



South Campus
15130 SW 80 ST
Miami, FL 33193

Parent & Student Handbook 2008 – 2009

****NEW Policies & Procedures****
Please read carefully

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Principal

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Charter School Information

Charter schools are non-profit, self-managed, entities that enroll Miami-Dade County public school students. They must be approved and monitored by the local school board, yet they are run independently. Charter schools are funded by state and local monies and are open to any student residing in the Miami-Dade County School District who would otherwise qualify to attend a regular elementary or middle school in Miami-Dade County.

Mission Statement

The mission of Pinecrest Academy South is to provide a challenging curriculum where academic excellence, character development, and individual growth are nurtured in a safe and nurturing environment that involves the active participation of students, teachers, parents and community members.

School Philosophy

Our school is a place where children will enjoy learning, teachers will enjoy teaching, and parents will be expected to be a key part of the educational process.

Our Beliefs:

- Student learning is the primary focus of our school.
- Students learn in a variety of ways and should be given the opportunity to learn with different strategies and techniques.
- Administrators, teachers, staff, parents and community members agree to hold high goals and standards in order for students to achieve success.
- Parents and teachers are partners in the education process.
- Our school community is committed to continuous improvement to enable our students to become life long learners.

School Curriculum

Pinecrest Academy South follows the Sunshine State Standards developed by Miami-Dade County Public Schools. This curriculum reflects the standards and objectives stated in the Florida Sunshine State Standards. It encompasses the core subject areas of Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, we offer classes in Spanish, Art, Music and Physical Education.

****New School Hours****

| | |
|-----------------|-------------------|
| Pre-K – K/1st → | 8:30 am – 2:00 pm |
| 1st/2nd – 5th → | 8:30 am – 3:00 pm |
| 6th – 8th → | 8:30 am – 3:30 pm |

Wednesday Dismissal

| | |
|-----------------|---------|
| Pre-K – K/1st → | 1:30 pm |
| 1st/2nd – 5th → | 2:00 pm |
| 6th – 8th → | 2:30 pm |

Arrival Procedures

- All vehicles must enter the school driveway, drive around the back rotunda and drop off students in the designated drop off/pick up areas only (see map).
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas.
- Students must not exit vehicles from the entrance lane of the school driveway (see map).
- The rotunda in the front of the school will be used **exclusively** for bus drop off and pick up and administrative parking. Parents may not drive through or park in this area.

Dismissal Procedures

- Each student will receive 2 color coded car decals.
- All vehicles entering the school driveway must display their car decal(s) on the right side of the vehicle dashboard.
- Vehicles will only be allowed to enter the school driveway 10 minutes prior to their child's scheduled dismissal time.
- Students will be called via radio to the pick up area where they will be escorted to their vehicles.
- Parents are discouraged from picking up students enrolled in the after care program during regular dismissal times.

****Students will not be released 30 minutes prior to dismissal. NO EXCEPTIONS.**

Pinecrest Academy South Hours and Schedule

Any students arriving after 8:30 am will be marked tardy.

Students who arrive before 8:00 am will be sent to the T.E.A.M.S. Before School Program. **Parents will be responsible for the \$1.00 per minute service charge for students not previously enrolled.**

Middle School students will be dismissed at 12:00 p.m. on the early release days designated on the M-DCPS School Calendar.

Students will remain with a faculty member 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time will be sent to aftercare and issued a **late charge of \$1.00 per minute.**

Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown in order to release a student from the premises. In case of an emergency, if a person not listed on the emergency contact card must pick up a student, the parent must fax a signed statement with a copy of their driver's license allowing that person to pick up their child on that specific day. It is the parent's responsibility to come to the main office and add that person to the emergency contact card for subsequent days. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. **Students will not be dismissed 30 minutes prior to dismissal time without a previous notice. THERE ARE NO EXCEPTIONS.**

