

CORAL PARK ELEMENTARY

STUDENT HANDBOOK

The School Day

8:00 AM – 2:00 PM

Early Release Days

8:00 AM – 12:00 PM

Breakfast Program

7:15 AM – 7:45 AM



Office Hours

7:30 AM – 3:00 PM

✿ Coral Park's Guiding Principles

- **Be Responsible**
- **Be Respectful**
- **Be Safe**
- **Be Inclusive**
- **Be Kind**

🔒 Student Responsibilities

All students are expected to:

- **✓ Wear the school's unified dress code**
- **✓ Arrive at school on time**
- **✓ Label all personal items with full name**
- **✓ Care for all school materials:** textbooks, laptops, library books
- **✓ Bring all needed supplies:** pencils, books, homework, projects
- **✓ Take home school notices** and deliver them to parents
- **✓ Return field trip permission slips** by the deadline
- **✓ Wear your ID badge** every day while on campus
- **✓ Show respect and kindness** to everyone
- **✓ Be ready and prepared to learn**

PARENT AND VISITOR ACCESS TO CORAL PARK ELEMENTARY CAMPUS

Coral Park Campus Safety Guidelines

At Coral Park, the safety of our students and staff is our top priority. To enhance security across all schools, the District is implementing updated safety guidelines. One key change is that **all perimeter gates will be locked once the school day begins**.

We ask for your partnership and support in following these expectations for arrival, dismissal, and campus access:

If a Gate Is Locked

- Please call the school at **754-322-5850**.
- A staff member will assist you as soon as possible. Please allow extra time in case of delays and plan accordingly.

Campus Entry

- Be prepared to:
 - **Show a valid photo ID**
 - **State your reason for visiting the campus**
- We appreciate your cooperation and a positive attitude, which our staff is happy to return in kind.

Forgotten Items

- Help foster your child's independence by ensuring they arrive prepared—with homework, lunch, laptops, etc.
- If you must bring a forgotten item, be aware that you may need to **wait at the gate** for assistance. We understand that these safety procedures may cause delays, especially during bad weather or times of limited staff availability. Your patience and cooperation are greatly appreciated as we work together to ensure a safe learning environment for all students.

Coral Park Arrival and Dismissal Procedures

To ensure a safe and smooth arrival and dismissal for all students, please carefully review and follow the procedures outlined below:

Morning Arrival

- **Breakfast Program:** Students participating in the breakfast program may enter the cafeteria starting at **7:15 AM**.
 - Breakfast service ends at **7:45 AM** to ensure students are in class by **8:00 AM**.
 - **There is no supervision before 7:15 AM**—please do not drop off students early.

- **Parent Walk-Ins:** If you are walking your child onto campus, please say your goodbyes at the designated stopping points. Parents will not be permitted beyond these areas.
- Coral Park staff and Safety Patrol members will assist students to their designated areas and provide supervision throughout morning arrival.

Afternoon Dismissal

- **Dismissal Time:** All students are dismissed at **2:00 PM**.
 - **There is no supervision after 2:30 PM.**
 - Students not picked up by the end of the car line must be signed out from the front office by an authorized adult with proper identification.

Car Line Procedures

- **Remain in Your Vehicle:** All drivers must stay inside their cars to maintain a smooth and safe traffic flow.
- **Do Not Cross Through the Car Line:** For safety reasons, students and parents may **not cross** the car line to enter or exit the parking lot.
- **No Cell Phone Use:** Refrain from using your phone while driving in school parking areas.
- **Car Placards:** Place your **CurbSmart car line placard** on your dashboard so staff can easily identify your child.
 - If you **do not have your placard**, you will need to **park, enter the office with ID, and sign out your child.**

Walkers

- Students walking to and from school must **use only designated crosswalks** supervised by a crossing guard.
- Parents meeting walkers should wait at the **walker gate**. Please do **not walk into the car line area** to pick up your child.

Dismissal Changes

- All changes to your child's dismissal routine **must be submitted in writing** to the teacher.
- For your child's safety, **dismissal changes cannot be accepted over the phone.**

Thank you for your continued cooperation in helping us maintain a safe and orderly school environment. If you have any questions, please contact the school office.

