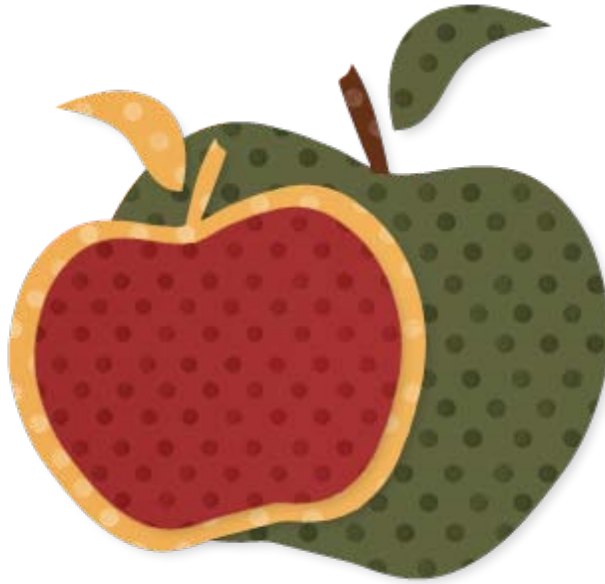


SCOTT LAKE  
ELEMENTARY SCHOOL  
PARENT/ STUDENT HANDBOOK  
2009-2010



MS. VALERIE B. WARD  
PRINCIPAL

MS. EMPERATRIZ MALDONADO  
ASSISTANT PRINCIPAL

**ACCIDENT INSURANCE**

Student insurance which covers accidents that happen on school property or 24 hour accident coverage may be purchased by parents through the school at the beginning of the school year only. The Board does not accept any responsibility for policy interpretation or claims payments. **REPORT ANY ACCIDENT OR INJURY**, no matter how small, to the supervising teacher as soon as it occurs.

**AFTER SCHOOL CARE- PRINCIPAL OPERATED**

The Principal Operated Program AT OUR SCHOOL CURRENTLY PROVIDES BEFORE AND AFTER SCHOOL CARE FROM 7:00-8:30 A.M. AND 2:00-6:00 P.M. You may call for more information.

**AFTER SCHOOL SUPERVISION**

Children should go home immediately when dismissed (**as there is no supervision provided for students who wait for parents**). **THEY ARE NOT TO REMAIN ON THE SCHOOL GROUNDS AFTER DISMISSAL, UNLESS THEY ARE TAKING PART IN AFTER SCHOOL ACTIVITIES FOR WHICH THEY HAVE SPECIAL PERMISSION FROM THE TEACHER OR PRINCIPAL.** In either case, the parent will be duly notified that the child is remaining past dismissal. **IF YOUR CHILD CANNOT BE PICKED UP AT THE APPROPRIATE TIME, HE/SHE MUST BE ENROLLED IN THE AFTER-SCHOOL CARE PROGRAM.**

**ATTENDANCE/TARDINESS**

Students with no absences and no tardies are awarded medallions or trophies at the end of the school year. **Any student who must arrive prior to 7:30 A.M. MUST BE signed up for participation in the YMCA program.** Students should arrive at school between 8:20 Am and 8:30 AM. Those who arrive after 8:30 AM are TARDY. All children who arrive late must report to the office to obtain a late pass to enter class. Students who are frequently tardy will be referred to the school’s social worker.

- School Begins.....8:30 A.M. Daily
- Dismissal: Pre-Kindergarten, Kindergarten, and Grade 1..... 2:00 P.M. Daily
- Dismissal: Grades 2, 3, 4, 5.....3:00 P.M. Daily **EXCEPT WEDNESDAY**
- Dismissal: All Grades...PK, KG, 1, 2, 3, 4, 5.....2:00 P.M. **WEDNESDAY ONLY**

**PARENT’S/GUARDIAN’S RESPONSIBILITIES**

The parent/guardian shall be responsible for his/her child’s school attendance as required by law and stress the importance of regular school attendance with his/her child. School Board Rule 6Gx13-5A-1.041, Student Attendance--Specific Responsibilities also states that “whenever a child of compulsory school attendance age is absent without the permission of the person in charge of school, the parent of the child shall, as soon as practicable after learning of the absence, report and explain the cause of such absence to the teacher or principal of the school.”

AMONG THE PARENT’S/ GUARDIANS RESPONSIBILITIES as defined by School Board Rule 6Gx13-5A-1.041, Student Attendance—Specific Responsibilities they are expected to:

- **Report and explain an absence or tardiness to the school.**  
Failure of the parent/guardian to provide required documentation within three (3) days upon the student’s return to school will result in unexcused absence.
- **Ensure that the child has requested and completes make-up assignments** for all excused absences/tardiness from his/her teachers upon his/her return to school or class.
- **Appear before the Attendance Review Committee** at the scheduled time to provide information relating to his/her child’s absences and to support prescribed activities.

### **Course Make-up**

Make-up assignments for all excused absences/tardies should be requested within two (2) days of the student's return to school or class. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student must complete the make-up assignments for classes missed within three (3) days of the return to school. Failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.

Teachers are not required to provide make-up work for the unexcused absences/tardiness. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

### **TYPES OF ABSENCES**

#### **Excused Absences**

School Board Rule 6Gx13-5A-1.041, Student Attendance--Specific Responsibilities defines Excused School Absence as:

- **Student Illness:**

Students missing five (5) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.

- **Medical Appointment:**

If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.

