

The Center for International Education

Air Base Elementary School

The Center for International Education

**Student Handbook
2007-2008**

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Principal**

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This agenda belongs to:

Name

Address

City

Phone Number

Homeroom Teacher

"A World of Knowledge Awaits Your Child"

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Air Base Elementary School
The Center for International Education

abe.dadeschools.net

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MISSION STATEMENT

Within a nurturing environment, Air Base Elementary School will stimulate students' academic skills through a strong curriculum foundation and an international perspective. Emphasis on intensive language and cultural studies, using technology and parental/community involvement will prepare students to live more effectively in the global society of the 21st Century.

WELCOME

The administration and staff would like to take this opportunity to welcome you and your family to a new year at Air Base Elementary School. This school year brings the opportunity for us to expand our horizons through education, to grow wiser through our experiences and make new friends.

The Center for International Education family is dedicated to providing the highest standards of education by meeting the individual needs of each and every student. In order to attain true success we request your involvement, support and assistance on a regular basis. Working together we can guarantee a bright future for our children.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA is involved in a close working relationship with the school administration and staff. There are general meetings and board meetings held monthly and all parents are invited. As a committed partner in your child's education, we request that you attend a minimum of three meetings per school year.

The PTA needs the support of all parents with their fundraising activities. Remember, it is an open organization. The Board members are always looking for interested parents and as a magnet school your participation is essential. We are seeking your involvement to successfully accomplish our goals.

ACCEPTANCE POLICY

Procedures used to select students for our school are stipulated by the Schools of Choice District office, which governs all magnet programs in Miami-Dade County Public Schools. Air Base Elementary School strictly adheres to these selection procedures to ensure the integrity of the process.

Since Air Base Elementary School is a magnet school without attendance boundaries, it serves eligible students throughout the district, and has no designated attendance boundary of its own.

Twenty-five percent of the available seats shall be filled by students randomly selected from each of the four district designated zones throughout Miami-Dade County.

Bus transportation will be provided according to guidelines established by Miami-Dade County Public Schools. Unfortunately, transportation is provided for students in selected schools only. You may visit the Magnet Office for more information.

For more detailed information on our National Award Winning Magnet program, you may visit our website <http://abe.dadeschools.net/>

APPLICATION PROCEDURES

Applications for the magnet program at Air Base Elementary School can be obtained on-line or from the magnet office beginning October 1st. All completed applications must be received by the magnet office no later than January 31st. Students applying for first grade through fifth grade will be assessed through the use of a basic skills test in order to determine current academic levels. Additionally, prior school records including state assessment measures will provide objective data regarding past performance. All of this information directly impacts the likelihood of success this student may have at Air Base Elementary School and will be used in determining acceptance to the program. All Pre-Kindergarten students interested in Kindergarten at Air Base Elementary School are required to complete and submit an application for the Magnet Program, regardless of where the student attends Pre-Kindergarten. Please refer to the Air Base Elementary brochure for further information.

OUT OF AREA TRANSFERS

Air Base Elementary is a dedicated magnet school without boundaries. Therefore, out of area transfers and procedures are not applicable. Please address your concerns to administration.

"A World of Knowledge Awaits Your Child"

REGISTRATION PROCEDURES

Children must be five years old on or before September 1st in order to register for Kindergarten.

New students to Miami-Dade County Public Schools must have the following in order to register upon acceptance:

- 1) Age and Legal Name Verification (original birth certificate, passport or certificate of arrival in the U.S showing child's age, affidavit of age signed by parent and certificate of age signed by a public health officer.)
- 2) Proof of Address (statement of purchase of residence, properly executed lease agreement, current Homestead Exemption card, utility bill.)
- 3) Student Health Examination (DH 3040 yellow form Health examination)
- 4) Florida Certificate of Immunization (DH 680 blue card from a private doctor or local health provider)
- 5) School Records (For grade placement and verification of credits earned.)

ACCEPTED STUDENTS transferring from another Miami-Dade County Public School must have the following:

- 1) Official withdrawal slip (from sending school)
- 2) Proof of address (see above)

In addition to the above listed items, parents must complete the following forms for each child being registered:

- 1) Emergency Contact Card (Include work phone number with extension, home phone number, cell phone number, and emergency contact information with numbers other than the numbers already listed, and any authorized and unauthorized persons.)
- 2) Home Language Survey
- 3) Directory Information Opt-Out Form
- 4) Disclosure at Time of Registration Form

FAMILY RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- 1) The right to restrict the release of directory information which includes, name, address, telephone if it is a listed number, participation in officially recognized activities and sports, degrees and awards received, and the most

recent previous educational agency or institution attended. If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.

- 2) The right to inspect and review the student's educational records upon request. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records may be requested and obtained.
- 4) The right to request the amendment of the student's educational record that the parents or eligible students believes are inaccurate, misleading, or inappropriate. Parents or eligible students may ask Miami-Dade County Public Schools (M-DCPS) to amend a record that they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.
- 5) The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by M-DCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill

his or her professional responsibility. Upon Request, M-DCPS discloses educational records without consent to the officials of another school district or postsecondary institution in which a student seeks or intends to enroll.