Coral Park Attendance and Truancy Policies

Student attendance is not only essential for academic success—it's also **required by law**. Please review the following policies and procedures to ensure compliance and support your child's learning.

Mandatory Attendance

In accordance with **Florida State Statute 1003.21** and **School Board Policy 5.5**, school attendance is **mandatory for children ages 6–16**. Parents are legally responsible for ensuring their child attends school daily.

- **Student attendance is monitored by the State Attorney's Office.**
- Parents of students with a **pattern of non-attendance** will receive a formal notice, in person or by registered mail, indicating that the **intervention process has begun**.

Why Attendance Matters

Daily attendance ensures that students do not miss valuable instruction. Frequent absences can negatively affect academic progress and achievement.

Early Dismissal Policy

To maintain a safe and orderly dismissal:

- **No early dismissals are allowed within the final 30 minutes of the school day.**
 - **1:30 PM on regular school days**
 - **11:30 AM on Early Release Days**
- Students are expected to remain in class from **8:00 AM to 2:00 PM**.

Pattern of Non-Attendance

A student is considered to have a "pattern of non-attendance" if they accumulate:

- **30 hours (5 days)** of absence during a single marking period, or
- **60 hours (10 days)** of absence within 90 calendar days.

Please refer to the **BTIP (Broward Truancy Intervention Program)** information included in your child's first-day packet for more details on consequences for unexcused absences.

Understanding Dismissal Terminology

- If you plan to **meet your child at dismissal**, they must be listed as a **walker**.
 - Indicate the correct **walker gate** (Riverside or Westview) on the dismissal form.
 - Students riding bikes are also dismissed as walkers.
- **Parents are not allowed to wait on sidewalks within the car rider areas** (front or back of school). These areas are restricted to staff and students being picked up by car.
- If your child is a **car rider**, please:
 - Stay in your vehicle.
 - Make sure your child knows **which pick-up area** (front or back) to expect you in.
 - Do not tell your child to "go out with the car riders" so you can walk to meet them—**this causes confusion and delays**.

 *The first two weeks of school may have longer dismissal times as routines are established. Reassure your child that it may take a few minutes, but you will be there.*

Aftercare Information

- **CAS Aftercare** is Coral Park's on-site aftercare provider. CAS staff escort students from their classrooms to the cafeteria at dismissal.
- Students attending **off-campus aftercare programs** are dismissed with bus riders. These providers must pick up from the **bus loop**.
- Be sure your child and teacher know the **name of your aftercare provider**.

Rainy Day & Emergency Dismissal

Please make **rainy day and emergency dismissal plans in advance** with your child. We **cannot accommodate last-minute phone changes**.

- Students **will not be allowed to walk or ride home during a thunder or lightning storm**.
- Be sure to complete and update your **Student Emergency Contact Card**, especially if your contact information or procedures change.

Reporting Absences

Parents must report absences:

- On the day of the absence or no later than the **second day after**.
- Call **754-322-5852** and leave a voicemail with your child's **name, date, and reason**.
- You may also report absences online at: [Report an Absence](#)

Unreported absences will be marked unexcused.

Excused Absences Include:

- Illness of the student
- Illness or death in the immediate family
- Religious holidays
- Required court appearance or subpoena
- Special events (e.g., state/national competitions) with **advance approval**
- Pre-arranged medical appointments
- Communicable diseases or infestations

 **Vacations are not excused absences.** Please plan trips during school breaks.

Tardiness

Students must be in class by **8:00 AM**.

- Students arriving after 8:00 AM are **considered tardy**.
- Parents must **park, show ID, and sign in their child** at the front office for a tardy pass.
- **Tardies count toward the Attendance Policy**. Excessive tardiness may result in referral to the district's social worker.

Thank you for supporting your child's education by promoting consistent and timely school attendance. If you have any questions about these policies, please contact the school office.

Unified Dress Policy Overview

Requirement:

All students must follow the **Broward County Public Schools Dress Code** and the **mandatory unified dress policy** at Coral Park Elementary (CPE).

