

BOB GRAHAM Education Center



Parent & Student Handbook 2016-2017

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

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Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

Bob Graham Education Center

Vision Statement

Bob Graham Education Center will educate its students so that they will achieve at least a year's academic growth along with empowering them to become lifelong learners and contributors to a global society.

Message from the Principal

Dear Parents,

Bob Graham Education Center is a K-8 center that offers the highest quality of education available. The dedication of its staff, students, and parents is evident in the high achievement scores that are consistently maintained. We are honored to have our school named after a community member who holds education in high esteem and who has dedicated his political career to improving educational standards. We strive to uphold former Senator Graham's standards by the consistent application of the highest expectations for our students.

I want to welcome you to a new and exciting school year at Bob Graham Education Center. I, along with the staff, am looking forward to an exciting and rewarding year as we work closely together educating your child.

This parent handbook has been prepared to give you valuable information regarding school policies and procedures for the entire school year. Please take the time to read it and keep it handy in a visible place in your home.

We invite you to take an active part in your child's education by joining the (PTSA) Parent Teacher Student Association. We would love to have parents as school volunteers. Should you have any questions regarding the information in this handbook, or concerns at any time during the school year, please feel free to call us at (305) 557-3303.

Attentively,

Mrs. Yecenia Martinez-Lopez

Principal



U.S. Senator Bob Graham, Florida *Biography*

Bob Graham is a former governor of Florida who now represents the state in Washington D.C. as senior senator. He was born November 9, 1936, in Dade County, Florida. He married the former Adele Khoury, of Miami Shores, in 1959. They have four daughters: Gwen Graham Logan, Cissy Graham McCullough, Suzanne Graham Gibson and Kendall Graham Elias. The Grahams also have 10 grandchildren.

Graham is the son of Ernest "Cap" Graham, a Florida state senator, mining engineer, and dairy/cattleman, and Hilda Simmons Graham, a schoolteacher. He is the youngest of four children. His siblings are the late Philip Graham; William Graham of Miami Lakes, Florida; and the late Mary Crow.

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This handbook has been prepared, with useful information especially for parents, in order to help them become familiar with the school rules and procedures. We ask your cooperation and assistance in the implementation of these procedures, in order to provide a safe and orderly environment conducive to learning in our school.

If you have any questions or suggestions, please feel free to call the school.

ACTIVITIES

CELEBRATIONS/PARTIES IN SCHOOL

Only school scheduled celebrations will be permitted. Family celebrations, such as birthdays, anniversaries, congratulatory, etc. should be held at home. Parents, we would appreciate it if you **do not send flowers, balloons, candy and/or any other kind of deliveries to the school for celebration purposes, as they are not allowed in school.** Also, students must earn the right to attend special activities or receive treats by demonstrating good behavior in school.

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, interest clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or no curriculum-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, no curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of no curriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

FIELD TRIPS & SPECIAL ACTIVITIES

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at time 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. Parents who will act as a chaperone for a class field trip must apply online to be a school volunteer well in advance to the date of the field trip.

ATTENDANCE

When your child returns to school, he/she must bring a note explaining the absence, preferably from a doctor. As of April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule (6Gx13-5A-1.041), which became effective during the 2007-2008 school year. ALL ABSENCES are initially reported as unexcused until appropriate documentation is submitted, as outlined in the Student Board Rule. This rule may be accessed on the Districts website at <http://www2.dadeschools.net/schoolboard/rules/Chapt5/5a-1.041.pdf> and serves to strengthen accountability for students and schools and defines excusable absences. Additionally, grades and credits will be withheld for excessive unexcused absences, that is, five (5) or more absences in a semester course and/or absences in an annual course, pending action taken by each schools *Attendance Review Committee*.

Bob Graham Education Center begins promptly at 8:20 a.m. for Pre-K-1st grade students and 8:35 a.m. for students in grades 2 -8. If a student arrives after the bell, he/she will be marked

tardy. Being on time is the first step towards a successful school day. In addition, students must be in school at least **2hrs** before he/she may be counted as present for the school day.

Absences (up to 10) are **excused** for the following reasons:

- a) student illness
- b) medical appointment
- c) death in the family
- d) observance of a religious holiday or service, when it is mandated for all members of a faith.
- e) outdoor suspensions

All other absences are unexcused.

PLEASE HELP US IMPROVE OUR ATTENDANCE!

