

Laura C. Saunders Elementary
2024-2025 Student/Parent Handbook



Dr. Kamila Lillie-Johnson
Principal

Raquel Reinoso-Ortega
Assistant Principal

SCHOOL BELL HOURS

Pre-Kindergarten	8:20 am – 1:50 pm
Kindergarten – First	8:35 am – 1:50 pm
Second – Fifth	8:35 am – 3:05 pm
Wednesdays	8:35 am – 1:50 pm

MISSION STATEMENT

Laura C. Saunders Elementary provides a nurturing environment which serves to stimulate students' academics through intervention and enrichment opportunities.

WELCOME

The administration and staff would like to take this opportunity to welcome you and your family to a new year at Laura C. Saunders 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.

Our Laura C. Saunders 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.

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 your participation is essential. We are seeking your involvement to successfully accomplish our goals.

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:

- 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** (DH3040 Health examination)
- 4) **Florida Certificate of Immunization** (DH680 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) **Student Emergency Data Form** (include work phone number with extension, home phone number, cellphone 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,
- 2) telephone if it is a listed number, participation in officially recognized activities and sports,
- 3) 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.
- 4) The right to request the amendment of the student's education record that the parents or eligible student 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 education 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 free breakfast program to all students beginning at 7:45 am until 8:20 a.m. Students who have breakfast at school must go directly to the cafeteria when they arrive.
- Kindergarten thru 5th grade students will report directly to the cafeteria beginning at 7:45 a.m. where they will be supervised by Laura C. Saunders staff.
- Students who choose not to have breakfast should arrive by 8:20 a.m. Teachers pick up students at 8:25 a.m. from the P.E. Court. Morning announcements and opening exercises begin at 8:30 a.m.
- Students must not be left unattended prior to or after school hours. The school provides supervision in designated areas beginning at 7:30 a.m. only.
- On rainy days, students are to report to the P.E. Shelter 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 an Attendance Review Committee Conference to review all absences. This may affect promotion to the next grade.

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

TARDIES

A student who is not in the classroom by 8:20 a.m. (Pre-K – 1st), 8:35 a.m. (2nd - 5th) is considered tardy. Your child should arrive at the classroom between 8:20 a.m. and 8:30 a.m. If your child arrives after 8:35 a.m. he/she must report to the office for a late pass. Students who have excessive tardies (more than five per grading period) may require a visit from a social worker to verify correct living address. Tardies become part of the student's permanent record.

Excused School and Class Absences and Tardies

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/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 immediate 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 is 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: examples of special events include: public functions, conferences and region, 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 return to school will result in an unexcused absence. Unauthorized 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).



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	1:50 p.m.
Kindergarten - First Grade	1:50 p.m.
Second – Fifth	3:05 p.m.
Wednesdays (all students)	1:50 p.m.

- While older students attending Laura C. Saunders 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 their assigned rooms.
- Kindergarten thru Fifth grade students who are picked up by their parents will be escorted to the front by school personnel to wait for their parents.
- 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 your 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. Students and their parents must walk to the crossing guard in order to cross the street.**
- 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.

- 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 Main Entrance 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 main 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 main office for dismissal. Students will only be released to the persons designated on the Emergency Contact and Release from School Information Form. This form must be completed by the parents and kept in the main office. In order to maintain the integrity of the academic programs students will not be granted early dismissal.

According to the School 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 (i.e. emergency, sickness). Please do not sign your child out of school early unless it is absolutely essential. Schedule appointments after school if possible.



WALKING

Walkers must use sidewalks. There is a crosswalk 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 unless we have written permission by the parent. Please discuss these issues with your child. Any student walking home must have a walk home form on file.

CROSSING GUARDS AND SECURITY MONITORS

The Crossing Guards are on duty before school and at dismissal time. Security monitors wear a gray shirt and black pants. 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 in front of the school.

