

Parent/Student Handbook

This handbook was prepared to answer questions that parents and students might have regarding the school's operations. It explains policies, guidelines, and safety procedure's which are in place at the school. Our newsletter will give specific details about events and will inform you of additional activities. For quick reference, each category has been arranged in alphabetical order.



SCHOOL BOARD OF BROWARD COUNTY'S VISION STATEMENT

Broward County Public School's, is committed to educating today's students to succeed in tomorrow's world.

CHARACTER EDUCATION

Character education, integrated within the Broward County Schools' curriculum, emphasizes eight traits which support our students' development as they become productive citizens. At Fox Trail, we encourage students to display these qualities in their day to day interaction with others:

Responsibility, Honesty, Citizenship, Self Control, Kindness, Tolerance, Respect, Cooperation.

The School Board of Broward County, Florida

Chair - Heather P. Brinkworth
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Superintendent of Schools

"The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation."

ADMINISTRATION AND SUPPORT STAFF

Principal: Ms. Lynn Burgess
Assistant Principals: Mrs. Suzanne Nelson and Mrs. Christina Monroe
ESE Specialist: Ms. Stacey Rasner
Reading Coach: Mrs. Megan Chase
Guidance Counselors: Mrs. Sara Krin
ASD Coach: Dr. Lisa Pinder

AFTER SCHOOL CARE: FOX CARE

An after school program is provided from 2:00 p.m. to 6:00 p.m. Special activities are offered on teacher planning days and most holidays. The program is coordinated by Fox Trail Elementary. Please contact 754-323-5816 for further information.

ARRIVAL/DISMISSAL

Arrival and dismissal procedures are designed to make both arrival and departure smooth and safe for our students. Parents are requested to review these procedures with their children. **Please note, early dismissals are to be requested prior to 1:30 p.m.**

Teachers must be notified in writing if a student will be taking transportation home that deviates from the normal routine. Please send it as a hard copy instead of email. If written notification is not received, the student will go home in the usual way.

Students should check to ensure they have all necessary materials/books prior to dismissal and should not return to the classroom once they have left the building.

ATTENDANCE**

As stated in Florida State Law, all students are expected to attend school regularly and to be punctual. The *Code of Student Conduct* gives detailed information and further explanation regarding the attendance requirements.

In the case of absences, notification must be given explaining the child's absences. Absences may be reported by a note or telephone call and must be received within two days following the absence. Excessive absences and tardies will be addressed by the school social worker.

As specified in Broward County School Policy, any student with a communicable disease must present a doctor's note stating the condition is no longer present in order to return to school.

BIKE RIDERS

In compliance with Florida Law, all bike riders must wear safety helmets. Once on campus, it is important for students to walk their bicycles to the bike compound. In order to safeguard the bicycle, a bike lock should be used.

BIRTHDAY RECOGNITION

Student birthday celebrations are discouraged at school. However, student birthdays may be observed during the lunch period and are limited to the student distributing store bought cookies or cupcakes to classmates. These treats may be dropped off in the front office for the child to distribute during lunch. In accordance with school board policy and for health/safety reasons, homemade food items may not be distributed to students. *No balloons, goodie bags etc. will be permitted.

BUS RIDERS

Bus transportation is provided by the School Board for students who live two or more miles from the school. Only those eligible may use this mode of transportation. Bus riders will be given a bus band for their backpack. Please leave that band on your child's backpack for the entire year. In order to help ensure safety for all passengers, each bus rider is expected to cooperate with the bus driver and follow the bus safety rules. Failure to comply with these rules may result in a suspension of bus privileges.

CAFETERIA

School breakfasts and lunches are designed to promote eating well-balanced meals. The dining experience offers an opportunity for our students to practice appropriate social skills as they interact with other classmates.

In an effort to keep our campus secure visitors and parents will not be permitted to have breakfast or lunch with their child(ren). **In order to promote wellness, fast food is discouraged during breakfast and lunch.**

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 is free to all students and available from 7:30 a.m. until 8:00 a.m. for those who are non-bussed students. We will not be able to serve students who arrive late. Bussed students will be fed upon arrival.

Children may bring their own lunch (no glass or cans), or they may purchase a lunch from the school cafeteria. Meals or milk may be paid for in advance on Monday mornings. Free or reduced price meals are available to families who qualify under Federal Regulations. Application forms are available from the office.

CAR RIDERS

The parent drop off/pick up area is on the east side of the school. It is important for cars to maintain a single file and not pass another car unless directed to do so. Students should be dropped off so that they exit onto the sidewalk. **Do not encourage students to walk between cars.** Any child who exits a car parked in the parking lot must be escorted by the parent across the traffic lane at the marked crosswalks.

