

***SIGNATURES REQUIRED PACKET - Please sign and return all forms in this packet to your child's teacher ASAP. Thank you!!***

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**PANTHER RUN ELEMENTARY  
STUDENT HANDBOOK**



**PARENT/STUDENT ACKNOWLEDGEMENT FORM**

This handbook lists the rules and expectations for students and parents at Panther Run. The rules apply to **all** activities occurring on school grounds and on other sites being used for school activities

**PLEASE REVIEW THIS BOOK WITH YOUR STUDENT SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL AND DURING SCHOOL-SPONSORED ACTIVITIES.**

Since **parent(s) can be held responsible for the actions of their children**, it is important that they are aware of the rules and the consequences if their students break the rules. Moreover, the school must have proof that every student and every parent has had a chance to read this **Student Handbook**.

Sign and return the Acknowledgement Form to the school within three (3) days of receipt of the Student Handbook to confirm that you have received the book and you know what the rules and expectations are. Your signature does not mean that you agree or disagree with the rules.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PARENT/GUARDIAN E-MAIL ADDRESS**

The District will be communicating via e-mail this year. Please provide us with a valid e-mail address for the parent/guardian of the child. This e-mail address will **NOT** be shared.

Mother/Guardian's E-mail Address: \_\_\_\_\_

Father/Guardian's E-mail Address: \_\_\_\_\_



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
600 SOUTHEAST THIRD AVENUE • FORT LAUDERDALE, FLORIDA 33301-

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**SCHOOL BOARD**  
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July 2011

Welcome to the New School Year!

Dear Students and Parents:

Broward County Public Schools is dedicated to meeting the educational needs of all students in a safe learning environment.


The *Code of Student Conduct*, Policy 5.8, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations of the policy set forth in this document. The *Code of Student Conduct* policy addresses expectations for all students in terms of consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records, and the right to appeal, including grievance procedures. Please review all information in the *Code of Student Conduct* policy carefully and together discuss the consequences of violating the rules.

Beginning this year, the *Code of Student Conduct*, Policy 5.8, will be distributed electronically through a variety of methods. Students and parents are required to sign a statement indicating they have received their *Code of Student Conduct* booklet, are aware of the explanation of rules it provides in policy, and have selected their options for media and directory information releases.

It is important for you to review the policy because it incorporates changes from previous versions, including the one issued last year. A list of substantive changes can be found on page six (6).

You may view the *Code of Student Conduct* under School Board Policies on the District website ([www.browardschools.com](http://www.browardschools.com)). You may also view the *Code of Student Conduct* video on BECON television and on the District's website. Schools will provide parents and students with the program schedule.

Sincerely,



Benjamin J. Williams  
School Board Chair

# ACKNOWLEDGEMENT

This booklet lists the District's rules in Policy 5.8 for students in Broward County Public Schools on pages 1.9-5.1. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a hard copy or electronic copy of these rules. Return this form to school within 3 days of receipt of the Code booklet.

Parents need to be involved in the education of their children and have the responsibility to:

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. 1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SB Policy 6305, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 outlines the consequences for violating these rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at <http://www.broward.k12.fl.us/sbbpolicies>.
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section VIII of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices (e.g., cellular telephones, pagers, and pagers) or other personal technology that is lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off-campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents (see bullying definition, pp. 21-22), school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section IV of this booklet.
- Parents will continue to maintain responsibility for students who reach the age of majority, with exceptions as provided by statute.
- Continue to perform the role of parent when the child turns 18 years of age for all educational and discipline purposes.

Student Name (PRINT) \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Media Release Form 2011/2012 School Year

As a parent of a student in Broward County Public Schools, I understand that my student may be photographed, videotaped or interviewed by the news media or by the School District to promote Broward County Public Schools. I understand that pictures and interviews may be used on the District's Web site, in School District publications, external publications and electronic media, as indicated below.

## You Must Mark a Choice in Both Section A and Section B

Please Check Choice #1 or Choice #2  
(If no choice is marked, then it will default to Choice #1.)

1.  I WILL permit my student to be photographed, filmed or interviewed by the news media or by the School District to promote Broward County Public Schools.
2.  I WILL NOT permit my student to be photographed, filmed or interviewed by the news media or by the School District to promote Broward County Public Schools.

Please Check Choice #1 or Choice #2  
(If no choice is marked, then it will default to Choice #1.)

1.  I WILL permit my student to be photographed, videotaped or interviewed for school publications, such as school yearbooks, school newspapers, class pictures, or other school communications tools. I understand the District is required to release this information if requested by the media or other members of the public (i.e., public records requests).
2.  I WILL NOT permit my student to be photographed, videotaped or interviewed for school publications, such as school yearbooks, school newspapers, class pictures, or other school communications tools. I understand my student will not be included in school publications, such as school yearbooks, school newspapers, class pictures or other school communications tools.

Student Name (PRINT) \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (PRINT) \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Directory information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. The School Board of Broward County, Florida designates the following as "directory information": student's name, gender, residential address, telephone number, date and place of birth, major field of study, participation in school-sponsored activities and sports, height and weight of athletic team members, dates of school attendance, degrees received, awards received, and the name of the most recent previous school or program attended.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), the School Board of Broward County, Florida may disclose in its discretion **directory information** of a student in any grade level, without prior consent to (a) colleges, universities or other educational institutions in which the student is enrolled, may seek enrollment or may be recruited, or (b) for school publications and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, and theatrical programs). Parents/guardians of students in any grade level, or eligible students (those over the age of 18 or attending a postsecondary institution), may opt out of having any or all of the following types of directory information disclosed by indicating, with a check mark (✓), those items **NOT TO BE DISCLOSED**:

- Student's Name \_\_\_\_\_ Gender \_\_\_\_\_ Residential Address \_\_\_\_\_
- Telephone Number \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Place Of Birth \_\_\_\_\_
- Major Field Of Study \_\_\_\_\_ School-Sponsored \_\_\_\_\_ Height and Weight Of \_\_\_\_\_
- Activities And Sports \_\_\_\_\_ Athletic Team Members \_\_\_\_\_
- Dates Of School Attendance \_\_\_\_\_ Degrees Received \_\_\_\_\_ Awards Received \_\_\_\_\_
- Name Of The Most Recent School Or Program Attended \_\_\_\_\_

\* School-Sponsored Activities include the yearbook

NOTE: This form must be completed and submitted to the principal on an annual basis regardless of whether any of the above items were checked or not, WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment if a student enrolls after the start of each school year.

Student Name \_\_\_\_\_  
 School \_\_\_\_\_  
 Parent/Guardian/Eligible Student's Name (Print) \_\_\_\_\_  
 Parent/Guardian/Eligible Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# ACKNOWLEDGEMENT

This booklet lists the District's rules in Policy 5.8 for students in Broward County Public Schools on pages 13-51. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a hard copy or electronic copy of these rules. Return this form to school within 3 days of receipt of the Code booklet.

Parents need to be involved in the education of their children and have the responsibility to:

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. 1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SB Policy 6305, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at <http://www.broward.k12.fl.us/sbcpolicies>.
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section VIII of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices (e.g., cellular telephones, pagers) or other personal technology that is lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off-campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents (see bullying definition, pp. 21-22), school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section IV of this booklet.
- Parents will continue to maintain responsibility for students who reach the age of majority, with exceptions as provided by statute.
- Continue to perform the role of parent when the child turns 18 years of age for all educational and discipline purposes.

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**2011-2012 School Year**  
**PUBLIC DISPLAY OF STUDENT WORK**

*Dear Parents/Guardians:*

*During the school year, students often produce work that may be displayed in public forums. This may include, but is not limited to, artwork, written documents, and Science or Social Studies projects. When displayed, the student's name and school are sometimes given. If you do not want your child's work displayed in such a manner, please notify your child's teacher using the form below.*

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

I **DO NOT** want my child's work displayed outside of the school grounds.

Parent/Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian's Signature



## K-5 Safety in Science Student Laboratory Contract

I know that being safe is important, and I agree to follow these rules:

- I will follow all written precautions and verbal instructions.
- I will do the experimental procedure as directed.
- I will not taste, eat, smell, or touch substances unless specifically told to do so by my instructor.
- I will handle all equipment and materials carefully and use as directed.
- I will wear safety goggles to protect my eyes when appropriate or as directed by the teacher.
- I will notify the teacher if any hazard is present.
- I will clean up my work area after each experiment.
- I will inform my teacher of any health problems or difficulties I might encounter while doing a given experiment.
- I will make sure I do not remove any substances or equipment from the lab or classroom unless my teacher tells me to do so.
- I will not eat or drink anything in the laboratory or classroom without my teacher's permission.
- I will report any accident or mishap to my teacher immediately no matter how trivial it might appear.
- I will not pick up broken glass with bare hands.
- I will make sure an adult is present when I am working in the lab or classroom.
- I will wear gloves when handling animals.
- I will not run or participate in horseplay in the lab or classroom.

**Failure to follow these guidelines may result in reduction in grade,  
disciplinary action, and/or exclusion from laboratory activities.**

Student Signature \_\_\_\_\_

\_\_\_\_\_ Date

Parent Signature \_\_\_\_\_

\_\_\_\_\_ Date

**PANTHER RUN ELEMENTARY SCHOOL**  
801 NW 172 Avenue  
Pembroke Pines, Florida 33029

**Broward Truancy Intervention Program (BTIP)**

August 22, 2011

Dear Parent/Guardian:

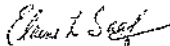
Increasing student achievement is one of the school district's major goals. In order for your child to be successful in school, it is critical for your child to attend school every day. Florida Law says that you are responsible for your child's attendance. Section 232.19(7) (a), Florida Statutes, provides that a parent or guardian commits a misdemeanor of the second degree, punishable as provided by law, if the parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning their child's truancy.

The Broward County Public Schools and the State Attorney's Office have initiated the Broward Truancy Intervention Program (BTIP). The intent of the program is to prevent truancy (unexcused absences). Your child's attendance will be monitored on a daily basis, and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney's Office will be notified, and they will issue a subpoena for your child's records. These records may be used in court against you. The State Attorney's Office may take appropriate action up to and including criminal prosecution of the parent/guardian of the truant child.

You are required to contact the school each time your child is absent and provide the school with the reason for the absence. When you are notified of an unexcused absence, you are required to immediately contact the school to discuss the situation and to take action to stop the truant behavior. To report absences, you must contact our school's Attendance Office at 754-323-6850.

If you need further information about this truancy prevention program, please contact me. Please sign and return the form at the bottom of the page indicating you have read and understand the information provided above about BTIP.

Sincerely,



Elaine L. Saef  
Principal

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**PANTHER RUN ELEMENTARY**

I have read and understand the information above regarding the Broward Truancy Intervention Program (BTIP).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

# THE SCHOOL BOARD OF BROWARD COUNTY'S NOTICE OF PRIVACY PRACTICES RELATED TO STUDENTS & FAMILY MEDICAL/MENTAL HEALTH RECORDS

This notice describes how medical information about you and/or your child may be used and disclosed and how you can get access to this information.

**PLEASE REVIEW IT CAREFULLY**

## The School Board of Broward County (SBBC) Duties

This Notice is the outcome of a new federal law that requires all organizations, including school districts, to maintain the privacy of your and your child's mental health and medical records. The law calls these records protected health information (PHI). This Notice of Privacy Practices tells you how your and your child's PHI may be used and how the school district keeps this information private and confidential. The school district has always kept this information confidential; this notice simply explains the school district's legal responsibilities, according to the new law.

The law requires the school district to give this Notice of Privacy Practices to you. The school district is required to do what this Notice of Privacy Practices says we will do. If the school district changes how it handles your or your child's records, you will be told. The most current Notice of Privacy will be posted on the SBBC website at [www.browardschools.com](http://www.browardschools.com)

## HOW THE SCHOOL DISTRICT WILL USE AND SHARE YOUR AND YOUR CHILD'S PROTECTED HEALTH INFORMATION?

PHI includes demographic and medical information about the past, present, or future physical or mental health of an individual. Demographic information could include your and your child's name, address, telephone number, social security number and any other means of identifying you and/or your child, as a specific person.

PHI the school district has can be information created or received by the school district. As an example, a psychological or psychosocial evaluation completed by a school district employee is PHI, as well as a report from your child's doctor.

Your or your child's PHI may be used or shared by the school district for purposes of medical and/or mental health treatment and/or payment for these services. Health care professionals may use this

information in the clinics, schools and/or hospitals to take care of you or your child.

