



"Excellence Through Caring"

**Proud Home of
the Panthers**

Our mission at Margate Elementary School is to create a nurturing environment so that our students will become independent, successful, lifelong learners by providing a high quality, differentiated, and innovative curriculum based on the BEST Standards.

Welcome to Margate Elementary 2023-2024 School Year

**Thomas J. Schroeder
Principal**

**Donna Rucker
Assistant Principal**

**6300 N.W. 18th Street
Margate, Florida 33063
Phone: 754-322-6900
Fax: 754-322-6940**



School Website:
margateelem.browardschools.com

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ACT) may call the Equal Educational Opportunities Department (EEO) at (954) 765-6187 or TDD# (954) 765-6188.*

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



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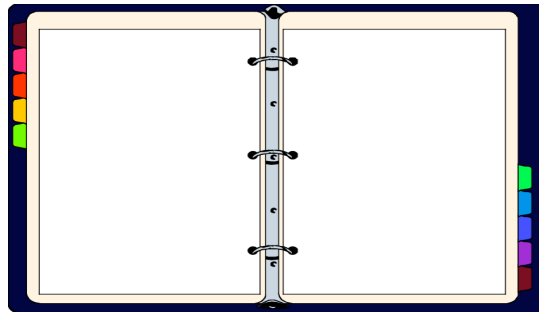
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WELCOME TO MARGATE ELEMENTARY SCHOOL

Dear Panthers,

Welcome to the 2023-2024 school year. We know that this will be an incredible year full of countless successes for our students and their families. This handbook is filled with important information and things you need to know to make this the best school year ever. We hope you and your parents will spend time reading it together.

The planner which has been given to you is very important. Please use the daily calendar pages to record your assignments. This organizational tool will help you to be a better student. Mom & Dad can use the daily pages to communicate with your teacher.

You are beginning a new school year, which means new teachers, new friends, and many new learning experiences. We are very happy to have you here with us and want you to have a safe, enjoyable, and rewarding school year. If you try to do your best in school, your parents and teachers will appreciate your hard work. Believe in yourself. Be proud to be the best you can be!

If you or your parents have any questions about school that is not answered in our handbook, ask your teacher, our office staff, or myself. We are all here to help you. Don't forget our school motto "Excellence through caring." At Margate Elementary School we truly care about you!

Sincerely,

Thomas J. Schroeder, Your Principal
Donna Rucker, Your Assistant Principal

DAILY SCHEDULE



Welcome Center (OFFICE) HOURS:	7:15 A.M. - 3:00 P.M.
STUDENT HOURS:	7:50 A.M. - 2:00 P.M.
7:15 A.M.	- Students may enter the campus and supervision is provided & Breakfast Opens
7:30 A.M.	- Students report to assigned arrival locations
7:50 A.M.	- Student Activities Begin, First Bell Rings
8:00 A.M.	- Gates Close
8:00 A.M.	- Tardy Bell
2:00 P.M.	- Dismissal Time



TARDINESS:

Students who are not in their seats and ready to learn by 8:00 AM will be considered tardy. Student arrival after this time is disruptive and results in the loss of valuable academic time.
Tardy students must be signed in at the front office by a parent.

BREAKFAST PROGRAM:

Students may enter the cafeteria at 7:15 A.M., but no later than 7:45 A.M. Students who are **NOT** eating breakfast should not be on campus prior to 7:15 A.M. as there is no adult supervision until then. Breakfast is free for all students in Broward County.

SCHOOL INFORMATION

MASCOT: PANTHER (MARTY)
SCHOOL COLORS: ROYAL BLUE AND WHITE

SCHOOL MOTTO & SONG

"EXCELLENCE THROUGH CARING"

When away from home, I often think
of a place I'd like to be,
A place where sharing and Excellence through Caring
makes knowledge important to me.
Margate Elementary, school of my choice.
Margate Elementary, I raise my proud voice.

When I leave school, I know
I'll be among the very best,
Because throughout these many years,
With great teachers I've been blessed!
Margate Elementary, school of my choice.
Margate Elementary, I raise my proud voice.



TOP TEN WAYS TO SHOW PANTHER PRIDE

At Margate Elementary School, we believe that all of our panthers will show Panther Pride. The following is the student-generated top ten ways to show appropriate and model behavior at our school.

