

Sunset Park Elementary

10235 S.W. 84th Street

Miami, Florida 33173

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PARENT / STUDENT HANDBOOK

2017-2018

Wendy S. Hernandez, Principal

**Maricarmen Abreu, Assistant
Principal**

SUNSET PARK ELEMENTARY **SCHOOL POLICIES**

Arrival

8:15 a.m.

8:20 a.m. – Tardy Bell Pre-Kindergarten - First Grade

8:35 a.m. Tardy Bell Second Grade – Fifth Grade

Dismissals

1:50 p.m.-Pre-Kindergarten, Kindergarten and First Grade

3:05 p.m. – Grades 2 – 5

Wednesday – All students dismissed at 1:50 p.m.

(Children will not be dismissed the last 30 minutes of the school day.
This is a Miami Dade County Public School Policy)

Bus riders enter and leave at the side gate on 102nd Avenue. 102 Avenue is designated for pick up/drop off by buses only. It is not safe for students to be dropped off or picked up on this street if they are being dropped off by their parents in a vehicle.

Parents, please drop off and pick up students on 84th Street, in the lane, in front of the school. This street is designated one-way west at opening and dismissal times.

School begins at 8:20 a.m. for Pre-Kindergarten, Kindergarten and 1st grade and 8:35 a.m. for grades 2 – 5. Security coverage begins on the hard court at 7:45 a.m. Any child left before 7:45 a.m. should be enrolled in Before School Care since there is no supervision. Parents/adult must walk the student in to Before School Care. The cost is \$4.00 per day.

Breakfast is also available free for all students starting at 7:30 a.m.

Parents are not to enter the faculty parking lot to drop off, to pick up, or to park.

ALL PARENTS MUST REPORT TO THE OFFICE WITH PHOTO I.D. TO RECEIVE A PASS UPON ENTERING THE SCHOOL BUILDING AND TO PICK-UP STUDENTS.

REMEMBER THE FOLLOWING INFORMATION IS DEVELOPED FOR THE
SECURITY AND SAFETY OF THE STUDENTS.

ARRIVAL AND DISMISSAL OF CHILDREN

1st through 5th grade students are to sit by class on the basketball court beginning at 7:45am. Breakfast opens at 7:30 a.m. for students only. Parents are to remain outside of the building. Parents will **not** be allowed in the cafeteria. All 1st through 5th grade students are to report to the basketball court (upon arrival and/or after they finish breakfast). Children are expected to be at their appropriate line; ready to go to their classes by **8:15 a.m.** PK through 1st grade students arriving after 8:20am and 2nd through 5th grade students arriving after 8:35 am are considered late and must be signed in the main office by a parent/guardian.

Kindergarten students will go straight to the cafeteria when they arrive to school. They will remain in the cafeteria, sit with their class, have breakfast and wait to be picked up by their teacher.

Parents will only be able to walk their children to their classroom **the first day of school**. All other times, parents will drop off the children at the entrance of the school. We follow all these procedures for the safety of all the students. We sincerely appreciate your cooperation.

Pre-Kindergartners are to be taken by a parent to the classroom by 8:20 a.m. The parents will be given a pass to enter the building. This is the only grade level that allows parents to walk their students to the classroom.

On **Wednesdays**, all students are dismissed at **1:50 p.m.** Students are expected to go home when dismissed unless they participate in the After-School Care Program or in other school sponsored activities. After school care is available by the month for a minimal fee.

Please do not expect children to wait after dismissal for older brothers and sisters, as there are no provisions for their supervision. If there is a change in dismissal arrangements, a note for the teacher must be sent to school. No phone messages will be taken after 12:00 p.m. (noon) on the day requesting the change of dismissal.

EARLY DISMISSAL

In the event an emergency requires an early dismissal, parents or guardians are to report to the office with photo ID for assistance. **Students will not be dismissed within 30 minutes of the end of the school day.**

DISMISSAL ON RAINY DAYS

Discuss with your child provisions for rainy day procedures to avoid last minute telephone calls. Fill out and return the dismissal/rainy day procedures form. If, at dismissal time, the weather becomes a danger, children will be held until the situation clears. On rainy afternoons holding areas will be designated for parent pick up. . Parents must enter the building and pick up their children through the following locations.