ARRIVAL

To ensure the safety of the students, the following arrival procedures have been established:

- The school offers a breakfast program to all students beginning at 7:30 a.m. until 8:15 a.m. Students who have breakfast at school must go directly to the cafeteria when they arrive.
- The P.E. coaches at Air Base Elementary School offer a morning intramural program beginning at 7:30 a.m. in the cafeteria for Kindergarten, first and second grade students and on the P.E. court for grades three through five for student at no charge.
- Air Base Elementary School offers a fee-based before and after school program from 7:15 a.m. to 8:30 a.m. The after school program resumes from 2:00 p.m. to 6:00 p.m. If you would like information about the program, please call Mr. Christopher Salinetto, the Afterschool Program Manager or Ms. Patrice Blackburn at 305-258-3676, extension 161. You may also come to the school and speak with the program supervisors during their operating hours.
- Students who choose not to have breakfast should arrive by 8:15 a.m. Teachers pick up students at 8:20 a.m. from the P.E. court or cafeteria. Instruction begins promptly at 8:30 a.m. Parents who are not official school volunteers are required to leave the school grounds per Florida Statute Section 228.091.
- Students must not be left unattended prior to or after school hours. The school provides supervision in designated areas 30 minutes before and after school only.
- On rainy days, students are to report to the school cafeteria or designated rooms where they will remain under the supervision of

- school personnel and assisted by school patrols.

ATTENDANCE

The only excused absences are illness, doctor's or dentist's appointment, death in the family, religious holidays or school related activities. Absences from class for reasons other than those named above are considered unexcused and work cannot be made up.

- Every absence should be followed by a note from the parent or doctor explaining the nature of the absence. In case of illness, the nature of the illness should be stated.
- When a student is absent for two consecutive days, the school should be contacted by phone to explain the reason for the absence.
- Any student who accumulates five (5) or more unexcused absences may be subject to the withholding of grades, pending a parent initiated administrative conference to review all absences. This may affect promotion to the next grade.
- Unexcused absences are automatically reported to the state attorney's office per district policy. Your child will be enrolled into the Truancy Intervention Program and placed on probation

(See Honor Roll and Probation)

Children should not come to school if they are suffering from running sores, head lice, nausea, fever, or any communicable disease or condition.

TARDIES

A student who is not in the classroom by 8:30 a.m. is considered tardy. Your child should arrive at the classroom between 8:20 and 8:30 a.m. If your child arrives after 8:30 a.m. he/she must report to the office for a late pass. Students who have excessive tardies (more than 5 per grading period) may be required to stay after school to make up the time missed and may require a visit from a social worker to verify correct living address. Tardies become part of the student's permanent record. Excessive tardiness will also jeopardize your child's status in our magnet program.

(See Honor Roll and Probation)

PROBATION POLICY

Students will be placed on probation for a term of nine weeks if they:

- 1) Have excessive absences; more than 10 per nine weeks
- 2) Have excessive tardies; more than 10 per nine weeks
- 3) Have a grade point average of 1.9 or lower
- 4) Have 3 or more 3's in effort
- 5) Have a conduct average of 1.9 or lower
- 6) Is placed on outdoor suspension due to a violation

Students placed on probation will be monitored and placed in tutoring for nine weeks. If deficiencies are not remedied in that period of time the child will be exited from Air Base Elementary and sent to his/her assigned school.

TRANSPORTATION ELIGIBILITY

Magnet programs/schools are unique educational programs operating within the district, for which transportation and other resources may be provided in order to make such educational experiences available to students beyond a single attendance boundary area.



Except as otherwise noted in this rule, transportation is limited to students residing in designated transportation zones for each magnet program/school. Each magnet program/school's transportation zone will include a representative number of elementary schools from each group.

DISMISSAL

For the safety of all students, the following dismissal procedures should be followed following dismissal time. Listed below are the dismissal activities.

Pre-Kindergarten	2:00	p.m.
Kindergarten-Fifth Grade	3:00	p.m.

2:00 pm dismissal on Wednesdays for all students

- While older students attending Air Base Elementary School can assist with picking-up their siblings, it is the parent's responsibility to ensure the students are picked up on time.
- Students departing by bus will be escorted to their buses by school personnel.
- Students in grades two through five attending the After School Care Program will walk directly to the school cafeteria.
- Students who are picked up by their parents will be escorted to the front of the main office, by school personnel, to wait for their parents.
- K-1 students remain in their classrooms. Under no circumstances should any student remain in the classrooms or return to the building after dismissal. All students are expected to leave the school grounds within the 15 minutes following dismissal time, except for students who are enrolled in the After School Care Program. If you ask your child to wait for you or for someone else to pick him/her up after school, it is extremely important that the person is on time. There is no supervision for children who are dismissed and waiting for a late pick up. BE ON TIME!
- Students can only be picked up along the paved sidewalk areas. They will not be allowed to cross the street on the south side of the school as there are no designated crossing areas.
- Faculty parking lots may not be used to pick up/drop off students.



