

NORTH MIAMI ELEMENTARY SCHOOL

Parent/Student Handbook 2022-2023



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MIAMI-DADE COUNTY PUBLIC SCHOOLS
2022-2023 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022				
M	T	W	T	F
3	4	5 ^a	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 ^a
26	27	28	29	30

January 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 ^a	24	25	26	27
30	31			

February 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
M	T	W	T	F
3	4	5	6	7 ^a
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023				
M	T	W	T	F
			1	2
5	6	7	8 ^o	9
^o 12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

	New Teachers Report		Recess Day
	Teacher Planning Day		Beg/End of Grading Period
	District-wide Professional Development Day		Legal Holiday
	Legal Holiday (12 month)		Available to opt
	Recess Day (10 month)		Teacher Planning Day available to opt

Days in Grading Period	
1- 45	
2- 46	
3- 47	
4- 42	

For information on employee opt days, please refer to back of calendar.

School Mission

The mission of North Miami Elementary is to improve academic skills, develop social maturity and physical potential, and promote emotional growth of our pre-K through fifth grade students. We, the parents, staff, and community promote the development of respect for self and others in a multicultural community. We accept the responsibility to provide a safe environment and to help our students develop skills necessary to become resourceful and productive citizens in our ever-changing world.

Vision

We are committed to provide educational excellence for all.

PRINCIPAL'S MESSAGE

Welcome to North Miami Elementary School! This handbook has been prepared to provide you with information concerning our school. Please review the contents at your leisure.

It is important that parents and students become familiar with and cooperate with the school in following these policies. At North Miami Elementary School, we encourage you to know your child's teacher, the school program, and the facilities. If the staff can be of help concerning your child's education, please feel free to call the school at (305) 949-6156.

We look forward to an exciting and successful school year. With your cooperation and interest, we will be able to provide our students with the best educational program available.

Sincerely

Deborah Darbonne, Ed. D
Principal

NAME _____ STUDENT ID _____

ADDRESS _____

CITY/STATE _____ ZIP CODE _____

PHONE NUMBER _____ PHONE NUMBER _____

TEACHER _____ ROOM _____

TEACHER _____ ROOM _____

ARRIVAL | DISMISSAL



School Hours:

Your child should be dropped-off and picked-up on time.

School hours are as follows:

8:20 AM-1:50 PM: Pre-K, K and 1st grade

8:35 AM-3:05 PM: 2nd through 5th grade, (M, T, TH, F)

1:50 p.m. Early dismissal on Wednesdays, ALL GRADES

Arrival:

Students need to learn the importance of regular school attendance and reporting to school on time. Any student arriving to school after 8:20 a.m. (Pre-K-1st) or 8:35 a.m. (2nd-5th) is tardy. They must report to the office to sign in and receive a pass to be admitted to the classroom.

Supervision from 7:45 a.m. – 8:15 a.m. is provided for those students who wish to have breakfast at school. Students should report directly to the cafeteria. At no time are students permitted to roam the building.

Children are supervised in the cafeteria or an assigned area, beginning at 7:45 a.m. Teachers pick up their students from the designated area and then escort them to class. Children arriving after their respective bell rings will be marked tardy.

Adult supervision of students **not having breakfast** on campus is not available. If a student is enrolled in a specific program or class which requires him/her to report before or stay after school, we are requesting that you adhere to the hours of that program.

Dismissal:

Each grade level must be dismissed from their designated areas:

- Pre-K – 2nd Grades - Front of the school
- 3rd – 5th Grades – Entrance at the P.E. Court
- Bus and ASD Students – Bus entrance of the school

Students must be picked up immediately after dismissal. They are not permitted to stay on the school grounds after dismissal unless they are taking part in after-school activities for which special permission has been given. Children in the primary grades are not allowed to wait after school for their siblings. Parents/guardians who pick up their children must do so promptly by 1:50 p.m. and/or 3:05 p.m.

Failure to do so will result in the school having to contact the proper authorities.