It is important for you to be aware that this law allows the school district to share your and your child's PHI without your consent under the following circumstances:

- With another health care provider for purposes of your or your child's treatment;
- To insurance companies, Medicaid, or local, State or Federal agencies to pay for the services provided to you or your child;
- Reporting abuse of children, adults, or disabled persons;
- Investigations related to a missing child;
- Internal investigations and audits by the school district or any grant funding body;
- Investigations and audits by the State's Inspector General, Department of Education and Auditor General;
- Public health purposes including vital statistics, disease reporting, and regulation of health professionals;
- Medical examiner investigations;
- Research approved by the school district;
- Court orders and/or subpoenas; and,
- Judicial and administrative proceedings.

Other uses or times the school district will share your and/or your child's PHI will require your written consent. This consent will have an expiration date, additionally; you can revoke the consent in writing at any time. Certain uses and sharing of psychotherapist (counseling) notes will also require your written consent.

## INDIVIDUAL RIGHTS

- You have the right to request the school district to restrict the use and with whom your and/or your child's PHI may be shared. The school district will consider any of your requests, but is not required to agree to them.

- **You have the right to be assured that your information will be kept confidential.** The school district may mail or call you with appointment reminders or regarding your responsibility to pay for services. We will make contact with you in the manner and at the address or phone number you select. You may provide an address other than your residence where you can receive mail and where you may be contacted. You may be asked to put your contact information in writing.
- **You have the right to review and receive a copy of your PHI.** Your review of the PHI will be supervised and will be at a time and place that is convenient to you and a representative of the school district. You may be denied access as specified by law. This might occur if your child consented to care and the parent's consent was not required by law or if your child is receiving care at the direction of a court or a person appointed by the court. If access is denied, you have the right to request a review by a licensed health care professional who is not involved in the decision to deny access. The licensed health care professional will be designated by the school district.
- **You have the right to correct your PHI.** Your request to correct your or your child's PHI must be in writing and provide a reason to support your requested correction. The school district may deny your request, in whole or part, if it finds the PHI:
  - Was not created by school district;
  - Is not PHI;
  - Is by law not available for your review; or,
  - Is accurate and complete.

If your correction is accepted, the school district will make the correction and tell you and others who need to know about the correction. If your request is denied the school district will place your statement regarding the corrections with your PHI. You may also send a letter detailing the reason you disagree with the decision. The school district will respond to your letter in writing. You may also file a complaint, as described below in the section titled Complaints.

- **You have the right to receive a list of the individuals and/or agencies with whom the school district has shared your PHI.** The list will not include:
  - Information shared with you;
  - Information shared with individuals involved with your care;
  - Information you authorized to be shared;
  - Information shared to carry out treatment and/or payment;

- Information shared for public health purposes;
- Information shared for the purposes of research, other than those you authorized in writing;
- Information shared for health professional regulatory purposes;
- Information shared to report abuse of children, adults, or disabled persons;
- Information shared in response to court orders and/or subpoenas; and
- Information shared prior to April 14, 2003.

#### FOR FURTHER INFORMATION

Requests for further information about the matters covered in this notice may be directed to the person who gave you this notice or the school district's Privacy Officer, Eric Chisem, who can be reached at 954-712-3369.

#### COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the SBBC Privacy Officer, Eric Chisem at 7770 W. Oakland Park Blvd., Suite 206, Sunrise, FL 33351/ telephone (954) 712-3369 or Region IV, Office for Civil Rights, U.S. Department of Health and Human Services, Atlanta Federal Center, Suite 3B70, 61 Forsyth Street, SW., Atlanta, GA 30303-8909/ Voice Phone (404) 562-7886 Fax (404) 562-7881 TDD (404) 331-2867. Please be advised the SBBC will not retaliate against you for filing a complaint.

#### EFFECTIVE DATE

This notice of Privacy Practices is effective April 14, 2003, and shall be in effect until a new Notice of Privacy Practices is approved and posted.

#### ACKNOWLEDGEMENT

I hereby acknowledge that I have received this SBBC Notice of Privacy Practices Related to Students & Family Medical/Mental Health Records.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Legal Guardian's Name

\_\_\_\_\_  
Legal Guardian's Signature

\_\_\_\_\_  
Date

**Panther Run Elementary School**

Elaine L. Saef, Principal  
 Shannon M. Chacona, Assistant Principal  
 801 NW 172nd Avenue  
 Pembroke Pines, FL 33029  
 (754) 323-6850  
[www.pantherrun.com](http://www.pantherrun.com)

August 22, 2011

Dear Parents and Students,

Welcome back! It's great to be celebrating the new school year. A new school year presents opportunities for various beginnings – new classes, new faces, and some new materials. I hope that your summer was "wonderful, restful, relaxing and that you are ready for the excitement and challenges of a new year. I hope you have been enjoying a fun-filled and relaxing summer and that you are as excited and enthusiastic as I am about the 2011-2012 school year. Before our doors open for the new school year, I want to thank you for your commitment to our students and our school. I would like to extend a special welcome to all of our new Panther Run students and families and a hearty welcome back to the returning students and their parents.

Before looking toward the upcoming school year, I want to congratulate and say how proud I am of all our students, parents, teachers, and staff who helped make our school such a resounding success. Panther Run prides itself on continuing the rich traditions that have brought the school so many accomplishments over the years. It is my honor to announce that for the eighth year in a row, Panther Run is an "A" school on the State's A+ Plan.

As we prepare for this year, I have been reviewing the 2010-2011 school year. This was an extremely busy and successful time for our school. Student performance improved due to all of our hard work and dedication.

Our theme for the year is "The Power of One!" Just like thoughts and ideas, a single seed has the power to lead to save lives and change the world. Each of us has the power to positively effect the lives of children and others. The power of one – a single starting point. One seed; One thought; One idea; One vision; One change; One voice; One cry; One moment; One step; One life; The power of one. What if the power of one becomes the power of many and the power of many becomes the power of one? "The Power of One." Experience the Power of One... you can effect lasting change in your own community by helping to enhance a child's self-esteem. The power of one man or one woman doing the right thing for the right reason, and at the right time, is the greatest influence in our society.

We will of course continue **PIE-WIAMAD** - "Pay It Forward!" and "Who I Am Makes A Difference!" This philosophy has proven to be effective in developing a caring culture in our school and community.

"Pay It Forward!" or paying it forward refers to repaying the good deeds one has received by doing good things for other unrelated people. In this way we hope to establish an ever growing, branching, organic flow of generosity amongst our fellow humans. "Pay It Forward", you never know how your actions can change the world!

"Who I Am Makes A Difference" is a philosophy that we all are important and make a difference in the lives of others by our actions, words, feelings and just being who we are. Each of you can and will make a positive difference and have an amazing impact on Panther Run. Thank you in advance for that!

I feel that communication and teamwork between students, parents, teachers, staff and administration is vital. We will do our best to keep you informed and involved in your child's educational experiences. You are strongly encouraged to become a volunteer and a part of the many organizations designed to make a difference in our school. I want you to remember that our school is also your school and we welcome you into our activities. Parents are permitted to volunteer in their own child's classroom or elsewhere in the school. Each classroom teacher makes the decision as to whether parents of their students will work in his/her classroom. Selection and use of classroom volunteers is at the discretion of each individual teacher. District policy mandates that every volunteer must fill out an online volunteer application every year.

**Pay It Forward!**  
 Paying it forward means you are giving back to others.  
 Paying it forward means you are making a difference.  
 Paying it forward means you are making a better world.

**Who I Am Makes A Difference!**  
 Who I Am Makes A Difference!

**Believe it, Live it, Pass it On!**  
 Who I Am Makes A Difference!

Volunteers must be approved prior to volunteering in school or on a field trip. If you are interested in being a volunteer or field trip chaperone this year, go to [www.pantherrun.com](http://www.pantherrun.com) and fill out this very important application. In addition, our wonderful PTA can use your support, as could our School Advisory Council and/or School Advisory Forum. Contact your child's teacher, our volunteer coordinators, the PTA Executive Board members, or administration if you would like more information on how you can get involved.

The partnership between home and school is fundamental to student success. Parents must be involved in their child's education in order for education to be important to your child. As principal, I am asking every parent to make a commitment to get involved and stay involved in his or her child's education. Make a commitment to yourself and your child to spend at least 20 minutes a day communicating one on one about their school day, school work and about your day and work. Make a commitment to spend another 10 minutes reading to or with your child daily. These 30 minutes could be the pivotal point in your child's educational success and achievement! It is the best investment you can make in your child's future!

Please read over all of the information provided to you today and return all necessary forms to your child's teacher. Please take the time to review the District Code of Conduct and Panther Run Elementary Student Handbook very carefully with your child as important changes have been made to both of these documents.

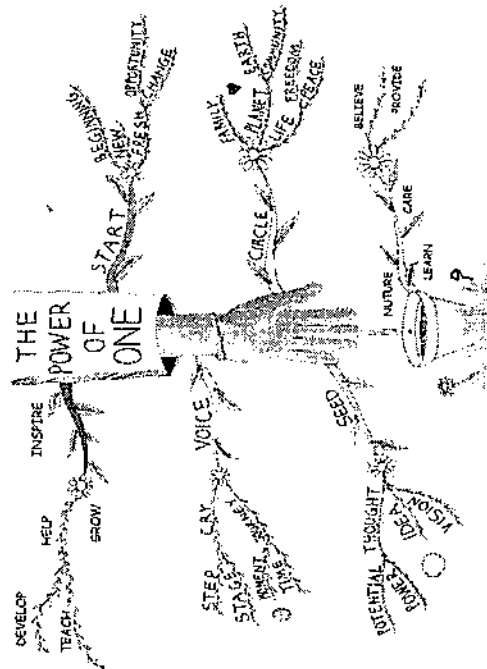
Parents are allowed to walk their children to their classrooms for the first five days of school. August 29, 2011, will be "Independence Day." On this day, and thereafter, we ask that if you bring your child to school, you drop him/her off at the appropriate entrance and our staff will make sure that your he/she arrives to class safely. In addition, students will use the east driveway for drop-off and pick-up. Please pull around as far as possible and remain in your cars. This will help things move quickly and it will ensure your child's safety. During arrival and dismissal, the west driveway of the school is only for buses and A-Team parents.

The staff of Panther Run Elementary is committed to excellence. We are looking forward to working with all of our students and parents this year. We share a common goal -- your child's success. Together we can make this a wonderful and successful school year for all of the students at Panther Run Elementary!

I look forward to our continued journey into the magnificent world of education and learning and the great school year ahead. I wish all of you and your children much success and achievement in 2011-2012!

Sincerely,

Elaine L. Saef  
 Principal





Elaine L. Saef, Principal  
Shannon M. Chacona, Asst. Principal  
Panther Run Elementary School

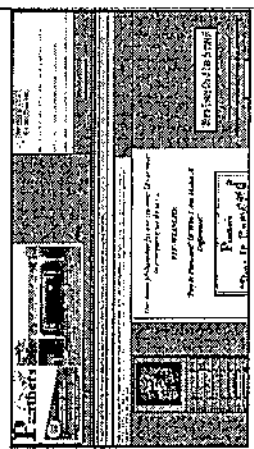
# PANTHER PRINTS NEWSLETTER

August 22-26, 2010

## Happy New School Year!

**WELCOME BACK!!** Our favorite part of school is working with and learning from the many wonderful children at our school. Our students, teachers and staff work hard every day to learn and achieve. They treat each other with respect and demonstrate all the character education traits. Nothing makes me prouder than to share with you the many accomplishments of our children. It is my honor to announce that for the eighth year in a row, Panther Run is an "A" school on the State's A+ Plan. However, we did not make Adequate Yearly Progress (AYP) on the Federal No Child Left Behind (NCLB) Act. Please continue to remain involved in your child's education throughout the school year. Together we will continue to achieve success.

**Check out Our School's Web Site** [www.pantherrun.com](http://www.pantherrun.com) Panther Run Elementary's web site provides information about our school. Visit us on the Internet and learn all about your school. Information provided covers a variety of topics including: administration news, school hours, weekly Panther Prints with calendars of events, PTA & Advisory news, student handbooks and other downloadable and educational links to help your children learn at home!



- SCHOOL BOARD**  
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ANN MURRAY, *Vice Chairperson*  
ROBIN BARTLEMAN  
MAUREEN S. DINNEN  
PATRICIA COOD  
JENNIFER LEONARD COTTLIEB  
LAURIE RICH LEVINSON  
NORA RUFERT  
DAVE THOMAS, *NBC*  
DANNIE CARLIER, *Int. Superintendent of Schools*

### VOLUNTEER & MENTOR APPLICATION

If your interest and concern for students motivates you to volunteer in Broward County Public Schools, you will need to fill out the volunteer or mentor application on-line this year - **EVEN IF YOU FILLED ONE OUT LAST SCHOOL YEAR**. District policy mandates that every volunteer must fill out a **NEW** online volunteer application every year. The Volunteer & Mentor Application is now online at:

<http://www.volunteermentorapplication.com/mentor-application.html>

Completing the on-line volunteer application helps Broward County Public Schools find the best volunteer placement for you.

