

Peters Elementary School



Student/Parent Handbook 2018-2019

A Title One School
<http://peters.browardschools.co> ln

Hats Off to Peters School

*Hats off to Peters School
Happily we sing our song.*

*Hats off to Peters School
Singing as we march along.*

*We are proud to be apart
Of the school with a head and heart.*

*We will stand the test with the rest.
Oh Peters, you 're the best school
yet.*

Parents/Guardians,

Please review the Student/Parent Handbook so you will be fully informed of our policies and procedures at Peters Elementary. Our safety and security procedures have changed, so PLEASE carefully review these procedures as they will impact you throughout the year. We appreciate your cooperation and support with this matter – the safety and security of our students and staff is paramount. Thank you.

Below is a summary of some of the changes:

1. *NEW!!! CHANGES TO SAFETY AND SECURITY AT PETERS ELEMENTARY:

ALL GATES WILL BE LOCKED FROM 8:10 A.M. - 2:10 P.M. THIS MEANS YOU WILL NOT HAVE ACCESS TO THE CAMPUS DURING THE DAY UNLESS YOU HAVE A SPECIFIC REASON TO BE ON CAMPUS.

Anyone who arrives after 8:10 a.m. will have to contact the front office by phone and wait for school personnel (754-322-7900) to come out and open the **front gate** (by the front office) to permit access onto the campus. **YOU WILL BE ASKED TO SHOW ID PRIOR TO COMING ONTO THE CAMPUS.** Therefore, please have your identification available and explain to the attendant your reason for coming onto the campus. This includes ALL volunteers, vendors, visitors, and anyone else wishing to enter the campus.

Once on campus, you must park your vehicle in a designated parking spot before entering the front office. **The owners of cars parked in a fire lane or other non-approved spaces, are subject to be ticketed by police.**

All visitors MUST check in through the STAR system in the front office before entering the campus and receive an ID badge if applicable. All visitors MUST check out at the front office before exiting the campus.

THIS POLICY WILL BE STRICTLY ENFORCED.

2. * NEW SAFETY AND SECURITY CHANGES:

PARENTS/GUARDIANS WILL NOT BE PERMITTED TO HAVE LUNCH WITH THEIR CHILD/CHILDREN AT ALL – ANY TIME DURING THE SCHOOL DAY / DURING THE YEAR.

3. * NEW SAFETY AND SECURITY CHANGES:

During the first two weeks of school, a Code Red drill will be held. The objective of this drill is to teach our students and staff the correct procedures for remaining safe and secure in case of an actual emergency. Code Red drills will be held at regular intervals throughout the school year. Teachers will regularly review the emergency procedures with their classes regarding Code Drills.

In addition, fire drills, tornado drills and other safety drills are conducted several times each year. These drills are conducted in order to prepare students in the event of an actual emergency.

MISSION STATEMENT

The mission of Peters Elementary is to foster the highest development of each student's unique potential.

GENERAL INFORMATION

School Mascot	Panda
School Newsletter	Panda Press
School Phone Number	754-322-7900
School Fax Number	754-322-7940
After School Care (ASP)	754-322-7943 (2: 15 -6 PM)
School Unified Dress	Yes
School Website	peters.browardschools.com
District Website	www.browardschools.com

ARRIVAL PROCEDURES

Please note: Parents/Guardians dropping off students must remain in their vehicles at all times. Please pull up as far as you can along the car loop sidewalk, then stop and have your child/children exit the vehicle. **Parents are not permitted to park and walk students up to the gates.** Staff is available on the sidewalks to assist students as they arrive. To ensure safety, it is expected that everyone adhere to these procedures.

Under no circumstances should cars stop in the road on 68th or 70th Avenues to drop off students.

Bike riders and walkers should enter the walk gate on 68th Avenue. Once bike riders enter campus, they should walk their bikes to the bike rack located next to the cafe.

Students must enter the school campus by themselves. Staff members are stationed throughout the school to supervise their arrival. Parents are not permitted to walk their children on campus.

No student drop-off is permitted in the bus loop on the west side of the school (along NW 70th Avenue). State statute prohibits student drop-off in the bus loop, due to safety concerns. The west parking lot is only for staff and bus transportation.

***NEW!!! CHANGES TO SAFETY AND SECURITY AT PETERS ELEMENTARY:**

ALL GATES WILL BE LOCKED AT 8:10 A.M. AND WILL REMAIN LOCKED UNTIL DISMISSAL BEGINS AT 2:10 P.M. You must get your child to school on time. Any parent/guardian who arrives after 8:10 a.m. will have to contact the front office by phone and wait for school personnel to come out and open the **front gate** (by the front office) to permit access onto the campus. **YOU WILL BE ASKED TO SHOW ID PRIOR TO COMING ONTO THE CAMPUS.** Therefore, please have your identification available and explain to the attendant your reason for coming onto the campus. This includes ALL volunteers, vendors, visitors, and anyone else wishing to enter the campus.

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All visitors **MUST** check in through the STAR system in the front office before entering the campus. All visitors **MUST** check out at the front office before exiting the campus.

THIS POLICY WILL BE STRICTLY ENFORCED.

ATTENDANCE

24-Hour Attendance Line 754-322-7902.

Regular attendance and being on time to school (first bell rings at 8 AM) are two essential ingredients to a student's success. Teachers begin the day with important information and routines, and students who miss this part of the day are at a disadvantage in their studies.

Students who must be absent can be excused for one of the reasons listed in the Code of Student Conduct. Note that special events, as defined in the *Code of Student Conduct*, must be excused by submitting a request to the Principal at least 5 days in advance. Parents must contact the school by phone or in writing within two days of the last date of absence in order to be excused for illness. If the absence is not called in, it will be unexcused.

The Broward Truancy Intervention Program (BTIP) assists schools in assuring prompt and regular attendance. Each absence will be an unexcused absence unless the parent writes a note or calls the office with a report of illness; whereupon the absence may become an excused absence.

When a student has an unexcused absence, a Parent Link phone call will be made to the home. If a student acquires 5 unexcused absences, a conference will be set up with the parents and one of the administrators to develop a plan to improve the child's attendance. Students who continue to have unexcused absences, are tardy or leave school early, will be reported electronically to the State Attorney's Office. The State Attorney's office may take appropriate action up to and including criminal prosecution of the parent/guardian of the truant child for breaking Florida Statute 232.19 (6)(a).

Please make certain to:

- Have your child at school on time each day.
- Report all absences in a timely manner.
- Strive to make all appointments for your child after the school day.

