



Parent Handbook

2009-2010

“Putting Students First”

2009-2010
Downtown Miami Charter School
305 NW 3rd Avenue
Miami, Florida 33128

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Welcome Parents,

The following handbook provides you with lots of important information to help you and your child have a successful year here at Downtown Miami Charter School. Please read through this handbook thoroughly and share this information with your child. We look forward to working with you to provide your child with an excellent educational experience this school year!

ABSENCES:

Anytime a student returns to school after an absence, a note **MUST** be brought from home. If the student does not bring a note from home it will be considered an unexcused absence. If a student is going to be absent, please call the school office before 9:00 a.m. at 305 579-2112.

Acceptable excuses for student absences are illness, a death in the family, a school sponsored event that has been previously approved or religious holiday. Doctor's notes will only be accepted by the student's homeroom teacher upon his/her return to school.

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student. Students will have one day for each day out to make-up the work.

Students exceeding a combination of 20 absences, tardies or early dismissals will lose automatic re-enrollment privileges.

ACADEMIC IMPROVEMENT PLAN (AIP)

An AIP is required by the state when a student is not progressing at the appropriate rate in academics and or/ behavior. It is designed to help meet a child's individual needs and assist that child in reaching grade level standards.

Students are required to have an AIP if:

- They receive a Level 1 or 2 in Reading or Math on the FCAT
- Academic grades are a D or below.
- Behavior is negatively affecting academic achievement.

All parents of students who are two to three years behind in reading will be required to sign an Academic Contract that allows their child to participate in Reading Intervention in lieu of participation in Special area classes and/or remaining after school for additional support, with the exception of PE which is required by the State of Florida.

AFTER SCHOOL CARE PROGRAM:

The After School Care Program is a service that we provide for parents for a small fee. The After School Care Program begins immediately after dismissal and ends at 6:00p.m. Students are provided a snack. During the first hour of after care, students are to work on their home learning assignments and read a book. After home learning time is over, students have time for recess, games and a variety of structured activities. After School Care Program fees are as follows:

Registration fee of \$25

Fee collected weekly for participation is \$10.00 for before care and \$40.00 for after care

Payment must be received the week before the student participates in after care. After School Care Program registration packets may be picked up in the school cafeteria before school or in the after care office in the after school hours.

AGENDA:

Each student will need to buy an agenda from the school for \$2.00. The agenda will be used on a daily basis by teachers for communication to parents. Students will use the agenda to carry their home learning assignments. **If your child loses his/her folder, there will be a replacement fee of \$2.00.**

ARRIVAL:

Students need to learn the importance of regular school attendance. **In addition, it is important that students report to school on time.** Students eating breakfast must report to the cafeteria at 7:30 a.m. Breakfast will be served until 7:50 a.m. Any students reporting after 7:50 a.m. will go directly to class. **All students dropped off before 7:30 am will be placed in our Before School Care program and charged the daily rate of \$5.00.** All other students should arrive no sooner than 7:40 a.m. and report directly to their classrooms to prepare for their day. Instruction begins promptly at 8:00 a.m. If your child arrives to school late, you must walk them to the front desk to sign in.

BEFORE SCHOOL CARE:

Before School Care is a service we provide for all parents for an additional two dollars per day. Students who participate should be dropped off from 7:00a.m. – 7:55a.m. Before School Care Program registration packets may be picked up in the school cafeteria before school or in the After Care Office after school.

CAFETERIA PROGRAM:

Students will receive a monthly menu. If a child would like to purchase a lunch they should bring their lunch money to their classroom teacher each morning. Occasionally students lose or forget their lunch money. When this occurs, students will be given cereal and milk or a peanut butter and jelly sandwich. There will be no charging on their account if they do not have lunch money.

Free and Reduced Lunch Applications will be sent home with every student to complete for consideration of financial assistance. If you did not receive one, please stop by the office to pick one up. Please allow 5 days for the approval process to take place. If your child qualified for free or reduced lunch last year, then it will carry over for the first five days of school while applications are being processed. It is imperative that applications are completed and turn in within the first few days of school. You must reapply each year to continue services.

Prices for breakfast/lunch are:

Breakfast:

Free - \$0.00

Reduced - \$.30

Full Price - \$1.50

Lunch:

Free - \$0.00

Reduced - \$.40

Full Price - \$2.50

Behavior: Conduct in the cafeteria reflects a student’s home training. Students should eat in an atmosphere that is pleasant and conducive to good habits. Please discuss good cafeteria manners with your child. Students will receive a consequence for improper cafeteria behavior and rewards for appropriate behavior.