Before and After Care

Pinecrest Academy has established before and after school care services to be available on campus. It is the parents'/guardians' responsibility to contract and pay for such services at their option and discretion. Please contact the school office for detailed information on how to register for the before and after school care program at our school.

| | |
|---------------------|-----------------------|
| Morning Care Hours: | 7:00 a.m. – 8:00 a.m. |
| After Care Hours: | 2:00 p.m. – 6:00 p.m. |

Volunteer Requirements, Options, and Guidelines

At Pinecrest Academy, each family is required to complete 30 volunteer hours prior to the last day of the school year. Hours will be divided evenly for siblings. (TWO siblings: 15 hours per classroom, THREE siblings: 10 hours per classroom, etc.) Please make sure donations and volunteer hours are evenly distributed per child attending the academy.

Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, etc. For overnight fieldtrips, additional requirements such as fingerprinting and drug testing

may be necessary. Please keep in mind that parents chaperoning fieldtrips must not consume beverages containing alcohol.

It is the responsibility of the parent to communicate with their child's teacher(s) to complete the hours. Notices of completed hours must be sent along with quarterly report cards. **Failure to complete the 30 hours per family will affect the student's registration for the following school year.**

Parents may complete hours by any of the following:

- Become a PTO member
- Classroom teacher assistance
- Field Trip chaperone
- Donate classroom supplies indicated on teachers' "Wish List" given out at the beginning of the school year. **No cash, checks, or gift cards will be accepted.**
- Guest speaker
- Assist in the cafeteria
- Attend Parent Teacher Organization meetings
- Assist with school events

Any parent/guardian who would like to volunteer in the classroom must inform the classroom teacher **at least one day prior** to volunteering. Consent from the administration must be confirmed via Conference/Volunteer Form (see appendix) before parents will be allowed to enter classrooms. In addition, parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, **NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS.**

A volunteer hour log will be included in students' quarterly report cards to assist parents in tracking their volunteer hours. In addition, a reminder will be sent during the fourth quarter of the school year to ensure that the volunteer requirement is fulfilled. **Students whose parent/guardian does not complete the required volunteer hours will be placed on an enrollment waiting list for the following school year.**

Dress Code/Uniforms

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. Pinecrest Academy South reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Our uniform policy is as follows:

- **Girls (K-5 grade):**
Navy, yellow, or white polo shirt with school logo embroidered
Khaki or navy blue “skort” or pants (NO SKIRTS)
- **Girls (6-8 grade):**
White short/long sleeve oxford (button-down) shirt with school logo embroidered
Khaki or navy blue pants (NO SKIRTS)
- **Boys (K-5 grade):**
Navy, yellow, or white polo shirt with school logo embroidered
Khaki or navy shorts or pants
- **Boys (6-8 grade):**
White short/long sleeve oxford (button-down) shirt with school logo embroidered
Navy tie
Khaki or navy blue pants

*** School Pirate T-shirts can be worn ONLY on Fridays with the uniform bottoms and with jeans on paid Jean Days.**

Shoes: Must be closed toe shoes or sneakers WITH socks; shoes must have laces or Velcro. No Skate Sneakers (Heelys), slip-on sneakers, or sneakers with “lights,” will be permitted. No sandals, “ballerinas,” open toe, or platform shoes will be permitted.

Hair: Hair must be neat, clean and away from the face. No hats, bandanas or headbands may be worn. Boys’ haircuts must be above the collar and above the ears. They may not wear braids or pony tails or color their hair in any way. Boys’ haircuts must be monitored. Girls may wear hair accessories in yellow, white or blue. Please do not wait for a teacher to contact you to trim your child’s hair. Students not complying with this policy will be issued a school referral after two days from the time of the warning. **Reminder, after three referrals of any kind, the student may be subject to dismissal based on Board Ruling.**

Jewelry: Girls with pierced ears may wear modest simple earrings. More than one set of earrings on girls, large hoops, large necklaces with charms, wristbands, earrings on boys or visible piercing of other body parts are unacceptable and will not be permitted.

