



DOWNTOWN MIAMI  
CHARTER SCHOOL



**Parent/Student Handbook**  
**2011-2012**



August 22, 2011

Dear Parents:

Welcome to Downtown Miami Charter School for the 2011-2012 School Year. Last year, students, staff and parents experienced tremendous success by working together for one common purpose, improved academic achievement. For the first time in school history, DMCS became a "B" School. This is an accomplishment that each returning student, parent and staff member should be extremely proud of. The success came from every member of our learning community having high expectations for themselves as well as for each and every student who attends our school. It also came from everyone focusing on DMCS's action plan, procedures and policies.

This year our goal is to be an "A" school as we continue to make our vision a reality and be committed to our mission:

**Vision**

We believe that all children can develop as intellectual learners, function as good citizens, and become academically successful.

**Mission**

The DMCS family "believes in the magic of education" and will work together with teachers, faculty, parents and community members to instill in students a lifelong love for learning by delivering a challenging, stimulating and individualized curriculum that meets each students' unique needs, and allows students to realize the global impact of collaboration and contribution.

This handbook is designed to assist you in understanding the policies and guidelines used at our school. Please read the handbook and discuss appropriate items with your child. After reviewing the handbook, please complete the last page and return it to your child's teacher by August 29, 2011.

We look forward to working with you throughout the year. If you have any questions or concerns regarding the handbook, please contact the school office.

Sincerely,  
Rebecca A. Dinda  
Principal

## SCHEDULE OF EVENTS

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August 8-10 (New Teacher Induction)  
 August 11-17 (Teacher Planning Days)  
 August 22 (Start of 1st Quarter)  
 September 5 (School Holiday)  
 September 29 (Teacher Planning Day)  
 September 8 Individual Photos for all students in uniforms  
 October 17 Individual Photo Retakes  
 October 27 (End of the 1st Quarter)  
 October 28 (Teacher Planning Day)  
 October 31 (Start of the 2nd Quarter)  
 November 11 (School Holiday)  
 November 24-25 (Thanksgiving Break)  
 December 19-23 (Winter Break)  
 December 26-30 (Winter Break)  
 January 2 (Winter Break)  
 January 16 (School Holiday)  
 January 20 (End of the 2nd Quarter)  
 January 23 (Teacher Planning Day)  
 January 24 (Start of 3<sup>rd</sup> Quarter)  
 February 3 (Teacher Planning Day)  
 February 6 Class Photo Day  
 February 20 (School Holiday)  
 March 12-16 (Spring Break)  
 March 29 (End of the 3rd Quarter)  
 March 30 (Teacher Planning Day)  
 April 2 (Start of the 4h Quarter)  
 April 6 (Teacher Planning Day)  
 May 28 (School Holiday)  
 June 7 (End of the 4th Quarter)  
 June 8 (Teacher Planning Day)

## ATTENDANCE PERIODS

<b>Quarter 1 Begins</b>	<b>Monday, Aug. 22, 2011</b>
Quarter 1 Ends	Friday, Oct. 27, 2011
<b>Quarter 2 Begins</b>	<b>Monday, Oct. 31, 2011</b>
Quarter 2 Ends	Friday, Jan. 20, 2012
<b>Quarter 3 Begins</b>	<b>Tuesday, Jan. 24, 2012</b>
Quarter 3 Ends	Thursday, March 29, 2012
<b>Quarter 4 Begins</b>	<b>Monday, April 2, 2012</b>
Quarter 4 Ends	Thursday, June 7, 2012

## CELEBRATING SUCCESS ASSEMBLIES

<b>Quarter 1</b>	<b>Thursday, Nov. 10, 2011</b>
Quarter 2	Thursday, Feb. 2, 2012
<b>Quarter 3</b>	<b>Friday, April 13, 2012</b>
Quarter 4	Wednesday, June 6, 2012 -K & 6 Thursday, June 7, 2012 -1-5

## PROGRESS REPORTS ISSUED

<b>1<sup>st</sup> Mid Term</b>	Friday, Sept. 30, 2011
2 <sup>nd</sup> Mid Term	<b>Thursday, Dec. 8, 2011</b>
<b>3<sup>rd</sup> Mid Term</b>	Thursday, Feb. 23, 2012
4 <sup>th</sup> Mid Term	<b>Thursday, May 3, 2012</b>

## REPORT CARDS ISSUED

<b>1<sup>st</sup> Nine Weeks</b>	<b>Thursday, November 3, 2011</b>
2 <sup>nd</sup> Nine Weeks	Thursday, January 26, 2012
<b>3<sup>rd</sup> Nine Weeks</b>	<b>Thursday, April 5, 2012</b>
4 <sup>th</sup> Nine Weeks	Thursday, June 7, 2012

## Teacher-Parent-Student led Conferences

2:30pm -8:00 pm

Wednesday, October 12, 2011

Wednesday, November 9, 2011

Wednesday, November 16, 2011

## TESTING-ADD CELLA AND FAIR DATES

Aug. 22	Writing Prompt #1	March 5	Writing Prompt #8
Aug. 22	Benchmark #1 Begins	April 16	Writing Prompt #9
Sept. 19	Writing Prompt #2	April 16-27	(FCAT) Reading & Math (3-6),
Oct. 17	Writing Prompt #3	May 14	Science (5)
Nov. 14	Writing Prompt #4	May 21	MAP Testing Begins
Nov. 21	Benchmark #2 Begins		Writing Prompt #10
Dec. 6 & 7	FCAT Writing Field Prompt		
Dec. 12	Writing Prompt #5		
Jan. 24	Writing Prompt #6		
Jan. 30	Benchmark #3 Begins		
Feb. 28	Writing Prompt #7		
Feb. 28-March 1	<b>FCAT Writing</b>		