Uniform Guidelines

✔ Shirt Colors (Plain, No Graphics):

- Navy Blue
- White
- Light Blue
- Turquoise
- Yellow

✔ Acceptable Shirt Styles:

- Collared polo shirts
- Crew-neck cotton t-shirts
- Button-down shirts
- PTA or official CPE shirts

✔ Bottoms (Pants/Shorts/Skorts/Jumpers):

- Navy Blue
- White
- Khaki
- Black

Not Allowed:

- Tank tops or strapless tops
- Denim, nylon, jersey pants, sweatpants, or leggings
- Hats indoors
- Crocs or open-toe/open-heel shoes

Footwear:

- Socks and fully closed shoes required (toe and heel covered)
- **Sneakers recommended** for daily physical activities
- **Crocs are not allowed**

Opt-Out Option:

Parents may **submit a uniform waiver request within the first 10 days of school**. Details are in the **Broward County Code Book for Student Conduct**.

Need Assistance?

Families facing **financial hardship** can request help. Please contact the **school counselor** for support with uniforms.

Student ID Badges – Important Information

All students in Broward County Schools are required to wear identification badges. Coral Park will provide each student with an ID badge and a breakaway lanyard, which will remain at school.

If a badge is lost, stolen, or misplaced, a replacement will be issued. After **three free replacements**, any additional badge will incur a **\$5.00 replacement fee** as a student financial obligation.

Thank you for helping us maintain a safe and secure school environment.

Cafeteria Information

Breakfast & Lunch Menus

Weekly **breakfast and lunch menus** are available on:

- The **Broward County Public Schools website**
- The **Coral Park school website menu calendar**  www.browardschools.com

Breakfast

- **All students receive free breakfast** every day under the **Universal Free Breakfast** program.
- No application or fee is required.

Lunch

Coral Park participates in the **National School Lunch Program (NSLP)**. Lunch eligibility is based on the **Meal Benefit Application**. Please complete the application at:

 www2.myschoolapps.com

Lunch Pricing:

- **Full Price:** \$3.00
- **Reduced Price:** \$0.40 (if eligible)

Lunch Payment Options

You can fund your child's lunch account in two ways:

1. **Online:** Set up an account at www.myschoolbucks.com
2. **In Person:** Send **cash or a check** with your child to pay at the school cafeteria

 **Tip:** Students are encouraged to carry a **small wallet** to keep their lunch money secure.

Sending Lunch from Home

For student safety, **the following items are not allowed** and will be sent home unopened:

- **Canned drinks**
- **Glass bottles**
- **Soda**
- **Fruit cups with metal pull-tabs**

Please send beverages and snacks in **plastic, non-breakable containers**.

Student Behavior & Discipline

Classroom Behavior Plans

Each teacher implements a classroom behavior plan that includes both **positive reinforcement** and **consequences**. Students are recognized and rewarded for positive behavior. When expectations are not followed, teachers use a leveled approach that may include:

- Verbal warnings
- Loss of privileges
- Parent contact
- Behavioral referrals (as needed)

Behavioral Referrals

A behavioral referral may be issued for, but not limited to:

- Disrupting the learning environment
- Creating safety concerns
- Disrespectful behavior
- Damaging school property

Consequences are assigned based on the **District Discipline Matrix**, and parents will be notified of the incident and consequence.

Discipline Matrix

The **Discipline Matrix**, developed by the School Board, outlines appropriate disciplinary actions across all Broward County Public Schools. You can find it in the **Code of Student Conduct**. Please take the time to review it to understand how disciplinary matters are handled.

Toys and Personal Items from Home

Please **do not send** the following items to school:

- Toys
- Trading/sports cards
- Dolls, trucks, or other figurines
- Electronic games

These items are only allowed **with teacher permission** during special events. Any unauthorized items will be **confiscated** and returned **only to the parent**. The school is **not responsible** for lost or stolen items.

Back-to-School (BTS) Forms

It is the responsibility of parents/guardians to complete all **required Back-to-School Forms**. For **safety reasons**, students **may not be allowed to participate in off-campus events** (e.g., field trips) if these forms are not submitted in a timely manner.

Campus Safety & Security

Safety is our NUMBER ONE PRIORITY at Coral Park!

