

Palm Cove Elementary School “Teaming for Tomorrow”

Parent/Student Rule Book 2008-2009

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“Palm Cove Elementary is a School-wide Title I School”



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Palm Cove Elementary
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Mr. Philip Baer, Interim Assistant Principal
11601 Washington Street
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Superintendent of Schools

Dear Palm Cove Families,

Welcome to the 2008-2009 school year at Palm Cove Elementary, Home of the Players and Coaches. Throughout the year you will hear the staff refer to the students as "The Players" and to themselves as "Coaches". If you are wondering why that's because our school theme is baseball. We believe in the principles of teamwork and coaching. We strive to hit academic home runs with our players. Please join us in our effort to strive to be the best and hit home runs every time we come to the batter's plate. Please support our efforts, as you are "The Fans."

We have the latest equipment and technology in our 21st century classroom, which support our motto "Teaming for Tomorrow." We are looking forward to a spectacular year so please come join as we begin our 16th season.

Our Student Planner is provided to assist your child with recording his/her daily assignments and to keep you informed on a daily basis. It also provides value information about school procedures.

Please review the information provided. Your child should keep this agenda current and we request that you sign the agenda daily.

Sincerely,

Dorothy A. Cain

Dorothy A. Cain
Principal and General Manager

"Individual commitment to a group effort -- that is what makes a team work, a company work, a society work, a civilization work."

- Vince Lombardi

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Mission Statement

The mission of Palm Cove Elementary is to develop each student's intrinsic ability to learn, think, communicate, and act responsibly in a changing world by providing a comprehensive and balanced instructional program that emphasizes necessary skills and strategies needed for academic success in a safe and secure learning environment.

Office Hours: 7:30 am – 3:00 pm

School Hours: 8:00 am – 2:00 pm

Early Release Day Hours: 8:00 am – 12:00 pm

Important School Board Telephone Numbers

Security Hotline: 754-321-0911

Rumor Control: 754-321-0321

Student Transportation: 754-321-4100

After School Care

In order to keep our students safe and secure after school hours, we provide aftercare through ASP After School Programs from 2:00 p.m. until 6:00 p.m. On Early Release days the aftercare hours of operation will be 12:00 noon until 6:00 p.m. You may sign up for childcare from 7:00 a.m. until 6:00 p.m. on Teacher Planning Days for an additional fee. The program is supervised by a well-trained staff and consists of outside activities, arts & crafts, homework assistance, and indoor games. Registration information is available in the office. The after school care telephone number is (954) 442-3040 after 1:00 p.m.

Arrival and Dismissal Procedures

All students must be dropped off using the appropriate drop off locations. The only exceptions are walkers, bus students, and bike riders.

Front Car Loop - Parent Drop Off And Pick Up Procedures

The front car loop is designed for Kindergarten, First, Fourth and Fifth grade students. Please follow our school procedures when using this lot.

1. Please use the right turn lane, which is provided for you when entering the front lot. You may not make a left turn into this lot.
2. Proceed all the way until you see staff personnel who will assist you and direct your child to enter the building.
3. Your child(ren) should be ready to exit from the **right passenger door(s)**. Please **do not allow** your child(ren) to exit from the left passenger door(s).
4. When exiting the front lot you will be making a right turn onto Washington Street.
5. If you have an appointment with your child's teacher please follow the traffic flow around and enter into the designated parking area for visitors.
6. If you are visiting the school please use the crossing area marked with wide white lines to cross. Do not cross in any other area.

Back Car Loop - Parent Drop Off And Pick Up Procedures

The back car loop is designed for second and third grade students only.

1. Please make a right turn only when entering this lot. You may not make a left turn into the lot.
2. Proceed all the way until you see staff personnel who will assist you and direct your child to enter the building.
3. Your child(ren) should be ready to exit from the **right passenger door(s)**. Please **do not allow** your child(ren) to exit from the left passenger door(s).
4. When exiting the back lot you can **only make a right turn** onto 114 Street.
5. If you have an appointment with your child's teacher you will need to park in the front parking area. Please park in designated visitor spaces.
6. If you are visiting the school please use the crossing area marked with wide white lines to cross. Do not cross in any other area.