EARLY DISMISSALS, BOARD RULE 6GX13-5A-1.041

No Students Shall Be Released Within The Final 30 Minutes Of The School Day. If the student needs to be dismissed early from the *Main Campus*, we ask that parents/guardians do so before 2:35 p.m. (Monday, Tuesday, Thursday, and Friday) and 1:20 p.m. on Wednesdays and every day for Pre-K-1st grade students. If they need to be released from the *Primary Learning Center*, we ask that parents/guardians do so before 1:20 p.m.

If it is imperative for you to take your child out of school prior to the regular dismissal time, you must do so by coming to the office. Children will not be released to anyone not authorized in writing by the parent. Only individuals marked "authorized" on the back of the contact cards will be able to pick up children. We will ask for identification from anyone requesting release of a student. Students may not leave the school grounds prior to dismissal, unless they have been checked out through the office.

CAFETERIA MEALS/LUNCH PROGRAM

- REGULAR LUNCH PRICE=**\$2.25 per day** (Pre-K thru 5th)
- REGULAR LUNCH PRICE=**\$2.50 per day** (6th thru 8th)
- REGULAR BREAKFAST PRICE= **No Charge**
- REDUCED-PRICE LUNCH (if qualified) =**\$2.00 per week** for all grades (0.40 daily)

New applications must be submitted each year for free or reduced-price meals. An online version of the free and reduced application is available through the Parent Portal on the Miami-Dade County Public Schools Web Site (www.dadeschools.net). If your child received free or reduced-price meals during the last school year, he/she will be eligible to receive the same status until the third week of school. After that date, a new meal application from the current year must be on file and new qualifications must be met. For newly entering students, whose sibling qualified for free/reduced-price meal status based upon income during the last school year, that same status will apply to them until the third week of school, at which time they must have a new application on file. **Reduced-price lunch charges must be paid by the week, on the first school day of each week.** The school is unable to meet the needs of students who do not have or lose their lunch money. Paying by the week helps avoid lost lunch money.

Parents **may not** have breakfast/lunch with students in the cafeteria/school grounds. If a student forgets his/her lunch/money, the parent may leave lunch/money in the office. **FAST FOOD WILL NOT BE ALLOWED**, as we are trying to promote a healthy menu. In addition, the classroom learning environment can't be disrupted, so lunch boxes can't be dropped off during the school day. Your child will be served lunch from our lunch program if they forget their lunch.

Please note the following policy for those students who have a negative balance in the lunch account –

ELEMENTARY GRADES K-5: Students with negative balance of up to 5 days will receive an alternate lunch until the balance is paid and the account is brought up to date. **There will be a \$1.00 charge for this service.**

MIDDLE SCHOOL: Students with a negative balance (***no grace period will be allowed***) will receive an alternate lunch until the balance is paid and the account is brought up to date. **There will be a \$1.00 charge for this service.**

Should unpaid charges accumulate, the following consequences may be enforced, but are not limited to: report card held in the office for parent/guardian pick-up or student withheld from extra curricular activities.

Miami Dade County Public School's Department of Food and Nutrition has started a program to allow parents/guardians the convenience to pay on-line via the internet (<http://nutrition.dadeschools.net/main/paypams.html>) 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.

FOOD AND NUTRITION

****THIS APPLIES TO MAIN CAMPUS, MIDDLE SCHOOL, AND PRIMARY LEARNING CENTER***

The vision of the M-DCPS Department of Food and Nutrition is to promote excellence in food and nutrition services as an integral part of education, by having nutritious school meals and nutrition education programs. **Bob Graham Education Center participates in the Alliance for a Healthier Generation Program. The District or school requires that food/beverages at school meet the Alliance Beverage and Competitive Food Guidelines.**

Please note: NONE of these foods meet the Alliance Competitive Food Guidelines. If these foods are available on campus, your school is not meeting these criteria. Ice cream, regular (not reduced fat or part skim) cheese sticks, doughnuts, brownies, cookies (e.g. chocolate chip, oatmeal raisin, sugar, etc.), regular fried potato chips and cheese puffs, pork rinds, pastries/cupcakes, snack cakes, candy and chocolate, fried onion rings.

Due to the fact that we were selected by the District to participate in the Alliance for a Healthier Generation program, we are no longer allowed to have activities that involve the above mentioned foods.

CCLOSED CAMPUS

Since safety is a high priority at Bob Graham Education Center and as a result of the Jessica Lunsford Act (HB 1877), BGEC maintains a closed campus policy. Parents/guardians must drop off their child in the designated drop-off areas.

