



Watkins Elementary “Panthers”



Welcome

**2015-2016
HANDBOOK**

Lighting the Path to Success

Linking Languages and Literacy



Dear Parents,

It is my pleasure to welcome you to the 2015-2016 school year here at Watkins Elementary. This year we will begin to implement a new focus for our school with the start of the Dual Language Program and an increased focus on Literacy. As the proud principal of Watkins Elementary, I am deeply committed to having a positive impact in the lives of our students and increasing academic achievement. This can be done by setting high academic expectations and providing support systems so that these goals can be met.

Experience has shown me that it takes a team to foster a positive and supportive environment for students. My staff and I will work collaboratively to ensure that the needs of all students are met and they are able to meet their maximum potential. We ask parents and caregivers to ensure that students are prepared for school by having the necessary tools, completed homework assignments and a positive attitude.

We encourage you to participate in school wide activities, including attending Parent Teacher Conferences, signing student agendas, joining the PTA and volunteering for school functions. We look forward to working closely with you in order to provide the best educational experience for your child.

Please take some time and go through the information in this handbook with your child. We hope that it will answer many of your questions as we begin this school year.

Parent information will be sent home via Parent Link, monthly newsletters or in backpacks. Information will also be posted on our school marquee. Follow us on Twitter @PrincipalMendez.

As we continue to strive for excellence, we look forward to building stronger bonds with our community and we welcome your support. Should you have any further questions throughout the year, please feel free to contact us.

Lori A. Mendez

Lori A. Mendez, Principal

Shereen R. Reynolds

Shereen R. Reynolds, Assistant Principal

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Watkins Elementary

3520 SW 52 Ave.

Pembroke Park, Florida 33023

Phone: 754-323-7800

Fax: 754-323-7840

Website: watkins.browardschools.com

Follow us on Twitter [@PrincipalMendez](https://twitter.com/PrincipalMendez)



School Colors: **Burgundy, Pink, Grey, and White**

School Mascot: ***Panthers***

Uniform Requirements:

Tops – The shirt/blouse must have a collar

Burgundy, pink, grey and white,

Bottoms - (shorts, skort/skirt, pants, jumper)

Black, grey and khaki/tan

Denim pants in black and khaki/tan – No blue jeans

Administrative Staff:

Lori A. Mendez, Principal

Shereen R. Reynolds, Assistant Principal

Student Services:

Shonda Woodard - Primary Reading Coach

Keandra Fulton- Math Coach

Antoinette Britt-Bell – Science Coach

Colleen Roach - Guidance Counselor

Barbara Clavijo - ESE Specialist

Amy Fink - School Social Worker

Anna Bensuski - School Psychologist

Office Personnel:

Janet Arce-Bonacorso - Office Manager/Confidential

Florence Hudson - Information Management Technician

Sandra Swiderski - Office Clerk

Sophia Cowan – Micro Tech

Custodial:

Rocksroy Bailey - Head Facilities Manager

Cafeteria:

Shartonya Quinn - Food Services Manager

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Here's what you will learn about...

ABSENCE REPORTING
ACTIVITY CLASSES
AFTER SCHOOL PROGRAMS (ASP)
ARRIVAL-DISMISSAL
PROCEDURES
ATTENDANCE PROCEDURES
BREAKFAST/LUNCH PROGRAMS
CANDY AND GUM
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EMERGENCY CARDS
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FAMILY EDUCATIONAL RIGHTS AND
PRIVACY ACT
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And this...

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UNIFORMS
VALUABLES
VISITORS
VOLUNTEERS

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ABSENCE REPORTING

Parents must report their child's absence within 48 hours or the absence will be recorded as unexcused. Please refer to the Student Code of Conduct Booklet. When calling in your child's absence, please leave the child's name, teacher's name, reason for the child's absence and your relationship to the child.

ACTIVITY CLASSES

Throughout the year, each child will participate in Spanish, Communication, Integrated Writing, Informational Technology and Physical Education. The activity teachers follow the Florida State Standards and incorporate many of the reading, math, writing and science skills into their curriculum. Students are to wear tennis shoes on the days that they have physical education.

AFTER SCHOOL PROGRAMS, INC. (ASP)

Watkins Elementary School's after school childcare provider is After School Programs, Inc. ASP is accredited by the Southern Association of Colleges and Schools (SACS). Please contact ASP at 954-596-9000 for any additional information about the program services.