Student Cafeteria Expectations

- come in quietly; sit down at assigned table when quiet you will be called
- follow directions immediately
- stay seated
- use good table manners
- keep area clean; clean up after yourself
- eat your own food; no sharing
- use inside voice

COMMUNICATION:

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Therefore, **it is crucial that you update any changes to your address or phone numbers.** We have a new messaging system called ParentLink that will automatically call you with important information regarding upcoming events at school. In addition, we expect parents to **attend all mandatory meetings** throughout the year in order to receive pertinent information.

From time to time, surveys will be sent home to ask your opinion on certain issues. Also, an End of the Year Survey will be conducted and your participation is crucial so that the school can determine areas which are working well and areas which need improvement.

Teachers have daily communication with the parents through the student's communication folder. Progress reports will be sent home at the midpoint of each grading period. Report cards are sent home at the end of every quarter.

The dates that progress reports will be sent home are as follows:

1st Quarter- Thursday, September 24, 2009
2nd Quarter- Thursday, December 3, 2009
3rd Quarter- Thursday, February 25, 2010
4th Quarter- Thursday, May 6, 2010

The dates that report cards will be sent home are as follows:

1st Quarter- Thursday, November 5, 2009
2nd Quarter- Thursday, January 28, 2010
3rd Quarter- Thursday, April 8, 2010
4th Quarter- Thursday, June 9, 2010

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes scheduled conferences.

We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hours. Meetings will not take place during academic instruction times between 8:00am-3:00pm unless scheduled by administration or scheduled during teacher planning time. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

All formal school communication will be sent home on Thursdays. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff.

DISCIPLINE PROCEDURE:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with the intention to help the student make appropriate choices.

DMCS has established school wide procedures for discipline based on these guidelines. The following list is not all-inclusive:

- 1) Students are expected to respect the authority of school personnel, which includes but is not limited to: administrators, teachers, teacher assistants, substitute teachers and all other members of our staff.
- 2) Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- 3) Students shall help keep the school clean at all times. **There is to be no gum chewing in the school building or on the grounds.**
- 4) Items that interrupt the educational process such as water pistols, matches, electronic devices (ex., Gameboys, PSP's, etc.), skateboards, toys, trading cards, weapons of any sort, etc. are not permitted at school. **All items will be confiscated and parents will have to pick them up. The school is not responsible for the loss or theft of disruptive items. Any gaming devices, ipods or electronics devices misplaced, damaged or stolen are not the responsibility of the school.**
- 5) No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug, alcohol or gang culture. No profane, abusive or slang language is to be used.
- 6) Cell phones may be brought, however, must remain in the student's backpack and be turned off. Violations of these rules will result in the student not being able to bring a cell phone to school. **Cell phones may not be used to make phone calls, texting, or sending any media files during school hours. The school is not responsible for loss or theft of cell phones.**
- 7) **Zero tolerance for aggression. Students that are involved in a fight will be suspended from school (Students that push, hit, bite or kick will be suspended).**

SCHOOL WIDE GUIDELINES FOR SUCCESS

Students will:

- Be responsible
- Always try
- Do their best
- Have good attitude
- Treat everyone with respect

Primary Student Expectations

- Follow directions immediately
- Come to class prepared
- Use inside voice and nice words
- Keep hands, feet, and objects to yourself
- Work neatly

Upper Elementary Student Expectations

- Follow directions immediately
- Come to class prepared
- Use appropriate school language and voice level
- Keep hands, feet, and objects to yourself
- Keep class and personal area clean

Student Hallway Expectations

- Follow directions immediately
- Face forward at all times
- Arms should remain close to body
- Walk single file staying to the right
- Remain silent

DETENTIONS:

Detentions are served daily from 3:00-3:30 p.m. for all grades. Students will spend the time quietly reflecting on their behavior and the consequences. Mr. McDonald will supervise detention each day. Parents must sign a Detention Notice acknowledging the detention, to be returned to the classroom teacher before the detention is served. Parents will receive a follow-up phone call by the teacher.