RAINY DAY DISMISSAL

Students should be prepared with raincoats and/or umbrellas during the rainy season.

- Please contact the school if you wish to make special arrangements for your child at dismissal time on rainy days.
- Students departing by bus will be escorted by the classroom teacher or designated school personnel to the bus area.
- Students who are picked up by their parents will be escorted to the school cafeteria where they should be picked up.
- After School Care Program students will be dismissed as usual.

EARLY DISMISSAL

Parents who need to have their children dismissed early must come to the office, present proper identification (picture ID) to authorize the school to dismiss the student early. Once this procedure is completed, the teacher is notified through the intercom and proceeds to send the student to the office for dismissal. Students will only be released to the persons designated on the Emergency Contact and Release from School Information Card. This Card must be completed by the parents and kept in the office. In order to maintain the integrity of the fine arts programs students will not be granted early dismissal after 2:30 p.m. unless it is an emergency and 1:30 p.m. on Wednesdays.

SCHOOL BUS ZONE

The drop off and pick up zone on S.W. 128th Avenue is designated for school buses only. Please do not park cars in this area.

BICYCLES

Students who ride their bicycles to school should lock them with a chain and place it in the bicycle rack located on the P.E. field. Students are not to ride their bicycle on school campus. Bicycles should not be locked together with other bicycles.

WALKING

Walkers must use sidewalks. There is a crosswalk on 128th Avenue with a crossing guard. Periodic reminders should be given to children to be alert to the dangers of speaking to strangers. Children staying for after-school activities should not walk home alone. Please discuss these issues with your child.



CROSSING GUARDS AND SECURITY MONITORS

The Crossing Guard is on duty before school and at dismissal time. Members are identifiable by a safety vest or green security shirt. Students and parents are required to follow the instructions of the security monitors. We request your cooperation in advising your child to follow traffic/pedestrian safety rules. It is very dangerous when a parent beckons his/her child across the street. Please instruct your child to respect the Safety Patrols and Security Monitors.

TRAFFIC AND SAFETY

The personal safety of our students is everyone's responsibility. Please be patient and cautious at all times. Please follow these established guidelines.

- All speed signs must be obeyed.
- All rules relating to bus zones, pick-up and drop-off zones must be followed.
- Drivers must adhere to street signs in the vicinity of the school. No u-turns are permitted on the streets.
- All students must exit and enter cars from the designated drop off area. Do not call for children to cross streets. Do not drop off children in the faculty parking lots.
- Parking lots will be closed between the hours of 9:00 am and 3:00 pm.
- If you need to park, use the area across the street from the school and assist your child in crossing the street.
- Metro Dade Police Department officers will often assist in enforcing traffic laws and issuing citations to offenders.
- Miami-Dade County Public School buses will travel south on S.W. 128 Avenue (drop-off and pick-up for buses on 128 Avenue) then continue by turning east on S.W. 272 Street, exiting the school traffic area.
- We are requesting traffic travel one-way on S.W. 128 Avenue (north to south) so that it is reserved for bus traffic only during opening and closing of the school day. Traffic on S.W. 272 Street should travel from east to west during those same hours.
- The parking lot on the corner of S.W. 128 Avenue and S.W. 272 Street and the parking lot behind the school (north side) is only for Air Base Elementary School employees.

TEACH YOUR CHILD TO:

- 1) Cross only at the corners and along designated crosswalks.
- 2) Always obey the Safety Crossing Guards and Safety Patrols.
- 3) Look both ways before crossing streets.
- 4) Do not cut through the parking lot; use the sidewalk.
- 5) Watch for cars parking in areas all around the school.

ACCIDENTS AND ILLNESS

The health and physical well being of all students is a matter of great concern to the school. If a child is injured or ill while in school, parents will be notified immediately and the student will be kept as comfortable as possible. When parents cannot be contacted, the person(s) listed on the Emergency Contact and Release from School Information card will be called. It is imperative that parents provide information on the emergency contact card that is current.

If a child has a medical reason for not participating in physical education activities, a statement of the condition must be obtained from the physician and submitted to the school so that modifications are made. Parents should make sure that the teacher and the main office is aware of any medical condition such as diabetes, asthma, or severe allergies that may require special precautions.

PEDICULOSIS CAPITIS (HEAD LICE), PINK EYE, AND OTHER INFECTIOUS DISEASES

Having head lice should be no embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. If you think your child is infected, please contact the school office so we can take the necessary precautions. **Children with head lice, pink eye or other infectious diseases are not permitted in school.**

MEDICATION

If a child requires medication during the school day, please provide a completed Authorization for Medication form signed by the doctor, describing the medication and its proper administration. This form is to be completed at the beginning of every school year and will be kept on file in the school's office. Students cannot possess any type of medicine. Medication will be administered to a student only when the Authorization for Medication form is completed. NO EXCEPTIONS WILL BE MADE.



USE OF TELEPHONE

During school hours students will be allowed to use telephones on an **emergency basis only**. Any student requesting use of the telephone must have a written pass from a classroom teacher.