Please Note: If you have a younger child and an older child attending Palm Cove Elementary and drop the children off you may use the car loop designated for the younger child.

Walkers

A walker is defined as any student who walks to school and goes home by walking off campus either alone or with a parent/guardian. Students who walk to school will enter through the main front entrance no earlier than 7:30 AM. If they are having breakfast they will report to the cafeteria. Once they have finished breakfast they will report to their classroom for line up.

AM/PM

Kindergarten students and first grade students will enter the building through the front double doors. Kindergarten students who are eating breakfast will remain in the cafeteria until 7:55 am. At that time their teachers will escort them to their respected classrooms. First grade students will report to cafeteria for line up and/or breakfast. First grade teachers will pick up students at 7:55 am and walk them to class. Kindergarten and First Grade Students will exit the building at 2:00 pm through the front double doors to walk home or be picked up in the front car loop.

Bus Riders

A student who rides a Broward County School Board Bus or a Private After Care Provider Bus is defined as a bus rider. Only buses will be allowed in the bus loop.

Attendance - School Board Policy 5.5

Attendance is important to student success. To meet a requirement set by the state that school districts establish a definition of a "pattern of non-attendance," the School Board recently approved a major change to the District's attendance policy. Effective at the beginning of the 2008/09 school year, both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. 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. If it is determined by a school that a student has developed "pattern of nonattendance", sanctions may be imposed. Sanctions may range, for an elementary age student, from having his or her report card withheld if they were in school for less than 25 days in a marking period, to the child's parent being required to appear in court.

Each time your child is absent you are required to notify the school, either by telephone or through a note, within 48 hours stating the reason for the absence. If the school is not notified the absence is considered unexcused. After attempted interventions by the school to correct unexcused absences, the Office of the State Attorney will intervene to ensure compliance with the law. If you need further information regarding the BTIP Program, please contact Mr. Baer at (754) 323-6800.

Excused absences include: Illness; Illness of an immediate family member; Death in the family; Religious holidays of student's specific faith; Required court appearance or subpoena by a law enforcement agency; Important public functions conferences, state/national competitions; Scheduled doctor or dentist appointment; Communicable disease or infestation which can be transmitted.

Awards

At Palm Cove Elementary we feel it is important to recognize outstanding academic performance and citizenship. Honor Roll Assemblies are held at the end of each quarter and parents are invited to attend.

Breakfast Program

Breakfast will be provided at the cost of \$1.10 per day. Children who do not ride the bus to school and who will be participating in the Breakfast Program are requested to be here at 7:30 a.m. Bus students who are participating in the program will go immediately to the cafeteria upon arrival.

Children who received free breakfast during the last school year will be given free breakfast during the first ten school days. All parents who wish free lunch for the school year must reapply.

Cafeteria Behavior

Your child will have a thirty minute lunch period each day. He or she may purchase a lunch or bring one from home. Staff members supervise the cafeteria. The school's cafeteria good manners include:

- Staying in your seat
- Showing respect to others
- Using inside voices
- Keeping your area clean
- Keeping your hands to yourself

Celebrations

Teachers may schedule two classroom celebrations a year for their students. These celebrations usually occur around holidays and at the end of the school year. Classroom celebrations can offer opportunities for important learning.

Birthday celebrations are allowed only in the school cafeteria during your child's lunch period. Parent must make prior arrangements with the teacher. Parents may bring in store bought items such as cupcakes or cookies. No candy, cakes or balloons are allowed.

Cell Phones - Code of Student Conduct - School Board Policy 5.8

Students may possess a cell phone or pager; however, it must be turned off and kept out of sight. Cell phones may not be used or allowed to emit any ring or noise on school grounds during school hours. Please refer to the Code of Student Conduct for further clarification of this rule.

Code of Student Conduct 2008-2009

Palm Cove Elementary is committed to providing a safe and secure learning environment for all students. The Code of Student Conduct provides you with information about the rules that students are expected to follow as well as the consequences for unacceptable and serious misbehavior.