1. Display all eight character traits
2. Accept responsibility for your actions and learn from your mistakes.
3. Be kind, respectful to adults and classmates and treat others the way you like to be treated.
4. Show your school spirit.
5. Do your homework and read each night.
6. Wear your school uniform.
7. Be in your classroom ready and prepared to learn by 7:50 a.m.
8. Walk in a Margate line.
9. Always do your best by giving 100%.
10. Follow all cafeteria procedures.

POSITIVE BEHAVIOR EXPECTATIONS (R.O.A.R.)

At Margate Elementary School, we have clear and positive expectations for our students. As part of our School Improvement Plan, our school has collaborated created a positive behavior plan. The plan can be found on our website. In our positive behavior plan, we have a simple acronym (R.O.A.R.) to represent our most vital expectations. The explanation of the acronym is below:

- R-Respect
- O-Own My Behavior
- A-Act Responsibly
- R-Ready to Learn

ABSENCES

It is the parent or guardian's responsibility to notify Margate Elementary School to report a child's absence. Parents must call the school at 754-322-6900 or the attendance line at 754-322-6902, or you can report an absence online by 9:00 AM. As our attendance reports are entered into the county's database at this time each day, all absences not reported by 9:00 AM will be entered on the student's permanent attendance record as "unexcused" for that day. You must make a call for **EACH day your child is out. The unexcused absence will remain on the student's permanent records unless a parent or guardian calls the school or sends a note within 48 hours of the "unexcused" absence. **Vacations are recorded as "unexcused" absences.****

If you know your child will be out of school for an excused absence for more than a week, you may request make up work, in writing. For absences less than a week, the make-up work should be done when the child returns, and he/she will be allowed two (2) days for each day absent to complete it. Teachers must have a minimum of 24 hours notice to prepare make-up work for absences due to illness. School is not a good place for children who are ill. Often children miss several days from school when the absence could have been prevented by keeping the child home at the onset of the illness. Allow the child at least 24 hours to recover from illnesses such as fevers. A good attendance record is essential for maximum educational progress.

ARRIVAL AND DISMISSAL

Our school hours are 7:50 A.M. - 2:00 P.M. Supervision of students begins at 7:30 A.M. Students are required to enter in an orderly fashion and report immediately to their assigned grade level

location. Front gates will close at 8:00 AM. With the exception of the first day of school, parents are not permitted to walk their children to class.

REGULAR DISMISSAL

All students will be dismissed at 2:00 P.M. and will go directly to the appropriate area for dismissal.

In an effort to maximize the safety and efficiency of our drop-off and pick-up procedures for our car riders, parents and students should adhere to the following procedures:

- Parents are asked to use the **FRONT PARKING AREA ONLY** to drop off and pick up students. **NO PARENTS' AUTOMOBILES WILL BE ALLOWED IN THE BACK PARKING LOT.** This lot must be reserved for staff, daycare vans, and buses only. Bike riders may exit through front or rear gates.
- Bus students arrive and leave using the North entrance (rear of school).
- Students should only exit their cars from the right side of the car onto the sidewalk.
- Cars must pull all the way forward in our Car Lane pick-up/drop off. All cars are required to have the official blue car rider sign. Without such sign, cars will be asked to pull over and sign out their child in the front office.
- Walk-up pick-up (parents who park off campus and pick up their students on foot) will be at the following gates per grade level:
 - Kindergarten and First Grade: Gate #5
 - Second and Third Grade: Gate #4
 - Fourth and Fifth Grade: Gate #3
- All of these gates are located at the front of the school. All parents are required to have the official green walk-up pick-up sign or blue car rider sign or one of the signs pictured on a mobile device.

Private day care vehicles will be required to pick up students in the back parking area.

WALKERS AND BICYCLE RIDERS

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

- Students must walk their bikes when on school grounds.
- Students should lock their bikes with individual locks to discourage theft. The school is not responsible for stolen or lost bikes.
- Parents should be sure to record the bicycle serial number for reference in case of theft.
- Students are required to wear bicycle helmets to comply with state law and for safety purposes

Bike racks are locked after the final bell in the morning and opened just prior to dismissal. **Margate Elementary School cannot guarantee the security of bicycles in the bike racks, or be held liable for any property stolen from them.**

EARLY DISMISSAL

Early dismissal should be avoided. Please try to schedule appointments (doctor, dentist, etc.) after school if possible. **Students may not be signed out after 1:30 P.M.** Students will not be released for early dismissal after 1:30 P.M.

