

Gator Run Elementary School
2026 - 2027
Parent Handbook

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WELCOME TO
GATOR RUN ELEMENTARY SCHOOL

GATOR RUN MISSION STATEMENT

Gator Run Elementary School will provide our students with a creative, safe and secure learning climate, which promotes confidence and success through inquiry and exploration.

SCHOOL HOURS

7:30 a.m.	Office opens/Teachers start
7:30 a.m.-7:55 a.m.	Breakfast program
7:30 a.m.	Earliest drop off
7:55 a.m.	Students report to class
8:00 a.m.	Classes begin
2:00 p.m.	Dismissal
3:00 p.m.	Office closes/Teachers finish

OFFICE HOURS

The front office closes at 3:00 p.m. each day. If an emergency occurs between the hours of 3:00 p.m. and 6:00 p.m. (such as a missing child), please call us on the aftercare number at (954) 217-2020. After 6:00 p.m. contact the SIU Hotline at 754-321-0911.

STUDENT ARRIVAL

Students should not arrive at school prior to 7:30 a.m., as there is no adult supervision prior to this time. Please arrange your family plan with this fact in mind. Your cooperation in adhering to this time frame will create a safe environment for all children. Students arriving between 7:30 a.m. and 7:55 a.m. must line up outside their classroom in an orderly fashion. Students eating breakfast report directly to the cafeteria upon arriving. Faculty, staff, and safety patrols will be on duty at this time to help students.

LATE ARRIVAL

Prompt arrival at school is expected of all students. Students arriving after 8:00 a.m. are considered TARDY and must be escorted to the front office by a parent/guardian. Remember that students who are late not only lose out on their own learning, but also disrupt the learning of all students in the class.

FORGOTTEN ITEMS

Parents, please remember that the front office will not accept forgotten items such as book bags, homework, field trip forms, etc. Please remind your child(ren) to gather their belongings before leaving the house for school. The only exceptions to this rule will be for lunch boxes, lunch money, or medications with proper authorization. It is very important that our classrooms are not interrupted during instructional time. In addition, students are not permitted to return to their classroom after dismissal to retrieve forgotten items.

LOST AND FOUND

We encourage you to label all of your child's items with first and last name. If your child loses an item, please encourage them to look in Lost and Found located in the main hall. After several weeks, unclaimed items are donated.

EARLY RELEASE DAYS

The School Board of Broward County Public Schools calendar includes Early Release Days. These days are designated for staff development. Children are dismissed two hours earlier (at 12:00 p.m.) on these days. Consult the school calendar in this handbook for specific dates.

Please ensure that you pick up your child promptly at 12:00 p.m., as there is no supervision after that time. Your child will have lunch break in their classroom on Early Release Days, so please send a lunch or lunch money with your child.

AFTERCARE PROGRAM

Childcare may be arranged after school by calling (754) 323-5850. Aftercare hours are 2:00 p.m. – 6:00 p.m. and 12:00 p.m. – 6:00 p.m. on Early Release Days. Your child must be registered with the Aftercare Academy before being able to attend.

ATTENDANCE POLICY

Students must attend school every school day of the 180-day school year. Florida Statute 1003.24 establishes that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. Excused absences include:

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.

4. Religious holidays of the student's own faith.
5. Required court appearance.
6. Special Event – required permission from principal 5 days in advance
7. Doctor or dental appointment IF parent notifies the school of the date and appointment time & provide documentation.
8. Students having or suspected of having a communicable disease or infestation, which can be transmitted.

Absences may be reported via telephone by calling 754-323-5852 or written note. The report must come from a parent and give the date(s) of the absence and the reason for it. Parents MUST report these absences the day before, the day of, or within two days following the absence. School staff members have a legal right to ask for a written medical excuse. Please refer to your Code of Student Conduct handbook for more detailed information.

Parents who do not comply are referred to the State Attorney's Office. Florida Statute 232.19 (7) (a) 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. Classwork/Homework will not be given to students until after they return to school.

PATTERN OF NON-ATTENDANCE

Non-attendance is established by an accumulation of tardiness, early sign outs and absences (excused or unexcused). A student is required to be in attendance for 40 days in each marking period.

