

**School Operations**  
**Parent/Student Handbook**  
**2009-2010**



**Miami Lakes K-8 Center**

# **MIAMI-DADE COUNTY PUBLIC SCHOOLS**

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## **Superintendent of Schools**

Mr. Alberto M. Carvalho

## **Deputy Superintendent, School Operations**

Freddie Woodson

**Miami-Dade County Public Schools**

**July 2009**

# **Miami-Dade County Public Schools**

## **Vision Statement**

*We are committed to provide educational excellence for all.*

## **Mission Statement**

*We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.*

## Message from the Principal

### Celebrating a Decade of Excellence

Welcome back to another school year as we celebrate our tenth consecutive A+ grade from the State of Florida! We have worked together to create a K-8 center worthy of the admiration of our community, staff and students. We will continue to strive to make our campus host to educational success!

The 2009-2010 school year will be filled with wonderful learning opportunities for our children. The key to our continued success lies in our ongoing pursuit of excellence in all aspects of our educational program.

We look forward to maintaining our strong academic program. Our number one goal is to provide our students with the opportunity to reach their maximum potential. Our administration team will be here to help you overcome any obstacle and capitalize on every learning opportunity.

Miami Lakes K-8 Center is known for its academic excellence and outstanding teaching staff. We are very proud of what we have accomplished. We congratulate you once again for helping make Miami Lakes K-8 Center an A+ school for the tenth consecutive year.

Rosy Calvo,  
Principal



## **Miami Lakes K-8 Center Mission Statement**



To provide a child-centered educational program, focusing on student achievement, physical, social, and emotional development, that cultivates life-long learners equipped with the skills necessary to become productive citizens in a multicultural, diverse and changing society.

## **School Information**

Our School was established as Miami Lakes Elementary in 1969 in northwest Miami-Dade County at 14250 N.W. 67th Avenue. The School Board of Miami-Dade County approved the school's conversion to Miami Lakes K-8 Center on January 18, 2006. Our student body grew to a full K-8 center during the 2008-2009 school year.

Currently, the student mobility index is 21 percent. The student membership at Miami Lakes K-8 Center is 15 percent White, 4 percent Black, 78 percent Hispanic, and 3 percent other. Thirty-five percent of the students qualified for free/reduced meals. The average class size is 17.47 in grades K through 3 and 19.12 students for grades four through eight.

Miami Lakes K-8 Center offers a variety of programs to enhance student achievement and to meet student needs. Such programs include a self-contained Gifted Program, Inclusion classes for Students with Disabilities and the Teaching Enrichment Activities to Minority Students (T.E.A.M.) Program in grades two through five. Our sixth, seventh, and eighth graders participate in the Technology Academy which involves them in technology-based activities within all academic subject areas. Our Advanced Academic Program at the middle school level offers advanced courses in the areas of Mathematics, Language Arts, Science, and Social Studies. Our clubs include Art Appreciation, Chess, Literature, Geography in Action, Journalism/Computer, (S.E.C.M.E) Science, Engineering Communications and Mathematics Enhancement Student Council, Future Educators of America, Cross Country and National Junior Honor Society.

## **Website**

<http://mles.dadeschools.net/>

# Hialeah-Miami Lakes Feeder Pattern Schools

## Elementary Schools

Bunche Park Elementary  
John G. DuPuis Elementary  
Golden Glades Elementary  
Dr. Robert G. Ingram Elementary  
North Twin Lakes Elementary  
Palm Lakes Elementary  
Rainbow Park Elementary  
Twin Lakes Elementary  
Nathan B. Young Elementary  
No. Dade Ctr. for Modern Lang.

## K-8 Centers

M.A. Milam K-8 Center  
Miami Lakes K-8 Center

## Middle Schools

Miami Lakes Middle  
North Dade Middle  
Palm Springs Middle

## Senior High School

Hialeah-Miami Lakes Sr. High

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**MIAMI, FLORIDA**  
**2009 - 2010 SCHOOL CALENDAR**  
**ELEMENTARY AND SECONDARY**

**JULY 2009**

MON.	TUES.	WED.	THUR.	FRI.
		1	2	⌘
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**AUGUST 2009**

MON.	TUES.	WED.	THUR.	FRI.
3	4	5	6	7
10	11	12	△13	△14
△17	△18	△19	○20	○21
□24	25	26	27	28
31				

**SEPTEMBER 2009**

MON.	TUES.	WED.	THUR.	FRI.
	1	2	3	4
⊗8	9	10	11	
14	15	16	⌘17	18
21	22	23	24	25
⊗28	29	30		

**OCTOBER 2009**

MON.	TUES.	WED.	THUR.	FRI.
			1	2
5	6	7	8	9
12	13	14	15	16
⊗19+	20	21	22	23
26	27	28	□29	○30

**NOVEMBER 2009**

MON.	TUES.	WED.	THUR.	FRI.
□2	3	4	5	6
9	10	⊗11	12	13
16	17	18	⌘19	20
23	24	25	⊗26	⌘27
30				

**DECEMBER 2009**

MON.	TUES.	WED.	THUR.	FRI.
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
⌘21	⌘22	⌘23	⌘24	⌘25
⌘28	⌘29	⌘30	⌘31	

**JANUARY 2010**

MON.	TUES.	WED.	THUR.	FRI.
				⌘
4	5	6	7	8
11	12	13	14	15
⊗18	19	20	□21	○22
□25	26	27	⌘28	29

**FEBRUARY 2010**

MON.	TUES.	WED.	THUR.	FRI.
1	2	3	4	5
8	9	10	11	12
⊗15	16	17	18	19
22	23	24	⌘25	26

**MARCH 2010**

MON.	TUES.	WED.	THUR.	FRI.
⊗1+	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	□26
⌘28	⌘29	⌘30		

**APRIL 2010**







MON.	TUES.	WED.	THUR.	FRI.
			⌘	⌘
⊗5	□6	7	8	9
12	13	14	⌘15	16
19	20	21	22	23
26	27	28	29	30

**MAY 2010**

MON.	TUES.	WED.	THUR.	FRI.
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
⊗31				

**JUNE 2010**

MON.	TUES.	WED.	THUR.	FRI.
	1	2	3	4
7	8	□9	○10	○11
14	15	16	17	18
21	22	23	24	25
28	29	30		

-  NEW TEACHERS REPORT
-  TEACHER PLANNING DAY
-  TEACHER PLANNING DAY - PROFESSIONAL DEVELOPMENT (NOT AVAILABLE TO OPT)
-  PAID LEGAL HOLIDAY
-  RECESS
-  BEGINNING/ENDING GRADING PERIOD
-  SECONDARY EARLY RELEASE DAY

- DAYS IN GRADING PERIOD**
- 1 - 46
  - 2 - 45
  - 3 - 43
  - 4 - 46

**ELEMENTARY AND SECONDARY SCHOOL CALENDAR – 2009-2010**

August 20, 21, 2009	Teacher planning days; no students in school
August 24	First Day of School; begin first semester
September 7	Labor Day; holiday for students and employees
September 17	Secondary early release day
September 28*+#	Teacher planning day; no students in school
October 19	Teacher planning day; Professional Development Day-not available to opt; no students in school
October 29	End first grading period; first semester
October 30*+#	Teacher planning day; no students in school
November 2	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 19	Secondary early release day
November 26, 27	Thanksgiving; Board-approved holiday for students and employees
December 21 - January 1, 2010	Winter recess for students and 10-month employees; December 24, 25, 31, 2009, and January 1, 2010, Board-approved holidays for 12-month employees
January 18	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	End first semester and grading period
January 22*+#	Teacher planning day; no students in school
January 25	Begin second semester; third grading period
January 28	Secondary early release day
February 15	All Presidents Day; holiday for students and employees
February 25	Secondary early release day
March 1	Teacher planning day; Professional Development Day-not available to opt; no students in school
March 26	End third grading period; second semester
March 29, 30, 31, April 1, 2	Spring recess for students and 10-month employees
April 5*+#	Teacher planning day, no students in school
April 6	Begin fourth grading period; second semester
April 15	Secondary early release day
May 31	Observance of Memorial Day; holiday for students and employees
June 9	Last Day of School; end fourth grading period; second semester
June 10, 11	Teacher planning days; no students in school

NOTE: Every Wednesday – Students (Grades 2-8) in elementary and K-8 Centers are released one (1) hour early

