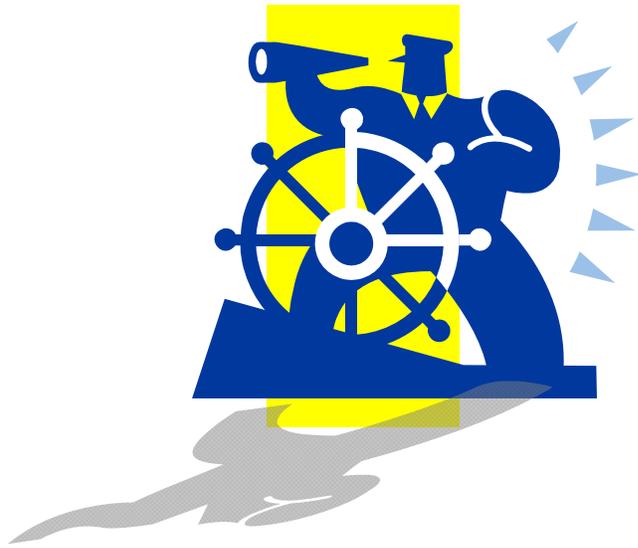


# **Aventura Waterways K-8**

**Awareness, Wisdom, Knowledge**



**Parent/Student Handbook**

**2009/2010**

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**ACCIDENTS**

In the event that your child is injured at school, we will do everything possible to make him/her comfortable. You will be called immediately and if you cannot be contacted, we will contact the person you have listed on the emergency contact card. Please make certain the information on the emergency contact card is current and correct.

**ACCIDENT INSURANCE**

Student insurance covers accidents that happen on school property. All students in the aftercare program are required to be enrolled in this insurance. Information about this insurance is sent home with each student early in the year, and is available in the school at all times.

Student insurance is primarily designed to furnish a **low cost accident policy** to the pupils of Miami-Dade County and their parents. The School Board approves the sale of accident insurance for the convenience of students and parents. The Board does not accept any responsibility for policy interpretations or claim payments. It is advisable for parents to encourage their children to report any accident or injury, no matter how small, to the supervising teacher as soon as it occurs.

**AFTER SCHOOL CARE PROGRAM**

The After School Care Program at AWK8 offers a variety of activities, including homework assistance, indoor and outdoor games, music, etc. If we can be of assistance, please do not hesitate to call us at (305) 933-5200 ext 2116. Office hours: 1:00-6:00 p.m.

**Fees**

Story Hour	2:00 p.m. - 3:00 p.m. \$15.00 per week (5 days)
After School Care	2:00 p.m - 6:00 p.m \$30.00 per week (5 days)

In order to participate in the afterschool care program, students must have a school insurance policy. Parents must supply the school with current emergency contact information. All students must be picked up by **6:00 p.m.**, or an additional fee will be charged. For more information please visit the After School Office, located in the Guidance office.

**ATTENDANCE**

Excellent attendance has a profound and positive effect on your child’s progress at school; however, please do not send very ill children to school for his/her sake as well as the sake of others. **Every absence and tardy** must be followed by a note from home which should include

the date and the nature of the illness or the reason for the late arrival. If your child is absent for more than 2 consecutive days, please call the school and inform the attendance clerk of the reason for the absence.

### **BREAKFAST/LUNCH PROGRAM**

1. **Breakfast is provided free to all students between 7:45 a.m. – 8:10 a.m.**
2. Lunch may be purchased from our cafeteria for the price of **\$2.25. OR \$2.50 FOR GRADE 6-8 STUDENTS** You may apply for Free or reduced price lunch using the application form provided to each child in the beginning of the school year. Application forms are also available in the school's main office.

Student lunches brought from home should **NOT** include candy, gum, or bottled soft drinks. **No glass containers at all, please.**

We wish to maintain a safe and pleasant place for your child to eat. It is necessary to set high standards of conduct in the cafeteria. Your child's conduct will be closely monitored, and each child will be expected to behave in the following manner:

- ★ Follow directions issued by adults the first time they are given.
- ★ Stay in his/her seat unless given permission by an adult to get up.
- ★ Talk quietly.
- ★ Refrain from hitting, harassing, or bullying anyone.
- ★ Refrain from cutting in line or saving a place at the table for anyone.
- ★ Refrain from sharing food.
- ★ Pick up food and paper around his/her dining area.