Make-up: Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted (at any age).

Cold Weather Days:

- Jackets and sweaters are acceptable and must be **navy blue with NO DESIGNER LOGOS.** Navy blue sweatshirts, jackets, and sweaters are available at the uniform company. Please write student names on all clothing tags.
- **Dress Guidelines for all Students**

Pants cannot be rolled up at the waist to adjust the length. Pants MAY NOT be worn below the hips. All shirt tops must be tucked in. The school uniform colors are navy blue and yellow. All tops must have the school logo on them.

Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy. ANY STUDENT NOT WEARING A COMPLETE SCHOOL UNIFORM, OR IN VIOLATION OF ONE OF THE ABOVE MENTIONED INFRACTIONS, WILL BE ISSUED A UNIFORM VIOLATION FORM AND PARENTS WILL BE CONTACTED TO BRING THE OFFICIAL UNIFORM. If a parent does not bring the uniform, an indoor suspension will be issued. After 3 uniform violations a referral will be issued. After three referrals of any kind, the student may be subject to dismissal based on Board Ruling.

Please speak with your children regarding the importance of wearing a school uniform to avoid serious consequences. We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance helping your children comply with our rules.

Uniforms must be worn the **first day of school**.

Items students are to bring to school:

School supplies listed on the official school supply list, homework, lunch money or lunch from home and other items requested by the teacher.

Items not permitted in school:

Students are not permitted to bring toys or electronic devices from home into the classroom. **Any electronic device, such as cell phones, will be confiscated if visible to any staff member.** Electronic devices confiscated will remain in the office for 24 hours after which a parent must come to the office to retrieve it. The school is not responsible for any inconvenience this may cause parents. **Pinecrest Academy South will not be responsible for any lost or stolen items brought to school or that have been taken away by school personnel.** Students who continue to violate this policy will be issued a referral.

Attendance Policy

We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time every day as indicated in the hours and schedule section of this handbook. **Absences are excused only if they are caused by illness of the student, death of a family member or observance of a religious holiday when mandated for all of the members of that faith. Absences due to vacation plans, trips out of the country or birthdays are not excused. Excessive absences due to illness require a physician's statement. Excessive "excused" absences are reviewed carefully. Please ensure your child's daily attendance and punctuality. Moreover, please make sure that he/she remains in class until dismissal time.** Please see the following table for tardy/absence procedures:

Absence Procedures

| Student Action | Parent Action | Consequence |
|---------------------------------------|---|---|
| Absent for 1 to 4 consecutive days | Sends acceptable written note excusing absence within five (5) days after child returns | →Records will indicate 1 to 4 excused absence(s) |
| | Written notification not sent or sent after 5 days from date of return | →Records will indicate 1 to 4 unexcused absence(s) |
| Absent for 5 or more consecutive days | Sends written documentation from a licensed/certified health care practitioner | →Records will indicate 5 or more excused absences |
| | No documentation from a licensed/certified health care practitioner | →Records will indicate 5 or more unexcused absences →Student will be issued a referral |

Multiple Absence Policy

| | |
|---|---|
| More than 5 excused or unexcused absences | →Parent will be called for an administrative meeting to discuss a plan to improve attendance. |
| 5 unexcused absences | →Student will be issued a referral. |
| 10 excused or unexcused absences | →Student will be issued a referral. |
| 3 referrals (for any reason) | →Student will be placed on a waiting list for the following school year. |

Make-up work and homework must be completed within 24 hours (per missed day) after returning to school. All assignments must be made-up or the student will be issued an incomplete. Incomplete assignments may affect the student's final grade. It is the parent's responsibility to contact the teacher regarding any missed assignments. If a student anticipates being absent for more than two consecutive days, it is the parent's responsibility to contact the school and pick-up any classwork/homework from the teacher.