MEALS

Miami-Dade County Public Schools offers a free breakfast program for all students and free/reduced lunch to qualifying students. The cost is minimal to any student who wishes to purchase lunch. The meals are prepared and served in accordance to sound sanitary and nutritional procedures.

The cafeteria provides free breakfast from 7:45 a.m. to 8:15 a.m. The lunch cost is \$1.75 per student meal. Lunch may be paid daily, weekly or by the month. There is a "carry over" plan when students are absent. Each student is given a free or reduced lunch application at the beginning of the school year. Please complete this form as soon as you receive it. If the free or reduced-cost is approved, parents will be informed. Reduced lunch costs for students **MUST** be paid on a weekly basis. Each Monday morning the cafeteria staff is available to accept payment.

Students who wish to bring lunch from home may do so. However, no candy, glass containers of any kind, gum or soda pop are allowed. Bringing fast-foods is discouraged as it causes disruptions.



FIELD TRIP LUNCHES

School lunches are also provided for students on field trips for the same cost as a cafeteria lunch. The lunch must be prepaid in the cafeteria prior to the trip.



LUNCH (LOST/FORGOTTEN, INSUFFICIENT FUNDS)

Children occasionally lose or forget their lunch money or their lunch. When this happens the child reports to the office after opening exercises, calls a parent, and the parent may deliver the money or a lunch to school. If the parent is unable to bring a lunch or money for his/her child, the child will be given lunch and debit will be taken from his/her account. Money must be sent in the following day to cover the cost of the lunch provided.

IN-SCHOOL PARTIES

Individual student/classroom parties are not permitted according to Miami-Dade County School Board Rule.

INTERNATIONAL EDUCATION CURRICULUM

International education units are developed to integrate global and cultural studies into every aspect of the curriculum. Each unit is correlated to Competency Based Curriculum objectives. The instructional focus goes beyond the textbook and incorporates hands on activities and the practical application of skills.



GRADING CRITERIA

Academic Grades

- A Excellent, higher than the typical student
- B Good, above the typical student
- C Satisfactory
- D Minimally acceptable
- F Unsatisfactory

Effort

- 1 Successfully completes all assigned tasks
- 2 Usually finished assignments, works at his/her best
- 3 Does not pay sufficient attention to completing tasks

Conduct

- A Excellent behavior
- B Good behavior
- C Needs improvement
- D Unsatisfactory behavior
- F Regularly violates rules

INTERIM PROGRESS REPORTS

Notification of the student's academic progress will be sent to you approximately four weeks prior to the closing of each grading period. Unsatisfactory work notices do not necessarily mean failing work, but usually indicates below grade level performance. This form is meant to alert students and parents if the work is unacceptable. It is recommended that you make an appointment for a conference with your child's teacher immediately upon receipt of such notice. Other notices may be sent to you by the teachers. You may also initiate a conference request by visiting the school website at abe.dadeschools.net and link to your child's teacher.



REPORT CARDS

Report cards are sent home quarterly. Grades are given for achievement, effort, and conduct in all subjects. Miami-Dade County Public Schools has established minimal objectives which must be met if the student is to progress satisfactorily. Quarterly tests are given in core subjects and grades are averaged in with other classwork and assessments.

HONOR ROLL CRITERIA

Students are recognized every quarter for their outstanding efforts. Those students will receive awards in the following categories according to their academic success.

Principal's Honor Roll

- | | |
|-------------------|---------|
| 1. Academic grade | All A's |
| Effort grades | All 1's |
| Conduct grades | All A's |

Honor Roll

- | | |
|-------------------|-----------------|
| 2. Academic grade | All A's and B's |
| Effort grades | All 1's |
| Conduct grades | All A's and B's |

Citizenship Honor Roll

- | | |
|------------------|---------|
| 3. Effort grades | All 1's |
| Conduct grades | All A's |

4. Perfect Attendance**

- | | |
|-------------------------------------|--|
| 5. Golden Apple Special Recognition | |
|-------------------------------------|--|

**5 unexcused tardies equals one absence

COMPETENCY BASED CURRICULUM (CBC)

The Florida Sunshine State Standards (SSS) and the District Competency Based Curriculum (CBC) are the instructional programs followed for MDCPS students. They delineate the essential components, and objectives to be mastered, and the competencies which every student should be able to demonstrate after instruction is completed. Competency Based lessons require students to engage in activities designed to apply learning with an increased emphasis on higher-order thinking skills. Students are evaluated not only on knowledge gained, but primarily on their ability to perform tasks associated with the knowledge required. Grade Level Expectations (GLE's), SSS and CBC's can be located on the District website at www.dadeschools.net.

HOME LEARNING

Home learning assignments are an extension of the classroom curriculum. It provides opportunities for remedial drill, developmental practice, application of skills, enrichment, and the development of critical thinking skills. Responsibility for completing home learning is shared by home and school.

Each student is required to have home learning folders for each academic course, foreign languages, music, and art. All folders must be properly labeled with the student's name and respective subject area.