School Security

- A full-time **School Resource Officer (SRO)** from the **City of Coral Springs Police Department** is assigned to our campus.
- The school also has two security campus monitors.
- **All visitors and volunteers must check in at the front office** and present a **valid Driver's License or photo ID**.
- **Visitor and Volunteer Passes must be visibly worn** at all times while on campus.
- **Teachers provide advance notice** to the office for planned volunteers or conferences.
- Volunteers may only report to their **designated area** and must be cleared through the **RAPTOR system**.
- **After dismissal**, no one will be allowed into the building to retrieve forgotten items.
- For meetings scheduled **after regular office hours**, entry is through the front office.

Suspicious Activity Reporting – FortifyFL

To report suspicious activity, visit [FortifyFL](#). This tool allows users to:

- Report threats instantly to law enforcement and school officials
- Submit text, pictures, and videos
- Choose to remain anonymous or include contact information

Weapons Policy (School Board Policy)

Absolutely NO weapons are permitted on school property, buses, or school events. The following is a summary of the **School Board of Broward County policy** and applicable **federal and state laws**:

- Any student who brings a **firearm, projectile device, electric weapon, flare gun**, or similar item to school will be:
 - **Recommended for expulsion** (with or without continued educational services) for **a minimum of one full year**
 - **Referred for criminal prosecution**

“Possession” includes knowingly, intentionally, deliberately, or **even inadvertently** bringing such items onto school grounds, buses, or events.

This policy is enforced without exception and is outlined in the **Code of Student Conduct**.
(Federal Law: 18 U.S.C. §921)

Communication with Families

FOCUS Parent Portal

Please create your **FOCUS Parent Portal** account at:  www.browardschools.com/focus

FOCUS provides a **centralized hub** for:

- Attendance
- Grades and report cards
- Class schedules
- Transportation
- School communication

Contacting Teachers

- The **best way to reach a teacher is via email**.
- Phone calls to teachers will be directed to **voicemail** to avoid interrupting classroom instruction.
- Please allow up to **48 hours** for a response to phone or email messages.

Classroom Observations

Parents wishing to observe a classroom must:

- Provide **48 hours' notice**
- Coordinate a **mutually agreed-upon 30-minute time slot** with the teacher

Interim Reports

Teachers may send home **Interim Reports** between report cards to:

- Update parents on academic progress
- Offer suggestions for improvement

Parent Conferences

- Scheduled **twice per year**, in person or virtually
- Additional conferences may be requested by parents, teachers, or administrators
- Teachers will contact families to arrange meetings as needed

Stay Connected with Parent Link

Coral Park uses **Parent Link**, an automated phone and messaging system, to keep families informed of:

- Upcoming events

- School announcements

 Make sure your **phone number and email are current** with the school office so you don't miss important updates.


Report Cards and Academic Progress

- Issued **four times per year** (end of each nine-week quarter)
- Students must be in school at least **25 days** in the quarter to receive a complete report
- Second and third quarter reports will indicate if your child is **on track for promotion**
- Access report cards online through the **FOCUS Parent Portal**
- Parents may request a conference if they have concerns about grades

Student Cell Phone Policy

- **Cell phones are not permitted for use** during school hours
- Refer to the **Code of Student Conduct** for full guidelines on visibility and use of personal devices

Coral Park Webpage

Stay informed by visiting the Coral Park website:  www.browardschools.com/coralpark
It is regularly updated with:

- School news
- Important dates
- Parent resources

Keeping Your Contact Information Up to Date

For your child's safety and in case of emergency:

- Notify the office **in writing** of **any changes** to your phone number or address
- Keep emergency contact information **accurate and up to date**
- Ensure your child knows **how to reach you**
 - ✓ Write phone numbers in their planner
 - ✓ Encourage them to **memorize key contact numbers**

Student Health & Wellness

Help Us Keep Our School Healthy

To protect the well-being of all students and staff, please:

- **Keep your child home** if they have taken any fever-reducing medicine in the last **24 hours**
- Keep your child home if they exhibit any of the following **illness symptoms**:
 - Fever
 - Persistent cough
 - Shortness of breath or difficulty breathing

- Muscle pain or body aches
- Chills
- Loss of taste or smell
- Sore throat
- Vomiting or diarrhea
- Headache

When to Notify the School

Please **contact the school immediately** if your child:

- Has a **communicable illness**, such as chickenpox, pink eye, flu, COVID-19, rash-related illness, meningitis, etc.
- Has any **chronic or serious health conditions** such as:
 - **Diabetes**
 - **Asthma**
 - **Seizure disorders**
 - **Severe allergic reactions**