DISMISSAL CHANGES

Students are dismissed daily to their assigned dismissal location. **Please communicate any change of dismissal to your child's teacher by 12:00 that day.** If you are unable to communicate with the teacher before 12:00, then you must notify the front office of the change. Otherwise, your child will go home as usual.
Students may only ride the school bus for which they are eligible.
Early student sign out is through the front office. **Only adults listed under emergency contacts may sign out a student. Minors are not permitted to sign out a student per district policy.**

HEALTH

HEALTH SCREENING

Florida Statute requires Broward County Schools to conduct health screenings, including vision (K, 1 & 3) and hearing (1 & 3), for students new to Florida schools, referred for exceptional education assessment, and specified grade levels. Heights, weights and Body Mass Index (BMI) are charted annually in grades 1 & 3. If a problem is detected, you will be notified. If you do not want your child to participate in this program, please complete the screening form included in the first day folder or contact your child's teacher.

ILLNESS AT SCHOOL

If a child becomes ill or is injured at school, he/she is taken to the clinic in the office and the child's parents/guardians are contacted. If they cannot be reached, the person indicated on the child's emergency card will be contacted. If a child needs to use the elevator due to an injury, a doctor's note must be provided to the front office upon return to school.

MEDICATION

Florida State Law mandates that medicine of any type, including aspirin, not be administered at school. Children are not permitted to have medication in their possession at school (this includes cough drops or any over-the-counter medication). If your child requires prescribed medications during the school day, the parent or guardian must submit a "School Medication Permission and Instruction" form signed by a physician. The medicine to be dispensed will be kept in the clinic and given according to the doctor's instructions. Parents must bring the medication to school with the authorization form. Parents are encouraged to call the school whenever there is a health concern.

EXCUSING STUDENTS DURING THE DAY

It is recommended that appointments be scheduled after the school day so as not to impact your child's learning. If a situation occurs that requires you to sign your child out early, your child will be called out of class upon your arrival at the office. There are no exceptions to this policy. **The latest time that students may be picked up prior to the regular dismissal time is 1:30 p.m. unless the Principal determines that it is an emergency.**

DRESS CODE

Appropriate dress and grooming can help to create a positive learning environment. All students are expected to honor their responsibilities and dress in a way that respects the rights of others. Details on the dress code can be found in Broward County's Code of Conduct Handbook. Consequences for violating the dress code include parent contact, loss of privileges, and/or removal from class.

ESOL - ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students are given an oral language assessment to determine eligibility for ESOL services. This assessment is given only to students who speak another language or if another language is spoken at home, as indicated on the school registration form. Teachers are trained in the use of strategies for teaching these students within their own classroom.

ESE

EXCEPTIONAL STUDENT EDUCATION (ESE)

Our ESE department includes Gifted, Speech, Students with Disabilities (SLD), and Pre-K ESE. These students receive services either in a regular class through a push in/pullout method or in a separate ESE class. Parents are encouraged to attend the yearly Individualized Education Plan (IEP) review for their child. If you have concerns about your child's academics or behavior, contact your child's teacher.

PARKING

Parking on our campus is very limited. We strongly encourage parents to carpool when coming to grade level or school events. Please do not park in the fire lane, on the grass or parallel to any yellow-painted curbs.

TESTING

STANDARDIZED TESTING

All students in grades K-5 participate in standardized testing as designated by the state. Results will be shared with parents. More information on testing is sent home during the year. Visit the Broward County Schools website for more information at www.browardschools.com.

TRANSPORTATION

BUS TRANSPORTATION

The Broward County School District provides bus transportation to students who live more than two miles from school. The transportation department designates the bus routes and assigns children to specific buses. Your child may only ride the bus to which he/she is assigned. Students are escorted to the bus loop at dismissal time where a staff member checks off the name of each child upon boarding. Students are expected to follow the Code of Conduct while riding the bus. Referrals are written for infractions, which may result in a bus suspension.

If you have a question or concern regarding your child's bus, please contact the front office. Many private companies also provide transportation for a fee. Consult your yellow pages for a list of names and numbers.

BICYCLES

It is mandatory under Florida law that all bike riders wear helmets. This rule will be strictly enforced. Bike riders must also walk their bikes until they are off school property. There are four bike racks, two for children coming from Park Road or Savanna Drive on the northwest side of the school, and two on the east side of the school beside Glades Parkway. These bike racks are unlocked during the day. Students must have locks for all bikes.

