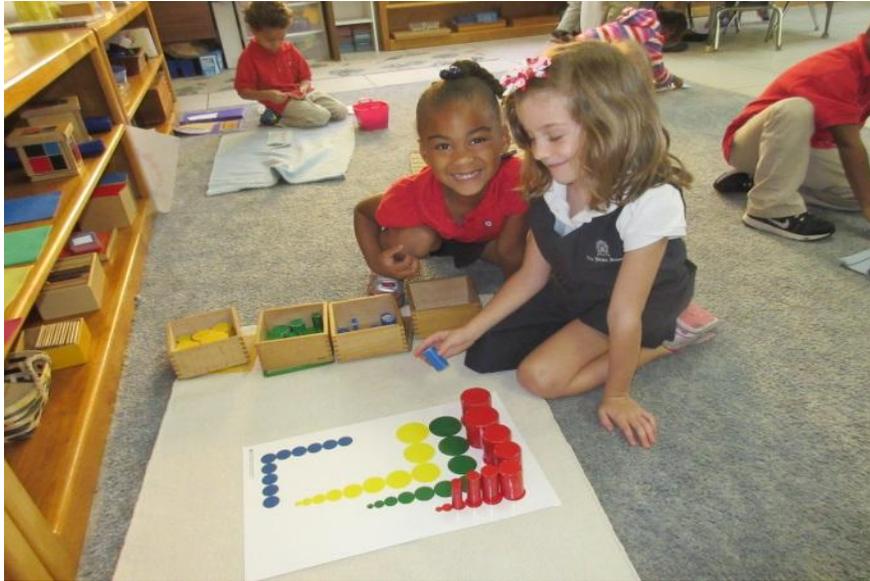


The Blake School



Parent/Student Handbook

7011 West Sunrise Boulevard
Plantation, Florida 33313
Telephone (954) 584-6816
Email blake-school.org



Dear Parents and Students,

The faculty and staff of The Blake School join us in welcoming you and your child to our school. “Excellence in Education” is our goal. It is our belief that a happy and productive school environment is dependent upon each individual’s contribution.

It is our aim to provide a loving, safe, intellectually stimulating and emotionally nurturing environment in which students will achieve to their highest academic potential while developing a sense of personal growth and social responsibility.

As you read this handbook, it is our hope that you will gain a clear picture of the efforts we are making to provide a quality educational experience for each student. We welcome a close relationship with our parent body and hope you will take an active interest in The Blake School. Feel free to call for clarification of any item in the handbook or regarding any other question you might have. We want to be of assistance to you.

Sincerely,
Linnie Jordan, Founder
Joyce Hutson, Director
Alene Padgett, Principal

The Blake School

Introduction

Dr. Maria Montessori

Educator and Philosopher

Maria Montessori was an Italian Physician and educator, the first woman to receive a medical degree at the University of Rome, Italy, in 1894. Born in 1870, she developed her method of education over a 40 year period of observing children and working with them. She devoted her life to the education of children and was honored and respected throughout the world at the time of her death in 1952.

The Montessori Concept

The Montessori Method of teaching allows children to experience the job of learning at an early age and provides an environment in which intellectual, moral, physical and social growth flourish.

It is the approach to education that recognizes the potential of the young child and which attempts to develop this potential by means of a prepared environment, utilizing specially trained Montessori teachers and special teaching apparatus. While the practical side of Montessori teaching is emphasized in the early years with specific materials, the basic philosophy of Montessori education is carried through the elementary grades at The Blake School. Students are carefully “weaned” from the basic materials while maintaining the same insight into the joy of learning as they progress through the grades, preparing them for adapting to future educational programs.

Montessori education provides the vehicle whereby the child may attain inner discipline and control. He becomes the intelligent, responsible master of himself while developing a feeling of genuine caring for himself and others. Independence and interdependence are natural forces-vital to the life of the child as well as to mankind.

The world of the child is full of sights and sounds that at first appear chaotic, and from this chaos, he must gradually create order and learn to distinguish the impressions that assail his senses. Slowly, but surely, he gains mastery of himself and his environment. Dr. Montessori developed what she called the “prepared environment”, and classrooms at The Blake School are designed along this concept. The child is able to develop at his own rate in a noncompetitive atmosphere during the early school years.

The method by which children are taught at The Blake School might well be called “structured learning”. Since the child has learned to work by himself in the prepared environment, he is ready to enjoy the presence of other children without necessarily working directly with them. Our teachers, therefore, are able to work with each child individually.

The structure of learning and training at The Blake School involves the use of many materials with which the child may work independently. Dr. Montessori painstakingly and scientifically developed all of these materials during her lifetime of work and observation.