BEHAVIOR GUIDELINES FOR STUDENTS

The staff at Peters Elementary School has identified guidelines that we believe will help students be successful in school and in the future. These are:

- Reflect respect.
- Be responsible.
- Display good manners.
- Practice acts of kindness.
- Do your BEST work.

We expect each student to follow these guidelines. Staff members encourage all students to exercise good judgment and to make wise choices regarding behavior and learning. All society is governed by rules, which protect one's rights and the rights of others. We believe these expectations will help students be successful now and in the future. Your support in encouraging good behavior and participation at school is essential.

We believe in developing responsible, productive citizens here at Peters. We utilize a positive behavior plan called PASSPORT TO PEACE or P2P. This program encompasses 12 attitudes that the students work on and are recognized for throughout the year. They are as follows:

*Cooperation, Commitment, Creativity, Enthusiasm, Appreciation, Empathy, Respect, Confidence
Independence, Honesty, Tolerance, Curiosity*

Students are required to adhere to the Code of Student Conduct which can be found by visiting the School Board 's website at www.browardschools.com. Throughout the school, students are to respect the personal space of others and to treat others with respect and courtesy.

BICYCLE RIDING/BICYCLE SAFETY

If your child will be riding his/her bicycle to school, please make sure that you are aware of the route, are familiar with and practice bicycle safety, and have a helmet and a lock for the bicycle.

Although we have a fenced bicycle area, it is open in the morning and afternoon to allow children coming and going. Bicycles must be locked in this area. Bicycles must be walked while on campus at all times.

BIRTHDAYS

Birthdays are recognized on our closed-circuit Panda Vision morning show. Unfortunately, due to limited time and staff, we are not able to allow birthday parties/treats or celebrations during the school day.

BUS SCHEDULES/TRANSPORTATION

Students residing over two miles from our school are provided with bus transportation. Individual bus schedules are determined by the district's transportation office and provided to our school. Copies are available in the office and are updated periodically.

Students are provided with a route number rather than a specific bus number. During the first week of school, students are provided bus tags that are attached to their backpacks matching the route number. Students are expected to learn their bus route number and to always look for this information on the side of the bus. With this procedure, bus substitutions do not create as much confusion for children.

Transportation schedules traditionally fluctuate somewhat during the first few weeks of school, as additional bus stops are added and others are adjusted to accommodate new students. The pick-up and drop-off times provided on the bus schedule may not be exact as a result of these adjustments. When we are informed of any changes, we will

share them with the affected students immediately. Should you have questions about transportation, you should first call our office for information and we will try to help you.

Children may only ride their assigned bus and get off at their assigned stop. Non-bus riders may not ride home with friends who are bus riders. Bus students must obey the bus rules. Failure to do so will result in suspension from the bus. Bus suspension does not excuse an absence from school. Parents will be expected to transport the student.

CAFETERIA FOOD SERVICE

Several breakfast and lunch selections are available to our students each day in the cafeteria. Menus are published each month and can be found on our school or district website. They are also published weekly in our local newspapers. A thirty-minute lunch period is provided for everyone. Students bringing their own lunch to school must bring their own straws, plastic utensils and napkins, as the cafeteria does not provide these. Please ensure that your child brings a nutritious lunch. Please do NOT send candy or soda.

Students may pay for their lunch a week in advance on Monday morning, or they may pay daily in the lunch line. Parents can also pay online at SchoolPaymentSolutions.com. Free and reduced-price lunches are available for those families who qualify. Information regarding this program along with the online application are available at applyforlunch.com. Those students who receive reduced-price lunches are asked to pay in advance on Mondays. Please make sure your child remembers to bring lunch money each day. Only one charge for lunch will be allowed. A notice will be given to your child when he/she has to charge. If a child forgets meal money a second time and has not paid the first charge, he/she will be given a cheese sandwich and water paid for by the Peters PTA.

A free breakfast program is also provided before school. For food prices and breakfast and/or lunch menus, go to www.browardschools.com, click on Departments and then Food and Nutrition Services or go directly to www.broward.k12.fl.us/foodservice/.

During the thirty-minute lunch period, students are encouraged to enjoy lunch with their classmates, but they are expected to display proper eating habits and good manners at all times. **Parents will not be permitted to have lunch with their child during the school day; this is to ensure the utmost safety for all of our students and staff. We thank you for your cooperation with this matter.**

*** NEW SAFETY AND SECURITY CHANGES:
PARENTS/GUARDIANS WILL NOT BE PERMITTED TO HAVE LUNCH WITH THEIR CHILD/CHILDREN AT ALL – ANY TIME DURING THE SCHOOL DAY / DURING THE YEAR.**

FOOD POLICY:

Broward County Public Health Department rules state "food prepared in a private home shall not be used or offered for sale to the public within a food service establishment." The definition of a food service establishment includes schools. For this reason, we cannot permit food prepared in private homes to be served to our students. For special activities, the food provided must be commercially prepared and wrapped. Items from bakeries and restaurants are acceptable. Teachers will determine if/when any food items are needed.

CLASS SIZE REDUCTION LAW

Due to the state Class Size Reduction law, students may need to be moved between teachers after the start of school to ensure compliance with the required student limits. These limits are 18 students for Pre-Kindergarten to grade 3, 22 students for grades 4 to 8, and 25 students for grades 9 to 12 in core classes. Please know that students' needs will continue to be met through proper instruction and services. Additional information on core classes or anything else related to Class Size Reduction is available on the Class Size Reduction website at <http://www.broward.k12.fl.us/classsize/>.

CLINIC/MEDICATIONS/HEALTH

CLINIC:

The clinic in our front office is available for minor first aid only. For the health and safety of others, we must ask that provisions be made for sick children to be picked up and taken home as soon as possible. In the event that it becomes necessary to send a child home and a parent cannot pick up the child or cannot leave work, someone other than the parent, such as a friend or relative, must be called. Please be sure that at all times, the office has current

phone numbers for home, work, and other emergency numbers. A form is sent home at the beginning of the year and again mid-year requesting this information. Please make sure this form is on file and up-to-date at all times.

HEALTH:

Although regular school attendance is important, children who are sick should not be in school, for their own health and that of others. Please help us by not sending a sick child to school. All regulations related to children's health are closely followed so that we provide a safe environment for our students. Immunizations must be complete and up-to-date in order to attend school.

Parents are to make note on the student's health record if their child has any chronic health problems such as diabetes, asthma, seizures, allergies, etc.

