SILVER PALMS

ELEMENTARY



Kindness is Our *Culture*

PREPARING FOR TOMORROW
THROUGH EXCELLENCE TODAY

PARENT/STUDENT HANDBOOK

2026-2027

HOME OF THE
DOLPHINS

The mission of Silver Palms Elementary is to involve and inspire the entire school community to:

- Provide a safe, secure environment and a quality educational experience through a variety of engaging, student-centered opportunities.
- Challenge students to develop the competitive, collaborative, and communication skills needed in the 21st century's world of work.
- Develop world citizens able to be responsible, honest, respectful, tolerant, kind, self-controlled, cooperative who practice good citizenship in an ever-changing technological, demanding, diverse, and global society.

ADMINISTRATION

Irina Shearer,	Principal
Shannon Schreidell	Intern Principal

SCHOOL MOTTO

"Preparing for Tomorrow through Excellence Today"

SCHOOL COLORS
Teal and Silver

SCHOOL MASCOT
Dolphin

SCHOOL PHONE NUMBER
754.323.7450

SCHOOL FAX NUMBER
754.323.7490

ATTENDANCE
754.323.7452

AFTER CARE
754.323.7465

CLINIC
754.323.7472

SECURITY HOTLINE

754.321.0911

WEBSITE

http://silverpalms.browardschools.com

Updated 6/11/2026

ARRIVAL AND DISMISSAL

Arrival:
School hours are from 8:00 a.m. to 2:00 p.m. for all grades. The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m. Students are expected to be in their seats at that time. A before school program will operate each morning beginning at 6:30 a.m. Payment will be by the month. **Students are NOT permitted on campus before 7:30 a.m., unless they are enrolled in the Before School Child Care Program or eating breakfast.**

Dismissal:
Children leaving the school grounds during the school day MUST be signed out in the single point of entry by an authorized adult with proper identification. The adult must also be listed on the student's emergency contact list. **School Board Policy prohibits the early dismissal of students from 1:30 – 2:00 p.m. unless it is an emergency.** Please schedule all off campus student appointments (i.e., doctor, dentist, dance, etc.) after 2:15 p.m.

ATTENDANCE

School attendance is of the utmost importance!

Two attendance issues are crucial:

- Unexcused absences
- A pattern of non-attendance

Parents/guardians must send a note or call within 48 hours, or the student's absence will be registered as unexcused. After five unexcused absences, parents/guardians will receive a letter addressed from the Broward Truancy Intervention Program listing the date and time for a meeting at the school with the principal or a principal's designee.

School staff will make every effort to assist the parents/guardians in getting a student to school. However, if the unexcused absences continue, the student can appear as truant. After 10 unexcused absences, legal procedures can be initiated.

Therefore, calling the attendance number, 754.323.7452, to excuse an absence is a necessity.

If a student has excused or unexcused absences, tardies, and early sign-outs that reach 30 hours or five days in one marking period or quarter (which averages to be approximately 45 days), he/she can be determined to have a "pattern of non-attendance." Unless acceptable documentation is provided, a referral to the school social worker will be created.

In summary:

- **After 5 unexcused absences – meeting at school**
- **After 10 unexcused absences – possible meeting at courthouse**
- **After 5 absences (including excused, unexcused, tardies, and early sign-outs) in a marking period – determination of a pattern of non-attendance**

If parents/guardians can provide explanations for their children's absences that are reasonable, legal proceedings are not sought. However, parents/guardians, by law, must have their children attending school.

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BEFORE/AFTER SCHOOL CHILD CARE

Silver Palms Elementary has a Before School Child Care program from 6:30 - 7:30 a.m., and an After-School Child Care program from 2:00 – 6:00 p.m. Payment will be made by the month. Payments can be made online or with a credit/debit card in the main entrance or single point. The link for online payments is on the Silver Palms website under the tab for Parents or by visiting (www.estore.browardschools.com). There will also be a ONE-TIME $30.00 registration fee for each student.

Call the school at 754.323.7465 and ask for Mrs. Julie Cepeda for further information about these programs.

BEHAVIOR

Teachers at Silver Palms Elementary School have been trained in a variety of discipline programs. They use the best and most successful strategies from each of these programs to provide an atmosphere where all children can learn.

During the first month of school, you will receive the classroom rules from your child's teacher. Inappropriate behaviors which interfere with teaching or learning will not be accepted.

