

**Sanders Park Elementary**  
Communications and Broadcasting Magnet School

“Home of the Eagles”



**PARENT/STUDENT HANDBOOK**

**SCHOOL MISSION**

Sanders Park’s ongoing commitment is to educate all students in a safe, secure, and highly engaging learning environment through standards-based instruction.

**First Bell Rings at 7:50 a.m.**  
**Teaching Starts at 8:00 a.m.**

This handbook was prepared to answer questions regarding the school's operations. It explains policies, guidelines, and safety procedures, which are in place at the school. Our school's website [www.browardschools.com/sanderspark](http://www.browardschools.com/sanderspark) will have details on events and activities occurring at the school. The topics are arranged alphabetically for ease of use.

*Please note that this handbook does not supersede the Broward County Code of Student Conduct, Policy 5.8, which provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. The Code of Student Conduct will be distributed electronically.*

### **ARRIVAL**

**Students SHOULD NOT arrive on campus BEFORE 7:15 a.m.** Adult supervision begins at 7:15 a.m. Classes begin at 8:00 a.m. When arriving at the school in the morning, students will wait in designated waiting areas. Parents are encouraged to drop their child(ren) off between 7:15 a.m. and 7:45 a.m. to avoid most of the drop-off traffic. Students must be in their classroom and seated by 8:00 a.m. Children arriving after 8:00 a.m. will be marked as tardy.

### **ATTENDANCE & CLASS TARDINESS**

Students are expected to be in attendance each day unless they are ill, or a family emergency arises. A note explaining the absence or contacting the attendance line at 754-322-8402 is required for an absence to be excused. It is the parent/guardian's responsibility to notify Sanders Park of a child's absence. Absences must be reported by 9:30 a.m. **EACH DAY** your child is out. All absences reported AFTER 9:30 a.m. will be entered as "unexcused" for that day. The unexcused absence will remain unless a parent or guardian calls the school or sends a note within 48 hours of the absence. ***Vacations are recorded as "unexcused" absences.*** **The Attendance Hotline is 754-322-8402.**

We realize that there will be instances when your child may be tardy. Please avoid this whenever possible as tardiness interrupts students' instructional time. **An adult is required to sign-in the student when they are tardy.** Excessive tardiness will result in a referral to our school social worker.

Schools monitor students for early signs of truancy when they *accumulate* more than 5 days of absences from school without acceptable documentation. Absences include missing school all day and/or missing school part of the day (being tardy or being signed out early). A student will have a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days.

Information regarding Attendance Policy is posted in the Student Code of Conduct and on the Broward School District's Internet Web site at: <http://www.broward.k12.fl.us/sbbcpolicies/docs/P5.5.pdf>.

### **BACKPACKS/BOOK BAGS**

Due to safety hazards, students will not be permitted to use backpacks with wheels on campus unless medically necessary. Students will be expected to carry all backpacks/ book bags in the hallways. The safety of our children and staff is our priority.

### **BICYCLE RIDERS & WALKERS**

Students who walk or ride bicycles should not arrive at crossing points more than 30 minutes before the start of school, as crossing guards will not be present. The crossing guards are in authority and are to be obeyed. Bicycle riders are expected to observe the following rules:

- **Students must walk their bikes when on school grounds.** School Board Policy prohibits the riding of bicycles, roller blades, “heelies”, scooters, skates, and skateboards on any school campus.
- **Students should lock their bikes with individual locks to discourage theft.**

The school is not responsible for stolen or lost bikes. Parents should be sure to record the bicycle serial number for reference in case of theft.

### **BIRTHDAY CELEBRATIONS**

Kindergarten through fifth grade students are permitted to celebrate birthdays during their classes’ LUNCH TIME ONLY. Parents choosing to recognize their child’s birthday with their classmates may do so if these guidelines are followed:

- You must contact your child’s teacher BEFORE bringing in anything to celebrate your child’s birthday.
- Students can only distribute STORE bought cookies or cupcakes (in original containers), during their lunchtime. NO balloons, candy, candles, pizza, or party favors are allowed.

### **BROWARD TRUANCY INTERVENTION PROGRAM (BTIP)**

Broward County Public Schools and the State Attorney’s Office have initiated the Broward Truancy Intervention Program (BTIP). The intent of the program is to prevent truancy (unexcused absences). Your child’s attendance will be monitored daily, and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney’s Office will be notified.

Florida Law says that you are responsible for your child’s attendance. Section 232.19(7)(a), Florida Statutes, provides that *a parent or guardian commits a misdemeanor of the second degree, punishable as provided by law, if the parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning their child’s truancy.*

### **BUS TRANSPORTATION**

Broward County Schools has implemented a new School Bus "Register2Ride Initiative". Students eligible for bus transportation **must** register at <https://tfsweb.browardschools.com/ride> to be assigned a seat. Students are routed and seats assigned when registration is received by transportation.