The first three days of school, 8/22-8/24/2016 – the campus will be open to those who wish to walk their child to the assigned assembly area. * **NOTE:** On the first day of school, parents may walk their child directly to their classroom, thereafter students will line up at the P.E. shelter or assigned assembly areas.

After the first three days of school parents will **NOT** be allowed on campus for two reasons: limited parking and your child's safety which is of the utmost importance. To ensure that the closed campus policy is effective, Bob Graham Education Center will strictly adhere to this procedure.

CODE OF STUDENT CONDUCT (COSC)

A model student who is responsible and practices positive comportment daily becomes a successful student and a mature adult who is worthy of emulating. Students need an environment that is safe and conducive to learning. The School Board has revised the Code of Student Conduct. The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. Students and parents/guardians can access this document on the M-DCPS Website: <http://ehandbooks.dadeschools.net/policies/90/index.htm>.

Each teacher develops a specific plan to maintain discipline within the classroom. Parents will receive a copy of the teacher's discipline policy. Occasionally, students misbehave so frequently or severely that they must be referred to the administration. When this occurs, the following action(s) may be taken:

1. Parents may be notified concerning the problem.
2. Before or after-school detention may be assigned.
3. Work assignments around the school may be assigned.
4. Indoor suspension may be assigned for one to three days.
5. Outdoor suspension may be assigned for one to ten days.
6. Expulsion from school may occur for very serious offenses, such as possession or use of weapons, etc.

Children should develop self-discipline and good citizenship. It is important that parents work with the school to ensure that each child is meeting his/her responsibilities. School discipline is becoming a great concern at all levels of the education system. The school needs your help!

Every effort is made to guide students in the right direction and to be fair with all students. Each student has the right to learn in a safe environment and all available measures will be used to ensure that right. **Parents must assist us by working with their children at home and teaching them proper behavior.**

COMMUNICABLE DISEASE CONTROL

If a child is suspected of having a communicable disease or the school is so advised, the following procedures are used:

1. The child is isolated and the parents are notified to pick up the child.
2. If confirmed, the Regional Center Office is notified and will, in turn, notify the District Supervisor of Health Programs.
3. The supervisor will notify the Miami-Dade County Department of Public Health for appropriate actions.
4. A child who has been absent with a confirmed communicable disease will only be re-admitted to school with a physician's report that he/she is no longer contagious.
5. Students who have contracted ringworm must bring a doctor's note indicating that it is permissible for the student to be in school **and** must have the infected area completely covered while in school.
6. Students who have contracted head lice will not be re-admitted until they are deemed to be nit-free.

CONFERENCES

Parent-Teacher conferences are scheduled in order to exchange ideas about your child's activities, habits, experiences, and achievements. While parents receive interim reports and are encouraged to discuss specific concerns at any time, the parent-teacher conference presents an opportunity for parents and teachers to meet in person at regular intervals to discuss the child's progress. Parents are requested to make a special effort to meet during these regularly **scheduled** times.

DRUG FREE SCHOOL ZONES

Section 893.13, F.S. makes it unlawful for any person to sell, purchase, manufacture, or deliver a controlled substance, in, on, or within 1000 feet of any public or private elementary, middle, or secondary school. This law will be discussed with students along with lessons on substance abuse. It should be made clear that juveniles charged with a felony may, under certain circumstances, be charged as adults and could receive a minimum sentence of three years imprisonment.

ELEVATOR

The school elevator is to be used by individuals who are handicapped and cannot use the stairs. Parent/Guardians of students who require the use of the elevator, due to medical reasons, **must** provide the office with a medical note as to the reason and length of time the student will not be able to use the stairs.

EMERGENCY CONTACT

All students must have emergency contact information on file in our office. Please be advised that you must write the names of all persons authorized to pick up your son/daughter, for any reason, on the emergency contact card. Under ***no circumstance*** will your child be released to anyone whose name does not appear on the "authorized" section of the emergency contact card. If you change your address, phone number, or any other pertinent information, please contact the office immediately to update the contact card. For your information, parents now have access to their child's emergency contact information thru the internet by logging in to www.dadeschools.net. This site will only allow you to change and/or add telephone numbers for the child's parents. Any additional emergency contact information must be done personally in the office. This information must be accurate; students are sometimes in need of emergency medical care and parents must be contacted.

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. Any past due lunch fees must be paid directly to the school's cafeteria.

GRADING AND PROMOTION -

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.

Interim progress reports must 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.