ARRIVAL-DISMISSAL PROCEDURES

Daily classroom instruction begins promptly at **8:10 a.m.** for all students. The school office is open for business at **7:40 a.m.** Students **SHOULD NOT ARRIVE** before 7:25 a.m. each day, as **supervision is not available**. The first bell will ring at 8:00 and all students should be in class by the 8:10 bell. You can help us teach children responsibility by ensuring they get to school on time.

The school day ends for Pre-K students at the 2:10 p.m. bell. Students in grades K-5 will be dismissed at the 3:10 bell. Parents will need to let the teacher know if their child will be picked up (car loop), go to the After School program (ASP) or walk home. If it is necessary for a student to be released before the end of the school day, a parent or guardian must contact the office. It is also necessary for the parent or guardian to come into the office to sign out the student and the adult **must have a photo ID**. The person signing out the child must be listed on the *current* emergency card. Proper identification is required when signing out a student. **NO STUDENT MAY LEAVE CAMPUS WITHOUT THESE PROCEDURES BEING FOLLOWED.** Once a student arrives on campus, he/she may not leave without authorization from the office. **Early sign outs within 30 minutes of dismissal time ARE NOT PERMITTED.** Dismissal during an Early Release day is 12:10 p.m. for Pre-K and 1:10 p.m. for students in grades K-5.

ATTENDANCE PROCEDURES

Florida State Statute 232.01 requires that each child attends school regularly and is on time. Students **MUST** make every attempt to attend school every day. Both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. Excused absences will now have an impact on the student's attendance record. A student will have a "pattern of non-attendance" if he or she is absent from school a total of 5 days (30 hours) in any one marking period or 10 days (60 hours) within 90 days. If it is determined by a school that a student has developed a "pattern of non-attendance", sanctions may be imposed. The following are examples of excused absences: student illness, death in the family, religious holidays of the specific faith of the student, subpoena by any law enforcement agency, doctor or dental appointment, **IF** the parent tells the school before the absence(s). **Without a note or phone call, the absence will be recorded as unexcused.** A total of 5 unexcused absences will result in further investigation by administration and/or social worker. Upon notification of 5 unexcused absences, a letter will be generated by the state



attorney’s office and sent out directly to parents. Students with excessive absences, excused or unexcused, will be required to have a doctor's note and will be reported to the social worker for further investigation.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served between the hours of 7:25 and 8:00 a.m. Cafeteria doors will be closed at 8:00 a.m. therefore students need to be on campus **and in line** by 8:00 in order to be able to eat breakfast. Parents are asked to complete a lunch application form that lists all students attending any Broward County school online at www.applyforlunch.com. If the student qualifies, s/he will receive free or reduced lunch prices. This application must be filled out yearly.

Parents may choose to pay for the child’s lunch by the week and can access the child’s account by going onto our website at watkins.browardschools.com and clicking on the “cafeteria information” link. The daily prices are as follows:

Full prices:	Breakfast: <u>\$1.20</u>	Lunch: <u>\$2.00</u>
Reduced prices:	Breakfast: <u>\$.30</u>	Lunch: <u>\$.40</u>



Administration, support staff and teacher assistants are present in the cafeteria to give assistance and direction to the students and should be given proper respect and attention. A student may not leave the cafeteria area without the permission of an adult on duty.

****Students are NOT permitted to bring glass bottles or containers to school****

Students are to eat their meals using proper table manners and are responsible for helping to keep the cafeteria clean. All paper, trays, and cartons should be discarded in the designated area.

No running, throwing of food, fighting or excessively loud talking will be tolerated.

CANDY AND GUM

Students are **NOT** permitted to bring any candy or gum to school. Any child found eating or possessing candy or gum will have it confiscated. Repeat offenders will receive disciplinary actions.

CELL PHONES ON CAMPUS

For the safety of our students and staff, parents should not use cell phones at any time while driving through the car loop. Students are permitted to carry cell phones. However, **all cell phones must be turned off during instructional time (7:40 a.m. – 3:10 p.m.)**. Students may not have a cell phone in their possession during any testing. Teachers will collect cell phones during testing and return them at the end of the day. Parents may need to pick up the cell phone from administration. Students who use a cell phone during school hours will have the cell phone taken until the end of the day. The school is not responsible for any damage or theft of any cell phones.

CLINIC

Students who become ill while in school will be sent to the clinic that is located in the office. If they are unable to return to class, parents/guardians will be notified. The school health technician monitors our clinic.