The Code of Student Conduct also addresses expectations for students related to attendance, respect for persons, and property, appropriate dress, technology usage, student publications, student activities, student records, and the right to appeal, including grievance procedures. Please make sure you review all the information and discuss the consequences of violating the rules with your child.

Students and parents are required to sign a statement that indicates they have received the Code of Student Conduct, are aware of the explanation of rules it provides, and have selected their option(s) for media release.

Communications to Parents

Teachers and parents have the same objective---the child's welfare. If you have a concern, which relates directly to the classroom, your first step would be to contact the teacher to schedule a conference. If concerns still exist after conferencing with the teacher, please contact the office for an appointment with Mrs. Cain, Principal or Mr. Baer, Assistant Principal.

Conferences

Conferences are encouraged for the parents of every child, not just for parents whose children have "problems." If you would like a conference with your child's teacher, call the school office at (754) 323-6800. The teacher will contact you to schedule a meeting time. A minimum of two conferences will be held during the school year.

Discipline

We believe that firm but fair discipline is important. Every phase of discipline should help build habits of self-control. When a student learns to discipline himself, he/she tends to be a dependable, reliable, and a cooperative member of his/her class.

Your child will be expected to comply with school/classroom rules and regulations as outlined in the Code of Student Conduct Book. The Code of Student Conduct will be sent home to parents. Read it carefully and discuss it with your child. Sign the required page and return it to school.

Broward County's Discipline Matrix will be utilized to determine consequences for conduct infractions. The Discipline Matrix may be found on the school's website. Additionally, each teacher will have a classroom discipline plan. This plan will be sent home with your child during the first week of school and/or discussed at Open House night.

Disaster and/or Evacuation Procedures

For the safety of our students, staff and volunteers, the school will conduct various disaster/evacuation drills throughout the school year. In coordination with district staff, school staff and our local authorities Palm Cove Elementary follows the school Safety Plan procedures in the event of an emergency.

Early Dismissal

To keep classroom disruptions to a minimum and learning to a maximum, early dismissal (before 2:00p.m.) should be reserved for emergencies only. If, for any reason, your child needs to leave campus before 2:00 p.m. you must sign him or her out by 1:30 p.m. in the office and the office staff will call the classroom.

In order not to disturb student learning, sign-out between 1:30 p.m. and 2:00 p.m. is not permitted as per Broward County School Board Policy.

Early Release Days

We are all life long learners. Early release days give instructional staff the opportunity to attend in-service trainings outlined in our School Improvement Plan. Lunch will be provided to students on these days. Students will be dismissed at 12:00 p.m. **Please check the School Board Calendar for Early Release dates.**

Emergency Dismissal

The decision for an early dismissal is made in the Superintendent's Office and all schools are notified of this decision. A public announcement will be made through parent link and all media resources. The school will utilize its parent link system to call each family. The parent link system is set up to call the main contact number listed on your child's registration card. Additionally, an Emergency Dismissal Form is completed by the parent/guardian on the students first day of attendance. It is imperative that you notify the school of any changes to Emergency Dismissal Form. In the event of an emergency please discuss with your child the instructions you have given the school as to where to go if there is an emergency dismissal.

Evaluation & Input

You may provide input on the performance of your child's teacher at any time by writing, or by requesting a meeting with Mrs. Cain. To provide input on Mrs. Cain's assessment please contact the South Area Office.

Family Educational Rights and Privacy Act (FERPA) Florida Statute 1002.22 – School Board Policy 5100

The Family Educational Rights and Privacy Act became a Federal Law in November of 1974 and further revised in 1975 and 2002. The intent of this law is to protect the accuracy and privacy of students' educational records. The Family Education Rights and Privacy Act (FERPA), Florida Statute 1002.22, and School Board Policy 5100 afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review a student's education records within 30 days of the day the District receives a request for access.
- (2) The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

If you have any questions, please refer to the Code of Student Conduct or contact the school at (754) 323-6800.