SUSPENSION AND EXPULSION:

Suspendable offenses include but are not limited to the following:

- 1.) Fighting or other dangerous and/or disruptive behavior
- 2.) Smoking on school grounds
- 3.) Being under the influence or having alcoholic beverages or drugs on school grounds
- 4.) Defacing or vandalism of school property
- 5.) Igniting any flammable substance
- 6.) Continual disruption of class
- 7.) Emotional outbursts
- 8.) Profanity
- 9.) Insubordination
- 10.) Disrespect
- 11.) Peer Conflicts
- 12.) Gang Membership

The Principal may recommend to the Board of Directors to expulsion of a student for any of the following:

- 1) Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick, or club.
- 2) Possession, use of or transmission of a substance capable of modifying mood or behavior.
- 3) Using any article as a weapon or in a manner calculated to threaten any person.
- 4) Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
- 5) Engaging in less serious but continuing misconduct including, but no limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
- 6) Threats

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct.

STUDENTS' RIGHTS:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, suspension, expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, or other verbal or physical conduct against a student or employee will NOT be tolerated

DISMISSAL:

Students must leave the school grounds immediately after dismissal unless enrolled in the after care program/intervention. Parents must wait for their children outside the school. Only individuals listed the EMERGENCY CONTACT card will be allowed to pick-up students from the school. Valid photo identification will be required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card the student will not be released. **All approved people picking up the child must have valid photo identification. Students will be sent home as planned in regular dismissal procedures unless prearranged changes are given to teacher in prior written notice.**

No phone calls will be made by students to request changes in their dismissal on that day.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Dismissal is 3:00p.m. on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays students are dismissed at 2:00 p.m. Students not picked up by 3:30 pm will be assessed a late fee and placed in After Care.

On rainy days, parents must park along the drive-way lane and pick students up at the East entrance.

All parents must remain outside the school perimeter at dismissal time. Please keep in mind that the school parking lot is used as a student passing area. The parking lot will be closed at 2:45 pm and inaccessible. For safety reasons, parents visiting the school or parked in the parking lot between 2:45 and 3:20pm must wait until dismissal procedures are completed before moving their cars or exiting the parking lot.

Students will be held in their classrooms until they hear their name on the PA system, after which they will report to the designated area.

DRESS CODE:

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Downtown Miami Charter reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. **Every student in attendance shall wear a school uniform. There will be no exceptions except on jean days when uniform shirt is required.**

- Hair: Students should maintain neat and clean hair with no distractions to the classroom learning environment.
- Shoes: Students must wear closed toed and rubber soled shoes (such as sneakers) at all times. No heavy military type boots or shoes with metal tips may be worn. No platform shoes or heels may be worn. On PE days, students should wear sneakers. No Healties. If students wear them, the wheels will be confiscated and only returned to a parent.
- Shirts: All shirts must be tucked in, presentable and in good repair with the embroidered DMCS logo. Only blue uniform shirts are acceptable and must be purchased from the contracted uniform vendor, All Uniform Wear. No white or yellow polo shirts will be accepted. PE shirts and field trip shirts are to be worn on PE days and field trips only.
- Slacks/Shorts: All uniform slacks/ shorts must be worn with a belt, must be an appropriate length (below the middle finger when arm is extended along one's side), and in good repair with the embroidered logo. Khaki shorts, skorts, and pants may be purchased at All Uniform Wear. All pants and shorts must fit appropriately at waist and must not be oversized.

- Jewelry: No body piercing other than earrings. Earrings should be stud style only for safety purposes. Students may wear a watch, one bracelet, and one thin chain tucked into the shirt. Necklaces, bracelets and rings will be collected by the faculty if they are disruptive to the learning environment. **The school is not responsible for any lost or stolen jewelry, accessories, or items.**
- Jackets/Sweaters: Students should only wear dark blue sweaters or sweatshirts while in class.
- On cold days, uniform pants must be worn. There will be no jean substitutions. Overcoats and heavy jackets may be worn, but must be taken off once in class.

Consequences for Out-of-Uniform Violations:

1. Verbal Warning (Uniform Violation)
2. Phone call and Written Warning (Uniform Violation)
3. Detention and parents must bring in uniform

If violations continue, a parent will be called in for a conference and informed of parent contract violation with possibility losing re-enrollment privileges.