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 13, 2009	June 11, 2010
Assistant Principals and 10-month clerical	August 13, 2009	June 18, 2010
Cafeteria Managers	August 17, 2009	June 11, 2010
Satellite Cafeteria Managers	August 19, 2009	June 9, 2010
Assistant to Cafeteria Managers/MAT Specialists	August 21, 2009	June 9, 2010
All Instructional Staff, Paraprofessionals & Security	August 20, 2009	June 11, 2010
Cafeteria Workers (part-time)	August 24, 2009	June 9, 2010

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 18, 19, 2009, or June 14, 15, 2010, or during winter or spring recess with the consent of the principal, in lieu of any one or two of the following days: September 28, 2009, October 30, 2009, January 22, 2010, April 5, 2010. October 19, 2009, and March 1, 2010, are Professional Development Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days, June 14, 15, 2010, or during winter or spring recess with the consent of the principal, in lieu of any one or two of the following days: September 28, 2009, October 30, 2009, January 22, 2010, April 5, 2010. October 19, 2009, and March 1, 2010, are Professional Development Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 11, 12, 2009, or June 21, 22, 2010, or during winter or spring recess with the consent of the principal, in lieu of any one or two of the following days: September 28, 2009, October 30, 2009, January 22, 2010, April 5, 2010. October 19, 2009, and March 1, 2010, are Professional Development Days and are not available to opt.

## Important Dates - Tentative

### Testing Calendar

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

#### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2009-2010 TESTING CALENDAR, GRADES K-12

Updated: July 16, 2009

The calendar will be updated periodically as additional information is obtained about the District, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

#### DATE

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
July 22 - 23				
August 24 – September 11*	<i>Alternative Assessment for Grade 3 Promotion</i>	<a href="#">AAGTP</a>	Grade 3, retained only	State
August 24 – October 6	<i>Baseline Benchmark Assessments Reading, Mathematics, and Science</i>	<a href="#">BBA</a>	Grades 3-11	State and District
August 31 – September 4	<i>Florida Kindergarten Readiness Screener Early Childhood Observation System Florida Assessment for Instruction in Reading</i>	<a href="#">FLKRS</a> <a href="#">ECHOS</a> <a href="#">FAIR</a>	Kindergarten	State
August 31 – October 21	<i>District Writing Pre-Test</i>	<a href="#">DWT</a>	Grades 1-10	State and District
September/October	<i>Florida Assessments for Instruction in Reading</i>	<a href="#">FAIR</a>	Grades 1-3, all; Grades 4-12, selected students**	State and District
September 21 – November 13	<i>Preliminary ACT Test</i>	<a href="#">PLAN</a>	Grade 10, optional	Nationally Offered
October 14	<i>Program for International Student Assessment</i>	<a href="#">PISA</a>	Grade 10, selected schools	International
October 20-26	<i>College Board Preliminary SAT/National Merit Scholarship Qualifying Test</i>	<a href="#">PSAT/NMSQT</a>	Grade 10	State
			Grade 11, optional	Nationally Offered
October 23 – November 9*	<i>Florida Comprehensive Assessment Test Retake Reading and Mathematics</i>	<a href="#">FCAT-Retake</a>	Grades 11-12, as needed	State
November – March <i>tentative</i>	<i>Interim Assessment Tests Reading, Mathematics, and Science</i>	<a href="#">IA</a>	Grades 3-11	State and District
November 16	<i>Florida College Entry-level Placement Test</i>	<a href="#">FCELPT</a> CPT	Grades 11-12, optional	State
December 2-8	<i>Grade 3 Mid-Year Promotion</i>	<a href="#">GTMYP</a>	Grade 3, retained only	State

December 2 – February 4	<i>Florida Competency Examination on Personal Fitness</i>	<a href="#">FCEPF</a>	Grades 9-11, optional	State
December 14-18 or January 4-15*	<i>Florida Assessments for Instruction in Reading</i>	<a href="#">FAIR</a>	Grades K-3, all; Grades 4-12, selected students**	State
January 12- February 19	<i>Interim Assessment Tests Reading, Mathematics, and Science</i>	<a href="#">IA</a>	Grades 3-11	State and District
January 25- March 5	<i>Florida Alternate Assessment</i>	<a href="#">FAA</a>	Grades 3- 11***	State
January 25- May 7	<i>National Assessment of Educational Progress</i>	<a href="#">NAEP</a>	Grades 4, 8, & 12 <i>selected schools</i>	Federal
February 9-11	<i>Grade 3 Reading Student Portfolio</i>	<a href="#">GTRSP</a>	Grade 3	State
March 9-19	<i>Florida Comprehensive Assessment Test Writing</i>	<a href="#">FCAT Writing</a>	Grades 4, 8, & 10	State
March 16-19	<i>Florida Comprehensive Assessment Test Sunshine State Standards Reading and Mathematics</i>	<a href="#">FCAT - SSS</a>	Grades 3-10	Federal and State
	<i>Science</i>	<a href="#">FCAT - Science</a>	Grades 5, 8, 11	
	<i>Reading and Mathematics Retake</i>	<a href="#">FCAT-Retake</a>	Grades 10- 12, **** as needed	
April 6-16	<i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i>	<a href="#">SAT-10</a>	Grades 1 & 2	State and District
April 7 - May 25	<i>Interim Assessment Tests Reading, Mathematics, and Science</i>	<a href="#">IA</a>	Grades 3-11, <i>selected schools</i>	State and District
April 12-23	<i>Florida Assessments for Instruction in Reading</i>	<a href="#">FAIR</a>	Grades K-3, all; Grades 4-12, selected students**	State
April 19- May 19	<i>District Writing Post-Test</i>	<a href="#">DWT</a>	Grades 1-10	State and District
May <i>tentative</i>	<i>Comprehensive English Language Learning Assessment</i>	<a href="#">CELLA</a>	Grades K-12, all current ELLs and selected former ELLs	Federal and State
May 3-7	<i>Florida College Basic Skills Exit Test Reading, Writing, and Mathematics</i>	<a href="#">FCBSET</a>	Grades 11-12, <i>enrolled</i>	State
May 4-15	<i>Florida Competency Examination on Personal Fitness</i>	<a href="#">FCEPF</a>	Grades 9-11,	State

			optional	
May 4-24	<i>Advanced Placement Examinations</i>	<a href="#">AP</a>	<i>Grades 9-12, enrolled, registered only</i>	Nationally Offered
May 24-June 8	<i>International Baccalaureate External Written Examinations</i>	<a href="#">IB</a>	Grades 11-12, enrolled only	Internationally Offered
<b>TESTS GIVEN ON AN AS-NEEDED BASIS</b>	<i>Alternative Standardized Reading Assessment</i>	<b>ASRA</b>	Grade 3, selected students	State
<b>DESCRIPTION</b>				
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program Spanish-speaking LEP students		<b>ABBREVIATION</b>	<b>PARTICIPANTS</b>	<b>REASON FOR TEST</b>
<i>IOWA Tests of Basic Skills</i> IOWA Test of Educational Development Placement decisions for ESOL Program  Placement decisions for Gifted Program		<b>APRENDA</b>	Grades K-12, eligible ELLs	State
<i>Oral Language Proficiency Scale</i> Placement and/or exit decisions for ESOL Program		<a href="#">ITBS</a> <a href="#">ITED</a>	Grades 3-12, eligible students  Grades K-12, selected students	Federal and State
<b>COLLEGE ENTRANCE EXAMINATIONS</b> <b>NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS</b>		<b>OLPS-R</b>	Grades K-12, ELLs	Federal and State
<b>SAT Reasoning and SAT Subject Tests</b>				
October 10, 2009			<b>ACT Test</b>	
November 7, 2009			September 12, 2009	
December 5, 2009			October 24, 2009	
January 23, 2010			December 12, 2009	
March 13, 2010 (Sat Reasoning Only)			February 6, 2010	
May 1, 2010			April 10, 2010	
June 5, 2010			June 12, 2010	

Notes:

\* All Differentiated Accountability Intervene and Correct II D or F schools must complete testing during the first scheduled week.

\*\* **The following students in all schools must participate in FAIR as follows:**

- All students in grades K-3
- Grades 4-10: only students in FCAT Levels 1,2, and 3
- Grades 11-12: only students eligible to take the FCAT Reading Retake

\*\*\* Only includes ESE students exempted from standardized testing at these grade levels.