At the end of the day, parents must wait in cars when picking up children. Cars should not be left unattended. If there is a need to enter the building, a suitable parking space should be found so that the flow of traffic is not interrupted. Please remember, outdoor supervision ends at 2:30 p.m.

CLINIC

Students who become ill at school may request a pass to the clinic (located in the office). If a student is unable to return to class, parents will be notified. Students may not remain at school when ill. It is imperative that the school has at least two current emergency telephone numbers for all students. Please update your emergency telephone numbers when necessary.

CONFERENCES

Educating our students is a team effort between home and school. Therefore, communication is an essential part of the educational process. At least two conferences are recommended each year. This is an opportunity to focus on the student's progress and strengths as well as areas for continued growth.

In order to give proper attention and time to parents regarding information about their child, an appointment should be made for a convenient conference time. Impromptu conferences in the hallway or at the classroom door are discouraged since this may interfere with instructional preparation or classroom activities.

DAILY SCHEDULE

Student Hours:	8:00 a.m. - 2:00 p.m.
Office Hours:	7:30 a.m. - 3:00 p.m.
Arrival:	No earlier than 7:30 a.m.
First Bell:	7:55 a.m.
Tardy Bell:	8:00 a.m.
Dismissal:	2:00 p.m.
Fox Care:	2:00 - 6:00 p.m.

Outdoor campus supervision will be from 7:30 a.m. - 8:00 a.m. and 2:00 p.m. - 2:30 p.m. Students will be permitted in the building at 7:45 a.m. **For safety reasons, students should not be on campus during unsupervised periods.**

DIGITAL CITIZENSHIP

Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use. Our third, fourth and fifth grade classrooms are all digital, meaning every student will have access to their own computer. It is important that digital citizenship is discussed at home as well as at school. Technology provides incredible opportunities for our students to learn, connect, create, and collaborate in ways never before imagined so it is critical to discuss cyber bullying, privacy, safety, and other digital dilemmas with our students.

DISCIPLINE

The School Board of Broward County's *Code of Student Conduct*, now available electronically, reviews the guidelines of acceptable and unacceptable behavior in all of the elementary schools. Please discuss these guidelines with your child(ren), sign the appropriate pages and return it to your child's teacher.

At Fox Trail, we encourage students to "try their best and be their best" in all efforts. The education program encourages independence, and students are encouraged to demonstrate the traits defined in Broward County's Character Education Program. Classroom management techniques encourage students to respect the rights of others in order to support a school environment that is conducive to learning.

DRESS AND PERSONAL GROOMING

Students are expected to dress in attire appropriate for school. The School Board specifies that the appropriate length for shorts (zippered not gym type) and skirts should be no shorter than "mid-thigh." For the students' safety, backless shoes are not permitted. Please refer to the *Code of Student Conduct* book for additional details.

Fox Trail has instituted a uniform code. Shorts (not gym type shorts), slacks (not leggings), skirts or skorts should be solid navy, black or solid khaki and may be worn with white, gold, royal blue or navy polo shirts. Additionally, Fox Trail t-shirts are included in the uniform code. Spirit shirts can be worn on Fridays only. If the temperature reaches below 50 degrees, students may wear jeans and /or sweatpants to school. All students are expected to wear uniforms. If a parent requests an exemption, the request form must be submitted to the principal for review within 10 days of the student's first day of attendance.

EARLY DISMISSALS

In cases of serious illness or emergency circumstances, early dismissal is permitted. Identification will be required before a student is released to an adult. The child will be signed out in the front office. Students will be released only to a parent or other individuals who have been authorized by the parent as specified in the school records. If a parent wishes for the child to be released to an additional person, that request must be received in writing.

It is very difficult to dismiss students during the last portion of the day. In order to promote a safe and orderly dismissal for all of the children, a student will not be dismissed **between 1:30 - 2:00 p.m.**

**An accumulation of tardies, early sign outs and absences (excused or unexcused) for all or any part of the school day establishes patterns of non-attendance. The *Code of Student Conduct* gives detailed information and further explanation regarding the attendance policy.

EARLY RELEASE DAYS

During the year, there will be designated Early Release Days to allow for instructional planning and training. Please check your calendar for specific dates. On these days, students will be dismissed at 12:00 p.m. Parents must make arrangements for their children to be picked up at that time. Unless the students are enrolled in the Fox Care Program at Fox Trail Elementary, no supervision will be provided after dismissal.