The tentative schedule for interim progress reports is as follows:

<i>First report:</i>	<i>September 22, 2016</i>
<i>Second report:</i>	<i>December 8, 2016</i>
<i>Third report:</i>	<i>February 23, 2017</i>
<i>Fourth report:</i>	<i>May 4, 2017</i>

The tentative schedule for report cards is as follows:

<i>First Report:</i>	<i>November 16, 2016</i>
<i>Second Report:</i>	<i>February 14 2017</i>
<i>Third Report:</i>	<i>April 18, 2017</i>
<i>Fourth Report:</i>	<i>June 27, 2017</i>

Please be sure to check with your child to see that he/she brings home the progress report.

There are instances when student retention may be necessary to provide students with additional time to master objectives and competencies required for success in the next higher grade.

Students who demonstrate deficiencies should be retained in the early grades in order to avoid greater deficits. Students must be performing academically at grade level. A student who does not meet appropriate level of performance for student progression in any grade in any subject may be retained.

Consideration must be given to academic progress and to other factors such as general progress, attendance, and responsibilities. Student promotion in M-DCPS is based in part on proficiencies in writing, reading, mathematics, and science. The basis for making the determination will reflect, but not be limited to teacher judgment based on the following: progress test, classroom assignments, daily observations, and standardized tests.

Report cards are issued, once every nine weeks, during the school year.

THE ACCEPTED GRADING SYSTEM IS AS FOLLOWS:

A	90% -100%	Outstanding progress
B	80%- 89%	Above average progress
C	70%- 79%	Average progress
D	60%- 69%	Lowest acceptable progress
F	0%- 59%	Failure
I	0	Incomplete

Students also receive effort and conduct grades in all areas of study. 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.***

HALLS/HALL PASSES

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 litter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present a hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without a Hall Pass. Teachers are not to give verbal permission for a student to exit the classroom.

HEALTH SCREENING SERVICES

School Board Rule 6GX13-5D-1.021 mandates vision, hearing and scoliosis screening annually for specified grade levels. Students in grades kindergarten, one and four, as well as students entering a Florida school for the first time in grades two, three and five must be screened for vision. Hearing screening will take place for students in grades kindergarten, one, two and four, and for students in third and fifth grades entering a Florida school for the first time. Height and weight measurements are taken annually on students in grades kindergarten through fifth. Scoliosis screening is performed for students in six grade only. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools Comprehensive Health Services and Easter Seals South Florida. Parents/guardians will be notified of the school's scheduled screenings and results should be reproduced and sent to the parents/guardians of students as soon as possible. It should be understood that such screening does not substitute for a complete examination by a doctor. To view the vision and health screening calendar you may visit: <http://comprehensivehealthservices.dadeschools.net>. It is requested that you provide the school with written notification if you do not want your child to participate in the screening program.

Florida KidCare – Child Health Insurance You Can Afford!

Getting health insurance for your children before they become sick is very important. Florida KidCare is comprehensive health insurance for children from birth to age 18 who are uninsured. **Any family can apply;** the amount you pay is based on income and family size. Most families pay \$15 or \$20 each month or **nothing at all. Many non-citizen children may qualify.**

Services Include:

Doctor Visits	Mental Health
Check-ups and Shots	Prescriptions
Hospital and Surgery	Emergency Services
Vision/Hearing	Dental

Florida KidCare accepts applications all year. **No interview is required.** You can apply online at www.floridakidCare.org and click "Apply Online Now". **If you would like assistance, please visit this school and ask to speak with the KidCare Liaison.**

For more assistance, call 1-888-540-5437, or call The Parent Academy 305-995-2680.

HOME LEARNING

The recommended daily home learning policy is as follows:

<u>Grade Level</u>	<u>Frequency of Assignments</u>	<u>Total Daily Average</u>
K-1	Daily (5 Days Per Week)	30 Minutes
2-3	Daily (5 Days Per Week)	45 Minutes
4-5	Daily (5 Days Per Week)	60 Minutes
6-8	Daily (5 Days Per Week)	75 Minutes

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teachers(s). Under **NO** circumstances will homework, projects, book bags, pictures etc. be delivered to classrooms. These times do not reflect the additional 30 minutes required for reading.

COMPREHENSIVE READING PLAN

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment.