If your child is sick, (fever, constant/excessive coughing, vomiting...) please allow him/her to stay at home. Staff is unable to care for students who come to school ill.



Parents are required to complete a health/emergency card each year. It is VERY IMPORTANT that we have up-to-date information on this card at all times in case of emergency. **TWO (2) EMERGENCY PHONE NUMBERS MUST BE RECORDED ON THIS EMERGENCY CARD.**

CONDUCT

Please refer to the Broward County Student Conduct Code Book for details on expected student conduct and the consequences for misconduct as supported by the Broward County Schools Discipline Matrix. Each student and parent must sign and return the acknowledgement page for the Conduct Code Book each year. It is part of the student's first day packet. As a Watkins "ROARING" Panther. (Respect – Own Your Choices – "A" Positive Attitude, Responsibility), students are expected to...

Respect – follow directions first time given, use kind and complimentary words, helping others when needed.

Own Your Choices – think before speaking, use your "I" message, act don't react, practice responsive listening.

"A" Positive Attitude – be prepared for school, ready to learn, actively participate

Responsibility- stand up for what's right, even when it's not easy and no one's looking, complete home and class assignments, return agenda daily.

Students are **NOT** to solve their problems through physical violence. Any student involved in physical violence may be subject to suspension whether the child started the fight or not. A "detention" area is used for students who disrupt the classroom, lunchroom, bus, or for some reason must be temporarily isolated. Parents will be notified when a student is referred to this setting. Certified personnel supervise this area. Students will be required to complete their classroom work. Upon occasion parents may be required to come to school for a conference before the student may return to class.

CONFERENCES

We believe parent-teacher conferences are an essential part of our communication process. Your child's teacher will schedule a conference with you at least twice during the school year. You will be notified in advance. If it is not possible for you to attend at the time specified, please notify the teacher immediately in order to reschedule the conference. If you feel the need for a conference at any time during the school year, please contact your child's teacher or call the school and request an appointment.

NOTE: Classroom teaching time, arrival and/or dismissal times will **not** be used for unscheduled conferences.

CURRICULUM

Watkins offers the same curriculum as all other elementary schools in Broward County. The academic subjects of reading & language arts, mathematics, social studies and science are presented. Instructional units of study, designed by our teachers in conjunction with district initiatives, will be used for planning the week-to-week curriculum. The instructional units of study will help ensure that the necessary Florida State Standard skills are being addressed throughout the school year. The additional hour of reading instruction will include...

10 Min – Fluency drills based on the instructional level of each student

30 Min – Reading intervention/enrichment based on the instructional level of each student

20 Min – Read Aloud session to enhance vocabulary and foster a love for reading.

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EARLY RELEASE

The following days are Early Release days for students. Students in Pre-K will be dismissed at 12:10 noon, students in K-5 will be dismissed at 1:10 p.m. on the following dates. Please make sure your child's teacher is aware of any dismissal changes that may occur on these days.

Aug. 19 Oct. 14 Jan. 13 Feb. 25 Mar. 16 Jun. 1

EMERGENCY CARDS**IMPORTANT**

Each child is required to have a NEW AND CURRENT emergency card on file at the school, including at least two (2) emergency telephone numbers. This should be the number of someone we could contact in case of emergency, if we cannot get in touch with you. A parent or guardian must sign these cards.

Any change in address or telephone number during the year must be reported to the office immediately.

EMERGENCY DISMISSAL

If it becomes necessary to dismiss school early, students will follow the directions left by the parent or guardian on the emergency form. Basically, the following procedures are to be used:

- Parents will be notified first by Parent Link automated phone system.
- Students will be informed of the reason for dismissal.
- Walking students will go directly home if the situation warrants it.
- Bus students will be accompanied to the bus loading area by the teachers and kept in this area until all buses have departed.
- When an emergency dismissal is necessary, students who are normally transported by car will be permitted to make contact with the parent by phone.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act became a Federal law in November 1974 and was revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents of such students and authorized individuals having legitimate educational interests will have access to a student's educational records. You also have the right to exercise the waiver of access to certain confidential letters or statements. You may request an appointment to inspect and review your student's records if the student is under 18. The appointment may be made in person or by telephoning the school at 754-323-6350. If you have further questions, please contact the guidance counselor.