Students will be released only to the adults (18 years or older) who are listed on the student enrollment card. **Any person picking up a student must provide proper photo identification.** All students must be signed out through the school office.

It is impossible to call all parents in the event of an emergency dismissal. Please have a prearranged plan with your child and see that he understands it fully, as phone lines will not be available for outgoing calls at this time. For the school to help you with this plan, an Emergency Information Card will be sent home with your child. Please complete the form and return it to your child's teacher as soon as possible.

RAINY DAY DISMISSAL

A "Rainy Day" dismissal is not considered an emergency dismissal. Therefore, parents should not request an early dismissal on rainy days due to congestion in the office and the parking lot. **Parents are to inform their children if they are to be picked up or walk home on rainy days. Since there are many students in our school, it is impossible to allow the children the use of the school phone for this purpose.**

SEVERE WEATHER DISMISSAL

On days when we experience severe weather at dismissal, our dismissal will be changed for the safety of our students. Parents will be notified of a Severe Weather Dismissal through identification of the Severe Weather Green Flag flying on the flag pole. Please see the information below regarding dismissal methods:

Sunshine Care Students: These students will dismiss to their Sunshine Classrooms.

School Bus Students/Private Day Bus Riders: These students will dismiss from the cafeteria when weather permits their release.

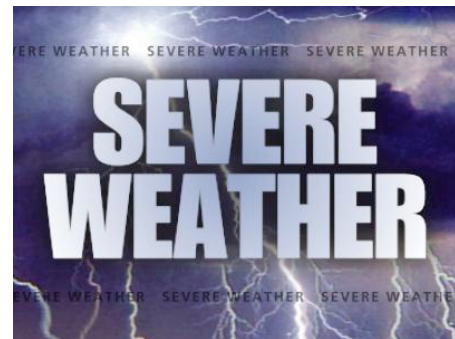
Car Riders/Walk-Up Pick Up

Our Severe Weather procedures have changed. Instead, children will wait in secure locations until they are called for. Please make sure to have your walk-up pick-up signs in order to pick them up.

Walkers/Bike Riders: These students will remain in designated locations until the weather permits their release or any individual with one the proper dismissal signs (car rider or walk-up pick-up.)

BIRTHDAYS

In all grades Pre-Kindergarten through fifth, student birthdays will be observed on designated dates. At that time, each child's birthday will be recognized with a monthly birthday celebration hosted by our P.T.A. There will be refreshments provided by the P.T.A. with a wonderful celebration held in their honor. No individual birthday treats will be accepted for any students.



BUS DISCIPLINE POLICY

It is important that students travel safely between home and school. Students who are eligible for Broward County School Board transportation must adhere to the following rules:

- Obey the bus driver at all times
- Stay in your seat at all times
- Do not eat or drink on the bus
- Keep your arms and head inside the bus at all times
- Animals, glass containers, sharp objects, balls, bats, balloons, or other similar objects may not be brought on the bus
- No loud noises are permitted

The above rules must be followed. Failure to follow these rules may result in a referral. The following procedure will be used for bus referrals:

LEVEL ONE OFFENSES

- **First Referral** – verbal or written reprimand
- **Second Referral** – student may be suspended from school bus transportation.
- **Repeated Offenses** – suspension from the bus for the remainder of the school year and /or possible suspension from school.

LEVEL TWO OFFENSES

- **First Referral** - student's bus privilege will be suspended for up to ten school days. Parents will be notified of suspension.

- **Second Offense** – Suspension of school bus transportation for the remainder of the school year
- LEVEL THREE OFFENSES
- **Suspension from school.**

CAFETERIA

Wholesome and nutritional meals are served in our school cafeteria each day. **There is no cost for breakfast and lunch.** Free or reduced meals are available for all students.

Additional items and ice cream may be paid for on a daily basis as children go through the meal line, or in advance any day of the school week. Money can be added to your child's lunch account at <https://www.myschoolbucks.com> Unfortunately, we can not accept checks. If you have any questions or concerns with this policy, please contact administration.