HONOR ROLLS/AWARDS

At the end of each grading period, those students who meet honor roll qualifications will be recognized. Please refer to the following criteria -

- 1. Principal's Honor Roll (Each grading period)**
3.75 - 4.0 Grade Point Average (GPA). (All 1's in efforts & all A's in conduct.)
- 2. Bobcat Honor Roll (Each grading period)**
3.5 – 3.74 Grade Point Average (GPA). (All 1's in effort and a GPA of 3.5 or higher in conduct.)
- 3. Citizenship Award (Each grading period)**
3.5 Grade Point Average (GPA) in conduct. (All 1's & only (1) 2 in effort & no C's in conduct.)
- 4. Perfect Attendance (Each grading period)**
Students present every day of the grading period and only 3 tardies.
- 5. All Star (End of Year)**
Students who receive the Principal's Honor Roll, Citizenship & Attendance Awards for the 1st three grading periods will be recognized as All-Star students at the end of the school year.

ILLNESS

When children become ill at school, they are sent to the clinic until they are well enough to return to class or until parents take them home. School personnel are **not** permitted to administer medicine of any kind without the completion of a special form signed by the child's doctor and filed in the office. Medication forms are included in this folder and may also be obtained from the main office. NOTE: No "over-the-counter" drugs will be administered by school personnel for any reason.

PLEASE BE SURE THE SCHOOL HAS CURRENT INFORMATION REGARDING EMERGENCY CONTACT AND ANY OTHER MEDICAL INFORMATION NECESSARY.

Emergency Rescue will be called in the event that a parent cannot be reached or does not respond to requests for pickup of ill or injured students, or the nature of the illness or injury is determined to be serious.

IMMUNIZATIONS

Requirements for School Entry:

1. A complete Florida Certification of Immunization – Form DH680 – according to grade level.
2. State of Florida School Entry Health Exam – Form DH3040- no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray

INSURANCE

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntarily. The school will forward enrollment application and additional information to the parents.

LOST AND FOUND

Articles found in and around the school should be turned in to Lost and Found in the office, so owners may claim them. Articles will be kept in the Lost and Found for approximately one month. Lost and Found will be stored in the counselors' office at the PLC and the Media Center at the Main Campus. After that, they will be donated to charity. Parents should take care to mark clothing with name tags and/or other identification marks. Students should not bring expensive articles or wear expensive jewelry to school.

MEDIA CENTER

The Media Center is available to all students for research, checking out books and other media related activities.

MESSAGES

Telephone messages cannot be delivered to children in the classroom except in **emergencies**. Any routine message will be forwarded to the teacher's mailbox which will be checked daily by the teacher. Please inform your children of any changes that might occur for pick-up prior to leaving your home. Instruction can't be interrupted to give said messages to students.

PARENT ACADEMY

The Parent Academy is a free, year-round, parent engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents about the importance of their role; strengthen that family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, The Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help Your Child Learn (Example: PASSport to Success – 8 module series)
- Parenting Skills (Example: Positive Discipline)
- Early Childhood (Example: Developing Early Literacy Skills)
- Arts & Culture (Example: Enrich Your Child through Arts and Culture in Miami)
- Language (Example: American Sign Language for Families)
- Computer Technology (Example: Parent Portal)
- Health and Wellness (Example: Preventing Substance Abuse)
- Financial Skills (Example: Financing Your Child’s College Education)
- Personal Growth (Example: GED Preparation – offered through Adult Education)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the Course Directory section on The Parents Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents/guardians, students and schools sites with guidance and assistance in scheduling workshops. Staff can be reached at (305)995-2680.

PARENT PORTAL

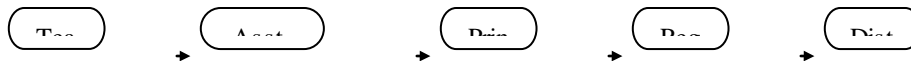
Parents/Guardian of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information – 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.

Soon, all grades will have access to electronic books for each subject, at the present time only selected grade levels have said access. Parents also have access to apply for free/reduced lunch and have access to set-up balance renewals.

The Parent Portal gives parents the autonomy to check grades and attendance at their leisure, as often as they want, and even set-up email notifications.

PARENTAL CONCERNS

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below:



PARENT TEACHER STUDENT ASSOCIATION-PTSA

Our PTSA is a very active organization which provides many great services for our students and staff. **Our PTSA membership drive will begin in August. Please support your child’s school.** The PTSA encourages parents, students and public involvement at the school as a whole.

PEDICULOSIS CAPITIS (HEADLICE)

Head lice can be a problem in any home or school. It is not a disgrace if a child contracts head lice. It does not mean the victim is unclean or doesn't follow good hygiene. Head lice are usually spread because of close contact with someone who has them. Prevention is critical and can be aided by making sure children don't share combs, brushes, caps, or clothing.