- **Death In Family**

- **Religious Holiday:**

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: The religious holiday must be listed on the district's approved list of religious holidays

- **School-sponsored Event or Educational Enrichment Activity:**

School-sponsored event or educational enrichment activity that is not a school sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.

- **Subpoena by law enforcement agency or mandatory court appearance.**

- **Outdoor Suspensions:**

Outdoor suspensions are to be considered excused absences.

- **Other individual student absences beyond the control of the parent/guardian** or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### **Course Make-up**

Students granted an excused absence have the right to make up all course work within three (3) school days upon the return to school. After successful completion of all make-up assignments, the student cannot be penalized for that absence. School Board Rule 6Gx13- 5A-1.041, Student Attendance--Specific Responsibilities. Upon the request of the student or the parent/guardian make-up assignments will be provided within two days by the teacher for excused absences. It should be noted that failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.

Unexcused absences **DO NOT REQUIRE** that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

### **Unexcused Absences**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absence until he/she submits required documentation as specified above. Failure to provide required documentation within three (3) days upon the return to school will result in an unexcused absence.

#### **Unexcused absences include:**

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

#### **• Excessive Absences**

A student accumulating **ten (10) or more class unexcused absences** in an annual course or five (5) or more class unexcused absences in a designated semester 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. However, the Attendance Review

Committee may assign educationally-related activities mitigate the loss of instructional time. **Grades that are temporarily withheld will be reflected 'NG' on the report card.**

### **ARRIVAL**

**All students who arrive prior to 7:30 A.M. MUST BE signed up for participation in the SCHOOL'S BEFORE AND AFTER CARE PROGRAM.** Students should arrive at school between 8:20 A.M. and 8:30 A.M.

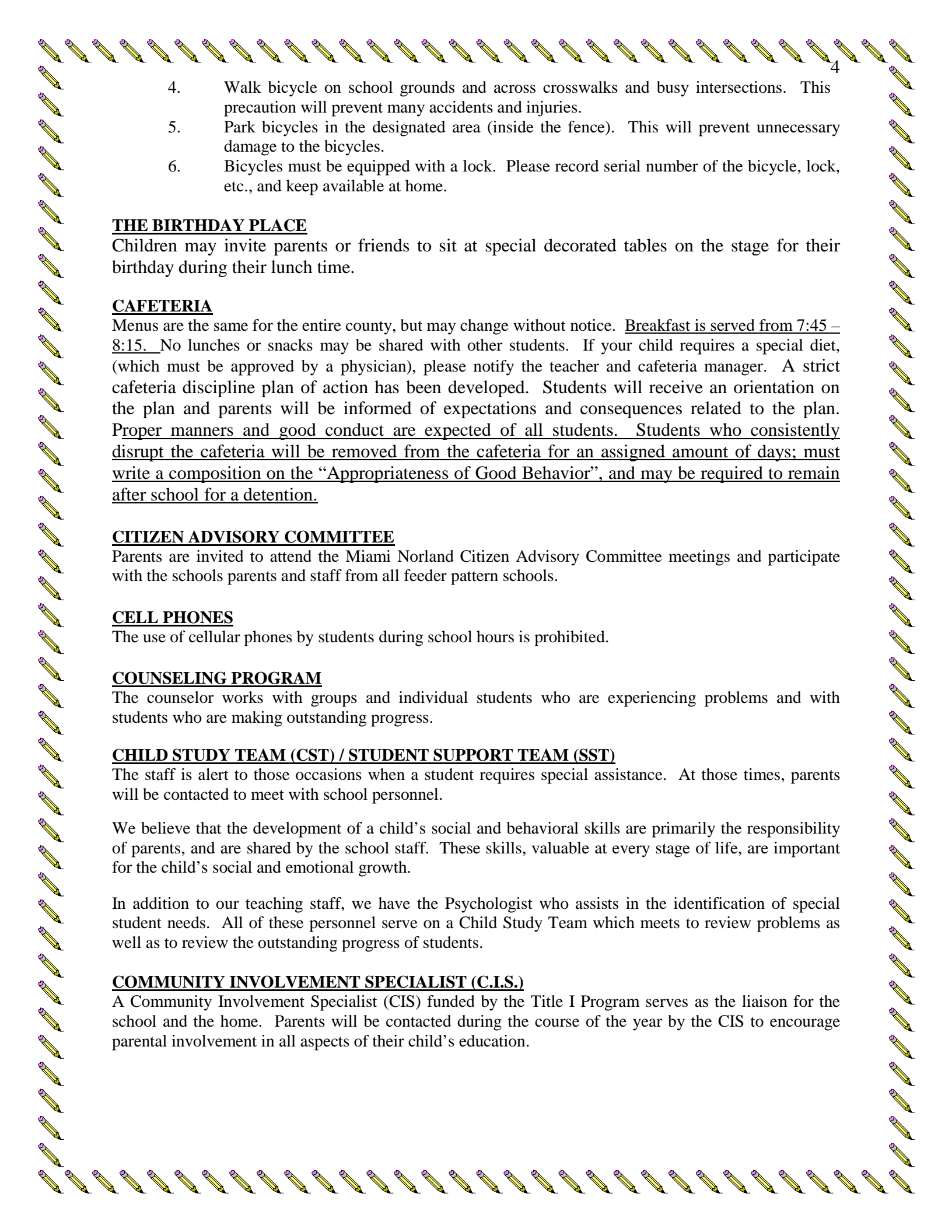
### **BASIC SKILLS SUBJECTS**

The subjects and content information taught to our students follow the objectives of the Miami Dade County Public Schools prescribed in the Competency Based Curriculum and the Sunshine State Standards. These objectives are in direct alignment with the skills tested on the FCAT.