\*\*\*\* Students who need to pass one or more sections of the test. Grade 10 retained students only participate in Spring administration.

## Important Dates - Tentative

<b>Interim Report Distribution</b>	<b>Report Card Distribution</b>
September 24, 2009	November 16, 2009
December 3, 2009	February 8, 2010
February 25, 2010	April 19, 2010
May 6, 2010	June 25, 2010

## Accident Insurance

Your child's health and well-being are important to us. You can buy student accident insurance coverage. In the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room or a doctor's attention, the student accident insurance may be used. You may contact our school for further information. Enrollment documents are distributed at the beginning of each school year.

## Activities

### Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or non-curriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

### Fieldtrips and Special Activities

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Periodically, grade levels or individual teachers will plan field trips for educational purposes. Participation in field trips is not mandatory; however, if your child does not participate in the field trip, he or she should still attend school and participate in other activities. Usually, a fee will be charged to cover the price of admission and/or bus transportation, which is provided by either Miami-Dade County Public Schools or M.D.C.P.S. authorized private bus services.

All field trip chaperones must be cleared as M.D.C.P.S. volunteers. If you plan to volunteer and/or chaperone, you must submit a volunteer application through the Parent/Community Portal on the school district website for clearance from the M.D.C.P.S. volunteer office. Please note that all volunteers **MUST** reapply for volunteer status during the 2009-2010 school year.

Please adhere to the deadlines set by the teachers when paying the fees for the trips. Money received after deadlines will not be accepted. Field trip/bus confirmation must be made several days prior to trip date, therefore field trip money is not refundable if a child is absent. The number of chaperones required is one per ten children attending the trip. Any additional chaperones needed will be left up to the discretion of the teachers. Please speak to the teachers prior to the field trip to make arrangements for chaperoning a field trip. It is very important that parents cooperate with the teachers when planning field trips. Children attending field trips must travel on the bus with their class. Parents are not allowed to transport their child to the field trip destination. Small children may not accompany chaperones.

## Address Verification

Current address verification must be on file for every student. Miami-Dade County Public Schools requires that the following documents be in parent's/legal guardian's name:

- Current warranty deed or a properly executed lease (bring original / office will photocopy).
- FPL bill reflecting parents' name(s) and service address as home address.

## Accelerated Reader (A.R.)

Every student (grades 1-8) will be assigned a reading goal based on their reading level as determined by a computerized test administered twice a year. Students take a computerized test which **must be taken in the classroom, with their teacher.** All students are expected to meet their AR goal every marking period and will receive a reading grade based on their percentage of goal and accuracy level, which will be averaged into their grade. A list of all AR books by level may be found on our web site.

## Agendas

Each child receives a student agenda, compliments of P.T.A. Parents should ask to see it daily to monitor their child's home learning and to communicate with teachers.

## Arrival/Dismissal

Grade Levels	School Hours	Breakfast Hours
Kindergarten and First Grade:	8:30 a.m. – 2:00 p.m.	7:45 a.m. – 8:15 a.m.
Second through Fifth Grade	8:30 a.m. – 3:00 p.m.	7:45 a.m. – 8:15 a.m.
Wednesday (K-5)	8:30 a.m. - 2:00 p.m.	7:45 a.m. – 8:15 a.m.
Middle Grades:	8:45 a.m. – 3:25 p.m.	8:00 a.m. – 8:30 a.m.
Wednesday (6-8)	8:45 a.m. – 2:25 p.m.	8:00 a.m. – 8:30 a.m.

In 1996, the Florida Legislature passed a law clarifying schools' responsibilities for the supervision of students. Adult supervision of students on campus is available 30 minutes before and 30 minutes after our normal school hours, which are from 8:30 a.m. to 3:25 p.m. in the main campus and 8:30 a.m. to 2:00 p.m. in the PLC. If a student is enrolled in a specific program or class which requires him/her to report before the aforementioned times or stay after school, we are requesting that you adhere to the hours of that program.

**There will be no personnel to supervise students before 8:00 a.m. and after 3:55 p.m. unless students participate in the breakfast program.**

## **Primary Learning Center (PLC) Campus Arrival/Dismissal**

**The PLC loop entrance** is entered is on White Oak Drive and continues to the front of the PLC where students should be dropped-off/picked-up. Parents that walk their children to school may drop-off their children at the door **in front of the P.L.C.** Children will be lined up in front of their classroom door, **inside** the PLC hallway.

### **P.L.C. Arrival**

All parents are strongly encouraged to use the loops for drop-off/pick-up. The PLC students may arrive at 7:45 a.m. for breakfast at the PLC. Students must not be dropped-off before 8:00 a.m. unless they are enrolled in the Y.M.C.A., participating in breakfast program or morning school activity. Do not drop your child off on the street or in the staff parking lots. **PLC and elementary students who arrive at school after 8:30 a.m. and sixth -eighth grade students who arrive to school after 8:45 a.m. will need to report to security desk for a tardy pass before being admitted to class.**

### **P.L.C. Dismissal**

Please remember to keep the 8 1/2"x11" card with your child's name clearly posted on your dashboard during dismissal. **Parents are strongly encouraged to use loops for drop-off and pick-up.** For kindergarten and first grade, school will end at 2:00 p.m. Monday-Friday. Students who are assigned to an after-school program, must report **immediately** to their designated area. After school care is available for students who cannot be picked up at dismissal time through the Y.M.C.A. for a fee. (SEE Y.M.C.A.) PLC parents may **wait in front of the PLC.**

**Note:** Please do not expect younger children who are dismissed at 2:00 p.m. and 3:00 p.m. to wait for older children who are dismissed at 3:25 p.m. unless they are participating in Y.M.C.A. or an after school program. Make alternative arrangements for the prompt pick-up of all students. Students who are not engaged in scheduled after-school activities are to leave the campus immediately after they are dismissed from school. They are not allowed to wait unsupervised until a parent gets off of work to pick them up.

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

### **P.L.C. Rainy Day Dismissal**

Students should have a hooded raincoat/poncho available for use on rainy days. Instruct your child as to what procedures to follow on rainy days at dismissal time. During lightning storms, students will be kept in classrooms at dismissal until the storm ceases. Parents may choose to come in the classroom to pick-up a child during a lightning storm if they cannot wait for the storm to cease.

### **Main Campus Arrival/Dismissal**

#### **Main Campus Arrival**

Elementary school **(K-5) begins promptly at 8:30 a.m.** The **sixth - eighth grade schedule begins promptly at 8:45 a.m.** The drop-off/pick-up entrance for the **MAIN CAMPUS** is on 67<sup>th</sup> Avenue and continues around the side of the Middle Learning Center (MLC) where **ALL** students should be dropped-off/picked-up throughout the school year. Elementary students who arrive at school after 8:30 a.m. and sixth -eighth grade students who arrive to school after 8:45 a.m. will need to report to security desk for a tardy pass before being admitted to class.

#### **Main Campus Morning Line-up**

***Elementary Grades 1-5/Cafeteria***

***Middle Grades 6-8/P.E. Shelter***

Student Safety Patrol members will be assigned to posts surrounding the school. Children will be instructed to obey all directions given by Patrol members who are trained in safety procedures to keep our children safe from harm.

#### **Main Campus Dismissal**

Please remember to keep the 8 1/2"x11" card with your child's name clearly posted on your dashboard during dismissal. Parents are strongly encouraged to use loops for drop-off and pick-up. Bus students will report to the bus pick-up area. Students who are assigned to an after-school program, must report immediately to their designated area. Students who are walking home must leave the school grounds immediately upon dismissal. Please emphasize to your child the dangers of loitering on the way home, accepting rides from strangers, or going to the home of a friend without permission. Also, please discuss the route that they should take both to and from school; rainy day procedures/precautions, as well as all safety actions they must follow. After school care is available for students who cannot be picked up at dismissal time through the Y.M.C.A. for a fee. (SEE Y.M.C.A.)

**Do not drop off your child on the street in the staff parking lots.**

#### **Main Campus Walking Parents**

Parents are strongly encouraged to use the loops for drop off and pick up. For campus security reasons, walking parents must wait for their child at the gate in front of the M.L.C. Walking parents need to be at the gate at dismissal time.