The following procedures are followed when a case of head lice is identified:

1. Screening of all classmates
2. Screening of all siblings
3. Screening of all students who share the same teaching areas

Infected students are sent home with an informational flyer regarding head lice. Upon return, the student will be re-screened for evidence of nits or live lice, before being admitted to school.

If your child is identified as having head lice, you must understand that we are **not** trained health care specialists and do the best we can to be accurate. Treatments may be purchased at a local pharmacy or from your doctor. Be sure to follow directions carefully and wash sheets, blankets, pillows, or any other articles which have come in contact with your child.

PERMANENT RECORDS

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

- a) Student's full legal name
- b) Authenticated birth date, place of birth, race, and sex
- c) Last known address of pupil or student
- d) Names of pupil's or student's parent(s) or guardian(s)
- e) Name and location of last school attended
- f) Number of days present and absent, date enrolled, date withdrawn

PHYSICAL EDUCATION EXEMPTIONS – ELEMENTARY GRADES ONLY

Children are required to participate in physical education classes. If, for any medical reason your child should not participate, an Exemption Form, available from the office, must be completed. The Exemption Form must be renewed at the beginning of each school year. Parent-written requests to excuse a child from P.E. for no more than three days will also be honored.

RAINY DAY PROCEDURES

To facilitate dismissal during rainy days, students are dismissed by classroom in grade level order. If you do "parent pick up," we ask that you wait for his/her class dismissal instead of coming into the office or school looking for the child, as this only delays the dismissal procedure of students. Please instruct your child as to what to do at dismissal time on rainy days. Do not ask your child to call you, because there are not enough phones to accommodate all students. **Please make your rainy day arrangements in advance!**

REGISTRATION & TRANSFERS

Parents who are registering their son/daughter for the first time in a Dade County Public School must do so in person and provide the following documentation:

- a) Original birth certificate, passport, etc.
- b) Social Security Card (if available) – NOT REQUIRED for registration
- c) Address verification – two of the following: Broker’s or attorney’s statement of parents’ purchase of residence or properly executed lease agreement, Homestead exemption card, or FPL bill or deposit under parent’s name and service address

Any student who is transferring to another school shall secure a transfer from BGEC before being admitted to the new school. The parent shall apply for the transfer in person and must provide the following items as verification of a change of residence:

- a) Broker’s or attorney’s statement of parents’ purchase of residence or properly executed lease agreement.
- b) Electric billing statement (blue portion) showing name and service address.

***NOTE: Random address verification will be performed throughout the school year. Please be advised that as well as a current home phone number, the office must have updated contact information at all times, to ensure prompt notification.**

OUT OF AREA TRANSFER, BOARD RULE 6GX13-5A-1.08

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs.

RESTRICTED ITEMS

ELECTRONIC DEVICES, CELL PHONES, GUM/CANDY, TOYS & GAMES

Bob Graham Education Center has implemented a ticket system if a restricted item is taken. The student will receive a numbered ticket which needs to be presented by the parent at the time of retrieval. Items will be held and may be picked up in the main office.

ELECTRONIC DEVICES

*We urge that these types of equipment are kept at home, as they do **NOT** belong on school grounds.* We acknowledge that some of these gadgets are brought to school for use in aftercare and/or after school hours as students await pickup. However, they are not for usage during school hours where learning is essential, and this type of distraction is not accepted. Any student who brings electronics devices such as video games, I-pods, CD Players, etc. will run the risk of having the device confiscated by the teacher, administration, and/or any school personnel who deem that the student is not complying with school policy. Parents who wish to claim the items must come in person to retrieve the object(s).

CELL PHONES

Students that find it necessary to bring a cell phone to school **must** turn it **OFF** during school hours. This does not mean that they should have the phone on vibrate/silent mode. They are not to use the phone for socializing and/or entertainment while in school, as this takes away from their learning time. We would like to emphasize that there are phones available in each classroom as well as in the office, for any student who has an emergency and needs to contact a parent. For this reason, the use of a cell phone is not acceptable. Any parents who wish to convey a message to their son/daughter may call the main office and leave a message. This message will be placed in the teacher’s mailbox, which is checked daily. In case of an

emergency, the message will be delivered to the student in a timely manner. We ask that parents do not try to contact the student via their cell phone either by calling or text messaging, as this will contribute to the student breaking school policy. Any student who brings a cell phone to school and is caught by the teacher, administration, and/or any school personnel who deem that the student is not complying with school policy will have the phone confiscated.