Field Trips

Field trips play an important part of any effective educational program. Field trips are a vital learning experience and should be an outgrowth or extension of classroom activity. Each parent must complete and sign a Field Trip Authorization Form before a child may participate in a field trip. Forms will be provided. To ensure the field trip process runs smoothly, it is critical that permission forms and fees are submitted by the deadline date. Children who do not have signed permission slips will remain at school and follow the regular class routine. **PLEASE NOTE: ALL FIELD TRIP MONIES WILL BE NON-REFUNDABLE.**

Parents who have been asked to chaperone a field trip must be an approved school volunteer. Please see the volunteer section of this handbook for directions on how to sign up to be a volunteer.

Fraudulent Documentation

In accordance with School Board Policy 5.1, any parent who submits fraudulent documentation to register a student gives cause for such student to be withdrawn immediately and referred for enrollment in the appropriate boundaried school. Florida Statute 837.06 states: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable by law."

Health

If a child becomes ill at school the parent will be notified so arrangements may be made for pick-up of the child. We ask that you have on file **three local telephone numbers** so that we may contact you, a relative, or other responsible adult. Please do not send your child to school with any over the counter medication. This includes cough drops, aspirin, eye drops, nasal sprays, etc. Any parent whose child must take medication during school hours should have a form completed and signed by their doctor. (Refer to the Medication section of this handbook). Those children who are ill with a communicable disease are allowed to return to school upon presentation of written permission from the Health Department or a physician.

Health Screening Program

Health screenings are state-mandated for all public schools. Vision and hearing screenings are conducted during the school year by trained volunteers or personnel and are given to:

- Vision -All students in Kindergarten, 1st and 3rd grades
- Hearing -All students in Kindergarten and 1st grade
- Students new to the Broward School District
- Students referred for testing in Exceptional Student Education
- Heights and weights are taken on students in Kindergarten through 3rd grade

If a problem is detected you will be notified in writing.

PLEASE NOTIFY THE SCHOOL IN WRITING IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN THE SCREENING PROGRAM.

Homework/Make-Up Work

In order to avoid interrupting instructional time to gather work for absent students, we are asking that the following procedures be followed:

- (1) If your child is out for one or two days, he/she will be given missed assignments when he/she returns to school;
- (2) If your child is going to be out for a week or more (i.e., chicken pox or some extended illness), please let the school know and we will get work to keep the child from falling too far behind. Children will have two days to make up work for every one they are absent. Additional homework grade level expectations will be discussed at Open House.

Interim Reports

The teacher, to inform you of specific strengths or weaknesses that need to be recognized, will provide interim reports. These reports are issued mid way through the marking period. Additionally there may be times when the teacher feels it is necessary to notify the parent about student progress and will complete an interim report for the parent. Please refer to the school calendar for interim report dates.

Lost and Found

If your child has lost an item, please have him/her check with the office or the after care program. Misplaced items are placed in a designated area in the cafeteria.

Lunch Program

The cafeteria is provided as a service to children who prefer a hot lunch, salad bar, or sandwich. This is maintained and supervised by the Broward County Food Services Department. Meals are balanced within the guidelines of good nutrition. Our school staff supervises the children while they eat lunch.

Lunch may be paid for daily or in advance by the week or the month. The cost for lunch or salad bar is \$1.90, which includes milk. Children may bring a bag lunch and purchase milk at 40¢ per day. **Students are not permitted to bring soda or glass containers.** Reduced price lunches are 40¢ per day.

Please help your child learn his/her lunch number. Every child is assigned a PIN# that he/she must enter to purchase lunch, breakfast, milk or ice cream. Your child's number generally remains the same through the grades as long as they are students at Palm Cove Elementary.

If your child loses or forgets his/her lunch money he/she may charge for one day only. Students must repay the money owed on the following day. Your child will not receive lunch if the charge has not been repaid.

Children who received free lunch during the last school year will be given free lunch during the first ten school days. All parents who wish free lunch for the school year must reapply. Verification of household income may be required. Free and reduced lunch forms are sent home during on the first day of school and are also available in the office.

For the health and safety of all students, Broward County School Board policy does not permit the distribution of home baked goods to students.