### **BICYCLES**

The following bicycle safety rules and policies are those taught to our children. Please help us to reinforce these procedures:

1. Only one (1) rider on each bicycle.
2. K-2 students are not to ride bicycles to school.
3. Ride bicycle with street traffic on right side to school.

- 
- 4
4. Walk bicycle on school grounds and across crosswalks and busy intersections. This precaution will prevent many accidents and injuries.
  5. Park bicycles in the designated area (inside the fence). This will prevent unnecessary damage to the bicycles.
  6. Bicycles must be equipped with a lock. Please record serial number of the bicycle, lock, etc., and keep available at home.

### **THE BIRTHDAY PLACE**

Children may invite parents or friends to sit at special decorated tables on the stage for their birthday during their lunch time.

### **CAFETERIA**

Menus are the same for the entire county, but may change without notice. Breakfast is served from 7:45 – 8:15. No lunches or snacks may be shared with other students. If your child requires a special diet, (which must be approved by a physician), please notify the teacher and cafeteria manager. A strict cafeteria discipline plan of action has been developed. Students will receive an orientation on the plan and parents will be informed of expectations and consequences related to the plan. Proper manners and good conduct are expected of all students. Students who consistently disrupt the cafeteria will be removed from the cafeteria for an assigned amount of days; must write a composition on the “Appropriateness of Good Behavior”, and may be required to remain after school for a detention.

### **CITIZEN ADVISORY COMMITTEE**

Parents are invited to attend the Miami Norland Citizen Advisory Committee meetings and participate with the schools parents and staff from all feeder pattern schools.

### **CELL PHONES**

The use of cellular phones by students during school hours is prohibited.

### **COUNSELING PROGRAM**

The counselor works with groups and individual students who are experiencing problems and with students who are making outstanding progress.

### **CHILD STUDY TEAM (CST) / STUDENT SUPPORT TEAM (SST)**

The staff is alert to those occasions when a student requires special assistance. At those times, parents will be contacted to meet with school personnel.

We believe that the development of a child’s social and behavioral skills are primarily the responsibility of parents, and are shared by the school staff. These skills, valuable at every stage of life, are important for the child’s social and emotional growth.

In addition to our teaching staff, we have the Psychologist who assists in the identification of special student needs. All of these personnel serve on a Child Study Team which meets to review problems as well as to review the outstanding progress of students.

### **COMMUNITY INVOLVEMENT SPECIALIST (C.I.S.)**

A Community Involvement Specialist (CIS) funded by the Title I Program serves as the liaison for the school and the home. Parents will be contacted during the course of the year by the CIS to encourage parental involvement in all aspects of their child’s education.

### DISMISSAL PROCEDURES

1. Dismissal should take place promptly at the designated time.
2. In order to provide for an orderly dismissal of the school the following plan will be implemented:
  - A. Paraprofessionals and Teachers will escort the students out of the building.
  - B. Students should never be asked to cross in the middle of the street. (We are serviced by 14 MDCPS buses).
3. Children may not return to the building after dismissal to wait for friends, parents, or siblings, nor should they wait in other classrooms or the media center. Students must be signed up in the SCHOOL'S AFTER CARE PROGRAM or have other arrangements made.
4. The following rules are enforced by all staff:
  - A. absolutely no running in the halls
  - B. Walking in halls
  - C. Walk on the sidewalk and not on the grass
  - D. No loud, boisterous talking

### DRESS CODE /UNIFORMS

We are a **MANDATORY UNIFORM** school. We require that your child comes in uniform throughout the school year. The colors are **yellow top, and khaki, shorts, pants or skirts.**

1. No metal cleats on shoes.
2. No clogs, thongs, sandals, or other shoes without backstraps. No tap shoes.
3. No written messages, pictures or symbols on clothing which are inimical to the health, safety, and welfare of students, e.g., message which relate to drugs, smoking, alcohol, sex, racial slurs, and profanity are prohibited.
4. Abdominal areas must be covered at all times.
5. No pants hanging half way or below the hips. Shirts must be tucked in.

### EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (E.E.S.A.C.)

The Educational Excellence School Advisory Council (EESAC) is composed of elected parents, teachers support staff members, an administrator and a community/business representative. This group of individuals meets to discuss, make recommendations, and review all components of the School Performance Excellence Plan. In addition, the EESAC will make recommendations for budgetary expenditures, which directly impact the goals outlined in the School Improvement Plan (S.I.P). This is also the governing body of the school.

### EMERGENCY CONTACT

**If you move, change jobs, or if your telephone number is changed, please notify the office.**

In the event neither the parent nor the emergency contact person can be reached during an emergency, Dade County Rescue Department, police or the doctor whose name appears on the registration card will be called.

### ENGLISH SPEAKERS OTHER LANGUAGES (ESOL)

Support programs include classes for English Speakers of Other Languages, (ESOL)

### EXEMPTION/PHYSICAL EDUCATION

All students are expected to participate in physical education. Should illness or injury make physical activity unsafe, a note from parents should be sent to the P.E. teacher. For more than three (3) days of such excuses, a form should be obtained from the office and completed by the child's physician to give medical basis for exemption from the program.

