

# **SILVER SHORES ELEMENTARY SCHOOL**

**“The GREATEST Corner in the Universe”**

**2022 – 2023**

**“SSE 22-23: ALL SYSTEMS GO!!!”**

## **STANDARD OPERATING PROCEDURES MANUAL**

**Dr. Jonathan Leff, Principal**

**Mrs. Lisa Monroe, Assistant Principal**



### **Important School Information**

**School Office Hours: 7:30am – 3:00pm**

**Student / Instructional Hours: 8:00am – 2:00pm**

**After-Care Hours: 2:00pm – 6:00pm**

**Before Care Hours: 7:00am – 7:30am**

### **Important Phone Numbers**

**Main: (754) 323-7550**

**Fax: (754) 323-7590**

**After Care: (754) 323-7551**

**Cafeteria Mgr: (754) 323-7560**

**Clinic: (754) 323-7565**

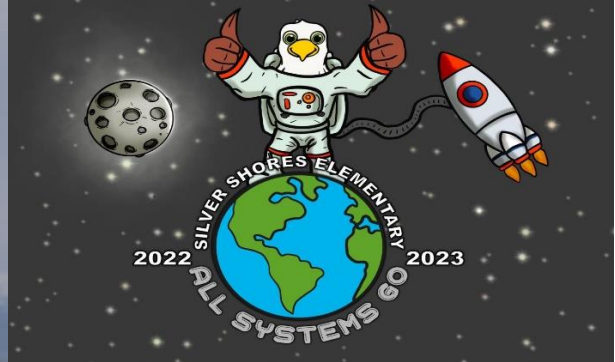
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## SILVER SHORES ELEMENTARY SCHOOL

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August 16, 2022

Dear Silver Shores Family,

It is with the greatest honor and enthusiasm I welcome you back to SSE 22-23: ALL SYSTEMS GO!!!! What started out as one of the most difficult years of our professional lives, ended in triumphant success. Our students learned beyond any of our expectations, and you FAR exceeded mine. Our trials and tribulations, worries and uncertainties, personal losses and upsets, manifested themselves into hard work, solid teaching, and connecting with the deepest part of our inner-selves to forge through everything we encountered, keep moving forward, and ultimately ending the FSA-driven state measure of accountability as an “A” School. By now, I truly hope each of you know that your strength is boundless and inner drive is limitless.

As Principal, I take no greater pride in watching our students succeed in their roles as both leaders and learners, taking responsibility for themselves, their learning, and our community. We will continue to be champions of student achievement, creativity, leadership, and family. We are committed to making every day important and better than the last.

Our commitment to safety and security is not only priority, but also state statute; and we will only be as strong as our own personal commitment to ensuring these are implemented with fidelity. I am asking for your patience, understanding, and willingness to commit to keep Silver Shores Elementary as safe and secure as possible. When one feels unsafe, the focus for learning is lost.

The following bulleted information will successfully navigate you through our safety and security protocols:

- All faculty and students will wear ID badges always while in school. To keep the student badges safe, your classroom teacher will hand out and collect them daily. If your child comes home with their badge, please ensure its safety and return it to school the following day. We will have one back-up ID per student. Thereafter, a charge may be imposed.
- All visitors, volunteers, school-board employees, etc. must enter the school through the main office and present proper ID for the RAPTOR machine. Once cleared, you will be given an ID badge and buzzed into the main hallway. You must wear your ID badge in a visible location while in school.
- **To enter the front office**, please ring the outside doorbell, and someone will buzz you in as the entry doors will remain locked.
- The main office door into the school's main hallway has an electric strike. The only way in is by buzzer, so please be patient while waiting your turn to enter.

**This Standard Operating Procedures (SOP) manual will also serve as our first Community Newsletter. There are some very important changes this school year that will need your immediate attention. Please read the remainder of this in its entirety.**

*First*, Silver Shores Elementary will receive **Title I** funds for the 2022-2023 school year. According to the U.S. Department of Education, the purpose of Title 1 funding, “is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments.”

The basic principles of Title 1 state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. For the 2021-2022 school year, Silver Shores Elementary School had 51% of students enrolled in the free and reduced lunch program. The additional federal funding by Title I enabled us to purchase today's paramount educational intervention resources, which played a major role in our huge increase in student achievement; host quality Hands-On Science nights; provide dinner to our families that participated in our Title I Sponsored events; and exponentially increase our student achievement results.

The School Board of Broward County Title I Center for Parent Involvement is located at 701 NW 31<sup>st</sup> Avenue, Fort Lauderdale, FL 33311. For more information, you may contact Dr. Daniel at 754-322-5850 or visit <https://www.browardschools.com/Page/34284> or call 754-321-1400.

*Second*, to make your school year most productive, please access the **Broward Schools Parents and Families Homepage** at <https://www.browardschools.com/domain/13351>. Here you will find a wealth of information regarding back to school, in addition to general information that

relates to students and families. Please read all about volunteering at school at Broward School's Get Involved with BCPS webpage: <https://www.browardschools.com/Page/32540>. You can also register online from this link.