ATTENDANCE | TARDINESS | EARLY DISMISSAL



Attendance Policy -Board policy 5200

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.

Absences:

Good attendance habits play a vital part in a child's academic progress. Your assistance is required in making sure your child comes to school every day. When it is necessary for your child to be absent, please send a note of explanation; otherwise, the

Excused absences include student illness, death in the family, and observance of a religious holiday. A student accumulating ten (10) or more class unexcused absences in an annual course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student.

Student who are excessively tardy or absent from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest and may result in students withdrawing.

Tardiness:

Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins (when the bell rings), provided that the student is in attendance before the close of the session. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). A student who is tardy to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

Early Dismissal:

Students may be excused from school during regular hours for medical appointments or family emergencies. Whenever possible, please schedule appointments outside of school hours to avoid your child missing a learning experience. Early dismissals are recorded on the student's record. **Please note that no student shall be released with the final 30 minutes of the school day, as per school Board policy.**

In order for students to be marked as present for a school day, they must be in school for at least 2 hours.

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data form the individuals to whom the student may be released during the school day.

AFTER SCHOOL CARE PROGRAM

YMCA, After School Care Programs is available for all students in Pre-Kindergarten through grade five. For more information please call (305) 357-4000.

CAFETERIA PROGRAM



Breakfast:

Breakfast is free for all students.

Lunch:

Regular price.....\$2.25 per day
Reduced price..... \$0.40 per day

Meals are prepared and served in accordance with sound nutritional guidelines. The menus for a plate lunch are printed in the Miami Herald each week and comply with the State of Florida lunch requirements. The school cannot provide special food or menus.

Free/Reduced Price Meals:

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every 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 the next school year.**

PAYPAMS

Miami Dade County Public School's Department of Food and Nutrition has started a program to allow 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/guardian will create a lunch account on-line for their 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

Peanut Allergies/ Peanut-Free School

Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.

CELLULAR PHONES & DEVICES



Sole 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, is a violation of the Code of Student Conduct.

CHANGE OF ADDRESS OR PHONE NUMBER

It is very important for emergency and administrative reasons, that we maintain an up-to-date emergency contact card for every student. Notify the school immediately if you have a change of address during the school year. **It is essential that we have current phone numbers on file.** There should be several numbers listed to ensure that we can always reach someone in case of an emergency.

CHILD ABUSE

It is the duty of every Miami-Dade County School employee to report to the Department of Children and Family Services (D.C.F.) any suspected case of child abuse for investigation.

CODE OF STUDENT CONDUCT



The Miami-Dade County School Board has a Code of Student Conduct that outlines the rights and responsibilities of pupils, the duties of teachers and administrators, and suggests responsibilities of parents. Furthermore, the Code lists behaviors and corrective strategies that must be taken in order to manage misconduct.

The Code of Student Conduct lists the behaviors identified by principals, teachers, students, parents and community members that describe acts that disturb the learning climate.

An action, which breaks the rules and keeps a school from being safe and friendly, may not be listed but disciplinary action will be taken.

An important part of using the Code of Student Conduct is deciding on the best corrective strategy to bring about positive student behavior. Student Services staff, such as counselors, psychologists and social workers

play a major role in helping students understand the consequences of good and poor behavior.

The principal or the teacher, or both, have the authority to take disciplinary actions, if they believe the students' actions require such action. School administrators may ask permission to use less harsh consequences if they believe it is right to do so.

In that case, everyone who was involved in the misconduct should be given their reason for this action.

BEHAVIORS & RANGE OF CORRECTIVE STRATEGIES

The following charts describe the violations and the disciplinary actions.