**FCAT**

The Florida Comprehension Assessment Test-(FCAT) is administered in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade, in elementary schools. Student's scores are separated into 5 levels for reading and math and 6 levels for writing. Students who score a level 1 in 3<sup>rd</sup> grade are retained unless promoted for 1 of 6 good causes.

**FIELD TRIPS**

All trips must be first approved by the principal and the region prior to parent/student notification. We believe that school time is valuable and that it should be used to help each student make the best possible academic progress. Students may not go on field trips, which require missing two (2) or more days from school. The trip must be specifically related to classroom subjects being studied. It is not permissible to take children who are not enrolled in the school or family pets or on field trips during school hours. Each parent must sign a Field Trip Permission Form and return it to the teacher before the child is permitted to attend. **NO TELEPHONE PERMISSION IS ACCEPTED.**

**FREE AND REDUCED PRICE MEALS**

**A NEW FORM IS NEEDED EACH YEAR.** Each child must have a current application on file in the school within the first 20 days. There are no exceptions.

**GRADING SYSTEM**

The "Pupil Progression Plan" of the Miami Dade County Schools is implemented at Scott Lake Elementary. Report cards are issued at the conclusion of each nine-week period. The following information is provided for your convenience.

**I.**

<b>GRADE</b>	<b>NUMERICAL VALUE</b>	<b>INTERPRETATION</b>
A	90 – 100 %	Outstanding Progress, Above grade level
B	80 – 89 %	Above Average Progress but not Outstanding Progress
C	70 – 79 %	Satisfactory Progress
D	60 – 69 %	Lowest Acceptable Progress in the Mastery of Skills and Other Course Content
F	0 – 59 %	Failure

**II.****EFFORT**

- 1 – Successfully completes ALL assigned tasks.
- 2 - Usually finishes assignments.
- 3 – Does not pay sufficient attention to completing assignments on time or to the best of his/her ability.

**III.****CONDUCT**

- A - Consistently demonstrates outstanding behavior.
- B - Consistently behaves well in class.
- C - Behaves satisfactorily.
- D – Conduct needs improvement. Violates rules
- F - Regular violation of school conduct rules.

**HOME LEARNING**

Home-learning assignments will be based on classroom instruction and will focus on all subject areas. It is important for teachers and parents to work together to help students develop positive attitudes about completing home learning assignments. Students will have their effort grades lowered when home learning is not completed in a timely manner. Special area teachers will send a separate notice of their specific requirements.

Scott Lake Elementary recognizes regular, purposeful home learning as an essential component of the instructional process. Home learning is an integral factor in fostering the academic achievement of students and in extending school activities into the home. Regular home learning provides opportunities for development practice, drill; the application of skills already learned the development of independent study skills, enrichment activities, and self discipline.

<u>Grade Level</u>	<u>Frequency of Assignments</u>	<u>Total Daily Average (All Subjects)</u>
Pre-K	Daily (5 days a week)	15 minutes
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

Home learning must include 30 minutes of reading each night for all children.  
(Less time for Pre-Kg).

**A. Teachers will consider the following when making home learning assignments:**

1. Instructional needs of the student
2. The purpose of the assignment
3. The length of the assignment
4. Checking, reviewing, evaluating, and/or grading students home learning
5. Giving timely feedback on home learning assignments
6. Making clear instructions related to home learning

**B. Students will be responsible for:**

1. Completing assigned home learning
2. Returning home learning to the teacher by the designated time

**C. Parents will be responsible for:**

1. Encouraging and supporting the child in his/her performance of assigned home learning.
2. Assisting, if requested by the child, but not to include performing the work for the child.
3. Supporting the school in regard to the students' being assigned home learning
4. Requesting information for students when short term absences are involved.
5. Assuring that students read when specific home learning assignments are not given.

**HONOR ROLL AND AWARDS**

Students receive trophies for a perfect score of 5 in reading or math on the FCAT, 6 in writing, and a medallion for perfect attendance with no tardies. At the end of the year students receive certificates, trophies, and medallions for outstanding achievement.

**GOLD**

Principals Academic Honor Roll (3.5 to 4.0 GPA = A)

**GREEN**

Academic Honor Roll (3.0 to 3.4 GPA = B)

**WHITE**

Conduct Honor Roll (3.0 to 4.0 GPA)

**ATTENDANCE**

Honor Roll (No Absences and No Tardies)

**ILLNESS**

Children should not be sent to school when they are ill. **NO MEDICATION WILL BE GIVEN WITHOUT PROPER AUTHORIZATION** from a physician. You may get the proper form in the school office. Parents of any students known to have an illness, or injury or who is on medication must report that information to **EACH** of the child’s teachers at the beginning of each year.

**IMMUNIZATION AND MEDICAL EXAMINATIONS**

Florida law requires a student medical examination and complete immunizations unless medically exempted, prior to admittance or attendance in a Florida school for the first time. This applies to all new students in kindergarten through the 12<sup>th</sup> grade. It is necessary for each child to have a medical statement that the following immunizations have been completed;

- D.P.T. ....5 immunizations
- MMR (Measles, Mumps, Rubella).....2 immunizations
- Polio (oral)...4 doses TB Skin Test.....1
- HIB.....4 Series
- Hepatitis B.....3 Series of Shots
- Varicella.....1 Series (unless the child had Chicken Pox)
- Varicella Disease.....Year of shot

The school must receive and have on file the “Certificate of Immunization” (HRS FORM 680) and the “Student Medical Examination” (MCH 304-B) before the child is permitted to enroll in a Florida Public School. These forms are available through and prepared by the child’s physician or the Public Health Department of Dade County.