Teachers will be responsible for:

- Teaching independent study skills.
- Assigning specific tasks.
- Checking, reviewing, evaluating, student home learning, according to the teacher's individual methods.
- Grading some home learning assignments which are an integral part of the curriculum.

Students will be responsible for:

- Completing assigned home learning as directed.
- Returning home learning to the teacher by the designated date.
- Submitting homework assignments which reflect careful attention to detail and quality of work.

Parent's responsibilities include:

- Providing continuous interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of home learning assigned.
- Indicating an interest in assignments and assisting if possible when requested by the child, but not to include performing the work for the child.
- Supporting the school home learning policy.
- Meeting with individual teachers to determine home learning make-up policy.

It is understood that it is not the parent's responsibility to complete their child's home learning. It is the school's responsibility to provide clear home learning instructions related to home learning and to provide clear instructions on how to complete assignments.



FREQUENCY AND QUALITY OF HOME LEARNING ASSIGNMENTS/PROJECTS

Students will be assigned home learning assignments as follows:

<u>Grade</u>	<u>Frequency and Length of Time</u>
K-2	Daily (5 days/wk) for 60-90 mins.
3-5	Daily (5 days/wk) for 90-120 mins.

A parent who has questions concerning his/her child's home learning should communicate with the teacher at 305-258-3676.

According to the District's Comprehensive Reading Plan, all students are required to read 30 minutes nightly which are included in the total daily average.



INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES

We urge you to discuss with your child that all school books and materials are expensive and that they should be properly cared for. Students should print their name on the inside of the front book cover/workbook to ensure misplaced books are returned to them. Students must not write in textbooks. Charges are made for damaged or lost books and materials. Your cooperation in helping your child take responsibility for his/her belongings is appreciated. Teachers in each grade level will determine appropriate supplies and materials and will send material lists home at the conclusion of the previous school year and again during the first week of school.

Students must respect school property. As taxpayers, we all pay for our schools. They should respect the property of their teachers and classmates and return or take to the office any item found that does not belong to them.

GIFTED/ACADEMIC EXCELLENCE

Our Gifted Academic Excellence Programs are intended to enhance the standard curriculum for academically talented students at the elementary school level. This program provides advanced academic activities necessary for critical thinking in all subjects. Inquiry, reasoning, synthesis, and analysis are integral components of the programs.



FOREIGN LANGUAGE PROGRAMS

The Foreign Language Education Program includes English for Speakers of Other Languages (ESOL), Spanish for Spanish Speakers, and Spanish and French as Second Languages. English as a Second Language is a requirement and will be taught to students determined to be Limited English Proficient (LEP).

The Foreign Language Classes will be taught as follows:

Kindergarten through Second Grade:
60 minutes of instruction per day

Third through Fifth Grade
60 minutes of instruction per day

Once a child is enrolled in a language course, he/she will remain in the same language for the duration of his/her enrollment at Air Base Elementary School. Exceptions will only be made for ESOL students.

¡Hola! Bonjour!

EXCEPTIONAL STUDENT EDUCATION E.S.E.

Air Base Elementary provides a Pre-K ESE program. Students with varying exceptionalities, include those with learning disabilities, speech impairments, vision impairments, and physical and/or mental disabilities. Additionally, ESE students in grades K-5 receive ESE services through our co-teaching inclusion programs.

MEDIA CENTER

The Media Center is open to all students and parents from 7:30 am to 3:30 pm. Primary students may check out one (1) book at a time, intermediate students may check out two (2) books. Books are checked out for one-week intervals. Parents may check out two (2) books per week. Parents and children can earn the privilege of checking out one extra book per week by returning or renewing their books on time. Students who do not return or renew their books on time will lose the extra book privilege.

During school hours, students will be allowed to visit the Media Center at the teacher's discretion. Students and parents must adhere to proper Media Center etiquette. This includes:

- 1) No chewing gum, food or drinks.
- 2) Handling materials with clean, dry hands.
- 3) Voices should be kept to a whisper.
- 4) Media materials will be handled with respect.
- 5) No running, rough housing, etc. will be tolerated.
- 6) Parents may check out books before and after school only.



PARENT/TEACHER CONFERENCES

Parent and teacher conferences are encouraged to enhance relationship between school and home. This attitude promotes a healthier environment for all to learn. The following guidelines should be observed:

Conferences should be arranged only by appointment at the request of the parent/guardian, teacher, or principal. In any event, no conference will be allowed during the time the teacher is providing instruction to the students.

An appointment with the teacher should be made by writing a note or making a phone call to the teacher involved. The conference will usually occur after

DRESS CODE

school or in some instances during the teacher's "special subject" periods during a mutually convenient time. Teachers have the obligation to contact parents 48 hours after he/she receives the parent's request for a conference.

Parents should contact the classroom teacher regarding any problems before contacting other school personnel. Most problems can be solved at this level. If a parent is not satisfied with the results of the conference, parents should communicate with the Principal who will gladly work with all parties involved to seek resolution of the problem within a reasonable time. Under no circumstances should parents interfere with the beginning or end of the instructional program by attempting unscheduled conferences with the teacher.