General School Rules Are:

1. Respect must be shown for members of the faculty, staff and other students.
2. Students are responsible for always keeping their hands and feet to themselves and respect others' person and possessions.
3. Books and furniture are public property and are to be treated with care and respect.
4. Quiet and orderly behavior in the hallways, cafeteria and classroom is required.
5. Animals, toys, radios, tape players, fireworks, matches, lighters, money in large amounts, or weapons* are not to be brought to school.
6. Cell phones must always be OFF and AWAY and social media is prohibited. Smart watches must be in SILENT or THEATER mode.
7. Students must have appropriate conversations with peers. Speaking of weapons of any kind or any type of threat is prohibited and may result in serious disciplinary action.

***Note: Possession of knives, guns or any other weapon will result in suspension and possible expulsion.**

The School Board of Broward County has developed a Code of Student Conduct and Discipline. The Code of Student Conduct is available electronically in English, Haitian Creole, Portuguese, and Spanish. An electronic copy of the Code of Student Conduct can be found by visiting www.browardschools.com.

PLEASE READ AND DISCUSS THIS DOCUMENT WITH YOUR CHILD AND RETURN THE SIGNED ACKNOWLEDGMENT FORM TO THE SCHOOL AS SOON AS POSSIBLE.

BIRTHDAY CELEBRATIONS

Parents/guardians choosing to recognize their children's birthday with their classmates during lunch, may do so if these guidelines are followed:

- Nutritious treats are provided; avoid large pieces of treats that have a high content of fats and sugars.
- No balloons, pizza, drinks, candy, or party favors are allowed.
- No large cakes are delivered; only treats like cookies or cupcakes are allowed.
- Treats must be store bought.

- Parent/guardian must deliver treats to single point before lunch time.
- Parents/guardians should not expect to enter the building without special permission.
- Parents access to the building is minimized due to safety protocols.

No classroom interruptions will be made by parents/guardians or school staff. Parents must be announced to the teacher prior to classroom visits.

CAFETERIA PROGRAM

Due to space limitations, only those students eating breakfast or in our Before School Care Program will be allowed in the cafeteria before school starts. Breakfast will be served from 7:15 - 7:55 a.m. Provisions will be made for any late bus arrivals.

Go to Broward County Public Schools payment portal for parents/guardians to make quick and easy online payments to their children's cafeteria account. The Website portal for payments is www.myschoolapps.com. We have posted the link on our school's Website. Children are responsible for handling their own money should they bring any in for ice-cream. Parents/guardians may also pay by check made out to Silver Palms Elementary and write the student's name or cafeteria identification number on the check to store money in your child's lunch account. Families interested in applying for free/reduced lunch visit https://www.browardschools.com/free-lunch

CAFETERIA RULES

Currently we are continuing to limit access to the building by all visitors due to safety protocols.

To maintain a safe and pleasant environment in the cafeteria, children are asked to observe the following rules while eating:

1. The adults on duty in the cafeteria will seat and dismiss students.
2. Students should talk using indoor voices and always use good manners.
3. Students should remain seated during lunch.
4. Food may not be exchanged between students.
5. Glass bottles, soda, and energy drinks are not permitted in bag lunches.
6. Students need to clean up after themselves.
7. Students need to always keep hands and feet to themselves.

CHARACTER EDUCATION

The School District's approved eight-character traits are universally valued. Classrooms will be focusing on a different character trait each month, and these are as follows:

September	--	Cooperation
October	--	Responsibility
November	--	Citizenship
December	--	Kindness
January	--	Respect
February	--	Honesty
March	--	Self-Control
April	--	Tolerance

ask your child about the "trait of the month" and help him/her to apply it daily. He/she may be honored at a monthly PTA-sponsored assembly.

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CONFERENCE AND REPORTING

We believe parent-teacher conferences are essential to report student progress and to help us know more about your child. The teacher will schedule two conferences per year (one each semester) and provide advance notice of each conference. If you cannot attend at the designated time, notify the teacher immediately so that a new date may be arranged. Certain days are set aside for conferences, but if you need a conference on a day other than at the scheduled time, please call the teacher and request an appointment. Please remember that parents/guardians must pre-arrange a conference time either by note or telephone, so that the teacher will be prepared. Conferences may be scheduled from 7:35 – 7:55 a.m. or from 2:00 to 3:00 p.m. every school day except for Tuesday.