CARPOOL

There are two areas assigned for morning drop-off and afternoon pick-up of students who are car riders. Which carpool area you use is determined by where you live as noted below:

Front Carpool*(Savanna Drive)*: Recommended and most convenient for families who live in Weston Hills, Landings and Meadows.

Back Carpool*(Park Road)*: Recommended and most convenient for families who live in Savanna, San Messina, San Mateo and San Sebastian.

Curbsmart- Is used for carpool students. Anyone picking up a child must have the school issued car tag or they must park and enter the front office to sign the child out. Every family will get 2 tags but if you need additional ones, please email Ms. Saba at ashley.saba@browardschools.com

WALKERS

Walkers are those students who walk home. **Glades Walkers** are escorted to the flagpole located at the east side of the school for dismissal. **Savanna Walkers** are escorted to the sand park/PE Area on the west side of the school for dismissal. Designate your child's dismissal location and notify the classroom teacher.

MEALS

SCHOOL FOOD SERVICE

The cafeteria provides service for children who prefer a hot lunch. Meals are balanced with the guidelines for good nutrition. A breakfast program is also available.
Breakfast is served from 7:30 a.m. – 7:55 a.m.
For menu and prices visit www.browardschools.com.
Pricing may change from year to year. The 24 – 25 school year will be free for all students.

PAYMENT/REQUEST FOR MEALS

Parents can prepay for a la carte items such as ice cream, chips, water, etc.. https://www.myschoolbucks.com is an online payment portal especially designed to allow parents to make quick and easy online payments to their children's school accounts. The system allows parents to manage their children's accounts quickly and easily. Parents may also request meals for special diets or allergies. A request form must be completed online at
https://www.browardschools.com/Page/78830

FREE OR REDUCED PRICE MEAL POLICY

Based on eligibility, reduced price and free meals are available. Families may apply at https://www.myschoolapps.com/. One application per family is needed. Children on free or reduced price meals are eligible for free or reduced price breakfast and lunch.

CAFETERIA SUPERVISION

Support Staff, paraprofessionals and parent volunteers are present in the cafeteria during lunchtime. They help children learn to open packages, monitor behavior, and encourage them to eat. The children must stay seated at their assigned table.

CAFETERIA RESTRICTIONS

Due to School Board policy, no food from outside vendors (such as McDonald's) is permitted. Students are not permitted to bring soft drinks for lunch or anything in glass bottles. Students who bring lunch from home need to remember to bring their own spoons, napkins, straws, etc.

CELEBRATIONS

BIRTHDAY CELEBRATIONS

Parents are welcome to send in treats for their child's class only, to be passed out at the teacher's discretion. The Broward County Health Department requires that all such treats MUST BE COMMERCIALLY PREPARED AND HAVE BEEN PURCHASED FROM A STORE. HOMEMADE TREATS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.
Non-edible items such as decorative picks, rings, or toy toppers are not allowed. In addition, no juice boxes, drinks, or pizza will be permitted to pass out to the class. Please bring a treat that your child can easily distribute as an individual serving (cupcakes, doughnuts, etc.). This should not be treated as a birthday party for your child (**no balloons, hats, goody bags, or photos permitted).**

HOLIDAY PARTIES

Gator Run designates two holidays each year for the classes to hold parties- winter holiday in December and end of the year in May and/or June. Holiday parties are planned with the classroom teacher and room parent so that classroom instruction may still occur on that day. Parents should not send in any food or party supplies on other days unless requested by the teacher.

REPORTING

REPORTING STUDENT PROGRESS

Interim Reports: Interim reports are sent home midway in the grading period. The purpose of these reports is to inform you of your child's progress thus far in the quarter. If specific difficulties become apparent, positive action can be taken to correct the situation before the report card is issued.

Report Cards: Report cards are issued to students four times during the school year, at the end of each nine-week period. Kindergarten receives report cards three times a year beginning with the second quarter. (Please refer to the school calendar in this handbook for dates.)

Both report cards and interim reports need to be signed promptly and returned to your child's teacher.

Conferences: Conferences are very important to both parents and teachers in order to provide an adequate program to meet the individual needs of each child. They are scheduled twice a year. Conferences are for the parents of every child – not

just for parents whose children are experiencing some difficulty. Parents are encouraged to schedule other conferences whenever needed.