Where traditional education deals primarily with visual and auditory inputs, Montessori methods include tactile experience. For instance, the number 10 can be seen, heard and felt, giving a broader realization in mastering concept by concept.

Dr. Montessori found that the only valid impulse to learning is the self-motivation of the child. Children move themselves toward learning by nature. Adults often intervene, with the best intentions, and place obstacles to learning in the child’s path. Children will learn because of or in spite of the adults in their world. To this effect, Dr. Montessori stated that any unnecessary help given the child hinders him in growth. Teachers at The Blake School prepare the environment, direct the activity, function as the authority and protector of the children and environment, and offer work according to the readiness and need of each child.

If the Montessori child is free to learn, it is because he has acquired from experience with both physical and mental order, the “inner discipline” which frees him. He becomes aware not only of his freedom, but of his corresponding responsibility to himself and to others. The aim of Montessori is to develop the whole child. Intellectual, physical and emotional developments are of equal value within the prepared environment. The teacher strives to encourage and guide the child to help him realize the balanced, happy, aware personality that will perpetuate into his life as an adult.

Preschool, Kindergarten, Elementary, and Middle School Educational Programs and Procedures

SECTION I: Academics

An important aspect of the total instructional function is the process of student evaluation. Testing and other evaluative activities serve as an indicator of a student's strengths and /or weaknesses.

Progress Reports

Elementary and Middle School Evaluations inform parents of the student's academic and social progress on a weekly basis. Middle School Interim Reports are issued mid-quarter. These evaluations and reports are to be signed by the parent and returned to the classroom teacher on the following Monday.

Report Cards are issued to elementary students and middle school students on a nine-week basis. Preschool and Kindergarten evaluations are issued at the end of each quarter.

Conferences

The Blake School believes that open communication with its parents is essential for the success of our program. In addition to the various progress reports, one conference is scheduled at the end of the year for preschool through elementary. Grades 5-8 will have an additional conference at the conclusion of first semester. If the need for an additional conference should ever arise, please contact the school office or the teacher.

Grades

At the Blake School grades are calculated on a percentage basis. A 96 denotes that 96% of the student's work has been completed correctly.

Grade scale:

A	90-100	Excellent Achievement
B	80-89	Above Average Achievement
C	70-79	Average Achievement
D	60-69	Below Average Achievement
F	Below 60	Failing
E		Excellent
S		Satisfactory
NI		Needs Improvement
95-100		Dean's List
90-94		Honor Roll
85-90		Merit List

It is our goal at The Blake School, to help each of our students achieve at a level commensurate with his/her potential. This can best be assured when there is a continuing dialogue among student, teacher, parent, and administration. At the first indication of either an academic or adjustment problem, the teacher will communicate with the administration and the parent. Should this occur, the school requires a thorough diagnostic evaluation.

Psychological testing, diagnostic evaluations and private tutoring are not included with tuition.

Homework

Homework will be assigned on a regular basis, as our staff feels it is a necessary and valid part of our program. It is important to set aside time and a place, so your student can focus on their homework. All students, grades 2-8 are required to have an agenda where their assignments can be recorded. Checking your child's agenda and homework will reinforce good study habits. Our teachers require that you sign the agenda each night. Agendas are for sale at the beginning of the year for \$10.

Makeup Work

It is the responsibility of elementary and middle school students to obtain all work from teachers that was missed because of an absence. All tests, projects, and work assigned **must be made up**. Parents may pick up assignments, but we ask that you please call ahead so your teacher will have time to gather the work. All work, given to students going on vacation, is due the day of their return.

Achievement Testing

National achievement tests will be given to each kindergarten, elementary, and middle school student in the spring of each school year. Scores of these standardized tests will be shared with parents at the end of the year conferences.

Textbooks

All text books purchased by the school will be the property of the school and merely loaned to the student while pursuing the courses of study. A parent, guardian or other persons having charge of the student will be held liable for any loss, destruction, unnecessary damage or failure to return such books when directed and will be required to pay for such.

SECTION II: Student Behavior

The degree to which a school is able to accomplish its primary aim of education is often determined by the style of student behavior exhibited in the school. The character of student behavior is most often determined by the parent's and the school's expectations of the students.

Students are expected to be courteous and orderly at all times while on campus or on a school sponsored field trip.

At The Blake School, the fundamental expectation for student behavior is that of Respect:

1. Respect for the environment
2. Respect for authority
3. Respect for one's peers
4. Respect for one's work

Unacceptable behavior consists of:

1. The use of conduct which is disruptive to learning, teaching or the effective functioning of the school.
2. The use of disrespectful language or behavior.
3. The exhibition of limited self-control, which could possibly lead to self-injury or the injury of others.