During a thunderstorm, heavy rain, etc., all parents will pick up their child/ren in the following designated areas:

- **PK students will be held in their classrooms as is the usual procedure**
- **Kindergarten students who are housed in the main building will be in front of the main office.**
- **Kindergarten students who are housed in the new building will be held in their classrooms**
- **Students housed in the portables will be held in their classrooms**
- **1st Grade students will be held in front of LCA**
- **2nd Grade students will be held in front of LCA**
- **3rd Grade students will be held in front of LCG**
- **4th Grade students will be held in front of LCF**
- **5th Grade students will be held in front of LCH**
- **All After School Students will report to the cafeteria through the back stairs**
- **Miami-Dade County Public Schools bus students will be in Media Center coming down the back stairs. These students will be walked to their designated bus.**
- **Private Bus students will be in Media Center (computer room) coming down the back stairs. These students will be walked to their designated bus.**

STUDENT ACCIDENT INSURANCE

Student insurance covering accidents that occur on school property, or 24 hour coverage, may be purchased by parents at the beginning of the school year, and is available in the school office at all times.

Student insurance is primarily designed to furnish a low cost accident policy to the pupils of the Miami-Dade County Public Schools. The Board approves the sale to the students and parents.

The Board does not accept any responsibility for policy interpretation or claims payments. The school cooperates in completing claim forms on accidents "as reported by parent or student". It is advisable for parents to caution their children to report any accident or injury, no matter how small, to the supervising teacher as soon as it occurs.

ACCIDENTS

Remember, children tend to fall, scrape their knees, etc. Every effort will be made to protect your child from an accident accordingly. If a child gets hurt, every effort will be made to administer first aid (ice, wash the wound, band-aids, etc.) If blood or bruises occur, parents will be notified immediately. We do not have a nurse in the building, therefore, it will be the responsibility of the parent to make the decision of taking the child to the doctor if necessary. If serious incidents occur, 911 will be called as well as the parents.

ATTENDANCE

All students are expected to have **excellent** attendance, and to be **prompt every morning** when arriving at school. We aspire to have a record of 100% attendance. The school subscribes to Connect Ed (internet provider), a calling service that informs you of your child's daily absences. Children must be present to learn. Make up work does not take the place of the teacher. Please make attendance a priority for your child/children. Absences from class will affect grades.

EXCUSED AND UNEXCUSED ABSENCES

According to MDCPS Policies, excused absences are for the following reasons:

Excused

- Student illness (after 3 days, you must provide a note from the doctors)
- Medical appointment (provide a note from the doctor)
- Death in the family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service must be observed.
- School-sponsored activity previously approved

Unexcused Absences

- Trips
- Illness of relatives
- Anything not listed above under the excused absences section

All absences will be unexcused unless parents send a note explaining the child's absence within 3 days. Students granted an excused absence have the right to make up all class work within a week of their return. Work missed for unexcused absences will be counted as **zeros** and may endanger your child's progress. Unexcused absences do not require that the teacher provide make-up work for the student. A student accumulating ten (10) or more class unexcused absences in an annual course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Late arrivals and early dismissals also affect the student's progress. Please make every effort to have your child in school from the start of the day to dismissal.

EXCESSIVE ABSENCES

Absences of **ten days** or more per year are considered excessive. Only with a doctor's note or appropriate medical certification will these absences be excused. Unexcused absences of more than 10 days are referred to the Office of the State Attorney of Florida for action.

Conferences with Administration will be requested for you to share attendance information regarding your child's attendance problems – excessive absences, tardiness, and or other concerns. Excessive unexcused absences may result in your child not being promoted to the next grade level. Please do not schedule vacation during school days.

TARDINESS

Plan with your child the best time to leave home in order to arrive at school by **8:15 a.m.**. Encourage promptness in arriving and departing from school on a daily basis. Students are considered tardy if they are not in their classroom by **8:20 am** for primary students and **8:35 a.m.** for intermediate students. The student's academic day begins promptly at 8:20 a.m or 8:35am. We urge you to help your child develop the personal characteristics of punctuality. Tardies are included on a student's attendance record.

If your child is tardy (after 8:20 am for PK through 1st grade students and after 8:35 am for 2nd through 5th grade students., they will receive a tardy pass and count as being tardy for that day.)

BICYCLES

The following bicycle safety rules and policies are those taught to our children. Please help us to reinforce these rules:

- Only one rider on each bicycle. A helmet must be worn. (State Law)
- Only pupils in grades 2-5 are allowed to ride bicycles to school.
- Walk the bicycle on school grounds, across crosswalks and busy intersections. This precaution will prevent many accidents and injuries.
- Park bicycles in the designated areas in the racks.
- Bicycles must be equipped with a lock. Please record the serial number of the bicycle, lock, etc., and keep available at home.
- Theft and/or vandalism are not the responsibility of the teacher/school. (Please make sure you have a secure chain)

Pupils who fail to follow these rules will be reported to parents and may be requested to curtail bike riding to and from school.