FIELD TRIPS

Meaningful field trips are scheduled at Watkins Elementary School throughout the year. Parents are requested to sign an authorization form. If parent permission has not been given by signing the form the child will **NOT** be allowed to attend. PARENTS MAY NOT WRITE A NOTE TO GIVE PERMISSION OR GIVE VERBAL PERMISSION. For the safety of all students, students displaying inappropriate behavior at school or on the bus (to and from school each day) **may be denied** the opportunity of going on scheduled field trips. There is no guarantee that money can be refunded, especially if fees are paid to the destination in advance.

DEADLINES ARE IMPORTANT for reserving buses, seats, etc. It is the student/parent responsibility to return all required forms by the deadline OR the student may NOT be able to go on the trip. Any fees involved must be turned in with the authorization form by the deadline date. No money will be accepted after the stated deadline date. NOTE: Online Payments are now available. Send money to



school (particularly with younger children) in a sealed envelope, label it with the child's name and state the purpose for which the money should be used. We will **NOT** accept personal checks. **Money must be CASH only.**

Parents chaperoning for field trips for any reason must complete the online volunteer application at browardschools.com/getinvolved. Parents not on the approved volunteer list will not be permitted to chaperone!

GRADES

The grading system used in the elementary schools is dependent upon the grade level of the student. All students will receive an interim (progress report) during the first quarter.

- Kindergarten, First and second grade students' progress is indicated for skills by a number 1 (consistently), 2 (developing), 3 (area of concern), X (not evaluated), and NA (Not Applicable). A detailed explanation is provided for parents on the report card and by the classroom teacher.
- Third, fourth and fifth grade students' progress is reported through interims, parent conferences and a report card every quarter. The symbols "A" for superior progress, "B" for above average progress, "C" for average progress, "D" for below average progress, and "F" for failure are used. Plus or minus signs **shall not** be used in marking at any level.

It is important that the report card envelope is signed and returned to school the next school day. If parents have any questions about the report card grades, they should contact the classroom teacher(s) first. If there are further questions after contacting the classroom teacher, parents should feel free to contact the certified school counselor, support staff or administration.

HALL PASSES

The safety of students is the most important factor to the successful running of the school and is critically linked to their academic achievement. Students are never to be out of the classroom without a teacher or a hall pass. Students need a pass to use the restroom, run errands, or use the library.

HEAD LICE

Because of the highly contagious nature, head lice must be treated immediately. No child infested with head lice will be permitted to return to school until such time as there is **NO EVIDENCE** of the **lice and nits**. A parent **MUST** accompany the child on her/his return to school and report to the school office before re-admittance to class.

HEALTH

Your child's health is of the great importance to us, and we ask for your complete cooperation in the matter of communicable diseases. **Each child must have on file in the school a certificate of immunization for communicable diseases.** Each child entering a Florida school for the first time must present a certificate of a medical examination performed within the **12 months before enrollment** in school. Students will not be allowed in school until the certificate is provided.

The diseases for which immunizations are required are polio, diphtheria, tetanus, pertussis, measles, mumps, and rubella.

A child who contracts any communicable disease, such as measles, mumps, chicken pox, head lice, etc., must remain at home during the course of the illness and will not be re-admitted to school until he/she is free of all existing symptoms and a doctor's note will be required.

Florida Statute requires the Broward County Schools to conduct health screenings. These screenings are conducted at various targeted grade levels throughout the school year. The screenings consist of the



following: vision and hearing screening for students entering a Florida school for the first time, students suspected of being exceptional and students in specified grades.

Heights/weights are taken annually for students in first, second and third grade. Trained school or county health unit personnel will conduct the screenings. If a problem is detected, you will be notified by the assigned Public Health Nurse or by school district personnel.

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

For Pre-K students, dental screening and fluoride mouth rinse programs are available from the Dental Director, HRS Broward County Public Health Unit.

HOMEWORK

Students should follow a regular study routine each evening. Teachers from each grade level have set up a Homework Policy that will be given to parents during the first week of school and reviewed at Open House. Students will have homework Monday-Thursday and will be provided the opportunity to practice their skills during “off track” time. Please continue to have your child read on the weekends as this aids in developing a lifelong reader.

INSURANCE

A Student Accident Insurance Plan, selected by the School Board, is available on an optional basis to all students at the beginning of the school year; the school will provide interested parents/guardians with information about the Student Accident Insurance Plan selected. The information will contain an application which, when completed, must be sent **directly to the company, NOT** the school. It is to your benefit to take advantage of this inexpensive plan. Accidents at school are not covered by the School Board.