### **BUS DISCIPLINE POLICY**

It is important that students travel safely between home and school. They are expected to always obey bus safety rules. Failure to do so may result in loss of bus privileges.

Students must adhere to the following rules:

- Always obey the bus driver.
- Always stay quietly in your seat. No loud noises, eating or drinking are permitted on the bus.
- Always keep your arms and head inside the bus.
- Animals, glass containers, sharp objects, balls, skateboards, balloons, or other similar objects may not be brought on the bus.

The bus driver has the right to assign students to certain seats when necessary to maintain appropriate conduct in the bus.

Please notify the teacher, with a written note, for any dismissal changes. If notification is not received, your child will be dismissed using his/her regular method of getting home.

## **CAFETERIA**

Breakfast is provided daily for all students from 7:15 a.m. to 7:50 a.m. Students arriving after 7:50 a.m. may not be permitted to have breakfast. Breakfast is free for all students.

Free and Reduced lunches are offered to students who qualify. Parents are encouraged to apply for the Free & Reduced Lunch program at: [www.myschoolsapp.com](http://www.myschoolsapp.com). For information about the program please contact Food and Nutrition Services at 754-321-0250. Students not eligible for free or reduced lunch, can purchase lunch in the cafeteria or bring their lunch from home. Students bringing their own lunches to school should bring straws and napkins, as the cafeteria will not provide them. Canned, bottled drinks or metal containers with pull- tabs **are not** allowed at school. Prepayment of school lunches is encouraged at <https://www.myschoolbucks.com/>. The cost is \$2.00 for lunch. Breakfast is free for all students.

**Breakfast and lunch menus are available at: <https://schools.mealviewer.com/results/broward%20county>**

## **CELL PHONES**

School Board Policy and the Broward County Code of Student Conduct states that student use of personal wireless devices during the instructional day is **not** permitted. Wireless devices must be turned off or placed in silent mode and kept out of sight during all institutional and class time activities. In elementary school, the instructional day is defined as time from the beginning bell until the end of the school day. Students caught with their cellphones out without permission, will have the phone confiscated and will only be returned to the parent/guardian. If you need to reach your child due to an emergency, you should call the school at 754 322-8400.

## **CLINIC PROCEDURES**

A **Parent/Guardian Consent for School Health Services Form** will be sent home in students' 1<sup>st</sup> day Folders. **THIS FORM MUST BE COMPLETED AND RETURNED TO THE SCHOOL CLINIC IF YOU CONSENT AND WISH FOR YOUR CHILD TO RECEIVE ANY OF THE SCHOOL HEALTH SERVICES LISTED ON THE FORM.**

If your child becomes too ill to remain at school, you will be notified for the child to be picked up. We cannot keep ill children at school. If we cannot reach you, we will use the emergency contact information you provided. **It is essential that the school has a current telephone number** (home, cell and work) and an emergency telephone number on file at school.

### **Accidents:**

If your child is injured at school, we will contact you and/or the emergency contacts listed on the student information/contact form. When deemed necessary, 911 will be called.

### **Medication:**

Under School Board Policy 6305, students may not have medication of any kind at school, including over the counter medications, unless an Authorization for Medication form has been completed and is on file in the school clinic. The Authorization for Medication form is available in the school office should your child need to be administered any medication during the school year.

Medication must be received in the original container. The container must be labeled with the student's name, physician's name, pharmacy name and phone number, name of medication, directions for dosage

and administration and date of the prescription. Parents, not students, must bring medication to the school office where it will be checked in by the school nurse or office staff.

### **CODE OF STUDENT CONDUCT**

The Code of Student Conduct, Policy 5.8, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures. The School Board of Broward County, Florida, approves and affirms its support of the Code of Student Conduct, Policy 5.8. Please review all information carefully and discuss the consequences of violating the rules with your child. Students and parents are required to sign a statement indicating they have received the Code of Student Conduct.

### **DISCIPLINE**

At Sanders Park, we implement a School-Wide Positive Behavior Plan. Teachers and staff promote and maintain student conduct with support from administration and support staff. Students are expected to adhere to the expectations outlined in the Broward County Code of Student Conduct. Students who violate rules will be subject to discipline in accordance with consequences outlined in the Discipline Matrix per the Code of Student Conduct.