Specific Behavior Concerns

Fighting will not be tolerated at The Blake School. Any student involved in fighting is subject to suspension, probation, or dismissal from school. Any physical attacks may result in contacting the Plantation Police Department.

The Blake School is committed to providing a school environment that is safe, healthy, caring and respectful for all. **Harassment and bullying** will not be tolerated. Any inappropriate verbal or written conduct, or gesture directed at another student or staff member is prohibited.

Bullying includes cyber-bullying. The misuse of digital technology usually carries over to the school environment. Parents must closely monitor all social networks that the students use.

All students witnessing or becoming the subject of harassment or bullying have the responsibility to report these activities to an administrator.

Any student found to have violated this policy, is subject to appropriate disciplinary action. The action will be unique to the individual incident and will vary in method depending on the nature of the incident.

In order to support a quality, learning environment, the students at The Blake School must be aware that certain **materials are not to be brought onto the campus** or on a school sponsored field trip.

These materials include:

1. Any illegal drugs or alcoholic beverages
2. Any dangerous items that could threaten the safety of oneself or another
3. Any sexually inappropriate materials

The Blake School, through the Plantation Police Department, sponsors the **Gang Resistance and Drug Education** program each year to the 5th grade in order to educate them in making the right choices regarding substance abuse.

Disciplinary procedures are as follows:

1. Teacher conferences with the student
2. Referral given(principal conferences with student)
3. Notification to parents
4. Detention
5. Conference with the parent, teacher, and administration
6. Suspension
7. Expulsion

If a student is involved in repeated offenses, we maintain the right to remove him/her from the school.

Detention Form

The degree to which a school is able to accomplish its primary aim of education is often determined by the style of student behavior exhibited in the school. Our students generally are very conscientious about their work and concerned about what is best for them and their school. For those few pupils who insist upon breaking school rules, we have established a detention program.

In order to emphasize the importance of changing behavior that results in a detention, **we will be charging a fee of \$10 for the first detention of the school year, and increasing the amount to \$25 for a second and any following detentions needing to be served.** This amount will be paid to the Student Council, due on the day served, and will be used for student activities.

Our rules for detention are as follows:

1. Students will serve detention on Friday afternoon from 3:00 to 4:00. Students need to be picked up following the detention.
2. Parents will receive this notice of the offense and a copy will be retained at school.
3. The following is the offense for which your child will serve detention:
 - a. _____ Fighting
 - b. _____ Lack of homework/class assignments/evaluation (3rd offense)
 - c. _____ Inappropriate language
 - d. _____ Disrupting class
 - e. _____ Disrespectful behavior
 - f. _____ Bullying
 - g. _____ Lack of proper uniform clothing (3rd offense)
 - h. _____ Inappropriate use of electronics, including phones.
 - i. _____ Other: _____

Pupil's Name: _____ Date: _____

Principal: _____ Teacher: _____

Parents, please sign and return: _____

SECTION III: General Information

Schedule

A regular day of school begins at **8:30a.m.** and ends at 3:00 p.m. Middle school students are to be in their classrooms by **8:15 a.m.** Extended Care is available from 7:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.

Attendance

Tardiness

Students, not in their classrooms at 8:15 and/or 8:30 a.m. will be marked tardy on the attendance record. If a student is late, we request that parents **do not** accompany the student into the classroom, as this creates an additional disruption. More than 5 times tardy in a grading period is regarded as excessive and will be addressed by administration. Help your child to learn the importance of promptness by having him/her to school by 8:30/8:15 a.m. Being “only” ten minutes late each day is the same as missing one full week of school. Students who are perpetually late often feel frustrated and “behind” in accomplishing the day’s work, as well as cause distraction for others. Individual tardiness may delay the start of class for all students, depriving others of meaningful instructional time. Students want to be present when school commences, but they need your help.

Absences

When a student is unable to attend school, please notify the office before 9:00 a.m. If a student has 5 days of unexcused absences in a marking period, the parents will be contacted in this regard. Florida law requires us to enforce regular school attendance. Unexcused absences are defined as not having acceptable documentation for the absences.

Early Release

Dental and medical appointments should, if at all possible, be scheduled at the end of the school day or during vacation periods. If the need arises for appointments during school hours, please inform the school by phone or note as to the pickup time. Excessive early release is not acceptable. It is important that students are to be in attendance in all of their classes.