Certain common communicable diseases of childhood may require a note from the doctor for re-entry. Head lice are common, very communicable, and are a concern in schools nationwide. Should a child be found to have head lice, he/she must be removed from class, treatment must occur, and all nits must be removed prior to the student's return. Please teach your child not to share combs and hats in order to prevent the spread of head lice. Other good health habits, particularly frequent hand-washing with soap, should be stressed, as this is one of the best ways to prevent the spread of germs. If you discover head lice or nits on your child, it is important that you contact the school so that the other students in the class can be checked.

MEDICATIONS:

Broward County School Board Policy expressly forbids the dispensing of any medicine, including aspirin and/or any other over-the-counter medication, to students by employees of the school system without official authorization. Any parent whose child must take medication during school hours should contact the office for the proper forms, which must be signed by the parent and the doctor. All procedures related to the dispensing of medication must be followed precisely. Please call if you have questions. Do not send medicine of any kind to school with a child. This procedure is for the safety of all our children.

CODE RED DRILLS

- **NEW SAFETY AND SECURITY CHANGES:**

During the first two weeks of school, a Code Red drill will be held. The objective of this drill is to teach our students and staff the correct procedures for remaining safe and secure in case of an actual emergency. Code Red drills will be held at regular intervals throughout the school year. Teachers will regularly review the emergency procedures with their classes regarding Code Drills.

In addition, fire drills, tornado drills and other safety drills are conducted several times each year. These drills are conducted in order to prepare students in the event of an actual emergency.

CONFERENCES/COMMUNICATION

Parent-teacher conferences are available as one method of maintaining communication and sharing a child's progress. These conferences also help us know your child better. A minimum of two face-to-face conferences is required during the year. You will be notified in advance of the teacher's request for a conference. If it is impossible for you to attend at the time requested, please contact the teacher for an alternate appointment. You are also invited to request a meeting with your child's teacher at any time so that you may stay informed, share information, and learn more about our school and programs.

Parents are encouraged to contact their child's teacher early in the year, especially if there are any special concerns. Conferences in person or by telephone are valuable and welcomed. Teachers are generally available for conferences by appointment before and after school. Should something important concerning your child occur, please let us know and schedule a follow-up conference if necessary.

Please call in advance to schedule a conference so that the teacher may plan ahead for your meeting. Please be aware that teachers may not confer with parents once class has begun, as the teacher's full attention must be given to students at that time. Messages for teachers may be left on the teacher's voice mail extension.

Regular communication is provided to parents through our monthly newsletter, the *Panda Press*, which is available

on our website: <http://peters.browardschools.com> and will also be emailed to you at the address you provide to the teacher. The newsletter provides information of general interest to parents and informs you of special events, activities, meetings, and other issues of importance. Please look for the newsletter at the beginning of each month. Additionally, parents/guardians will be updated about special events by our automated calling system, Parent Link.

DISCIPLINE/CODE OF STUDENT CONDUCT (ONLINE)

Our goal at Peters is to provide a safe learning environment for every student. All staff members collaborate to maximize our efforts, and we ask that parents support our many efforts to establish respect for adults' authority, both at home and school.

School personnel address student behavior and discipline concerns by following the Code of Student Conduct. Teachers establish routines and expectations for the students in their classrooms and rules and procedures are expected to be followed by students at all times. Teachers work with parents, administration, and/or guidance to ensure all children are provided with the support they need in order to be successful learners. Parental involvement and support are essential to ensuring that we are successful in our endeavors.

The Code of Student Conduct link is available online at www.browardschools.com In it are the rights and responsibilities for all students in Broward County Schools. Please read the document carefully with special attention to the area of weapons, technology and transportation. **Parents and students are required to sign and return the acknowledgment page indicating that you have read these important rules established for the safety of all children.** The acknowledgement form can be accessed in the Code of Conduct online. The acknowledgement form will also be sent home as a hard copy during the first week of school.

DISMISSAL PROCEDURES

If there is a change in how your child is getting home, you must notify the school IN WRITING no later than 1:00 PM on the day of the change.

***NEW!!! CHANGES TO SAFETY AND SECURITY AT PETERS ELEMENTARY:**

ALL GATES WILL BE LOCKED AT 8:10 A.M. AND WILL REMAIN LOCKED UNTIL DISMISSAL BEGINS AT 2:10 P.M.

PER SCHOOL BOARD POLICY: NO EARLY DISMISSALS ARE PERMITTED AFTER 1:40 P.M. WITHOUT ADMINISTRATIVE APPROVAL. THIS POLICY IS STRICTLY ENFORCED FOR THE SAFETY AND SECURITY OF ALL OF OUR STAFF AND STUDENTS.

Please try to schedule all appointments after school hours. If you must pick up your child early due to an appointment, please let the office staff know as soon as possible so we can have the student and his/her belongings ready to go upon your arrival.

Once you arrive at the gate, you will have to contact the front office by phone (754-322-7900) and wait for school personnel to come out and open the **front gate** (by the front office) to permit access onto the campus. **YOU WILL BE ASKED TO SHOW ID PRIOR TO COMING ONTO THE CAMPUS.** Please have your identification available and explain to the attendant your reason for coming onto the campus. **THIS POLICY WILL BE STRICTLY ENFORCED.**

Once on campus, you must park your vehicle in a designated parking spot before entering the front office. **The owners of cars parked in a fire lane or other non-approved spaces, are subject to be ticketed by police.**

Regular Dismissal Procedures: We ask your patience and cooperation as you follow these procedures for the safety of all of the children. Car riders are students who are picked up by a car in the car line. The Plantation Police has advised that cars cannot be waiting on 70th Avenue or they will be ticketed. To prevent this from happening, please do not arrive too early before dismissal. The pickup line will not begin moving until students are dismissed at 2:10 PM. Students should be picked up at the gates as follows: Gate 1 - Pre-k; Gate 2 - Kindergarten & grade I; and Gate 3 - Grades 2 - 5. If you are picking up more than one student, please go to the gate of the grade for the youngest child. All other riders will be instructed to go to the gate of the youngest child. These gates are only serving students who are being picked up by a car in the car line. We cannot take requests for pickup at these gates from people NOT in cars. Parents may NOT pick up students in the west side bus loop. This area is for bus students only.

Please put a card with your child's name and teacher 's name on it and put it in the front passenger window. The writing should be large enough to see from a distance. After picking up your child, please enter the passing lane and make a u-turn into the parking area, exiting on 70th Avenue.