## **Table of Contents**

Attendance	-	page 4
Academic Responsibilities	-	page 4
Agenda Book	-	page 5
After School Care	-	page 5
Arrival Process	-	page 5
Before School Care	-	page 5
Birthday Celebrations	-	page 5
Book Bags	-	page 6
Cafeteria	-	page 6
Cell Phone/Electronics Policy	-	page 7
Character Education	-	page 7
Cold Weather	-	page 8
Communications	-	page 8
CSUSA Reading Challenge	-	page 9
Code of Conduct	-	page 9
Dismissal Process	-	page 12
Dress Code	-	page 13
Early Dismissal	-	page 14
Enrichment Clubs	-	page 15
Emergencies	-	page 15
Family Rights & Privacy Act	-	page 16
Field Trips	-	page 16
Grading Scale	-	page 17
Grievance Procedures	-	page 17
Home Learning Policy	-	page 17
Honor Roll Awards	-	page 18
Independence Day	-	page 19
Instructional Materials	-	page 19
Library	-	page 20
Lost & Found	-	page 20
Medication	-	page 20
Parent-Teacher Conferences	-	page 20
Parent Co-op	-	page 21
Pediculosis	-	page 21
Progress Monitoring Plans	-	page 21
EESAC	-	page 21
School Hours	-	page 21
School Information System	-	page 22
Student Progression Plan	-	page 22
Students' Rights	-	page 22
Tardy Policy	-	page 22
Transportation	-	page 23
Severe Weather	-	page 23
Visitors	-	page 23
Volunteer Hours	-	page 23

## **ATTENDANCE POLICY/PROCEDURES:**

### ***Absences:***

- Any time a student returns to school after an absence, a note must be sent in to the front office to Ms. Annie within 48 hours. After this 48 hour period, this absence will be recorded as unexcused and will not be changed.
- Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved or religious holiday.
- Absences due to sibling or parent illness will not be considered as excused.
- Original doctor's notes will only be accepted by the office upon his/her return to school. Original doctor's notes will not be accepted at the end of the school year for an absence that occurred previously in the year. Photocopies of doctor's notes will not be accepted.
- Up to 10 parent excused notes will be permitted per school year for illness. All other absences must be excused by a doctor's note.

### ***Early Releases:***

- Early releases require excusal notes to be marked as excused. These notes must also be turned in to the homeroom teacher within 48 hours.
- Any early releases that occur before 10 am will be considered an absence.

### ***Tardies:***

- Tardies are not excused unless they are documented by a doctor's note.
- Doctor's notes for tardies must be received at the time of student arrival and turned into the main office.
- Any student arriving after 12pm will be marked as absent for the day and will not be permitted in school.

### ***Family Travel:***

- 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.
- Absences due to vacations are not considered excused.

*Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges and will be considered truant. Truancy is reported to Miami Dade County Public Schools and the Department of Children and Families will be notified. This status may result in the loss of public assistance.*

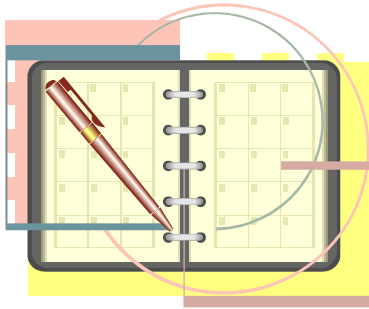
## **ACADEMIC RESPONSIBILITIES**

At DMCS, we hold our students to a high academic standard. We expect our students to complete all of their assignments in a timely manner as directed by their teachers. Students are graded on the Next Generation Sunshine State Standards, therefore if they don't turn in their assignments, it is impossible to determine if they have mastered the grade level standards. A student that fails to turn in multiple assignments may be in danger of academic failure. In order to avoid this problem, we request that our parents carefully monitor their child's progress through the use of SIS, agendas, communication with the teacher and progress reports. Parents and students may access the Next Generation Sunshine State Standards online or request a copy through the Parent Resource Center.

<http://www.floridastandards.org/Standards/FLStandardSearch.aspx>

## **AGENDA BOOK:**

Each student will be required to purchase an agenda book from the school and a communication folder. The agenda book will be used on a daily basis by teachers for communication to parents. Students will use the book to: log their home learning assignments, their behavior status and as a pass for students in grades 3-6. The agenda book must be signed each night by a parent/guardian to ensure that all communication has been seen. The agenda book (\$5.00) may be purchased from the front office during the first two weeks of school. If a student misplaces his/her agenda book, he/she will be required to purchase another one from the school store. No other agenda books will be accepted, as the school has ordered these books with specific items and information. Agendas are also used to monitor hall and restroom passes.



## **AFTER SCHOOL CARE (ASC):**

After care is a service DMCS provides for all parents for a monthly fee. Please see our web site for program policies & monthly payments due date.

The after school care program begins immediately when school ends until 6:00 p.m. Students are provided a snack and a drink. During an hour of ASC time, students are to work on their homework and/or read a book. Each student enrolled in the ASC should bring a book to read each day as reading logs are part of the nightly homelearning. After home learning time is over, students have time for recess, games, and a variety of structured activities. Please see our web site for program details and payment procedures and policies.

## **ARRIVAL:**

It is important to teach our children the significance of regular school attendance. In addition, it is important that students report to school on time. All students must use the school driveway to be dropped off. Please make sure to follow the directions of school employees in the drive thru.