- 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.
- If you need to park, use the available parking and assist your child in crossing the street only at the crosswalk where the crossing guard is located.
- Miami-Dade Police Department and Homestead Police Department officers will often assist in enforcing traffic laws and issuing citations to offenders.
- Miami-Dade County Public School buses will travel north on S.W. 6th Avenue (drop-off and pick-up for buses on S.W. 6th Avenue) then continue west on S.W. 7th Street exiting the school traffic area.

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.

SAFETY AND SECURITY

The Emergency Operations Plan

Students and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site specific plan to address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and

holding/dismissing students during school and community emergencies. Some important tips for parent/guardian to remember during a Critical Incident are as follows:

- Remain calm
- Monitor media outlets for updates and official messages from M-DCPS.
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and prepared to respond immediately during a critical incident or emergency to provide safety for all children.

ACCIDENT REPORTS

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member. Any students injured in school will be sent to the Clinic Suite for treatment. They will notify parents and the sending teacher will generate an accident report.

EMERGENCY DRILLS

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Hold), or an imminent threat to students and staff safety exists with the school (Secure) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

CLOSING THE SCHOOL

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

FIRE DRILLS

Eleven fire drills will take place according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

ACCIDENT 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 Data Form will be called. It is imperative that parents provide information on the emergency contact form that is current. You will also be asked to sign a consent for the Clinic staff to treat your child.

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 are aware of any medical conditions 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.

VISION AND HEARING SCREENING

The Florida Legislature Statute, 381.0056, and School Board Rule 6Gx13-5D-1.021 School Health Services Program, mandates vision and hearing screenings to be performed annually for students in kindergarten, first, second, third, and new students to the state in fourth and fifth grades. The school will send a letter to all parents notifying you of screenings.



USE OF TELEPHONE

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

CELLPHONES

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular phone which disrupts the educational process; the use of the cellular phone during school hours; and the possession or use of a cellular phone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC. The use of a cellphone or camera to record other students or staff is prohibited.

MEALS

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch. The cafeteria provides free breakfast from 7:30am to 8:20 am.

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 (\$2.25).

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. You may also apply on-line. 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 (www.paypams.com) has started a program to allow parents/guardians the convenience to pay online 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 email reminders
- d. View a report of daily spending/purchases

The lunch cost is \$2.25 per student meal. Lunch may be paid daily, weekly or by the month. There is a "carryover" plan when students are absent.

FIELDTRIP LUNCHES

School lunches are also provided for students on fieldtrips 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 the 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. Monthly classroom birthday recognitions are held the last Friday of the month for students in Kindergarten and First Grade ONLY.

GRADING CRITERIA

KINDERGARTEN GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding Progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

K-12 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding Progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Effort

- 1 Successfully completes all assigned tasks
- 2 Usually finishes 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

REPORT CARDS

You may request the paperless option for Interim Progress and Report cards. Please see the directions in the appendix section.

Report cards will be sent home on the following dates:

Grades are given for achievement, effort, and conduct in all subjects. Miami-Dade County Public School 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.

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

INTERIM PROGRESS REPORTS

Notification of the student's academic progress will be sent home on the following dates:

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 lcs.dadeschools.net and link to your child's teacher.

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 A'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. B.U.G. Award

Third – Fifth Grade students may also qualify for the Presidential Academic Award.

End of the Year Awards are based on
Teacher Recommendation

*** 2 unexcused tardies equals one absence

COMMON CORE CURRICULUM'

Sunshine State Standards and Next Generation 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. Common Core 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. Common Core Standards can be located on the District website at www.dadeschools.net.

INTERNET USE POLICY School 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 violates local, state and federal law or regulation, as well as the use of the internet for product advertisement, commercial activities, political campaigning or solicitation.



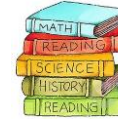
HOME LEARNING

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



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 except for the consumable textbooks which will be replaced on a yearly basis. 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

Our Gifted Program is 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. The program is a part-time Gifted Program where it continues as a content area program focusing on Reading/Language Arts/Social Studies.