EARLY DISMISSAL: Students will not be dismissed from the classroom. Early dismissal will not be permitted after 2:30 p.m. and 1:30 p.m. on Wednesdays. Parents must wait until the 3:00 p.m. dismissal time. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. When possible, please notify the teacher in writing in advance so that your child is ready on time. **After combination of 20 absences, tardies and/or early dismissals, a child will not be invited to return to Downtown Miami Charter School the following school year.**

EMERGENCY PROCEDURES:

Illness: The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted and expected to make arrangements to have child picked up. There are limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified in writing of any student's chronic illness (i.e. asthma, diabetes, heart conditions, or seizures). This heightens awareness in case of an emergency. **In the event of an emergency, if a parent cannot be contacted and no contact on the emergency card can be reached, students will be sent to the hospital.**

Injury: The procedures listed below will be followed for an injured student:

- 1) Teachers will send the student to the office if the injury is minor. Teachers will notify the office if the student is unable to be moved.
- 2) Trained personnel will administer basic first aid.
- 3) The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
- 4) The Emergency Rescue Squad will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
- 5) An accident report will be completed and filled out for every accident.

FAMILY RIGHTS AND PRIVACY ACT:

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

FIELD TRIPS:

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours.

Students serve as representatives of the school when they participate on field trips. They must wear required field trip shirt to be purchased at the beginning of the school year. Teachers may also require chaperones for specific students when deemed necessary.

Students must have proof of medical insurance submitted to the teacher prior to the day of the field trip.

Written parent permission must be given for students to participate on field trips. The teacher will send permission slips and information about each trip prior to the field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to participate. Early dismissal during a field trip is not permitted, students must return to school. Monies paid for field trips will be non-refundable under all circumstances with the exception of school cancellations as they are used to pay for buses and admissions prior to field trips.

GRADING:GRADING SCALE

<u>Grades K-1st</u>	E-	Excellent (90-100%)
	S-	Satisfactory (70 - 89%)
	N-	Needs Improvement (60 - 69%)
	U-	Unsatisfactory (0 – 59%)
<u>Grades 2nd - 6th</u>	90-100%	A- Outstanding Progress
	80-89%	B- Above Average Progress
	70-79%	C- Average Progress
	60-69%	D- Lowest Acceptable Progress
	0-59%	F- Failure

Report Cards will be sent home at the end of each quarter. The report card contains important information about your child's academic performance.

GRIEVANCE PROCEDURE:

If a student or his/her parents feel they have a grievance or complaint, they should contact the teacher first. If there is no solution, a student or his/her parent may then coordinate to meet with a School Administrator. All disputes arising from difficulties with other students must be handled through the administration. Any parent speaking to a child other than their own regarding any issue are in violation of their parent contract agreement and are subject to possible student dismissal.

“HOME LEARNING” POLICY:

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand their assignment after trying to do it at home, please send a note to the teacher indicating the problem. Every student should read 30 minutes at night which should be considered a standard home learning assignment in all grades. Students in kindergarten and first grade should practice reading with a parent or guardian. All others should be reading on their own and sharing what they have read with a parent or guardian. This should be done on the weekend also.

Teachers use the following time schedule as a guide when assigning home learning:

	Varied Assignments	Reading Log
Grade K-	10 minutes	10 minutes
Grade 1-	20 minutes	10 minutes
Grade 2-	20 minutes	20 minutes
Grade 3-	30 minutes	30 minutes
Grade 4-	40 minutes	30 minutes
Grade 5-	45 minutes	30 minutes
Grade 6-	60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. The time a child takes to complete their home learning assignments may vary according to the assignment. A child who does not complete class work during the school day may be required to finish the assignment at home.

Assignments must be completed neatly, on time, and properly written. When a homework assignment is missed or incomplete, the student may be seated at a timeout table during lunch. The remaining lunch period will be spent completing the assignment. On the third homework assignment not turned in on time or turned in incomplete, the teacher will assign a detention and request a parent conference. Children with chronic homework infractions are referred to the school administration for possible suspension. Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child continually fails to complete home learning, consequences may include detention or suspension. **It is important to note that "home learning" is the responsibility of the student.**

Parents may help in the following ways:

- ❖ Show an interest in your child's work.
- ❖ Provide a place and time for quiet study.
- ❖ Assist in practicing with spelling words and number combinations.
- ❖ Encourage home reading and listen to your child read.
- ❖ Review the home learning for neatness and completeness.
- ❖ Refrain from doing the work for your child.
- ❖ Discuss problems related to home study with your child's teacher.

HONOR ROLL REQUIREMENTS:

Grades K - 6

Principal's Honor Roll - 90% or above in all subjects. All "E"s in specials and intra/interpersonal skills.