To be dismissed early for a medical/dental appointment, a student must provide **proof of the appointment on or before that day to their teacher** and must be signed-out by a parent or guardian in the main office. Students will NOT be released to persons whose names do not appear on the emergency contact card kept on file in the main office.

In case of an emergency where a person not listed is needed to pick up a student, the parent must fax in a signed statement with a copy of their driver's license allowing for someone to pick up their child on a specific day. It is the parent's responsibility to come to the office and add the person to the emergency contact card for subsequent days. **Students will not be dismissed 30 minutes prior to dismissal time without previous notice. NO EXCEPTIONS!**

Tardy Policy

Any child who is not **in** their classroom by 8:30 a.m. will be marked “TARDY”. These students **must** report to the main office to obtain a tardy slip in order to be admitted into their classroom.

Multiple Tardy Policy

| | |
|------------------------------|---|
| Tardy 10 times | →Student will be issued a referral. |
| Tardy 15 times | →Parent will be called to an administrative meeting to discuss a plan to improve punctuality. →Student will be issued a second referral. |
| 3 referrals (for any reason) | →Student will be placed on a waiting list for the following school year. |

Students that are tardy are not eligible for perfect attendance certificates that are presented at honor roll assemblies.

Middle School Attendance Policy

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism can result in course failure. The attendance policy is established by the School Board. Highlights of the attendance rules are as follows:

1. A secondary student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee.
2. An attendance review committee is established in each school. The committee consists of three or more school personnel who have the responsibility to review student attendance petitions during the last week of the course(s) and recommend the:
 - Issuing of final grades;
 - Temporary withholding of final grades pending makeup assignments; or
 - Permanent withholding of final grades and credit.
3. The following are considered excused absences:
 - Student illness
 - Medical appointment
 - Death in family
 - 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
 - School sponsored event or activity previously approved

- Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee

4. All other absences or tardies not listed above in item 3 are considered unexcused.

5. The student is expected to:

- Take advantage of his/her educational opportunity by attending all classes punctually on a daily basis.
- Provide the school with a written explanation for any absence/tardiness.
- Request the make-up assignment for all excused absences/tardinesses from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed within a reasonable amount of time.

Failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.

- Submit a completed "*Petition to Appeal Withholding of Final Passing Grades*" to the individual responsible for the screening process:
 1. Provide written documentation for all absences to the attendance review committee.
 2. Appear before the committee at the scheduled time with a parent or guardian.

6. The parent is expected to:

- Report and explain an absence to the school.
- Be responsible for his/her child's school attendance as required by law.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students.
- Stress the importance of regular and punctual school attendance with his/her child.
- Personally contact the school after his/her child's fifth (5th) aggregate absence.
- Assist his/her child with the completion of the "*Petition to Appeal Withholding of Final Grades*"
- Appear before the attendance review committee at the scheduled time to provide information relating to his/her child's absences.

**Excerpt from School Board Rule 6Gx13-5A-1.04*

Rainy Day Procedures

Please be patient and follow drop-off/pick-up procedures to ensure your child's safety. The use of the telephone will not be necessary.

Withdrawals

Please notify the school office of your child's withdrawal or transfer at least one day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school.

Contact Information Update

It is critical that the school office be notified of any change of address and/or telephone number **immediately**.

Visitors

FOR THE SAFETY OF ALL OF OUR STUDENTS, **ALL VISITORS** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Pinecrest Academy South will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

Substitute Teachers

A substitute teacher has the same authority as a regular classroom teacher. We expect that all students demonstrate respect and cooperate fully with our substitute teachers.

Textbooks

Students will be issued books at the beginning of each school year. A book deposit fee of \$100 will be secured upon registration. Students must immediately inform teachers about any LOST or DAMAGED books so that they can be replaced. The cost of the replacement book will be deducted from the book deposit fee. The same rule applies for LOST LIBRARY BOOKS.