BUS TRANSPORTATION CONDUCT

The school system provides transportation to and from school for pupils who live two or more miles from the school they are required to attend. Riding a bus requires certain responsibilities on the part of the students. Students are **expected to remain in their seats, keep arms and heads inside the bus, speak respectfully to the bus driver, comply with the driver's directions, answer any questions from the driver truthfully, and conduct themselves in an orderly way. If a child does not comply with the rules, he/she will be suspended from the bus for a period of time, or if the misbehavior persists, indefinitely.**

BREAKFAST/LUNCH PROGRAM

Breakfast is served daily from 7:30 through 8:10 a.m. The serving line will close at 8:10 a.m. Students in first through fifth grade are required to proceed to the hard court after breakfast and remain with their class until the teacher picks them up at 8:20 a.m. Students must report to their classroom by 8:20 a.m. and/or 8:35 a.m. Those who eat breakfast in the cafeteria will be dismissed at the appropriate time from breakfast. Breakfast opens at 7:30 a.m. for students only. This is the time for children to develop independence and social skills. Breakfast is free for all M-DCPS students.

Parents are not to accompany their children to the cafeteria.

Our cafeteria is part of the School Lunch Program of Miami Dade County. The menus for plate lunch are those provided in all schools and comply with the state of Florida's lunch requirements. Special foods or menus cannot be provided, prepared or served. Those who wish to bring lunch may do so. Please see that lunch boxes or bagged lunches have the child's name and the teacher's name on them. Please avoid sending "pop-top" containers in lunches as opening these tops may cause student injury and may be unsafe for children to open. Soda cans are not allowed in the cafeteria. Please do not send these with your student. Proper cafeteria behavior adds to the success of a student's school day and is expected from each of our students. We believe children should eat in a calm and pleasant atmosphere.

Please impress upon your child the importance of proper table manners and good conduct in the cafeteria. Kindly instruct your child to remain at the table until excused and not to share or exchange food. Parents may purchase school lunch for \$2.25 or apply for free/reduced lunch online. Due to security issues parents are not allowed to eat in the cafeteria with their children. This is done for the safety and security of not only your child, but all children.

CAFETERIA RULES

Please review with your child the cafeteria rules. They are as follows:

- **ONCE YOU LEAVE THE SERVING LINE, YOU MUST GO TO YOUR SEAT AND REMAIN SEATED**
- **TALK SOFTLY AND ONLY TO PERSONS AT YOUR OWN TABLE**
- **STAY IN YOUR SEAT UNLESS DISMISSED BY A PERSON IN CHARGE OR YOUR TEACHER**
- **RAISE YOUR HAND IF YOU NEED ASSISTANCE**
- **DO NOT SHARE FOOD**
- **PICK UP YOUR OWN TRASH AND LITTER BEFORE LEAVING**
- **STUDENTS ARE NOT ALLOWED TO RETURN TO THE CLASSROOM DURING LUNCH**

FREE OR REDUCED LUNCH

Eligibility will be determined by Federal guidelines. You may apply online for free/reduced lunch. A flyer explaining how to apply online will be sent home the first week of school. If you feel you are eligible, complete the application online immediately. You must apply for free/reduced lunch on a yearly basis. One application must be completed for all the children in one family, whether it's one or more children. If your child had free/reduced lunch the previous school year, the student will continue to receive these benefits for the first 30 days of school. You must reapply each year for this benefit within the first 30 days of school to avoid your child having their free/reduced lunch status interrupted from the previous year.

On Mondays, students are urged to **prepay for their lunch for one week or more**. This procedure helps to simplify our record keeping, prevents children losing their lunch money and frees them from the worry of paying daily. You can also pay for the students' lunch through the internet at www.paypams.com. A flyer detailing this program will be sent home the first week of school.

Sunset Park Elementary is a satellite school with food being prepared at Killian Senior High School. However, the breakfast and lunch requirements of Miami-Dade County for well-balanced meals are met.