Miami-Dade County Public Schools has adopted a zero-tolerance policy toward school related violent crime. Violence will not be allowed during school activities or on school sponsored transportation. This zero-tolerance policy will assist us in keeping our schools a safe place for students.
For more information visit:
<http://ehandbooks.dadeschools.net/policies/90/index.htm>

LEVEL I BEHAVIORS: Disruptive Behaviors

LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Inappropriate public display of affection
- Misrepresentation
- Possession of items or materials that are inappropriate for an educational setting
- Repeated use of profane or crude language (General, not directed at someone)
- Unauthorized location
- Unauthorized use of electronic devices
- Violation of dress code

LEVEL I RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN I**. Principals may authorize use of **PLAN II** for serious or habitual **Level I** infractions.

PLAN I

- Parent/guardian contact
- Student conference
- Student, parents/guardians/staff conference
- Behavior plan
- Student contract
- Participation in counseling session related to the infraction
- Refer to outside agency/provider
- Peer mediation
- Temporary assignment from class where the infraction occurred
- Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.
- Reprimand
- Detention or other Board-approved in-school program
- Restorative Justice Practices Pilot Program (at District approved schools)
- Student Court (at District approved schools)
- Confiscation of wireless communication devices
- Refer to Vital Alerts page 29 for the prescribed corrective strategies for the violation of the dress code.
- Revocation of the right to participate in social and/or extracurricular activities
- Loss of bus privileges up to 10 days
- Replacement or payment for any damaged property (if appropriate)

- School Center for Special Instruction (SCSI) or alternate location

LEVEL II BEHAVIORS: Seriously Disruptive Behaviors

Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

- Cheating
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Forgery (written misrepresentation)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Leaving school grounds without permission
- Libel/Slander
- Petty theft (under \$300.00)
- Possession and/or use of tobacco products or smoking/vaping devices

- Prohibited sales on school grounds (other than controlled substances)
- Use of profane or provocative language directed at someone
- Vandalism (minor)

LEVEL II RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.

PLAN II

- Parent/guardian contact
- Student conference
- Corrective Strategies from Level I
- Participation in counseling session related to the infraction
- Refer to outside agency/provider
- Refer to page(s) 51-57 for additional corrective strategies on the RtIB/MTSS.
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Restorative Justice Practices Pilot Program (at District approved schools)
- Student Court (at District approved schools)
- Assignment to an Alternative Educational Setting (1-10 days with region approval for serious or habitual infractions)
- A principal may request a District-approved administrative assignment to a long-term alternative educational setting (AES) for students who habitually commit infractions with region approval. This action is taken when less severe strategies are deemed inappropriate.

LEVEL III BEHAVIORS: Offensive/Harmful Behaviors

LEVEL III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- False activation of fire alarm system
- Gambling
- Harassment (Civil Rights)
- Hazing (misdemeanor)
- Improper activation of fire extinguisher

- Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering
- Possession of simulated weapons
- Sexting (1) Offense
- Sexual harassment
- Technology and computer-related offense
- Trespassing
- Vandalism (major)

LEVEL III RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

PLAN III

- Parent/guardian contact
- Student conference
- Assignment to an Alternative Educational Setting (1-10 days)
- Corrective Strategies from Level I & II
- Permanent removal from class and reassignment to a different class (placement review committee decision required)
- Suspension
- Recommendation for expulsion

LEVEL IV BEHAVIORS: Dangerous or Violent 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.

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Intent to sell, distribute and/or sale of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering
- Sexting (2) Offense
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)
- Technology and computer-related offense

LEVEL IV 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
- Student conference
- Corrective Strategies from Level I - III
- Recommendation for expulsion.

LEVEL V BEHAVIORS: Most Serious, Dangerous or Violent Behaviors

Level V behaviors are the most serious acts of misconduct and violent actions that threaten life.

PLAN V

Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school
- Other major crimes/incidents
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons
- Sexting (3) Offense
- Sexual battery
- Technology and computer-related offense

LEVEL V RANGE OF CORRECTIVE STRATEGIES

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

- Parent/guardian contact
- Student conference
- Corrective Strategies from Level I - IV
- Recommendation for expulsion

CRIMINAL ACTS SHALL BE REPORTED IN ACCORDANCE WITH THE DIRECTIVES CONTAINED IN THE DOCUMENT, PROCEDURES FOR PROMOTING AND MAINTAINING A SAFE LEARNING ENVIRONMENT.