EDUCATIONAL JARGON

There are many terms used in educational discussions, which may sound foreign to parents. In order to help clarify the educational terminology, a glossary of commonly used acronyms and assessments are listed below:

PMP:	Progress Monitoring Plan
EP:	Education Plan
ESE:	Exceptional Student Education
ESOL:	English for Speakers of Other Languages
IEP:	Individual Education Plan
PTSA:	Parent, Teacher, and Student Association
SAC:	School Advisory Council
SAF:	School Advisory Forum
SIP:	School Improvement Plan

EMERGENCY DISMISSAL

An emergency dismissal is a situation that requires the evacuation of the building and children to be sent home prior to regular dismissal time. Emergency dismissal information for each child is kept on file. New forms are to be completed each year. It is the parent's responsibility to be certain that this information is kept up to date. Please notify the office if any names or numbers are to be changed. If an emergency occurs, the directions from the emergency dismissal information the parent completed will be followed.

EMERGENCY INFORMATION

For the safety of your child, current emergency information must be on file at the school. It is essential that this be updated if any change in address, telephone or contact person occurs.

EXCEPTIONAL STUDENT EDUCATION

Exceptional student education programs are provided for children who are eligible according to county and state guidelines. These exceptional programs include specific learning disabilities, autism, gifted, speech and language, hearing and vision impaired, and physically impaired. Students participating in these programs have met specific requirements and have an Individualized Education Plan which documents their needs and services. Any questions regarding ESE programs should be directed to the ESE Specialist.

FACEBOOK PAGE:

Please follow our Facebook page for updates and. Visit <https://facebook.com/foxtrailelementary> to follow and "like" our page. We will post reminders which include school events, days off, parent events and other types of school-wide information. Please like our page to keep up-to-date with all information.

FIELD TRIPS

Field trips are designed to enhance the educational programs and curriculum at Fox Trail Elementary. Parents are requested to sign an authorization form. If the signed form is not received, the child will not be able to participate. Any fees involved must be turned in with the authorization form. All students are expected to travel to and from the field trip destination in accordance with the trip's designated mode of transportation.

Chaperoning is an important responsibility and is supportive of the classroom teacher's efforts. Because of safety and liability reasons, chaperones may not bring other children on the trip. All chaperones must complete a volunteer application and be approved prior to the day of the field trip.

HEALTH SCREENINGS

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 vision, hearing and height/weight screenings.

Through a cooperative agreement with the Broward County Public Health Unit, trained individuals at each school will do the screenings. If a problem is detected, you will be notified.

Hearing screenings will take place for students in Kindergarten, 1st, and those new to Broward County Schools. Vision screenings will take place for students in Kindergarten, 1st, 3rd, and those new to Broward County Schools. Height/weight screenings will take place for students in 1st and 3rd grades. If you do not want your child to participate in any of the programs, please notify the school in writing.

HOMEWORK GUIDELINES

Homework is an extension of the classroom's activities and reinforces the learning process. Each grade level has developed a policy which is specific for the students in that grade.

Parents' encouragement and support are important factors related to the manner in which a child approaches homework. Several suggestions to provide a positive approach to homework are:

- Take an active interest in what your child is doing and promote good study habits.
- Provide a suitable place, free from distractions.
- Provide time for homework in your daily routine.
- Give encouragement.
- Encourage students to seek clarification if assignments are not understood.

If a child is absent, he/she may have additional homework in order to make up class work. According to School Board of Broward County guidelines, a child has 2 days for each day absent to complete all make up work. In order to give teachers adequate preparation time, requests for homework should be made 24 hours prior to material pick up.

HONOR ROLL GRADES 3-5

The following criteria is used to determine eligibility for the Honor Roll.

- Only A's and or B's in all academic subjects
- 1's or 2's in social growth and study skills
- 1's or 2's in Art, PE and Music

IDENTIFICATION BADGES

Students are required to wear ID badges daily. The first 4 ID badge will be provided free of charge to students. **Replacement copies will be available for \$5.00 each.**

INNOVATION ZONE

Innovations zones are comprised of a high school, the feeder middle school(s) and elementary schools. By working together, the zone schools focus on maintaining a coordinated effort to meet educational objectives. Schools in the Western Innovation Zone are as follows: Elementary Schools - Flamingo, Fox Trail, Silver Ridge; Middle School - Indian Ridge; High School - Western.

INTERIM REPORTS

Interim reports will notify parents of concerns regarding academic or behavioral performance. These will be sent home midway within each quarter. It is important that interim reports are signed by parents and returned promptly to the teacher. Follow up conversations are encouraged if clarification is needed or if questions arise.