Walkers are students who are responsible enough to walk home unsupervised. These students will be exiting the walk gate on 68th Avenue. Bike riders should walk their bikes to the walk gate on 68th Avenue. The walking gate will be unlocked at 2:10 p.m. Parents meeting walking students will wait for them **outside** the walking gate. Parents picking up small children will wait outside the walking gate until ALL walkers and bike riders are dismissed, then they may walk up with sidewalk to pick up their children. **Please do not walk through the parking area to pick up your child. This is very dangerous and a vehicle could hit someone. Please use the sidewalk to approach the gate area.**

Students will not be held at the walk gate to wait for parents. They will be dismissed as the bell rings. If you are picking up your child in a car, you must follow the car rider procedures.

BUS DISMISSAL:

Regular bus students should go directly to the bus area at dismissal and they must board only their assigned bus. Buses are called by route number. Children are expected to learn their bus route number. Should a child miss the bus, parents or other designated emergency contacts will be called so you can arrange for alternative transportation home. Home, work, and other emergency numbers are essential for parent contact, should this occur.

RAINY DAY/EMERGENCY DISMISSAL:

Please establish your child's procedures prior to a rainy day. Arrangements must be in place to have walkers/bike riders picked up if there is rain or lightening warnings in the area. The school must follow the directives communicated through the Weather Bug system. It is nearly impossible to handle individual rainy-day adjustments for every child on the afternoon of a rainy day. Children are not to use the phone at dismissal to call for instructions.

In rare instances, if the Superintendent must close all schools or dismiss students earlier than usual due to an emergency situation, such as very severe weather, school authorities will use local radio and television to inform the public about an emergency school closing or early dismissal. Emergency dismissal information and phone numbers should be provided on the emergency information form sent home at the beginning of the year and again at mid- year. Changes in this information should be immediately reported in writing to the office.

EARLY DISMISSAL:

Our teachers utilize every minute of the day in order to maximize learning. All students are expected to be in attendance for the entire school day. Early dismissals should be for emergencies only. In the event that a child must leave prior to the end of the day, the child must be picked up and signed out through the office no later than one half hour before dismissal. There will be no early releases after this time as per School Board policy. A child will be dismissed only to a parent or legal guardian unless prior arrangements have been made and permission is given in writing for someone else to take your child home. A photo ID will be required to sign a student out of school. This is for your child's protection. No teacher is authorized to dismiss any child from the classroom prior to the final bell. Students are signed out and dismissed only through the front office and only to authorized individuals. Please carefully follow these procedures, which we establish for your child's safety.

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Please try to schedule all appointments after school hours. If you must pick up your child early due to an appointment, please let the office staff know as soon as possible so we can have the student and his/her belongs ready to go upon your arrival.

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LATE DISMISSAL:

No supervision exists for late dismissal. Therefore, please pick up your child on time. Dismissal is at 2:10 p.m.

DRESS CODE

Peters Elementary has adopted a school wide mandatory unified dress program. As specified in School Board Policy #5309, violations of the uniform policy shall be subject to the same consequences as violations of the dress code of the Code of Student Conduct. The school uniform will consist of the following:

Bottoms: Navy or khaki pants, capris, shorts, skirts, shorts, or jumpers. No jeans or oversized pants.

Tops: White, red or blue short and long sleeve collared (polo-style) shirts. No emblems or designer labels, except the Peters Elementary logo. Peters t-shirts, which can be purchased from the PTA, are also allowed.

Shoes: Sneakers, athletic shoes, leather shoes, boat shoes with enclosed toes or backs. No sling-backs, clogs or open toed shoes.

Jackets/sweaters worn indoors should be red, white or blue in color without emblems, designer labels or words. Peters' sweaters are available for purchase from the PTA. Coats worn outdoors are not governed by our uniform policy.

Parents may request an exemption for their children not to wear uniforms within the first ten days of a student's enrollment. Parents must contact the school office to receive an Application of Exemption in such cases. Exemptions will only be granted if they conform to the requirements of School Board Policy #5309.

EARLY RELEASE DAYS

This year, six school days are designated as an Early Release Day. On these days students in elementary schools are dismissed at 12:10 PM (two hours early). Breakfast and lunch are served on these dates. The time provided through this early dismissal is designated for school staff members to engage in professional development and record keeping. Early Release days this school year are on the following dates:

Thursday, October 18	Thursday, March 21
Friday December 21	Thursday, May 9
Thursday, February 21	Tuesday, June 4

Please be sure you have made arrangements for your child on Early Release days when all students are dismissed at 12:10 p.m. (noon).

EMERGENCY INFORMATION

Each year we send home an Emergency Information form both at the beginning of the year and again at mid-year. It is most important that this form be completed and returned to our office as soon as possible. Should there be an emergency of any kind such as an accident, illness, or early dismissal due to bad weather, we must be able to contact you or someone who can assume responsibility for your child. The ability to communicate readily with our students' families is very important. Please advise us during the year of any changes in phone numbers or email addresses.

EXCEPTIONAL STUDENT EDUCATION

Our school offers programs in gifted education, varying exceptionalities, and speech/language for students needing these specialized programs. Students are placed into these programs according to the guidelines established by the state and district. Should you have questions about any Exceptional Student Education (ESE) program, please contact our ESE Specialist.

FIELD TRIPS

During the year, students will have opportunities to go on school-sponsored field trips to enrich our curriculum. Children participating in field trips must demonstrate appropriate behavior at school in order to participate in a field trip activity, which entails traveling by bus to an off-campus setting. Children whose behavior may negatively affect their own safety or health or that of other students may lose the privilege of participation. We anticipate your support of this essential requirement for a safe and rewarding field trip experience for all children.

Field trip fees are paid Online and instructions to do this are sent home at the beginning of the year and are also available at estore.browardschools.com. The online payment and permission slips must be turned in by the established deadlines. Your child may only participate in an off-campus field trip if you have given our school written permission for his participation. Without the signed permission form, your child cannot participate in the trip. Permission slips must be signed and returned to school before the day of the trip so appropriate arrangements can be made. Verbal permission for participation cannot be accepted.

Parents are invited to chaperone field trips as needed by the classroom teacher. Chaperones are adult volunteers who have been cleared prior to the field trip through the District Volunteer Database (please allow a minimum of two weeks to process) and come into the office prior to the day of the field trip to get their volunteer pass. Siblings/other children may not attend a trip due to supervision, safety and liability restrictions. Please ask your child's teacher if you have any questions about your responsibility as a chaperone.