S.P.E.D.

EXCEPTIONAL STUDENT EDUCATION (E.S.E.)

Laura C. Saunders provides an 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 grade K-5 receive ESE services through our co-teaching inclusion programs or other delivery models as required by the I.E.P.

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 and to provide clear instructions on how to complete assignments.



FREQUENCY AND QUALITY OF HOME LEARNING ASSIGNMENTS/PROJECTS

Students will be assigned home learning assignment as follows:

<u>Grade</u>	<u>Frequency and Length of Time</u>
K-1	Daily (5 days/wk) for 30 mins
2-3	Daily (5 days/wk) for 45 mins
4-5	Daily (5 days/wk) for 60 mins

A parent who has questions concerning his/her child's home learning should communicate with the teacher at 305-247-3933 or via email. According to the District's Comprehensive Reading Plan, all students are required to read 30 minutes nightly which is included in the total daily average.

MEDIA CENTER

The Media Center is open to all students from 8:35 a.m. to 2:00 p.m.*. During the school hours, students will be allowed to visit the Media Center at the teacher's discretion.

Primary students may check out two (2) books at a time, intermediate students may check out three (3) books and parents may also check out four (4) books. Books are checked out for ten (10) school day intervals. The quantity of books also depends on the timely return or renewal of books.

Students and parents must adhere to proper Media Center etiquette. This includes:

- 1) NO chewing gum, food or drinks
- 2) Keeping materials organized in the correct order
- 3) Voices should be kept to a whisper
- 4) Media materials will be handled with respect (i.e., handling materials with clean, dry hands).
- 5) No running, rough housing, etc. will be tolerated
- 6) Parents may check out books before and after school only

**Times subject to change due to meetings or special events*



PARENT/TEACHER CONFERENCES

Parent and teacher conferences are encouraged to enhance relationships 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 email, writing a note or making a phone call to the teacher involved. The conference will usually occur after school or in some instances during the teacher's planning 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 or Assistant 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/she should?
- 2) What are my child's strong or weak areas? Is my child working up to grade level? Is he/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 data do you have to help us understand how my child is doing? What do they measure? How do they compare with others in the same school? Why is he/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?

PARENT PORTAL

Parents/Guardians of all MDCPS students, including employees, have access to the Parent Portal at the following website: www.dadeschools.net. 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, see his/her information- including grades, attendance and bus route information, and have access to the parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

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) 247-3933.



DRESS CODE

It is important for all students to follow the dress code. Therefore, a mandatory uniform policy has been established at Laura C. Saunders Elementary. The colors are royal blue, gold, and white tops; navy and khaki bottoms. The school patches are available from selected school uniform stores. 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. 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 one or two 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 **two (2) days** prior to the trip or the student **WILL NOT** be permitted to go on the trip. There are no refunds or credits on some field trips. School uniforms must be worn unless otherwise notified. Field trip lunches are prearranged and a lunch is provided for each student receiving free lunch or any others who request and pay for it.

Teachers will select the chaperones for a given trip in accordance with school policies.



YMCA

Laura C. Saunders offers a free after school care program for grades K-5. Applications will be distributed school-wide and must be returned by the due date in order to be considered for the program. Parents are responsible for punctual pick-up at the end of each day.

Punctual pick-up is defined as no later than 6:00 pm. Failure to pick-up a child punctually more than twice will result in exclusion of child from the program.

- Students failing to maintain requirements for membership shall be suspended from membership until the requirements have been achieved
- Students are required to have the school insurance in order to participate. **Please see Ms. Wilson in the Main Office.**



DISCIPLINE CODE/SCHOOL RULES

The enrollment at Laura C. Saunders Elementary is approximately 600 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, etc.)
- 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 Values Matter Program
- 16) Students should be aware of our Zero Tolerance policy relating to bullying

SUSPENSION, EXPULSION, EXCLUSION

Suspension and expulsions are the last resort when dealing with serious violations 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 Student Conduct of a school

Possess, use, handle or transmit narcotics and illegal 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 involving either our students or building.