**Note:** Please do not expect younger children who are dismissed at 2:00 p.m. and 3:00 p.m. to wait for older children who are dismissed at 3:25 p.m. unless they are participating in Y.M.C.A. or an after school program. Make alternative arrangements for the prompt pick-up of all students. Students who are not engaged in scheduled after-school activities are to leave the campus immediately after they are dismissed from school. They are not allowed to wait unsupervised until a parent gets off of work to pick them up.

### **Main Campus Early Pick-Up**

Children are not permitted to leave the school grounds at any time during school hours. When it is necessary to pick-up your child early from school, you must report to the office, and present proper photo identification. At no time should you report directly to the classroom to pick-up your child. Photo ID must be presented and the child must be signed out officially from the main office. At that time, the child will be called down to the main office for dismissal. Children should leave early only in the case of an emergency. If someone other than the parent or legal guardian is picking up the child, that person must be listed on the child's student data card under the AUTHORIZATION FOR RELEASE OF STUDENT FROM SCHOOL and have photo identification. We cannot allow the child to leave early with someone who is not listed on the emergency card or who does not have photo identification. **As per School Board Rule (6Gx13-5A-1.04), no students shall be released within the final 30 minutes of the school day.** Kindergarten and first grade students **WILL NOT be dismissed after 1:30 p.m.** Second through fifth grade students **WILL NOT be dismissed after 2:30 p.m. (1:30 p.m. on Wednesday).** Sixth - eighth grade students **WILL NOT be dismissed after 2:55 p.m.** (1:55 p.m. on Wednesday)

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

### **Main Campus Rainy Day Dismissal**

Students should have a hooded raincoat/poncho available for use on rainy days. Instruct your child as to what procedures to follow on rainy days at dismissal time. During lightning storms, students will be kept in classrooms at dismissal until the storm ceases. Parents may choose to come in the classroom to pick-up a child during a lightning storm if they cannot wait for the storm to cease.

### **Before and After School Care Program**

The YMCA offers a before/after-school care program for a nominal fee Monday through Friday. It includes recreational activities, arts & crafts, home learning assistance, story-time activities and a snack. For more information, please call (305) 822-1670. The before/after school program is not operated by Miami-Dade County Public Schools.

### **Late Arrival (Tardiness)**

Students who are tardy to school must report to the Security Desk to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

### **Tardiness / Honor Roll**

The tardy bell rings at 8:30 a.m. for elementary and 8:45 a.m. for middle school. All children who are not in their rooms at the designated times are marked "tardy." Promptness is a habit we encourage. In an emergency, a note should be sent to the teacher explaining the reason for being tardy. Students (grades 2-8) with more than five (5) unexcused tardies will not qualify for the Citizenship Honor Roll.

## **Assemblies**

At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, boisterousness and talking during a program.

## **Attendance Policy – Board Rule 6Gx13- 5A-1.041**

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

### **The Attendance Review Committee**

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee. The ARC will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
  - a. Issuing of quarterly, semester or final grades.
  - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
    - (1) Make-up assignments
    - (2) Attendance probation for the following grading period(s)
    - (3) Completion of a school service project
  - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

### **Excused School and Class Absences and Tardies**

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.

5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### **Unexcused School Absence**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

### **Birthday Book Club**

**Celebrate your child's birthday on television, with the entire school!** See Ms. Mendoza, Media Specialist, to purchase a book in honor of a birthday. The book will be dedicated to your child and donated to the Media Center for others to enjoy. Your child will be a guest on our morning announcement program broadcast live from our television studio and will celebrate his/her birthday with the entire school. This special program is sponsored by the P.T.A.

### **Book Bags**

Due to safety reasons, **no rolling book bags will be allowed.**

### **Bringing Pets to School**

Students are not allowed to bring pets to school.

## **Cafeteria**

### **Food Cost**

Breakfast

All Students/No charge

### **Lunch**

Students K-5 \$2.25

Students 6-8 \$2.50

Reduced Price, Students \$0.40

### **Free Breakfast**

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. **Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students.**

The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

### **Free/Reduced Lunch Program**

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year.**

### **PAYPAMS**

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments.
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

### **Cafeteria Rules**

- keep in a single line
- always be courteous to the cafeteria workers
- always use acceptable table manners
- discard the trash appropriately

**Due to limited seating capacity in our dining areas, parents may not eat breakfast or lunch with their children. If food is brought to a child after school has begun, it must be brought to the main office, not to the cafeteria.**

### **The Breakfast Program**

Primary Learning Center - PLC cafeteria for PLC Pre-K, K, and 1 students only from 7:45 a.m. – 8:15 a.m.

Elementary Learning Center - main cafeteria for grades 1-5 students only from 7:45 – 8:15 a.m.

Middle Learning Center - middle school cafeteria for grades 6-8 from 8:00 – 8:30 a.m.

## Care of Our Building

We are proud of our state-of-the-art building and want it to continue to look good. We all must take pride in our school. Any students found marking on the walls of willfully destroying or defacing school property will face strong disciplinary and legal action. (as per Code of Student Conduct)

## Celebrations/Parties in School

Only school scheduled celebrations will be permitted. Family celebrations, such as birthdays, anniversaries, congratulatory, etc. should be held at home. Flowers, balloons, candy and/or any other kind of deliveries to the school for celebration purposes, are not allowed. Also, students must earn the right to attend special activities/field trips or receive treats by demonstrating good behavior in school.

## Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC.

Cell phones are not to be turned on or be visible AT ALL between 8:30 a.m. – 3:00 p.m. (elementary grades) 8:45 a.m. – 3:25 p.m. (middle grades). Cell phones will be confiscated and only returned to a parent or guardian if this rule is broken.

## Child Abuse

It is the duty of every Miami-Dade County School employee to report to the Department of Children & Families any suspected case of child abuse for investigation. Parents should write a note to the student's teacher if any accident has taken place, describing what did occur.

## Communicable Diseases

Children with any evidence of a communicable disease must stay out of school until there is no danger of infection to other children. When all visible signs of illness have disappeared, the child may return. It may be necessary to have a physician or the County Health Department certify that it is permissible for the child to return to school.

## Comprehensive Reading Plan

Middle school students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taking into account when accounting for this requirement. In secondary schools, the independent reading is a school wide program, and it is the school's responsibility to develop a plan that allows for independent reading time in all subject areas.

## Computer Usage

Students will be asked to use technology in an appropriate manner. Students must respect network security, individual privacy, passwords, and use the computer for learning. An Acceptable Use Policy must be on file for every student. Discipline will be enforced using the Code of Student Conduct. Inappropriate use of the internet and cyber bullying will not be tolerated.

## **Confidential Information**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.


Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

## **Code of Student Conduct**


Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On January 16, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

Additionally, M-DCPS is proud to launch SPOT success, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, log on to M-DCPS Website at <http://www2dadeschools.net/parents/parents.htm>, click on Parent Portal and follow the directions on the screen. If you need additional assistance, you may contact your children's school(s).


**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES**

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</p> <p style="text-align: center;"><b>LEVEL I</b></p> <p><b>Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Unauthorized location</li> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Possession of items or materials that are inappropriate for an educational setting *</li> <li>• Inappropriate public display of affection</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized use of electronic devices</li> <li>• Violation of dress code</li> </ul> 	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN I</b>. Principals may authorize use of <b>PLAN II</b> for repeated, serious or habitual <b>Level I</b> infractions.</p> <p style="text-align: center;"><b>PLAN I</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact **</li> <li>• Reprimand</li> <li>• Student, parents/guardians/staff conference</li> <li>• Peer mediation</li> <li>• Revocation of the right to participate in social and/or extracurricular activities</li> <li>• Confiscation of wireless communication devices</li> <li>• Detention or other Board-approved in-school program</li> <li>• Temporary assignment from class where the infraction occurred</li> <li>• Student contract</li> <li>• School Center for Special Instruction (SCSI) ***</li> <li>• Replacement or payment for any damaged property (if appropriate)</li> <li>• Temporary loss of bus privileges (if appropriate)</li> <li>• Participation in an informal counseling session related to the infraction</li> <li>• Behavior Plan</li> </ul>
<p style="text-align: center;">Special Notes</p> <p>* See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;">Special Notes</p> <p>** Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>*** Send written notice to parent/guardian within 24 hours via U.S. mail.</p>