GUM & CANDY

Gum chewing and/or eating candy on school grounds is ***not*** allowed. In addition to being a distraction, it also contributes to littering in the school. Any student caught breaking this rule will be dealt with accordingly to the individual teacher. We take pride in keeping our school CLEAN. Please assist us in continuing the upkeep of your child's learning environment.

TOYS & GAMES

Students who bring toys, games, or other inappropriate things to school will have them removed by the teacher. Parents who wish to claim these items must come to the school to retrieve the "confiscated" object(s) within the week.

No Pets Allowed

INTERNET USE POLICY, 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.

NO ROLLING BOOKBAGS

SAFETY, SECURITY & TRANSPORTING OF STUDENTS

ACCIDENT REPORTS- Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

CODE YELLOW/CODE RED- 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 (Code Yellow), or an imminent threat to student and staff safety exists within the school (Code Red) 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. Two drills (one code red and one code yellow) will take place each year according to the Miami-Dade County Public School Policy and Emergency Procedures.

CLOSING OF 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- Ten fire drills will take place each year according to the Miami-Dade County Public School 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.

TRAFFIC -No matter how a student arrives or leaves school, keep in mind there will be **no adult supervision before 7:30 a.m. or after 3:30 p.m.**

Student Safety Patrol members are assigned to posts surrounding the school beginning at 8:00 a.m. Children should be instructed to obey the Safety Patrols who are trained in safety procedures designed to help keep your children safe. Students who cross the street should only do so at the designated crosswalks where there is a qualified crossing guard.

Please discuss the safe route to and from school that your children should take. Students should be instructed not to go with strangers and not to loiter around the school unsupervised. **Sometimes, students do not arrive home when expected and their parents, quite naturally, become frightened and call the school. Almost always, the students have gone home with a friend and didn't tell their parents. Please make sure your child informs you of his/her plans, if different than normal.**

Traffic safety continues to be of great concern at the school. Extreme caution should be taken when transporting students. Children should never be dropped off in a location in which they would need to walk through the parking lot, and especially not the walled-in compound area. Parents who drop off their children should not stop at the entrance to the parking lot because it prevents other cars from entering and can cause them to attempt to go around, thus placing the children in danger. **THE PARKING LOT IS RESERVED SOLELY FOR SCHOOL EMPLOYEES AND THE PARENTS OF HANDICAPPED STUDENTS.**

SCHOOL INDOOR SUSPENSION

School administrators may elect to assign students to Indoor Suspension as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to Indoor Suspension, the student will be removed from classes for a designated amount of days based on the Code of Student Conduct.

SCHOOL HOURS

Bob Graham Education Center **Primary Learning Center** school hours are 8:20 a.m. to 1:50 p.m. for Pre-K through Kindergarten.

Bob Graham Education Center **Main Campus** school hours are 8:35 a.m. until 3:05 p.m. for grades 2-8, (Monday, Tuesday, Thursday, Friday) and 1:50 p.m. on Wednesdays. For first graders, school hours are 8:20 a.m. until 1:50 p.m. (Monday through Friday).

Supervision on the **Main Campus** and the **MLC (Middle Learning Center)** is provided from 7:45 a.m. until 8:20 a.m. on the P.E. court. Teachers pick up their students (1st-5th) from the Main Building P.E. Court and students (6th-8th) from the MLC Shelter/Cafeteria at 8:20 am sharp. Students are **NOT** to line up in front of their classroom. Prior to 7:45 a.m., there is no personnel providing supervision to students. Parents are urged to avoid a dangerous circumstance by arriving at school between 8:00 – 8:15 a.m. **PLC (Primary Learning Center)** supervision is provided from 7:30 a.m. until 8:10 a.m., either in the breakfast room or in front of classrooms. Teachers open their classroom doors to students at 8:10 a.m.

Parents who contract with private bus companies are responsible for ensuring that their children are picked up before 3:15 p.m. daily; 2:00 p.m. for first graders on the main campus and 2:00 p.m. for Pre-K and kindergarten students at the Primary Learning Center, as no supervision for these students will be provided after that time. Students will not be allowed to return to their classrooms after the school day has concluded to pick up items such as homework, lunch boxes, book bags, etc.

Bob Graham Education Center operates an aftercare program beginning at 1:50 p.m. until 6:00 p.m. Arrangements may be made directly with the aftercare school office (305-557-3303 after 10:30 a.m. daily).