DRESS CODE | UNIFORM POLICY

North Miami Elementary School is a **mandatory** uniform school that consists of navy-blue pants or shorts, polo shirt color, white yellow, light blue tops. This means that your child must wear the uniform every day. The official patch is worn on the left side of the chest. Uniforms should be clean, neat, fit properly and suitable for school. **Thongs, clogs, sandals, and other shoes without back straps are not permitted, nor are mini-skirts, bare midriffs, mini-shorts, jeans/denims, basketball shorts, sweatpants, and leggings, are not acceptable.**

Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork, shall be required to make the necessary alterations to such attire or grooming before entering the classroom. Continuous violation of the dress code policy may result in a detention.

The official uniform and proper personal grooming should instill a sense of pride in all of us as we represent North Miami Elementary School.

EMERGENCY CONTACT



An emergency contact card is sent home during the first week of school to update records so that parents and/or guardians may be reached in an emergency. **If a telephone number or address changes, please notify the school office immediately.** The school should always have your current place of employment and telephone number(s).

Illness:

Notify the school immediately of any chronic illnesses (i.e., asthma, diabetes, heart conditions, seizures, etc.).

Injury:

The parent/guardian will be notified in case of an injury and the parent/guardian makes the decision on whether to remove the child from school. For critical injuries, the Emergency Rescue Squad will be called.

Estranged Parents and Guardians:

To avoid having the school involved in personal family conflicts, parents or guardians should advise school authorities of which party has legal access to the child and his/her records during school hours. In the absence of specific directions, school officials will respond to those names and relationships that appear on the current records. Friends and strangers will be denied access to a student in the absence of verified parental consent.

IMPORTANT: Please list all individuals that you authorize/ do not authorize to pick up your child from school on the emergency contact card. Students **will not** be released to anyone that is not listed on the card. **Verbal confirmation on the telephone will not be permitted.**

Please make sure that the EMERGENCY CONTACT AND RELEASE CARD is accurate and current and that individuals coming to pick up your child brings required identification.

EXTRA CURRICULAR ACTIVITIES | CLUBS



North Miami Elementary School has various extra-curricular activities such as the news crew, safety patrol, and others after school on Wednesdays.

The School Safety Patrol has been organized to help protect students from danger. We need the full cooperation of all. Students should demonstrate respect for the Safety Patrols and obey their instructions.

Students who participate in all extracurricular activities must have prior permission from their parents to participate. Students will not be allowed to call home on the day of the activity to receive permission. Parents who give their children permission to participate must pick them up from the activity on time.

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Law are to protect the accuracy and privacy of students' educational records. Without parental consent, only you and authorized individuals having legitimate educational interests can access your child's educational records. You may waive this right of access to allow other agencies working with your child to access these records.

FIELD TRIPS AND SPECIAL ACTIVITIES

Occasionally, field trips will be taken. Miami-Dade County Public School's policy requires detailed information on the field trip form, especially if your child takes medication. If you wish for your child to participate in a field trip, please fill out the necessary information on the permission form. We welcome parents as chaperones once they are district-approved volunteers. School Board policy prohibits younger siblings or students not enrolled in our school to participate in school sponsored field trips. It is school policy, as well, not to permit siblings enrolled in classrooms other than the one going on the field trip to participate. **Fees paid are not refundable.**

GRADING AND REPORTING STUDENT PROGRESS

Student grades, Interim Progress Reports, and parent conferences serve as the primary means of communicating student progress and achievement. The teacher will be able to explain the requirements for each grade. In addition, the teacher will offer suggestions and recommendations that will assist you and your child.