**Students continuously violating the above rules may be suspended from school.**

### **CELEBRATIONS/PARTIES**

The teacher is authorized, if deemed appropriate, to allow 2 celebrations each school year. A winter recess celebration and an end-of-year celebration are permitted. Special consideration may be given by the principal for curriculum related culminating activities. **In the interest of proper use of instructional time, equity amongst students, and respect for cultural diversity, no other celebrations, unless approved by the principal, are permitted in classrooms. This includes birthdays, departures, special holidays, etc.**

### **CODE OF STUDENT CONDUCT (FOUND ON OR WEBSITE)**

The Miami-Dade County School Board utilizes a Code of Student Conduct which outlines the rights and responsibilities of students, the duties of teachers and administrators, and the suggested responsibilities of parents. It defines violations, which disrupt the educational process and disciplinary actions that must be taken in order to deal with the misconduct. You may find the latest Code on our school's website.

Cooperation from you the parent or guardian is essential if we are to provide the best help for each child. Please review these basic rules with your children.

1. Remain quiet and orderly in classrooms and hallways.
2. Behave courteously to all adults and other students.
3. Observe all cafeteria rules.
4. Refrain from engaging in any type of fighting.
5. Refrain from intimidating, harassing, bullying, or threatening others.
6. Refrain from the use of profane language or gestures.
7. Refrain from damaging or destroying property belonging to others.
8. Refrain from leaving school grounds without permission during school hours.
9. Your child must inform an adult at the school if another student is intimidating, harassing, threatening, or hitting your child.

The Code of Student Conduct also clearly indicates that: “Individuals caught using, possessing, and /selling drugs or weapons will be subject to expulsion from the Miami-Dade County Public Schools.” Make certain your child does not have any of the aforementioned items in his/her possession.

### **COMPREHENSIVE READING PLAN**

The Miami-Dade County Public Schools’ Comprehensive Reading Plan is designed to ensure that students read on grade level before entering Grade 3, and to diagnose and accelerate the reading performance of all students in all grade levels. Included in the plan are the standards, strategies, benchmarks, and assessments which support the Language Arts/Reading Competency-Based Curriculum and the Sunshine State Standards.

The role of the parent/guardians is critical to the literacy development of the child. Parents/Guardians are the child’s first and continuing teachers. **The role of the parents/guardians includes:**

- ✱ **Making education a high priority for the student**
- ✱ **Setting high expectations for performance in school**
- ✱ **Providing opportunities for conversations about the way the world works**
- ✱ **Providing activities to broaden the student’s background experience**
- ✱ **Providing books and magazines for home use**
- ✱ **Reading aloud to the student or providing books on tape**
- ✱ **Working collaboratively with the school to increase student achievement**
- ✱ **Becoming knowledgeable about strategies they can employ at home to assist the student in achieving the goals of the school’s reading program.**

Please contact your child’s teacher if you have any questions or need assistance.

### **CONFERENCE WITH TEACHER**

Good communication between home and school is necessary for your child’s success. The home and school must work together. Sometimes what seems like a problem is simply a lack of communication. **A parent may have a conference with a teacher by appointment.** When you wish to arrange a conference with your child’s teacher, please be sure to send a note to the teacher and include your phone number so that the teacher can contact you to arrange a time to meet with you, or Email your child’s teacher. We appreciate your cooperation in not

seeking “instant conferences” during school hours. ***We cannot allow any student’s education to be interrupted.***

### **EARLY DISMISSAL**

A parent or an authorized adult must come to the school’s attendance office to request an early dismissal for a student. No student will be released except to those adults authorized on the Emergency Contact Card. **Picture identification is required.** Teachers will not release students from the classroom to a parent during school hours. To minimize classroom interruptions and to promote continuity of instruction at the end of each day, students will not be released 30 minutes or less than their scheduled departure time. Example: ***If a child leaves at 3:00 p.m., he/she may not be picked up early unless it is prior to 2:30 p.m.***

### **EMERGENCY CONTACT CARD**

**In case of an emergency, we must have accurate emergency information. It is necessary that each student have an accurate and updated emergency contact card on file.**

1. Please include home, work telephone numbers, beeper, cellular, and a relative’s or neighbor’s telephone number.
2. Correct address.
3. All authorized/unauthorized persons who may or may not pick up your child.