School Clinic & Health Services

Our school clinic is available for students who become ill or injured during the school day. Please note:

- You **must give consent** for your child to receive clinic care by selecting “**YES**” in the **Health Services Consent** section of the Emergency Contact Card
- Without consent, **no treatment** can be provided for even minor issues like cuts or bruises
- Parents will be contacted if a child needs to be **picked up due to illness or injury**
- We cannot provide **extended care** in the clinic; please ensure students are picked up **promptly** when called

Be sure emergency contact names and phone numbers are **current and accurate**

Head Lice Policy

Head lice can affect any child and is a nationwide concern. To help prevent the spread:

- **Check your child regularly** at home
- Remind students **not to share** combs, brushes, hats, or hair accessories
- Students found to have lice will **not be allowed to remain in school** and must be checked by school personnel before returning

Immunization Requirements

All students must have one of the following on file **before attending school**:

- **Florida Certificate of Immunization (DH680 form)**

- **Religious Exemption (DH681 form)**

Students without proper documentation:

- **Will not be allowed to attend classes**
- **Will receive unexcused absences** for days missed due to non-compliance


Need help? The **Broward County Health Department** can assist with immunization locations. For **health insurance** support, request a **Florida KidCare** application from the school office.

Medication Policy

Students may NOT bring any medication to school, including both **prescription** and **over-the-counter** items.

If your child requires medication during school hours or on a field trip:

1. An **Authorization for Medication/Treatment form** must be completed and signed by both a **physician** and a **parent/guardian**
2. All medication must be:
 - a. In its **original labeled container**
 - b. **Delivered to school staff** by a parent/guardian (students may not carry medication)

 It is the parent's responsibility to keep all medical forms **updated**.

For Diabetic Students:

- A **Diabetic Medication Treatment Authorization form** is required
- If using an insulin pump, an additional **Insulin Pump Medication/Treatment Authorization form** is needed. Both forms must be completed by your child's **healthcare provider**

Parent Involvement & Volunteer Opportunities

General Information

Parent involvement is critical to student success, and we value your participation. We look forward to working with you this school year!


- Parents are welcome on campus and **encouraged to assist with special events** and in classrooms, where help is requested by teachers.
- All **visitors and volunteers** must **sign in and out** using the **RAPTOR security system** in the front office.
- A **driver's license or photo ID** is required for identification.
- All volunteers must complete an **online Volunteer Application** each year (see below for steps).

Parent Teacher Association (P.T.A.)

The **P.T.A.** brings together parents, teachers, and staff to support our school through:

- Family activities and school events
- Fundraising and cultural programs
- Coordinating volunteer opportunities

 **Open to all parents** — we highly encourage your involvement!

 The list of P.T.A. officers and committees is available in the school office and on our website.

 Contact the P.T.A. at: pta.coralparkelementary@gmail.com

Room Parents



Teachers select **Room Parents** each year to help with class events and special activities.

- An **informational meeting** is held early in the school year
- Let your child's **teacher know** if you're interested in serving as a Room Parent

School Advisory Council (SAC)

SAC is an elected committee of parents, staff, community members, and administrators who:


- Review student performance data
- Develop the **School Improvement Plan**
- Manage state funding based on academic goals

 The full plan is available in the front office and online.  **Meeting dates, agendas, and minutes** are posted on the school website.

School Advisory Forum (SAF)

SAF is a parent group that meets regularly to:

- Discuss **school and district policies**
- Share feedback on programs and initiatives

 Parents are encouraged to attend both **school and district-level SAF meetings** to stay informed and involved.

Volunteers Welcome!

Volunteers are a vital part of our school and assist with:


- **P.T.A. events**
- **Media center, clinic, cafeteria, and classroom support**

How to Become a Volunteer

A new online application is required **each school year**.

Steps to Apply:

1. Visit www.browardschools.com
2. Click on "**Parents and Families**"
3. Select "**Get Involved**"
4. Choose "**Volunteer Services**"
5. Complete and submit the **Volunteer Application**

 All classroom volunteering must be **pre-approved** by the teacher.  **Unannounced visits are not permitted**, as they disrupt classroom learning.