### **DISMISSAL**

**Regular Dismissal:** Students will be dismissed at 2:00 p.m. If you are picking your child up, please use the car pick-up/drop-off area. If your child's dismissal plans are going to change, a note must be sent to your child's teacher or the front office explaining the changes. If a note is not received, your child will be sent home the regular way. Please be sure you comply with this request.

**Early Dismissal:** NO CHILD WILL BE DISMISSED AFTER 1:30PM. Please make every attempt to schedule your child's doctor and dental appointments after school hours. If this is not possible, you must come to the front office **before** 1:30 p.m. to sign your child out.

Students will only be released to adults (18 years or older) who are listed on the Registration Form or Emergency Dismissal form. Proper photo identification (driver's license, passport, state ID) must be presented. All students must be signed out through the school office.

An Emergency Information Contact Card will be sent home with your child. **Please complete and return it to your child's teacher.** It is extremely important that the information is current. If you have changes to any phone numbers, contact people, or other important information, please complete a new Emergency Contact sheet and submit it to the office.

### **DRESS CODE**

Sanders Park Elementary follows a Unified Dress Code Policy. Students attending Sanders Park must adhere to this unified dress policy. The unified dress code consists of khaki or navy blue colored pants, skirts, dresses, shorts, skorts or jumper, and red, white or navy blue shirts. No open toe shoes, such as sandals or crocs, are permitted. More information on school uniforms is available in the school office.

### **EARLY RELEASE DAYS**

All students will be dismissed at 12:00 noon on Early Release Days. See District Calendar for dates. If your child goes to a private day care, please check with them to ensure they provide extended care on Early Release Days.

### **FIELD TRIPS**

Field trips are a vital part of your child's education and are a valuable addition to the educational program. All students are given an opportunity to participate in school-sponsored field trips. Field trip permission forms must be signed and returned to the teacher before the child may participate in a field trip. All monies for field trips must be paid by the designated date with a signed parent permission slip. Permission slips and fees must meet the established deadlines. Students that do not meet the deadline dates will not be allowed to participate. School administration reserves the right to exclude students whose behavior may disrupt the field trip.

Parents wishing to chaperone must contact the classroom teacher by the permission slip deadline date. The classroom teacher will select chaperones. Chaperones must complete the Online Broward County Volunteer Application form and be approved to assist with student activities, **before** being allowed to chaperone. There are **NO EXCEPTIONS** to this requirement. Only registered Sanders Park students can participate in field trips. Chaperones **MAY NOT** bring siblings on field trips.

### **HOMEWORK**

Homework provides independent work time to reinforce problem solving, following directions, decision-making, and time management skills. Per Broward School Board Policy 6306, homework should reinforce and enrich the concepts taught that day. We recommend that you read to/with your child nightly. This helps increase their vocabulary and fluency and discussing what you've read also helps to enrich your child's comprehension skills.

### **HOURS OF CAMPUS SUPERVISION**

**School campuses are regularly supervised 30 minutes prior to the official school start time and 30 minutes after the official closing time.** Activities that are school-sponsored are supervised per the time of the activity for the students involved in the activity.

### **INTERIM STUDENT REPORTS**

Interim Reports are sent home quarterly midway through the marking period. Interim Reports are used to notify parents of any academic and/or behavioral concerns their child may be demonstrating. They may also be used indicate good performance. Parents must sign and return the Interim Report. See District Calendar for dates.

### **LOST & FOUND**

Please be sure to mark your child's clothing, lunch box, backpack, folders, etc., so that lost items can be returned. Lost and found items are held in the office and **cleaned out on a monthly basis.** Any unclaimed items are donated throughout the year.

### **PARENT-TEACHER CONFERENCES**

Parent/Teacher Communication is an essential part of the educational program and an important way for parents to stay involved in their child's schooling. Teachers are required to have a minimum of two

Parent/Teacher conferences each year. Your participation in conferences is strongly encouraged. Parents may also schedule a conference with the teacher if they have any questions/concerns regarding their child. Conferences are generally scheduled before or after school. Please notify the teacher or school if you are unable to attend a conference.

### **PARENT ORGANIZATIONS**

Sanders Park's parent organizations include: **Parent Teacher Association (PTA), School Advisory Council (SAC), and School Advisory Forum (SAF)**. These groups of individuals provide an excellent forum for helping to determine school priorities and working, as a school community, with a child-centered approach to assessing and guiding school activities. If you wish to contact any parent group or are interested in joining one, please check the school's website for information and a list of meeting dates.