Educators suggested this list of potential subjects to discuss during your next parent-teacher conference:

- 1) What is the class home learning policy? Is my child doing it as he or she should?
- 2) What are my child's strong or weak areas? Is my child working up to grade level? Is he or she working up to ability?
- 3) Does he/she listen in class? Is he/she consistent? Does he/she try?
- 4) Does my child get along with the teacher? With other students in the class? Does he/she enjoy group activities or prefer to be alone? Is my child shy or outgoing?
- 5) What are the standardized tests being given this year? What do they measure? How do they compare with others in the same school? Why is he or she lower (higher) in some areas?
- 6) What can I do to help my child? What can my spouse do? Should I seek any professional help for my child?

SCHOOL COUNSELING SERVICES

Student Services supports the development of every child's learning potential and fosters positive relationships as part of the student instructional program. This department assists all students and their parents in the areas of personal and/or social development and education and/or career development. To help achieve this goal students participate in developmental group counseling and/or individual counseling during the year. Individual counseling is available to parents and their children. Questions and concerns should be addressed to our school counselor at (305) 258-3676.

It is important for students to follow the dress code. Therefore, a mandatory uniform policy has been established at Air Base Elementary School. The colors are black, white, and teal. The school patches are only available from Ibiley School Uniforms. The uniform should be neat, clean and worn the way it was designed. For the health and safety of all students, shoes and socks are required. Shoes must be appropriate for use during Physical Education classes. Shirts must be tucked in at all times.

The School Board Dress Code for elementary schools is as follows:

- No blue jeans.
- No metal football cleats on shoes.
- No clogs, thongs, sandals or shoes without back straps.
- No written messages, symbols or pictures on clothing which portray ideas which are contrary to the best interest of the health, safety and welfare of students.
- Shorts must be long enough to cover the buttocks.
- No clothing with metal studs, etc. that could scratch the furniture.
- No tube tops, see-through or bare midriffs, or sleeveless shirts.
- No hats, except those worn for religious purposes or during P.E. for protection from the sun.
- No shoes with wheels (i.e. Heelies)

Students who wear inappropriate attire to school will be asked to call home and request appropriate clothing from parents.



FIELD TRIPS

Educational learning experiences may be offered to your child through field trips planned by the teacher. All trips approved will be appropriate for the students' age and will be related to subjects being studied in the classroom. School time is valuable and should be utilized to promote rich learning experiences for all students. **All field trips will be carefully planned and adequately supervised. Parents participating as chaperones must be approved as a Level 1 or**

2 volunteer to attend a field trip. Other children in the family may not accompany them.

Parent permission must be given for a child to participate in field trips. The teacher sends forms home, for this purpose. Money and permission slips must be turned in no later than five **(5) days** prior to the trip or the student WILL NOT be permitted to go on the trip. **There are no refunds or credits on any field trip.** School uniforms must be worn unless otherwise notified. Field trip lunches are pre-arranged and a lunch is provided for each student receiving free lunch. Teachers will select the chaperones for a given trip in accordance with school policies.



CLUBS

Students will be notified of club offerings during the month of September. Applications will be distributed school-wide and must be returned by the due date in order to be considered for the club selected. Clubs will meet on the first and third Wednesday of every month beginning October, from 2:15 to 3:15 pm. Parents are responsible for punctual pick-up at the end of each club meeting. **Punctual pick-up is defined as no later than 3:20 pm. Failure to pick-up a child punctually more than twice will result in exclusion of child from said club.**

- The students' race, gender, color, creed, or political beliefs are not to be one of the factors in selecting members or officers for clubs and organizations.
- The right to apply for membership in service clubs should be open to any student who during the preceding three grading periods has no failing grades and no conduct grade below "C."
- Interest and satisfactory conduct are the only requirements for membership in service clubs.
- Performance skills, passing average, and good conduct should be the only criteria for becoming a member of all other activities, such as Art Club, Music Club, etc.
- Dues shall be reasonable and not prohibitive.
- All meetings shall be held on school property in school facilities. This may be waived for special meetings and events upon the request of the faculty sponsor and the approval of the principal.

- A faculty sponsor shall be present at all meetings and all social events shall be adequately chaperoned.
- Students failing to maintain requirements for membership shall be suspended from membership until the requirements have been achieved.
- Certain clubs will be available by teacher selection or auditions such as singers, dancers, Spanish/French Drama class.



DISCIPLINE CODE/SCHOOL RULES

The enrollment at Air Base Elementary School is approximately 690 students. There are approximately 80 adults who work together daily with your children. One goal of the school is to create an atmosphere that is friendly, nurturing, and conducive to learning. To make sure that this goal is achieved, and to protect the well-being of all students and staff, the following rules have been established:

- 1) Students are to exercise self-control, respect, and cooperation at all times.
- 2) Students are to walk quietly at all times, particularly during arrival and dismissal.
- 3) Students are to remain quiet and orderly in the classroom and be attentive to instruction.
- 4) Students must behave courteously when speaking to any adult or another student.
- 5) Students must move together to assemblies and to other parts of the building quietly and orderly so as to reach the destination in a reasonable amount of time.
- 6) Students must use spoken expressions of consideration towards others (please, thank you.)
- 7) Students must care for textbooks, furniture, equipment, and rooms so that they are clean, unmarked, and remain in usable condition.
- 8) Students must care for the immediate areas of their classroom so that they are free from litter.