Events & Celebrations


Birthdays

We love to recognize our students' birthdays in a way that is safe, inclusive, and aligned with district policy. Please follow these guidelines:

- **Notify the teacher in advance** if you plan to send in a treat.
- **No balloons, flowers, or gifts** may be delivered to students at school.
- Students may bring:
 - **Individually wrapped, store-bought treats** (e.g., cookies, granola bars)
 - Enough for **every student in the class**
 - Items that can **fit inside the student's backpack**
- **Do not drop off treats at the front office**—they will not be delivered to the classroom.
- **Homemade items are not permitted** in accordance with district food safety policies.

Field Trips

Field trips are a valuable extension of classroom learning and are designed to enrich your child's educational experience. To ensure a smooth and safe process, please note the following:

- All students are eligible to attend unless otherwise notified due to behavior concerns.
- A **signed official permission slip** and **any required fees** must be submitted **by the deadline**.
- **No late forms or payments** will be accepted.
- **Payments must be made online** via the school's **e-store** using a credit card.
 -  The **front office cannot accept cash or checks**.
- Due to pre-paid reservations, **field trip payments are typically non-refundable**.
- Students may be excluded from field trips or extracurricular activities for:
 - Violating the **Code of Student Conduct**
 - **Disruptive behavior**
 - Failure to follow school rules

Supplies & Financial Responsibilities

School Supplies

- A list of **suggested supplies** is available on the school website. 🖱️ Visit: www.browardschools.com/coralpark
- Supplies are **suggested, not mandatory**—families are not required to purchase them.
- ❌ **Rolling backpacks are not permitted** due to safety concerns in hallways and classrooms.

Student Financial Obligations

Students are expected to **care for all school-issued materials and equipment**. Financial obligations may occur for the following:

- **Lost library books**
- **Lost or damaged ID badges**
- **Damaged or missing textbooks**
- **Lost or damaged laptops and chargers**

Important Reminders:

- **All financial obligations must be cleared** before a student can pay for field trips or extracurricular activities.
- **Payments are non-refundable**, including those made for lost or damaged items.

Transportation

Bicycle Safety

Students may ride bicycles to school if they follow all safety rules. Unsafe behavior may result in the loss of bike-riding privileges. Please help your child follow these important guidelines:

- **Always wear a helmet**—It's the law!
- Use **hand signals** and ride on the correct side of the road
- **Observe stop signs** and traffic signals
- **Walk your bike** across intersections, major streets, and on school grounds
- **Ride alone**—no passengers allowed on a single-rider bicycle
- **Do not borrow another student's bicycle** without permission
- **Lock bikes** securely in the designated bike compound
 - The school is **not responsible** for lost or damaged bicycles
 - Parents should record the **bicycle's serial number** in case of theft (See the School Resource Officer)
- ❌ **Do not ride bicycles on school campus**

Bus Rules & Safety


Coral Park Elementary prioritizes safe travel for all students using **Broward County School Board transportation** (daily routes and field trips). Please review and follow these safety rules:

While Waiting for the Bus:

- Stay off the road
- Keep hands, feet, and belongings to yourself

On the Bus:

- Obey the **bus driver**, who is in charge
- **Stay seated at all times**
- The driver may assign seats to maintain order
- Keep **arms and head inside** the bus at all times
- **No food, drinks, or gum**
- **Do not bring** animals, glass items, sharp objects, sports equipment, or similar items
- Use **quiet, inside voices**
- **No electronic device usage** while on the bus


 **Important:** If bus rules are not followed, students may receive a **referral** and be **suspended from bus privileges**. During any suspension, **parents are responsible** for transportation to and from school.

Bus Dismissal Procedures

- Students must be **picked up on time** at their assigned bus stop by a parent or **authorized designee**
- Students **8 years old or older** may be released from the bus alone **only with written parental authorization**
- Students **under 8 years old will NOT be released alone** under any circumstances
 - If no authorized adult is at the stop, the student will be **returned to school**, and a parent will need to come in person with **valid ID** to sign them out

Track the Bus with “Here Comes the Bus”

Parents can track their child’s school bus using the **Here Comes the Bus (HCTB)** app or website.

Download the free app or learn more here:  www.browardschools.com/herecomesthebus