**\*\*\*IMPORTANT\*\*\*** To expedite the beginning of year paperwork, you can access the **Back-to-School Online Forms** portal at <https://scaweb.browardschools.com/bts/> and fill in the forms. To ensure you have completed every step, the final page you receive needs to be printed, signed, and brought to school and given to our registrar. This form has a code that will enable our registrar to access the information and roll it in to our database, so please bring in the signature page as soon as possible.

## **IT IS IMPERATIVE THAT WE HAVE ALL UP-TO-DATE WORKING PHONE NUMBERS AND EMAILS**

**2022-2023 Student Code of Conduct / Back to School Forms link:** Please review the Code of Student Conduct Handbook and complete the required forms by accessing the Back to School Forms link found on the Broward Schools' webpage at: <https://www.browardschools.com/Page/38107>.

*Third*, I want to leave you with some general information that will positively assist you in navigating Silver Shores Elementary.

- **IMPORTANT WEBPAGES:**

- Broward County Public Schools – <https://www.browardschools.com/>
- Silver Shores Elementary School – <https://www.browardschools.com/silvershores>
- Silver Shores Elementary's Before and After Care – <https://www.browardschools.com/Page/15456>
- Silver Shores Elementary's School Improvement Plan – [http://www.broward.k12.fl.us/ospa/school\\_sip.asp?school\\_number=3581](http://www.broward.k12.fl.us/ospa/school_sip.asp?school_number=3581)
- Student Single Sign On (SSO) – <http://browardschools.com/sso> (see below)
- Online School Payments – <https://estore.browardschools.com/OSP/default.aspx>
- Follow us on Twitter: @SilverShoresEL; Like our Silver Shores Elementary School Facebook page

- **Silver Shores Elementary School's Leadership / Support Team:**

- Principal – Dr. Jonathan Leff ([jonathan.leff@browardschools.com](mailto:jonathan.leff@browardschools.com))
- Assistant Principal – Mrs. Lisa Monroe ([lisa.monroe@browardschools.com](mailto:lisa.monroe@browardschools.com))
- School Counselor – Mrs. Christine Coschignano ([c.coschignano@browardschools.com](mailto:c.coschignano@browardschools.com))

- ESE Specialist – Mrs. Maribel Lauzurique  
([maribel.lauzurique@browardschools.com](mailto:maribel.lauzurique@browardschools.com))
- Literacy Coach – Ms. Jessica Abraham ([jessica.abraham@browardschools.com](mailto:jessica.abraham@browardschools.com))
- Office Manager – Mrs. Nicole Lawson ([nicole.lawson@browardschools.com](mailto:nicole.lawson@browardschools.com))
- School Psychologist – Ms. Ivette Arango ([ivette.arango@browardschools.com](mailto:ivette.arango@browardschools.com))
- School Social Worker – Mr. Godfrey Clarke  
([godfrey.clarke@browardschools.com](mailto:godfrey.clarke@browardschools.com))
- School Registrar / Attendance Manager – Ms. Dee Degroff  
([ddegroff@browardschools.com](mailto:ddegroff@browardschools.com))
- School Microtech – Mr. Lumony Leconte  
([lumony.leconte@browardschools.com](mailto:lumony.leconte@browardschools.com))
- School Resource Officer – Officer Lesley Harris ([lharris@miramarpd.org](mailto:lharris@miramarpd.org))
- Campus Monitor – Ms. Lisariny Rivera ([lisariny.rivera@browardschools.com](mailto:lisariny.rivera@browardschools.com))

As I said last year in my welcome back letter: “I believe there is no limit to what we can do and will achieve at the Shores. I am authentically committed to making every day important and better than the last. We will continue to learn from both our successes and our failures, and flourish as a community of learners that reach our highest expectations.” This rings true today.

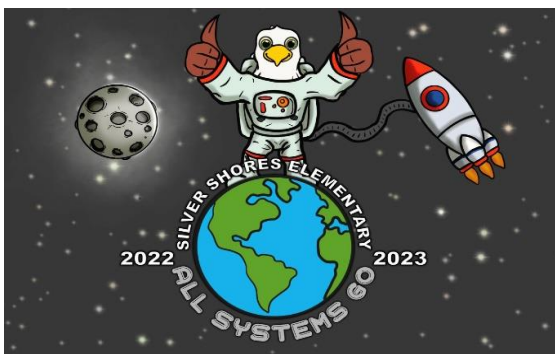
We need to continue to raise our own “bar,” challenge our abilities, and repeatedly sharpen our saws. This year’s theme, “SSE 22-23: ALL SYSTEMS GO!” encapsulates what I truly believe we can, and WILL, accomplish this year. We will continue to implement the Benchmark Universe as well as begin using our newly adopted math curriculum. Florida B.E.S.T. standards will provide the blueprint for standards-based learning, and we will progress monitor three times during the year.