FINANCIAL RESPONSIBILITY FOR STUDENTS' ACTS

The School Board requires notification in student handbooks that parents of minor children shall be held responsible for acts of willful or malicious damage to or theft of school property up to \$2500. This also applies to textbooks, computers and library books. If a library book or textbook is lost or damaged, the student will be held responsible for payment.

FIRE DRILLS

During the first two weeks of school, we teach students the correct procedures for exiting the building safely in an emergency, as we conduct the first two fire drills. Emergency evacuation drills are held at regular intervals throughout the school year as required by law. Teachers regularly review fire drill procedures and exit routes with their classes. Exit routes are posted in each classroom.

In addition, tornado drills and other safety drills are conducted several times each year. These drills are conducted in order to prepare students in the event of an actual emergency.

GUIDANCE SERVICES

Our school counselor provides classroom guidance to students; individual and group counseling; standardized testing administration; teacher, parent, and student consultations; behavior assistance; and other educational and career awareness activities. The school counselor is available to discuss any social, emotional, or academic concerns which you may have regarding your child. Should you have any special concerns about your child, you are encouraged to contact our guidance counselor as well as your child's classroom teacher or an administrator.

In addition, a family counselor at Plantation High School provides services to Peters' students and their families. The family counselor may be reached by calling 754-321-1590.

HOMEWORK/MAKE-UP WORK

Homework is assigned as an extension of classroom activities. It is intended to practice new skills or for review. Homework activities should generally be easily completed. Lengthy assignments and special projects will be assigned over a longer time period. Encourage students to read nightly, complete academic and creative projects, and listen to educational radio and television programs.

If you have any questions or concerns about your child's homework, please contact the teacher for clarification. We ask, however, that you provide encouragement and support, but allow your child to have the satisfaction of accomplishing the homework assignment him/herself. Children should also be provided with a designated place at home to do school work, which is well lit and quiet in order to optimize their learning.

All students are expected to make up class work missed during an absence. Students have two days to make up the work for each day absent, not including the day of return. Please allow the teachers a day to prepare such materials as are necessary. Calls to request homework should be left on the teacher's voice mail.

INTERIM REPORTS

Interim reports are another means of reporting student progress to parents. Broward County School Board Policy #5104 states that an interim report shall be sent to parents of students who are experiencing difficulty including, but not limited to the following:

1. Failing
2. Drop of two or more grades
3. Unacceptable behavior
4. Excessive absences

By sending this report midway in the quarter, positive action can be taken to correct any deficiencies before the report

card is issued.

LOST AND FOUND

Children's sweaters, jackets, lunch boxes and other belongings should have their names on them. Any lost items will be kept in our lost and found area where students may check for them. Lost articles, which are not claimed within a two-week period, will be given to charitable organizations.

PARENT INVOLVEMENT

There are several avenues for parent involvement at our school. You may choose to be a parent volunteer in classrooms or other areas, a chaperone for field trips, a "room parent", or work on projects from your home. All these activities allow you to participate in your child's school and support his or her activities. We welcome your involvement and support. You may also become a part of various parent groups at our school. Look to your *Panda Press* newsletter for times and dates for the following:

- *PARENT TEACHER ASSOCIATION (PTA)*

PTA is actively involved in supporting our programs and assisting our school staff and students. This group organizes special activities throughout the year and conducts fund-raisers to provide materials and programs for our students. We encourage all of our parents and staff to join our Parent Teachers Association.

- *SCHOOL ADVISORY FORUM (SAF)*

School Advisory Forum provides an opportunity for parents to assist us in addressing concerns, which may arise in our school or district. Advisory works with the administration to ensure that we provide information to parents and respond to parental concerns about issues such as boundaries, school construction, curricular changes, and more.

- *SCHOOL ADVISORY COUNCIL (SAC)*

The School Advisory Council in all Broward schools is comprised of representatives from staff, parents, and the community. Our team collaborates to develop annual school goals specific to Peters. The SAC meets monthly to review data, establish yearly goals, monitor their implementation and analyze the success of our efforts. SAC meetings are open to all parents and community members.

PARENT LINK

Peters Elementary uses an automated telephone program called "Parent Link". This program is a parental involvement tool that helps schools increase communication with parents. This program is used in many ways by the school and the district to notify parents of important information. Please make sure your contact information is current and up-to-date with the school so you can receive important information through Parent Link.

PERSONAL PROPERTY

Any personal property brought from home, including bicycles, money, or school supplies, is at the risk of the owner. The school cannot assume responsibility for the care of this property. Money in large amounts should not be brought to school. Toys, electronic games, etc. are to remain at home. These items as well as any others, which are not appropriate for school, will be kept in the office until reclaimed by the parent. Candy and gum are not to be brought to school.

REPORT CARDS

Report cards are issued every nine weeks to report student progress. Report cards reflect student progress in the areas of Reading, Language Arts, Mathematics, Related Arts/foreign Language, Science/Social Studies, Social Growth, and Study Skills. Attendance is also reported, reflecting days present, absent, and tardy. Report cards also indicate if a student is not meeting required levels of performance at the current grade level or if a student is not meeting criteria for promotion. There is a section where the teacher may check that he/she is requesting a conference.

In kindergarten through second grade, student progress is reported as follows for each indicator:

1 =	Has Mastered Skill
2 =	Is Learning Skill
3 =	Area of Concern
N/A =	Not Applicable

In grades three through five in the subject areas of Reading, Language Arts, Mathematics, Social Studies, Science/Health, student progress is reported as follows:

A =	90 – 100
B =	80 – 89
C =	70 – 79
D =	60 – 69
F =	59 and below

In order to receive a report card, a student must be in attendance for a minimum of 25 days during the marking period.

MERIT/HONOR ROLL CRITERIA:

The following criteria have been implemented to encourage student excellence for the purpose of promoting quality performance for students in grades three through five. Students must be "on grade level" in all subjects, have no "N's" or "3's" and their grades must meet one of the criteria below.

Merit Roll
All A's & B's

Honor Roll
All A's

Students who achieve Merit/Honor Roll are recognized at quarterly assemblies and given special incentives sponsored by the PTA.

SAFETY

***NEW!!! CHANGES TO SAFETY AND SECURITY AT PETERS ELEMENTARY:**

ALL GATES WILL BE LOCKED AT 8:10 A.M. AND WILL REMAIN LOCKED UNTIL DISMISSAL BEGINS AT 2:10 P.M.