If you are under the age of 18, you are required to have your parent/guardian complete the permission to Perform Background Check form prior to completing this application. Contact your school's Student Volunteer Coordinator for further directions. Please note that the highest levels of encryption are protecting your personal information. Student and staff safety is a priority for Broward County Public Schools. Your application as a volunteer/mentor cannot be processed unless all the requested information is provided and you authorize Broward County Public Schools to conduct a criminal background check.

If you have any questions about this information, please contact our Volunteer Coordinator, Janine Filo at 754-323-6850.

**Pay It Forward!**  
Helping one good deed inspire another good deed for others who need it.

**Panther Run Elementary School**  
**PIF-WIAMAD**

**Pay It Forward!**  
&  
**Who I Am**

**Makes A Difference!**

**Believe it, Live it, Pass it On!**

**Who I Am Makes A Difference!**

## Important Dates at Panther Run

| THIS WEEK AT PANTHER RUN  | UPCOMING EVENTS   |
|---|---|
| Monday, August 23 <sup>rd</sup> First Day of School   | Mixed, August 29 <sup>th</sup> - LINE UP SEPTEMBER                  |
| Please make future editions of this week in Panther Run News-letters will be sent home in lunch carts. It will be available electronically on our website <a href="http://pantherrun.com">http://pantherrun.com</a> | Wed., Sept. 22 <sup>nd</sup> - SAC Meeting (8:15 p.m. Media Center) |
|   | Thurs., Sept. 23 <sup>rd</sup> - NO SCHOOL                          |
|   | Thurs., Sept. 24 <sup>th</sup> - NO SCHOOL                          |
|   | Thurs., Sept. 25 <sup>th</sup> - NO SCHOOL                          |

"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-K/Kindergarten to Grade 3, 25 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/>."

**Possibility of Class Letting:** If necessary, as school opens for the 2011-2012 school year, our enrollment has been fluctuating due to fast minute enrollments and attritions. While some grade levels have shown increases in students others have had decreases and withdrawals. Many changes keep occurring, so we may not have a stable enrollment at this time. Unfortunately, new registrations do not always come in at the same grade levels as the withdrawals and therefore, some of our class sizes may be too large and others may be too small as we start off the year. We cannot be sure of actual class sizes until after the first two - three weeks of school. We must meet class size requirements as best as possible and provide quality education for all students. Therefore, if the size of classes changes significantly at any grade level, then we may need to do some balancing. If this becomes necessary, it would affect student/teacher assignments. I assure you all of the teachers and staff at Panther Run are excellent and our students will do well with any one of them. Placements are made with careful review of academic needs and educational goals. If it is necessary to make such a change, all staff impacted are consulted and great care and thought is given with regard to the placement of each child in my new class. The teachers involved meet and discuss each child and listen to academic needs. We are all confident any children impacted by a necessary change would have a consistent, smooth transition. Should it become necessary to balance classes, your understanding and support of these decisions will be greatly appreciated.

Please remember to review all the papers in your child's first day packet and return all necessary forms (THE PINK SIGNATURE PACKET) to the teacher as soon as possible. Thank you for your

### PANTHER MENU Parents are encouraged to prepay for student meals. \*Menu subject to change due to availability

| Monday, August 23 <sup>rd</sup>   | Tuesday, August 24 <sup>th</sup>   | Wednesday, August 25 <sup>th</sup>  | Thursday, August 26 <sup>th</sup>   | Friday, August 27 <sup>th</sup>  |
|---|--|---|---|--|
| <b>Breakfast</b><br>Breakfast Pizza<br>Cereal & Biscuit Jelly<br>Yogurt & Biscuit Jelly<br>Chilled Applesauce | <b>Breakfast</b><br>Breakfast Pizza<br>Cereal & Biscuit Jelly<br>Yogurt & Biscuit Jelly<br>Chilled Applesauce  | <b>Breakfast</b><br>Sausage Pats. & Biscuit Jelly<br>Cereal & Biscuit Jelly<br>Yogurt & Biscuit Jelly<br>Chilled Applesauce | <b>Breakfast</b><br>Breakfast Pizza<br>Cereal & Biscuit Jelly<br>Yogurt & Biscuit Jelly<br>Chilled Applesauce                 | <b>Breakfast</b><br>French Toast Sticks<br>W. Syrup<br>Cereal & Biscuit Jelly<br>Yogurt & Biscuit Jelly<br>Chilled Applesauce                                    |
| <b>Lunch</b><br>Baked Golden Chicken Nuggets<br>Tuna Salad<br>Whipped Potatoes<br>Fresh Baby Carrots w/ Dip   | <b>Lunch</b><br>Macaroni n' Cheese<br>Baked Fish Fillet<br>Tuna, Flaky Biscuit<br>Chilled Tropical Fruit Salad | <b>Lunch</b><br>Hot Turkey Ham & Cheese Sandwich<br>Jamaican Beef Patties<br>Seasoned Green Beans<br>100% Grape Juice       | <b>Lunch</b><br>Baked Corn Dog<br>On A Stick<br>Turkey & Cheese<br>Wheat Bun<br>Baked Potato Wedges<br>Chilled Bartlett Pears | <b>Lunch</b><br>5 <sup>th</sup> Personal Pan<br>Chicken Pizza<br>Chicken Quesadilla<br>Vegetarian Chili Over Rice<br>100% Fruit Blood Juice, Normandy Vegetables |

Water available for all meals. \*Menu subject to change due to availability. School lunch meals provide an assortment of foods including meal salads and fresh fruit daily. School lunch meals are healthy, meeting the Dietary Guidelines for Americans. By choosing lunch at school, students learn to make healthy choices, reinforcing nutrition education taught in the classroom.

The School Board of Broward County, Florida, prohibits any policy, program or practice which results in discrimination on the basis of age, race, ethnicity, gender, national origin, marital status, religion, sexual orientation, or disability. Any person who believes that he or she has been discriminated against on the basis of any of the above factors may call the Executive Director, Brenda Brantley at (754) 323-6850 or the Director of Human Resources, Debra L. Smith at (754) 323-6850. Individuals with disabilities requiring accommodations under the Americans with Disabilities Act (ADA) may call the Executive Director, Brenda Brantley at (754) 323-6850 or the Director of Human Resources, Debra L. Smith at (754) 323-6850. Individuals with disabilities requiring accommodations under the Americans with Disabilities Act (ADA) may call the Executive Director, Brenda Brantley at (754) 323-6850 or the Director of Human Resources, Debra L. Smith at (754) 323-6850.

## OPEN HOUSE

**OPEN HOUSE – Wednesday, August 31, 2011 All Grade Levels & Classes 6:00 p.m. – 8:00 p.m.**

Please join us at Open House on Wednesday, August 31<sup>st</sup> at 6:00 p.m. All grade levels and classes will have Open House on this night. We ask that you try to make arrangements for your children so you can attend Open House. Parents will have an opportunity to share an evening with their child at school at “Take Your Parent To School Night” in May. Open House is an opportunity for you to learn the academic expectations for the year. Teachers share important information at this event including curriculum overview, expectations, homework, classroom procedures and plans for the year. The schedule of activities for Open House is:

**6:00 p.m. – 6:20 p.m. All parents will meet in the Cafeteria for a short welcome, PTA, SAC & SAF overviews**

**6:25 p.m. – 6:55 p.m. – First informational session, Classroom curriculum will be discussed and shared**

**7:00 p.m. – 7:30 p.m. – Second informational session, Classroom curriculum will be discussed and shared**

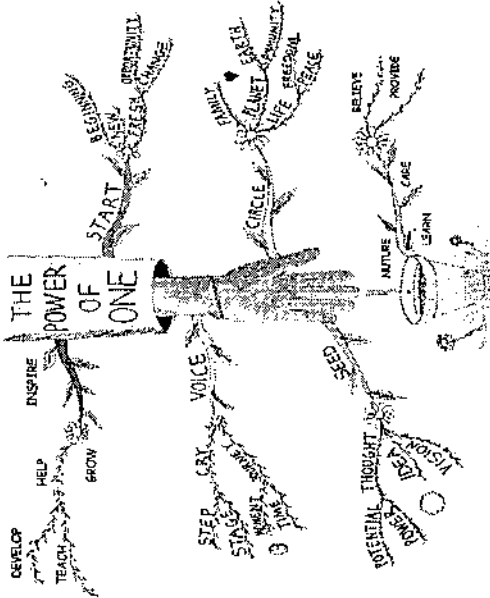
**7:35 p.m. – 8:00 p.m. – Third informational session Classroom curriculum will be discussed and shared**

The same information is shared at all three sessions. This accommodates parents with more than one child and allows for parents to attend sessions with more than one teacher. ☺ We hope all of our parents will make time to attend this very important event. See you there!

**Next From The Food & Nutrition Services Department**  
If you have any questions, please call the Food and Nutrition Services office at 754-321-0215.

**SCHOOL LUNCH-WHAT A BARGAIN!** (Offer Versus Serve): Thanks to federal, state and local partnerships, Food and Nutrition Services are able to offer variety and well-balanced nutritious meals at a low cost. The National School Lunch Program provides the student the opportunity of selecting a lunch consisting of 5 meal components (Meat/Meat Alternate, Milk, Grain, 2 fruit or vegetables). The student may choose 3, 4, or 5 components for the same price. A student may refuse 1 or 2 of the meal components. The idea of “3 are good, 4 are better and 5 are best” is promoted to assure the greatest variety and nutrient intake. This is our government’s way to assure that its financial support pays for only those meals that meet defined federal standards. School lunch meals provide an assortment of foods including meal salads and fresh fruit daily. The cost is \$1.90 for a complete lunch and \$1.10 for breakfast. For students who prefer to bring a bag lunch, either low fat white, strawberry or chocolate milk, or water are available for \$.40 per carton. Wednesdays are “Ice Cream Day”. Ice cream costs \$.60. Parents/guardians are welcome to have breakfast or lunch with their child on an occasional basis. However, schools are not public restaurants and cannot provide meals to parents on a daily basis. Once a week would be acceptable. Parents should notify the school office in advance when they plan to join their child for the occasional breakfast or lunch. This advance notice will assist the Food and Nutrition Services Manager in planning for additional customers. The cost of Adult meals is \$1.45 for breakfast and \$2.65 for lunch. **A LA CARTE FOOD:** If a student does not select 3 of the 5 components offered as a meal, then the meal does not qualify for federal reimbursement and the student must pay ala carte prices. Students are charged ala carte prices for additional portions and for specialty items. Because of the government’s support, choosing the school lunch meal is a real bargain.

**Free and Reduced Price Meals:** Students will bring home a Free and Reduced Price Meal application the first week of school. The United States Department of Agriculture provides free or reduced price meal to children whose families meet income requirements. This helps assure that all children have access to nutritious food during the school day. Children need proper nutrition to grow, be healthy and learn. Last year, over 110,000 students Broward County students took advantage of this great program. Only one application is necessary per household. Information is secure and confidential. Non-citizens and non-residents may apply for benefits. Please contact your child’s school or the District Meal Benefits Department at 754-321-0250 if you have questions. **Complete a Free and Reduced Price Meal Application Today.**



**"The Power of One"**

Our theme for the year is "The Power of One!" Just like thoughts and ideas, a single seed has the power to feed, to save lives and change the world. Each of us has the power to positively affect the lives of children and others. The power of one – a single starting point. One seed. One thought. One idea. One system. One change. One voice. One cry. One moment. One step. One life. The power of one. What if the power of one becomes the power of many and the power of many becomes the power of one? **"The Power of One... you can effect lasting change in your own community by helping to enhance a child's self esteem. The power of one man or one woman doing the right thing for the right reason, and at the right time, is the greatest influence in our society!"**

We will of course continue **BIE-MAM/AD - "Day It Forward!"** and **"Who I Am Makes A Difference!"** This philosophy has proven to be effective in developing a caring culture in our school and community. But, we will also have **Panther Power: Persistence, Pride, Passion and Progress** as we move forward and strive for excellence.

## VOLUNTEERS

WE NEED YOU! Panther Run has an extremely active volunteer program. Teachers welcome your help in the classroom as well as chaperoning on field trips. There are also jobs you can do at home to help the teacher. If you are interested in becoming a school volunteer, please call the school office and ask for the school volunteer coordinator. Your interest and involvement is always appreciated. Parents MAY volunteer in their own child's classroom if the teacher chooses them to assist.