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <h3 style="text-align: center;">LEVEL II</h3> <p><b>Seriously Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Cheating/Misrepresentation</li> <li>• Confrontation with a staff member</li> <li>• Defiance of school personnel</li> <li>• Distribution of items or materials that are inappropriate for an educational setting*</li> <li>• Failure to comply with previously prescribed corrective strategies</li> <li>• False accusation</li> <li>• Fighting (minor)</li> <li>• Harassment (non-sexual or isolated)</li> <li>• Instigative behavior</li> <li>• Leaving school grounds without permission</li> <li>• Joining clubs or groups not approved by the School Board</li> <li>• Libel</li> <li>• Petty theft (under \$300.00)</li> <li>• Use of profane or provocative language directed at someone</li> <li>• Prohibited sales on school grounds (other than controlled substances)</li> <li>• Possession and/or use of tobacco products</li> <li>• Slander</li> <li>• Vandalism (minor)</li> </ul> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> <li>* See Sexual Offenses (Other), Level IV, for obscene or lewd material.</li> <li>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li> <li>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</li> </ul>	<p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN II</b>. The use of appropriate strategies from previous PLAN may be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of <b>PLAN III</b> for repeated, serious or habitual <b>Level II</b> infractions.</p> <h3 style="text-align: center;">PLAN II</h3> <ul style="list-style-type: none"> <li>• Parent/guardian contact **</li> <li>• School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior</li> <li>• Suspension from school for one to five days***</li> <li>• Diversion Center</li> </ul> <div style="text-align: center; margin: 20px 0;">  </div> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> <li>** Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>*** Send written notice to parent/guardian within 24 hours via U.S. mail.</li> </ul>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES**

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL III Behaviors</b> are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.</p> <p style="text-align: center;"><b>LEVEL III</b></p> <p><b>Offensive/Harmful Behaviors</b></p> <ul style="list-style-type: none"> <li>• Assault/Threat against a non-staff member</li> <li>• Breaking and Entering/Burglary</li> <li>• Bullying (repeated harassment)*</li> <li>• Disruption on campus/Disorderly conduct</li> <li>• Fighting (serious)</li> <li>• Harassment (Civil Rights)**</li> <li>• Hazing (misdemeanor)</li> <li>• Possession or use of alcohol and/or controlled substances</li> <li>• Possession of simulated weapons</li> <li>• Sexual harassment**</li> <li>• Trespassing</li> <li>• Vandalism (major)</li> </ul>	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN III</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of <b>PLAN IV</b> for repeated, serious or habitual <b>Level III</b> infractions.</p> <p style="text-align: center;"><b>PLAN III</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact***</li> <li>• Suspension from school for one to ten days****</li> <li>• Permanent removal from class (placement review committee decision required)</li> <li>• Diversion Center</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion</li> </ul> <div style="text-align: center;">  </div>
<p style="text-align: center;">Special Notes</p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</p> <p>* Bullying infractions do not require a SPAR</p> <p>** Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.</p>	<p style="text-align: center;">Special Notes</p> <p>*** Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>**** Send written notice to parent/guardian within 24 hours via U.S. mail.</p>

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES**

**BEHAVIORS**

**LEVEL IV Behaviors** are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

**LEVEL IV**

**Dangerous or Violent Behaviors**

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

**RANGE OF CORRECTIVE STRATEGIES**

The principal or designee **must** use the following strategies from **PLAN IV**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

**PLAN IV**

- Parent/guardian contact\*
- Suspension from school for one to ten days\*\*
- Recommendation for alternative educational setting
- Recommendation for expulsion.



Special Notes

➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

Special Notes

\* Good Faith attempt must be made immediately to contact parent/guardian by telephone.

\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES**

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL V Behaviors</b> are the most serious acts of misconduct and violent actions that threaten life.</p>	<p>The principal or designee <b>must</b> use the following strategies from <b>PLAN V</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p>
<p style="text-align: center;"><b>LEVEL V</b></p> <p><b>Most Serious, Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Aggravated assault</li> <li>• Aggravated battery against a non-staff member</li> <li>• Armed robbery</li> <li>• Arson</li> <li>• Assault/Threat against M-DCPS employees or persons conducting official business</li> <li>• Battery or Aggravated battery against M-DCPS employees or persons conducting official business*</li> <li>• Homicide</li> <li>• Kidnapping/Abduction</li> <li>• Making a false report/threat against the school*</li> <li>• Sexual battery</li> <li>• Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.*</li> </ul>	<p style="text-align: center;"><b>PLAN V</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact **</li> <li>• Suspension from school for ten days ***</li> <li>• Recommendation for expulsion</li> </ul> <div data-bbox="875 951 1357 1388" data-label="Image"> <p>The illustration shows a young boy with brown hair, wearing a yellow long-sleeved shirt and blue pants, sitting on a wooden chair. He has a sad or dejected expression. He is positioned in front of a bright blue door. Above the door is a yellow sign with the word 'PRINCIPAL' in black capital letters. The floor is light gray, and there is a small orange mat in front of the door.</p> </div>
<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> <li>➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</li> <li>➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.</li> </ul> <p>* Mandatory one year expulsion.</p>	<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> <li>** Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>*** Send written notice to parent/guardian within 24 hours via U.S. mail.</li> </ul> <p>➤ This level of infraction may result in an expulsion requiring School Board action.</p>
<p style="text-align: center;"><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

## Communicable Diseases

Children with any evidence of a communicable disease must stay out of school until there is no danger of infection to other children. When all visible signs of illness have disappeared, the child may return. In case of a disease such as chicken pox, where the lesions may still remain visible at a time after the communicable stage, it may be necessary to have a physician or the County Health Department certify that it is permissible for the child to return to school.

## Dade Partners

**We need more Dade Partners to support our school.** Dade Partners are local businesses who contribute to our school by donating time, awards, funds, products, or services to help our students. If you would like to become a Miami Lakes K-8 Partner, please call Mrs. Calvo, Principal. Dade Partners are recognized annually by the Miami-Dade County Public School District Office, as well as by our school.

## Dress Code – Board Rule 6Gx13- 5C-1.031

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

### Uniform Policy

#### **DRESS CODE/UNIFORM ATTIRE AND GROOMING POLICIES** **MIAMI LAKES K-8 CENTER IS A MANDATORY UNIFORM SCHOOL!**

#### **Dress Code: Board Rule 6Gx13- 5C-1.031**

***Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alternations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.***

#### **Uniform Tops:** (Sold by the P.T.A. on scheduled dates)

##### Grades: K-5

Colors: Red and light blue  
Styles: Polo shirts with the school name embroidered on the upper left side or spirit t-shirts

##### Grades: 6-8

Colors: Royal blue and navy blue  
Styles: Polo shirts with the school name embroidered on the upper left side or spirit t-shirts

#### **Uniform Bottoms:**

##### Grades K-5:

Colors: Khaki or dark navy  
Styles: Boys: Knee length shorts, long pants or dark blue straight long jeans  
Girls: Skorts, jumpers, long pants, capris (below knee), or dark blue long straight jeans. (No low rise jeans)

##### Grades 6-8:

Colors: Khaki or dark navy  
Styles: Boys: Knee length shorts, long pants or dark blue straight long jeans  
Girls: Long pants, capris (below knee), or dark blue long straight jeans (No low rise jeans)

***Pants must sit at the waistline (No low rise jeans)***

***Pants must not be ripped, torn, baggy or marked***

Short skirts/shorts and oversized bottoms are **not** part of our uniform policy.

1. Shoes are to be worn at all times. **No** football/baseball cleats, clogs, thong sandals, or other shoes without back straps, tap shoes, high heeled shoes are permitted. Due to daily physical education, sneakers are highly recommended.
2. All students must wear socks or hose.
3. Hair shall be clean and neatly groomed.
4. Hats, caps, bandanas or sunglasses are not to be worn in the school building except for health / religious reasons or special events.
5. Noisy, unsafe or distracting jewelry/chains are not permitted.
6. Intentionally altering clothing, unbuttoned and ill-fitting garments are not permitted.
7. Clothing shall be free of any suggestive or other inappropriate writing, advertisement, or art work.
8. In accordance with the Miami Dade County Public Schools policy small earrings/studs may be worn. Hoops must **not** be larger than a nickel.
9. Pants must sit at the waistline (No low rise jeans). Pants must not be ripped, torn, or marked.