Grading and Reporting of Student Progress

Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to <http://ehandbooks.dadeschools.net/policies/93/index.asp>

Academic Grades: Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades. The letter grade of "I" will be reserved for secondary use only.

Grades in all subjects are to be based on the student’s degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher’s best judgment after careful consideration of all aspects of each student’s performance during a grading period.

| K GRADES | NUMERICAL VALUE | VERBAL INTERPRETATION | GRADE 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 |

| 1-12 GRADES | NUMERICAL VALUE | VERBAL INTERPRETATION | GRADE 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 |

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

Effort Grades: Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher’s evaluation of a student’s effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student’s potential, study habits, and attitude. Kindergarten students do not receive effort grades. Three numerical grades are used to reflect effort in grades 1-12:

- An effort grade of “1” indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

- An effort grade of “2” indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
- An effort grade of “3” reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student’s ability.

Conduct Grades: The school will follow Miami-Dade County Public School’s *Code of Student Conduct* <http://ehandbooks.dadeschools.net/policies/90/index.htm>. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

1. who is on the school property
2. who is in attendance at school or any school-sponsored activity
3. whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school

ACTS OF DISORDERLY CONDUCT MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Classroom tardiness
2. Dishonesty
3. Acting in a manner as to interfere with the educational process
4. Abusive language between or among students
5. Failure to complete assignments or carry out directions

POSSIBLE SANCTIONS:

1. Verbal and Written Reprimand / Referral / Student Case Management Form (SCAM)
2. Contact with parent
3. Loss of Privileges
4. Detention / Work Duty on Campus
5. In-school/Outdoor Suspension

Pinecrest Academy students are expected to show respect for themselves, for other students, and for their teachers. Each room has a climate in which optimal learning can take place. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when the home and school work together.

Teachers and students must foster a mutual respect for one another. Teachers will never use corporal punishment or offensive language toward a student. According to the Code of Student Conduct, methods of positive reinforcement/rewards and/or loss of privileges are utilized. Administration will make the final decision on disciplinary actions.

Disruptive Conduct:

Disruptive conduct is defined as activities in which students engage in that are directed against another person or property. The consequences of these activities tend to endanger the health or safety of oneself or others in the school.

Acts may include, but are not limited to the following:

- Vandalism
- Theft
- Disrespect
- Violation of dress code

Types of Disciplinary Action:

1. **In-school suspension** – student sent to the office.
2. **Outdoor suspension** – absence from school – student is not allowed on school grounds or at any school-related function.
3. **Expulsion** – student removed from school for the remainder of the school year.
4. **Detention** – student will be issued a morning or afternoon detention to be served in school.
5. **Work Duty** – student is assigned to a designated staff member to engage in active work such as cleaning, picking up, and organizing.

*******A student may only receive a maximum of three referrals per school year before an administrative meeting is held to discuss dismissal from the academy.**

REPORTING STUDENT PROGRESS K-8

Progress Reports: Individual Progress Reports are issued every nine weeks and are a progress report of each child on an individual basis. Please study your child’s progress with him/her. Please feel free to consult your child’s teacher regarding his/her school progress. Report cards are issued the same days as identified in the Miami-Dade County School Calendar.

Progress Report and Report Card Distribution Schedule:

| | Progress Reports | Report Cards |
|--------------------------------------|-------------------------|---------------------|
| 1st Grading Period | 9/17/08 | 11/10/08 |
| 2nd Grading Period | 9/26/08 | 2/2/09 |
| 3rd Grading Period | 2/18/09 | 4/15/09 |
| 4th Grading Period | 5/6/09 | 6/18/09 |

Home Learning Assignments

Home Learning Assignments are a very important part of learning since they reinforce concepts that have been learned. It is Pinecrest Academy South's policy to assign homework **EVERY** night. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

To improve the effects of Home Learning Assignments:

- Provide your child with a quiet place which is conducive to studying and to learning.
- Show an interest in your child's home learning assignments by providing assistance and reviewing completed work.
- Do not complete any part of the home learning assignments for your child. If your child is having difficulty with their assignment please notify the teacher.
- Read with or to your children daily.