**INJURY**

Procedures which are followed to aid injured children:

1. Teachers will send the child to the office if the injury is minor.
2. Basic first aid (cleans area and applies ice if needed) will be administered by the office personnel or designee.
3. Office personnel will make all attempts to notify a parent and describe the injury. For a minor injury the parent will make the decision about removing the child from school. The Emergency contact number will be called if a parent cannot be reached.
4. The Emergency Rescue Unit will be called for critical conditions requiring emergency first aid, which cannot be administered by school personnel.
5. An accident report will be completed and filed on every accident.

**INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES**

Charges are made for damaged or lost books, equipment and materials. Your cooperation in helping your child learn to be responsible for caring for personal and school belongings is most appreciated.

**INTERIM PROGRESS REPORTS**

Interim Progress Reports for each student will be sent home during each nine-week period to communicate to the parent the progress of the student. Please schedule a conference with your child's teacher if progress is unsatisfactory. **Grades of A, B, C DO NOT REQUIRE UNSATISFACTORY PROGRESS REPORTS OR TELEPHONE CALLS.** However, parents may wish to frequently confer with the teacher regarding their child's ongoing progress.

**KINDERGARTEN REPORT CARD**

- E = Outstanding progress
- G = Above average progress.
- S = Average progress
- M= Lowest acceptable.
- U = Failure.

**LICE**

Students will be sent home if school personnel suspect head lice are in the hair. The hair will be checked in the clinic for confirmation. A notice signed by the doctor should accompany the child upon return to school.

**LUNCH MONEY**

1. Children must bring the weekly payment (\$8.75) to the cafeteria on the first school day of each week. Payments will be accepted until 9:00 A.M. After that time, weekly payments will not be accepted until the next morning.
2. DAILY PAYMENT (\$1.75) is made at lunchtime.
3. REDUCED-LUNCH PAYMENT MUST be prepaid each Monday morning in the cafeteria. No loans are made for reduced lunch.

**PRICES**

Breakfast.....No Charge	Juice.....\$.25	Juice bars.....\$.25
Regular lunch.....\$1.75	Milk..... \$.30	Adult Lunch.....\$3.00
Ice Cream.....\$.50	Pudding Pops...\$.25	Adult Breakfast...\$2.00

If a student loses his/her lunch money, he or she may contact you from the office, to bring a lunch or lunch money to the school. If not, other arrangements will be provided by the school.

**MEDICATION**

Only designated school personnel are allowed to administer prescribed medication. Should this be necessary, the parent should contact the office for a form to be completed and signed by the physician. PUPILS ARE NOT PERMITTED TO BRING AND/OR KEEP MEDICATIONS OF ANY KIND IN THE CLASSROOMS. NO MEDICATION WILL BE ADMINISTERED WITHOUT PROPER AUTHORIZATION.

**PARENTS' RIGHT TO ACCESS STUDENT SCHOOL RECORDS UNDER THE PROVISIONS OF FEDERAL AND STATE LAW**

Parents are guaranteed the right to inspect and review their children's records and to obtain copies of them under the Public Law 94-141 and the Buckley Amendment to the Family Education and Privacy Rights Act (U.S.C. Statute 123g), both federal laws, and SBE Rule 6A-1.955.

**PARENT TEACHER STUDENT ASSOCIATION (P.T.S.A.)**

This is an invaluable joint venture between parents and teachers. Our local PTSA unit is affiliated with and governed by both the Florida Congress and the National Congress of Parents and Teachers. Two (2) of the major aims of this organization are: to work for the welfare of children and youth; and to promote better understanding between the school and the home. Meetings will be announced and sent out during the school year. Membership is \$5.00 per family.

**PARENT-TEACHER CONFERENCE**

Parents are encouraged to participate in conferences with teachers, to discuss their child's progress. Parents are requested to arrange for conferences in advance, since teachers may have other conferences or meetings scheduled.

**PLEASE DO NOT CONFER WITH THE TEACHER WHILE OTHER STUDENTS ARE IN THE CLASSROOM.** The teacher is responsible for the entire class at these times and it is important for him/her to be available to all students and their needs.

We sincerely request that parents NOT consider the PTA meetings as conference times. A scheduled appointment is more appropriate.

**PARTIES**

Individual birthday parties and similar events cannot be shared at school. Currently Miami-Dade County Public Schools do not have parties during school hours. However, during special occasions, parents may wish to eat lunch with their child at the "Special Table" provided in the school's cafeteria during the child's 30 minute lunch period. **PLEASE DO NOT BRING TO SHARE WITH OTHER STUDENTS DUE TO ALLERGIES AND LIABILITY.**

**PERSONAL PROPERTY**

Teachers will inform parents about necessary school supplies. Only with the teacher's permission should a student bring personal toys, books, sports equipment, etc., to the school. No glass or sharp items should be brought to school. Parents should write the child's name inside all coats and sweaters in the event these items are misplaced. Leave all valuable items at home.

**PROFANITY AND THREATS**

Profanity, abusive language, weapons (real or make believe), and threats of violence directed at or by staff members, parents or students must be immediately reported.