Media Center

Every student is given an opportunity to use the Media Center in connection with classroom work and to read for pleasure. No fines are charged for overdue books. However, we do strongly urge students to return books and materials when due. Students will not be permitted to check out books until outstanding books have been returned. If a book is lost or damaged, the student is expected to pay the replacement cost. If a student fails to meet this obligation his/her borrowing privilege will be suspended.

Medication Administration-School Board Policy 6305 & 5006

School Board policy states that schools may not give any medication(s) to children during school hours unless the doctor and the parent complete a Medication Authorization Form. This form may be obtained at the school office. All medication authorizations for chronic or long-term conditions shall be good for twelve (12) months. In case of an acute illness, medication shall not be given for more than one (1) week. The Medication Authorization Form must have signatures of the **parent** and the **doctor**.

Medications given at school must be provided in current original containers with original pharmacy labels. Have the pharmacy fill your prescription in two (2) labeled containers so there is proper labeling at home as well as at school. The labels must include: name of student, name of drug, directions concerning dosage, time of day to be taken, and name of the prescribing physician and date of Prescription.

Parents are responsible for seeing that adequate supplies of the medication are provided for the school. Students may not bring the medications to school. An adult must bring Medication(s) to school. If you have any questions, please feel free to call the office at (754) 323-6800.

Opening Announcements

Daily Opening Exercises begin at 8:00 a.m. Students, teachers, administration, and guest speakers conduct these announcements via closed circuit television. This is a time of the day for important announcements regarding student and teacher activities. Please arrive on time so that your child will be able to participate in this special program.

Opening and Closing of School

Students are permitted to arrive at school at 7:30 a.m. The first bell rings at 7:50 a.m., and students are reported tardy after 8:00 a.m. Children who arrive on campus at 7:30 a.m. report to their assigned waiting area or report to the cafeteria for breakfast.

All staff members supervise children during opening and closing times. Any child entering school after 8:00 a.m. should be accompanied by a parent/guardian to the office for a tardy slip. School staff will ensure that the child gets to his/her appropriate class.

All children are dismissed at 2:00 p.m. Please expect your child home at a certain time each day. If a teacher wants to keep a child after 2:00 p.m., the teacher will secure your approval in advance.

Parent-Teacher Association, School Advisory Council & School Advisory Forum

At Palm Cove Elementary School we have an active Parent-Teacher Association, School Advisory Council, and School Advisory Forum.

Our School Advisory Council consists of parents, community members, and staff. We are dedicated to the philosophy that by working together we can achieve high academic standards, provide the best educational program for our students and improve school effectiveness.

Each year the PTA is involved in voluntary enhancement programs such as Weekly Readers, Time for Kids, Drug Awareness, Book Fairs and Author visits. These programs provide additional support to our academic program. PTA also conducts several fund raising events to generate revenue to provide our students and teachers with programs and materials that support the school's goals and objectives.

PTA holds scheduled business meetings during the school year. All parents and interested persons are invited to attend these open meetings. Notices are published in the school newsletter. Our emphasis is on family involvement. Volunteers are always welcome at Palm Cove and help is **always** appreciated!

Progress Reports

Progress reports are issued to elementary students, grades 1 through 5, at the end of each quarter (see school calendar). Kindergarten students will receive progress reports at the end of the 2nd, 3rd and 4th quarters. You are asked to review the report carefully and discuss it with your child. A parent or legal guardian must sign the appropriate section on the envelope and return it to the school promptly.

Pupil Placement

Children are heterogeneously grouped. In order to meet individual learning needs, students are academically grouped within the grade level or classroom. Classroom placement is facilitated with a focus on individual student need; therefore, it is not feasible to consider individual teacher requests.

Rainy Days

It is important to provide your child with "rainy day gear" (i.e., raincoat and/or poncho) to keep in his/her backpack in the event of inclement weather. School telephone access lines are limited so please make a plan so that your child understands what to do when it is raining at dismissal time. This will eliminate unnecessary confusion, and the maximum safety of children will be assured. In case of a sudden downpour at dismissal time, those children having no transportation home or suitable rain clothes may remain at school until the rain subsides. If we receive information of a lightening storm at dismissal time students will be held indoors until the lightening subsides. Administration along with support staff carry weather bug devices, which notify us immediately when lightening, is close.