**Please check our website for P.T.A. uniform sale information.**

### **Educational Excellence School Advisory Council (E.E.S.A.C.)**

This organization includes elected parents, teachers, non-instructional staff, and community members who meet on a regular basis to discuss School Improvement Plan issues at Miami Lakes K-8 Center. The purpose of this committee is to assist in the preparation and implementation of the School Performance Excellence Plan. The Principal, as the instructional leader, and other elected members of the E.E.S.A.C. will identify priorities, make recommendations and find solutions that will address the improvement of student achievement. Please visit our web page and check our calendar for meeting dates.

### **Emergency Contact Information**

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

The main office must have up-to-date, accurate emergency contact information for each student. This includes the doctor's name; name, address and phone number of at least two relatives, neighbors or friends in case you cannot be reached. If there is a change, please notify the office immediately so records may be updated. The office cannot update information on emergency contact card via the telephone, fax, or e-mail. The parent/legal guardian must come in person to change/add/delete anything on the card. Please provide us with an e-mail address we may use for correspondence.

### **Elevator**

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

### **Exams**

Midterm and Final Exams for secondary students usually take place MID-YEAR AND AT THE END OF THE SCHOOL YEAR. The grades on these exams will affect the student's final grade. All arrangements **MUST** be made to ensure that students not be absent from school those days. If a student is out, for any reason, during the administration of these exams, he/she will receive an "F" in the report card for the exams missed. Students with **excused** absences will then be responsible for making them up.

## **Fundraisers – Board Rule 6Gx13- 5C-1.07**

Sale of magazines shall be permitted by students in grades 9, 10, 11, and 12 only. Solicitations shall be permitted in homes only if a student is accompanied by an adult; no soliciting in offices or businesses of any kind. The fundraising activities in each school shall be limited to two weeks. Promotional activities shall be kept within reasonable bounds and competition among schools, and among students in individual schools, shall not be unduly stimulated.

## **Financial Obligations**

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office.

## **Fire Drills**

Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

## **Grade Reporting**

### **Academic Grades**

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

Miami-Dade County Public Elementary Schools have implemented a computerized reporting system. Report cards are sent home quarterly. The grades on the report card indicate the teachers' evaluation of the academic progress made during that period. In addition, there is an evaluation of the pupil's conduct in school and of the effort he/she puts forth toward his/her work.

"School Board rules require that parents are to be notified at any time during a grading period when it is apparent that the student may fail or is performing unsatisfactorily in any course or grade level. Parents are also to be notified at any time during the grading period when it becomes evident that the student's conduct or effort grades are *unsatisfactory*." Additionally, the teacher shall send an "Interim Progress Report," at least three weeks prior to the end of each period. Such notification shall be transmitted on a standardized checklist which should be signed and returned by the parent. The intent of this notice is to inform parents that improvement is needed in various areas and to allow time for the improvement to occur. It is recommended that you make an appointment for a conference with your child's teachers immediately upon receipt of such a notice.

<b>K-12 GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

### **Conduct**

Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### **Grade Point Average**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

### **Halls/Hall Passes**

Three minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

At no time should a student is to be out of the classroom during class without an official Yellow Pass. Teachers are not to give verbal permission for a student to exit the classroom.

### **Honor Roll Qualifications**

K-1 will be recognized at the end of the year.

2-5 will be recognized quarterly.

6-8 will be recognized first semester and at the end of the year.

	<b>Principal's Honor Roll</b>	<b>Superior Honor Roll</b>	<b>Regular Honor Roll</b>	<b>Citizenship Honor Roll</b>
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	All As	All As and Bs	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All As	All As and Bs	All As and Bs	All As

- Perfect Attendance Honor Roll: No absences during the entire marking period
- Accelerated Reader Award: All students achieving their Accelerated Reader goal in each classroom
- Writer's Hall of Fame: All students in each classroom achieving a 4.0 or higher in response to a writing prompt
- Math Superstars: All students completing all Math Superstar Assignments
- A+ Attitudes: 10 Students demonstrating A+ Attitudes each marking period (2<sup>nd</sup> through 5<sup>th</sup>)

Please refer to the Tardy Policy (Page 19) and its impact on Citizenship Honor Roll. Students will also be recognized for perfect attendance quarterly and at the end of the year. Please discuss these awards with your child and monitor his/her grades closely. Encourage excellence in all areas by providing daily motivation. If your son/daughter qualifies for any of these awards, we will send you a special invitation to attend the ceremony.

## **Interim Progress Report**

Interim progress reports must be sent home at any time the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

## **Head Lice**

Head lice occurs everywhere that there are large numbers of children. The most recent medical advice given to control head lice indicates that we should not allow any student in school with live lice or lice eggs (nits). Effective immediately, no matter what head lice treatment has been used, children must be completely free of nits in order to be in school. This policy will help all children, families and our school stays lice-free.

## **Homework / Make-up Assignments**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher (s).



Homework is assigned five nights per week, including winter and spring recess. Religious holidays and other significant calendar dates will be excluded. It is important that home learning be completed on a daily basis. Home learning will gradually increase from kindergarten through grade seven. The minimum length and frequency of assignments are as follows:

<u>Grade</u>	<u>Frequency of Assignments</u>	<u>Completion Time</u>
K & 1	Daily, 5 days per week	30 Minutes
2 & 3	Daily, 5 days per week	45 Minutes
4 & 5	Daily, 5 days per week	60 Minutes
6, 7, & 8	Daily, 5 days per week	75 Minutes

### **Plus, 30 minutes of daily independent reading at all grade levels.**

Our purpose in assigning home learning is to accomplish three (3) things:

1. To provide additional practice to improve student performance.
2. To develop a sense of responsibility in students.
3. To allow parents to observe what their children are doing, become involved in their learning and identify areas of difficulty.

**Note:** Reading should be a part of every assignment when specific assignments are not given, or when home learning is completed quickly. Independent reading should be a minimum of 30 minutes in addition to home learning time and take place each night. Reading to children can take the place of independent reading for students who have not learned to read yet, or who are experiencing difficulty.

Suggestions for Successful Homework:

1. Be supportive of the fact that your child will be having home learning. Your positive attitude directly affects your child.
2. Establish a time and quiet place. We suggest giving your child a break when they first arrive home from school. After the break, but before dinner, is often an appropriate time. Televisions and music devices should be turned off as they are distracting.
3. Provide support and assistance to your child, while expecting them to complete assignments independently.
4. **SIGN THE FRONT PAGE OF YOUR CHILD'S HOMEWORK. THIS LETS US KNOW YOU HAVE REVIEWED YOUR CHILD'S WORK WITH YOUR CHILD.**
5. Place assignments in child's book bag to be taken back to school and turned in the next morning.

## Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

## Internet Use Policy – see Board Rule 6Gx13- 6A-1.112

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

## Illness

A child who is ill should be kept home since his ability to perform in school will be diminished if he/she is not feeling well. Should a child become ill during the school day, he/she will be sent to the school clinic where they are made comfortable until they are feeling better or arrangements are made to be taken home. We ask that should you be called to pick up your child from school due to illness, you do so immediately. **The person picking up a child must have photo identification and be authorized on the emergency contact card.**

## Immunizations

### Requirements for School Entry:

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

## Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward 2008-2009 enrollment application and additional information to the parents.

## Lost and Found

Make sure that the students name is written on all items brought to school. Lost and Found is located in each office. If something is lost, check with the office personnel. Items not claimed will be removed weekly.

## Media Center

Books, magazines and other materials are available to be checked out by students. Students and parents are responsible for lost and damaged library materials. Full replacement costs will be incurred for any library materials not returned. The care of public property is an important learning experience for the children.

## Messages and Use of Telephones

We can not interrupt our classes with an emergency telephone message for your child. If an emergency occurs, we will communicate this to your child's teacher and will follow up accordingly. Please see that arrangements for extra activities and after school care are made before your child leaves home. Students will not be allowed to use the telephone except in emergencies.

## Out of Area Transfer – Board Rule 6Gx13- 5A-1.08

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Regional Superintendent (or designated regional director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 105 percent in the 2007-2008 school year; below 100 percent in the 2008-2009 school year, and below 100 percent thereafter.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, the parent(s)/guardian(s) must meet with Regional Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

## Physical Education

Physical Education is a required course of study for all pupils (K-5). If your child is not able to participate in the program, a special exemption form must be signed by your physician. The physician will specify the type of activities that your child can do. When a child has been ill, we realize that activity may need to be limited for a day or so. This type of request does not require an exemption card. A note from the parent or guardian will be adequate.