RESOLUTION OF PROBLEMS

An open line of communication is necessary for your child's success. Should a concern or problem arise, **please** refer to the following chart when seeking help regarding:

CLASSROOM CONCERNS:

First:	Child's Teacher
Second:	Guidance Counselor, Literacy Coach or Assistant Principal
Third:	Principal

EXCEPTIONAL STUDENT (ESE) CONCERNS:

First:	Child's Teacher
Second:	ESE Specialist
Third:	Assistant Principal/Principal

CURRICULUM CONCERNS:

First:	Child's Teacher
Second:	Literacy Coach
Third:	Assistant Principal/Principal

HONOR ROLL/WINNERS CIRCLE CRITERIA

PRINCIPAL'S HONOR ROLL:

Demonstration of exemplary academic achievement and personal development as evidenced by the acquisition of the following grades:

- On or above grade level
- All A's in Subject Areas
- 1's in Study Skills and Social Skills

ACADEMIC HONOR ROLL:

Demonstration of high-level academic achievement and personal development as evidenced by acquisition of the following grades:

- On or above grade level
- A's and B's in Subject Areas
- 1's in Study Skills
- 1's and 2's in Social Skills

HOMEWORK

SCHOOLWIDE HOMEWORK POLICY

Homework is assigned at the teacher's discretion. Homework is generally a review of student's have learned in the classroom. Students are encouraged to read daily.

• PARENT ORGANIZATIONS

Gator Run PTA

PARENT TEACHER ASSOCIATION

All parents and staff are encouraged to become active members of our PTA. Your membership helps support activities and programs at Gator Run. PTA General Meetings are held regularly throughout the year in the cafeteria, usually in the morning. All members are encouraged to attend these informative meetings. Dates and times are posted on both the PTA and Gator Run websites as well as the school's marquee.

PTA EXECUTIVE COMMITTEE OFFICERS

PTA Executive Officers ("the Board") hold elected positions. Elections are held annually in the spring. Officers' names and PTA contact information is posted on the PTA website: www.gatorrunpta.com

PTA COMMITTEE POSITIONS

The PTA has many committees. Committee Chairpersons are appointed after the Executive Board has been elected. If you are interested in volunteering on a committee, please contact the Chairperson or any Executive Committee member.

PTA EMAIL TO PARENTS AND WEBSITE: www.gatorrunpta.com

PTA updates are sent home regularly via email and include information on PTA events and activities. We strongly encourage all parents to submit their email to their child's room parent in order to be included in this vital communication link. Our PTA website contains PTA information and an event calendar and is updated regularly.

SCHOOL ADVISORY COUNCIL (SAC)

School improvement is a priority for every school. The School Advisory Council (SAC) studies the school's data and develops an annual plan, called the School Improvement Plan, to improve education in vital areas such as: student achievement, curriculum, safety and discipline. This plan is on file at the school. The SAC makes decisions about teaching and learning and reflects shared responsibility and collaboration among parents, faculty, staff and community leaders.

SCHOOL ADVISORY FORUM (SAF)

Every school has a School Advisory Forum (SAF) that acts as a proactive group that addresses various educational issues. The SAF is comprised of interested members of the community who wish to serve as a support group to the Principal. Their ideas and concerns are forwarded to both area and district advisories that meet regularly with key staff and the Superintendent. Advisories do outstanding

work on behalf of children. We invite all interested members of the community to join us.

GATOR RUN FOUNDATION

The Gator Run Foundation is a nonprofit organization created to provide financial support and assistance in the enhancement and educational opportunities at Gator Run specifically for instructional materials. Contributions are accepted throughout the year. Please refer to the school website for more information.

VOLUNTEERS

GATOR RUN PTA VOLUNTEERS

Gator Run is fortunate to have a very large PTA volunteer base. The service of parent volunteers is an integral part of the operation of the school and assistance is always welcome. Please remember when volunteering that younger siblings are not permitted.

The PTA holds a volunteer meeting during the first month of school in which various volunteer opportunities are explained. Those interested may sign up to volunteer at that time, or throughout the year. **Before volunteering, you register at** http://www.browardschools.com/getinvolved **and wait for county approval. Be sure to bring your Driver's License or ID with you to school when volunteering. All volunteers must check in with front office staff, have their identification swiped into the computer, and wear a printed tag each time they enter the school.** Please record all school-related volunteer time spent outside of school on the "Off-Site Hours Form" available on the PTA website. Individuals with 200 hours or more of recorded volunteer hours are recognized.