NO LUNCH MONEY / LOST LUNCH MONEY

A student who has no lunch money will be provided with a lunch. **HOWEVER, LUNCH CHARGES WILL BE ISSUED**. You will receive a notice from the school if this occurs. If your child is provided with the school lunch even though no payment for this has been received, and lack of payment has occurred several times, your child will be given an alternate meal instead of the school lunch until the owed lunch balance is paid.

CAFETERIA PRICES : Breakfast-FREE Lunch (milk included) \$2.25

CELL PHONES-

It is against M-DCPS policy for students to use cell phones during the school day. If you need to get in touch with your child due to an emergency, please call the office and we will get a message to the student. All cell phones must be turned off from 8:20 a.m. to 3:05 p.m. If the student's cell phone is used during school hours, it will be taken from the student and the parents will have to come to the main office to recover the phone.

CHANGE OF ADDRESS

If you change your address or **telephone number**, please notify the school office **immediately**. It is essential that the office have **emergency contact information** and updated addresses. We cannot stress this enough. **We need to be able to reach you at all times!!!**

If it is necessary to withdraw your child from school, we would appreciate one day's advance notice. In order to properly initiate a transfer, it will be necessary to verify the change of residence with any of the following items:

- Legal statement of parent's purchase of residence or Warranty Deed
- Utility deposit or receipt showing new address
- Properly executed lease agreement

*Please be sure that all text and library books have been returned and that your child does not owe money.

CHILD CARE INFORMATION **We offer Before and After School Care**

- **COMMUNITY SCHOOL PROGRAM**

Each year community school classes help provide the student with diverse educational activities. Possible activities include strings, basketball, chorus, cheerleading, and dance. More information on this program is forthcoming.

BEFORE SCHOOL CARE

Before-School-Care is available from 7:00 to 8:15 a.m. at a cost of \$4.00 per day, payable in advance for one month. Parents are to enroll their children if they must be dropped off before 7:45 a.m. **There is no student supervision before 7:45am.**

STORY HOUR

Story Hour is from 1:50 a.m. – 3:05 p.m. This will provide supervision for those families who are unable to pick up their children at 1:50 p.m. There is no Story Hour on Wednesdays when all students are dismissed at 1:50 p.m. The cost is \$4.00 per day, payable in advance for one month.

AFTER SCHOOL CARE

After School Care hours are 1:50 – 6:00 p.m. at a cost of \$8.00 per day, payable in **advance** for one month. Payment schedules are available upon request. Students who receive Free/Reduced lunch, pay \$7.00 per day, payable in advance for a month.

Payments not received by due date for Before School Care, Story Hour, and / or After School Care will be charged an additional \$10.00. Students picked up after program ends (**6:00 p.m.**) will be charged a **late pick-up fee.**

CLASSROOM VISITATIONS

If your child forgets his/her lunch or other items and you find it necessary to bring them to him/her, **come to the office.** The office staff will see that they are delivered to your child. This eliminates interruptions to the instructional program. If you wish to speak to your child's teacher, you must make an appointment for a parent/teacher conference. You can either write the teacher a note or email him/her to requesting to schedule the conference. You are welcomed in our school, but please check in at the office first. You must wear a visitor's pass at all times.

CONFERENCES

PARENT-TEACHER CONFERENCES are an important part of the school program. Knowing your child's teacher and administrative team gives your child a sense of unity. They know that we are working together for their benefit. Give your child the security of feeling the cooperative spirit which exists in a friendly parent-teacher and parent-administrator relationship. Parents should meet with their teachers every semester to keep informed of their child's progress.

Set up a conference time with the teacher. Please do **not** confer with the teacher during arrival or dismissal time when he/she is responsible for the beginning or end of the day with the

students. It is important that the conferences are confidential and that important issues are not discussed in front of other students/parents. Teachers will return calls before and after classes, but not during instructional time. We encourage our parents to use email to contact teachers. Please remember they do have 48 hours to respond to your email.

CONTAGIOUS DISEASE

If your child contracts a contagious disease such as conjunctivitis (pink-eye) or pediculosis (head lice), please call the school office so we may alert other persons who might be affected. Children are not allowed in school with conjunctivitis or pediculosis, and if your child is found to have this, your child will be sent home until the condition clears up and is eliminated.

MEDICATION

If medication is required to be administered at school, we must have a medical form on file.

Children are not allowed to carry medication with them. Medical forms must be renewed on a yearly basis.

PEDICULOSIS (Head Lice)

Head Lice has been a problem throughout the county. Parents bear the responsibility of checking their children's hair. Students found to be infested will be sent home and not permitted back in the school until treated and re-checked by the office. Head lice is a problem in all schools, and no one is immune.