LOST AND FOUND

The lost and found is located in the cafeteria. In order to lessen the chance of losing personal items, students are encouraged to write their names on lunch boxes, jackets or sweaters and rain gear.

LOST BOOKS

Children are responsible for maintaining the condition of all library books, textbooks, student agendas and take home folders. Students must replace any of these items if they are lost or damaged. Book covers are suggested for textbooks that are taken home.

MASCOT

Our mascot, Copper, is a fox. Foxes once roamed the area in abundance. Although they are becoming scarce, some are still seen, usually in the evening. Foxes have excellent night vision and generally hunt for food in the dark. They also have a keen sense of smell and are considered to be extremely smart and clever.

MEDIA CENTER

The media center is open to students for checkout and return of books from 7:45 a.m. to 2:15 p.m. Students participate in the following reading motivation program: Reading Across Broward (RAB). For your convenience, the RAB form is located in this agenda book.

WFTN, our in-house TV studio, presents a live morning news show at 8:05 a.m. each day. This hands-on learning program is planned and conducted by the fifth grade students.

MEDICATION

Broward County School Board Policy does not permit students to transport medication to or from school. Medication, which is administered, must be brought to school by the parent and must be properly labeled in its original container.

Any medication, including aspirin, which is administered at school, may be done only if an Authorization for Medication form is on file. This form is available in the office and must be signed by the child's doctor. An updated authorization form is required every 12 months.

MISSION STATEMENT

Fox Trail is dedicated to meeting the educational needs of all students in a safe learning environment.

PARENTLINK

At the end of every week you will receive a recap of the week, along with upcoming information for the following week via our Parent Link System. When you register your child, please make sure your information is up-to-date in order to receive these important messages. If your contact information changes throughout the year, please let the front office staff know so changes can be made in the system. Through our Parent Link System you will receive an automated phone call that is recorded by our students, emails, and sometimes text message updates.

PTSA/SAC/SAF

The Parent, Teacher, Student Association, as well as the School Advisory Council and School Advisory Forum are groups which support the school's efforts to meet the needs of the students and enhance the educational programs. Parents are encouraged to join and become active participants in these groups. Information regarding the meetings, special events and activities is given in the school newsletter.

RAINY DAYS

A "Rainy Day Dismissal" is not considered an emergency dismissal. Because of the congestion in the office and parking lot, parents are discouraged from requesting an early dismissal on rainy days. Walkers and bike riders will be held during inclement weather until the conditions improve. Parents are to inform their children how they will be picked up on rainy days.

READING ACROSS BROWARD

Reading Across Broward is a voluntary reading incentive program. The goal is to motivate students to read, read, read! When your child reads a book, the title should be recorded on the RAB record sheet. Students may also list books that are read to them. The first five books recorded on the sheet **MUST** be award winners. The form to list the books is located in this agenda book. The program runs from April 1 through March 31, so books read during the summer vacation count toward this year's goal. Don't forget to add them to the list! All Fox Trail students are encouraged to participate in this worthwhile program.

REPORT CARDS

Pupil Progress Reports inform parents of the child's social, emotional, and academic progress. Students in kindergarten through fifth grades will receive a report card every nine weeks.

In order to receive a complete report card, the student must have been in attendance in a Broward County school for twenty-five days within the grading period.

Review the card with your child, sign the envelope, and return it promptly to school. If there are any questions, parents should contact the teacher.

SCHOOL COLORS

Fox Trail's school colors are blue and gold. Our school uniforms reflect these colors. Collared shirts, which are white, navy, royal blue or gold, are worn with either solid khaki, black, or navy slacks, shorts (not gym type), skirts (not leggings) or skorts. The school t-shirt which depicts our mascot is also a uniform option.

SCHOOL SONG

Fox Trail, Fox Trail, fills our hearts with love and pride.

Fox Trail, Fox Trail, always on our side.

Fox Trail, Fox Trail, helping us to do our best.

Fox Trail, Fox Trail, better than the rest

F-O-X T-R-A-I-L

Fox Trail Kids, will prevail.

F-O-X T-R-A-I-L

Fox Trail Kids, will prevail.

Fox Trail, Fox Trail, determined to help us grow.

Fox Trail, Fox Trail, look at what we know.

Fox Trail!

STUDENT ACCIDENT INSURANCE

Parents are given the opportunity to enroll children each fall in a low cost school insurance plan that provides coverage for medical expenses resulting from accidents. This may cover a child during school hours or for up to 24 hours a day.