*Drop off is from 7:30 a.m. to 7:55 a.m. so that children are sitting in class by 8:00 a.m. It is the parent's responsibility to ensure that their child arrives to school on time. Please plan accordingly to meet our 8:00 AM start time.*

There is no supervision before 7:30 a.m. for students who are **not** enrolled in the Before School Care Program. All students dropped off before 7:30 a.m. will be placed in Before School Care and charged the daily rate of \$5.00.

## **BEFORE CARE:**

Before care is a service DMCS provides for all parents for a monthly fee. Please see our web site for program policies & monthly payments due date.

Students who will be attending the Before School Care (BSC) program are expected to report directly to the cafeteria upon arrival. Parents must sign their child in through the parking lot entrance no earlier than 6:30am. Students in BSC will have time to eat breakfast and review the previous day's assignment.

## **BIRTHDAY CELEBRATIONS:**

Students are welcome to celebrate their birthday at school in kindergarten through sixth grade. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with your



child's class during lunch. Arrangements must be made in advance with the classroom teacher. These celebrations may take place during lunch time or between 2:30 p.m. – 3:00 p.m. *No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class.*



**BOOKBAGS:**

Students may not use book bags on wheels unless they have a current doctor's note on file indicating that it is needed for medical reasons. All book bags must be in good repair. Students may not draw or write messages on their book bags. Any student found with inappropriate drawings and/or messages on their book bags may result in suspension.

**CAFETERIA PROGRAM:**

Lunch	\$2.50 (Full Price)	\$.40 (Reduced)
Breakfast	\$1.50 (Full Price)	\$.30(Reduced)

Breakfast and lunch will be served in the cafeteria. Occasionally, students may lose or forget lunch or lunch money. When this happens, the student will have cereal and milk. Students will not be permitted to call home. Students are not allowed to bring sodas, coffee (hot or cold), energy drinks (i.e. *Red Bull, Full Throttle*), candy or gum to school. Glass containers are not permitted. Parents are welcome to have lunch in the cafeteria with their children as long as they sign in through the office and have maintained appropriate interactions with the adults and students in the cafeteria.

Breakfast will be served from 7:30am – 7:55am. All students must be out of the cafeteria and in their classrooms by 8:00am or they will be deemed tardy.

A standard menu will be used and is posted on our school website [www.downtowncharter.org](http://www.downtowncharter.org).

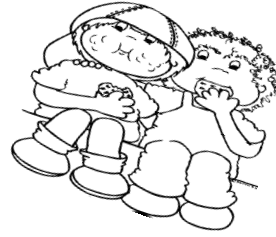
Payment: All parents must pay for lunch monthly or weekly. Pre-payment for the coming week is made on the Wednesday before the lunch is received. Pre-payment for the month is made only the Wednesday before the new month begins. Payment should be made in cash or money order. Please check our website to review the menu for the month.

Free/Reduced Price Lunches: An application for free or reduced price meals will be sent home in the beginning of the school year. Parents must apply for this benefit yearly. The applications should be completed and returned to your child's teacher within the first week of school. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. *Parents are responsible for providing their child a lunch until the application is approved; however, prior year lunch status is valid for the first two weeks of school only.*

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 may receive a detention or suspension for improper cafeteria behavior.

### **Students Will:**

- Come in quietly
- Follow directions the 1<sup>st</sup> time given
- Stay seated
- Use good table manners
- Keep area clean
- Use inside voice



### **Volunteer Hours during Lunch:**

Please see Mrs. Bastian, our Community Involvement Specialist for assignment and approval of service hours during lunch. Helping assist throughout the lunch waves will account for volunteer office.

### **CELL PHONE/ELECTRONICS POLICY:**



Cell phones and other electronic devices are not allowed on school campus. Students may not take their cell phone out while on school grounds unless they have teacher permission. Students must have their cell phones turned off and kept inside their book bags at all times. School phones are available for emergencies. All cell phones or other electronic devices that are being used without teacher presence and permission will be confiscated by school personnel and kept in the main office until a parent comes to pick them up. Parents are asked not to text message and/or call their children on their cell phones during school hours as it will result in the phone being confiscated.

Downtown Miami Charter School and its staff are not responsible for the loss, theft and/or damage of any cell phone or electronic device. If the school collects a device and it is stolen, the school is not responsible for replacing it.

### **CHARACTER/CITIZENSHIP:**

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

- Items found should be turned over to the office or placed in the lost and found. Never keep unclaimed items as your own
- Do not participate in situations with peers that can get you into trouble
- Report wrong doing or dangerous situations
- Do not take things that do not belong to you including personal items and/or lunches

STRIVE 65 for Successful Student is attached and will be taught to help students become active citizens and develop moral and performance character. Online Parent Training is available for \$10.00 through the Clarion Council, please see attached flyer, parents will receive an hour toward your volunteer service. For the Parent Training, you'll need to know your student's teacher's name or homeroom teacher's name.

Go to the website: [www.clarioncouncil.com](http://www.clarioncouncil.com)

Click on Clarion: Training located on the upper right on the bar above the homepage

This will take you: to the Login / Register page

Since this will be: your first visit to this page **click Register**

Follow the prompts: on the Registration screen. "Display name" can be the same as user name.

Password must be at least 7 characters long

On the next screen: select Parent Training from the dropdown menu

On the next screen: input your student's **first and last name** and the other requested information

### **COLD WEATHER:**

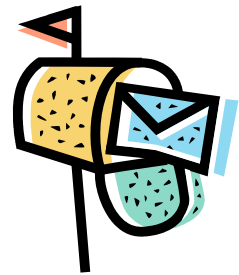
On occasion during the winter months, we have very cold weather where the temperature drops below average. All Uniform Wear has long sleeve undershirts, jackets, sweatshirts and pants for days like these. Please purchase them if your child will need them for cold weather. We recommend that you purchase these items at the beginning of the school year in order to be prepared for cold winter days.