Kindergarten Grading:

Grades / Value	Verbal Interpretation	Point Value
E = 90% - 100%	Outstanding Progress	4
G = 80% - 89%	Above average progress	3
S = 70% - 79%	Average Progress	2
M = 60%-69%	Lowest acceptable progress	1
U = 0%-59%	Failure	0

1st – 5th Grading:

Grades / Value	Verbal Interpretation	Point Value
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

HEALTH SERVICES PROGRAM

According to the guidelines established by the Florida Legislature, at the beginning of each school year, parents shall be notified of the screening activities available through School Health Service Program. School Board Policy 2410 mandates hearing screenings for students in grades pre-kindergarten, kindergarten, 1st, 2nd, 3rd and for students entering Florida schools for the first time in 4th and 5th grade. In addition, vision screenings are mandated for students in grades pre-kindergarten, kindergarten, 1st, 3rd and for students entering Florida school for the first time in 2nd, 4th, and 5th grade. It should be understood that such screenings do not substitute for a thorough examination in a doctor's office.

HOME LEARNING



Home Learning provides students with opportunities to practice and extend learning. It will enhance and/or reinforce assignments completed at school. Home learning helps to develop students' responsibility to write down the assignment, take home all books, papers, etc. necessary to complete it, and return it to school accurately completed on the date it is due.

Grade Level	Frequency of Home Learning	Total Daily Average
K – 1	Daily (5 days a week)	30 minutes
2 – 3	Daily (5 days a week)	45 minutes
4 – 5	Daily (5 days a week)	60 minutes

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

In addition, reading is a part of every home learning assignment. Students must read for 30 minutes daily.

HONOR ROLL



Each grading period, students with outstanding academic achievement in grades 1-5 and exemplary attendance in grades K-5 will be recognized. The Principal's Honor Roll requires an academic average of 4.0, effort grades of all 1's and A's in conduct in all areas. The regular Honor Roll requires an academic average of 3.5, with no grades below "B" in the academic content areas, and effort grades of all 1's, and an average of 3.5 in conduct, with no conduct grades below "B." **The Perfect Attendance Award requires that students attend every day and be on time. No tardies, no exceptions!**

INSTRUCTIONAL PROGRAMS



Physical Education: Physical Education is a regular instructional period, required by law, for all grades. Students in grades 2-5 will have physical education taught by a certified physical education (PE) instructor. All students are expected to participate. If illness or injury makes physical activity unsafe for your child, a note from the parent/guardian should be sent to the PE teacher. If for any medical reason your child should not participate, an exclusion form must be completed and on file. For students who must be excused or exempted, on a regular basis, a physician must complete the prescribed "Physical Exemption Card" which is available at the school. All students will be expected to wear clothing, which will permit them to run, jump, kick, climb, and do all similar physical activities. For students' protection, parents should provide shoes that will cover and stay securely on the feet. Students wearing shoes or clothing that the teacher considers unsafe for play, will not be permitted to participate and will receive an unsatisfactory grade for the day.

Media Center: The Media Center is a very important place in our school. Students in kindergarten through fifth grade can check out up to three books per week

year-round. Books are to be returned within two weeks. Students are responsible for lost or damaged books. Fines should be paid to the school in a timely manner. Your cooperation in helping your child care for these books and to return them on time is greatly appreciated. Reading is one of the most important skills you can share with your child.

INSURANCE



Student insurance is designed to furnish a low-cost accident policy to the students of Miami-Dade County Public Schools. Student insurance covers accidents that happen on school property. In addition, there is a policy that provides 24-hour coverage that may also be purchased through the school at the beginning of the school year. These forms will be provided to the students during the first week of school.

In addition, Florida KidCare provides high-quality, low-cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, the Children's Medical Services Network (CMS) for children with special healthcare needs, and Medicaid. Please go to www.floridakidcare.org for enrollment procedures.

LOST AND FOUND

Issues with missing clothing and/or personal belongings can be avoided if clothing are clearly labeled with your child's name. Items not claimed are donated bi-annually to various charitable institutions.