Special Release

Should the need arise for a student to be released to anyone other than a parent or guardian, it is imperative that the school be notified as to the name of the designated person. Students **will only be released** to a person who is named on the student emergency card or whose name is given to the school secretary by phone or written note. **Identification will be required.**

Arrivals and Dismissals

The school most emphatically urges you **never to block** the school driveway. The area directly in front of the school is **a no parking zone**. During carline, from 8:00 to 8:30 a.m. and 3:00 to 3:30 p.m., parents **must remain in their vehicles** while in the drop off and pick up process, forming only one line of traffic. If you are coming into the school, please park your vehicle in a provided space. **Unattended vehicles are never to be left in the driveway. An adult must accompany students walking across the driveway to the parking areas.**

Please exercise extreme CAUTION and PATIENCE when dropping off and picking up students. It is important to adhere to the proper entrance and exit locations, as only one-way traffic is permitted in the parking lot.

Cell phone use is not permitted while in the drop off and pick up carline. The safety of our students, parents, and staff must be considered.

SECTION IV: Policies and Procedures

Health

It is essential that all Immunization Forms (HRS-680) and emergency cards be on file at the time of a student's entrance into the school.

It is imperative that parents keep the emergency contacts and phone numbers listed on the emergency cards current throughout the school year.

If a child should develop symptoms of illness during the school day, parents will be notified and are expected to pick up an ill student as quickly as possible.

The following symptoms are considered serious enough to send a child home.

1. Fever:students with fever should remain at home for at least 24 hours after their temperature returns to normal, without medication..
2. Diarrhea:students should remain home 24 hours after the symptoms are gone.
3. Vomiting
4. Active cold:contagious symptomsinclude sore throat, coughs, and/or runny nose.
5. Pink eye
6. Rash:a doctor's note will be needed to verify that a rash is not contagious.

Parents are requested to make periodic checks of their children's heads. Students who are sent home due to head lice and/or nits may return to school only after their hair has been treated and all nits have been removed.

Only emergency, live-saving medical measures can be administered at school.

Dress

Look your best, act your best!

There is a correlation between a child's appearance, the way he or she feels about himself or herself, and the way he or she behaves.

Uniforms

Uniforms are required for preschool, elementary, and middle school students. All items of clothing are designed to mix or match so your child can wear different looks every day. Shirts and polos match all the jumpers, culottes, pants, and shorts.

All items are fully washable and permanent press.

All uniforms are to be purchased at the **Flynn O'Hara School Uniform** store located at:

Varsity Square Shopping Center
2740 Davie Road
Davie, FL 33314
Store #954-299-7738

Removable articles of clothing: coats, sweaters, and physical education uniforms **must be plainly marked with your child's name.**

At the beginning of the school year, preschoolers are requested to bring a complete change of clothing in a clear plastic bag labeled with their name, in case of an accident.

Physical education uniforms are required: Blake School tee shirt, navy shorts, socks, and sneakers. The shirts and shorts are available from Flynn O'Hara Uniform. During cooler weather, navy sweat pants are acceptable for PE.

Dress Code

Uniforms are required for preschool, elementary, and middle school students. Please make note of the following Dress Code items, which will be in affect this year. Students not adhering to dress code rules will receive a violation. Repeated violations (3) will result in a detention.

- ❖ All shorts, pants, skirts, shirts, skorts, and jumpers **are to be purchased from Flynn & O'Hara School Uniforms**. Other styles and colors will receive a violation.
- ❖ Shoelaces must be **closed securely** at all times. Please have laces that will stay securely tied.
- ❖ Shirts **must be tucked in**.
- ❖ Shorts and pants are to be belted in grades 2-8. All skirts, shorts and pants must be buttoned **and fit securely at the waist**. Belts are to be navy, brown, khaki, or black.
- ❖ Skirt length can be **no more than one inch above the knee**.
- ❖ Socks are to be worn at all times. They are to be uniform colors-red, khaki, white, or navy blue.
- ❖ Caps or any type of hats are **not** to be worn in classrooms.
- ❖ Regular uniform and P.E. uniforms must always be **clean and fit properly**. Torn and stained clothing should be replaced.
- ❖ Shoes worn with the uniform should be either an athletic shoe or a dark flat, closed show (no sandals, boots, or heels).
- ❖ **Plain** navy sweaters, sweatshirts, or jackets (Blake School) are to be worn when needed.
- ❖ All jumpers, shirts, and blouses must have the school emblem.
- ❖ On cold days, navy sweat pants and sweatshirts may be worn to P.E. They are not to be worn in place of the regular uniform. Long pants are available at the uniform store for classroom wear.
- ❖ The longer shorts that are available at the Flynn & O'Hara School Uniform Store **are the only P.E. shorts permitted** for the elementary and middle school students.
- ❖ A "classic" appearance is expected of our students. Hair color is to be natural. Fingernails are to be trimmed and clean. Makeup (middle school girls) is to be as natural as possible.
- ❖ Jewelry should be worn in good taste. Hoop or dangle earrings should be no larger than one inch. All hoop or dangle earrings need to be removed for P.E. to prevent injury.