Although it is a new school year, and there is ALWAYS hope, these are still trying times and the turbulence is still ever-present. We will continue to do our best with cleaning and sanitizing; we will continue to champion the cause for our students and families as they are our “Why!”, and despite any individual differences, we always have, and always WILL stand UNITED as a PROUD SILVER EAGLE FAMILY!!! **WE ARE SSE 22-23: ALL SYSTEMS GO!!!**

All My Best for the 22-23 School Year,



Dr. Jonathan Leff,  
Your VERY PROUD PRINCIPAL 😊



## UNIFORM POLICY: MANDATORY UNIFIED DRESS CODE

Silver Shores has a Mandatory School Uniform policy. Please have your child dressed in the appropriate school uniform as compliance will be monitored daily and consequences will result for students out of uniform (unless it is a “dress down” day). There is information in the front office regarding our uniform policy and In Unison, our school uniform supplier.

### Silver Shores Elementary School

#### Parents and Students

##### Shop for your kids uniforms

THIS 2021 SEASON WILL BE CARRIED OUT THE SAME MANNER AS LAST YEAR.

In Unison will NOT host onsite sales at the school. As a safer alternative we will once again support our customers by offering a reduced flat rate shipping fee of \$5.99 on all orders placed from June 15<sup>th</sup> until August 1<sup>st</sup>.

Our store will remain open from Monday to Saturday. Parents are welcome to shop in store or online and by selecting the in store pick up option to AVOID SHIPPING COSTS.

EXCLUSIVE UNIFORM VENDOR

IN-UNISON<sup>®</sup>

kids

NEW ADDRESS:

4432 N. University Drive, Lauderhill, FL. 33351

Tel. 954-749-3340/954-749-1751

SHOP ONLINE: [www.inunisonkids.com](http://www.inunisonkids.com)

**Tops:** Hunter green, white, navy or light blue polo-style with emblem. Students may also wear non-collared shirts with emblem and the Silver Shores spirit T-shirt.

**Bottom:** Navy or Khaki slacks, plaid, khaki, or navy shorts, skorts, or jumpers. **Regular blue jeans on Fridays only.** (No baggy or oversized jeans; no leggings).

**Shoes:** Athletic shoes are recommended, however. Students must follow School Board Policy regarding footwear. Students may not wear backless shoes.

**Belts:** Required for pants or shorts with belt loops.

As per school board policy no backless shoes, no hats, bandanas, or other head coverings, no sunglasses. Please see the student code of conduct for clarification.

#### **On Cold Days:**

Dress code must be adhered to everyday including cold days. Students may not wear sweatpants, jogging pants or another non-uniform pant. Uniform shirt still needs to be worn, sweatshirts and jackets need to be plain with no writing on them. During the cold weather season jeans may only

on Fridays and must be accompanied by a uniform or spirit shirt. Long sleeve shirts may be worn under a short-sleeved uniform shirt. In addition, sweatshirts and jackets may be utilized but must be plain with no writing or pictures on them.

On cold mornings, school doors are opened at 7:15 am to allow students into the cafeteria. Waivers for sincerely held religious beliefs only, may be requested the first 10 days of school.

### **ONLINE RESOURCES**

Students have at home all the online educational resources they have in school, including online textbooks (see below), the *iReady* online program (ELA and Math), and Reflex Math. Students access their own SSO Launchpad at <http://browardschools.com/sso> (see below). I HIGHLY encourage you and your child to utilize these online educational programs at home. Please contact your teacher for more information.

#### **ACCESSING SINGLE SIGN-ON (STUDENT)**

1 – Enter <http://browardschools.com/sso> into the URL bar

2 – Find the purple tab titled Register Now / Login

Click link to be directed to login page

USERNAME – 10-digit student number beginning with 06

PASSWORD – Pmm/dd/yyyy

ex. Birthdate of Jan 1, 2004 = P01/01/2004

#### **ACCESSING CANVAS (STUDENT)**

1 – Go to [sso.browardschools.com](http://sso.browardschools.com)

2 – Sign in with student number and password (see above) to get your personalized launch pad

3 – find the CANVAS tile and click to access

4 – use the “COURSES” button on the left-hand of the screen to find your teacher’s Canvas page

5 – when you enter the Canvas course, check the announcements at the top of the page, then scroll down to access the assignments, etc.

6 – teacher will be providing a TEAMS video conferencing link for you to access for live instruction

#### **ACCESSING DIGITAL TEXTBOOKS**

1 – Log into SSO as STUDENT (same directions as above)

USERNAME – 10-digit student number beginning with 06

PASSWORD – Pmm/dd/yyyy

ex. Birthdate of Jan 1, 2004 = P01/01/2004

2 – Find the APP titled – ONLINE STUDENT TEXTBOOKS

Click on app



3 – Find the tab on the left side of the screen titled HOME

Below HOME is ELEMENTARY – click on ELEMENTARY

4 – You should now be on the webpage that is titled ELEMENTARY TEXTBOOKS

At the bottom of the screen is Language Arts, Mathematics, Science, Social Studies

5 – Click on the subject area you want – then scroll below to find your child’s grade level