INTERIM REPORTS

Teachers are required to notify parents near the middle of a grading period or the middle of the scheduled activity class unit if a student is in danger of failing a subject, dropping two or more letter grades, has excessive absences, has excessive tardiness or unsatisfactory behavior. It is imperative that these interim reports are signed by the parents (guardians) and returned to the teacher. Parents are encouraged to follow through with a conference or telephone conversation regarding the interim report.

LIBRARY (Media Center)

The media center (library) is a place to read, study, and enjoy the search for knowledge. Out of consideration for others, an atmosphere that is conducive to learning should be maintained at all times. Students will be taught how to locate and use library materials.

Many books and other resources are available to students and these materials may be checked out on an individual basis. We ask your cooperation in making sure that students return these items on a timely basis. **Students are financially responsible for the cost of lost or damaged books.**

LOST & FOUND

Students who find lost articles/books are asked to take them to the lost and found boxes located in the office. Lost articles that are not claimed within a reasonable period of time will be donated to charitable organizations. It helps to **LABEL** all clothing with the student's name.



MEDICATIONVERY IMPORTANT****

School Board Policy dictates that any medicine taken internally at school must be authorized with a note of verification from the Broward County Health Department and attending physician indicating the length of time for its administration and purpose. These forms are available in the first day packet (Code of Conduct forms) school office, at the Health Department, or at your physician's office. These forms are then kept in the school office. The medication is administered by a trained school official and logged in a catalog. Students **WILL NOT BE PERMITTED to take ANY medication** if this form has not been properly completed. Medication must be in a prescription bottle with a proper label.

PLEASE NOTE: Teachers and/or staff are **NOT** permitted to give medication (aspirin, cough medicine, etc.) to students even if a parent sends a letter. Students are **NOT** permitted to take medication on their own. This includes cough drops, over the counter medicine, aspirin, etc.

NEWSLETTER "Panther Voice"

A monthly publication of "Panther Voice" will be posted on the school's website located at watkins.browardschools.com

and will include important notices, messages, dates, recognized students, etc. A hard copy will be posted in the front office. Please take the time to read the "Panther Voice" and all notices that are sent home and return them when asked to do so.

PARENT-TEACHER ASSOCIATION (PTA)

Parents are encouraged to join Watkins PTA. This organization helps to support the programs and events throughout the school year. Volunteering for various activities and events can be a fun way to involve the whole family. Please watch for our annual membership drive.

PARENT TRAININGS

Parent trainings will be offered during the school year for information on curriculum areas of reading, math, science, and/or technology. Parents are provided an opportunity to learn about curriculum and participate in learning activities. Parent trainings provide parents the opportunity to explore ways to help their children with academic skills at home.

PARTNERS IN EDUCATION

The Partners in Education program matches schools with businesses to share material and human resources. During the 2015-16 school year, Watkins will be working cooperatively with Broward Sheriff's Office, ASP (Afterschool Child Care), Town of Pembroke Park, City of West Park, McDonald's AXA Advisors on various activities and projects. We are always seeking new partners to help our students in their academic pursuits.

PHYSICAL EDUCATION

Students are to wear tennis shoes and appropriate clothing on the days that they have physical education. A written excuse is necessary if a child is to be excused from physical education.

PROMOTION/RETENTION POLICY

The Collaborative Problem Solving Team, which consists of the classroom teacher(s), special education teacher(s), guidance counselor, support staff member(s), administrator(s) and/or parent(s), recommends grade placement based upon all available evaluative student data. Emphasis is placed upon the mastery of minimum basic skills in reading, writing, and mathematics. In the promotion and

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placement of a student, Watkins will follow the guidelines set by the state and Broward County School Board policy 6000.1 *Student Progression Plan*. Students must demonstrate minimum standards on the given standardized test to be promoted to the next grade level.

Promotion is the act of changing a pupil's placement from a lower to a higher grade. It is helpful (and important) that all stakeholders know the criteria for promotion at each grade level. Information about specific promotion criteria can be found on the district's website at www.browardschools.com. Students who do not meet these criteria by the end of the year will not be promoted to the next grade level. Please plan to attend the informational parent meetings (Parent Trainings) scheduled for reading, writing and mathematics/science to learn additional information and methods that you can use at home to help your child reach his/her goals.