Safety

Children coming to and from school are encouraged to cross at street corners or where there are school crossing guards. Children riding bicycles must get off their bicycles and walk across the street. Please remind your children to ride their bicycles on the **RIGHT** side of the street and to walk facing traffic.

Children should lock their bicycles for security in the designated bicycle area. (Palm Cove cannot be responsible for stolen bicycles.) Please remind your child to follow the bicycle safety rules:

- Wear your bike helmet. ***Florida Law requires the wearing of a bicycle helmet!***
- Ride bicycles with street traffic on the right side of the road, single file, use regular hand signals, and obey all signs and signals for control of regular traffic.

Please remember . . .

- Walk bicycles across all intersections and on school grounds.
- Do not tow another person or object when riding your bike.
- Park bicycles in the designated area and ***lock them.***
- Borrow a bike only when absolutely necessary and then only with the permission of the owner.

Safety Patrols

Safety Patrols are selected in the 5th grade. These students have the responsibility of encouraging safety procedures within our school environment. The Safety Patrols are under the supervision of a staff member. Student Safety Patrols are on duty on the school grounds before and after school. These students perform an important service to the school and deserve the recognition and respect of students and adults.

School Attire

Over 66 2/3rds of Palm Cove families voted to adopt a mandatory uniform policy for students in Kindergarten through 5th grade. All Uniform Wear is the uniform vendor selected by Palm Cove's Parent Uniform Committee. The uniform includes:

- Collared "Polo" style shirts or button-up shirts in white, navy, teal, yellow or dark green.
- "Dockers" style pants, shorts or skirts in black, navy or khaki
- Custom embroidered logo with school name is optional and only available for purchase at All Uniform Wear.

If you wish to purchase pants, Bermuda shorts, skirts or skorts from a department store, please duplicate the color and style as closely as possible to the selected uniform clothing.

In order to identify lost jackets, sweatshirts, etc., please clearly label items with your child's name. Friday's are spirit days at Palm Cove and we encourage our students to wear their Palm Cove Spirit t-shirts on that day. PTA sells Spirit t-shirts during Open House. They can also be ordered at anytime by filling out an order form and placing it in the PTA office box.

School Bus Rules

1. The driver is in charge of the bus and students must obey the driver.
2. Students must stay in their assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, or chewing gum will not be permitted on the school bus.
4. Anything that interferes with student safety **will not be allowed**. This includes: fighting, profanity, throwing large or sharp objects, and/or carrying items as described in the Code of Student Conduct. Consequences for misbehavior on the bus are addressed in the Code of Student Conduct.

School Phones

The enrollment for our school is approximately 960 students. School telephone access lines are limited. Therefore, children will be permitted to use the phone only for extreme emergencies (illness, change of clothes, etc.). Adults can assist in addressing this situation by planning ahead with children. Changes in after school plans, rainy day weather plans, etc., need to be addressed prior to the time a student departs from home each morning.

Testing Program

Formal and informal testing is done each year in an effort to assess the needs and to obtain information regarding the academic strengths and/or weaknesses of each child. These results are used, along with other information, to strengthen, revise and/or modify our instructional program, and to demonstrate our student academic achievement to the Department of Education and the district. Please review the school newsletter and calendar for upcoming tests dates.

Things to Leave at Home

In an effort to achieve safety and order in school the following items must be left home:

- Animals
- Distracting items, including but not limited to, toy weapons, knives, radios, audio recorders, telephones, skates, skateboards, toys and/or games (without teacher's permission).
- Items listed in the Code of Student Conduct Book.
- Only send your child with the money needed for the day
- Soda or glass containers
- For the safety of all students, no heelies, skateboards or rolling backpacks

Truancy Policy (BTIP)-Florida Statute 1003.27

Increasing student achievement is one of the school district's major system priorities. In order for your child to be successful in school, it is critical for your child to attend school every day. Florida Law states 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.

The 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 on a daily basis and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney's Office may take appropriate action up to and including criminal prosecution of the parent/guardian of the truant child.