Always feel free to discuss with your child's teacher, assistant principal, and/or principal anything relative to the school that you do not understand. If you need to contact a teacher during the school day, please call the main office.

Report cards will be issued every nine weeks in the elementary schools during the school year. Interim reports may be issued between report cards as needed.

ENROLLMENT AND WITHDRAWAL

Emergency Contact-card Procedures:

1. The names of both parents (as defined in F. S. 1000.21(5)), the registering parent and the non-registering parent, shall be listed on the emergency contact card as persons authorized to pick up the child from school except where a court order has revoked the parental rights of the parent and a certified copy of such court order has been provided to the school.

2. Both parents shall designate on the emergency contact card those persons authorized to pick their child up from school. No parent shall delete or in any way alter the names provided by the other parent on the emergency contact card. It is both parents' responsibility to inform the school of any changes to the information each of them has provided on the emergency contact card.

Withdrawal Procedure:

1. Only the parent who registers the student may withdraw the minor student from his/her current school, without documentation of extenuating circumstances indicating otherwise.

FIELD TRIPS

Field trips may be planned as extensions of class activities. Field Trip Authorization Forms giving permission for your child to participate will be sent home to be signed and returned. Students who fail to return the signed forms will not be able to attend. Participation on fourth quarter "reward" field trips are considered a privilege**. Misconduct in school will result in loss of such field trip privileges. COVID-19 or other illness might also limit access to field trips.**

STUDENT SERVICES

Through a Classroom Student Services Program, all students will be presented with materials dealing with self-awareness, decision making, conflict resolution, and substance awareness. Life and wellness services are provided on a limited basis. The school counselor is also available to discuss study habits, grades, test scores, and family problems.

HEALTH EDUCATION

Florida has authorized the teaching of Health Education which may include a Family Life/Human Sexuality component. In the event that it is taught, a letter will be sent to the parents/guardians prior to the teaching of the Family Life/Human Sexuality unit. Parents/guardians will have an opportunity to preview the curriculum upon request and decide if their children should be included during its instruction. If you have any questions about the unit, feel free to contact our guidance counselor at 754.323.7450.

HOMEWORK

Research has shown that regularly scheduled homework is an important factor for students' success in school. Time spent together helping your child with schoolwork will also give him/her the quality time all children need.

To make homework time productive remember to:

- Work together and have fun!
- Set a specific time each day to complete homework assignments.
- Provide quiet, uninterrupted time.
- Be positive! Stress success, not failure.
- Encourage, don't discourage.
- Reward homework with positive actions and words.

Look for more news pertaining to homework throughout the school year.

HONOR ROLL

If your child is in the third, fourth, or fifth grade, he/she may be eligible for the honor roll. Quarterly assemblies are held to celebrate the academic, study skills, and social growth of the students.
The criteria are as follows:

- Principal's Honor Roll – All A's and no 2's or 3's in the related arts/foreign language, physical education, social growth, and study skills sections of the report card
- A/B Honor Roll – A's and/or B's and no 3's in the related arts/foreign language, physical education, social growth, and study skills sections of the report card
- BUG (Bringing Up Grades) – an increase of one letter grade in two subjects while maintaining or increasing the letter grades in the other subject areas; earned in 2nd, 3rd, and 4th quarters only and no 3's in the related arts/foreign language, physical education, social growth, and study skills sections of the report card

ILLNESS AND MEDICATION

Clinic:

A school clinic is maintained for students who become ill or injured during school hours. ***Students MUST have consent to receive health services. See the Health Services Consent section on the Emergency Contact Card for more information.*** With consent, minor cuts and scratches are washed with antibacterial soap and covered with an adhesive strip. Whenever a student sustains an injury that needs parental or professional attention, has a temperature, or vomits, parents/guardians will be notified immediately to come and pick up the student. **Children who are ill should** will be sent home. Students with head lice or other communicable diseases will, also, be sent home. They may not return until they are rechecked and /or cleared by a school-staff member.