Student responsibilities for completing home learning activities:

1. Students are responsible for recording and completing all Home Learning Assignments independently. Parents may provide assistance, but students must complete the work on their own.
2. Home Learning Assignments should to be done in a quiet place with good lighting and minimal disturbances.
3. If there is a problem in understanding how to complete Home Learning Assignments, students are to do the very best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance. In this case the homework should be completed that evening along with the regular Home Learning Assignments.
4. A daily calendar can be used to keep track of home learning assignments for each night.
5. If a student is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.

Classroom Placement

Our administrative staff reviews each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. **We are not in any way obligated to honor any special requests for classroom placements. In addition, we reserve the right to change student classroom assignments as we see fit.**

Parent to School Communication

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease
2. You will be out of town
3. Your telephone number (home or work) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.
5. **IF THERE IS ANY CHANGE IN TRANSPORTATION.** We will not allow a child to deviate from their regular departure routine without written or verbal verification. If there is a change in the person who is to pick up your child we require the name of that person and the type of car in writing.

Parent to Teacher Communication

Conferences with individual teachers must be arranged by contacting the teacher. Please make appointments for conferences before or after school hours. Teachers may also be available during their class's special areas; however you must make an appointment during this time.

PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL/DISMISSAL OF STUDENTS, IN THE HALLWAYS OR DURING CLASSROOM TIME.

Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher.

AUTHORIZATION FOR MEDICATION

Miami-Dade County School Board policy "prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s)."

In order for medication to be administered to your child, we must have an AFM (authorization for medication) form. This form is available in the office and must be kept on record. These forms must be completed by a pediatrician or a family doctor.

Medication must be in its original container labeled with the following information: the child's name, dosage, name of the drug, physician's name, and the name and phone number of the pharmacy that filled the prescription. **Rigid guidelines are followed in administering medication.** For example, office personnel designated to dispense medication are required

to count the number of pills the student brings to school and document it in the student medication log.

Accidents/Illnesses

Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. **It is your responsibility to make sure that these numbers are current and accurate.** Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

Lost and Found

A lost and found area will be designated in the main office. To minimize the quantity of lost and found articles, we ask that you please write *your child's name* on everything he/she brings to school.

Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Parent chaperones must not bring siblings along, as they are not covered by insurance. All parents attending field trips must be cleared through the Volunteer Safety Program

Students will not be released to **anyone** during a field trip for **any reason**. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

Financial Obligations

All late charges, fees and/or monies owed must be paid by the last day of the school year. Financial obligation notices will be sent as reminders throughout the school year. **Outstanding balances not paid by the last day of the school year will result in students being placed on a waiting list for the following year.**

Internet Use Policy

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. In addition, the school 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.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA
2008 - 2009 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY**

| JULY 2008 | | | | |
|-----------|-------|------|-------|--------------|
| 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 | |

| AUGUST 2008 | | | | |
|---------------|---------------|---------------|--------------|--------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| SEPTEMBER 2008 | | | | |
|----------------|-------|------|---------------|------|
| 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 |
| 29 | 30 | | | |

| OCTOBER 2008 | | | | |
|--------------|---------------|------|-------|---------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| NOVEMBER 2008 | | | | |
|---------------|----------------------------|------|---------------|---------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| 3 | 4* | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 ¹ | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| DECEMBER 2008 | | | | |
|---------------|---------------------------|---------------|---------------|---------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| 1 | 2 ² | 3 | 4 | 5 |
| 8 | 9 ³ | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| JANUARY 2009 | | | | |
|---------------|----------------------------|------|--------------|--------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| | | | 4 | 5 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 ¹ | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 ² | 28 | 29 | 30 |