If you need to stop by the school during the school day, you MUST follow the NEW safety procedures:

You must stop outside the front gate of the school. When you arrive at the gate, you will have to contact the front office by phone (754-322-7900) and wait for school personnel to come out and open the **front gate** (by the front office) to permit access onto the campus. **YOU WILL BE ASKED TO SHOW ID PRIOR TO COMING ONTO**

THE CAMPUS. Please have your identification available and explain to the attendant your reason for coming onto the campus. **THIS POLICY WILL BE STRICTLY ENFORCED.**

Once on campus, you must park your vehicle in a designated parking spot before entering the front office. **The owners of cars parked in a fire lane or other non-approved spaces, are subject to be ticketed by police.**

This includes ALL volunteers, vendors, visitors, and anyone else wishing to enter the campus.

All visitors **MUST** check in through the STAR system in the front office before entering the campus. All visitors **MUST** check out at the front office before exiting the campus.

THIS POLICY WILL BE STRICTLY ENFORCED.

For the safety and security of all students and schools in Broward County, including Peters Elementary, the district has a system to document and track visitors and volunteers/mentors as they enter and exit the school site. The STAR (Security Track and Response) security system identifies, monitors, and stores digital images of people as they enter and leave the school campus. You will be asked to provide a driver's license, passport or other picture re identification in order to enter the campus or pick up a student.

Safety for students is of paramount importance. We want our students to feel safe at Peters and to behave in a manner, which will in no way harm others. Our behavior management plan and school-wide rules were established to set a tone of respect and safety for everyone. Other school procedures have been established to provide a safe environment. Our clinic procedures, dismissal procedures, and visitor sign-in procedures have also been established to maintain a safe campus. We ask that you respect these procedures throughout the school year.

STUDENT ACTIVITIES

Peters offers many activities to involve students in learning outside of the classroom. We host Career Days, Academic Exhibitions, special assemblies, and field trips. Several clubs are also open to students in various grades. In addition to clubs, fifth grade students have an opportunity to serve their school by participating in activities such as Safety Patrol and Student Council.

TECHNOLOGY

At Peters Elementary, technology is used extensively to manage and present information, and to research, motivate and reinforce skills. Students at Peters have access to technology in classrooms and the Media Center. Access to and use of computer networks and on-line telecommunications is governed by the School and District Acceptable Use Policy and monitored by staff. All students are required to comply with the rules of this Policy, which is fully outlined in the Student Code of Conduct. Failure to comply will result in disciplinary action and/or denial of access to technology in the future.

TELEPHONE

In order to better serve the students and you, we are asking cooperation in eliminating the excessive use of office phones for personal calls and messages to individual students. It is very important that our students' classroom instruction not be interrupted; therefore, messages to teachers will be directed to the teacher's voice mail. Additionally, all students must follow all School Board policies regarding cell phone usage during the school day. Please refer to the Code of Student Conduct for specific information about cell phone usage.

Use of the school telephone by students is discouraged. Only emergency calls will be allowed. Children need to preplan and be responsible for lunches, money, homework and required materials needed for the school day. If it becomes necessary to deliver an item to your child after school has begun, you will be asked to leave it in a designated area in the office before 10:00 AM and it will be delivered to the classroom. Items dropped off after that time may not be able to be delivered in a timely manner.

TESTING

Standardized tests are administered district-wide at designated times during the school year. Please refer to the School Board's website for the district testing schedule.

Classroom teachers routinely administer subject area tests and other assessments throughout the year to assess student progress. These will be discussed in regular parent-teacher conferences.

TEXTBOOKS

Students are issued textbooks for every subject at the beginning of the school year. Textbooks are very expensive and students should treat them with respect. Please provide a safe place at home for textbooks to be kept. Students are responsible for any damage or loss to these books. Many textbooks can also be viewed online through the School Board's website at www.browardschools.com. More information about this is available at the school should you need assistance.

TRANSFERS

If your child is transferring from Peters Elementary, please inform the office and the teacher in advance so that the child's complete school records may be prepared for transfer to the new school. The students must return all textbooks and library books no later than the last day of attendance at Peters Elementary.

VIRTUAL COUNSELOR

Parents can utilize this web application to access their student's information from the district's secure internet site. Log on to: <https://www.browardschools.com/virtualcounselor>. This site will allow you to review student absences, test scores and other information.

VISITORS

***NEW!!! CHANGES TO SAFETY AND SECURITY AT PETERS ELEMENTARY:**

ALL GATES WILL BE LOCKED AT 8:10 A.M. AND WILL REMAIN LOCKED UNTIL DISMISSAL BEGINS AT 2:10 P.M. Anyone who arrives after 8:10 a.m. will have to contact the front office by phone and wait for school personnel to come out and open the **front gate** (by the front office) to permit access onto the campus. **YOU WILL BE ASKED TO SHOW ID PRIOR TO COMING ONTO THE CAMPUS.** Therefore, please have your identification available and explain to the attendant your reason for coming onto the campus. This includes ALL volunteers, vendors, visitors, and anyone else wishing to enter the campus.

All visitors **MUST** check in through the STAR system in the front office before entering the campus and get a Visitor Badge. All visitors **MUST** check out at the front office and return the Visitor Badge before exiting the campus.

THIS POLICY WILL BE STRICTLY ENFORCED.

VOLUNTEERS

All parents are encouraged to be actively involved in their child's education. No special skills are needed, just the time and energy that you are able to give. We need volunteers for PTA special projects, special classroom events, field trips, or to prepare materials at home. Volunteers may not bring younger siblings to school when working directly in the classroom or when going on field trips. All volunteers are required to complete a volunteer application each year at:

<http://www.getinvolvedineducation.com/voluntcers/a1>1>licatio11.htm>

Please allow a minimum of two weeks to be processed. Once you have been cleared, you will receive a volunteer badge, which you will scan in the database located in the front office each time you volunteer on campus. We also request that you log your hours in our Volunteer Sign-In booklet.

BROWARD COUNTY

PUBLIC SCHOOLS

Mission Statement

We, the School Board of Broward County, Florida, are committed to ensure that all students receive a quality education, within a safe and secure learning environment.

The School Board of Broward County, Florida

Nora Rupert, Chair
Heather P. Brinkworth, Vice Chair

Donna Korn
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Rosalind Osgood
Abby Freedman

Robert W. Runcie
Superintendent of Schools

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 Director, Equal Educational Opportunities/ADA Compliance Dept. at 754-321-2150 or Teletype Machine (TTY)754-321-2158.