Each time your child is absent you are required to notify the school within 48 hours, either by contacting the office by telephone at (754) 323-6800, or sending a note stating the reason for the absence. If the school is not notified, the absence is considered unexcused. If you need further information about this truancy prevention program, please contact Mr. Baer, Assistant Principal.

Vacations

In order for your child to be successful in school, it is critical for your child to attend every school day. Plan to take family vacations during the Winter Holiday Break, Spring Break, Teacher Workdays Holidays and other scheduled days off. Please refer to the school calendar for these dates.

Virtual Counselor

Virtual Counselor is a Broward County Schools website available to parents and students for accessing information regarding your student. The Virtual Counselor link is found at www.browardschools.com. If accessing this website for the first time you will need to create a login and password. This will require you to enter information about your student including their 10-digit student number along with other personal data you have provided to the school. Most students will have this 10-digit number written in their agenda book after the first week of school.

Visitors

As a security measure and for the protection of all children, any time you visit the campus you are required to sign in at the office and obtain a name badge. If, for any reason, your child needs to leave campus before 2:00 p.m., you must sign him/her out in the office prior to 1:30 p.m. and the office personnel will call the classroom.

Volunteers

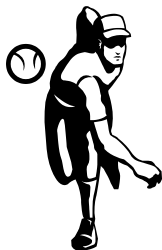
Volunteers are welcome at Palm Cove Elementary. As always, student and staff safety are of utmost importance. Therefore, in accordance with SB1774/HB, Florida Statute 943.043 all individuals wishing to assist with students in any capacity at school, including class celebrations or on field trips, must complete a volunteer on-line application at www.getinvolvedineducation.com. The approval process takes approximately two weeks. A specific volunteer badge will be made for each individual that has been approved. Volunteers are required to log in and out in the main office and obtain a name badge. Name badges are to be worn at all times while on campus.

Palm Cove has been the recipient of the "Golden School Award" for the past 13 years. This award is given to schools with a large number of assistance hours generated by their volunteers. Please help us by being a volunteer and getting involved in our school.

WITHDRAWAL

To withdraw a student from school, a parent should notify the front office and the teacher in writing **at least one week in advance** so we may have your student checked out in all areas. All students withdrawing from school **MUST** receive a "Notice of Transfer" from the front office.

The student **MUST** return all textbooks and library books to the school before asking for a transfer. If a student withdraws before the end of the reporting period, they will not receive a graded report card. All students must have been in attendance in a Broward County School a minimum of twenty-five (25) days to receive grades.



Baseball Terms

"Teaming for Tomorrow"

Principal	= General Manager	B.U.G.	= Come Back Kids
Assistant Principal	= Assistant General Manager	Broadcast	= WTEAM
Office Staff	= Front Office	Cafeteria	= Concession Stand
Support Staff	= Managers	Classes	= Teams
Teachers	= Coaches	Classrooms	= Learning Fields
Paraprofessionals	= Assistant Coaches	Clinic	= Wellness Room
Cafeteria Workers	= Vendors	Computer Lab	= State Center
Facilities Persons	= Grounds Crews	Media Center	= Press Box
School Nurse	= Wellness Trainer	Office	= Home Plate
Substitute Persons	= Pinch Hitters	Playground	= Playing Field
P.T.A.	= Boosters	Professional Library	= Bullpen
Students	= Players	Reception Area	= Dug Out
Parents	= Cheer Leaders	Teacher Planning	= 7 th Inning Stretch
Kindergarten	= Little League	Teacher's Lounge	= Locker Room
1 st – 4 th Grades	= Minors	Evening Meetings	= Night Games
5 th Grade	= Majors	Field Trips	= Road Games
Safety Patrol	= Umpires	First Day of School	= Season Opener
Student Helper	= Bat Boy or Girl	Grade Level	= Leagues
Student of the Month/Week	= M.V.P	Grade	= Stat's
Volunteers	= Fan Club	New to the School	= Rookies
After School	= Extra Innings	Newsletter	= Scoreboard
A Team	= Grand Slammers	Performance/P.T.A.	= Double Header
B Team	= Home Run Hitters	Report Cards	= Score Cards