| FEBRUARY 2009 | | | | |
|---------------|---------------------------|------|---------------|---------------------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| 2 | 3 ³ | 4 | 5 | 6 [*] |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |

| MARCH 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 | 31 | | | |

| APRIL 2009 | | | | |
|--------------|----------------------------|--------------|---------------|--------------|
| MON. | TUES. | WED. | THUR. | FRI. |
| | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 |
| 13 | 14 ³ | 15 | 16 | 17 |
| 20 | 21 ² | 22 | 23 | 24 |
| 27 | 28 ¹ | 29 | 30 | |

| MAY 2009 | | | | |
|---------------|-------|------|-------|------|
| MON. | TUES. | WED. | THUR. | FRI. |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| JUNE 2009 | | | | |
|-----------|-------|------|-------|------|
| 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 |
| 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

- ELEMENTARY EARLY RELEASE - PARENT/TEACHER CONFERENCES
- MIDDLE SCHOOL EARLY RELEASE - PARENT/TEACHER CONFERENCES
- SENIOR HIGH EARLY RELEASE - PARENT/TEACHER CONFERENCES
- ELEMENTARY EVENING - PARENT/TEACHER CONFERENCES
- MIDDLE SCHOOL EVENING - PARENT/TEACHER CONFERENCES
- SENIOR HIGH EVENING - PARENT/TEACHER CONFERENCES

DAYS IN GRADING PERIOD

- 1 - 46
- 2 - 45
- 3 - 46
- 4 - 43

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2008 - 2009 TESTING CALENDAR, GRADES K-12
Tentative: June 20, 2008

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 | DESCRIPTION | ABBREVIATION | PARTICIPANTS | REASON FOR TEST |
|---------------------------|---|--|---|-----------------------------|
| July 28-29 | <i>Alternative Assessment for Grade 3 Promotion</i> | AAGTP | Grade 3, retained only | State |
| August 18-September 29 | <i>Florida Kindergarten Readiness Screener Early Childhood Observation System Dynamic Indicators of Basic Early Literacy Skills Indicadores Dinámicos del Éxito en la Lectura</i> | FLKRS ECHOS DIBELS IDEL | Kindergarten | State |
| TBA | <i>Preliminary ACT Test</i> | PLAN | Grade 10, optional | Nationally Offered |
| September 3-9 | <i>Florida Comprehensive Assessment Test SSS Computer Accommodations Pilot</i> | FCAT SSS | Grades 6 & 9, selected schools and students | State |
| September 15-September 26 | <i>Dynamic Indicators of Basic Early Literacy Skills</i> | DIBELS | Grades 1-3; Grades 4 & 5* | State and District |
| September 15-September 26 | <i>Florida Oral Reading Fluency Assessment</i> | FORF | Grades 6-12* | State |
| September 29-May 8 | <i>Florida College Entry-level Placement Test</i> | FCELPT CPT | Grades 10-12, optional | State |
| October 6-13 | <i>Florida Comprehensive Assessment Test Retake Reading and Mathematics</i> | FCAT | Grades 10-12, as needed | State |
| October 15 | <i>College Board Preliminary SAT/National Merit Scholarship Qualifying Test</i> | PSAT/NMSQT | Grade 10 Grade 11, optional | State Nationally Offered |
| October 20-31 | <i>Florida Alternate Assessment Science Field Test</i> | FAA | Grades 5, 8, & 11*** | State |
| November 17 | <i>Grade 3 Mid-Year Promotion</i> | GTMYP | Grade 3, retained only | State |
| December 2-3 | <i>FCAT Writing+ Field Test</i> | FCAT Writing+ | Grades 4, 8, & 10, selected schools | State |
| December 3-9 | <i>Florida Competency Examination on Personal Fitness</i> | FCEPF | Grades 9-11, optional | State |
| January 13-February 27 | <i>Florida Alternate Assessment</i> | FAA | Grades 3-11*** | State |
| January 20-May 8 | <i>Grade 3 Reading Student Portfolio</i> | GTRSP | Grade 3 | State |
| January 23-February 5 | <i>Dynamic Indicators of Basic Early Literacy Skills</i> | DIBELS | Grades K-3; Grades 4 & 5* | State and District |

*Only includes students in FCAT Reading Levels 1 and 2 at these grade levels.