MEDICATIONS

Administering or the dispensing of any medicines (including non-prescription medication) to students by employees of Miami-Dade County Public Schools without specific written authorization by a licensed physician and parents/guardians of the student is forbidden. If it is absolutely necessary that your child take any medication while he/she is in school, the parent/guardian and the physician must sign a Miami-Dade County School Board Authorization for Medication Form. This form may be obtained from the main office. The medication will be kept in the lock cabinet in the office. The school nurse will supervise the administration of the medication.

MENTAL HEALTH SERVICES

Miami-Dade County Public Schools established the Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The program in place provides prevention initiatives and also services for students with pre-

existing mental health challenges. For assistance contact your child's school or the parent assistance line at (305) 995-7100; or visit www.mentalhealthservices.dadeschools.net.

OFFICE HOURS



School office hours are from 8:00 a.m. – 4:00 p.m.

PARENT PARTICIPATION AND THE PTA



The Parent-Teacher Association (P.T.A.) is an important part of the school. It enables parents and teachers to work together to improve the social, physical, and educational climate of the community. All parents are urged to join and attend the meetings, adding their input and assistance. North Miami Elementary School hopes to have a very active P.T.A. this year!

- Encourage your child to do his/her best.
- Send your child to school on time everyday.
- Provide your child with the necessary supplies.
- Get to know your child's teacher.
- Monitor the completion of daily home learning.
- Support the school's discipline plan.
- Emphasize, "School is a place of work."
- Obey the traffic rules.
- Read the monthly parent bulletin.
- Show an interest in school by discussing each day's successes and problems.
- Establish a routine for meals and bedtime.
- Monitor the amount of time spent watching television and playing video games.
- Read to your child and ask questions.
- Join our PTA

PARENT/TEACHER COMMUNICATION



The faculty and staff at North Miami Elementary School recognize that parents are the students' first teachers. To ensure that all students achieve to their fullest potential, a collaborative effort between the school and home is necessary.

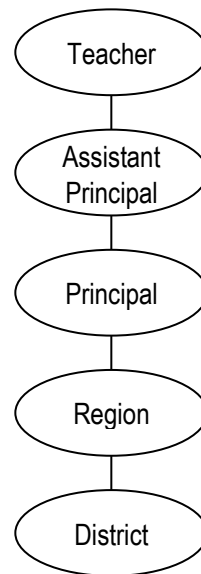
Your child's teacher should be your first and foremost important contact. Most concerns can be addressed at this level, however if additional assistance is needed, parents may speak with our school counselor. If your concerns have not been addressed, please schedule an appointment with an administrator.

Appointments must also be scheduled to meet with your child's teacher. **Teachers a not permitted to hold conferences during instructional time (when students are under their immediate supervision).** Parents/guardians are not allowed to go directly to a teacher's classroom. **All visitors must sign-in before entering the building.** Teachers may hold

conferences prior to the start of school, during their planning time, or at the end of the school day.

Procedures for Addressing Concerns

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



PEDICULOSIS (HEAD LICE)

Students may be checked periodically for head lice. Students will be sent home if school personnel suspect lice in the hair. **The student MAY NOT return to school until treatment has been administered and all nits have been removed from the hair.** Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly and follow proper treatment.

PROMOTIONS AND RETENTIONS

Promotion and retention of students are based on an evaluation of academic, physical, social and emotional growth. Frequent absences also play a major role in the decision to retain a child.

Parents will be informed throughout the year of their child's progress, or lack thereof, towards meeting grade level performance standards.

RAINY DAY PROCEDURES | INCLIMATE WEATHER



Mornings:

On rainy mornings, all students will assemble in the cafeteria where they will wait for their teacher to pick them up.

Dismissal:

All parents are to meet their child's class at their dismissal area. On rainy days, we will have a staggered dismissal by grade level. Students will remain inside of the classroom with their teacher, until the class is called to the main entrance or bus area, where a parent will receive them. Bikers, walkers, and bus students will be held in the school until it is safe to leave. **DO NOT ASK YOUR CHILD TO CALL YOU.** We are unable to accommodate all students. Please make arrangements ahead of time.