Girls wearing skirts may also use solid colored opaque stockings. If an undershirt is worn, it must be white. If at any time the temperature drops below 40 degrees, students may wear long underwear or tights under their uniform pants.

### **COMMUNICATIONS:**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times.



Your child's agenda is usually used as the first means of communication between the teacher and the parent. We ask the parent/guardian to review and sign the agenda nightly. Parents can view their child's daily progress by logging on to the SIS system. User names and passwords will be sent home the first two weeks of school. Please don't call the front office for your Parent User names or Passwords; but please contact your child's teacher via the student agenda.



*Please feel free to consult with the office regarding any problems or questions that concern your child. However, it is imperative you speak with the child's teacher first for classroom issues. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. Therefore, conferences need to be scheduled ahead of time, so the teacher and/or administrator will be available to meet with you.*

It is the parents' responsibility to stay informed. We are also striving to become a paperless school. Information about DMCS is posted on our website and on SIS. If you do not have access to the internet, a copy of the information will be posted in the school lobby and computers are available in the Parent Resource Center. Also, please check your child's back packs daily for emergency notices, SIS and [www.downtowncharter.org](http://www.downtowncharter.org) every week for new information.



Automated phone calls and/or emails are sent out periodically through our "**Parent Link**" system. These phone calls and/or emails contain attendance notifications,

special reminders and important messages from the school. This system may also be used to notify families of emergencies such as hurricanes and school closures. We ask that you please listen carefully to each message that is delivered.

If you have changed any of your contact information, including cell phones and email addresses, please update this information with the office staff.

**CSUSA Reading Challenge**

Students who read more outside of school, achieve significantly higher than those students who read less at home. DMCS will recognize students who complete books outside of school. The expectations are that each student will meet and exceed the below goals:

- Grades K- 10 Books (at grade level or with approval from teacher)
- Grade 1-2- 20 Books (at grade level or with approval from teacher)
- Grades 3-5- 25 Books (at grade level or with approval from teacher)
- Grade 6- 15 Books (at grade level or with approval from teacher)

The results could be:

<b>Percentile Rank</b>	<b>Reading Minutes Per Day</b>	<b>Words Read Per Year</b>
98	65.0	4,358,000
90	21.2	1,823,000
80	14.2	1,146,000
70	9.6	622,000
50	4.6	282,000
40	3.2	200,000
30	1.3	106,000
20	0.7	21,000
10	0.1	8,000
2	0.0	0

Student who meet their goals will be recognized and receive incentives (celebrations, certificates, t-shirts, etc)

**Code of Conduct:**

Downtown Miami Charter School students are expected at all times to focus on learning and to behave in ways that are respectful of our community.

School Board rules are applicable to all students under the jurisdiction of Miami-Dade County Public Schools and are augmented by the Code of Student Conduct Elementary and the Code of Student Conduct Secondary, which are incorporated by reference in this School Board Rule, and are a part hereof. The Code of Student Conduct is the District's policy that creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community. The "reculturing" of the school to a positive school climate not only supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect. It can be read in its entirety at; <http://ehandbooks.dadeschools.net/policies/90/index.htm>

### **DMCS Scholar Success Plan:**

Kindergarten Color System - Each teacher has representation of green, yellow and red in their classroom. It is up to the discretion of the teacher on how they use it but green is equal to good, yellow is equal to moderate/warning and red is equal to having a bad day. A behavior chart must go home with the student in their folder explaining their color and how they behaved for the day.

1st-2nd Behavior Plan - Clothes Pin Strategy – Students in each class receive three clothes pins and can either earn more or have them taken away based on their behavior. The pins are snapped to their shirts and follow the child around for the day. Each day the teacher collects the pins to tally them up and rewards the student through their class incentive program. Each class has different incentive programs based on the teachers ideas and beliefs.

3<sup>rd</sup> Grade – 6<sup>th</sup> Grade - Scholar Scoring System - Each month every student starts off with 100 scholar points. Each demerit that a student earns reduces his/her score. Certain scores must be obtained in order to gain specific privileges in our school. Students' scholar point status will be communicated to parents through their agenda on a weekly basis.

Demerit – Unacceptable behaviors, which lead to a demerit and may lead to a variety of additional disciplinary actions at the discretion of the school include;

- Unprepared for class (e.g. no homework, no supplies, no materials)
- Uniform violation (e.g. no belt, untucked shirt, incorrect colors, no emblem)
- Not following directions and procedures
- Inappropriate Behavior (talking out, defiance, disrespectful language, tone, gestures)
- Electronic use
- Classroom Disruptions (disruption of learning environment)
- Destruction of property (bathrooms, walls, cafeteria)

Students can also loose points in the following areas;

Suspension	= 10pts
Sent to administration	= 5pts
Temporary Removal from class or in-class Time-out	= 3pts

Consequences - If a student earns 10+ demerits in a week, they will serve an afterschool **detention on the following Tuesday (3pm-4pm)**. Failure to serve this detention will result in a **mandatory Saturday Work Detention (9am-12pm)**. Failure to show up for the Saturday Work Detention will result in a one day Out of School Suspension.

Afterschool Detentions, Saturday Detentions and Suspensions may also be a result of other offenses at the discretion of the school as stated by the MDCPS Code of Student Conduct

Please note- Certain misconduct or misbehavior may warrant an immediate consequence. Numerous demerits, verbal and written warnings during the same school day may lead to the assignment of a detention and/or administrative referral. Depending on the misconduct, parent notification prior to the assignment of a detention or referral may not be required.