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

Developed by Student Assessment and Educational Testing. Revised June 20, 2008.

| DATE | DESCRIPTION | ABBREVIATION | PARTICIPANTS | REASON FOR TEST |
|--------------------------------|---|----------------------|--|-------------------------|
| January 23-February 5 | <i>Florida Oral Reading Fluency Assessment</i> | FORF | Grades 6-12* | State |
| January 26-March 4 | <i>National Assessment of Educational Progress/Trial Urban District Assessment</i> | NAEP/TUDA | Selected schools, Grade 4, 8, & 12 | Federal |
| February 10-13 | <i>Florida Comprehensive Assessment Test Writing+</i> | FCAT Writing+ | Grades 4, 8, & 10 | State |
| March 10-23 | <i>Florida Comprehensive Assessment Test Sunshine State Standards Reading and Mathematics</i> | FCAT - SSS | Grades 3-10 | Federal and State |
| | <i>Science</i> | | Grades 5, 8, 11 | State |
| | <i>Retake</i> | FCAT-Retake | Grades 10-12,** as needed | State |
| | <i>Norm-Referenced Test (NRT) **** Reading & Mathematics</i> | FCAT-NRT | Grades 3-10 | State |
| March 10-23 | <i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i> | SAT-10 | Grade 2 | District and State |
| | <i>Reading</i> | | Grade 1, Reading First schools only | State |
| April 20-May 22 (Tentative) | <i>Comprehensive English Language Learning Assessment</i> | CELLA | Grades K-12, all current ELLs and selected former ELLs | Federal and State |
| April 29-May 19 | <i>Peabody Picture Vocabulary Test</i> | PPVT | Grades K-3, Reading First schools only | State |
| April 29-May 19 | <i>Dynamic Indicators of Basic Early Literacy Skills</i> | DIBELS | Grades K-3; Grades 4 & 5* | State |
| April 29-May 19 | <i>Florida Oral Reading Fluency Assessment</i> | FORF | Grades 6-12* | State |
| May 4-8 | <i>Florida Competency Examination on Personal Fitness</i> | FCEPF | Grades 9-11, optional | State |
| May 4-15 | <i>Advanced Placement Examinations</i> | AP | <i>Grades 9-12, enrolled, registered only</i> | Nationally Offered |
| May 4-22 | <i>International Baccalaureate External Written Examinations</i> | IB | Grades 11-12, enrolled only | Internationally Offered |
| June 22-26 | <i>Florida Comprehensive Assessment Test Retake Reading and Mathematics</i> | FCAT-Retake | Grade 12, as needed | State |
| June 22-26 | <i>High School Competency Test Communications and Mathematics</i> | HSCT | Eligible students | State |

*Only includes students in FCAT Reading Levels 1 and 2 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.

****If FCAT NRT is eliminated, a district-wide NRT may be administered at selected grade levels.



PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER:

I have read the Pinecrest Academy South's (a Miami-Dade County public school) Parent and Student Handbook, including uniform policy and The M-DCPS Student Code of Conduct and agree to cooperate with all of the policies contained therein.

As a parent I understand the importance of The M-DCPS Code of Student Conduct, which can be accessed at: <http://www.dadeschools.net/ehandbook/Code/index.htm> and is available in the School's main office. The M-DCPS Code of Student Conduct was reviewed by me at the time of the registration, along with the Parent/Student Handbook, and I agree to abide by all of its contents.

Name of Student: _____

Teacher: _____

Grade: _____

(Signature of Parent/Guardian)

(Date)

(Signature of Student)

(Date)