DISCIPLINE

Sunset Park Elementary supports the position that appropriate behavior and an orderly and safe climate are conducive to teaching and learning. We expect students to comply with Miami-Dade County Schools' **Code of Student Conduct**. Please note, automatic expulsion results if any student is in possession of and/or uses weapons (any instrument which may produce death or bodily harm). Discuss with your child the rule that **all knives, sharp objects, guns, bullets, and any other ammunition must not be brought to school.** Children many times persist in bringing "play-items" such as iPods, game boys, DSs, tablets, cards, and similar items to school even after the teacher and the parent have spoken to them about not doing so. If this occurs, the teacher may take the item, keep it for parental pick-up, or dispose of it. ***Cellphones must be kept inside bookbags, must be turned off and may not be used during school. Students must use the office phone.***

Bullying will not be tolerated. Any threat of bodily harm will be taken seriously and appropriate action taken according to the Code of Student Conduct.

Assertive Discipline techniques are used at Sunset Park Elementary. Each teacher will send home their own discipline plan. However, the following procedures are followed by the administration to improve discipline:

When a child is sent to the office:

- The teacher notifies parents.
- Personal conferences are requested on the second infraction.
- The third infraction requires a parent conference and may lead to some form of discipline such as detention.
- A Student Case Management form is filled out and kept as part of any student's record and the parent is notified.

EMERGENCY CONTACT INFORMATION

Please notify the school office if you have moved or if your telephone number has changed. This will allow us to keep pupil records accurate and up-to-date. It is important to advise the school if the name and number given for the emergency contact has changed. In the event neither the parent nor the emergency contact person can be reached during an emergency, Miami-Dade County Rescue Department will be called.

Only persons whose names appear on the emergency contact form will be permitted to pick up a child from school. Picture identification is required of any person picking up a student, even if his/her name is on the Emergency Contact Form. Please be sure to include the names of any persons you anticipate may pick up your child in an emergency situation.

EESAC –EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL

The Educational Excellence School Advisory Council (EESAC) is composed of teachers, students, parents and other citizen members of the community. It assists the principal in the preparation of the legislatively mandated School Improvement Plan. The EESAC committee meets once a month at 7:45 a.m.

EXEMPTION FROM ACTIVITIES

Students are expected to participate in the daily activities of the school program. If for some medical reason it becomes necessary for a child to be excused from part of the school program, a note must be given to the teacher. If the child is to be excused for more than 3 days, a letter must be obtained from a physician to give medical basis for exemption from the program.

FIELD TRIPS

Additional learning experiences may be offered to your child through field trips planned by the teacher. All trips are extensions of the classroom instruction and are approved by the administration. All field trips will be carefully planned and adequately supervised to provide a safe environment. Each parent must sign a field trip permission form and return it to the teacher before the child is permitted to go on the fieldtrip with the class. Fees for transportation and entry to events are assessed at the least possible amount. Fees are not refundable and MUST be turned in as per set deadlines. If the deadline for collecting field trip money is not met by the student and his/her parent, the student will not be allowed to attend the field trip. Additionally, if a child has several infractions as related to conduct and behavior, the student may not be allowed to attend field trips. Teachers will not take students on fieldtrips who do not display proper behavior. As per the Code of Student Conduct a student may be denied the opportunity to participate in these activities as a consequence for inappropriate behavior/breaking school rules. Student safety is always our concern. Safety and following rules go hand in hand. Parents may be asked to assist the teacher on field trips. Parent (volunteers) chaperons may not bring other children on the trip with them. Parents participating as chaperones (volunteers) must go on the bus and return on the bus. Remember, chaperones (volunteers) are assisting the teacher. All parents/volunteer must be cleared through the Districts volunteer office. No siblings will be allowed to attend the field trip.

**Students attending field trips must travel with the entire class group. A parent driving individual students to meet the class is prohibited! Parents should not follow the bus to field trip destinations.*

GIFTED PROGRAM

Students may be referred by teachers and parents for screening in order to determine eligibility for the Sunset Park Elementary Gifted Program. Sunset Park has a full time gifted program in first through fifth grade.