- 9) Students must show evidence in free play activities of good sportsmanship principles that are stressed in the physical education program.
- 10) Students must use appropriate table manners during breakfast and lunch, and must respect the authority of the lunchroom monitors.
- 11) Students must refrain from fighting or threatening other students.
- 12) Students must refrain from throwing objects.
- 13) Students must refrain from using profane language or gestures.
- 14) Students must not leave the school grounds during school hours at any time without following the proper procedures for dismissal.
- 15) Students should demonstrate positive Character Traits as per our Character Education Program.

SUSPENSION, EXPULSION, EXCLUSION

Suspension and expulsions are the last resort when dealing with serious violators of the Code of Student Conduct. Parents will be notified immediately if such violations occur. Expulsions may result if a student were to:

Violate the established Code of Conduct of a school.

Possess, use handle or transmit narcotics and unnatural drugs.

Possess, use handle or transmit guns, knives, or other dangerous weapons. Even toy weapons are not permitted at school.

Use any article as a weapon to create a threat.

Assault other students or school personnel.

Commit lewd or lascivious acts.

Set fire to, or otherwise vandalize, school property.

Continue to misbehave in a less serious manner, which may also be detrimental to the educational function of the school.

While we recognize that most students and parents neither condone nor participate in the misbehavior outlined, we ask your cooperation in making certain that your son/daughter understands the need for responsible behavior. You can further aid our endeavor by notifying the school if you should witness any unlawful act or have prior knowledge of any disruptive or unlawful act involving either our students or building.



CODE OF STUDENT CONDUCT

A Code of Student Conduct has been developed by the Miami-Dade County Public Schools. This publication describes in detail the procedure for parents, students, and schools to work cooperatively to foster positive interpersonal relationships and maintain a school environment free of disruptions, which interfere with teaching and learning activities.

BREAKING THE SCHOOL RULES VIOLATIONS

GROUP 1

- General disruptive behavior
- Use of bad language such as curse words or threats
- Possessions of objects such as beepers, pagers, telephones, laser pointers, radios, CD players, and other recreational electronic devices
- Violation of the school's dress code

The first time you break those rules, see Plan A. If you break the rules again, see Plan B (Required).

GROUP 2

- Bullying – repeated threatening behavior with the aim of physically or mentally hurting another individual
- Cheating – Intentionally using another's work to receive credit or improve grades, plagiarizing, giving or receiving answers during tests
- Refusal to obey teachers and administrators
- Misbehavior on the school bus
- Gambling
- Threatening to hurt another person

The Center for International Education

- Having or giving out indecent material
- Stealing
- Harassment
- Sexual Harassment
- Smoking
- Vandalism (minor) (destruction, damage or defacement of school or personal property) – The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it – under \$100.00

The first time you break these rules, see Plan B.
If you break the rules again, see Plan C (Required).

GROUP 3

- Damaging or destroying property
- False accusation
- False Fire Alarm
- Physically hurting another student
- Fighting with other students
- Joining clubs or groups NOT APPROVED by the School Board
- Possession of fireworks
- Possession of chemical compounds like tear gas and mace
- Possession of simulated weapon (toy guns, water guns, cap guns, toy knives, etc.)
- Trespassing
- Vandalism (major) – resulting in damage over \$100.00

The first time you break these rules, see Plan C.
If you break the rules again, see Plan D (Required).

GROUP 4

- Breaking and Entering/Burglary – Unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or to harm a person
- Disorderly conduct – (significantly disrupts all or portions of the of the campus activities, school sponsored events and school bus transportation) – Disruptive behavior that poses a serious threat to the learning environment, health, safety and/or welfare of others
- Motor Vehicle Theft
- Forcing someone to give you money or things of value that do not belong to you (extortion)
- Threatening a staff member

- Robbery
- Having and using illegal mood modifiers, including alcohol.

The first time you break these rules, see Plan D.
If you break the rules again, see Plan E (required).

GROUP 5

- Threatening to hit or hitting another student with a weapon
- Having and/or hiding a weapon
- Continuous disruptive behavior
- Sex violation
- Hate crime
- Bringing illegal drugs and/or other mood modifiers including alcohol to school to sell or give other students
- Other Major (major incidents that do not fit within the other definitions)
- Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified

If you break these rules, see Plan E (required).