Click on the student book link

### **SEE SOMETHING, SAY SOMETHING: BROWARD COUNTY PUBLIC SCHOOLS SAFETY AND SECURITY REPORTING TOOLS**

**FortifyFL** is a Suspicious Activity Reporting APP that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Downloading the APP from your Cell provider’s APP store allows instant access for one to provide a description of the threat, share pics and videos, and optionally submit their contact information. Once a report is made, FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of Education and Florida Department of Law Enforcement coordinated its development and roll-out – <https://getfortifyfl.com>

**SaferWatch** is a web and mobile based security system that was built to provide a higher level of safety for individuals and enhance security for organizations including schools, corporations, public venues, neighborhoods and communities. SaferWatch empowers users to report an incident as they see it happening or submit a tip at a later time. SaferWatch provides real-time two-way communication during emergency and non-emergency situations. Users, administrators, security personnel and law enforcement can now seamlessly communicate all on the same secure network. SaferWatch Alerts provide detailed safety instructions based on the incident and the ability for users to contribute information. SaferWatch is also key for organizations to provide duty of care to their employees and customers and help mitigate risk. You can download the APP from your Cell provider’s APP store – <http://www.saferwatchapp.com>

# See Something, Say Something

## Be a Broward Buddy, Report a Tip!

In an emergency, call 911 immediately. To submit a safety or security concern that is not an emergency, please use one of the tip reporting methods provided below. Please remember you can choose to remain anonymous.



### Anonymous Tip Submission Box

Submit a tip easily via our Anonymous Tip Submission Box (**no download required**). Provide as much detail as you can, including names of people involved, physical descriptions, school name, social media handles, etc.



[BrowardSchools.com/SecurityTips](https://www.browardschools.com/SecurityTips)



### Call Us Anytime (Even on Holidays)

Call our District Security Operations Center (DSOC) 24 hours a day, 7 days a week (including holidays). One of our friendly DSOC Specialists will take your tip over the phone and submit it immediately to our investigators. Please let the DSOC Specialist know if you wish to remain anonymous.

**754-321-3500**



### Send Us an Email

Submit a tip using the email address below. Although your email address is displayed using this tip reporting method, you can choose to remain anonymous by simply requesting it in your message.

[SecurityTips@BrowardSchools.com](mailto:SecurityTips@BrowardSchools.com)



### FortifyFL

Submit a tip via FortifyFL online (**no download required**) or download the app for easier use. Visit FortifyFL using the link below. Your tip will immediately reach law enforcement and Broward Schools investigators.



[GetFortifyFL.com](https://www.getfortifyfl.com)



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The School Board of Broward County, Florida: Scott Alford-Deff - Patricia Good - Debra Hixon - Donna F. Kain - Leslie Rich Levinson - Sarah Leonard - Ann Murray - Dr. Rosalind Osgood - Nora Rupert - Dr. Willie C. Garmon III - Interim Superintendents 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 identity, gender expression, genetic information, marital status, national origin, race, religion, sex, or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/WADA Compliance Department & District Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-3158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/WADA Compliance Department at 754-321-3150 or Teletype Machine (TTY) 754-321-3158. [browardschools.com](https://www.browardschools.com)



## **DAILY HEALTH ASSESSMENT – IMPORTANT!!**

It is the responsibility of all staff and families to complete a daily health assessment prior to reporting to school/work.

In order to enter Broward County Public Schools facilities, all individuals should answer the following self-assessment questions at home each morning prior to departure:

- Does my child or a household member feel warm, have a fever or elevated temperature (100.4), or have the chills?
- Does my child or a household member have a persistent cough, runny nose or sore throat?
- Has my child or a household member recently had a loss of taste or smell?
- Has anyone in my household tested positive for COVID-19?
- Has my child or a household member been in close, unprotected contact with anyone who has tested positive for COVID, who was sick with a fever and cough or confirmed/suspected of having COVID-19 (spent longer than 15 minutes within 6 feet of someone)?
- Is my child or a household member feeling otherwise sick or ill today?
- Is my child or a household member awaiting test results for COVID-19?
- Has my child or a household member tested positive for COVID-19?
- Has my child or a household member been told to self-quarantine or self-isolate by a medical professional, school staff or an employer?

If you can answer “NO” to all of these questions, your child may proceed to school. **If any member of your family answers “YES” to one of these questions, please contact our school nurse for additional guidance.**

## **ARRIVAL/DISMISSAL**

### **ARRIVAL**

- All car riders will be dropped off in the front car loop, except ESE Pre-K and InD students, whose parents may park in the front parking lot and walk them to the front door (same applies to pick-up) – Officer Harris will control the flow of traffic into the school as well as prohibit anyone from dropping off and making a U-turn in the car line
- Student walkers and bikers will use the front doors to enter / exit school. Bikers will use the bike rack in the front of the school near the flagpole.
- Upon entering the building, students will enter the cafeteria if they opt for grab-and-go breakfast and remain there until 7:55am, at which time they will be dismissed to go directly to class.

- Students not eating breakfast will proceed to their classroom area, and sit in the hall quietly and physically distance (use floor markings and signage as a guide)

**All car riders / walkers / bikers will enter through the front doors. Bus riders will enter through the bus loop area.**

### **LATE BELL – 8:00 a.m.**

Instruction starts at 8:00 a.m. therefore, students must be in their classrooms **BEFORE** 8:00 a.m. or they will be considered tardy. **We will allow flexibility for the first week, then it will be expected that they are in class at 8:00am.** After 8:00am, you will have to walk your child into the front office and sign them in as tardy.