## **Incentives**

- If a student has 70+ scholar points remaining by the end of the month, they will be eligible for the monthly celebration. Examples include but not limited to; School Dances, Field Trips, Class celebrations, Carnivals, Turkey Bowl, March Madness and any other extracurricular activities.
- Each quarter students who maintained 95%-100% of their scholar points will be recognized during the Honor Roll Awards Assembly.
- By the end of the year students who have 750+ Scholar points will be eligible for a culminating end of the year celebration.

## **Positive Reinforces:**

It is the goal of DMCS that students not behave appropriately for rewards, but because they are intrinsically motivated to meet and exceed all academic, behavior, and social standards. On the other hand, we believe that effort and excellence should be praised and rewarded thus; the following are examples of positive consequences:

- Verbal praise
- Good news phone calls or e-mails
- Privilege passes for first in line, lunch with the principal, etc
- Nominations to be Student of the Month in the school
- Qualifying for the weekly awards based on homework completion and Behavior
- Scholar Success Plan

## **Negative Consequences:**

When undesirable behavior is exhibited, the consequences are immediate, reflective, and corrective. DMCS's goal is not to punish, but to make change. The following are examples of negative consequences:

- 1-2 verbal warning or nonverbal cue
- discussion (with reflection) and action plan, parent contact may be necessary
- Demerits
- action plan, parent contact and possibly conference
- Severe: immediate referral to office and other consequences may follow
- FAB & BIP process through the Guidance Counselor
- Loss of Privileges – a student may forfeit privileges such as recess or participation in school trips, events or activities.

## **SUSPENSION AND EXPULSION:**

The Principal may recommend to the DMCS Board to expel a student for any of the following in accordance with the Miami Dade County School Code of Conduct:

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, a threat or 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 not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
6. Any other conduct that warrants expulsion based on the Code of Conduct.

Offenses which could be deemed for suspension include but are not limited to the following:

1. *Fighting or other dangerous and/or disruptive behavior (hitting, kicking, pushing or biting).*
2. *Possession or use of drugs and tobacco.*
3. *Being under the influence or having alcoholic beverages on school grounds.*
4. *Defacing or vandalism of school property.*
5. *Igniting any flammable substance.*
6. *Defiance or disrespect of school personnel*
7. *Failure to meet academic responsibility*

### **DISMISSAL:**

Students are expected to leave the school grounds immediately after dismissal unless enrolled in the After Care Program, enrichment programs or extended day. Students will only be released early if they are signed out before 2:30 p.m. on Monday, Tuesday, Thursday and Friday or before 1:30 p.m. on Wednesdays.

*Any child picked up early must bring a doctor's note the following day or it will be an unexcused early dismissal.*

Parent will be provided a Dismissal Procedure Form to complete in order for the child's teacher to know how your child will be dismissed. If there are any designation changes, parents will need to complete a new Dismissal Procedure Form.

If making changes in your child's dismissal plan, please send a note with your child or fax information with your signature, id and explanation of person picking up the child to the school office at 305-579-2115 (fax) before 2:00 p.m. No phone calls will be accepted. Please if the new plan requires pick up by a person who is not an emergency contact for the student, the school will be unable to release the student to that individual.

Examples of changes to child's dismissal plan:

- A bus student going home through "parent pick-up" instead of the bus.
- An After School Care student going home in "parent pick-up" instead of going to the After Care Program.
- Requested that the student be placed in the After School Care for the day instead of going to "parent pick-up".

Only individuals listed on 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 or the person does not have valid photo identification, the student will not be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to the school administration 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. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Dismissal for kindergarten through 6th grade begins at 3:00 pm Monday, Tuesday, Thursday and Friday and 2:00pm on Wednesday. Students are required to report to their designated location upon commencement of dismissal. Students found wandering around campus will receive consequences according to our Code of Conduct.

### **DISMISSAL TRAFFIC PATTERN:**

In order to expedite the dismissal process, we ask that all vehicles display their yellow dismissal card on the dashboard everyday. Always follow the directions of drive-thru personnel who are directing traffic.

Students are expected to be picked up by 3:30 p.m. each day, and Wednesday by 2:30 p.m. Any student not picked up will be placed in the After School Program and parents will be charged according to the Late Fee Schedule below:

	<b><u>K-6</u></b>	
3:30 - 3:45		\$ 5.00
3:45 - 4:00		\$10.00
4:00 - 6:00		\$15.00

### **DRESS CODE:**

Dress code results in greater respect for individual's students and others, and results in a higher standard of behavior and creates a safer environment. Our dress code guidelines indicate appropriate school uniform during normal school days. DMCS 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 the DMCS official school uniform from ""ALL UNIFORM WEAR"".

Hair: Hair must be neat and clean with no "unnatural" colors (florescent, green, pink, etc). No hats, bandanas or headbands may be worn. Hair must be neatly braided down. Essentially, no headwear except hair bows, hair bands, etc for girls.

Shoes/Socks: Students must wear closed heel and closed toe shoes with rubber soles at all times. No sandals, flip-flops, heavy military type boots or shoes with metal tips may be worn.

Shoes must be primarily white, brown, navy or neutral colors. Shoes that light-up, have wheels or have fluorescent colors are not allowed. Shoes must be fastened properly at all times.

Shirts: Uniform shirts must be tucked in at all times. Polo shirts and Jackets are purchased through the uniform vendor, *All Uniform Wear*. Undershirts may be worn underneath the uniform polo and may be a short or long sleeve.