- **Parent Teacher Association** – Our Parent Teacher Association (PTA) actively supports the school's instructional program as well as enhancing community/school relationships. Sanders Park is fortunate to have a very enthusiastic PTA. Parents are encouraged to join the PTA and participate in all its functions.
- **School Advisory Council** – The School Advisory Council (SAC) makes decisions about teaching and learning and reflects shared responsibility and collaboration among stakeholders.
- **School Advisory Forum** – The School Advisory Forum (SAF) meets to discuss school concerns and district policies. The SAF serves as a liaison between the school, various school organizations, and the community.

### **PHONES**

To better serve the students and parents, we are asking your cooperation in eliminating calling the office for personal messages to individual students. Classes **WILL NOT** be interrupted with messages to students except in emergencies. Students will not be permitted to use the phone unless for emergency purposes.

### **REPORT CARDS**

Report cards will be issued to students at the close of each nine (9) week grading period. A student must be in attendance a minimum of twenty-five (25) school days to receive a Report Card. The Report Card should be examined carefully and reviewed with your child. The Report Card cover must be signed and returned to the teacher. Report Cards can also be accessed online through Virtual Counselor.

### **SCHOOL SCHEDULE**

7:15 a.m.	Breakfast Program Begins
7:50 a.m.	1 <sup>st</sup> Bell Rings --- (Students Enter Classrooms)
8:00 a.m.	Classes Begin --- (Students need to be in class)
1:50 p.m.	1 <sup>st</sup> Dismissal Bell Rings --- (Buses and Daycare Vans)
2:00 p.m.	2 <sup>nd</sup> Dismissal Bell Rings --- (Car Riders, Walkers, and Bicycle Riders)

### **SEVERE WEATHER DISMISSAL**

When severe inclement weather occurs (heavy rain, lightning) we will follow a Rainy Day Dismissal Procedure. **ALL walkers, bicycle riders and car riders will be held inside the building until it is safe to release them.** We ask that you are patient and do not request that we release your child under the unsafe conditions. As the weather improves, students will be dismissed to parents or ride/walk home.

## **STUDENT EMERGENCY CONTACT and INFORMATIONAL FORMS**

An information packet with important/essential forms will be sent home with students the first week of school. We ask that you complete and return these forms promptly. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers are accurate and clearly written. Please notify the school if you change addresses or telephone numbers during the year by obtaining and completing a new Emergency Contact form with the current date noted. **CHANGES WILL NOT BE TAKEN OVER THE PHONE.** A change of address during the year will require two new proofs of residence, as required in the initial registration process. It is very important that our records are kept up to date for the safety and security of your child.

## **SCHOOL VOLUNTEERS**

School volunteers play a vital role in the enhancement of school programs. To volunteer during the school year, all individuals must complete an online volunteer application at <https://apps.raptortech.com/Apply/NDgyMDplbi1VUw==>. All volunteers must be cleared, present valid photo identification and be checked in by a member of our front office before going onto the campus. Volunteers will be scheduled in advance with the teacher and are NOT permitted to bring older children, babies, or toddlers with them when they volunteer.

## **STUDENT TAKE-HOME FOLDERS**

Students in grades K – 5 are given student take-home folders at the beginning of the school year. These will be used to teach and enhance student organization and responsibility. The folders are also an excellent way to keep an open line of communication between teachers and parents.

## **VIRTUAL COUNSELOR**

Virtual Counselor is an excellent tool that is available on Broward County Schools website. This innovative feature allows parents and their children to see the student's school records, from course grades to recent test scores to attendance records.

## **VISITATIONS**

ALL school visits must be pre-arranged. Parents WILL NOT be permitted in classes during instructional time without prior approval from the teacher and administration. ALL visitors MUST enter and sign in at the front office. Visitors MUST present a valid photo ID to be signed in. A visitor's badge will be issued and MUST be worn at all times while on campus. When leaving, visitors will return to the office to return their badge and sign out.

### **TELEPHONE NUMBERS TO KNOW (Quick Reference)**

<b>Main Office</b>	<b>(754) 322-8400</b>
<b>Attendance Line</b>	<b>(754) 322-8402</b>
<b>Food &amp; Nutrition Department</b>	<b>(754) 321-0250</b>
<b>Bus Routes beginning with 1</b>	<b>(754) 321-4000</b>
<b>Bus Routes beginning with 2</b>	<b>(754) 321-4480</b>
<b>Bus Routes beginning with 3</b>	<b>(754) 321-4100</b>
<b>Bus Routes beginning with 4</b>	<b>(754) 321-4150</b>
<b>Bus Routes beginning with 5</b>	<b>(754) 321-8025</b>



For additional information please visit the Broward County Public schools website at [www.browardschools.com](http://www.browardschools.com) or the school's website at [www.browardschools.com/sanderspark](http://www.browardschools.com/sanderspark) under the “Parent & Families” and “Students” tabs.