### **DISMISSAL**

Students should go directly home at dismissal time, unless enrolled in the Afterschool Program or clubs (when they begin). Please, *no early dismissals, unless a true emergency.* With that said, if you need to change dismissal, you must call the school or send the front office and your child’s teacher an email in the morning of what the change is. *To reduce last minutes changes, all changes must be done before 1:00 pm.*

### **DISMISSAL TIMES**

Silver Shores will utilize a staggered dismissal approach – car riders will be brought to the cafeteria, and we will use the “rainy-day” dismissal protocol. A staff member will approach your car and read the school dismissal tag hanging from your rear-view mirror (it should have your child’s name, grade level, and teacher written on it, so it is large enough to read from a short distance). We will relay the name to the cafeteria, where your child will be waiting and let him/her know you are here.

Staggered dismissal times to the cafeteria:

1:45pm – PK / InD

1:50pm – K / 1<sup>st</sup> Grade

1:55pm – 2<sup>nd</sup> / 3<sup>rd</sup> Grade

2:00pm – 4<sup>th</sup> / 5<sup>th</sup> grade

Bus riders – will report to the bus area

Walkers and bikers will go to cafeteria with their respective grade levels and will be dismissed at 2:00pm

After Care students will go to their respective classroom when the others go to the cafeteria.

**CAR RIDERS: Cell phones should not be used while driving on campus**

It is essential that all parents follow the school traffic rules when bringing or picking up children at school. Your cooperation and assistance are expected in implementing a safe flow of traffic. The safety of our children is our primary concern. Officer Harris will control the flow of traffic into the school as well as prohibit anyone from dropping off and making a U-turn in the car line.

When approaching the school, please drive up as far forward as possible. Please make sure your child is ready for a quick exit from the vehicle when stopped at the drop-off line. ***This is not the time to sign homework, put shoes on, fill up the backpack or begin a conversation with your child.***

Children are not permitted to load/unload from the left-hand thru lane. For safety reasons, children must exit the car from the passenger side. All cars must display an SSE-issued parent pick up card and hang it from the rear-view mirror at dismissal. If there are several people who pick your child up, please request additional cards.

**AFTER CARE STUDENTS**

After Care students will report directly to their designated location when their grade level begins staggered dismissal. Their counselor will be waiting to welcome them.

**BIKE RIDERS**

The fenced area by the cafeteria side door is provided for students to park their bicycles during school hours. All bicycles are to be parked in the rack. We suggest that students record their bicycle serial numbers and safeguard them with a lock. The school assumes no responsibility for bicycles. The bike rack will be locked at 8:00am and reopened at 2:00pm.

Students are expected to walk their bicycles on the school grounds. It is both unlawful and dangerous for two or more children to ride on one bicycle. When traveling to and from school, students must obey all traffic regulations. Students who do not practice safe riding habits will be asked not to ride their bicycles to school. Bicycle helmets must be worn, by law, as of January 1, 1997 (Bike Helmet Florida Law Section 316.2065, F.S.). Helmets should be labeled with the name of the student. Rollerblades and Hoverboards are prohibited on School District property. The school assumes no responsibility for these items.

**BUS RIDERS**

Students may ride the bus to which they are assigned. They must follow all school district bus rules. Students may **not** ride another bus to go home and visit a friend. Upon arrival to school, students are to report directly to the cafeteria or their classroom. There is no drop-off of students by private car allowed in the bus loop area.

### **WALKERS**

Walkers are expected to use the sidewalk and designated pedestrian crossing areas. The main car entrance is not a pedestrian crossing. **Parents who walk their child to school must wear a mask upon entering school grounds and will drop off their child where the overhang begins (on either side of the car loop) – please DO NOT walk your child to the front door as we will be closely monitor the number of people present in the car loop area.**

### **EARLY DISMISSAL**

If a student needs to leave school early for an appointment, an authorized adult must produce identification and sign the student out in the main office **prior to 1:30pm.**

### **RAINY DAY DISMISSAL**

Please plan (when applicable) with your child so that he/she knows what to do when it is raining at dismissal time. On days with lightning or extremely heavy rain, students will be held in the building until it is safe for them to leave. We will implement our Rainy-Day Dismissal protocol.

## **SCHOOL BOARD POLICY 5.5 – ATTENDANCE**

School attendance is the direct responsibility of parents/guardians and students. All students are expected to attend school regularly and to be on time for class in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

- Excusing an Absence:
  - Parent Responsibility: Parents will be notified within 48 hours of a reported absence via a robocall. It is the parent’s responsibility to communicate a reason for absence by phone or through the online form available on the school’s website (Contact > Report an Absence).
  - School Responsibility: The attendance clerk, designated by the principal, is responsible for monitoring and updating excused absences reported to the school’s attendance hotline and the online forms submitted by parents from the school’s website.