Honor Roll – 80% or above in all subjects. All "S"s or "E"s in specials and intra/interpersonal skills. K-1 students must receive an 80% or higher to be on the Honor Roll.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES:

All textbooks needed by students for school and home learning assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are expensive and that they should be cared for properly. Charges will be made for damaged or lost books and/or materials. Students are responsible for transporting workbooks/consumables to and from school/home. No consumables or workbooks will be replaced if lost. Students must learn to be responsible for the care of personal and school materials. Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers,

scissors, markers, glue, etc. The classroom teacher will request for any additional supplies in writing. Please help your child come prepared for school by packing his/her home learning and supplies in the evening to avoid the last minute morning rush. **Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.**

LABELS:

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

LOST AND FOUND:

Throughout the school year, items that have been lost are turned into the school office. Anytime a student loses an item, he/she should notify the teacher. The teacher will allow the student to check the lost and found in the cafeteria at the appropriate times. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

MEDICATION:

The administering or dispensing of any medicines including non-prescription medication to students by employees of Downtown Miami Charter School, without specific written authorization by the prescribing physician and parent of the student, is forbidden. Please obtain this authorization form in the school office. The medication will be kept in the office and will be administered by office personnel. AT no time is medication allowed to be in a student's belongings or desk.

MEDICAL CONDITIONS (Head lice & Ringworm):

Students will be sent home if school personnel suspect lice in his/her hair. The students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. In cases of Ringworm, Pink Eye, and other contagious diseases, a student must have a doctor's note before returning to school in order to prevent outbreaks.

PARENTS AND TEACHERS ORGANIZATION (PTO):

A great portion of each child's day is spent at school; therefore, his/her growth and development become a shared responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO. The faculty, staff and administration hope that all parents will become active members supporting the school and the association. Officers will be elected yearly according to the school's bylaws and district/state guidelines. The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students. PTO board meetings will be held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. PTO meetings are held quarterly. Parents are encouraged to attend. You receive 1 volunteer hour for signing in and attending a meeting.

PARENT VOLUNTEER HOURS:

Parents have many opportunities to volunteer their time both at school and in the classrooms. Parents receive volunteer hours for attending all meetings and workshops held at the school. Volunteer sign-ups will be available at the front desk. Other opportunities are announced throughout the school year. Office personnel and classroom teachers will log, maintain and approve volunteer hours using our Student Information System. It is your responsibility to log in the hours you complete. You can log, keep track of and view your hours by logging on to our website www.parents.downtowncharter.org with your username and password which will be assigned to you.

Pre-approved parent donations are accepted for volunteer time. You get one hour for each \$10 you spend. You may not donate cash, only requested items. In order to receive hours, receipts must be turned in. Parents are required to volunteer **20** hours per family or prorated at two hours a month if their children are accepted after school has begun. **Parents who fail to complete their volunteer hours will be in violation of the parent contract and risk possible non-commitment of their child.**

PAYMENTS:

Downtown Miami Charter School will only accept cash or money orders for payment. Checks will not be accepted and, therefore, returned. Any reimbursements to parents will be made in the form of a school check for records purposes.

PUPIL PROGRESSION:

Downtown Miami Charter School will follow the Miami-Dade County School's Pupil Progression requirements and procedures for all K-6 students.

RETENTION POLICY:

The final report card reflects final averages. If your child has received two or more failures in the core academic subjects and has scored a level 1 in either the Reading or Math portions of the FCAT, your child will be a candidate for retention. If your child fails both Reading and Math they will be a candidate for retention.

SCHOOL ADVISORY COUNCIL (EESAC):

This group meets several times a year to discuss school wide goals within the School Improvement Plan. It is comprised of parents, teachers, and community members. This is strictly an advisory council.

SCHOOL HOURS: 8:00 a.m. – 3:00 p.m. (MTTHF)

8:00 a.m. – 2:00 p.m. (Wednesdays)

- Before Care: 7:00a.m. – 8:00 a.m.
- Breakfast Hours: 7:30 a.m. – 7:50 a.m.
- Student Arrival 7:40 a.m. – 7:55 a.m.
- Student Dismissal: 3:00 p.m. – 3:15 p.m.
- After School Care: 3:30p.m. - 6:00 p.m.

Students arriving between 7:00am and 7:30am will be placed in the before school program and parents will be charged the appropriate fee. Please do not drop off students early as they are unsupervised. Downtown Miami Charter School is not responsible for students outside of school hours.