**PROGRAMS AT SCOTT LAKE ELEMENTARY**

- \* Traditional Instructional Program (Grades PK-5)
- \* Special Education Center (K-5)
- \* Montessori Magnet Program (PK-5)
- \* Gifted Program
- \* Cheerleaders
- \* Chorus
- \* Houghton Mifflin Reading Program
- \* Accelerated Reading (AR)
- \* Classworks Gold Technology Program
- \* Hands-on Math/Science Laboratory
- \* Computer Laboratory
- \* Lightspan Achieve Now (L.A.N.)
- \* Leap Frog
- \* Academic Excellence (Traditional Program)
- \* Title I
- \* Plato
- \* Edusoft

## **PSYCHOLOGICAL EVALUATIONS**

Students who have difficulty or who are identified by their teachers as high achievers may be evaluated by the psychologist. Parents will be contacted and made aware of the area of concern at a Student Support Team meeting and will be asked for permission to conduct the evaluation, at this time the procedures will be explained. A request for testing may also be initiated by the parent.

## **RAINY DAYS/DISMISSAL PLANS**

Please have an understanding with your child regarding dismissal time on rainy days. IT IS VERY DIFFICULT ON RAINY DAYS WHEN EXCEPTIONALLY LARGE GROUPS OF STUDENTS COME TO THE OFFICE TO MAKE TELEPHONE CALLS TO BE PICKED UP. **PLEASE ENSURE THAT YOUR CHILD KNOWS IN ADVANCE WHETHER TO WALK OR WAIT TO BE PICKED UP ON RAINY DAYS.**

## **READING LEVEL**

Teachers in the early grades work on improving students' skills in these five components of reading:

1. **Phonemic awareness** is the ability to hear and manipulate the sounds of spoken language. This includes noticing rhyme and recognizing the separate, small sounds in words (phonemes)
2. **Phonics** is the understanding of the relationships between the written letters of the alphabet and the sounds of spoken language. This knowledge allows a reader to "decode" words by translating the letters into speech sounds.
3. **Fluency** is the ability to read text quickly, accurately, and with proper expression. Fluent readers can concentrate on understanding what they read because they don't have to focus on decoding.
4. **Vocabulary** includes all the words the reader can understand and use. The more words a child knows, the better he or she will understand what is read. Knowing how words relate to each other is a building block that leads to comprehension.
5. **Comprehension** is the ability to understand what one has read. This includes understanding the plot of a story or the information in an article. It also includes things like recognizing the main idea of a story or article and being able to compare and contrast different characters in the story.

## **REGISTRATION**

All pupils entering the Miami-Dade County Public Schools for the first time must file the necessary papers with school personnel.

These include:

Birth Certificate,  
Student Medical Examination,  
Certificate of Immunization  
Proof of Address (**Addresses will be verified by the school's social worker if it is determined that the child resides out of area**).  
Proof of address includes:  
A broker or attorney's statement of purchase of home,  
Deed of an executed lease agreement, AND the blue portion of the Florida Power & Light bill.

## **REPORTING CONCERNS/PROBLEMS/INCIDENTS**

The appropriate procedures for resolving any parent concerns

1. **PARENTS SHOULD NEVER APPROACH A CHILD ON SCHOOL PROPERTY REGARDING A PROBLEM.**
2. First, speak with the teacher(s) for clarification. If no resolution is reached,
3. Contact the Assistant Principal. If there is still no resolution,
4. Contact the Principal.
5. Finally contact the Region Office – (305) 687-6565

**SCHOOL BUSES** – Bus service is provided without cost for pupils who live two (2) or more miles from the school. Students are subject to the rules and regulations set by the transportation department. The office issues bus passes to eligible students. Private buses must follow all rules of private cars. Student can be denied bus privileges for disruptive behavior.

## **SIGN OUT**

You must come into the office to meet the child and sign him/her out of school. No students will be released from the classrooms by the teacher. Students WILL NOT be released 30 minutes prior to dismissal unless authorized by administration.

## **TARDIES**

Students who are frequently tardy will be referred to the Social Worker and/or Community Involvement Specialist (C.I.S.). There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism and tardiness precede grade failure, loss of interest, and may result in students withdrawing from school. Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins which is at 8:30 A.M. The parent is expected to:

1. Report and explain absences or tardiness to the school and
2. Be responsible for his/her child's school attendance as required by law.  
Repeated tardiness may be considered a Group II Code of Student Conduct Violation (Defiance of School Personnel's Authority).

## **TEST – TAKING TECHNIQUES PROGRAMS**

A comprehensive program to effectively prepare students for test-taking techniques in grades K-5 will be in effect the first week of school and will continue until March. Students in selected grade levels will be tested on reading, mathematics, writing and science for the FCAT and reading and mathematics on SAT.

## **“THIRD GRADE RETENTION”**

The specific skills that students need in the area of reading are described in the Sunshine State Standards. Designed by teachers, the Standards tell what Florida students should know and be able to do at each grade level. They are in line with national education standards. **STUDENTS SHOULD BE ABLE TO SCORE AT LEVEL 3.5.** Students who score at level I will be retained unless they meet one of the “GOOD CAUSE” exemptions.

The law requires that an academic improvement plan (AIP) be developed for struggling readers.

The Florida Comprehensive Assessment Test (FCAT) should measure students' progress on the Sunshine State Standards. Students in grades 3-10 take the FCAT each spring. Third graders are tested in reading and mathematics. Their scores fall into one of five levels: Level 5 is the highest; Level 1 is the lowest.

A score of Level 1 on the FCAT means that the student has demonstrated that they may not be able to recognize or sound-out new words or know the meaning of them, may also have trouble answering questions that identify a story's main idea, main characters, and the correct order of story events.