### **BIRTHDAYS/CELEBRATIONS**

Birthdays are recognized in many ways by the classroom teachers. Birthday parties are not permitted at school. Store bought cupcakes may be brought to school for student birthdays or other events. Two parents may enter the cafeteria during your child’s lunch time to pass out cupcakes.

## CAFETERIA

Students will wash their hands before going to lunch whenever possible, if not, there is hand sanitizer available for them. Students will sit at their assigned table.

## BREAKFAST / LUNCH PROCEDURES

- Students will report to cafeteria in AM if opting in for grab-and-go breakfast (free of charge)
- All students will eat lunch in the cafeteria – physically distanced / staggered
- Teachers will walk their class to the cafeteria and pick them up
- Lunch schedule will be staggered every 30 minutes as will tables
- Students that bring lunch to school will go and sit upon entering the cafeteria
- Tables will be assigned, and there will be markings on the bench for students to sit.

**For the 2022-2023 school year, breakfast and lunch at The Shores will be free of charge.**

## CLINIC

Any student who becomes ill or injured during the school day will be sent to the health room by the classroom teacher. The student will let the teacher know and the teacher will call the front office. The nurse or health technician will come up to the classroom to retrieve the student. Students WILL NOT use the buddy system to escort a classmate to the clinic.

**If a child's temperature is 100 degrees or above the child must be sent home.** Children with any communicable diseases will be excluded from attending school. Parents are encouraged to notify the school nurse of any cases of head lice. Please list any medical conditions on the registration form (i.e. asthmatic, diabetic, allergic to bee stings, peanuts, etc.). This information will be shared with the school nurse. The nurse will alert your child's teacher. **In addition to completing the form, it is also important to remember to update this information when your emergency numbers or your child's medical condition has changed.** In case of an accident, serious illness, or other emergency, please be assured that appropriate action will be taken.

## MEDICATION FOR STUDENTS

Parents are encouraged to give medicine before or after school hours if possible. A Physician's Authorization for Administration of Medication at School form (PDS-0257) must be completed for the school nurse to administer during school hours or for student to carry on person.

### **COVID 19/ISOLATION ROOM**

If a student shows symptoms of COVID-19, they will be brought to the nurse. The student will be evaluated & determined if the isolation room is necessary as well as contact the parents to come and pick up the child from school ASAP. **This will be done promptly.** The student will remain in isolation until pick-up. We will bring the student out to your car.

### **PROCEDURES FOR ILLNESS THAT OCCURS WHILE ON CAMPUS**

- If a student/staff member is in distress and cannot breathe or respond, call 911.
- If a student/staff member becomes ill while on campus, the teacher shall call the main office.
- Main office staff will contact the nurse or other appropriate staff member.
- The teacher will complete a clinic pass which the nurse or other appropriate staff member will take with them when retrieving the child/staff from the classroom.
- The nurse or other appropriate staff member will go to the classroom to complete a quick assessment and to escort the student/staff to the clinic or isolation room.
- The nurse will determine, based on symptoms, if the child/staff member is experiencing symptoms that may be COVID related or symptoms that are related to another possible illness/condition.
- The nurse will follow protocols based on the results of their assessment.
- The staff member(s) supervising the child will be notified of the child's status.
- Contact tracing will be initiated if necessary.
- District protocols will be followed based on the outcome of the assessment completed by the nurse.

**Symptom Monitoring.** Ask parents/guardians or caregivers to monitor their children for signs of infectious illness including COVID-19. Children with symptoms of any infectious illness or symptoms of COVID-19 should not attend the summer program. Staff should also monitor for signs of infectious illness, including COVID-19, and should not report to work if they have symptoms. Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



## **COVID-19 ISOLATION AND QUARANTINE GUIDANCE FOR STUDENTS**

Students who have **tested positive experiencing symptoms** consistent with **COVID-19** should not attend school, attend school-sponsored activities or be on school property until:

- 5 calendar days have passed (return on 6th day) since date of initial positive test or date of onset of symptoms **AND**
- Fever free for at least 24 hours without the use of fever reducing medication
- No additional testing is required

Students who have **tested positive for COVID-19 and are NOT experiencing symptoms (asymptomatic)** should not attend school, attend school sponsored activities or be on school property until:

- 5 calendar days have passed (return on 6th day) since date of initial positive test **AND**
- Fever free for at least 24 hours without the use of fever reducing medication