*Please join us at our PTA VOLUNTEER BREAKFAST on Friday, September 24<sup>th</sup> at 8:30 a.m. in the Cafeteria.*

### **Special Note: ALL VOLUNTEERS MUST REAPPLY ON-LINE EVERY SCHOOL YEAR.**

All volunteers must complete the On-Line Volunteer Registration Form, every school year, and be approved to work as a school volunteer before participating in any school activities. This procedure applies to any and all classroom volunteer work and to field trip chaperones. There are no exceptions to this requirement.

YOUNGER CHILDREN ARE NOT PERMITTED TO ACCOMPANY PARENT VOLUNTEERS IN THE CLASSROOM TO ANY OTHER SCHOOL ACTIVITIES DURING SCHOOL HOURS.

We wish to welcome all who plan to become school volunteers. Before making a commitment the following information is to be read and understood:

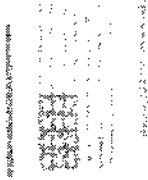
1. Parents are permitted to volunteer in their own child's classroom or elsewhere in the school. Each classroom teacher makes the decision as to whether parents of his/her students will work in their classroom. Selection and use of classroom volunteers is at the discretion of each individual teacher.
2. Volunteers are not permitted to interfere with any child's independence or schoolwork, including their own child.
3. Volunteers are not permitted to work with any confidential information related to students. This includes: grades, addresses, phone numbers, discipline information, articulation cards, test scores, etc. Volunteers are not permitted to grade student work. Volunteers may NOT be left alone with students in the room.
4. Volunteers may not discipline students. Please notify the teacher if you have a problem with a student.
5. Volunteer utilization is determined by school personnel based on the needs of the educational program.
6. Volunteers will be trained for specific task assignments.
7. Once volunteers commit themselves to assist our program, we ask that they remain loyal and consistent. Students and staff depend on their volunteers for programs and projects.
8. For security purposes, volunteers must refrain from going to classrooms and parts of campus other than where they have been assigned.
9. Volunteers MUST SIGN IN AND OUT on the STAR machine whenever they are on campus.
10. All STAR I.D. Badges are to worn on the left shoulder at all times for consistency purposes.

### ACCESSING THE VOLUNTEER APPLICATION

If your interest and concern for students motivates you to volunteer in Broward County Public Schools, you will need to fill out the volunteer or mentor application on-line this year. The Volunteer & Mentor Application is now online at: <http://www.getinvolvedineducation.com/voluntec-and-mentor-application.html>

Completing the on-line volunteer application helps Broward County Public Schools find the best volunteer placement for you.

If you are under the age of 18, you are required to have your parent/guardian complete the Permission to Perform Background Check form prior to completing this application. Contact your school's Student Volunteer Coordinator for further directions. Please note that the highest levels of encryption are protecting your personal information. Student and staff safety is a priority for Broward County Public Schools. Your application as a volunteer/mentor cannot be processed unless all the requested information is provided and you authorize Broward County Public Schools to conduct a criminal background check. If you have any questions about this information, please contact our volunteer coordinator at 754-323-6850.



# "Independence Day"

Monday, August 29, 2011

## ARRIVAL/DISMISSAL PROCEDURES

The safety of our students is always a priority at Panther Run Elementary.

In order to create the safest learning environment for all our Panther Run Elementary students, we will be instituting our arrival and dismissal policy effective Monday, August 29<sup>th</sup>.

During Arrival, parents and guardians need to drop their children off and let them walk into the building and to class by themselves. Staff members are in all areas to supervise students and direct them to class.

At dismissal, all parents and guardians need to wait outside the building. Your child will be brought to the proper dismissal area (car rider, walker/biker, and bus riders) to go home.

Your cooperation with this policy is greatly appreciated.

Parents and guardians are requested to remain outside the building during arrival and dismissal of students.

## IMPORTANT!

All visitors must sign in at the front office and have a photo ID in their possession at all times. Your cooperation is greatly appreciated.

## CARPOOL

Parents who participate in carpool will enhance safety and efficiency of the line by remaining in their cars and moving forward as directed by school staff.

AS ALWAYS, YOUR COOPERATION IS GREATLY APPRECIATED.

## *Panther Run 2011-2012*

### **TENTATIVE Calendar of Major Events**

|                        |  |
|------------------------|--|
| August 19, 2011        | Orientation 3:00 p.m. - 5:00 p.m.  |
| August 31, 2011        | Open House Gr. K- 5 (Entire School) 6:00 p.m.-7:30 p.m.                          |
| Sept. 12 - 15, 2011    | BAT Testing Gr. 3, 4 & 5   |
| September 27, 2011     | Picture Day  |
| September 19, 2011     | 8:30 a.m. PTA Volunteer Breakfast- Cafeteria                                     |
| October 10 - 13, 2011  | PTA Book Fair - Media Center   |
| October 12, 2011       | Book Fair Open Late 5:00 p.m. - 7:00 p.m.  |
| October 12, 2011       | Family Literacy Night 6:00 p.m. - 7:00 p.m.                                      |
| November - December    | "Pay It Forward" Holiday Food, Clothing, Humane Society & Toy Drives             |
| November 5, 2011       | PTA Bike Rodeo & Health Fair   |
| November 1, 2011       | Picture Retake Day   |
| November 18, 2011      | Awards Gr. 3, 4 & 5 (Grade 3 8:15 a.m.; Grade 4 9:00 a.m.; Grade 5 9:45 a.m.)    |
| December 2, 2011       | Hop-A-Thon for MDA Jog during Specials' Classes                                  |
| Nov. 28 - Dec. 2, 2011 | BAT Testing Gr. 3, 4 & 5   |
| December 7, 2011       | 6:00 - 8:00 p.m. EDU-Quest Shops of Pembroke Gardens                             |
| January 19, 2012       | Family Science Night 6:00 p.m. - 7:30 p.m. ** Note date change                   |
| February 10, 2012      | Awards Gr. 3, 4 & 5 (Grade 3 8:15 a.m.; Grade 4 9:00 a.m.; Grade 5 9:45 a.m.)    |
| February 15 & 16, 2012 | Jump Rope for Heart during Specials' Classes                                     |
| February 17, 2012      | Career Day   |
| February 28 & 29, 2012 | FCAT Writes Gr. 4  |
| March 2, 2012          | Field Day Kindergarten 8:15 a.m. - 10:30 a.m.                                    |
| March 5, 2012          | Field Day Gr. 1 8:15 a.m. - 10:30 a.m.   |
| March 6, 2012          | Field Day Gr. 2 8:15 a.m. - 10:30 a.m.   |
| March 7, 2012          | Field Day Gr. 3 8:15 a.m. - 10:30 a.m.   |
| March 8, 2012          | Field Day Gr. 4 8:15 a.m. - 11:00 a.m.   |
| March 9, 2012          | Field Day Gr. 5 8:15 a.m. - 1:30 p.m.  |
| April 11, 2012         | Family Math Night at Target 6:00 p.m. - 7:30 p.m.                                |
| April 13, 2012         | Mini Marathon 8:15 a.m. - 11:00 a.m.   |
| April 16 - 27, 2012    | FCAT Grade 3, 4 & 5  |
| April 30, 2012         | Kindergarten Round-Up  |
| April 30 - May 3, 2012 | PTA Spring Book Fair - Music Room  |
| TBA                    | Take Your Child To Work Day Grades 3 - 5   |
| May 4, 2012            | Awards Gr. 3, 4 & 5 (Grade 3 8:15 a.m.; Grade 4 9:00 a.m.; Grade 5 9:45 a.m.)    |
| May 21, 2012           | 8:30 a.m. PRE Volunteer Appreciation Breakfast - Cafeteria                       |
| May 30, 2012           | Take Parent to School Night 5:30-7:30 p.m./Art-Science Showcase 5:00 - 7:00 p.m. |
| June 5, 2012           | Awards Grade 3 8:15 a.m. & Grade 4 9:00 a.m.                                     |
| June 6, 2012           | Awards Grade 5 8:15 a.m. followed by 5 <sup>th</sup> Grade Picnic                |

**Important Note:**  
 \*\*All Dates are TENTATIVE and may change throughout the year.  
 The Panther Prints Weekly Menu and/or flyers will be sent home advertising all events.

SAC/SAFE Meetings for 2011 - 2012 (All meetings begin at 6:35 p.m.)  
 Sept. 28, Oct. 26, Nov. 30, Dec. 14, Jan. 25, Feb. 29, March 28, April 25, and May 23

Updated 11/22/10

### **Panther Run Elementary**

#### **Student Arrival and Dismissal Procedures**

2011-2012

**School Times:** 8:00 a.m. to 2:00 p.m.  
 First Bell - 7:50 a.m.

**STUDENTS ARE NOT PERMITTED ON CAMPUS BEFORE 7:30 A.M. THERE IS NO SUPERVISION BEFORE 7:30 AM, EXCEPT IN THE BEFORE SCHOOL PROGRAM WHICH YOUR CHILD MUST BE REGISTERED IN ORDER TO ATTEND.**

It is every parents' responsibility to insure that their child arrives at school on time everyday. The first bell rings at 7:50 a.m. Students enter classrooms at 7:50 a.m. to prepare for class. Classes start at 8:00 a.m. Your child will be marked tardy after the second bell and it will be reflected on their report card.

#### **BUSES ONLY DROP OFF AREA**

The front driveway on the west side of the school facing 172<sup>nd</sup> Avenue has been designated by the Broward County School's Safety Department and the Traffic Department for school bus and day care van student drop off ONLY. Parents are NOT to drop off children in the middle of the parking lot. If you must come into the school for some reason you are to park and walk your child in. These rules are enforced to protect every child's safety.

#### **PARENT DROP OFF & PICK UP**

The east side of the school has been designated for parent drop off and pick up of students. Students enter the building through the PE Entrance door. Please follow the signs and stay all the way to the right, next to the curb. Please write your child's name and grade level boldly on a big white card and place it on the right side of your dash. This assists us in getting the children loaded quickly.

Trained staff will announce students' names and open the car doors and load the students into their car as quickly and safely as possible.

Parents are not to get out of their cars or park in this area. This is a continuous flow of traffic line. Staff will be available to load and unload students. Remember to be patient and courteous. We all share the same goal of having every child arrive safely to school. Allow plenty of time to drop off and pick up your child. Car Pools are highly recommended, as well as walking and biking.

School personnel are assigned to all student areas to supervise students both before school and during dismissal. Please respect their dedication and hard work in moving the traffic along as quickly as possible. Being rude and using inappropriate language is a very poor example for your child. Please stay in your car. Please do not get out and wave for your child to come to you. This is extremely dangerous!

**REMEMBER THERE IS NO SUPERVISION BEFORE 7:30 A.M. & AFTER 2:00 P.M.**  
 With your help and cooperation in following the above procedures we can ensure the safety of all children at Panther Run Elementary. Thank you!



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**PANTHER RUN ELEMENTARY SCHOOL**  
Elaine L. Saif, Principal  
Shannon M. Chacona, Assistant Principal  
901 N.W. 172<sup>nd</sup> Avenue  
Fort Lauderdale, FL 33309  
754-322-6850  
754-322-6891 FAX  
[www.sbofbroward.com](http://www.sbofbroward.com)

**SCHOOL BOARD**  
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AEN MURRAY  
Vice Chair  
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PATRICIA BAZZ  
JENNIFER LUCIANO GOTTILIER  
LAURENCE LUTVINSOHN  
KORA RUPERT  
DAVE THOMAS, MEET  
DONNIE CARTER, Int. Superintendent of Schools

Dear Families,

At its July 22 regular School Board meeting, the School Board of Broward County passed a policy prohibiting bullying of any student or employee. At our school, we believe that bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others cannot be taught unless appropriate ways of interacting are modeled for them. Our school will have a zero-tolerance policy on bullying. All students and staff at our school will learn universal rules and expectations about bullying as well as different skills and tools they can use to prevent or respond to bullying. As you know, bullying can take different forms, such as physical or verbal, and it can harm victims' social relationships with their peers. Bullies can also be indirect, for example, bullying can occur through gossip, spreading falsehoods and cyberbullying. Bullying is harmful to anyone who is the target of such behavior as well as to anyone who witnesses bullying.

We define bullying as:

"Bullying means systematically and chronically inflicting physical harm or psychological distress on one or more students or employees. It is further defined as unwanted personal written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, cause discomfort or humiliation; or reasonably interfere with the individual's school performance or participation is carried out repeatedly and is often characterized by an imbalance of power."

Bullying is a purposeful action that is intended to injure, harass, threaten, humiliate, isolate, shame, offend, or humiliate. It is not a one-time incident. It is not a fight. It is not a peer conflict. It is not a peer relationship and ALWAYS an imbalance of power. That is a lot of information, but to keep it simple, we can help determine if a behavior is bullying by using this acronym: **Bullying is:**

- B** - Repeated
- I** - Imbalance of Power
- P** - Purposeful

Our anti-bullying goals this year are to create a positive school setting, increase awareness about bullying, build up all staff and students, enforce school anti-bullying rules, and understand expectations in bully-prone locations; and teach students skills to deal with bullying, problem solving, and making friends.