If you move, or if your telephone number is changed, please notify the school office. School records must be kept up-to-date so that you may be reached in an emergency. Remember to advise the school of any change in the name and numbers of your emergency contact (the person we may contact if unable to reach you)

### **FIELD TRIPS**

Another learning experience may be offered to your child through field trips planned by the teacher or grade level. All approved trips will be appropriate for the student’s age and will relate to subjects being studied in the classroom. We believe that school time is valuable and that it should be used to help each student make the best possible academic progress.

In addition to being carefully planned, field trips must be adequately supervised. Parents are asked to assist the teacher as chaperones on field trips. Parents serving as chaperones may not bring other children or people with them on the field trip. Parent permission must be on file for a child to participate in a field trip. **Monies and permission forms must be returned by the cut-off date or the student will not be permitted to go on a field trip.**

### **GRADING POLICY**

You are urged to discuss your child’s progress with his/her teacher on a regular basis. The teacher will be able to explain the requirements upon which a grade is based. In addition, the teacher is able to offer valuable suggestions and recommendations that will assist you and your child. **Additionally, students not reading at grade level will not receive a grade of “C” or higher**

on their report card until the student is able to read at his/her respective grade level.

**GRADES 1-5**

Academic Grade	Numerical Value	Interpretation
A	90 - 100	Outstanding, excellent, consistently higher than the typical student
B	80 - 89	Good, above that of the typical student
C	70 - 79	Satisfactory
D	60 - 69	Minimally acceptable: improvement needed, below grade level
F	59 or below	Unsatisfactory, below grade level

**EFFORT**

- "1" Works diligently towards completing all assigned tasks
- "2" Sometimes finishes assignments
- "3" Not completing assignments or not completing assignments to the best of his/her ability

**CONDUCT**

- "A" Consistently demonstrates outstanding, exemplary behavior
- "B" Consistently behaves well in school
- "C" Behaves satisfactorily, but the teacher must redirect behaviors occasionally
- "D" Conduct needs significant improvement
- "F" Regularly violates school rules of conduct

Before promotion to the next grade level, a student must have mastered those basic skills identified for the present grade. **By grade 3, the student must be reading at FCAT level II or above or the student will not be promoted to the next grade.**

**HOME LEARNING POLICY**

The School Board of Miami-Dade County, Florida recognizes regular purposeful home learning as an essential component of the instructional process. Regular home learning provides opportunities for developmental practice drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self discipline. Home learning is assigned to provide reinforcement and extension of class instruction, and serves as a basis for further study and preparation for future assignments. Questions regarding home learning should first be discussed with the child’s teacher.

**The suggested number of minutes (on average) for daily home learning assignments for all subject combined:**

<u>Grade Level</u>	<u>Number of Minutes</u>
K- 1	30 minutes
2- 3	45-60 minutes

**Student's Responsibilities**

1. Completing assigned home learning as directed
2. Returning home learning to the teacher by the designated time
3. Submitting home learning assignments that reflect careful attention to detail and quality of work.

**Parent's Responsibilities**

1. Establishing "**home learning time**" in the household where, at a certain time each day, your child goes to the assigned area in the house to complete home learning assignments.
2. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of assigned home learning.
3. Demonstrating an interest in assignments and assisting, if possible, when requested by the child, but not to include completing the work for the child.
4. Supporting the school in regards to the student being assigned home learning.
5. Requesting assignments for students when short term absences are involved.

Reading is recognized as a universal skill that relates to all subjects. When a homework assignment is completed in a shorter period of time, every student should read for pleasure or particular purpose. According to the Miami-Dade County Comprehensive Reading Plan, all students should read at home for at least thirty (30) minutes per day.

Kindergarten teachers shall exercise professional judgment in making homework assignments by considering the child's readiness level and the type of work to be accomplished.