Florida law now says that, beginning in the 2002-2003 school year, third graders who score at Level 1 in reading on the FCAT must be retained, unless there is other information that indicates these students can read independently. Students who are retained must be given intensive instruction in reading to help them catch up.

The purpose of retention is to give children who have substantial reading deficiencies more time and the intensive instruction they need to catch up in reading.

In fourth grade, the focus shifts from learning to read to reading to learn. Textbooks become more complex; reading passages are longer. Students use encyclopedias, websites, and other written materials to do research for history reports, science projects, and other schoolwork. Those who have trouble understanding what they read will find it very difficult to keep up.

The school will provide intensive instruction in reading to students scoring Level 1 on the FCAT, either during regular school hours, as part of an after-school remedial program, during summer school, or in other ways. This often involves one-on-one or small group instruction with a classroom teacher, trained paraprofessional, reading teacher, or volunteer. Special books, computer software, and other instructional materials are often used.

Some third graders who score Level 1 on the FCAT in reading can be exempted from the retention requirements and be promoted to fourth grade. This is called a "good cause exemption."

**Good cause exemptions are only given to the following students:**

- Limited English proficient students who have had less than two years of instruction in an English for speakers of Other Languages program
- Students with disabilities whose individual educational plan (IEP) shows that it is not appropriate for them to take the FCAT
- Students who show an acceptable level of performance on the alternate reading test (the SAT-9)
- Students who show, through a teacher-developed portfolio, \*that they can read on grade level
- Students with disabilities who take the FCAT and whose IEP or 504 Plan says that they have received intensive remediation in reading for more than two years but who still show a deficiency in reading and who were previously retained in kindergarten through grade 3
- Students who have received intensive remediation in reading for two or more years but who still has a deficiency in reading and who have already been retained in kindergarten through grade 3 for a total of two years.

If you believe your child may be eligible for a good cause exemption, talk to your child's teacher. For a good cause exemption to be approved, the student's teacher, principal and the district school superintendent must review the documentation and decide whether or not the student should be promoted.

The contents of the portfolio are selected by the teacher based on state and district guidelines. The documents in the portfolio must show how that student has mastered the Sunshine State Standards benchmarks that are assessed by the grade 3 reading FCAT. Talk to your child's teacher.

TO LEARN MORE ONLINE, GO TO [WWW.JUSTREADFLORIDA.COM](http://WWW.JUSTREADFLORIDA.COM) AND CLICK ON "READ TO LEARN"

**THREATS**

**USE OF PROFANITY, LOUD VERBAL ABUSE, THREATS OR PHYSICAL CONFRONTATIONS BY ADULTS ARE GROUNDS FOR BEING IMMEDIATELY REPORTED TO METRO DADE POLICE AND/OR THE MIAMI GARDENS COUNTY PUBLIC SCHOOL POLICE.**

### **TITLE I**

Scott Lake Elementary is a Title I school. A school is selected for Title I based on economic needs of the students. This is a school wide, federally funded program aimed at increasing student achievement and parental involvement. A Community Involvement Specialist (CIS) is an integral part of the program and will work directly with parents and the community at large.

### **TRAFFIC / SAFETY / SECURITY**

The traffic situation at our school can be extremely dangerous! If we are to keep our children safe, each of us must cooperate by being patient and cautious at all times. **PARENTS AND VISITORS MAY NOT PARK IN THE BUS LOADING ZONE OR DRIVE ACROSS THE PHYSICAL EDUCATION PLAYGROUND TO DROP STUDENTS OFF NEAR CLASSROOMS.** This is a severe violation of school board policies. Students who walk to and from school must be well informed about the route they are expected to take. All students must use the light and crosswalk on the corner of N.W. 12<sup>th</sup> Avenue and 175<sup>th</sup> Street. Students who walk are to exit from the gate on N.W. 12<sup>th</sup> Avenue. Parents may pick students up and drop them off on 12<sup>th</sup> Avenue only.

### **TRANSFERS/WITHDRAWALS**

1. The school should be notified at least one (1) day in advance prior to withdrawal.
2. Parents must apply for the transfer **IN PERSON AT THE SCHOOL FROM WHICH THE STUDENT IS LEAVING.** Proof of change in address must be provided by one of the following:
  - (a) A broker or attorney's statement of purchase of home,
  - (b) Deed of an executed lease agreement,
  - (c) AND the blue portion of the Florida Power and Light bill.
3. Parents must sign a Release of Records permission form to permit the office to send the child's Cumulative Record (transcript) to a school out of the country.

### **Out Of Area Student Transfers**

Parents may secure transfers from the North Regional office office. These transfers are subject to specific guidelines and are renewable at the end of the year. Students who live out of area and who are frequently disruptive, absent, late or arrive before 8:00 A. M. and remain after 3:00 P.M., may be asked to transfer to their home school.

### **VALUABLE ITEMS**

Expensive jewelry, cameras, clothing, large sums of money, etc. should not be brought to school. The staff cannot be responsible for the safekeeping of such items. **ALL PERSONAL PROPERTY SHOULD HAVE THE CHILD'S NAME WRITTEN IN INK!**

### **VISITORS/SECURITY**

All visitors must sign at the front of the school and must display a visitor's permit at all times. Visitors and guests are **NOT PERMITTED TO TALK TO, TOUCH OR REPRIMAND ANY CHILD OTHER THAN THEIR OWN.**

## **Practice FCAT Skills Online All Year Long**

Miami-Dade County Public Schools is providing students, parents, and teacher's access to several interactive instructional support tools that are designed to help students practice the skills out-lines in the Sunshine State Standards.