Your support and partnership with our school staff is vital to the success of our anti-bullying goals at our school. If you have any questions about the program, please call or visit your child's teacher or principal to discuss them.

Sincerely yours,  
*Sharon Saif*  
Principal

**OPEN HOUSE**

**OPEN HOUSE - Wednesday, August 31, 2011 All Grade Levels & Classes 6:00 p.m. - 8:00 p.m.**

Please join us at Open House on Wednesday, August 31<sup>st</sup> at 6:00 p.m. All grade levels and classes will have Open House on this night. We ask that you try to make arrangements for your children so you can attend Open House. Parents will have an opportunity to share an evening with their child at school at "Take Your Parent To School Night" in May. Open House is an opportunity for you to learn the academic expectations for the year. Teachers share important information at this event including curriculum overview, expectations, homework, classroom procedures and plans for the year. The schedule of activities for Open House is:

**6:00 p.m. - 6:20 p.m. All parents will meet in the Cafeteria for a short welcome, PTA, SAC & SAE overviews**

**6:25 p.m. - 6:55 p.m. - First informational session, Classroom curriculum will be discussed and shared**

**7:00 p.m. - 7:30 p.m. - Second informational session, Classroom curriculum will be discussed and shared**

**7:35 p.m. - 8:00 p.m. - Third informational session Classroom curriculum will be discussed and shared**

The same information is shared at all three sessions. This accommodates parents with more than one child and allows for parents to attend sessions with more than one teacher. ☺ We hope all of our parents will make time to attend this very important event. See you there!

**DESIGN AND IMPLEMENTATION OF HOUSE BILL 967:  
150 MINUTES OF PHYSICAL EDUCATION**

Panther Run Elementary implements the Broward Design Model to meet the requirements of House Bill 967: 150 Minutes of Physical Education per week. Listed in the chart below are several ways students will receive physical activity.

**Design Features of the Broward Model**

| Model                                       | Delivery  | Time Allocation        | Average per Week |
|---|---|------------------------|------------------|
| Structured Recess with Literacy Center      | For outside – structured activities created by the physical education teacher.<br>For inside – interactive dance, fitness, and movement CD's and videos.<br><br>Literacy Center: Children's books and games on fitness and nutrition (Information to schools Aug. 07-Activities to schools Jan. 2008; Body Bingo materials, online resources which can be downloaded. | 30 minutes / day       | 150 minutes      |
| Daily Calisthenics school wide              | For inside interactive fitness and movement DVDs & videos. All students participate in daily calisthenics via morning news WPRE   | 15 minutes / day       | 75 Minutes       |
| Physical Education /Music/ Dance Day Weekly | All Specials outside to dance to music and learn rhythm and fitness integrated  | 30 minutes once a week | 30 minutes       |
| Movement Integrated into Art & Science      | Art and Science adopted materials have movement integration lesson plans.   | 30 minutes             | 30 minutes       |

**Heat Index Guidelines for Physical Activity and Children**

Caution should be used when exercising children at certain heat index levels. Hot weather does not mean that physical activity should stop, but certain measures should be taken to avoid heat related illnesses. Children are not little adults and do not adapt to extremes of temperatures as effectively as adults do for the following physiological reasons (Bar-Or, 1983; American Academy of Pediatrics, 1991):

1. Children have higher surface/mass ratios than those of adults. This allows a greater amount of transfer between the environment and the body.
2. When walking, running, children produce more metabolic heat per unit mass than adults produce.
3. Sweating capacity is not as great in children as in adults, resulting in a lowered ability to cool the body.

As a result, Weatherbug and the Physical Education Department of the School Board of Broward County are recommending the following Heat Index (HI) thresholds and accompanying physical activity:

- When the HI is 85° use discretion as to the type of physical activity the children should do (aerobic vs non-aerobic). At this level and at all HI thresholds, be sure the children have opportunity to drink plenty of water.
- When the HI is 90°, activity should be in a shaded area. If no shade is available, stay indoors. Exposure to direct sunlight can increase the HI by up to 15°. Sunstroke, heat cramps and heat exhaustion are possible with physical activity at this level.
- When the HI is 100°, stay indoors. Sunstroke, heat cramps and heat exhaustion are likely at this level, and heat stroke is possible.



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

7720 W. OAKLAND PARK BLVD., SUITE 204 • SUNRISE, FLORIDA 33351 • TEL 754-331-0215 • FAX 754-321-0235

Food and Nutrition Services  
Barbara Leslie, Director  
www.browardschools.com

**SCHOOL BOARD**

Chair  
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**SCHOOL MEAL PRICES**

BREAKFAST-\$1.10x5=5.50 LUNCH-\$1.90x5=9.50

JUICE BAR SOLD ON FRIDAYS\$0.50

ICE CREAM SOLD ONLY ON WED OUTSIDE-\$0.65

Dear Parent,

You can now add money to your child's school meal accounts at via the Internet using SchoolPaymentSolutions.com. This web site accepts Master Card and Visa Credit and Debit Cards for payment into student meal accounts.

You can stay up-to-date with your child's spending in the cafeteria. In addition, you can even receive notifications so you no longer have to worry about your child's account balances.

The goal is to offer an efficient and convenient method of payment for parents and schools. The service offers to ease the process of gathering and managing funds for your student.

You no longer need to send a check or cash with your child. Once an online payment is made, money is added to your child's account within 2 business days. The payment amount and a small transaction fee are charged to your credit or debit card. Your credit or debit card account will be charged \$2.50 for each transaction. Transactions may include deposits into accounts for multiple students made at the same time. The description of your online transaction charged to your account will read: **SBAC Food and Nutrition**.

Getting started is easy. Go to [www.browardschools.com](http://www.browardschools.com), click on Departments, then Food & Nutrition Services where you will see **Online Meal Payments** which will link to **School Payment Solutions** or you can type in your web browser [www.SchoolPaymentSolutions.com](http://www.SchoolPaymentSolutions.com) and proceed to create an account. Then easily add your child to your account for payments. The following information will be needed to add a child(ren) to your account:

- US State Where School District Resides
- Child's School District
- Child's School
- Child's Student ID (10 Digit Number)
- Street Address
- Child's Birth Date
- A valid email address for your account.

If you should need further assistance, contact Food and Nutrition Services at 754-321-0215.

| MONTHLY   | #of DAYS | Breakfast | Lunch    | TOTAL COMB |
|-----------|----------|-----------|----------|------------|
| AUGUST    | 8        | \$1.10    | \$1.90   | \$3.00     |
| SEPTEMBER | 20       | \$8.80    | \$15.20  | \$24.00    |
| OCTOBER   | 20       | \$22      | \$38.00  | \$60.00    |
| NOVEMBER  | 18       | \$19.80   | \$34.20  | \$54.00    |
| DECEMBER  | 12       | \$13.20   | \$22.80  | \$36.00    |
| JANUARY   | 20       | \$22.00   | \$38.00  | \$60.00    |
| FEBRUARY  | 20       | \$22.00   | \$38.00  | \$60.00    |
| MARCH     | 16       | \$17.60   | \$30.40  | \$48.00    |
| APRIL     | 20       | \$22.00   | \$38.00  | \$60.00    |
| MAY       | 21       | \$23.10   | \$39.90  | \$63.00    |
| JUNE      | 5        | 5.5       | 9.5      | 15         |
| YEARLY    |          | \$198     | \$342.00 | \$540.00   |

WEEKLY BREAKFAST 1.10 X 5 DAYS 5.50  
LUNCH 1.90 X 5 DAYS 9.50



## LEARNING PARTNERS LET'S DO HOMEWORK!

Homework can help students learn and can help parents be involved in their children's education. When parents show an interest in their child's schoolwork, they teach an important lesson—that learning is fun and worth the effort.

Children who do more homework, on average, do better in school. And, as children move up through the grades, homework becomes even more important to school success.

Teachers assign homework for many reasons. It can help children.

- practice what they have learned in school;
- get ready for the next day's class;
- use resources, such as libraries and encyclopedias; and
- learn things they don't have time to learn in school.

Homework can also help children learn good habits and attitudes. It can teach children to work by themselves and encourage discipline and responsibility.

## Helping Your Child Learn to Do Homework Better

**1. Show Your Child Education and Homework Are Important.** Children are more eager to do homework if they know their parents care that it gets done.

- Set a regular time for homework. The best time is one that works for your child and your family.

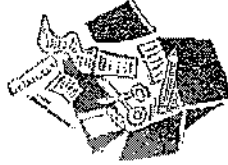
- Pick a place to study that is fairly quiet and has lots of light. A desk is nice. But the kitchen table or a corner of the living room can work just fine.

- Help your child concentrate by turning off the TV and saying no to social telephone calls during homework time. If you live in a small or noisy household, have all family members take part in a quiet activity during homework time. You may need to take a noisy toddler outside to play or into another room.

- Collect papers, books, pencils, and other things your child needs. Tell the teacher or school counselor or principal if you need help getting your child these things.

- Set a good example by reading and writing yourself. Your child learns what things are important by watching what you do. Encourage educational activities. Go on walks in the neighborhood, trips to the zoo, and encourage chores that teach responsibility.

- Read with your young child. This activity stimulates interest in reading and language and lays the foundation for your child's becoming a lifelong reader.



- Take your child to the library and encourage him to check out materials needed for homework. Talk about school and learning activities. Attend school activities, such as parent-teacher meetings and sports events.



2. Check on Your Child's Work. How closely you watch over homework will depend on the age of your child, how independent she is, and how well she does in school.

- Ask what the teacher expects. At the start of the school year, find out what kinds of assignments will be given and how the teacher wants you involved. Some teachers only want you to make sure the assignment is completed. Others want parents to go over the homework and point out mistakes.

- Check to see that assignments are started and finished on time. If you aren't home when the homework is finished, look it over when you get home.

- Monitor TV viewing and other activities. In most homes, more homework gets done when TV time is limited. See that things like choir or basketball don't take too much time. If homework isn't getting done, your child may need to drop an activity.

3. Provide Guidance. The basic rule in helping with homework is, "Don't do the assignment yourself. It's not your homework—it's your child's." Here are some things you can do to give guidance.

- Figure out how your child learns best. Knowing this makes it easier for you to help your child. For example, if your child learns things best when he can see them, draw a picture or a chart to help with some assignments. But if your child learns best when he can handle things, an apple cut four ways can help him learn fractions. If you've never thought about this learning style, observe

your child. Check with the teacher if you aren't sure.

- Encourage good study habits. See that your child schedules enough time for assignments and makes his own practice tests at home before a test. When a big research report is coming up, encourage him to use the library.



- Talk about assignments and ask questions. This helps your child think through an assignment and break it into small, workable parts. For example, ask if she understands the assignment, whether she needs help with the work, and if her answer makes sense to her.

- Give praise. People of all ages like to be told when they have done a good job. And give helpful criticism when your child hasn't done his best work so that he can improve.

4. Talk With Someone at School If Problems Come Up. If homework problems do arise, everyone needs to work together to resolve them—the school, teachers, parents, and students.



- Call or meet with the teacher. For example, get in touch with the teacher if your child refuses to do assignments, or if you or your child can't understand the instructions, or if you can't help your child get organized to do the assignments.

- Believe that the school and the teacher want to help you and your child work together to fix or lessen the homework problem. Different problems require different solutions. For example:

- Does your child have a hard time finishing assignments on time? Perhaps he has poor study skills and needs help getting organized.

- Is the homework too hard? Maybe your child has fallen behind and needs special help from a teacher or a tutor.

- Is she bored with the homework? Perhaps it's too easy and your child needs extra assignments that give more challenge. Or perhaps she would be more interested if another way could be found for her to learn the same material. Remember that not all homework can be expected to interest your child. Most teachers, however, want to give homework that children enjoy and can finish successfully, and they welcome comments from parents.

- Check with the teacher and with your child to make sure the plan is working.

## A Checklist for Helping Your Child With Homework



### Make Sure Your Child Has

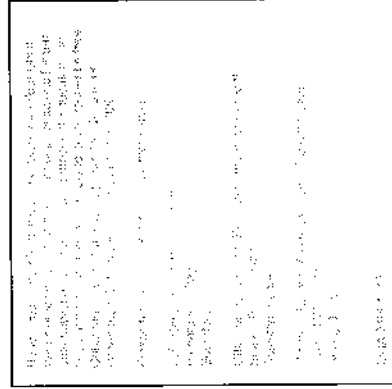
- A quiet place to work with good light.
- A regular time each day for doing homework.
- Basic supplies, such as paper, pencils, pens, markers, and ruler.