Meal menus are also available online at on our school's website. Students bringing their own lunches to school should bring straws and napkins as they will not be provided by the cafeteria. **For the safety of your students, canned or bottled drinks, or metal containers with pull tabs are not allowed at school. These items will be returned home unopened. Due to safety as well as space limitations, parents are invited to to have lunch with their students on a limited basis. If you would like to have lunch with your child, please fill out the lunch request form a day in advance.**

FOOD FOR SPECIAL EVENTS

According to Section 64E-II of the Florida Administrative Code, any food items prepared in a private home are not permitted to be served in school. All items served in our classrooms must be store bought, wrapped individually and unopened.

CLINIC AND MEDICATIONS

All First Aid, if feasible, is administered through the Clinic. Parents must filled out the Coordinated Health Services Consent form to receive treatment in the clinic and /or isolation room. A minimum of two (2) persons on our staff are certified in First Aid and CPR.

If your child becomes too ill to remain at school, you will be notified immediately so that you may make arrangements for the child to be picked up. It is vital that we know where we can reach you. **It is essential that the school office has a current telephone number (home and work) and an emergency telephone number in case of illness or accident while your child is at school.** Clinic forms should be completed carefully and returned to your child's teacher as soon as possible. Please notify the school office if there are any changes on this form during the school year. Medications are to be brought to school by the student's parent or guardian. Medication must be received in original container. The container must be labeled with the student's name, physician's name, pharmacy name and phone number, name of medication, directions for dosage and administration, and date of prescription.

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

CODE OF STUDENT CONDUCT

The 2023-2024 Broward County Public Schools Code of Student Conduct handbook will be distributed electronically in English, Spanish, Haitian Creole and Portuguese. The Code of Student Conduct handbook will also continue to be available on the District's website (www.browardschools.com). A limited number of printed copies of the handbook are available to parents. Parents/guardians may contact our office to request a printed copy.

CURRICULUM

Margate Elementary maintains a comprehensive curriculum program, which places emphasis on English Language Arts/Reading, writing, mathematics, science and social studies. Additional studies include the areas of: computers science, social studies, art, music, and physical education. Programs are also available for students who qualify for Exceptional Student Education and Gifted Programs. The Margate Elementary School staff works with the total child and the child's family, promoting intellectual, social, emotional, and physical development. A strong emphasis on academic skills builds a good foundation for future learning. Students will also be utilizing a variety of digital curriculum through our online student management system, Canvas.

EXCEPTIONAL STUDENT EDUCATION & STAFFINGS

As a parent, you are entitled to information about your rights under the Individuals with Disabilities Education Act (IDEA). The following information is critical to ensuring that you have the opportunity to be a partner in the educational decisions made regarding your child. We will be scheduling all staffings this year with at least two weeks of prior notification. In addition, staffings will take place daily from 7:30 a.m. to 3:00 p.m.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

This act became a Federal Law in 1974. The law protects 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 records if the student is under 18 years of age. An appointment may be made in person or by telephoning the school at **(754) 322-6900**.

FIELD TRIPS

Field trips are a valuable addition to the educational program and are planned as an extension of the regular curriculum. Field trip permission forms will be sent home to be signed and returned to the teacher before the child may participate in a field trip. Permission slips and fees must meet the established deadlines. ***SPECIFIC DEADLINES ARE SET AND MUST BE ADHERED TO.*** Parents wishing to chaperone must contact the classroom teacher by the permission slip deadline date. Chaperones will be selected by the classroom teacher. Attendance on a field trip is based on the student's behavior up to and including the day of the trip. For the safety of the students, teachers have the option to leave at school those students whose behavior would be disruptive on the trip. If your child is prohibited from attending a field trip based on inappropriate or unsafe behavior, you will be informed. It may be necessary to notify a parent or guardian to pick up your child if his or her behavior on a field trip creates a disturbance or unsafe situation.

NOTE: Only students attending Margate Elementary may be allowed to go on the field trip. Parent chaperones may not bring younger or older brothers and sisters along because of insurance regulations.