Illness:

1. Keep your child at home when showing symptoms of any communicable disease, COVID-19, or other signs of illness.
2. If your child becomes ill at school and you cannot be reached, they will remain in the clinic until you pick them up. **Please have an updated emergency number on file.**
3. If you need to take your child out of school before dismissal, always call the school while you are in the parking lot. Your child will be escorted to single point of entry. Early sign outs will **not be permitted after 1:30** pm unless there is an emergency.
4. Please contact the school to report your child's absence on the same day or within 48 hours.

Medication:

For the school to be responsible for administering medication to your child, you and your doctor must complete an **Authorization for Medication** form available in the school office and return it to the office. Proper completion of this form is the only way school personnel will be allowed to administer medication.

Please be reminded that cough drops, aspirin, eye, ear or nose drops; allergy pills; etc., all come under the restrictions dealing with the administering and dispensing of medicine in school. Students cannot carry any type of medication other than inhalers and epi pens, and these (epi pens and inhalers) must have prior doctors' authorization. See the front office staff or nurse for a Medical Authorization form.

INSURANCE

Student accident insurance forms and information will be sent home to all parents/guardians the first week of school. Parents/guardians may obtain school-day coverage or "around the clock" twelve-month accident insurance at minimal cost. All parents/guardians are urged to purchase this insurance for their children unless they are already covered by an insurance plan. Applications are not to be returned to the school, but are to be mailed, by the parent/guardian, directly to the company in the pre-addressed envelope provided.

LOST AND FOUND

To help us return lost items to students, it is suggested that you label children's lunch boxes, jackets, sweaters, etc., with students' first and last names. Lost items will be kept for two months only. Unclaimed items will be donated to charity.

MEDIA CENTER

Every student in kindergarten through fifth grade at Silver Palms Elementary will have a scheduled time each week to check out books from the media center. Students in kindergarten through fifth grade may check out a book if they do not already have other books out.

PTA

The Parent-Teacher Association (PTA) at Silver Palms Elementary charges a nominal fee for membership. All PTA fundraisers are used to improve the school and directly and/or indirectly benefit the students. All parents/guardians should consider membership in and involvement with the PTA. Reminder notices of all PTA meetings will be communicated through an email or newsletter. Volunteering is encouraged but NOT required to join PTA.

SAC/SAF

The School Advisory Council (SAC) and the School Advisory Forum (SAF) work throughout the year to set and carry out goals for enhancing the educational experience of the students. Meetings are open to everyone and are announced in an email, newsletter, and on the marquee. SAC parents/guardians are involved in the development of the School Improvement Plan. A SAF parent represents the school at District meetings where policies are discussed. Membership for both is free of charge but is by election only.

SAFETY PATROL

The School Safety Patrol Program is designed to provide fifth-grade students with the opportunity to learn and practice leadership. Students who are Safety Patrols must set a good example academically and behaviorally. The boys and girls who are members of the Safety Patrol Program are deserving of respect from all students and are carefully chosen.

SCHOOL SAFETY PLAN

To ensure students' safety, it is vital that all students adhere to the unified dress code. ***All students must always wear their student ID badges while on school grounds. Two replacement ID badges will be provided for free. Any additional ID badges will cost $5.00 to replace.*** Silver Palms has a safety plan in place. It covers fire evacuations, tornado procedures, and other critical situations. If a crisis occurs within the school, such as an intruder entering the building, the administration might initiate a lockdown procedure. At that time, all movement within the school will cease. Parents/guardians might not be able to enter the building and will not be able to access entrance to offices or classrooms since these will be secured. If inside the building already, they might not be able to exit until an "all clear" is given.

If a crisis occurs near the school, lockdown procedures will be initiated, and communication will be provided as soon as possible.

In the case of an emergency, including a possible evacuation of the facility, communication will go out to alert parents/guardians as soon as possible. The rally point for all students and staff has been designated. This location could change depending on the situation, and every effort will be made to inform parents/guardians as soon as possible.

Should there be a crisis, please do not interfere with school procedures. Stay calm and allow the staff to follow the safety plan.

Although parents/guardians may want to know more information, sharing details would not be prudent. However, if at any time you have questions or concerns, please do not hesitate to contact the school and ask for an administrator. We welcome any thoughts that might help us to continue to improve our plan.

SECURITY

If you have security (student or facility) concerns after school hours, call the District Security Operations Center (24 Hours): 754-321-3500.