**\*Day 0 is the date of initial test if you are asymptomatic\***

### **Students Exposed to COVID-19 (Close Contacts)**

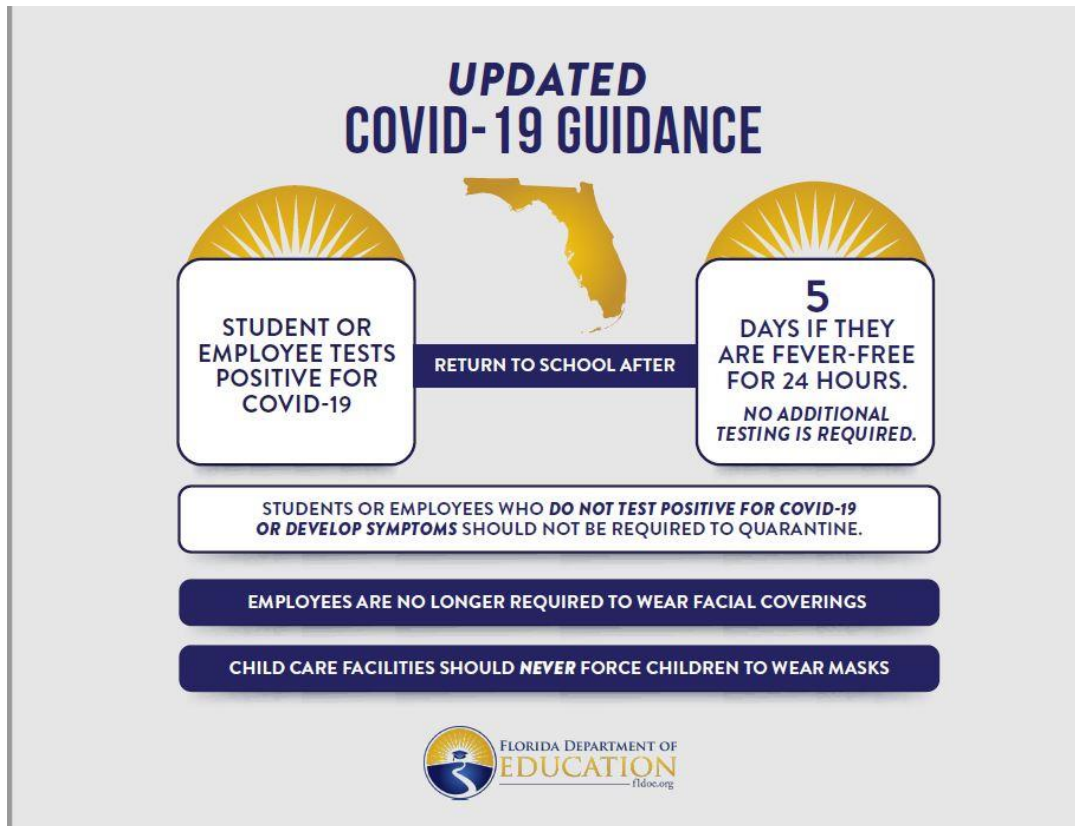
Students who have been **exposed (direct contact)** to an individual who received a positive COVID-19 test (*exposed is defined as cumulative exposure for at least 15 minutes, within 6 feet*) may follow the protocol below.

Broward Schools will allow parents or legal guardians the authority to choose how their child receives education after having direct contact with an individual who received a positive diagnostic test for COVID-19. Parents may choose one of the following options:

- Allow the student to attend school, school sponsored activities, or be on school property, without restrictions or disparate treatment, so long as the student remains asymptomatic
- OR**
- Quarantine the student for a period not to exceed **seven days** from the date of last direct contact with an individual that is positive for COVID-19

For questions or additional information:

- Students: Please contact the Coordinated Student Health Services Department via email at [COVID19Nurse@browardschools.com](mailto:COVID19Nurse@browardschools.com).
- Staff: Please contact the Risk Management Department via email at [theresa.coleman@browardschools.com](mailto:theresa.coleman@browardschools.com).



### **CONFERENCES/COMMUNICATION**

Parents are encouraged to communicate with their child’s teacher regularly via email, Class dojo, or telephone. Parent / Teacher Conferences provide vital information to both the parent and the teacher as a solid home-school connection helps the child reach his/her highest potential. Conferences may be requested by contacting your teacher. It is important to schedule conferences in advance in order to avoid conflicts with regularly scheduled staff meetings.

#### **Report Cards**

Due to the pandemic, the District began utilizing electronic systems to provide notification to parents. Report cards were made available to families using Virtual counselor. Hard copies were not provided. Moving forward, the 2022-2023 school year and continuing, report cards will still be provided to families via Virtual Counselor. In addition, Silver Shores Elementary School will provide one hard copy of each quarter’s report card to parents.

- a. Report cards are issued at the end of every nine weeks of school and cover a period of approximately 45 school days.
- b. A student must be in attendance at a SBBC school for 25 days to receive a grade.
- c. The student’s performance in each class or course must be based upon examinations as well as written papers, class participation, and other academic performance

criteria and indicate whether the child is performing “at/above” or “below grade level.” Continued below grade level performance is an indication of possible retention.

- d. Report cards also provide information on the student’s conduct, behavior and attendance, including absences and tardies (F.S. 1003.33).
- e. Report cards shall be signed by the parent and returned to the teacher.
- f. If a student withdraws and does not qualify for a report card under this provision, the parent shall be issued a statement of academic achievement.
- g. Report cards may not be withheld from students because of failure to pay dues, fees, or charges for lost or damaged books or property.
- h. All schools will use the district-identified report card unless special permission has been obtained from the District, based upon the unique program implemented at the school, such as Montessori.