HOMEWORK

Our school wide policy at Margate is to read each evening for at least 30 minutes. Additionally, we have technology support programs. These programs will be shared by the teacher. We advocate for students to utilize this program as part of their home support. Parents may request additional

resources to assist your children with the implementation of the standards. Additionally, individual teachers may send home home learning assignments/projects which should take no more than 20 minutes each night.

INSURANCE PROGRAM

A **STUDENT ACCIDENT INSURANCE POLICY** is offered. You have a choice of two plans:

- School time Accident Protection
- Around the Clock Protection

A Student In-Hospital Sickness Policy is also available. Proper forms will be sent home. The forms must be sent directly to the Insurance Company.

Health insurance forms for Healthy Kids are also available in the office.

LOST AND FOUND

Children's uniforms, sweaters, coats, lunch boxes, etc. should have their names on them. Lost items will be turned in to the office. Lost and found items are displayed at the end of the month in front of the cafeteria.

PANTHER GRAMS

Parents may have messages or forgotten items sent to their students through the Panther Grams (in house parent-student communication system). Panther grams will be delivered at 10:00 a.m. and 1:00 p.m. daily.

PARENT INVOLVEMENT GROUPS

- **THE PARENT TEACHER ASSOCIATION** plays an important role in strengthening the relationship between home and school. Membership is open to all Margate Elementary parents and staff. As a member of the PTA, you can provide much needed help and support to the school.
- **THE SCHOOL ADVISORY FORUM** assists administration in the operation of budget, curriculum, and facilities. Through this committee, you can learn about your local school, look into problem areas, help establish school goals, review the school's budget, and assist with the school's annual progress report.
- **THE SCHOOL ADVISORY COUNCIL** is responsible for setting long and short range goals for school progress. Strategic objectives are developed through input from staff, parents, and other members of the school community. **A copy of our school improvement plan along with our parent involvement Plan is available on our school's website or through a hard copy request in the front office.**

READING EXPECTATIONS

Every K-5 student is expected to read for 30 minutes each evening. Increased daily reading is vital habit that has direct results on overall academic success. Teachers will monitor daily reading requirements through a variety of methods. Additionally, it is vital that our students actively participate in our digital text resources through a variety of electronic methods.

REPORTING STUDENT PROGRESS

- **REPORT CARDS** are issued to all elementary students (grades K-5) at the end of each 45 day period. Kindergarten report cards begin with the second marking period. A student must be in attendance a minimum of twenty-five (25) school days to receive a progress report. The report card should be examined carefully and reviewed with your child. The report card envelope should be signed and returned to the teacher promptly.
- **INTERIM REPORTS** are issued midway through the marking period for students who are having difficulty such as failing, a drop of two or more grades, unacceptable behavior, or excessive absences. Parents must sign and return the interim report. These reports may be used by either teachers or parents to request a conference. Teachers may also use interim reports to indicate good performance.
- **PARENT-TEACHER CONFERENCES** are a very important part of our reporting system. Parents are encouraged to meet with their child's teacher at least twice each school year. If you are unable to attend a conference, please notify the school.

SCHOOL SAFETY PROCEDURES

Safety and security are our top priorities. Please make sure to remember the following safety procedures:

- All visitors must report to the front office.
- All visitors must go through our STAR Visitor System.
- All visitors must have an I.D. in order to gain access to the school.
- All parents must have a Green Walk-Up Pick-Up Sign to pick-up their child by foot. A picture of the sign on your mobile device is acceptable as well.
- All parents must have a Blue Car Rider Sign to pickup their child by car.
- Students will wear their I.D.s while on campus
- Parents must update their contact information with the front office.
- All students should be in uniforms. Our uniform policy is listed in this newsletter and our website.
- Consistency with dismissal is critical. Please alert the teacher and office ASAP of any changes.
- Help build your student's independence by ensuring they come to school prepared with their lunch, materials, etc. If you find it necessary to bring them the items they forgot at home, the front office will take such items from 8:00 to 8:30.
- Early student sign-outs will cease at 1:00 p.m.
- Please review the new severe weather procedures.

SCHOOL PHONES

In order to better serve the students and you, we are asking your cooperation in eliminating the use of the office phones for personal calls and messages to individual students. Classes **WILL NOT** be interrupted with messages to students except in extreme emergencies. Use of the school telephone by students is discouraged. **ONLY** emergency calls will be allowed.