### Questions To Ask Your Child

- What's your assignment today?
- Is the assignment clear? (If not, suggest calling the school's homework hotline or a classmate.)
- When is it due?
- Do you need special resources (e.g., a trip to the library or access to a computer)?
- Do you need special supplies (e.g., graph paper or posterboard)?
- Have you started today's assignment? Finished it?
- Is it a long-term assignment (e.g., a term paper or science project)?
- For a major project, would it help to write out the steps or make a schedule?
- Would a practice test be useful?

### Other Ways To Help

- Look over your child's homework, but don't do the work!
- Meet the teachers early in the year and find out about homework policy.
- Review teacher comments on homework that has been returned and discuss with your child.
- Observe your child's style of learning and try to understand how he works best (e.g., by using visual aids or by reading some material aloud).
- Contact the teacher if there's a homework problem you can't resolve.
- Congratulate your child on a job well done.





**The School Board Of Broward County, Florida**  
**Facilities & Construction Management**  
Thomas E. Lindner  
Acting Deputy Superintendent

Annual Notification of Asbestos Hazard Emergency Response Act (AHERA)  
July 11, 2011  
Page 2

Be advised that AHERA requires removal of asbestos containing materials prior to any renovation or maintenance activities that will disturb the asbestos. The Environmental Coordination Division may need to schedule an asbestos abatement at your facility during the course of the year to remove these materials prior to maintenance or renovation activities.

Additionally, AHERA requires that all maintenance and custodial staff, who may work in a building that contains ACBM, receive Asbestos Awareness Training of at least 2 hours. New custodial and maintenance employees shall be trained within 60 days after commencement of employment.

The Environmental Coordination Section of the Facilities & Construction Management Division provides this training. Please check Employee Self Service (ESS) Professional Development Course Catalog for more information.

If you have any questions related to asbestos at your facility, please call the District's Asbestos Coordinator, Robert J. Krickovich in the Environmental Coordination Section of the Facilities & Construction Management Division at 754-321-1638.

This letter must be:

- 1) Posted
- 2) Made part of your AHERA Management Plan
- 3) Sent to all parents of your school

TEL/DJR/RK:sat

cc: School Board Members  
Executive Leadership Team  
Area Directors  
DAC  
PTA

1700 SW 14<sup>th</sup> Court - Ft. Lauderdale, FL 33312  
Phone: 754-321-1510 Fax: 754-321-1681

July 11, 2011

TO: All Principals  
All Work Location Supervisors

FROM: Thomas E. Lindner *Tom Lindner*  
Acting Deputy Superintendent

VIA: Area Superintendents *JED*

SUBJECT: ANNUAL NOTIFICATION OF ASBESTOS HAZARD EMERGENCY  
RESPONSE ACT (AHERA) RELATED ACTIVITIES

This memorandum is to inform you that, since last year's notice, a substantial number of asbestos abatement projects have been completed. These projects were in coordination with planned facilities renovation projects and maintenance activities. The documentation referencing those abatement projects, together with the required six-month inspections and three-year re-inspections have been, or are being, added to each school's management plan.

A copy of the AHERA Management Plan is available for public and outside vendor inspection in each school and/or facility. The management plans include information regarding the identification and location of asbestos containing materials at the facility. Additionally, a complete library of AHERA Management Plans of every school and facility is located in the Environmental Coordination Section of the Facilities & Construction Management Division, 1643 North Harrison Parkway Sunrise, Florida.

Refrain from Disturbing Asbestos Containing Building Materials (ACBM). All maintenance employees, facilities service persons, and outside vendors working on the building's physical structure, i.e., floors, base, walls, ceilings, plenum spaces, HVAC systems and electrical systems, are to refrain from disturbing, performing any work on, or abatement of Asbestos Containing Building Materials (ACBM).

1643 North Harrison Parkway Sunrise, Florida 33323  
Phone: 754-321-1510 Fax: 754-321-1680

School Board of Broward County  
Health Education Services  
Phone 754-321-2272

Dear Parent/Gaurdian,

This year the school district will be performing the following *health screenings* on students:

**Vision-** Kindergarten, first, third and sixth grades

**Hearing-** Kindergarten, first and sixth grades

**\*Body Mass Index (BMI)-** First, third and sixth grades

**Scoliosis-** Sixth grade

Certified screeners will complete the health screenings on the above listed students. If your child is screened and the results are not in the “normal” range for the particular test, you will be notified by letter. If you receive one of those letters, it is recommended that you take your child to a doctor or healthcare provider for an evaluation. These screenings are not for diagnostic purposes.

If you **WANT** your child to participate in the screenings for his/her grade, no action is required.

**If you DO NOT want your child to participate in any or all of the screenings, you must notify the school in writing no later than Friday, August 26, 2011. Please be specific as to which of the screenings you do not want your child to participate in.** Please send your letter to the front office. If you have any questions, feel free to call Health Education Services at 754-321-2272.

*\*BMI determines whether a student is within a normal growth pattern, overweight, at risk for overweight, or underweight.*

Thank you,

*Lara Smith*

Lara Smith

Curriculum Specialist

Panther Run Elementary

---

## Parent Information Packet

The following information is to assist you as the parent/guardian in the following items. If you have any questions please feel free to contact your school.

### Health Conditions

#### Please Inform the School:

- If your child is out sick with a communicable illness, i.e. rash, meningitis, pink eye, fever
- If your student has any health conditions such as:
  - Diabetes
  - Allergic reactions
  - Seizures
  - Asthma
  - Any other condition

To care for your student safely at school we need the following:

- Updates & changes in health condition
- Medications and treatments needed – must be on an *Authorization for Medication/Treatment form*
- Emergency contacts (names and phone numbers)

### Medication Administration-See attached letter *Medication Administration during school hours*

- If your child needs to take medication at school or on a field trip, we need an *Authorization for Medication/Treatment form* filed out by your physician and signed by the physician and parent/guardian. This includes over the counter medication.
- If your child has diabetes, a *Diabetic Medication/Treatment Authorization form* needs to be completed by your healthcare provider. There is also a separate *Insulin Pump Medication/Treatment Authorization form* that needs to be completed by your healthcare provider for students who receive insulin via an insulin pump
- **Parent** must transport and deliver ALL medications to school staff in the original container and labeled. Plan ahead for field trips if your child needs medication on an overnight trip that he/she may not normally take at school.

### Immunizations

- Make sure the required immunizations are up to date. If you are not sure, you can check with your healthcare provider or the Broward County Health Department.

### School Health Centers and Health Department locations for Immunizations

- See attached list
- If you have an insurance, request an application for Florida KidCare

Routine screenings, such as vision, scoliosis, hearing, BMI are done according to state laws for certain grades

- Please follow up if you get a letter indicating your child did not pass a screening. If you do not wish for your child to participate in any of these screenings you need to inform the school in writing.

### Open Airways Program (Elementary Parents only)

- If your child is asthmatic and in grades 3, 4 or 5, there is a program through the American Lung Association. Please contact your child's school for more information.

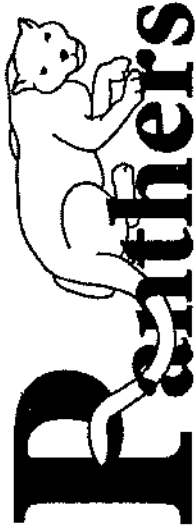
## PARENT INSTRUCTIONS FOR STUDENTS REQUIRING MEDICATION ADMINISTRATION DURING SCHOOL

If your child needs to take medications while at school, including field trips, the following procedures need to be adhered to:

1. A completed *Authorization for Medication/Treatment Form*\* needs to be on file at the school. This form needs to be renewed each year. Your child's healthcare provider must clearly document the name of the medication, the amount and time to be given and any special instructions for administering the medication on the *Authorization for Medication/Treatment Form*. If your child needs to keep a medication with him/her at all times, as in the case of an inhaler, the healthcare provider must also state that on the *Authorization for Medication/Treatment Form* and that he/she has been trained in the proper procedure for self administering the medication.
2. The student's healthcare provider and parent/guardian must sign the form.
3. The parent/guardian must bring the medication to the school (students are not permitted to bring medications to and from school). The medication must be in the original container from the pharmacy. It must be labeled with the child's name, the name of the medication and the amount to be given. The school's designee will count the medication upon receipt and then keep it in a locked cabinet in the school clinic.
4. The principal's designee trained in medication administration will administer the medication to your child each day while at school.
5. If the medication order changes or is discontinued, the parent needs to provide the school with a new *Authorization for Medication/Treatment Form*, completed by the healthcare provider.
6. If your child needs to have a medication administered on a field trip that he/she would not normally take while in school (i.e. field trip extends past normal school hours), the parent needs to have an *Authorization for Medication/Treatment Form* completed by the healthcare provider. Trained school personnel will administer the medication.
7. If you need additional copies of the forms, you can go to the website [www.browardschools.com](http://www.browardschools.com). Select departments, student support services, Health Education and then forms.

\*There is a separate *Diabetes Medication/Treatment Authorization Form* and *Insulin Pump Medication/Treatment Authorization Form* that needs to be completed for students requiring medication and/or treatments for Diabetes while in school.

# PANTHER RUN ELEMENTARY



801 N.W. 172 Avenue  
Pembroke Pines, FL 33029  
754-323-6850  
754-323-6890 (Fax)

[www.pantherrun.com](http://www.pantherrun.com)

## STUDENT HANDBOOK

Elaine L. Saef  
Principal

**PANTHER POWER**  
**PERSISTENCE**  
**PRIDE**  
**PASSION**  
**&**  
**PROGRESS**

## WELCOME TO PANTHER RUN ELEMENTARY

Dear Students and Parents,

This handbook has been prepared especially for you. It is filled with important information and things you need to know to make this the best school year ever. We hope you and your parents will spend time reading it together.

You are beginning a new school year, which means new teachers, new friends, and many new learning experiences. We are very happy to have you here with us and want you to have a safe, enjoyable and rewarding school year. If you try to do your best in school, your parents and teachers will appreciate your hard work. Believe in yourself. Be proud to be the best you can be!

Our themes for the year are "Pay It Forward!" and "Who I Am Makes A Difference!"

Pay it forward or paying it forward refers to repaying the good deeds one has received by doing good things for other unrelated people. In this way we hope to establish an ever growing, branching, organic flow of generosity amongst our fellow humans. "Pay It Forward", you never know how your actions can change the world!

"Who I Am Makes A Difference" is a philosophy that we all are important and make a difference in the lives of others by our actions, words, feelings and just being who we are. Each of you can and will make a positive difference and have an amazing impact on Panther Run. Thank you in advance for that!

If you or your parents have any questions about school that are not answered in our handbook, ask your teacher, our office staff, our support staff or the Administration. We are all here to help you. Don't forget our school motto, "Changing The World One Child At A Time!"

At Panther Run Elementary School  
we truly care about you!

Sincerely,

Elaine L. Saef  
Principal

**Pay It Forward!**  
Panther Run Elementary School  
**PIF-WIAMAD**  
**Pay It Forward!**  
**&**  
**Who I Am**  
**Makes A Difference!**  
**Believe it, Live it, Pass It On!**  
**Who I Am Makes A Difference!**

Paperless News - In order to be environmentally conscious, our Weekly Panther Prints and ALL other newsletters are posted to our website for download. Hard copies are NOT sent home. If you would like a hard copy, please have your child ask for one in the front office.

- Students are required to wear bicycle helmets to comply with state law and for safety purposes. As of January 1, 1997 Florida Law 316.2065 requires all bicycle riders and passengers less than 16 years of age to wear a properly fitted and secure bicycle helmet that meets nationally recognized helmet standards. As of January 1, 1998 law enforcement officers started issuing running traffic citations that carry a \$17.00 fine for violation of this law.

Bike racks are locked after the final bell in the morning and opened just prior to dismissal. Panther Run Elementary School cannot guarantee the security of bicycles in the bike racks, or be held liable for any property stolen from them.

#### ARRIVAL & DISMISSAL STUDENT INDEPENDENCE POLICY

The safety of our students is always a priority at Panther Run Elementary. Therefore after the first week of school we enforce our arrival and dismissal policy in order to create the safest learning environment for all our Panther Run Elementary students.

During arrival, parents and guardians are asked to drop their children off and let them walk into the building and to class by themselves. Staff members are in all areas to supervise students and direct them to class.

At dismissal, all parents and guardians need to wait outside the building. Your child will be brought to the proper dismissal area (car rider, walker/biker, and bus riders) to go home.

Your cooperation with this policy is greatly appreciated.  
Parents and guardians are requested to remain outside the building during arrival and dismissal of students.