Slacks/Shorts All uniform slack/shorts must be worn with a belt through the belt loops, fitted to the waist and be in good repair at all times. Belts should be solid brown or black and be free of any metal studs. All uniform bottoms must have the DMCS logo embroidered in the selected colors. NO: cargo pants, capri's, zip-off style pants or jeans of any color or style. Shorts or skorts that are too short will not be permitted. Shorts and skorts should reach the end of the fingertips when arms are down. Skorts may not be rolled up at any time.

Jackets: Student may not wear jackets with inappropriate graffiti or drawings located on it. Students may wear jackets purchased from the vendor with the school's logo or other solid colored jackets are allowed. Students may not wear hoods inside the school building. Students wearing any other form of jacket or sweater that does not meet these guidelines will be asked to remove it. Chronic violation of these guidelines may result in the confiscation of the jacket/sweatshirt. Parents will be required to pick up their child's jacket/sweatshirt in the office.

Jewelry: Boys and girls may not wear body piercing other than one pair of stud style earrings in their ear lobes. For the safety of our students, hoop earrings are not permitted. Students may wear one chain, one bracelet and/or one watch. Chains must be tucked inside of the shirt.

Special Events: During special events, students are expected to dress modestly. The length of skirts and/or dresses should be in accordance with our dress code. Low cut dresses exposing cleavage and low cut open back dresses will not be allowed at any event. Please plan accordingly when purchasing special event attire.

General/Jean Day:

No sports bands (wrist, head or ankle) may be worn at school. "Grills" or false mouthpieces are not allowed. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. Writing or drawing on the body is not permitted at any time. Periodically students may participate in "jean day." Jean days will be announced through the "Parent Link" system and will only be allowed when the entire schools means their behavioral goals. On jean days, students may only wear jean pants with their uniform tops. Jean skirts or jean shorts or not allowed. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty. Students must pay \$1.00 on Friday to wear Jeans.

Uniform: The first time a student is completely out of uniform, a warning will be given to the parent and child. A warning will be written in the child's daily agenda. The second time a student is out of uniform a detention will be issued. After 3 detentions for uniform infractions, a suspension will be issued. If students are missing part of their uniform, they will also lose scholar points and receive demerits.

*All uniforms must be purchased through the uniform vendor and embroidered with proper school logo. Uniforms that are altered for length (other than pant legs), belt loops, etc. will be considered a uniform violation. The approved school vendor is **All Uniform Wear**. Parents will be required to bring the proper uniform for a child to be admitted to class when a student does not arrive to school in the proper uniform.*

## **ALL UNIFORM WEAR LOCATIONS:**

200 NW 27 Ave  
Miami FL  
305-646-2749

## **EARLY DISMISSAL:**

Any student leaving school prior to dismissal will have an early dismissal logged to his/her absence record.

*Excused early dismissals are given for doctor's appointments with original notes from the doctor. To receive an excused early dismissal, a doctor's note must be submitted to the office the next day. Upon a student's return to school, a doctor's note will be not accepted after 48 hours.*

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.

Early dismissal after a field trip is not permitted.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office. Parents will not be allowed to pick up their child from the classroom.

Early dismissals must occur before 2:30 p.m. on all days except before 1:30 p.m. on Wednesdays.

## **WEDNESDAY ENRICHMENT CLUBS:**

Extra Curricular clubs will be offered twice monthly on alternating Wednesdays. The Wednesday Enrichment clubs are as follows:

- DMCS Step Team (This club requires try-outs)
- National Honor Society (This club is by invitation only based on the students academic achievement)
- DMCS Service Club
- Math/Science Club
- Yearbook Club

Students receiving multiple detentions, and or suspensions will not be permitted to participate in the enrichment activities. Enrichment programs for the 2011-12 school year will begin in September 2011.

## **EMERGENCIES:**

Illness: The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above or if it is suspected that they have Conjunctivitis (pink eye). In order for a child to return to school, he/she must be fever and vomit free for 24 hours. 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. There are very limited facilities in the school, making it impossible to keep sick

students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

Students will not be permitted to take calls from parents to see how they are feeling. If the school has not contacted you, your child is feeling fine.

**EMERGENCY EVACUATION** - Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, lockdowns, and extreme weather procedure to prepare us for extreme circumstances. Should we need to evacuate the building, there are comprehensive evacuation plans for bomb threats, nuclear release and other situations. Under no circumstance will parents be allowed to pick up their child at school during an evacuation period. Our goal is to evacuate the entire building safely. In the event an evacuation takes place, you may contact CSUSA @ 954-202-3500 or listen to local news stations for information. Please patiently wait for a phone call from our "Parent Link" or new media coverage telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures. Our emergency evacuation procedures are available for review in the main office.

***Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child.***

***Keeping this in mind, please notify the office immediately when there is a change in home phone numbers and cell phone.***

### **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 (3 official chaperones per class). The official chaperones will be rotated and selected through a lottery of chaperones. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to academics, behavior/conduct and/or attendance.

**Insurance** - Parents either need to purchase student insurance through United Health Care for \$33.00 or \$11.00 or present a copy of their own insurance to the teacher in order for their child to attend field trips through out the year

**Students with fees owed to the school for Before Care Program/After Care Program, lost**

**books, cafeteria fees, late pick-up, etc. will not be permitted to attend field trips until these fees are paid.**

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to the field trip date. 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 take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing the DMCS T-Shirt will be required to remain at school.