TARDY POLICY:

A child is tardy when he/she is not in the classroom at 8:00 a.m. A student that enters a classroom with a late pass is considered tardy. A student is considered tardy after 8:00 a.m. as classroom instruction begins at 8:00 a.m.

After combination of 20 absences, tardies and/or early dismissals, a child will not be invited to return to Downtown Miami Charter School the following school year.

SCREENINGS:

All students are screened as needed for speech, hearing, and vision to rule out any difficulties in these areas. Newly enrolled students entering after September 1 will be academically screened through our assessment center to ensure proper placement.

TELEPHONE:

The school has a business telephone and the lines must be kept open. Students may not use the telephone except for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Please do not ask the office staff to deliver messages to students except in an emergency. Students may not use the phone to call for lunch, homework, Field Trip Permission Forms, money or projects. Please allow 24 hours for teachers to return messages.

SEVERE WEATHER INFORMATION:

Downtown Miami Charter School will follow the same instructions as Miami-Dade County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings.

VISITORS:

All visitors are required to use the front doors at all times. Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction, unless it is prearranged and they have a pass.

For the safety and protection of all students, visitors (including parents) must sign in and present a valid driver's license which will be processed thru our Raptor screening system. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Teacher Contact Form

Student Name: _____

Parent/Guardian Name: _____

Address: _____

E-mail Address: _____

Home Phone Number: _____

Work Number: _____

Cell Number: _____

Student Date of Birth: _____

Country of Birth: _____

Nationality: _____

Language Spoken at Home: _____

Homeroom # _____ Homeroom Teacher _____

Are there any health issues the teacher should be made aware of? yes no

If so, please explain: _____

Any additional information you would like your child's teacher to know about him/her: _____



**DOWNTOWN MIAMI
CHARTER SCHOOL**
PARENT CONTRACT 2009-2010

I the parent(s)/guardian(s) of _____ have read and agree to abide
(Child's Name)

by the Code of Conduct and the Dress Code of the Downtown Miami Charter School (DMCS).

I understand that my child is a Miami-Dade County Public School student.

Whereas, in order to provide my child with a unique educational opportunity;

Whereas, by choosing to enroll my child at the Downtown Miami Charter

School, it is a decision of my personal choice and not a privilege;

Whereas, my desire to enroll my child at the Downtown Miami Charter

School is premised upon my desire to become an active partner in the education of my

child;

Now, therefore, in consideration of the foregoing:

1. As a parent of a student at DMCS, my commitment is to abide by the following resolutions:

A. To abide by all school rules and regulations stated in the parent handbook, for example:

Morning and afternoon pick/drop off procedures, parking procedures, entering and exiting the school building the proper ways, students will not pick up lunch, home learning, school projects, etc. from the front office after the school day has begun at 8:00 a.m. For more rules and regulations, please read the parent handbook.

B. To recognize and embrace my role as the primary educator of my child.

C. To participate in the Parent Teacher Organization (PTO) and/or parenting workshops provided by DMCS.

D. To attend all conferences scheduled with any member of the DMCS staff.

E. To participate in the Parent Volunteer Program, including volunteering 20 hours, at a rate that is sensitive to the needs of the school, and in all cases to be completed by May 21st.

Ten hours must be completed by January 15, 2010.

F. To provide transportation to and from school for my child. I understand that if I am late picking up my child, he/she will be placed in the after school care and charged a fee. **If my child is continually tardy/absent/released early, the attendance policies will be enforced and I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child or may lose automatic re-enrollment.**

G. To purchase uniforms at the contracted uniform vender, All Uniform Wear, for my child and ensure that my child is in uniform on a daily basis, including having shirts tucked in and wearing a belt.

H. To supply lunch each day to my child, either from home or purchased from the DMCS approved vendor.

I. To be responsible for timely payments of any fees accrued at DMCS.

J. To participate in the DMCS functions.

K. To participate in the school fundraisers.

L. To adhere to all school policies and procedures as stated in the Parent Handbook.

2. To do the following things to enhance my child's academic growth, I agree to do the following:

A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.

B. To provide a suitable time and place within the home for home learning.

C. To limit television, video games, internet and phone usage during the week and allow more time for reading, studying and family time.

D. Use Student Information System (SIS) to stay informed on my child's academic progress.

E. To check my child's home learning and the communication folder nightly.

I understand that by not fulfilling my contractual obligations to the school and to my child, this may result in my child being withdrawn from the school at the sole discretion of the Principal.

Signature of Parent(s) /Guardian(s) Date _____

Acknowledged by Date _____