#### IMPORTANT

All visitors must sign in at the front office and have a photo ID in their possession at all times. Your cooperation is greatly appreciated.

#### CARPOOL

Parents who participate in carpool will enhance safety and efficiency of the line by remaining in their cars and moving forward as directed by school staff.

#### ATTENDANCE

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Remember that a written note explaining the absence is required after a student has been absent. We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts students' instructional time. A note of explanation should accompany any tardy children. The parent/guardian should walk the child into school to sign him/her in as late. It is the parent or guardian's responsibility to notify Panther Run Elementary School of a child's absence. Parents must call the school to report an absence by 9:30 a.m. As our attendance reports are entered into the county's database at this time each day, all absences not reported by 9:30 a.m. will be entered on the student's permanent attendance record as "unexcused" for that day. You

must make a call for EACH day your child is out. The unexcused absence will remain on the student's permanent records unless a parent or guardian calls the school or sends a note within 48 hours of the "unexcused" absence. Vacations are recorded as "unexcused" absences.

If you know your child will be out of school for an excused absence more than a week, you may request make up work, in writing. For absences less than a week, the make-up work should be done when the child returns, and he/she will be allowed two (2) days for each day absent to complete it. Teachers must have a minimum of 24 hours notice to prepare make-up work for absence due to illness.

School is not a good place for sick children at any time. Often children miss several days from school when keeping the child home at the onset of the illness could have prevented the absence. Allow the child at least 24 hours to recover from fever or an upset stomach. A good attendance record is essential for maximum educational progress.

#### Important Information Regarding Broward County Schools' Attendance Policy:

Regular school attendance is vitally important to a student's academic achievement. For that reason, and in order to meet a requirement set by the state that school districts establish a definition of a "pattern of non-attendance", a major change to the District's attendance policy was approved by Broward's School Board at its April 18, 2006 meeting.

Both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. This is a change from previous years when excused absences had no impact on a student's attendance record.

#### PATTERNS OF NON-ATTENDANCE

Schools will be looking at students for early signs of truancy when they accumulate more than 5 days of absence from school without acceptable documentation. Absences include missing school all day and/or missing school part of the day (being tardy, being signed out early). It is SO important for students to be in every class every day. A student will have a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days.

If it is determined by a school that a student has developed "pattern of non-attendance", sanctions may be imposed. Sanctions may range, for an elementary age student, from having his or her report card withheld if they were in school for less than 25 days in a marking period, to the child's parent being required to appear in court.

It is important for parents receiving Temporary Assistance to Needy Families (TANF) payments from the state to know that if their child has a pattern of non-attendance, payments may be suspended.

The School Board has also adopted other changes to the attendance policy, so it is very important for parents to carefully review and sign the copy of the Code of Student Conduct information regarding attendance policy changes is posted on the Broward School District's internet Web site at: <http://www.broward.k12.fl.us/sbcbcpolicies/docs/P&E.pdf>. Parents

required to immediately contact the school, to discuss the situation and to take action to stop the truant behavior. To report absences, you must contact our school's Attendance Office at 754-323-6850.



### BUS REGULATIONS

Students are assigned to ride school buses. They are expected to obey bus safety rules at all times. Failure to do so may result in loss of bus riding privileges. The bus driver has the right to assign students to certain seats when necessary to maintain appropriate conduct on the bus. Please notify the teacher, with a written note, if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home.

### BUS DISCIPLINE POLICY

It is important that students travel safely between home and school. Students who are eligible for Broward County School Board transportation must adhere to the following rules:

- Obey the bus driver at all times
- Stay quietly in your seat at all times. No loud noises are permitted
- Do not eat or drink on the bus
- Keep your arms and head inside the bus at all times
- Animals, glass containers, sharp objects, balls, bats, skate boards, balloons or other similar objects may not be brought on the bus

The above rules must be followed. Failure to follow these rules may result in a referral. The following procedure will be used for bus referrals:

#### LEVEL ONE OFFENSES

- First Referral – verbal or written reprimand
- Second Referral – student may be suspended from school bus transportation.
- Repeated Offenses – suspension from the bus for the remainder of the school year and/or possible suspension from school.

#### LEVEL TWO OFFENSES

- First Referral - student's bus privilege will be suspended for up to ten school days. Parents will be notified of suspension.
- Second Offense – Suspension of school bus transportation for the remainder of the school year.

#### LEVEL THREE OFFENSES

- Suspension from school.

### CAFETERIA INFORMATION

No loud noises are permitted. Wholesome and nutritional meals are served in our school cafeteria each day. The cost is \$1.90 for a complete lunch and \$1.10 for breakfast. For students who prefer to bring a bag lunch, either low fat white, strawberry or chocolate milk are available for \$.50 per carton or water is available for \$.40 per packet. Wednesdays are "Ice Cream Day". Ice cream costs \$.65.

**A LA CARTE FOOD:** If a student does not select 3 of the 5 components offered as a meal, then the meal does not qualify for federal reimbursement and the student must pay ala carte prices. Students are charged a la carte prices for additional portions and for specialty items. Because of the government's support, choosing the school lunch meal is a real bargain!

Please be sure that your child brings their lunch money. If a child forgets his lunch money, and has an outstanding charge, he/she will be given a cheese sandwich.

Lunch and breakfast menus are published each Sunday in the Fort Lauderdale News/Sun Sentinel and Miami Herald. Meal menus are also published weekly by the school and are downloadable from our school website at [www.browardschools.com](http://www.browardschools.com) in the "Newsletter section".

Students bringing their own lunches to school should bring straws and napkins, as the cafeteria will not provide them. For the safety of your students, canned or bottled drinks or metal containers with pull-tabs are not allowed at school. These items will be returned home unopened.

Parents/guardians are welcome to have breakfast or lunch with their child on an occasional basis. However, schools are not public restaurants and cannot provide meals to parents on a daily basis. Once a week would be acceptable. Parents should notify the school office in advance when they plan to join their child for the occasional breakfast or lunch. This advance notice will assist the Food and Nutrition Services Manager in planning for additional customers. The cost of Adult meals is \$1.45 for breakfast and \$2.65 for lunch.

If you have any questions, please call the Food and Nutrition Services office at 754-321-0215.

We have a visitors table set up for those times when a parent decides to join his/her child for breakfast or lunch. You must sign-in in the office and get a visitors' badge. You will then be able to eat with your son/daughter at the visitors' table. Remember, bringing McDonald's, Burger King, Wendy's, or other fast food to school for your child is not permitted in the cafeteria. Younger/older siblings may not accompany a parent when eating lunch with their child. Thank you! For security purposes, parents/guardians may only eat with their own children. Friends are NOT permitted to join you when you eat with your child.

In order to maintain a pleasant and relaxed atmosphere during lunch, we ask that you assist us by encouraging your children to use good manners and quiet voices when they are in the cafeteria. It is very important that you adhere to the following requests:

- NO candy, lollypops or gum are to be brought to school.
- NO soft drinks are to be brought for lunch.
- NO glass containers are to be used in lunch boxes.
- We discourage bringing fast foods such as McDonald's, Burger King, etc. to school for your child.

### CAFETERIA BEHAVIOR RULES:

- Walk in an orderly manner – ABSOLUTELY NO RUNNING
- Enter and leave the cafeteria quietly
- Use Good Manners
- Remain quiet and orderly in the lunch line



## DISMISSAL

**Regular Dismissal:** Students will be dismissed at 2:00 p.m. If you are picking your child up, please use the east parking lot. If your child's dismissal plans are going to be different than normal, a note must be sent to your child's teacher explaining the changes. If no note is received, your child will be sent home the regular way. Please be sure you comply with this request.

**Early Dismissal:** Early dismissal should be avoided. Your child's doctor and dental appointments should be scheduled after school hours. If this is not possible, you must come to the administrative office before 1:30 p.m. to sign your child out. No child will be dismissed after 1:30 p.m. For your child's safety, the teacher will not release a child to anyone who has not obtained clearance from the school office.

Students will be released only to the adults (18 years or older) who are listed on the student enrollment form or Emergency Dismissal form. Any person picking up a student must provide proper photo identification. All students must be signed out through the school office.

It is impossible to call all parents in the event of an emergency dismissal. Please have a pre-arranged plan with your child and see that he/she understands it fully, as phone lines will not be available for outgoing calls at this time. For the school to help you with this plan, an Emergency Information Contact sheet will be sent home with your child. Please complete the form and return it to your child's teacher as soon as possible. It is extremely important that information be current. If you have changes to any phone numbers, contact people, or other important information, please complete a new emergency contact sheet and submit it to the office.

## During arrival and dismissal times:

\*\* The WEST Parking Lot is for buses only.

\*\* ALL Car riders are to use the East Parking Lot.

**Rainy Day/Emergency Dismissal:** Please discuss with your children what they are to do if it is raining at dismissal time. Bikers and walkers may need alternate plans on these days and should be prepared and know where to go or what to do. Also, all families need to discuss what children are to do in an emergency or when something out of the ordinary happens on the way to or from school.

**Lightning/Severe Weather Dismissal:** When severe inclement weather is upon us (such as lightning) and waiting outside under the covered sidewalk area is not possible, we will follow rainy day dismissal procedures. ALL walkers, bikers, and car riders will be held inside the building and will remain in an assigned classroom. You may park in the east parking lot, and go to the SOUTHEAST SIDE ENTRANCE (by PE) and your child will be called for dismissal.

## DRESS CODE

Panther Run Elementary has a Mandatory School Unified Dress Code. All students attending Panther Run must adhere to this unified dress policy. Uniforms can be purchased through the school-approved dealer or at a local department store. The unified dress code consists of navy blue or khaki colored pants, skirts or shorts. Girls may choose to wear skirts or jumpers in these same colors. Polo shirts in hunter green, light yellow, navy or white will be worn. The Panther Run PTA school tee shirt can also be worn. Cargo pants are NOT permitted. Students are permitted to wear jeans that fit and are not torn. Backless shoes, loafers, closed shoes or sneakers may also be worn. More information on school uniforms is available in the school office.

Parents can apply for a waiver to the school uniform policy within the first 10 days their child is enrolled at Panther Run, or within the first 10 days of the beginning of every school year. Waivers are available in the front office.

**Rubber Band Bracelets:** We have had several requests from teachers to make a school rule regarding rubber band bracelets. Many teachers feel the bracelets are disrupting class and becoming a distraction. Therefore, we have a school rule - limiting children to only one rubber band bracelet per day.

**NOT ALLOWED - Backless shoes** for students in grades K-5 are not recommended. Though not required, the District strongly suggests that, for safety reasons, parents of elementary students purchase closed-in shoes, such as sneakers.

**ALLOWED - Unhemmed clothing** for students in grades K-12.

**NOT ALLOWED - Suggestive, revealing or indecent clothing IS NOT permitted.** This includes, but is not limited to, clothing that exposes private body parts and/or displays pictures or words that have a sexual connotation for students in grades K-12.

**NOT ALLOWED - Bells, bracelets, wallet chains, collars with spikes, or heavy link chains** that may cause injury for students in K-12.

## **EARLY RELEASE DAYS**

The School Board of Broward County and the Broward Teacher's Union have agreed that 6 school days will be used for teacher record keeping and professional development. All students will be dismissed at 12:00 noon on Early Release Days. See District Calendar for dates.

On Early Release Days, the After School Care Program runs from 12:00 noon to 6:00 p.m. Students who ride buses will be picked up at 12:00 noon and taken to their regular bus stops. If your child goes to a private day care, please check with them to be sure they provide extended care on Early Release Days and pick up at our school at 12:00 noon.

inappropriate or unsafe behavior; you will be informed. It may be necessary to notify a parent or guardian to pick up your child if his or her behavior on a field trip creates a disturbance or unsafe situation.

**NOTE:** Only students at Panther Run Elementary may be allowed to go on the field trip. Parent chaperones may not bring younger or older brothers and sisters along because of insurance regulations.

**PLEASE NOTE:** Any individual wanting to join their child on a field trip must complete the On-Line Broward County Volunteer Application form and be approved to assist with student activities before being allowed to accompany students on any field trip. **There are NO exceptions to this requirement.**

#### FIRE DRILLS

Fire drills are necessary for the safety of students, staff, parents and visitors. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for fire drills is posted in each room.

#### HOMEWORK

Homework is assigned as an extension of the regular lesson taught each day. The teacher will explain how and what to do and how parents may work with the students. Students should be able to complete homework on their own. Regular, purposeful homework assignments are an essential part of the instructional process. Students will be given homework everyday, but not necessarily in every subject. Assignments can consist of written work, oral drills, reviewing daily class work, studying for a test, etc. Teachers explain homework and allow students to ask clarifying questions. Teachers are responsible for assigning homework and having it checked. Students are responsible for knowing what the assignment is, doing it and returning it to the teacher on time. Parents are encouraged to supervise their child's homework and ensure completion and daily return. Parents can contact the teacher regarding homework or other information about their child.

