

# Leisure City K-8 Center



14950 SW 288<sup>th</sup> Street  
Homestead, Florida 33033

"Learning Today.....Leading Tomorrow...."

2011-2012  
Student Agenda/Handbook  
Elementary

Dr. Kelli R. Hunter, Principal

Welcome students to the 2011-2012 school year. This handbook is designed to provide information, rules, and guidelines to assist in the educational experience of your child at Leisure City K-8 Center. Please read it thoroughly to ensure your child's academic success.

#### **Arrival/Dismissal**

##### ***Bell Schedule:***

Class Begins 8:35 A.M.

Dismissal: 3:05 P.M.

Wednesday Dismissal 1:50 P.M.

##### ***Before and After School Supervision***

Adult supervision is provided at 7:45 A.M. in the cafeteria and at 8:00 A.M. on the P.E. courts.

Students should not be on school grounds before 7:45 A.M. unless enrolled in a morning tutorial program

**Adult supervision is provided in the afternoon from 3:05 P.M. – 3:25 P.M. Students should not be on school grounds unless enrolled in an after school care program. Any students left on campus will be housed by the after school care program and all related fees will apply to parents/guardians.**

##### ***After School Care Program***

After School Care is available for students in grades K-5.

##### Hours of Operation

M,T,Th, F: 3:05 p.m. – 6:00 p.m.

Wed. - 1:50 p.m. – 6:00 p.m.

Please contact Darlene Johnson for more information.

##### ***Student Drop-Off and Pick-Up***

Students will assemble on the PE courts and be picked up by their teachers by 8:25 a.m. Students should not be inside any building prior to this time.

**Absolutely no drop-offs or pick-ups should be done on Illinois Avenue (the west side of the school). Use the parent pick-up lane.**

#### ***Parking***

The spaces in front of the school are designated parking for parents from 9:00 A.M to 1:30 P.M. Parking facilities are limited to authorized MDCPS personnel only. To ensure safety, do not load or unload students in any parking lot.

#### **Attendance Policy**

##### **Board Rule 6Gx13- 5A-1.041**

*Student* attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

##### ***The Attendance Review Committee***

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
  - a. Issuing of quarterly, semester or final grades.
  - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
    - (1) Make-up assignments
    - (2) Attendance probation for the following grading period(s)
    - (3) Completion of a school service project or permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.

4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

### ***Excused School Absence***

#### ***The following circumstances constitute an excused absence:***

1. Student illness: Students missing 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.
2. 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.
3. Death in family
4. 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.
5. 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.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. 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.

### ***Unexcused School Absence***

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 until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result

in an unexcused absence. Unexcused absences include:

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

### ***Tardy***

A student is considered tardy if not present when the final bell rings in school or in class. The student must present a written excuse or pass to the reporting teacher. The student will be marked as UNEXCUSED TARDY if the student does not provide a written excuse.

### **CONSEQUENCES FOR UNEXCUSED TARDY:**

1. **Written warning**
2. **Parent contact and/or conference**
3. **Detention/Work detail**
4. **Referral on permanent record. Conduct and/or effort grades lowered**

### ***Early Dismissal - Board Rule 6Gx13- 5A-1.041***

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. **No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee.**

### **Code of Student Conduct**

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On January 16, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS Website located at:

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

You may also request a copy from your child's school. The Spanish version of this document will be forthcoming.

### ***Student Rights and Responsibilities***

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

### ***Dress Code – Board Rule 6Gx13- 5C-1.031***

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

### ***Uniform Policy- School Uniforms are mandatory.***

#### **List of Approved Garments**

*Bottoms:* Navy or Khaki pants, shorts, or skirts, or skorts. All shorts, skirts must be worn at knee-length.

*Tops:* Polo Shirts with collar. White, Gold, Navy Blue, Light Blue.

#### **Use of Cellular Phones**

The use of cell phones is prohibited during school hours. In case of an emergency, please contact the Main Office at (305) 247-5431. The use of cell phones during school hours is prohibited. The possession of a cellular telephone disrupts the educational process. The use of the cellular telephone during school hours is strictly prohibited. Teachers and administrators may confiscate cell phones and reserve the right to inspect any messages or pictures.

### ***Internet Use Policy – see Board Rule 6Gx13-6A-1.112***

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

### **Emergency Contact Information**

Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

### **Cafeteria**

#### ***Food Cost***

Breakfast: All Students No charge

Adults: \$2.00

Lunch: Students \$2.25

Reduced Price, Students \$0.40

Adults: \$3.00

### ***Free/Reduced Lunch Program***

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of the next school year.**

## **PAYPAMS**

Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments.
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

## **Parent-Teacher Association (PTA/PTSA)**

The Leisure City K-8 Center Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student, and public involvement at the school as a whole.

## **Parent Portal**

Parents/Guardians of all Miami-Dade County Public School students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, check grades, attendance, bus routes, and have access to the Parent Resource link.

## **Activities**

### **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related. Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

## **Fieldtrips and Special Activities**

Participation in fieldtrips requires that the student be present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

## **Requirements**

A student must fulfill the following requirements in order to be eligible to participate in any Field Trip or Special Activity:

1. No outdoor suspension for the school year.
2. Grade point average must be 2.0 or higher
3. Conduct and effort grades must be B/2 or higher
4. Cannot have excessive tardies or unexcused absences
5. Student must attend school the day of the scheduled activity.

**\* Behavior issues 3-5 days prior to the scheduled event will result in loss of participation and refund is non-reimbursable.**

## **Halls**

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. At no time is a student to be out of the classroom during class. Teachers are not to give verbal permission for a student to exit the classroom.

## **Financial Obligations**

All financial obligations incurred, i.e. school fees, textbook loss or damage, overdue or lost library books, must be paid in the school treasurer's office. Student's may lose field trip privileges if financial obligations are not satisfied.

## **Grade Reporting**

### **Academic Grades**

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled.

The grade must not be based upon student's effort and/or conduct.

Grades 1-12	Numerical Value	Verbal Interpretation	Grade Point Value
A	90-100%	Outstanding Progress	4
B	80-89%	Above Average Progress	3
C	70-79%	Average Progress	2
D	60-69%	Lowest Acceptable Progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

***Interim Progress Report***

Interim progress reports may be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

***Conduct***

Conduct grades are to be used to communicate to both students and their parents/guardians the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

***Grade Point Average***

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

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

***Honor Roll Qualifications***

	<i>Average</i>	<i>Grades</i>	<i>Effort</i>	<i>Conduct Average</i>	<i>Conduct Grades</i>
Principal's	4.0	All A's	All 1	4.0	All A's
Superior	3.6	All A's and B's	All 1 and 2	3.6	All A's and B's
Regular	3.50-3.59	All A's and B's	All 1 and 2	3.0 or higher	All A's and B's
Citizenship			All 1 and 2	4.0	All A's