REGISTRATION PROCEDURES

Parents entering their children into a public school for the first time must complete several forms. Pupils will be assigned to classes and begin attending school when registration is complete. Students entering Kindergarten must be 5 years old on or before the 1st day of September. Students entering first grade must be 6 years old on or before the 1st day of September.

ENTRIES FROM OUT OF COUNTY, STATE, COUNTRY AND PRIVATE SCHOOL – Age and legal name verification – must provide one of the following:

- Duly attested original birth certificate or birth card – must be original, hospital certificate not acceptable
- Duly attested certificate of baptism with a parent affidavit
- Insurance policy on the child's life enforced for two years
- Transcript of school records of at least four years prior, stating date of birth
- Bona fide bible record with parent affidavit
- Transcript of school record of at least four years prior
- Passport or Certificate of Arrival in the United States showing age of child
- Affidavit of age signed by parent and Certificate of Age signed by public health officer

PROOF OF ADDRESS – Must provide two of the following:

- Broker's or Attorney's statement of parents' purchase of residence or properly executed lease agreement
- Current Homestead Exemption Card
- Electric deposit receipt or electric bill, showing name and service address

HEALTH AND IMMUNIZATION REQUIREMENTS – Must provide both forms:

- Student Health Examination – DH 3040 yellow form Health examination performed within one year prior to enrollment

- Florida Certificate of Immunization – DH 680 blue card from a private doctor or local health provider
 - Temporary Medical Exemption
 - Religious Exemption

SCHOOL RECORDS

- For grade placement and verification of credits earned
- Interpretation of foreign records at no cost available from Attendance Services

TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL

- Parent or legal guardian must bring a withdrawal slip from sending school
- Proof of address in name of parent/guardian
 - Current Homestead Exemption Card
 - Electric deposit receipt or electric bill, showing name and service address

If verification is not provided or acceptable, the Superintendent may verify the student's residence.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 95.525.

Miami-Dade County Public Schools is committed to the education of all children. Your child's enrollment in this school is very important. If you cannot produce any of these documents, please ask to speak to an administrator.

SAFETY

The personal safety of students is everyone's job. Everyone **must** cooperate by being patient and cautious at all times. On Wednesdays and rainy days, dismissal time is especially hazardous. Please use great care while driving to ensure the safety of all students. Please **DO NOT** blow horns to get your child's attention. With cooperation and patience, a safe environment will be created and maintained.

- Plan with your child exactly how he/she is to get to and from school.
- Plan for rainy days.
- Teach your child to obey, respect and be polite to the member of the School Safety Patrols.
- Do not drive into the school parking lot for drop off or pick up.

- Your child must listen to his/her bus driver's instructions and follow them exactly.
- Parents should not enter the building to pick up their children (except on rainy days).
- Discuss with your child all "common sense" safety precautions such as not entering a stranger's car.
- Please observe the 15-mph speed limit during arrival and dismissal times.

Students dismissed at 1:50 pm should be picked by 1:50 pm, and students dismissed at 3:05 pm should be picked by 3:05 pm.

To ensure the safety of all students during drop-off and pick-up, please read this section carefully.

AUTOS: All automobile drivers, at or near the school, must adhere to the following safety rules:

- All speed signs must be obeyed, as well as rules relating to bus and pick-up/drop-off zones.
- Drivers must adhere to street signals in the vicinity of the school. No U-turns are permitted on the streets.
- All students must exit and enter cars from the sidewalks. Do not call for children to cross streets. Use caution in the school driveways.
- Students must cross the street in designated crosswalks only. Under no circumstances allow students to walk in the street in front of the school, as this puts them in danger.
- Parents are to remain in the vehicle at all times when utilizing the drop off and pick-up zones.

Parking Areas: The staff parking lots are for the use of the staff. Parents may park in back of the school.