RAINY DAY PLANS

Please make sure your children know what to do, prior to dismissal time, if it is raining. Students will not be permitted to use the phone to find out what to do if it is raining.



SALE OF ARTICLES AND ITEMS AT SCHOOL

Students are **not permitted** to sell or trade any items at school or on the bus.

SCHOOL ADVISORY COUNCIL (SAC)

Watkins Elementary has a School Advisory Council that consists of parents, community members, teachers, staff, administrators and Partners in Education. The team will meet monthly to discuss the school goals and needs for making continued improvements in student achievement. All parents are invited to attend. The meeting times are posted on the Watkins website and the school marquee.

SCHOOL ADVISORY FORUM (SAF)

In addition to participation on SAC, the SAF is responsible for assisting in the identification and coordination of the use of community resources to improve student achievement and school effectiveness as well as addressing parent/community concerns & working with the administration to solve problems and to initiate desirable change. The Chairperson is voted on during the first scheduled SAF meeting. The School Advisory Forum conducts meetings throughout the school year showcasing school programs and procedures. The meetings provide an open forum for people in the school community to receive information as well as give input into the educational process.

S.T.A.R. SECURITY SYSTEM IN USE

All Broward County schools utilize the Security Tracking and Response Project (STAR) for safety and security purposes. Be prepared with your **LEGAL PHOTO ID** upon entering campus. A **LEGAL PHOTO ID** must be presented to the Lake Forest office staff **EACH TIME** any person visits, volunteers or mentors on school grounds. In addition, a **LEGAL PHOTO ID** must be presented to the Lake Forest staff **EACH TIME** any person signs a child in or out. The person must be listed on the child's current school year's emergency dismissal card. The STAR Security system is used on a daily basis. **NO EXCEPTIONS** are made to this security clearance at any time.

STUDENT SUPPORT SERVICES

The Student Services Department consists of the following support personnel:

Colleen Roach (Guidance Counselor)

Barbara Clavijo (ESE Specialist)

Shonda Woodard (Primary Reading Coach)

Antoinette Brit-Bell (Science Coach)

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Amy Flnk (School Social Worker)
Keandra Fulton (Math Coach)

Anna Bensuski (School Psychologist)

They all play an important part in your child's success. These team members work together to ensure all resources are used to motivate and maximize learning. The goal is to prevent problems and intervene early so that students can be successful. If you have a specific concern about your child, feel free to email them through our school website watkins.browardschools.com, contact the teacher or call the school office to set up an appointment.

TEACHER PLANNING DAYS

The following days are scheduled as teacher planning days. There is no school for students on these days.

Oct. 15 Jan. 14 Mar. 17 May 27 Jun. 2

TELEPHONES

The telephones in the school office are for school business only. Students will NOT be called to the office phone to receive calls except in cases of emergency. Students will NOT be allowed to use the telephone to make afternoon arrangements. It is the **RESPONSIBILITY** of the parent(s) and student(s) to make transportation arrangements for after-school activities BEFORE leaving for school in the morning.

TEXTBOOKS

Textbooks will be issued and assigned to each student. Textbooks are very costly to replace. Students should take good care of their books. Students will be responsible for the book and will be expected to pay for the book if it is damaged or lost.

TRAFFIC PATTERNS

Parents driving students to school must observe all **STOP SIGNS, RIGHT TURN ONLY SIGNS**, and the Crossing Guard. Parents must use the car loop driveway in the large staff/visitor parking lot (South lot) for dropping off or picking up students and must drive SLOWLY. Parents please do not drop off your child in the center parking lot. This poses a safety hazard as it requires them to walk through traffic to get to the sidewalk.

Please maintain a single line of cars. DO NOT PASS unless you are directed to do so. VERY IMPORTANT: **PLEASE WATCH YOUR SPEED. SLOW DOWN TO 5 MPH.**

THE USE OF CELL PHONES WHILE IN THE CAR PICK-UP LINE IS PROHIBITED!



TRANSPORTATION

**Any change in dismissal procedures must be communicated to your child prior to coming to school. Please alert the teacher to the change by writing a note or indicate any changes in your child's agenda. We will not interrupt the instructional day to relay messages to students.

- **Bike Riders**

Students are permitted to ride bikes to school and are expected to follow the bicycle helmet law. **All students riding bikes are required to wear bicycle helmets.** A locked fenced in area for bikes is provided, however it is not locked until 8:15 a.m. and unlocked at 3:00 p.m., thus, students should bring



their own bike locks and lock their bikes securely. Bikes are to be WALKED on campus at all times. Students are **not permitted** to use roller/inline skates as a form of transportation to school.