STUDENT ORGANIZATION

Students in grades Kindergarten through fifth use the Blue Margate Folder as a tool to communicate with home. Folders contain information which may need to be signed and returned, important notices, and papers your student will share with you reflecting progress in school. Students in grades first through fifth use the Student Planner to record daily and long term assignments and to communicate messages between teacher and home. Both the Margate Folder and the Student Planner are part of our school organizational plan that provides students with the

tools to meet with success. School supply lists for each grade level are available on our school website.

SCHOOL UNIFORMS

Margate Elementary School is a Unified Dress School. All students are expected to adhere to the unified dress policy. Shirts may be burgundy, hunter green, navy blue, light blue, pink or white and must have a collar. Shorts, slacks, or skirts may be navy, black or khaki. Information regarding uniform styles is available in the school office.

Parents seeking a uniform exemption must request the form and submit to the principal within 10 days of the student's enrollment. Exempt students still need to adhere to the Broward County School Dress Code (see Code of Conduct Book).

STANDARDS OF BEHAVIOR

A consistent, school-wide student behavior management program operates at Margate Elementary. Teachers and staff promote and maintain student conduct with support from administration and support staff. A copy of Student Conduct and Discipline Code Book is available electronically on our website and at www.browardschools.com. **Students and parents are required to sign and return a form to school stating that they have read and understood the rules.** Teachers spend class time reviewing the code book and answering questions in order to make sure that students understand what is expected of them.

Students must refrain from bringing distracting items to school, such as toys, electronics, collecting cards, etc.

TEXTBOOKS AND BOOKS

The State of Florida furnishes both print and digital text resources. It is the child's responsibility to keep printed books in good condition. Should a student transfer, all textbooks and library books must be returned to the teacher. Books not being returned to the school and those showing abuse are paid for by the student.

VISITATIONS

A visit to the school can be of great value to parents who wish to know and understand more about their child's school, its programs, and its teachers. The following guidelines for visits and observations are presented to avoid disappointments or misunderstanding in making plans to visit the school.

Visits: All school visits should be preplanned. Parents will not be permitted in classes during class time without prior arrangement or permission from the teacher or administration. All visitors to the school must enter and sign in at the school office, which is at the 18th Street side of the school. A visitor's badge will be issued and must be worn after presentation of a photo ID. When leaving, visitors will return to the office to return their badge and sign out.

Observations: All persons who wish to observe a particular class must make arrangements 24 hours in advance to avoid the possibility of schedule conflicts. Arrangements for the observation may be made through the school office or directly with the teacher. The number of observers permitted at any one time is limited to the parent(s) of a single child in the class. Observers shall follow the same procedures for entering and leaving the building as noted in the previous section. All visitors to the school are asked

to consider the needs of the students and teachers as paramount; therefore, creating the least possible distraction is encouraged.

VOLUNTEERS

We welcome any community person who wishes to join the Volunteer Program at Margate Elementary School. The assistance and aid provided is invaluable to the smooth and efficient operation of our school. We encourage anyone interested in joining our Volunteer Program to contact our Volunteer Coordinator, through the school office, to obtain further information. All volunteers will be required to fill out an electronic application online at https://webapp.browardschools.com/sbbc_volunteer/VolunteerForm.aspx The application will be reviewed. Volunteers are only permitted to assist in the school, classrooms and on all field trips once the application has been successfully approved.

August 16, 2022

Dear Parents/Guardians,

The Margate Elementary 2022-2023 Student Handbook contains vital information which will assist us in making a smooth and productive school year. In the handbook, you will find policies and procedures regarding our school's operations. Parents can access the handbook by locating it in the front of the agenda or electronically on our website.

The handbook is located on our website. Please download a copy to your computer so that you can reference throughout the year.

As stated earlier, it is essential that each family reviews the contents of the handbook. Once you have thoroughly reviewed the handbook, please return this acknowledgement form to your child's teacher. As always, the strong connection between the school and the home is what makes our school so incredible! Your cooperation and support is greatly appreciated by the entire Margate Elementary Family.

Sincerely,

Thomas J. Schroeder, Proud Principal
Margate Elementary School

Child's Name _____ Teacher _____

I have read and am familiar with the contents of the *2023-2024 Margate Elementary Student Handbook*.

Parent Signature

Date