In order to maintain a safe learning environment, BGEC will not accept any items (bookbags, home-learning, lunch money, etc.) to be delivered to your child's classroom after 8:45 am.

SSCHOOL PICTURES

Every year Bob Graham Education Center schedules picture days for our students. Information will be sent in reference to the packages that are available for purchase. Please note that we only accept cash payments. Checks will not be accepted. The dates for pictures will be forthcoming.

SSPECIAL EDUCATION

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Child Study Team (CST), the Student Support Team (SST) or the Student Development Team (SDT).

Students with disabilities who are eligible and required special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The Summary of Procedural Safeguards for Parents of Students with Disabilities documents all the information about the rights of parents/guardians. The notice of procedural safeguards is made available to the parent, at a

minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent may request to receive a copy.

Other rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent education evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees' discipline; and private school placement.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

SUDENT ACCIDENT INSURANCE

The Student Protection Plan is designed to cover students of injuries while traveling to an from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward enrollment application and additional information to the parents.

SUDENT RECORDS ACCESS

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and provide the right to challenge the accuracy of these records. Parents are guaranteed the right to inspect and review their children's records and to obtain copies of them. Only parents and authorized individuals having legitimate educational interests will have access to a student's record. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

SUDENT SERVICES

CLINIC – The clinic is available to all students that require medicine to be administered, once the medical form has been filled and turned into the office. Students can also use the clinic area if parents have been called to pick them up due to illness.

COUNSELOR REQUEST – Our school has four counselors who are assigned to specific grade levels and are available to our students during the school day. Parents can also contact their child's counselor by leaving a message in the office requesting to schedule a meeting.

SPEECH/LANGUAGE THERAPY – Therapy is provided to those students who have been tested and have been determined to need the service.

TEXTBOOKS

Students are issued textbooks for each subject studied. Please help us teach students to take care of their books. Students will be charged for lost or damaged textbooks. Students should cover their books to protect them.

TRANSPORTATION ELIGIBILITY

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

UNIFORM POLICY/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. The school uniform is the official dress of all students at Bob Graham Education Center. Uniform shirts may be purchased from our PTSA. Pants, bermuda shorts, or skorts (K-5 only) must be navy blue or khaki in color and may be purchased from a vendor of your choice. Wearing our school uniform is **mandatory**. It improves school discipline and eliminates fashion fads, resulting in less expensive school clothing purchases for parents. The length of bermuda shorts or skorts must be in compliance with the current policy, and must be at least the length of the child's fingertips when the arm is extended. Open-toed shoes are prohibited.

VISITORS

Persons wishing to visit the campus or classes or attend certain specified activities during school hours must first present a valid Florida ID/drivers license and be cleared through the RAPTOR system prior to entering the office. You will receive a visitor's pass once your ID has been cleared, and you will need to present it, along with your ID to obtain permission from the office to enter any other part of the school. If you wish to visit your child's classroom, you must make an appointment with the child's teacher prior to the visit. **Parents, please be advised that if you are visiting the school due to an activity in your child's classroom, you are *not* allowed to bring siblings or any other child that does not attend our school. They are not permitted to be in the classroom with you.** Having children on school grounds that do not attend this school is a liability as well as a distraction. Parents are to park in the Visitor's Parking Lot in areas not designated for staff.

VOLUNTEERS

One of the best ways to help children and gain satisfaction is to volunteer at your school. Volunteers provide a valuable service to the school because they relieve the teachers from much of the time-consuming work that takes them away from the students and direct instruction. Volunteers serve as teacher aides to prepare learning activity materials, work with individual

students and/or small groups, prepare bulletin boards, and generally assist teacher's needs, including aiding them as chaperones on scheduled trips. *Parents, please be advised that all volunteers **must** fill out a School Volunteer Program Registration Form online. You must be cleared by Miami-Dade County Public Schools **before** initiating your volunteer service.* Please be advised, once you have attained a volunteer number it does not have an expiration date. At the discretion of either M-DCPS or the volunteer, it can be terminated at any time.

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 – complete a database background check	Level 2 – complete a fingerprint background check
<ul style="list-style-type: none"> •Day chaperones for field trips •Classroom assistants •Math and/or reading tutors 	<ul style="list-style-type: none"> •Certified Volunteers •Mentors •Listeners/Oyentes •Athletic/Physical Education assistants •Overnight chaperones

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)