## Parent-Teacher Association (PTA/PTSA)

The Miami Lakes K-8 Center Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole. PLEASE JOIN Membership fee is \$8.00 per person. There is a P.T.A. information board located in the main hallway near the main office.

## Parking

- Please do not enter staff parking lots to drop-off students. This endangers your child's safety! Students should not be dropped-off in parking lots. Use only designated drop-off areas.
- Please do not park your vehicles in staff parking lots, in drop-off areas, or in front of homes surrounding the school.
- Parking is available in designated areas around the school.

**Please use designated student drop-off loops which will be available throughout the school year.**

## **Personal Belongings**

Each teacher will inform pupils about necessary school supplies. Children should bring to school only items requested by the teacher. Please put your child's name on all personal belongings that are easily lost. Check our lost and found frequently for stray articles.

Each teacher will inform pupils about necessary school supplies. Children should bring to school only items requested by the teacher. Please put your child's name on all personal belongings that are easily lost. Check our lost and found frequently for stray articles.

### **THE FOLLOWING ITEMS MUST BE LEFT AT HOME**

1. Knives and other sharp objects, guns (including toy guns), bullets, etc. and any items that can be hazardous to children must not be brought to school. Possession of such items may result in suspension and/or expulsion from school.
2. Money in large amounts should never be brought to school. Send only the money that the child needs for the day.
3. Heirlooms and other irreplaceable articles that may be lost.
4. No toys, unless pre-arranged with the teacher should be brought to school.
5. Skateboards, rollerblades, transistor radios, headphones, tape recorders, video games, or any other electrical devices should not be brought to school.
6. We urge that electronic devices are kept at home, as they DO NOT belong on school grounds. We realize that some of these gadgets are brought to school for use in aftercare and/or after school hours. However, they are not for usage during school hours where learning is essential. This type of distraction is unacceptable. Any students who bring electronic devices such as: video games, iPods, C.D. players, etc. will run the risk of having the device confiscated by the teacher, administration or any other school personnel. Parents who wish to claim the items must come to school in person to retrieve the object(s).

**The school is not responsible for lost or stolen property.**

### **Student Rights and Responsibilities**

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

## Parent Portal

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes them to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; school volunteer forms; access to a new *Choice* application that will allow parents' to indicate preferential school choice via the portal; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act.



Miami-Dade County  
Public Schools  
*Presents the gateway to your*

**"myDadeschools" Parent Portal** It is as easy as 1, 2, 3, 4

- 1 Obtain your 6 digit Parent Identification Number (PIN)**  
By visiting your child's school
- 2 Create a parent account, login to:**  
<http://myportal.dadeschools.net/parent>
- 3 IT IS RECOMMENDED (AFTER 24 HRS) TO RESET YOUR PASSWORD WITH PASSWORD MANAGEMENT P-SYNCH**
- 4 Login to "myDadeschools" - Parent Portal**  
for student grades, attendance, and important information

[www.dadeschools.net](http://www.dadeschools.net)

## Parent Recommendations

The parent is the child's first teacher. The parent, by teaching and by example, can help the child develop good habits of behavior as well as proper attitudes about school. To help their child progress in school, parents should:

1. Require that children show respect for the law, for authority, for the rights of others and for private and public property.
2. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
3. Try to schedule routine medical appointments in the afternoons allowing children to be present for a major portion of the school day.
4. Safeguard the physical and mental health of their children. If children are ill, keep them home for their well-being and that of others.
5. Recognize that the teacher is authorized and required to maintain order in the classroom with the laws of the state and the policies of the Miami-Dade County School Board.
6. Understand and comply with the rules of the school concerning student conduct and cooperate with the school in carrying out disciplinary action.
7. Monitor television quantity and quality of programs viewed by children. DO NOT ALLOW STUDENTS TO VIEW INAPPROPRIATE MATERIAL.
8. Monitor use of the internet very closely. Do not allow your child to use the internet unless you are with them.

## Parking Lot

Students are not to walk or ride their bicycles in the teachers' parking lot. Parents may not use the staff parking lots to drop-off, pick-up students, or park. Visitor parking is available around the school perimeter. Please refrain from parking on neighbors' swale area.

## Permanent Records (FYI – from the Student Educational Records Manual)

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

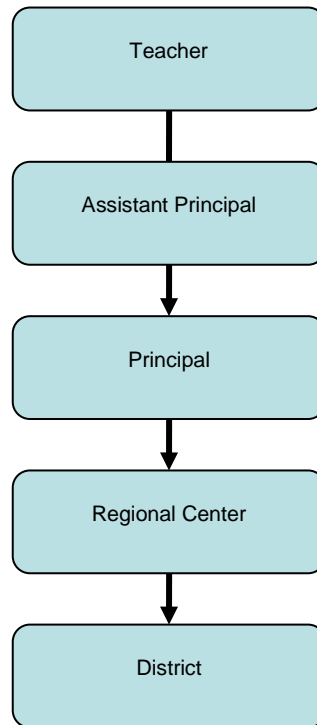
- a) pupil's or student's full legal name
- b) authenticated birthdate, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn

## Publications

The school newsletter, *Ollie Owl*, is posted on our website at <http://mles.dadeschools.net/> parent notices will be posted on our website and/or sent home every Tuesday in the red Take Home Tuesday folder (K-4).

## Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



### Communicating with Parents

Our teachers view parent-teacher conferences as an important part of the school program. Please request a conference when you have a concern. We want to work with you to solve any problems which may be affecting your child's education. A spirit of understanding, cooperation and progress is what makes a school and community a better place to live and learn. To ensure good communication, we ask that you follow these guidelines:

1. Please do not "drop in" to see a teacher at any time without an appointment. A teacher's day is carefully planned to permit time for class work, team meetings and other requirements of their profession.  
**Teachers cannot meet with parents during the day when they are responsible for their students.**
2. Requests for appointments should be made in writing by sending a note or e-mailing your child's teacher.
3. You may also call the main office at (305) 822-7757 and leave a voicemail message for your child's teacher. If you are requesting a returned phone call, be advised that teachers cannot return phone calls when they are responsible for students.
4. The school guidance counselor can also assist you and your child's teacher in resolving matters regarding your child's educational environment. You may also call the main office and leave a message for the guidance counselor.
5. Once your initial contact has been made with your child's teacher and/or guidance counselor, please feel free to discuss any further concerns with the Assistant Principal by following the same procedures outlined above.
6. The Principal is the final person in our procedures for addressing concerns. Communication is welcomed to assist in resolving any concerns that may persist.

## Registration Procedures

Students entering Miami-Dade County Public School should be enrolled by a legal parent or guardian. Prior to attending a public school in Florida for the first time, all students (PK-12) must present the following:

1. A **Student Health Examination** (HD Form 3040), including proof of a tuberculin skin test, reading of the test, and appropriate follow-up
2. A **Certificate of Immunization** (HD Form 680)
3. Documentation showing proof of age-**Birth Certificate**
4. Approved documentation for proof of address **FPL Bill/Warranty Deed or Properly Executed Original Lease**
5. A completed **Disclosure at Time of Registration** form (FM-5740ESH)
6. Social Security Card (optional)
7. School records for grade placement
8. Emergency contact cards at time of registration (Form 2733E)

The procedures for pre-registration of students currently enrolled are contained in the documents for Elementary or Secondary Registration and Transmittal Procedures.

## School Visitors – All visitors must clear security desk located in front of the M.L.C.

**All parents and visitors are required to check in at the school main office, show photo identification, and obtain a visitor's pass before going to any part of the building on school grounds.** This is true even when you have an appointment with a teacher or are volunteering in a classroom. Wear the visitor's pass while in the building or on school grounds. These measures are taken to maintain your child's safety and are not intended to discourage your involvement with your child's school. We appreciate your cooperation in following these security guidelines.

