



## Quick Reference Guide for Parents 2022 - 2023

**Students allowed on campus:** 7:55 AM

**No students are allowed on campus prior to 7:55am.**

**Warning bell:** 8:17 AM

**School start time:** 8:25 AM

**Tardy Students:** 8:25 AM (students need to go to front office). Please be on time to class. Six or more tardies may indicate a pattern of non-attendance.



- **Absences:** To report an absence use the QR code to complete absentee form. You may also email [tropicalattendance@browardschools.com](mailto:tropicalattendance@browardschools.com) to report an absence.
- **Birthday Celebrations:** Only two parents who are approved volunteers will be permitted in the cafeteria. Allowed treats: donuts, cookies, cupcakes. Not permitted are cakes, balloons, good bags, juices, and flowers.
- **Bus information:** may be accessed via Virtual Counselor (<https://bcps.browardschools.com/VirtualCounselor/>) under your student's account. Please enter their 06 student number and their date of birth in MM/DD/YYYY format. Please utilize Bus Routes under Student Info tab.
- **Dismissal changes:** must be in writing to the teacher only via teacher email, green folder, or student planner. NO need to call the front office.
- **Dropping off items to students:** they must be labeled with student's first/last name and teacher name to be delivered. Please minimize drop offs to preserve academic time.
- **Early Release sign out:** *not permitted* between *1:55 PM and 2:25 PM* as per Broward County School Board Policy. You must have valid picture identification and be on the emergency contact from list for the student to be released. On early release days sign-out between 11:55 AM and 12:25 PM is not permitted.
- **Free and Reduce Lunch:** apply at <https://www2.myschoolapps.com/>
- **Lunch Account:** To create and add monies to your student's lunch account visit: <https://www.myschoolbucks.com>
- **PTA website:** (<https://www.tropicalpta.com/>) contains information on birthday marquee, volunteer opportunities, t-shirt orders, and PTA membership.
- **Report cards and Interims:** can also be accessed via Virtual Counselor (<https://bcps.browardschools.com/VirtualCounselor/>) under your student's account.
- **Student numbers:** are important for student identification and accessing vital information until they graduate High School.
- **Volunteer Application:** The application period opens July 1<sup>st</sup>. Please visit: <https://www.browardschools.com/Page/32043> to apply.