- *All field trip money will be collected by the classroom teacher.*
- *Field trips must be paid in cash only.*
- *Money will not be accepted at the front office.*
- *Early dismissal after a field trip will be considered an unexcused early release.*
- *Parents that chaperone a daytime field trip will earn 6 service hours and parents that chaperone an overnight field trip will earn 10 service hours.*

*According to the new law titled the Jessica Lundsford Act, any parent wishing to chaperone on a field trip must be fingerprinted. The fingerprint check must include an FBI background check. Information on how to obtain this will be provided the first week of school. Any parent not fingerprinted will not be permitted to chaperone on a field trip or walk around with the school group.*

### **GRADING SCALE:**

#### **Grades K and 1**

**E (90 – 100) - Excellent**  
**S (75-89) - Satisfactory**  
**N (65-74) - Needs Improvement**  
**U (0-64) - Unsatisfactory**

#### **Grades 2-8**

**90 - 100 % A- Outstanding**  
**80 - 89 % B- Above Average Progress**  
**70 - 79 % C- Average Progress**  
**60 - 69 % D- Lowest Acceptable**  
**0 - 59% F- Failure**

### **GRIEVANCE PROCEDURE:**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have all the facts.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher or staff member, if applicable.
4. If the problem still isn't resolve, meet with school administration for support in resolving the problem.
5. If left unresolved, you should contact Charter Schools USA, the Management Company who have been hired by the DMCS Board to manager the school. The contact number is 954-202-3500.

### **HOMELEARNING POLICY:**

The purpose of homelearning 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 his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

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

## **Home learning (Homework)**

	<b>Varied Assignments</b>	<b>Reading Log</b>
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. Some days' home learning assignment may take less time and may take slightly more time on another day. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be sent home by the teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is student illness or a written note stating an emergency, which prevented home learning from being completed.

If a student fails to bring in home learning, he/she should complete it for the following day. Teachers keep daily records of home learning assignments which will be reflected in the "practice" area of their report cards.

*Incomplete Work/Late Work Policy: Students will not receive credit and this will impact their "Practice" grade. Make-up work for incomplete or late assignments will be accepted no later than one school day after the due date.*

All students will be required to write their assignments in their school agenda. Parents are required to sign the agenda each night to improve communication.

*Parents may help their child 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 homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

It is important to note that home learning is the responsibility of the student. *Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in the after care program. Assignments will not be accepted at the office from parents.* The parent's responsibility is to provide a quiet environment and assistance when needed. If students tell say they don't have any homework, have them log on to SIS to see if they have been assigned homework.

## **HONOR ROLL AND AWARDS REQUIREMENTS:**

### Quarterly Awards:

Kindergarten - Sixth Grades

Principals Honor Roll - All 90's in academic subjects.

Honor Roll - All 80's and 90's in academic subjects.

Perfect Attendance- No more than one tardy/early dismissal

Citizenship/Behavior Recognition- All students with excellent behavior, any student with 100 scholar points for each month of the entire quarter.

CSUSA Reading Challenge- All student who met the goal of the CSUSA Reading Challenge

### CELEBRATING SUCCESS ASSEMBLIES

Quarter 1	Thursday, Nov. 10, 2011
Quarter 2	Thursday, Feb. 2, 2012
Quarter 3	Friday, April 13, 2012
Quarter 4	Wednesday, June 6, 2012 -K & 6 Thursday, June 7. 2012 -1-5

End of Year Awards - A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year. Awards will also be given for Enrichment activities.

### **INDEPENDENCE DAY:**

During the first few days of school, parents may feel the need to walk their children to class. For safety reasons we may only allow this for a short period of time. To aid in the transition, we have established a special day/activity called "Independence Day." After Independence Day occurs, parents will no longer be allowed to enter the building during arrival unless they have an appointment with a staff member.

### **INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:**

All textbooks needed by students for school and homework 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. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. 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. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework 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.

Students will also have access to online textbooks through the following websites:

Reading- K-6 [http://sraimagineit.com/g\\_login.html](http://sraimagineit.com/g_login.html)

Math K-5: <https://www.pearsonsuccessnet.com/snpapp/login/login.jsp>

Math Grade 6: <http://www.glencoe.com/sec/math/ose/index.html>

### **LABELS:**

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

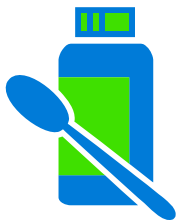
### **Library:**

Students will have the opportunity to check out books from the school library. Students will only be able to check out no more than two books at a time. Students will be responsible for the care of the books in their possession. There will be NO late fees, but all books must be returned before Christmas break (December 16<sup>th</sup>) as well as before May 11<sup>th</sup> or Parents will be charged the price of the book.

### **LOST AND FOUND:**

Throughout the school year, items which have been lost are turned into the multipurpose room. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" in the cafeteria to claim it. 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 pediatrician office and parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the pediatrician and parent must sign an authorization form. Please obtain this form in the school office, the form must be completed by the parent and the pediatrician, then returned to school before medication can be dispersed. The medication will be kept in the office and will be administered by office personnel. *Students are not allowed to have any medication in their possession. Parents must pick up and drop off medicine in a sealed container in the office.*

### **Parent-Teacher Student Led Conferences:**

All parents are required to participate in your child's s parent-teacher student led conferences. The school will send a message through Parent Link and post a SIS message to have you call your child's teacher to schedule the time that works best for you. Conference days are scheduled on the following days from 2:30 pm to 8:00 pm:

Wednesday, October 12, 2011  
Wednesday, November 9, 2011  
Wednesday, November 16, 2011

Here are some tips to help you feel more at ease.

1. Keep an open mind
2. Be prepared

**3. Maintain a "we" attitude**, not confrontational.

**4. Establish follow up communication**

Obtain a specific time frame for the "team" to meet again and follow up on problem areas. It may be in person or handled by telephone or email. Figure out which kind of communication works best for everyone to monitor your child's progress. If there is disagreement on how an issue is being managed, ask to speak to the next administrator in charge. This may be a division head or the principal. On the other hand, if things are improving, don't forget to express appreciation!