- **Bus**

Bus transportation is provided for students who live two or more miles from the school. Each student will be held responsible for complying with the printed rules and regulations issued by the bus driver. Infractions of the rules will lead to a referral to school administrators for disciplinary action. One or more of the following actions will be taken with bus referrals: VERBAL WARNING, LETTER TO PARENTS, BUS SUSPENSION and/or INTERNAL SUSPENSION. If a student receives a BUS SUSPENSION, parent(s) must provide transportation to school. A student who receives a bus referral may be denied the privilege of riding buses used for field trips.

Students may only ride their ASSIGNED bus. A student is **NOT ALLOWED** to enter or leave the bus at any stop other than the assigned stop. Parents are responsible for supervising their children at the bus stop. **ANY CHILD WHO JEOPARDIZES THE SAFETY OF OTHER CHILDREN ON THE BUS WILL BE SUSPENDED IMMEDIATELY.** Bus students will follow rules as defined on the first day of school. At dismissal, bus students WILL BE PLACED ON THE BUS UNLESS THE TEACHER OR ADMINISTRATION HAS A **WRITTEN NOTE FROM YOU STATING OTHERWISE.**

- **Cars**

Students are **NOT** to be on school grounds **BEFORE 7:40 a.m.** There is no supervision for students before 7:40 a.m. At the close of the school day, Pre-K students picked up by car will be ready at the **2:10 p.m.** bell. Students in grades K-5 will be dismissed at the 3:10. The school office closes at 4:10 p.m.; therefore, any student left on campus after this time, will be reported to the sheriff's department for transportation home.

- **Walkers**

For the safety of all students, students are **NOT** to be on school grounds **BEFORE 7:40 a.m.** There is no supervision for students before 7:40 a.m. and we cannot ensure their safety. At the close of the school day, walking students will be escorted to the gate by the front cross walk and must leave campus immediately upon dismissal. **Parents waiting must stay outside the office at 2:10 Pre-K and 3:10 at the gates for grades K-5.**

UNIFORMS - Mandatory

Watkins parents voted to have all students wear uniforms.

Bottoms: Skorts/skirts, shorts, pants, jumpers can be black, grey and khaki/tan.

Shirts: Must be collared and can be burgundy, pink, grey and white,.

Blue Jeans are not allowed. Denim pants in black or khaki/tan are acceptable.



Watkins School T-Shirts are considered uniform. IT MUST BE A WATKINS T-SHIRT! *High-heeled shoes, backless, sling-backs, or open-toed footwear (sandals) are NOT allowed. Violations of the uniform policy shall be subject to the same consequences as violations of the dress code of the Code of Student Conduct.* **PLEASE LABEL** all sweaters, jackets, hats, raincoats, eye glasses, lunch boxes, etc. with the child's name/grade so that the clothing can be returned if found. **PLEASE make sure children are prepared for rainy days.** Children dressed inappropriately will call home for a change of clothing and may be subject to the same consequences as violations of the dress code of the Code of Student Conduct.

VALUABLES

Students are **NOT** to bring large amounts of money, IPODs, toys, electronic games, cameras, etc. to school. These items may be held in the office until a parent picks them up. STUDENTS, not the school, are responsible for their personal property, including damage, loss and/or theft.

VISITORS

All visitors MUST report to the school office upon entering the building. For the safety of all children, this policy will be strictly enforced. **Visitors, including parents, will receive a visitor's pass generated through the Broward County Schools STAR system. Any person entering the campus must have a valid PHOTO ID available for the front office staff.** If you walk in the hallway without a pass or go to a classroom without a pass, a staff member will ask you to report to the office first. Parents are encouraged to allow their children to walk to their classroom by themselves. NO PARENT may talk to any child (who is not their own) on campus for ANY reason without permission from administration.

VOLUNTEERS

Our volunteers assist in reinforcing students' academic skills, clinic, special programs, library, office, etc. If you are interested in becoming a volunteer, please visit browardschools.com/getinvolved to complete the application to be a volunteer. This application must be filled out each year and takes an average of 48 hours to process. Please do not wait until the last minute to apply. :o)

GO Panthers!!



Let's have a ROARING year!

Linking Languages and Literacy



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