Bicycles: The following rules should be observed:

- One rider on each bicycle.
- Walk bicycle on school grounds and across crosswalks.
- Bicycles must be equipped with a lock and secured in the bicycle compound.
- **The school is not responsible for stolen bicycles. Parents must call the police and report the bike stolen.**

WALKING: Pupils who walk to and from school must be well informed about the route they are expected to take. Please instruct children to walk to and from school carefully and observe good walking habits. All pupils must use crosswalks and streetlights when crossing streets.



Please speak to your child in reference to the importance of not going home with any strangers.



In addition, discuss with your child the importance of not going home with friends unless permission has been provided by you.

SOCIAL EVENTS

Special recognition ceremonies for students can only be authorized by the administration. Individual birthday parties **are not permitted**.

STUDENT RECORDS

Parents are guaranteed the right to inspect and review records placed in their children's cumulative folder and to obtain copies (FEE) of them under Public Law 94-142 and the Buckley Amendment to the Family Education and Privacy Rights Act (20 U.S.C. Statute 1232g) and School Board Policy 8330. The intent of this law is to protect the accuracy and privacy of students' educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records by completing a Release of Record form.

STUDENT SERVICES

As part of our Student Services Program, we have a school counselor, a visiting teacher/social worker, school psychologist, and a speech pathologist to help address the needs of our students and their families.

STUDENT TRANSFERS



If an out of area transfer is essential, parents must first go to their child's home school to request an out of area transfer.

If you would like to obtain more information concerning student transfers, you may visit the district's website at www.dadeschools.net, click School Board, then click School Board Policies. School Board Policy 5131 clearly explains all student transfer guidelines.

SCHOOL TELEPHONE

The school's line is utilized to transact school business.

Students may not use the telephone except in case of emergency.

Many students ask to use the telephone at the end of the day to call their parents/guardians to come pick them up.

TEXTBOOKS

Textbooks are issued to each student. Students are responsible for their books. Charges will be made for lost or damaged books. For any lost textbook, the students will be charged for the replacement cost, which is the cost of a new book. Lost and/or damaged textbooks will be handled according to Miami-Dade County Public Schools' textbook guidelines. New/replacement books can be issued only after payment has been made.

THINGS TO LEAVE AT HOME



1. Rolling book bags.
2. Chewing gum and candy will not be allowed in school.
3. Baseballs, bats, rubber bands, knives and other sharp objects, guns, and bullets (including toy guns). Bringing a knife, gun or any potential weapon will automatically result in a 10-day suspension and may include a recommendation for expulsion.
4. Money in large amounts. Please send only what your child needs for the day.
5. Toys unless prearranged with the teacher.
6. All pets, except on the invitation of the teacher.
7. Heirlooms or valuable articles.
8. Audiovisual equipment to include radios, MP3 players, computer games, electronic devices.
9. Baseball or any other trading cards and spray cans.

TRANSGENDER & GENDER NONCONFORMING STUDENTS

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students. These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students and best practices to ensure that transgender students and gender nonconforming

students have equitable aspects of school life (academic, extracurricular, and social) in ways that preserve and protect their dignity.

TRANSPORTATION ELIGIBILITY



General education students are eligible for MDCPS transportation if they reside outside of a 2-mile radius of the school. Some programs within Special Education may provide transportation. Eligibility of transportation for SPED students is determined at the time of placement and documented in the student's Individual Educational Plan (IEP).

VISITORS



For the safety and protection of all students, **visitors (including parents) must sign in and out in the office and obtain a pass before proceeding to a classroom.** Cooperation will enable the school to provide a safe and orderly learning environment for the students. Any unauthorized person on the school property will be asked to leave. Failure to leave when requested may result in an arrest for trespassing.

VOLUNTEERS



Please give some of your free time to the school. The time may vary from an hour a week to several hours each day. Please contact the school for additional information. Volunteers must be formally registered with Miami-Dade County Public Schools. We welcome parents as chaperones once they are district approved volunteers.