## Supervision Of Students

There will be no personnel to supervise students before 8:00 a.m. and after 3:55 p.m. In 1996, the Florida Legislature passed a law clarifying schools' responsibility for the supervision of students. The safety and supervision of our students is of primary concern to the faculty and staff of our school. Adult supervision of students on campus is available 30 minutes before and 30 minutes after your child's normal school hours. If a student is enrolled in a specific program or class which requires him/her to report before school begins or stay after school, we are requesting that you adhere to the hours of that program. By adhering to these guidelines, you can assist us in assuring everyone's safety.

## Safety and Security

### The Emergency Operations Plan

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Regional Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

### **Accident Reports**

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

### **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

### **Closing of School**

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

### **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

## **Sales**

No items may be sold in school or on school grounds without the approval of the principal. Items sold must relate directly to fundraising.

## **School Center for Special Instructions (SCSI)**

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

## **Student Services**

### **Academic Advisement**

Students receive Academic Advisement as needed on an on going basis from appropriate school personnel.

### **Clinic**

#### **Medication**

If a child is required to take medication during the school day, the medication must be brought to the main office by the parent. Students are not permitted to administer medication to themselves.

The following must be done:

- Provide state required form (completed by physician).
- Provide medication in the prescription bottle or original container (non-prescription).
- Provide full instructions for use.
- Medicine must be left in the office for dispensing by appropriate personnel. Students must come to the office for the medication at the appropriate time.
- Students may not keep any kind of medication in their classroom at any time.

### **Counselor Request**

School Counselors are available to parents and students upon request.

### **School Psychologist**

School Psychologist is assigned to school site and serves targeted students as needed.

### **School Social Worker**

Personnel assigned by Region Center 1 Office.

### **Speech Therapy**

Students receive Speech services if deemed necessary after Speech evaluation.

## **Supervision**

In 1996, the Florida Legislature passed a law clarifying schools' responsibilities for the supervision of students.

Adult supervision of students on campus is available 30 minutes before and 30 minutes after our normal school hours, which are from 8:30 a.m. to 3:40 p.m. in the main campus and 8:30 a.m. to 2:00 p.m. in the PLC. If a student is enrolled in a specific program or class which requires him/her to report before the aforementioned times or stay after school, we are requesting that you adhere to the hours of that program.

You can assist us in enhancing everyone's safety by insuring that your son/daughter does not arrive to school before:

Middle: 8:15 a.m. nor stay in school after 3:55 p.m.

Elementary: 8:00 a.m. nor stay in school after 3:30 p.m.

PLC: 8:00 a.m. nor stay in school after 2:30 p.m.

## **"Take Home Tuesday" Folders/E-Mail Tuesday**

A weekly communication folder is sent home each Tuesday throughout the school year. The purpose of this folder is to provide a weekly means to let you know the events and activities taking place in our school. Samples of school work, progress and interim reports, school pictures, newsletters and other information will also be sent home in this folder. Parents are expected to review its contents and have their child return the empty folder to school on Wednesday morning. Starting with the 2008-2009 school year, parents in grades 5-8 may provide an e-mail address. Notices will be e-mailed whenever possible.

## **Telephone**

We can not interrupt our classes with an emergency telephone message for your child. If an emergency occurs, we will communicate this to your child's teacher and will follow up accordingly. Please see that arrangements for extra activities and after school care are made before your child leaves home. Students will not be allowed to use the telephone except in emergencies.

## **Textbooks**

Textbooks and Library books are provided by the State of Florida and Miami-Dade County. The District requires that all damaged and/or lost textbooks/library books **be paid for by the child or parents.**



## Transfers And Withdrawals

### Transfers:

A student wishing to transfer from one school to another within the county shall secure the transfer from the sending school before being admitted to the new school. The parent shall apply in person and provide both of the following items as verification of a change of residence:

1. Broker's or attorney's statement of parents' purchase and residence, or properly executed lease agreement.
2. Electric deposit payment receipt (bottom portion) or electric billing statement (blue portion) showing correct name and SERVICE ADDRESS. If an electric deposit payment receipt is used as verification, the electric billing statement (blue portion) must also be submitted to the school within 40 days after registration.

Failure to submit this electric billing statement (blue portion) within 40 days will result in revocation of the transfer.

### Withdrawals

If it becomes necessary for you to withdraw your child from Miami Lakes K-8 Center, we ask that you notify the office in person three days in advance. We need this time to account for all library and textbooks, complete the report card, and complete transfer procedures. In order to withdraw, parent/guardian must bring proof of your new residence. (Deed/Lease and FPL bill reflecting new address, in parent's name)

### Transportation Eligibility

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

### The Parent Academy

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally. In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, The Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help Your Child Learn (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Early Childhood (*Example: Developing Early Literacy Skills*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Languages (*Example: American Sign Language for Families*)
- Computer Technology (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Financial Skills (*Example: Financing Your Child's College Education*)
- Personal Growth (*Example: GED Preparation – offered through Adult Education*)

The Parent Academy "campus" is spread throughout every corner of this community, and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy's Web site at [www.theparentacademy.net](http://www.theparentacademy.net). The Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

## VISITORS

All visitors and volunteers must report to the main office upon entering the building, present photo identification, and obtain a pass.

## VOLUNTEERS

Our school has won the "Golden School Award" for our fabulous Volunteer Program for 8 consecutive years.

- All volunteers/fieldtrip chaperons must submit a volunteer through the Parent/Community Portal and be cleared by the M.D.C.P.S. school volunteer screening process before volunteering. Please note that EVERYONE wishing to volunteer must go through this new process during the 2009-2010 school year.
- Please note that only one family member may go through the Parent Portal and the rest of the family members may register as volunteers through the Community Portal.
- The directions for registering as a volunteer are posted on the [www.dadeschools.net](http://www.dadeschools.net) website as well as the school website. If you have any questions, please call Mrs. Fisch, Assistant Principal at 305-822-7757 ext. 140 or the Office of Community Service.

### [Become a School Volunteer User Guide \(For parents and Community Members\)](#)

1. Log into the **Community Portal**
2. In the Community Portal, you must first create a new user community account.
3. Using your community account credentials (user name and password), log into the **Community Portal**
4. Click on the "**Be a School Volunteer!**" link.
5. Complete the volunteer registration information and submit it.
6. Choose your school(s) and activity(s) in which you wish to volunteer.

Detailed information about the process is available in the [parent community volunteer user guide](#).

In the past years, community and parent volunteers have become an increasingly important part of the teaching program at Miami Lakes K-8 Center. Interested men and women (parents, aunts, uncles, and grandparents) are again needed to share their time and talents. If you would like to become part of this worthwhile group, and have not had the opportunity to sign-up, please call the school office and let them know of your interest. All approved volunteers should register daily hours in the MLC main office. A classroom log also needs to be completed so we can account for all our volunteer hours. Classroom volunteers will be selected and scheduled by each individual teacher as needed. Parents who volunteer the most hours in each class will be recognized at the end of the year. Volunteers may be assigned and/or removed at the discretion of the school administration.

**"ALWAYS REMEMBER TO BRING PHOTO I.D. AND REGISTER AT OUR MLC FRONT OFFICE EVERY TIME YOU VISIT OUR SCHOOL"**

## Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none"><li>•All volunteers</li><li>•Math and/or reading tutors.</li></ul>	<ul style="list-style-type: none"><li>•Certified Volunteers</li><li>•Mentors</li><li>•Listeners/Oyentes</li><li>•Athletic/Physical Education assistants</li><li>•Overnight chaperones.</li></ul>

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Re-register online through the Portal.
- Show a current valid government-issued identification with picture.
- Complete a background check.
- Upon clearance, attend an orientation at the school.

Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

Rosy Calvo  
Principal

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.



**Miami Lakes K-8 Center  
Parent/Student Handbook Agreement  
Please sign and return  
By Monday, September 4, 2009**

The Miami Lakes K-8 Center Student/Parent handbook, calendar, and newsletter can be accessed from the school's web site <http://mles.dadeschools.net>. We have read and understand the Miami Lakes K-8 Center Parent/Student Handbook which includes policies, procedures, and expectations for our students. We are responsible for its contents.

Student's Name:

Student's Signature:

\_\_\_\_\_

\_\_\_\_\_

Homeroom Teacher:

\_\_\_\_\_

(Please print)

Parent's Name:

Parent's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ (To Be Used For Notices From School)

**Students: Please return this form to your homeroom teacher no later than  
September 4, 2009.**

**If you do not have access to the internet a hardcopy of the Handbook will  
be provided upon request to your child's teacher.**