District Website

www.browardschools.com

Peters Website

peters.browardschools.com

NONDISCRIMINATION POLICY STATEMENT

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (HEREINAFTER REFERRED TO AS "THE BOARD") SHALL NOT DISCRIMINATE AGAINST STUDENTS, PARENTS OR GUARDIANS OF STUDENTS, EMPLOYEES, APPLICANTS, CONTRACTORS, OR INDIVIDUALS PARTICIPATING IN SCHOOL BOARD SPONSORED ACTIVITIES. THE SCHOOL BOARD IS COMMITTED TO THE PROVISION OF EQUAL ACCESS IN ALL STUDENT, EMPLOYMENT, AND BUSINESS PROGRAMS, ACTIVITIES, SERVICES, AND OPERATIONS THAT ARE OPERATED OR PROVIDED DIRECTLY BY THE BOARD, AS WELL AS THOSE OPERATED OR PROVIDED BY ANOTHER ENTITY ON BEHALF OF THE BOARD UNDER CONTRACTUAL OR OTHER ARRANGEMENTS. THIS POLICY IS ESTABLISHED TO PROVIDE AN ENVIRONMENT FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON AGE, RACE, COLOR, DISABILITY, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, NATIONAL ORIGIN, RELIGION, SEX OR SEXUAL ORIENTATION.

IT IS THE INTENT OF THIS POLICY, AND RESPECTIVE PROCEDURES, TO SUPPORT AND IMPLEMENT PROTECTIONS AGAINST DISCRIMINATION AND HARASSMENT AS PROHIBITED BY THE CONSTITUTION, FEDERAL AND STATE STATUTES, COUNTY ORDINANCE, AND ALL OTHER APPLICABLE LAWS OR REGULATIONS.

AUTHORITY: F.S. 1001.41(1) (2) & The Federal Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
Policy Adopted 9/5/74
Policy Amended: 7/22/75; 3/4/82; 7/14/87; 5/18/93; 3/1/11
Amended Policy Approved 3/18/97; 3/1/11

Rules:

1. **AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008 (ADAAA).**
 Necessary measures shall be taken to comply with the provisions of the ADAAA. The ADAAA provides that no qualified individual with a disability shall by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities, or be subjected to discrimination, harassment, intimidation, retaliation or coercion.

SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED.

Necessary measures shall be taken to comply with the provisions of Section 504 of the Rehabilitation Act of 1973. Section 504 of the Rehabilitation Act of 1973 prohibits public entities receiving federal funds from discriminating against or excluding qualified individuals with disabilities from programs, services, or activities on the basis of disability. Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined eligible provide appropriate, specialized educational services.

- a. Students with disabilities shall be provided equal access to programs, benefits, activities and services available to those students without disabilities, when they meet the essential eligibility requirements for receipt of those programs and services. Students shall be provided with a free appropriate public education (FAPE). To facilitate equal access, reasonable accommodations shall be provided to remove or reduce barriers that prevent student access to or participation in programs, benefits, activities or services unless doing so would impose an undue hardship on the district.
- b. Qualified individuals with disabilities who notify the district of their disability shall be provided equal access to all terms, conditions and privileges of employment whether conducted by The Board or another entity on behalf of The Board. Reasonable accommodation is available to all employees and applicants unless it will impose an undue hardship on the district as determined by the Superintendent or his/her designee. All employment decisions are based on the merits of the situation consistent with defined criteria, not the disability of the individual. Decisions regarding reasonable

accommodation shall be addressed after a documented request is made by the individual seeking the accommodation. Qualifications for an employment position held or desired shall be based on the individual's ability to perform the essential functions of the job. The Board is not required to hire or continue to employ an individual who poses a direct threat to the health or safety of the individual or others or who is unable to perform the essential functions of the job.

- c. No individual with a disability shall be denied an equal opportunity to participate in programs, services, and activities because facilities are inaccessible to, or unusable by them. Programs in existing facilities shall operate so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. A new or altered facility (or the part that is new or altered) shall be readily accessible to and usable by individuals with disabilities. Both structural and nonstructural methods of achieving program accessibility shall be acceptable.
- d. For purposes of this policy, the following definitions shall be adopted.
1. The definition of *qualified individual with a disability* takes two forms depending on the type of activity involved. For purposes of determining participation in services and programs offered, a person is considered qualified when meeting the essential eligibility requirements for the receipt of services or participation in programs. For purposes of employment, an individual is considered qualified if the person is able to perform the essential functions of the job with or without reasonable accommodation. A qualified person with a disability is one who:
 - a. has a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking and communication . Other examples are functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, circulatory, respiratory, endocrine, hemic, lymphatic, musculoskeletal, special sense organs and skin, genitourinary, cardiovascular, and reproductive functions.
 - b. has a record or history of such an impairment; or
 - c. is perceived or regarded as having such an impairment.
 2. A *reasonable accommodation* is an adaptation to a program, policy, facility or work place that allows an otherwise qualified individual with a disability to participate in a program, service, activity or perform a job unless the accommodation would impose an undue hardship on the school district. Accommodations may consist of changes in policies, practices, services and the use of auxiliary aids and services.
 3. An *undue hardship* is an action which requires significant difficulty or expense. An accommodation that would impose an undue hardship would be an action that is unduly costly, extensive, substantial, disruptive, or one that would fundamentally alter the nature of the program.
 4. The *essential functions* of the job are the fundamental job duties of the employment position the individual with a disability holds or desires. *Marginal functions* are the non-essential duties of the employment position.
 5. A *direct threat* is defined as a significant risk of substantial harm to the health or safety of the individual with a disability or others that cannot be eliminated or reduced by reasonable accommodation.
2. **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA).** Necessary measures shall be taken to comply with the provisions of the Individuals with Disabilities Education Act. The IDEA requires that the special educational needs of students with disabilities are met. The school district is responsible for ensuring that all children with disabilities have available to them a

free appropriate public education (FAPE).

- a. The school district shall implement a system of procedural safeguards to be afforded to parents and guardians with respect to any action regarding the identification, evaluation, and placement of children who, because of disability, need or are believed to need special education or related services. The due process procedures shall afford parents or guardians:
 - 1 notice;
 - 2 a right for parents and guardians to inspect relevant records;
 - 3 an impartial hearing with an opportunity for participation by parents and with a right to bring counsel; and
 - 4 an appeal procedure.

3. SEXUAL HARASSMENT.

All students, employees, volunteers and others shall be provided with an environment free of sexual harassment.