*Children not permitted to return to campus for forgotten homework materials. Part of their lesson in organization and responsibility is to remember these materials at dismissal time.*

#### INTERIM REPORTS

Interim reports are issued midway through the marking period for students who are having difficulty such as falling, a drop of two or more grades, unacceptable behavior or excessive absences. Parents must sign and return the interim report. Either teachers or parents may use these reports to request a conference. Teachers may also use interim reports to indicate good performance. Parent/Teacher conferences are the way to inform parents at other times during a marking period. Interim Reports are sent home quarterly. See District Calendar for dates.

#### LEADERSHIP OPPORTUNITIES

Fifth graders are provided the opportunity to participate in a variety of leadership roles including: Safety Patrols, WPKE Morning News Crew, Student Council President and Peer Mediators. The length of service in these roles varies depending on the responsibility and students may only participate in one leadership role for the year. Terms of service for each club are listed below:

- Grades 3 - 5 Only
- o Student Council Representative = serve all year – elected by each class in grades 3 – 5
- Grade 5 Only
- o Safety Patrol = Serve 1 Semester – 18 weeks
- o WPKE News Crew = Serve 1 Semester – 18 weeks
- o Tour Guides = Serve all year
- o Student Council Officer Positions = Serve all Year – elected by students in all grade levels.

**NOTE:** Election poster size is limited to 8.5" X 11" only. Election posters must display students in proper dress according to the Panther Run Uniform Policy and School Board Code of Conduct Dress code.

#### LOST AND FOUND

Please be sure to mark your child's clothing, lunch box, backpack, folders, etc., so that lost items can be returned. Lost and found items are held in the office. Please be sure to check if your child has lost something. Lost and Found is cleaned out on a monthly basis with items displayed at the end of the month in the cafeteria. Any unclaimed items are donated throughout the year to the Salvation Army.

#### MAKE UP WORK

Regardless of the reason, students will be able to make up work for their absences. It is critical that students remain current with their classroom work in order for them to be successful in the learning process.

#### PARENT INPUT

Parents may provide input regarding a teacher's or any staff member's performance at any time by writing a letter or requesting a meeting with the Administration prior to the end of May.

#### PARENTLINK® - AUTOMATED PHONE CALL OUT SYSTEM

ParentLink® is a parental involvement tool that helps teachers, administrators and other school personnel increase, improve and promote connections and communications between the school and the homes of our students. ParentLink® provides us with the ability to:

- Automatically deliver truancy notification calls to students' homes
- Deliver phone messages about school functions and other non-emergency alerts
- Deliver phone messages concerning school or District emergency situations.

#### SCHOOL ADVISORY COMMITTEE (SAC) & SCHOOL ADVISORY FORUM (SAF)

These committees will meet on the third or fourth Wednesday of each month at 6:15 and 7:15 p.m. respectively. Dates will be advertised and announced in a flyer coming home in the near future. The committees serve in advisory capacities. They are charged with the responsibility of making recommendations for school improvement.

#### SCHOOL INSURANCE

School insurance is available to all students. An application form for school insurance is sent home with all students the first week of school. Purchase of the insurance is optional. All forms must be mailed to the insurance company; they will not be accepted at school. You have a choice of two plans, School Time Accident Protection & Around the Clock Protection.

A Student In-Hospital Sickness Policy is also available. Proper forms will be sent home at the beginning of the year. The forms must be sent directly to the Insurance Company. Health insurance forms for Healthy Kids are also available in the office.

#### STAR - SECURITY TRACKING AND RESPONSE PROJECT

All Broward County schools utilize the Security Tracking and Response Project (STAR) for safety and security purposes.

STAR provides a standard method to document and track visitors and volunteers/mentors as they enter and exit school sites. STAR includes level 1 background checks against local, state and national sexual offender databases for daily school visitors and volunteers and level 2 background checks for school volunteers and mentors.

The STAR system accomplishes the following:

- Standardize manual visitor logs and provide visitor photo passes.
- Identify and monitor the ingress and egress of people from school sites and store this information in a database.
- Capture and store a digital image of the person as well as a digital image and details of the individual's ID (i.e. driver's license, passport, state id, etc.)
- Record and store the exact date and time of a person's arrival and departure from a school site, creating a tracking mechanism of the individual's activities.
- Generate customizable reports showing daily, weekly and monthly visitor counts.

The STAR Security system is used on a daily basis. No exceptions are made to this security clearance at any time.

*Be prepared with your legal photo ID upon entering campus.*



A LEGAL PHOTO ID MUST BE PRESENTED TO THE PANTHER RUN STAFF EACH TIME ANY PERSON VISITS, VOLUNTEERS OR MENTORS ON SCHOOL GROUNDS. IN ADDITION A LEGAL PHOTO ID MUST BE PRESENTED TO THE PANTHER RUN STAFF EACH TIME ANY PERSON SIGNS A CHILD IN OR OUT. THE PERSON MUST BE LISTED ON THE CHILD'S CURRENT SCHOOL YEAR'S EMERGENCY DISMISSAL FORM.

#### STUDENT EMERGENCY CONTACT INFORMATION FORMS

The first day folder contains an information packet for you to complete. Having this information returned promptly and correctly is very important. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers are accurate and clearly written. Please notify the school if you change addresses or telephone numbers during the year by obtaining and completing a new emergency contact form with the current date noted. CHANGES WILL NOT BE TAKEN OVER THE PHONE. In addition, be advised that a change of address during the year will require two new proofs of residence, as required in the initial registration process. It is very important that our records are kept up-to-date for the safety and security of your child.

#### STUDENT PLANNERS/AGENDAS

As part of the School Improvement Plan, all students in grades 1-5 will receive a Student Planner. These planners will be used to teach and enhance student organization and responsibility. The planners are also an excellent way to keep an open line of communication between teachers and parents.

We expect that through the use of the Student Planner your child will learn how to be organized and will find it easier to complete and improve their homework assignments. It is also one of the best ways to improve communication between the home and school. Your child will be responsible for taking their planner to and from school on a daily basis and we ask that you review the planner and initial it each day. Our teachers will use the planners to send notes home about your child and we encourage you to use the "notes" section to communicate with your child's teacher.

Remember to review your child's planner nightly and help us teach organizational skills and keep an open line of communication.

Student Planners will be issued at the beginning of each school year. We will be providing all students in grades 1-5 with one planner FREE of charge. However, should a child lose their planner and need a replacement, he/she will have to pay the replacement cost of \$6.00.

#### TARDINESS AND CLASS ATTENDANCE

Students who are tardy to school and have a valid reason (illness, illness of an immediate family member, death in the family, required court appearance, schedule doctor or dentist appointment, etc./refer to p. 10 of the Code of Student Conduct) should bring a note with them, specifying the reason for the tardiness, and check in at the designated area of the school and then report immediately to class.

Completing the on-line volunteer application helps Broward County Public Schools find the best volunteer placement for you.

If you are under the age of 18, you are required to have your parent/guardian complete the Permission to Perform Background Check form prior to completing this application. Contact your school's Student Volunteer Coordinator for further directions. Please note that the highest levels of encryption are protecting your personal information. Student and staff safety is a priority for Broward County Public Schools. Your application as a volunteer/mentor cannot be processed unless all the requested information is provided and you authorize Broward County Public Schools to conduct a criminal background check. If you have any questions about this information, please contact our volunteer coordinator at 754-323-6850.

#### WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come by the school office one week prior to your child's last day. This will give us ample time to complete the necessary paperwork. Your cooperation is always appreciated.



**Special Note: ALL VOLUNTEERS MUST REAPPLY ON-LINE EVERY SCHOOL YEAR.** All volunteers must complete the On-Line Volunteer Registration Form, every school year, and be approved to work as a school volunteer before participating in any school activities. This procedure applies to any and all classroom volunteer work and to field trip chaperones. There are no exceptions to this requirement.

**YOUNGER /OLDER Siblings ARE NOT PERMITTED TO ACCOMPANY A PARENT VOLUNTEER IN THE CLASSROOM, TO CLAS/SCHOOL PARTIES OR TO ANY OTHER SCHOOL ACTIVITIES DURING SCHOOL HOURS.**

We wish to welcome all who plan to become school volunteers. Before making a commitment the following information is to be read and understood:

1. Parents are permitted to volunteer in their own child's classroom or elsewhere in the school. Each classroom teacher makes the decision as to whether parents of his/her students will work in their classroom. Selection and use of classroom volunteers is at the discretion of each individual teacher.
2. Volunteers are not permitted to interfere with any child's independence or schoolwork, including their own child.
3. Volunteers are not permitted to work with any confidential information related to students. This includes: grades, addresses, phone numbers, discipline information, articulation cards, test scores, etc. Volunteers are not permitted to grade student work. Volunteers may NOT be left alone with students in the room.
4. Volunteers may not discipline students. Please notify the teacher if you have a problem with a student.
5. Volunteer utilization is determined by school personnel based on the needs of the educational program.
6. Volunteers will be trained for specific task assignments.
7. Once volunteers commit themselves to assist our program, we ask that they remain loyal and consistent. Students and staff depend on their volunteers for programs and projects.
8. For security purposes, volunteers must refrain from going to classrooms and parts of campus other than where they have been assigned.
9. Volunteers MUST SIGN IN AND OUT on the STAR machine whenever they are on campus.
10. All STAR I.D. Badges are to worn on the left shoulder at all times for consistency purposes.

#### ACCESSING THE ON LINE VOLUNTEER APPLICATION

If your interest and concern for students motivates you to volunteer in Broward County Public Schools, you will need to fill out the volunteer or mentor application on-line this year. The Volunteer & Mentor Application is now online at:

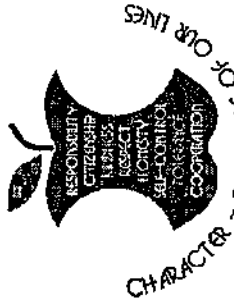
<http://www.gctnva.k12.fl.us/education.com/volunteer-and-mentor-application.html>

### STUDENT RESPONSIBILITIES

Students are expected to:

- \* Follow the Broward County Schools Code of Conduct and all other rules, policies and regulations.
- \* Model the Kids of Character, Character Education Traits:

Responsibility    Citizenship  
Kindness        Respect  
Honesty         Self-Control  
Tolerance        Cooperation

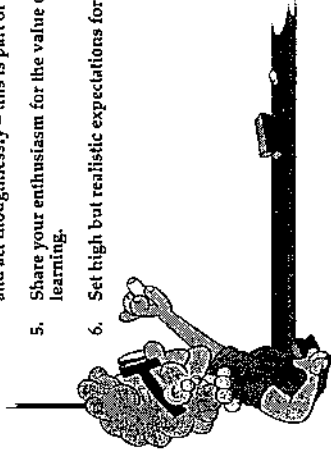


- \* Attend class daily, be on time and come to class prepared to learn and work hard.
- \* Respect all individuals and property.
- \* Refrain from profane language or gestures.
- \* Listen, follow directions and show respect to all staff members.
- \* Conduct themselves in a safe, responsible manner and in accordance with the rules in this handbook.
- \* Come to school well groomed, clean and appropriately dressed.
- \* Be responsible for their own work.
- \* Deliver letters, memos, announcements, and messages that are addressed to their parents.
- \* Do their daily homework and turn it in to their teachers on the due date.
- \* Cooperate to provide a safe and friendly atmosphere.
- \* Exhibit good manners at all times.
- \* Exhibit good sportsmanship when participating in sports, games and athletics.
- \* Greet others pleasantly (Good Morning, Good Afternoon, etc.)
- \* Say "Please", "Thank You", "Excuse Me" and "I'm Sorry" in given situations.
- \* Open doors for others.
- \* Speak in low voices and use courteous language.
- \* Walk at all times – no running.

- \* Listen and not interrupt.
- \* Treat others with respect and courtesy. Help each other.
- \* Sit properly at the cafeteria table, eat with their forks and spoons and refrain from playing with food, straws and spoons.

### 6 Ways to Encourage Student Success

1. Be a good role model. Students learn as much from how you act as they do from what you say.
2. Treat children with respect, and they will take your words and example to heart.
3. Celebrate every child's success and sincere efforts. Be generous with your words of praise.
4. Have patience. Accept that children make mistakes, are inconsistent and act thoughtlessly – this is part of being a child.
5. Share your enthusiasm for the value of education and the fun of learning.
6. Set high but realistic expectations for students' work and behavior.



*Please keep in mind that together we can make this a successful school year!*

