

Peters Elementary School

A Title One School
www.browardschools.com/peters



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

Student/Parent Handbook 2019-2020

Susanna Deutsch, Principal

Jessica Temple, Assistant Principal

Parents/Guardians,

Please review the Student/Parent Handbook so you will be fully informed of our procedures. The information outlined in this handbook were created to ensure the utmost safety and security of our students and staff. Peters Elementary provides quality instruction by highly qualified staff. We look forward to serving the community and appreciate your cooperation and support.

GENERAL INFORMATION

School Mascot	Panda
School Newsletter	Panda Press
School Phone Number	754-322-7900
School Fax Number	754-322-7940
24-Hour Attendance Line	754-322-7902
After School Care (ASP)	754-322-7943 (2:15-6:00 PM)
After School Care (CHC)	754-322-7903
School Unified Dress School	Yes
School Website	www.browardschools.com/peters
District Website	www.browardschools.com
Volunteer Application	www.browardschools.com/Page/32043

School Song

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.*

ARRIVAL PROCEDURES

Please note: Parents/Guardians dropping off students must always remain in their vehicle . 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. The west parking lot is for staff and bus transportation only.

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 at 754-322-7900 and wait for school personnel to open the **front gate** (on NW 68th Ave) 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

ATTENDANCE

24-Hour Attendance Line 754-322-7902.

Regular attendance and being on time to school (first bell rings at 8 AM) are essential to student success. Teachers begin the day with important information and routines. 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 (www.browardschools.com/Page/38107). Special events, as defined in the *Code of Student Conduct*, may 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. 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 we believe will help students be successful in school and in the future. These are:

- Respect yourself and others.
- 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. Your support in encouraging good behavior and participation at school is essential.

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 (see Discipline/Code of Conduct section for more detail) 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.

We have a fenced bicycle area; however, it is open in the morning during arrival and in the afternoon for dismissal to allow children coming and going. Students must use a personal lock in this area. Bicycles must always be walked while on campus.

BIRTHDAYS

Birthdays are recognized on our closed-circuit Panda Vision morning show. Due to food allergies, time and staff constraints, 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.

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.

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

Menus are published each month and can be found on our school or district website. For food prices and breakfast and/or lunch menus, go www.browardschools.com/Page/30905. Breakfast is provided at no cost daily. 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. Food allergies are very common amongst our students, therefore sharing food with peers is prohibited.

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 www.myschoolbucks.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 www.myschoolapps.com. 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 must 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.

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

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 www.browardschools.com/Page/7759.

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. If 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 always on file and up to date .

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 handwashing 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.

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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 for your meeting. Please be aware that teachers may not confer with parents once class has begun. 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, www.browardschools.com/peters, 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. Additionally, parents/guardians will be updated about special events by our automated calling system, Parent Link.

DISCIPLINE/CODE OF STUDENT CONDUCT (ONLINE)

School personnel address student behavior and discipline concerns by following the Code of Student Conduct. Teachers establish routines and expectations for students in their classroom and rules and procedures are always expected to be followed by students. Teachers work with parents, administration, and/or guidance to ensure 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/Page/38107. In it are the rights and responsibilities for 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 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. You may email us the change at petersdismissal@browardschools.com. We ask your patience and cooperation as you follow these procedures for the safety of all 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 1; 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. 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. This is the only area where students may be picked up by car.

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/Bike Riders 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 - Bus students should go directly to the bus area at dismissal and they must board 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, 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. If 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. 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. Teachers are not 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.

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.

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.**

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.

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.

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. 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 DRILLS

CODE RED- 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.

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.

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. 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 4-8 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. 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, computer or textbook is lost or damaged, the student will be held responsible for payment. An "obligation" will be placed on the child's record until payment has been made.

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 may require assistance from an adult at home. Lengthy assignments and special projects will be assigned over a longer time period. Encourage students to read and complete their assignments nightly.

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 schoolwork, 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 grades
2. A drop of two or more grades
3. Unacceptable behavior
4. Excessive absences or tardies

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. Items 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 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 the skill
- 2 – Is learning the 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

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. 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 SINGLE SIGN ON (SSO)

Student textbooks and many other academic resources are found in your child's Single Sign On dashboard. The student's ten-digit student identification and birthdate are needed to sign in. Your child can access SSO at www.browardschools.com/sso.

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. 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 and/or workbooks for every subject at the beginning of the school year. Textbooks are very expensive, and students should treat them with respect. Students are responsible for any damage or loss to these books. Many textbooks can also be viewed online through your child's Single Sign On page at www.browardschools.com/sso.

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 & 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 can 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 <https://www.browardschools.com/Page/32043>.

Please allow a minimum of 4 to 8 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.

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.