General School Policies

Personal Items

We do not allow students to bring toys, cell phones, electronic games or MP3 players to school. If you find it necessary to send a cell phone with your child, turn it in to the office or the principal, to be picked up when the child is dismissed. The school is not responsible for the loss or damage of any cell phone. The misuse of a cell phone will result in the phone being confiscated, requiring the parent to pick it up from the principal.

Gum

We are proud of our school facilities and in order to maintain them properly, **we must insist that chewing gum not be brought to school.**

Lost and Found

Inquire about lost and found items at the office. Please label all of your child's belongings.

School Visitors

Due to the serious nature of instruction in classes and the legal responsibilities of the school, students may not bring guests to school, unless permission is granted by the student's teacher. No unauthorized person is allowed on the school grounds at any time. Parents are asked to sign in at the office when entering the school.

Supplies

A list of supplies needed for each grade level will be issued at the beginning of the school year. Please check with your child frequently to ensure that he or she has an adequate supply of school materials.

Telephone

Students are not allowed to use a school phone. If there is an emergency, they will be sent to the office to call. A teacher will only give permission after validating the reason for the call.

Backpacks

For safety reasons, the use of backpacks with wheels is not permitted at our school.

Severe Weather Procedures

In the event of severe weather conditions, we will follow Broward County School District procedures. If Broward County Schools should be closed due to a teacher workday, but The Blake School is not, adhere to the directions given for government offices. If a storm "warning" or "watch" is announced in the middle of a school day, please come for your child as soon as possible.

Be Safe!

Please do not leave unattended purses, wallets, or phones in your car while coming into the school. Always turn off your engine and lock your car, even if you are only going to be inside for a second.

We ask that you **only park in designated parking places** when you come into the school. Be considerate of everyone in our Blake School family, **do not park in the no parking places** in front of the school.

Cell phones are not to be used while in the drop off and pick up process.

SECTION V: Activities and Opportunities

The Blake School P.T.O.

All parents are entitled to belong and be active members in our P.T.O. This organization promotes fellowship among our parents and offers service projects, as well as social activities for the benefit of our students.

Please join our P.T.O. Your child will benefit from your participation in our school!

Yearbook

Each year a beautiful, hard cover book of memories is published for our students. A nominal fee is charged for this book, reservations and ads for the yearbook are taken early in the year.

Field Trips

The Blake School considers field trips to points of interest or historical significances an appropriate instructional activity. We feel that all students need to attend the educational trips, as they are planned to enhance our curriculum.

Students **MUST** have a Field Trip Permission Form signed by his or her parent or guardian, along with any possible fees turned in to the appropriate school official **BEFORE** departing from the school. Verbal permission will not be accepted

Additional Activities

Adopted a Manatee Program
National Junior Honor Society
Book Fair
Student Council
Fall Carnival
Spring Concert
Music Festivals
Healthy Generation-Go Far

Friday Pizza Days
P.T.O. Picnic
Individual and Group Pictures
Holiday Gift Shop
Track & Field Day
Holiday Program
Choral Groups
Walk-a-Thon

Conclusion

We, at The Blake School, are committed to your child's total well-being and emphasize self-discipline as the means to establishing permanent, worthwhile moral values which will result in self-respect and leadership capabilities.

“We must support, as much as possible, the child's desires for activity. We must educate and guide him or her to be a strong and independent person.”

Maria Montessori





Your child is worth the investment

The Blake School practices a policy of open admission without discrimination on the basis of race, ethnic origin, color, or national origin.

The Blake School

Member of:

Broward Nonpublic School Association
Greater Plantation Chamber of Commerce

Accredited by:

Association of Independent Schools of Florida
National Council for Private School Accreditation
AdvancED Accredited/SACS
Middle States Association of Colleges and Schools

Parent/Student Handbook

Agreement

We are asking you to download a copy of our handbook and use it during the year as a reference when needed.

Please read and discuss it thoroughly with your child/children.

Please sign and return to your classroom teacher.

* * * * *

I have read the handbook and understand the statements concerning The Blake School and its policies.

Parent Signature _____

Student Signature _____

Date _____