- a. Sexual harassment is defined as sexual advances and other forms of oral, written, or physical conduct of a sexual nature when:
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - 2. submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting the individual; or
 - 3. such conduct has the purpose or effect of interfering unreasonably with an individual's performance, or creating an intimidating, hostile, or offensive environment.
- b. Examples of sexual harassment may include but are not limited to:
 - 1. suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact of a sexual nature, sexual molestation or assault, impeding or blocking movement, gestures, display of sexually suggestive objects, posters or cartoons; as well as social media/network, including, but not limited to: emails, text messages, Facebook, Twitter, web sites, blogs and cyberbullying;
 - 2. continuing to express sexual interest after being informed that the interest is unwelcome;
 - 3. coercive sexual behavior used to affect the career of another employee, such as withholding support for an appointment or suggesting a poor performance report will be prepared;
 - 4. offering favors such as reclassifications or favorable duties in exchange for sexual favors;
 - 5. offering favors such as scholarship recommendations in exchange for sexual favors.
- c. Discriminatory harassment other than sexual, shall be defined as physical or verbal conduct based on race, color, national origin, religion, age, disability, marital status, gender identity, gender expression, sex or sexual orientation directed toward an individual when the conduct, as determined by a reasonable person:
 - 1. has the purpose or effect of creating an intimidating, hostile or offensive academic or working environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
 - 3. has the purpose or effect of demeaning or otherwise disrespecting the dignity of an individual in the academic or work environment; or
 - 4. adversely affects an individual's academic or employment opportunities.
- d. A substantiated allegation of harassment shall result in appropriate disciplinary action.

4. EDUCATIONAL PROVISIONS.

Necessary measures shall be taken to comply with:

- a. The Florida Education Equity Act of 1984 (FEEA). The FEEA prohibits discrimination on the basis of race, national origin, gender, disability, or marital status against a student or employee in the state system of public education. Students may be separated by sex for any portion of a class which deals with human reproduction or during participation in bodily contact sports. The FEEA requires that educational institutions within the state system of public education develop and implement methods and strategies to increase student and staff participation in traditionally underrepresented areas of study and employment.
- b. The Education Amendments of 1972 (Title IX). Title IX of the Education Amendments prohibits discrimination against students, employees, or applicants on the basis of sex in any educational programs or activities receiving Federal financial assistance, whether or not such program is offered or sponsored by an educational institution.

5. GENERAL PROVISIONS.

Necessary measures shall be taken to comply with:

- a. The Florida Civil Rights Act of 1992. The Florida Civil Rights Act prohibits discrimination in employment against all individuals within the State based on race, color, sex, religion, national origin, age, disability, or marital status.
- b. The Civil Rights Act of 1964, as amended (Title VI). Title VI prohibits discrimination on the basis of race, color, or national origin in the provision of benefits or services under programs receiving Federal financial assistance from the Department of Education.
- c. The Civil Rights Act of 1964, as amended (Title VII). Title VII prohibits discrimination in all conditions of employment such as: selection, promotion, compensation, termination and fringe benefits on the basis of race, color, religion, sex or national origin.
- d. The Age Discrimination in Employment Act of 1967, as amended. The Age Discrimination in Employment Act prohibits discrimination in employment based on age against those individuals at least 40 years of age, unless age is a bonafide occupational qualification. Additionally, no seniority system or employee benefit plan shall require or permit the involuntary retirement of any individual because of the age of such individual.

6. THE EQUAL EDUCATIONAL OPPORTUNITIES DEPARTMENT SERVICES.

The Superintendent's designee shall be responsible for the development, implementation, oversight, dissemination, coordination, and enforcement of procedures related to this policy

- a. Any student, employee, applicant, or individual participating in a School Board sponsored activity has the right to file a discrimination or harassment complaint/charge with the Equal Educational Opportunities Department. Persons filing a complaint/charge may also present witnesses and other evidence. Fair, consistent, objective, expeditious and uniform procedures by which complaints/charges of discrimination or harassment are investigated, resulting in prompt and remedial action shall be implemented.
 1. The complaint/charge shall undergo a comprehensive investigation conducted within 180 days.
 2. The right to confidentiality of the complainant and the respondent shall be protected pursuant to applicable Federal and State regulations.
 3. The parents or guardians of students involved in discrimination or harassment complaint/charge shall be notified.
 4. The Executive Director, Benefits & EEO Compliance, shall serve as the District's Equity Officer and Superintendent's representative in discrimination

and harassment investigations. The department shall assist in filing appropriate charges, investigating charges, and the resolution of charges made by students, employees, applicants, contractors or individuals participating in a School Board sponsored activity. These persons shall retain the right to file a complaint/charge with the appropriate agency other than the Equal Educational Opportunities Department.

- b. Assistance shall be made available to alleged victims of discrimination, sexual harassment, and other forms of harassment.
 - 1. Materials that inform employees of procedures to follow when filing a discrimination or harassment complaint/charge shall be made available at the beginning of each school year, in various formats.
 - 2. Assistance to employees shall be made available through the Employee Assistance Program and the Coordinator of Health Education.
 - 3. Assistance to students shall be made available by the appropriate responsible department, program or individual.
 - c. Retaliatory, intimidating, or coercive acts against any individual because the individual has filed a complaint/charge of discrimination or harassment, testified, assisted, or participated in any manner in an investigation shall be prohibited and will be considered a violation of this policy and grounds for a separate complaint/charge.
 - d. An education and information program shall be developed and implemented.
 - 1. The Superintendent's designee shall design and implement a comprehensive educational program about discrimination, including sexual and other forms of discriminatory harassment and treatment prohibited by this policy.
 - 2. Appropriate notification should be included in the Student Code of Conduct.
 - 3. All School Board sponsored orientation workshops and materials shall contain information about discrimination, sexual and other forms of discriminatory harassment, and Equal Educational Opportunities Department services available.
7. Any student, employee, applicant, contractor or individual participating in a School Board sponsored activity shall retain the right to file a complaint/charge with the appropriate agency other than the Equal Educational Opportunities Department. Filing a charge with the District's Department of Equal Educational Opportunities does not preserve or protect your rights under federal or state laws. The laws administered by these agencies have timelines wherein you must file a complaint/charge.
 8. This policy shall apply to all official School Board sponsored activities and functions.
 9. A violation of any part of this policy shall be grounds for discipline, up to and including termination of employment.
 10. The Superintendent is authorized to develop and distribute procedures and transition plans to carry out the intent and provisions of this policy.