SCHOOL TELEPHONE

Children will NOT be allowed to use the telephone except in cases of emergencies, such as illness or torn clothing. Make sure your child has a rainy day/early dismissal plan and that he/she knows the after-school

procedures EVERY DAY. Parents/guardians are not allowed to call into classrooms; however, a message will be given to your child in case of an emergency.

SCHOOL SUPPLIES

Recommended supply lists are available in the main office, with your child's teacher, on the school's website, and copies are disseminated in the first day packet. Please make sure your student comes to school prepared with the necessary items only and no extra materials, such as toys, electronics, games, etc.

STUDENT COUNCIL

Silver Palms Elementary is proud of its Student Council. It is designed to help students develop an understanding of student government and serve the school. Student Council is composed of two representatives (and alternates) from classes in grades three through five.

STUDENT PHOTOGRAPHS

Parents/guardians may photograph only their own children. The "Code of Student Conduct" contains a page where parents/guardians must sign for release of photographs. Not all parents/guardians, however, approve for their children's pictures to be taken.

TARDIES

Students who are not in their assigned classroom by the time the final bell rings at 8:00 a.m. will be marked as tardy. No student is admitted to the classroom after 8:10 a.m. without a tardy slip. After the third tardy, parents/guardians will receive a letter at home. After the fifth tardy it will be referred to the Student Services Department and/or Administration.

TRANSPORTATION

Please discuss the following bus safety rules with your child. Failure to obey bus rules can result in suspension of bus riding privileges:

1. Be at the bus stop no earlier than ten minutes before the bus is scheduled to arrive.
2. Upon arrival at the bus stop, always assemble and remain orderly. (THIS IS VERY IMPORTANT FOR SAFETY).
3. Board the bus quietly and be seated quickly.
4. Talk quietly to neighbors and maintain silence when the bus stops.
5. Keep aisles clear and keep hands and arms inside the bus.
6. Always remain seated while on the bus.
7. OBEY THE BUS DRIVER AT ALL TIMES.

UNIFORM DRESS CODE AND PERSONAL GROOMING

The District's Code of Student Conduct lists the School Board's approved dress code. However, Silver Palms Elementary adopted a unified dress code that is particular to the school and augments the district's guidelines.

At Silver Palms Elementary, we strive to have pride in our school and our student body. We feel that a uniform dress code unifies the students and creates a better learning environment and it is vital for student safety. **The uniform consists of the following:**

Tops

- Colors: Burgundy
  Navy blue
  Teal
  White

- Styles: Solid
  Collared polo-style or buttoned-up shirts
  Long or short sleeved
  No tank tops
  No Lycra or Spandex
  No emblems or logos (except school logo)
  Clothing that exposes the torso is not allowed

Bottoms

- Colors: Khaki
  Navy blue
  Black

- Styles: Shorts longer than mid-thigh
  Skirts longer than mid-thigh
  Long pants
  With or without pleats
  No over-sized or cargo pants
  No Lycra or Spandex
  No emblems or logos (except school logo)
  Shorts, skirts, and pants should be worn at the waist

Shoes

Must be always worn and cannot be backless for elementary students.

DISTRICT CODE: For the District's basic standard dress code, please refer to the "Code of Student Conduct."

WAIVER: The staff encourages participation in our school's Unified Dress Code. However, parents can request a waiver at school to have their children exempted. It must be submitted to the school, within the first 10 days of school or within 10 days of a new registration. Students will still be required to adhere to the district's dress code.

(If staff cannot find an outer garment to cover inappropriate clothing, the parent/guardian may be contacted to bring the child something else to wear.)

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VISITORS

Visitors to Silver Palms are still limited due to safety.

Under no circumstances can visitors go to classrooms before reporting to the single point of entry office located at the front entrance. Teachers and students cannot be interrupted during teaching time.

VOLUNTEER PROGRAM

Be a part of creating a successful school year! Silver Palms wants you to be a volunteer! If you can attend the Volunteer Orientation Breakfast held in September, you will be able to find out about all the different committees and programs in which to serve. If you cannot attend and want to get involved, please look for forms from the Parent/Teacher Association or contact the school's Volunteer Liaison, at 754.323.7450. Everyone, however, must register online at https://webapp.browardschools.com/sbbc_volunteer/VolunteerForm.aspx.

Your information will be cross-referenced with a sexual offender's database that is used to "clear" volunteers and ensure the safety of the students. If you list that you want to be a mentor, you will also need to be fingerprinted.



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