GROUP 6

- Making a threat or false report involving school or school personnel's property, school transportation, or a school sponsored activity.
- Threatening someone with a firearm, or concealing a firearm, knife or other deadly weapon (aggravated assault)
- Physically hurting someone with a firearm, knife or other weapon (aggravated battery)
- Intentionally hitting a school staff member
- Taking someone's life
- Sexual Battery
- Taking money or other property of another by using force or a weapon
- Confining or holding another person against that person's will
- Starting a fire which causes damage or is intended to cause damage
- Possession, use, or sale of any firearms for destructive devices
- Possession, use, or sale of any explosive device

If you break these rules, see Plan F (required)

AND WHAT HAPPENS NEXT...

PLAN A

- Calling and talking to your parents
- Meeting with your teacher

- You will serve a detention, work assignment, or other in-class/school action
- Repaying or replacing any damage

PLAN B

- Calling and talking to your parents
- Meeting with your teacher
- Being kept out of class
- Work assignment
- Loss of bus privileges
- Participating in a session on the problem of harassment
- Conducting research on the topic of harassment
- Notify school security and police
- Repaying or replacing any damage

PLAN C

- Calling and talking to your parents.
- Meeting with you and your parent, teachers, and principal
- Notifying you that you may be expelled
- Participating in a series of sessions, which focus on ending the student's harassing behavior
- Suspension for up to 10 days
- Notify school security and/or police
- Repaying or replacing any damage

PLAN D

- Calling and talking to your parents
- Meeting with principal and parents
- Removing you from school for up to 10 days (suspension)
- Telling you that you may be expelled
- Notify school security and/or police
- Repaying or replacing any damage

PLAN E/F

- Meeting with your principal and parents.
- Removing you from school for 10 days.
- Telling you that you may be expelled.
- Notify school security or police.
- Repaying or replacing any damage.



VISITORS

For the safety and protection of all students, visitors must always obtain a pass from the office before

proceeding to a classroom. This includes parents. It is expected that all visitors observe fire regulations and refrain from smoking in the school. Visitors dropping by or "popping in" disrupts normal routines and interrupts instruction. We will appreciate your cooperation in providing a fine learning environment for our children.

Any unauthorized person on school property will be requested to leave. Failure to leave when requested may result in arrest for trespassing. Security monitors are available throughout the day to assist with enforcing these procedures. Teachers have been directed not to admit or confer with any visitor without receiving a pass from the office. We want you to know your school better by visiting your child's work area. When you visit, please observe the following:

- Obtain a visitor's pass from the main office.
- Introduce yourself to the teacher.
- Do not interrupt the teacher or children.
- Observe all regulations of the building.
- Return visitor's pass to the office when you leave.
- Do not expect teachers to hold a conference or prepare make-up work while they are responsible for instructing their classes.



REGISTERED VOLUNTEER

Miami-Dade County Public Schools has implemented the School Volunteer Program. All parents who volunteer at a school or attend field trips must complete a School Volunteer Program Registration Form and submit it to the school for processing. A background check is performed based on the information submitted by the applicant and a Level 1 or 2 is assigned to the volunteer. A badge is issued and must be worn at all times.

GOOD THINGS TO LEAVE AT HOME

All pets - animals on the playground or in the building are a potential danger. Animal control must be called when an animal is on school property.

Knives and sharp objects, guns (including toy guns, bullets, baseballs, etc.) All these items are hazardous to children and must not be brought to school.

Mood modifiers – Drugs have no place in school.

Money in large amounts. Send only what a child needs for the day since the risk of lost money is always present.

Heirlooms and irreplaceable articles.

Cellular phones and beepers – neither are permitted in school (unless kept turned off and kept secured.).

Toys – They distract a child from the school tasks he/she is expected to accomplish.

Chewing gum and candy – neither is permitted in school.

Laser pen or pointers – these items can be hazardous to eyes.

M-DCPS WEBSITES

You may access School Board Rules, Code of Student Conduct and other information at the following website:

www.dadeschools.net

Please explore the parent and student portals.



TEAM COMMITMENT CONTRACT

The success of your child at Air Base Elementary School is a team effort. Students, teachers, staff and parents work together to achieve this ultimate goal. We have high expectations and provide a quality academic program. Every member of the “team” must take responsibility in achieving this goal.

I. The students’ responsibilities include:

- Completing and returning class work and home-learning as directed
- Exercising self-control, respect, and cooperation at all times
- Getting involved in school and community functions
- Wearing school uniforms everyday

II. The teacher/staff responsibilities include:

- Clarifying school expectations and goals to the students
- Checking, reviewing, evaluating, and/or grading students class-work and home-learning, according to the pre-established guidelines determined by each grade level team
- Monitoring student progress and providing incentives and interventions that are appropriate to meet the needs of every student
- Ongoing parent communication on student progress

III. The parents’ responsibilities include:

- Arriving on time and ensuring their child attends school daily
- Supporting the school’s home-learning policy
- Ensuring that half hour a day is dedicated to reading per District requirements
- Getting involved in school functions by volunteering and attending PTA meetings
- Ensuring procedures are followed during arrival and dismissal
- Contacting the teacher by telephone and scheduling conferences to discuss student progress and concerns
- Monitoring student’s work by signing and returning student work and notices as needed
- Signing home learning log/agenda nightly