Volunteers are needed for Fall Fundraiser, Book Fairs, Cafeteria, Media Center, Movie Night, Staff Appreciation, as well as many other activities planned throughout the school year.

Volunteer Etiquette

All volunteers are expected to dress appropriately. Please remember that volunteers set an example.

Use of cell phones: Please refrain from using phones in the hallways or in the classrooms. Phones should be set to vibrate or to silent mode.

Photography: Photos of students other than your own child(ren) should not be posted through any social media or shared in any way on-line.

In-Classroom Volunteer Opportunities:

ROOM PARENTS

Each classroom will have a designated room parent contact that will be the liaison between the teacher and the parents for most classroom activities. All other parents interested in assisting can join the room parent team. **This parent must be able to communicate important PTA information to the class on a regular basis through our email tree and attend a mandatory orientation during the first month of school.**

CLASSROOM VOLUNTEERS

Each classroom teacher determines the specific ways parents may be of help in his/her classroom. This could involve working with small groups of children, working one-on-one with children who require extra assistance, correcting homework, preparing classroom materials, planning and helping with seasonal parties, chaperoning field trips, etc.

School Wide Volunteer Opportunities:

CAFETERIA VOLUNTEERS

These volunteers supervise and assist children during lunch, opening packages, handing out napkins, etc.

GENERAL VOLUNTEERS

These volunteers fill many needs throughout the school. They help during school picture days, in the Media Center, Art Room, or in a variety of other ways.

SAFETY

SCHOOL RESOURCE Officer (SRO)

Our school is fortunate to have a BSO deputy as our School Resource Officer (SRO). As SRO, their role is to establish positive interactions with students and parents. In addition, they assist with safety concerns and teach our students important lessons in drug and gang resistance as well as stranger and weapon safety.

EMERGENCY SCHOOL CLOSINGS

Emergency school closing due to severe weather, or any other reason will be announced over the radio. Information will also be posted on local TV channels. Parents should make sure their children know where to go if they are sent home from school other than at the regularly scheduled time.

WEAPONS

Any student, while on the school grounds, building, school bus or vehicle provided for transportation by the school system, in a vehicle on school property, or at any school-sponsored function, found possessing, transmitting, displaying, and/or using a weapon or weapons will be suspended and may be expelled as provided for in Policy 5006. A weapon is defined as any instrument or object deliberately used, intended for use to inflict harm upon another person, or used to intimidate any person. See the Code of Student Conduct Handbook.

SCHOOL SAFETY
Gator Run follows the Broward Schools District Safety Plan and Procedures

Our school also has a School wide Safety Plan that encompasses security, safety, and discipline. .You will be contacted if your child is involved in a disturbance that seriously affects the health or safety of himself/herself or others.

No pets are allowed at school. Pets are not to be on campus during arrival or dismissal time.

Student ID's

All students are required to wear school issued ID's when on campus (8:00am-2:00pm). Students will receive up to three badges free. After the third badge, the cost is $5.00.

COMMUNICATION

ABSENCE PHONE LINE

The absence line phone number is 754-323-5852. Parents should call and report any absences from Gator Run.

SECURITY HOTLINE

The school district has a Security Hotline in place to report any information that may put a person, school, or office in jeopardy. The hotline number is 754-321-0911. It is manned 24 hours a day, 7 days a week. All calls are recorded, and Caller ID will identify from what location the call originated.

SCHOOL COMMUNICATION

There are several methods in which our school communicates with parents: Friday Focus call, school website, email, phone link, and marquee. The Gator Run web site includes helpful information about our school. The address is listed in the front of this handbook. Please also refer to the Broward County Public Schools web site for useful information at: www.browardschools.com.

A parent e-mail tree is established by the classroom teacher at the beginning of the year as a direct line of communication.

A Friday Focus call to all Gator Run families from Mr. Peters keeps you updated on what is going on in the school and is a vital form of communication. This call will include upcoming events and other important information.

Our school has an automated phone message system that is utilized to communicate announcements and reminders. This is one of the reasons it is important that accurate phone numbers are on file in the office for each family.

The school marquee, located at the corner of Glades Parkway and Savanna Drive, lists upcoming school events.

Information in this handbook was accurate at the time of posting. Any changes during the school year will be communicated to you through school communication.

The School Board of Broward County Florida prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.