STUDENT AGENDA BOOKS

Organization and time management skills are very important for students to be successful in their educational endeavors. In order to assist with this skill, students in first grade through fifth grade are required to utilize a Fox Trail Agenda Book. The first agenda book is provided free of charge to students. Replacement copies will be available for \$5.00. This is coordinated by the PTSA.

TARDIES

Students are expected to be ready to enter their classrooms when the bell rings at 7:55 a.m. Tardiness often results in their missing important information and explanation of schoolwork. Those who arrive after 8:00 a.m. will be marked tardy. Any student arriving after 8:15 a.m. should report to the office to get a tardy slip.

TELEPHONES

Student use of telephones during the school day is discouraged unless there is an emergency. Children are expected to be prepared with lunch money, homework, materials or plans for special after school activities. Phone calls will not be directed to the classroom during the students' school day. Per school board policy, cell phones are permitted, but should be turned off and out of sight during the school day.

TESTING AND COUNSELING SERVICES

Guidance services available to all students include individual and group counseling as well as a complete testing program. Individual conferences with students or parents are available. To arrange for such a conference, please contact the teacher or guidance counselor for an appointment. Our goal is to assist all students in reaching their full potential.

Several forms of assessment are used to measure the progress of students in Broward County Schools. It is very important that students are present on testing dates. Specific information and testing dates will be given in a future newsletter.

VISITORS

For the safety of our students, all visitors must wear a visitor's badge. In order to receive a badge, visitors must sign in using the computerized check-in system in the Front Office. Anyone not wearing a badge or entering the school by any door except the front door (east side) will be asked to return to the office. Please do not be offended if you are asked to report to the office when this procedure is not followed. The policy is for the protection of each child, and everyone's assistance is appreciated in maintaining a safe school environment. In order to avoid educational disruptions, requests should not be made to remove a student from class. If an extenuating circumstance arises, administrative approval is required.

VOLUNTEERS

Volunteers make valuable contributions to the programs at Fox Trail, and there are a variety of ways in which an individual may become involved, either at home or school. All donated time and effort are greatly appreciated. An orientation and training meeting is offered at the beginning of the school year. In order to avoid distractions and for safety/liability reasons, younger children cannot accompany volunteers as they are working within the school building. Grade level classroom special events will be limited to 5 volunteers per classroom. Volunteers will be scheduled through the teacher prior to the event.

All volunteers must complete the online application each school year. For those who wish to become or continue being a Fox Trail volunteer for this school year please visit the link below. All volunteers, including field trip chaperones, must check in and out of our STAR system when visiting campus. Volunteer badges will be left with the front office staff when leaving. <https://www.browardschools.com/getinvolved>

Safety and Security

Parent and Visitor Access to the School- Maintaining a safe campus is our number one priority. Once the school day begins, all perimeter gates will be locked or supervised. Our main entrance gate will be open for arrival for students from 7:15-8:00 AM. Help build your child's independence by ensuring they come to school prepared with their homework, lunch, materials, etc. If you find it necessary to bring the items they forgot at home, the campus gates will be re-opened from 10:30-11:30 AM. Please utilize these times should you need to come to school to drop off items. Just to reiterate, the main entrance gate will be locked from 8:30-10:30 and 11:30-1:30. In case of an emergency and you need to access the campus, you will need to call the school at 754-323-5800. We will then send someone to open the gate. Please understand that this may take some time so please plan accordingly. The main entrance gate will be reopened, and entry will be monitored beginning at 1:30 for dismissal. Fox Care staff will continue to monitor the gate until 6:00 PM. Please have your ID and reason for visiting available at the gate. The gate to State Rd. 84 will not be open during arrival and dismissal. We recommend you schedule any appointments for your child(ren) after school hours when possible. We recognize that these safety procedures may be inconvenient. At times, due to inclement weather or staff availability, there may be longer than usual wait times. We kindly appreciate your cooperation and patience as we work together to keep our children safe.

Safety Drills-Teaching children what to do in the event of different types of emergencies has always been embedded in your child's instruction. We conduct fire drills monthly and tornado drills twice a year. "Code Red" lock down drills be practiced every month as well. In the event of an actual emergency, Fox Trail will communicate with the school community as soon as feasibly possible using our Parent Link system. To ensure that you can receive this timely communication, be sure that you keep your contact information up to date with the front office of the school.

Student ID Badges-All students will be given an ID badge at the beginning of the year that will be kept in school. This ID badge is to be worn everyday while they are at school. When you are shopping for school supplies, consider purchasing a breakaway lanyard for your child. All staff are also required to wear ID badges as well.