### **Interim Reports**

Due to the pandemic, the District began utilizing electronic systems to provide notification to parents. Report cards were made available to families using Virtual counselor. Hard copies were not provided. Moving forward, the 2022-2023 school year and continuing, report cards will still be provided to families via Virtual Counselor. In addition, Silver Shores Elementary School will provide one hard copy of each quarter’s report card to parents.

Interim reports indicate if a student is having difficulties and report cards are marked to show on-grade level or below-grade level performance. No later than midway between marking periods, an interim report shall be sent to parents of students who are experiencing difficulty including, but not limited to:

- a. A below average grade (Grades 3-5 a grade of D or F),
- b. A drop of two or more grades,
- c. Unacceptable behavior, and d. Excessive absences.

### **FIELD TRIPS**

**Both in-person and virtual Field Trips may be scheduled by the teacher to enhance the learning experience. All students in the classroom will have the ability to attend the virtual field trip.**

In general, field trips are planned by the teacher and approved by the principal. They provide an opportunity for students to experience first-hand some of the material they have studied in the classroom. Parents will be notified when class field trips are planned, and a permission slip will be sent home. If there is a fee, parents may pay via the Online School Store (<https://osp.osmsinc.com/browardfl/>). Written permission signed by the parent or guardian is

required and must be at the school before a child may participate in any field trip. No permission will be accepted by telephone. If a child exhibits disruptive or inappropriate conduct while on a field trip, the child may lose the privilege of attending future field trips or may be required to be accompanied by his/her parent on remaining field trips for that particular year. Parents interested in chaperoning field trips may inquire with the teacher.

### **FORGOTTEN ITEMS**

We will not accept forgotten items in the front office to be delivered to your students. **We will ONLY accept eyeglasses or lunch on an emergency basis.** Items like homework, binders, books or safety patrol belts, etc. will not be accepted. Please encourage your child to come to school prepared.

### **PAYMENTS**

Anything that needs to be paid: Aftercare, field trips, cafeteria etc. must be paid online. The front office WILL NOT accept cash, checks, or credit cards. ALL payments need to be made via Online School Store (<https://osp.osmsinc.com/browardfl/>) – it is safer, faster, and secure.

### **SCHOOL EVENTS**

We will use our school website's calendar, as well as use our Parentlink call-out system to provide you with advanced notice of all school events.

### **VALUABLES ON CAMPUS**

Toys, electronic devices, or other items which may detract from educational experiences are prohibited unless specifically approved by a teacher. The prohibition of these items at school will eliminate the possibility of the loss, theft, or damage of such items. The school is not responsible for these items. If your child brings their personal laptop to school, we assume no responsibility for loss or damage.

### **VOLUNTEERS**

Broward County Public Schools (BCPS) volunteers play a significant role in the success of our students. The District recognizes and appreciates the invaluable service provided for our students to reach their highest potential, in order to succeed in tomorrow's world.

For more detailed information about volunteering in Broward County Public Schools, view the [Volunteer Services Program Manual](#), view the [volunteer training webinar](#) and [presentation](#), call 754-321-2300 or email [volunteer@browardschools.com](mailto:volunteer@browardschools.com).

For questions about volunteering at a specific school, contact the [School Volunteer Liaison Contact Information](#). The SVL coordinates and directs the volunteer program at your preferred school.

Any parent wishing to volunteer must register at [browardschools.com/volunteerapplication](http://browardschools.com/volunteerapplication) and get district approval before volunteering. Volunteers will scan through the RAPTOR system in the main office; enter and exit the campus through the Main Entrance; sign-in at the front desk and wear a name tag at all times (Volunteers may not enter the campus until after 8:00AM unless pre-approved by a teacher or Administration.); and maintain confidentiality (failure to respect a student's right to privacy has legal consequences). Negative talking and/or gossiping will not be tolerated. Report safety concerns and/or injuries to appropriate faculty/staff. Refrain from visiting other classrooms/locations unannounced. Please dress appropriately when volunteering at school.

### **RESOURCES TO ASSIST YOU**

SSE Website - <http://www.browardschools.com/silvershores>

BCPS Coronavirus Information - [www.browardschools.com/CORONAVIRUS](http://www.browardschools.com/CORONAVIRUS)

BCPS Back to School Information - <https://www.browardschools.com/backtoschool>

BCPS Back to School Forms Wizard - [www.browardschools.com/bts](http://www.browardschools.com/bts)

BCPS Back to School Information - <https://www.browardschools.com/Page/54628>

BCPS Supporting Young Learners - <http://bit.ly/SupportingYoungLearners>

BCPS Mental Health and Wellness Resources -  
<https://www.browardschools.com/Page/54719>

BCPS Learning Never Closes Resources -  
<https://www.browardschools.com/learningnevercloses>

BCPS Before and After Care Webpage - <https://www.browardschools.com/bascc>

BCPS Parent University Website - <https://www.browardschools.com/Page/54753>

Centers for Disease Control and Prevention Website: <https://www.cdc.gov/coronavirus>

Florida Department of Health COVID-19 Website - <https://floridahealthcovid19.gov/>

Broward County Website / Coronavirus Information -  
<https://www.broward.org/Coronavirus/Pages/default.aspx>