CODE OF STUDENT CONDUCT

A model student who is responsible and practices positive comporment daily becomes a successful student and a mature adult who is worthy of emulating. Students need an environment that is safe and is conducive to learning. To help provide and maintain that environment, The Code of Student Conduct:

- Describes that positive environment
- Describes that conduct which is disruptive
- Strives to standardize those procedures which the school will use in responding to conduct problems
- Assure the rights of students when disciplinary action is taken
- Specifies the rights and responsibilities of students

M-DCPS is committed to providing a safe teaching and learning environment for students, staff and member of the community. The 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, Haitian/Creole and Spanish version of the document on the M-DCPS website located at <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school.

Additionally, M-DCPS is proud to launch SPOT success, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, log on to M-DCPS website at : <http://www.dadeschools.net/parents/parents.htm>, click on Parent Portal and follow the directions

on the screen. If you need additional assistance, you may contact us.



A PICTURE IDENTIFICATION WILL BE REQUESTED OF ALL VISITORS ENTERING THE BUILDING

For the safety and protection of all students, visitors must always obtain a pass from Security before proceeding to the Main Office. This includes parents. It is expected that all visitors observe fire regulation and refrain from smoking in the school. Visitors dropping or “popping in” disrupts normal routines and interrupts instruction and will not be permitted to go to a classroom. We will appreciate your cooperation in providing a fine learning environment for our children. Therefore, unannounced or unscheduled interruptions are strictly prohibited.

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 clearance 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 Security and proceed to the Main Office
- Observe all school regulations
- Volunteers should update the volunteer log book located in the Main Office on each visit
- Do not expect teachers to hold a conference or prepare make-up work while they are responsible for instructing their classes or supervising students



REGISTERED VOLUNTEER

M-DCPS 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.) are all 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- although permitted in school (are kept turned off and kept secured)

Electronic game systems are prohibited

Toys- they disrupt a child from the school tasks he/she is expected to accomplish

Chewing gum and candy- neither is permitted in school

Laser pens or pointers- these items can be hazardous to the 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 Laura C. Saunders 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 with regards to student progress
- ### III. The parent’s responsibilities include:
- Getting the child to school 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 and other school events
 - Ensuring procedures are followed during arrival and dismissal
 - Contacting the teacher by telephone or email 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
 - Limiting early sign-out from school unless absolutely necessary



TURKEY POINT EVACUATION PARENT INFORMATION FLYER & CONNECT-ED MESSAGE

Dear Parent or Guardian:

Laura C. Saunders Elementary School is being evacuated because there is a problem at the Turkey Point Nuclear Facility. For the safety of your children, we cannot release your child until we relocate to the following location:

GILBERT L. PORTER ELEMENTARY SCHOOL

15851 S.W. 112th Street

Miami, Florida

(305) 382-0792

All Laura C. Saunders Elementary students will be transported by school bus with adult supervision. Once students are loaded on the bus they will not be allowed to come off the bus until they arrive at Gilbert L. Porter Elementary. Please plan to pick up your child at Gilbert L. Porter Elementary. Remember, children can only be released to persons identified as authorized on the Student Data Form. It will be very helpful if you have identification with you when you arrive at Gilbert L. Porter Elementary. Your patience and cooperation in helping us assure the safety of our children is greatly appreciated.

Start at 505 SW 8th Street, Homestead going east toward US 1.
Turn right onto US1. Continue to Florida Turnpike North Ramp-1.4 mi
Turn left onto Florida Turnpike North ramp
Take Florida Turnpike North (follow Orlando signs) to exit 19 (SW 120th St)-17.9 mi
Turn left onto SW 120th Street
Turn right onto SW 157th Avenue-3.9 mi
Turn left onto SW 112 St (school will be on the right)-0.6 mi