All of the programs can be accessed from the school or during the summer and 2008-2009 school year through the M-DCPS Education Portal at <http://portal.dadeschools.net>.

Students that use the Riverdeep program can complete mathematics, reading and science activities designed to reinforce and improve student skills.

Riverdeep is offered for the following subject areas and grade levels: mathematics (K-10), reading (K-3), and science (6-12).

The FCAT Explorer is an interactive instructional support tool designed to help students strengthen critical reading and math skills. The following grade levels and subject areas are supported by the FCAT Explorer: mathematics grades 5, 8 and 10; and reading grades 3, 4, 6, 8 and 10.

The M-DCPS Virtual Library offers many library resources matched to curriculum applications for students. It is arranged in virtual rooms, each with a distinct purpose, and includes magazine and newspaper articles, encyclopedias and other reference materials, online databases, pathfinders, e-books for recreational reading, storytellers and the school district's union catalog.

All Miami-Dade public school students can access the programs listed above M-DCPS Education Portal at <http://portal.dadeschools.net/Students/a21.htm>. A valid seven-digit M-DCPS student ID number is required for the sign-in and password.

For information on the M-DCPS Education Portal, visit <http://portal.dadeschools>, call the Instructional Technology Department at 305-995-1915 or e-mail [webteam@campus.dadeschools.net](mailto:webteam@campus.dadeschools.net)

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## MANDATORY SCHOOL UNIFORMS PROCEDURES

- **August and September 2009** – Parents/guardians will be given a grace period of thirty (30) days after the opening of school to allow adequate time to obtain uniforms and to encourage reluctant families to become a part of the school uniform program. The School Board Rule 6Gx13-5C-1.031, Dress Code, includes language – for exemptions for parents/guardians who are in opposition to the school uniform policy.
- Request a uniform waiver using the following District Uniform Waiver Guidelines:
  - Parents/guardians who object to their child (ren) wearing a uniform at a mandatory uniform school must request an Application for Exemption From The Student Uniform Program, FM-5393 (07-98), at the student’s school site. The Application must be completed in full and submitted to the principal.
  - When the principal receives the original Application for Exemption from the Student Uniform Program, the principal, or designee, will meet with the parent/guardian to discuss the uniform policy and the nature of the objections to the policy. (Refer to school Board Rule 6Gx13-5C1.031, Section V.G)
  - If the outcome of the meeting is to continue with the waiver request, the principal will send Confirmation of Uniform Exemption letter, FM 5394 (07-98), to the parent/guardian, with copies to the Region Superintendent and to the District Administer – Division of Athletics/Activities and Accreditation, Work Location 9723, Room 343
  - Principals should maintain a list of students who have an official exemption from the mandatory uniform program. The list will be used for subsequent years if the parent continues to request a waiver during the child’s enrollment in the mandatory uniform school.
- October 2009 – All students enrolled in mandatory school uniform schools should arrive in the selected uniform.

## SCHOOL WIDE DISCIPLINE PLAN

### I. STUDENT DISCIPLINE

Scott Lake Elementary students are expected to show respect for themselves, for other students and for all adults. So that each room has a climate in which optimal learning can take place, we expect students to behave in a manner, which is acceptable to classmates and conducive to learning. Scott Lake Elementary instituted a school-wide Discipline Program which involves all students and faculty members. Its aim is to foster good overall deportment. All students are to REFRAIN from the following actions:

1. Running and/or yelling in the halls
2. Being Disrespectful to staff members
3. Misbehaving in the cafeteria by yelling, throwing food or leaving seats without permission
4. Fighting, threatening, pushing, biting, slapping, kicking, punching, touching or bullying other students
5. Using profanity
6. Bringing weapons or any sharp item which can cause injuries, to school
7. Throwing objects
8. Damaging or defacing school property
9. Playing in bathrooms
10. Bringing sexually explicit pictures or items to school

### II. CAFETERIA DISCIPLINE PLAN

#### A. Rules

1. Enter and exit quietly and orderly.
2. Follow the instructions of the Cafeteria Monitors by walking and not running into the cafeteria.
  1. Remain in your seat and raise hands for assistance.
  2. Speak in a soft voice.
  3. Do not share or throw food.
  4. Do not remove food and/or spoons from the cafeteria.
  5. Clean your area when leaving.
  6. When waiting in line to be served, keep your hands, feet and objects to yourself.
  9. Do not fight, push, shove or strike other students

#### B. CONSEQUENCES

\*\*\*These actions will be taken only after the student has been given a verbal warning about breaking the rules and parents have been previously notified.

1. Teacher will be notified by Monitor of inappropriate behavior.
2. Teacher must take in-class measures to resolve the misbehavior.
3. Teachers must send a note and/or telephone the home.
4. Sent to the counselor for intervention sessions
5. Writing Activity – “The Importance of Good Manners and Following Rules” or
6. Detention on Wednesdays for forty (40) minutes or
7. Removal from cafeteria and sent to another location for lunch for one (1) week.
8. Sent to the Assistant Principal.
9. Sent to the Principal.

#### C. REWARDS

1. Classes with good behavior will be announced over Closed Circuit T.V., via newsletters and posted on the Bulletin Board.
2. Other incentives and activities will also be provided.