**GUM CHEWING**

Absolutely **no gum chewing at any time** in or around our campus is permitted. Gum finds its way under chairs, desks, on tile and concrete floors and is very labor intensive to remove.

**HONOR ROLL**

Students who meet the most rigorous academic standards are recognized in two ways. The Principal's Honor Roll and the Honor Roll. The criteria are as follows:

**Principal's Honor Roll**

Academic avg.	4.00
Effort Grades	All 1's
Conduct avg.	4.00

**Honor Roll**

Academic avg.	3.60 or above
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Effort Grades                All 1's and a maximum of two 2's  
Conduct avg.                3.60  
No grade below a B in Academics and a maximum one C grades in conduct.

### **ILLNESS**

If your child is **very** ill, please keep your child home until he/she is well. This will allow your child time for recuperation, while not infecting other children. We cannot keep ill students in school. If your child becomes ill during the school day, we will contact you immediately using the information provided on the emergency contact card and ask that you come to the school to take the child home.

### **IMMUNIZATION PROGRAM**

All students must have the approved shots prior to entering school. The forms are available at your doctor's office. Students entering on temporary immunizations must complete the series of shots before the expiration date. **Please return the form completed by the doctor to the school office.** It is your responsibility as a parent to keep your child's immunizations current. **IF THE EXPIRATION DATE PASSES, YOUR CHILD WILL NO LONGER BE ALLOWED TO ATTEND SCHOOL UNTIL THEIR RECORDS ARE UPDATED. PLAN AND BE PREPARED!**

### **INTERIM PROGRESS REPORTS**

You will receive Interim Progress Reports approximately four weeks after the beginning of each grading period. The reports will inform you of the progress your child has made and where improvement is needed. Parents are encouraged to have a conference with the teacher to discuss any unsatisfactory progress.

### **LOST OR DAMAGED BOOKS**

Your child's textbooks are extremely valuable and should be well cared for by your child. Children are responsible for all textbooks or library books issued to them. **Parents must pay for all lost or damaged books.** If the lost book is found, monies paid will be refunded. Please bring your receipt that was issued to you by the secretary/treasurer. All monies collected are recorded and are paid to the proper fund for replacement purposes.

### **LOST AND FOUND**

Items that have been lost by students are turned into the school office throughout the school year. If your child loses an item, he/she may come to the office to see if the item has been returned to the Lost and Found. ***Do not allow your child to bring large sums of money or valuable electronic equipment to school. We are not responsible for items that are lost or stolen.***

### **PERSONAL BELONGINGS**

Please discuss with your child the importance of taking care of money and personal belongings. Students should only bring the minimum amount of money necessary. No valuable jewelry, including watches, rings and earrings, should be worn to school. Students are **not** to bring music devices, electronic games, roller blades, sports equipment, etc. All appropriate personal belongings should be properly labeled with your child's name. This would include sweaters, purses, lunch boxes, wallets, etc. **We are not responsible for items lost, stolen, or confiscated.**

### **PARENT/ TEACHER/STUDENT ASSOCIATION (PTSA)**

Since the greatest portion of your child's day is spent at school, his/her growth and development are our joint responsibility and concern. The PTSA serves our school in many ways. The PTSA provides you with the opportunity to be informed and involved. We urge everyone to become active in helping to further the goals and growth of the PTA. We will be requesting your aid and support in the near future. Please watch for notices of the membership drive and upcoming meetings and events. Please join our PTSA; it's a small investment towards a fruitful future.

### **RAINY DAY DISMISSAL**

Please plan ahead and make the necessary arrangements so that your child knows what to do on rainy days. During heavy downpours, children will not be dismissed until the downpour subsides. Students who are bussed will be dismissed as busses arrive. **Children will not be allowed to use the school telephone due to inclement weather so please have a plan in place, and please communicate your rainy day expectations/procedures to your child and inform the teacher as well.**

### **REPORT CARDS**

Report cards are issued every nine weeks and demonstrate your child's progress. We will publicize when report cards are distributed via our telephone communication system and via our website.