**PARENT CO-OP:**

A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a joint responsibility between the home and school. The faculty, staff and administration hope that all of the parents will become active members supporting the school and organization. Meetings will be the second Tuesday of each month, see calendar for dates.

The Parent Co-op will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items voted on by the Parent Co-op members and aligned to school goals. According to the parent contract, you must participate in one meeting per year.

**PEDICULOSIS (HEAD LICE):**

Students will be checked periodically for head lice. Students will be sent home immediately 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. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

**PROGRESS MONITORING PLAN (PMP)**

If your child fails to meet state and district performance levels, the school must develop a Progress Monitoring Plan (PMP). The PMP process has been designed so that students who do not meet district and state performance standards are identified and monitored:

Students are required to have a PMP if:

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

Parents are an important part of a child's PMP. Please make sure to attend scheduled meetings.

**EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC):**

This group meets each month to discuss school issues/concerns and create a School Improvement Plan by evaluating school data. Meetings will take place the first Wednesday of each month beginning in September. (9/7, 10/5, 11/2, 12/7, 1/4, 2/1, 3/7, 4/4, 5/2 & 6/8- Friday)

**SCHOOL HOURS:**

Before School Care	6:30 -7:30 am
After School Care	3:00- 6:00 pm

Student Arrival	K-6	7:30 – 7:55 am
Student Dismissal	K -6	3:00 pm
Wednesday Dismissal	K -6	2:00 pm
Wednesday Enrichment <u>(Offered 2x's per month)</u>	K-6	2:30-3:30 pm

**STUDENT INFORMATION SYSTEM (SIS):**

In addition to data driving instruction in the classroom, the data is also available to parents and students through our Student Information System (SIS), to create a unique partnership with the home environment. SIS is a web-based tool to assist in the daily communication and information maintenance of the school. Parents can view their child's academic grades as well as their child's areas of strength and need in order to participate in addressing their child's academic progress.

**STUDENT PROGRESSION PLAN:**

Downtown Miami Charter School will follow the Dade County School's Student Progression Plan requirements and procedures for K – 6<sup>th</sup> grade students.

**STUDENT OF THE MONTH & WEEK:**

There will be one student per homeroom class to be selected as student of the month and week. Student of the Month and Week will be based on CSUSA's "STRIVE" for excellence in education program. Each month will emphasize a different characteristic.

<u>Moral Character</u>	<u>Performance Character</u>	<u>Active Citizenship</u>
Respect	Perseverance	Service/Community Involvement
Integrity	Responsibility	Respect for Authority
Caring	Industriousness	Change Agent
Courage	Self Control	Cooperation
Justice		Patriotism

**STUDENTS' RIGHTS:**

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

*Parents who have a conflict with a student other than their own child and/or parent 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. Police will be called when necessary.

**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 that enters the building before 8:00 but reports to the classroom after 8:00 without a pass will be marked tardy by the classroom teacher and will be logged by the school office personnel.

*Excused tardies are given for doctor's appointments with an original note from the doctor. A*

*doctor's note must be presented at the time of arrival to receive an excused tardy. Late doctor's notes or photocopies will NOT be accepted.*

*Parents of children with excessive tardies should expect a letter or phone call from administration to schedule a conference.*

*Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges and will be considered truant. Truancy is reported to Miami Dade County Public School and the Department of Children and Families will be notified. This status may result in the loss of public assistance.*

### **TELEPHONE:**

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not make or receive calls at any time. This means students may not call home for lunch, field trip money or any other reason. Emergencies only.

### **TRANSPORTATION**

DMCS does not provide bus services to/from our school.

### **SEVERE WEATHER INFORMATION:**

Downtown Miami Charter School will follow the same instructions as Dade County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings or you may contact Miami-Dade schools at 305-995-1000.

### **VISITORS:**

Visitors, including parents, are welcome to visit our school and classrooms. Visitors are not permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must sign in present a valid photo id when entering the building, state who they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom.

*We currently have the "Raptor" system in place for the safety of our children. This system will check any person entering the building against a current sexual predator list. At no time will any person be permitted access to the building without presenting a valid photo I.D. (driver's license of state I.D. card). Cooperation will enable the school to provide a safe and orderly learning environment for all students.*

### **VOLUNTEER HOURS:**

Parents have many opportunities to volunteer their time both at school and at home. Other opportunities are announced throughout the school year.

Parents are required to volunteer 20 hours per family and if you have two or more children, you are required to complete 30 hours.

Ten hours of volunteer service should be completed by December 16th. Students whose parents have not completed the 20 hours by May 18<sup>th</sup> will be placed on the waiting list.

Parents must log their hours on the SIS system. Please be sure to log in your own volunteer hours in a timely manner so the hours can be accounted for each quarter. Teachers will check

*and approve the volunteer log monthly. The system will automatically link siblings.*

To volunteer in classrooms, please make prior arrangement with the teacher so that instructional time is not lost.

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities.

Families may not donate their extra volunteer hours to other families without the direct approval of administration. All unauthorized donation of volunteer hours will be denied.

Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

Ways You Can Earn Service Hours:

- Assist in the cafeteria
- Assist teachers with bulletin boards, cutting & craft activities
- Attend Parent Co-op meetings, day and evening events
- Volunteer for field day and/or field trips (6hours for day time field trip & 10 hours for an overnight field trip)
- Purchase items for the classroom or school (aside from general school supplies)
- \$10.00 of donations is worth one volunteer hour

# Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by Monday, August 29, 2011.

Thank you,  
Rebecca Dinda  
Principal

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Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

I acknowledge that I have read the DMCS parent handbook. I agree to comply with the policies set forth in this handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date