAC) studies the school's track record and comes up with an annual plan to improve education in vital areas such as student achievement, curriculum, safety, and discipline. This plan is on file at the school. The SAC makes decisions about teaching and learning and reflects shared responsibility and collaboration among parents, faculty, staff, and community leaders. They meet on a regular basis to discuss school issues, which needs to be addressed. Reminder about meetings will be sent home via the school newsletter, flyers and parent link.

Student Recognition

The Principal Honor Roll, A/B Honor Roll, Student of the Month and other academic awards has been established to recognize and celebrate the achievement of our students. Students are recognized for their efforts and outstanding accomplishment.

Plantation Elementary also has an Awards Assembly each quarter to recognize your child's success. Parents are urged to attend

Student Services

Exceptional Student Education

Exceptional Student Education (ESE) programs are provided for children who are eligible according to county and state guidelines. These programs include but are not limited to: varying exceptionalities, gifted, speech and language, autism, hearing impaired and visually impaired. Students participating in these programs have met specific criteria and requirements and have Individualized Education Plan (IEP), which documents their needs and services to be provided. Any questions regarding ESE programs should be directed to our ESE Specialist.

Guidance Services

Our school has the services of a full-time guidance counselor. The guidance curriculum includes social-emotional learning, health and safety, self-awareness and interpersonal relationships. The counselor serves as a consultant to parents, teachers and administration.

Textbook and Supplies

The State of Florida furnishes all basic textbooks for loan to the students. Students are responsible for all textbooks, library books and materials issued to them during the school year. Books not returned to the school and those that are damaged, must be paid for by the student. If lost books or materials are found, money paid will be refunded.

Truancy

The Broward County Public School and the State Attorney's Office have initiated the Broward Truancy Intervention Program (**BTIP**). Your child's attendance will be monitored on a daily basis, and unexcused absences will be reported. Should your child have a series of unexcused absences, the State Attorney's Office will be notified via a state automated system. You are required to contact the school each time your child is absent and provide the school with the reason for absence. To report absences, please contact the school office at 754 322-8002.

Visitors

Visitors are always welcome at school; however, to ensure the safety of all children, all visitors must report to the security office, with a photo ID, to be scanned into the STAR system and receive a security name badge that **MUST** be worn before proceeding to any part of the school. The process must be completed each time you visit the school. No unauthorized person is permitted on the school grounds at any time.

Volunteers

Each classroom teacher determines in what ways parents may be of help in his/her classroom. This could involve working with small groups of children, working one-on-one with children who require extra assistance, correcting homework, preparing classroom materials, planning and helping with special events, chaperoning field trips, and more.

Adults with a few hours to spare are cordially invited to join our Volunteer Program. Interested persons should complete a volunteer application online at: www.getinvolvedineducation.com and check with the front office, after two weeks for clearance.

Anyone who would like to chaperone a field trip must complete a volunteer form at least 3 weeks before the field trip. New volunteer forms must be completed annually.

Weapons

Any student, while on the school grounds, school bus, vehicle provided for transportation by the school system, vehicle on school property, or at any school- sponsored function, found possessing, transmitting, displaying, and/or using a weapon or weapons will be suspended and may be expelled as provided for in School Board of Broward County (SBBC) Policy 5006.

A weapon is defined as any instrument or object deliberately used, intended for use to inflict harm upon another person, or used to intimidate any person—

-- **See Code of Student Conduct Handbook, which will be electronically distributed.**

Withdrawal

A child withdrawing or transferring from Plantation Elementary to another school should advise the office as soon as possible.

All textbooks and library books are to be checked in with the teachers. The records will be processed and the child or parent may pick up the transfer form from the office after school on the last day the student is in attendance. The child's records are sent by mail upon request of the receiving school.

Plantation Elementary Student Affirmation

(Adapted from Mr. Chike Akua)

I am a student seeking to be a scholar.
The standard is excellence, today and tomorrow.

I am disciplined, focused, and on time.
I am organized, respectful and responsible.

I am on a mission to elevate myself, my community, and humanity.
I am working toward college, success is my destiny.

I will be a bright light for the world to see.