### **SCHOOL HOURS**

Pre K- Grade 1	8:30 - 2:00 p.m.
Grades 2 - 6	8:30 - 3:00 p.m.
Wednesdays	8:30 - 2:00 p.m. <b><u>ALL STUDENTS K - GRADE 8</u></b>

Please pick students up promptly at the appropriate dismissal time. Our school office hours are from 8:00 a.m. to 4:00 p.m. **Your child may not arrive at school before 7:45 a.m.** There is no supervision prior to this time.

### **SCHOOL VOLUNTEERS**

Parental support is vital to the effectiveness of the overall school program. Volunteer programs involving parents and other community members can help strengthen existing school programs or introduce new programs. Volunteers in the school provide much needed help and support for students and teachers.

All parents are encouraged to become involved in our volunteer program. The primary requirement is an interest in the education of children. It is important to be dependable and be prepared if specific skills are involved. Training is available. We encourage your participation.

Volunteers can serve the school in many capacities. Some possibilities are: classroom assistant for special projects, student instructional tutor, library aide, clerical assistant to teacher or staff, listener of student reader, and assistant in the computer center. If you are able to give at least an hour or two each week, visit the office and request to fill out a volunteer form. Volunteers must complete a Miami-Dade County Public Schools Volunteer Application and sign in and out in the office in the Volunteer Book. **Ms. Thomas, our counselor is in charge of volunteers.**

**STUDENT DROP-OFF\*\*\*\*\*IMPORTANT**

The drop-off and pick-up of students must occur in the Parent drop off driveways. We have two (2) drop offs, one for older students and one for younger students. The first drop off runs parallel to NE 26 Ave (West side of the Campus) and the second drop off runs parallel to West Dixie Highway (East side of Campus). The NE 26 Ave drop off will be designated for students in grades K-3. Parents are not to PARK their cars along the drop off and are not to park in the open spaces since they are designated for teachers and staff. Parents may only park in the designated parent parking spots on the south side of the main parking lot. The West Dixie Highway drop off will be designated for students in grades 4 and higher. Note, the West Dixie Highway drop is located off a busy road and great care should be used by parents and students who use this drop off. Make certain all students exit to the right of the vehicle, and make certain that no one exits to the left, as cars are proceeding through their designated path. Please make certain not to stop in the middle of the street to let children out of the vehicle. **AS WITH ANY LARGE SCHOOL, ARRIVALS AND DISMISSALS CAN BE HECTIC AT TIMES, ESPECIALLY ON RAINY DAYS.** Please be patient and cooperative regarding this school safety matter. We want all of our children to be safe.

**SUPERVISION**

There is no assigned supervision prior to 7:45 a.m., and after the 3:00 p.m. dismissal. **Please do not drop your children off before 7:45 a.m. or pick them up after 3:05 p.m. in the afternoon.** Please make necessary arrangements for your child to be here at the correct time and picked up at the correct time.

**TELEPHONE CALLS**

Providing messages for your child disrupts the educational process. We will only interrupt classes for extreme emergency messages. Children are discouraged from making telephone calls from our school unless it is a matter of urgency.

**VISITORS**

To ensure the safety and protection of all students, anyone wishing to enter the building **MUST** obtain a pass from the office before proceeding to the classroom. Unscheduled visits tend to disrupt normal routines and interrupt instruction. **Parents are not permitted to go into their**

**child's classroom unannounced or without an appointment, during school hours.** Teachers are instructed not to accept anyone without a pass. We appreciate your cooperation in providing only the safest learning environment for our children.

### **WALKING STUDENTS TO CLASS (PARENTS)**

In order to provide the safest learning environment possible, we do not permit parents/guardians/nannies to walk students to class each morning. Reducing the number of unauthorized adults within our campus increases the overall security of our campus. Parents should drop students off following our drop off procedures which can be found on our school's website: <http://aventurawaterwaysk8.dadeschools.net> *During the first week of school*, we will permit parents of students in kindergarten and first grade to escort their child to class so that they may become acclimated to their new environment, but after that time, all parents must abide by our rules. Your positive attitude and encouragement towards this practice will assist in making your child feel comfortable and confident about this process.

### **WORK SAMPLES**

There will be times when the teacher will send home some of your child's papers for you to review and sign. Please take time to discuss them with your child. If you have any questions, please contact your child's teacher.