GRADING OF STUDENTS

Kindergarten

- E = A grade of 'E' indicates that in the teacher's judgment the kindergarten student has demonstrated excellent mastery of instructional objectives.
- G = A grade of 'G' indicates that in the teacher's judgment the kindergarten student has demonstrated good progress in mastery of instructional objectives.
- S = A grade of 'S' indicates that in the teacher's judgment the kindergarten student has made satisfactory progress in mastery of instructional objectives.
- M= A grade of 'M' indicated that in the teacher's judgment the kindergarten student has made minimal progress in mastery of instructional objectives.

- U = A grade of 'U' indicates that in the teacher's judgment the kindergarten has made unsatisfactory progress in mastery of instructional objectives.

Grades 1 – 5

In grades one through five a common report card grading system is to be used. Academic grades for students shall be A, B, C, D, or F.

- A – A grade of 'A' (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course.
- B – A grade of 'B' (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area.
- C – A grade of 'C' (70-79%) indicates satisfactory academic achievement.
- D – A grade of 'D' (60-69%) indicates a minimal acceptable level of mastery of skills.
- F – A grade of 'F' (0-59%) indicates a level of academic performance that is unsatisfactory.

When a numerical equivalent to an assigned letter grade of A, B, C, D, or F is used, the following apply and shall be communicated to students:

LETTER GRADE	NUMERICAL VALUE	INTERPRETATION
A	90-100%	Outstanding
B	80-89%	Good
C	70-79%	Satisfactory
D	60-69%	Minimal-improvement needed
F	0-59%	Unsatisfactory

Effort grades will be indicated by 1, 2 or 3. If a student receives a 1 in effort then he/she is putting forth much effort. An effort grade of 3 indicates little or no effort.

CONDUCT GRADES

Conduct grades are to be used to communicate clearly, to both students and their parents, the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

- A – Consistently demonstrates outstanding behavior
- B – Consistently behaves well in class
- C – Behaves satisfactorily
- D – Conduct needs improvement
- F – Unsatisfactory behavior

HONOR ROLL

Students who have a record of outstanding academic achievement are recognized each report card period during an honor roll assembly.

HOMEWORK (HOME LEARNING) POLICY

Home learning assignments will be appropriate for the child's grade level, and like assignments completed at school, serve the following purposes:

- Develop and enhance the personal experience of the student.
- Provide drill or practice on a concept or skill already taught.
- Provide real life application of skills and understanding.

Home Learning (Homework) assignments will be considered an extension of schoolwork and graded accordingly.

In accordance with Miami-Dade County Public Schools' Comprehensive Reading Plan program, it is mandated that every student read a minimum of 30 minutes every night in addition to the time recommended for home learning.

Reading is recognized as a universal skill that relates to all subjects. Therefore, when the home learning assignment is completed in a timely manner, every student will read, minimally, for the amount of time specified in this MDCPS Policies.

Parent concern, interest and help can be expressed:

- By showing interest in the child's work.
- By providing a place and time for quiet study without TV.
- By assisting in practice on spelling words and number combinations.
- By encouraging home reading and by listening to the child read.
- By reading to your child every day.
- By reviewing the home learning assignments for neatness and completeness.
- By refraining from doing the work for the child.
- By discussing with the teacher problems related to home study.
- By visiting our school and being a part of its activities.

INTERIM REPORTS

Interim progress reports are sent to all parents at the middle of each grading period. Please return the signed envelope to your child's teacher to indicate that you have received the child's interim report. Parents are notified of unsatisfactory progress when it occurs, or anytime during the grading period.

(REPORT CARDS) ACADEMIC PROGRESS REPORT

Academic Progress Reports are distributed each nine weeks. The report card provides a basis for the child's evaluation of progress. Grades are specified in three areas: Academic, Effort & Conduct.

ILLNESS OR ACCIDENTS

Parents will be notified immediately in case of sudden illness or an accident. Emergency numbers are an absolute necessity. **PLEASE PROVIDE US WITH CURRENT CONTACT NUMBERS.** Should it be necessary to call Fire Rescue, we still must reach the student's family.

Procedures followed to aid injured children:

- Teacher will send the child to the office if the injury is minor.
- Teacher will notify the office if the child should not be moved.
- Office personnel will notify a parent and describe the injury. For a minor injury the parent will make the decision whether they should go to the doctor. Emergency contacts will be called if we are unable to reach a parent.
- Emergency Rescue will be called for injuries requiring emergency first aid, which cannot be administered by school personnel.
- An accident report will be completed and filed in every incident.

*Parents must be sure that the teacher and office is aware of any medical conditions that could affect the health and safety of the child.

Lost and Found

Please be sure that children's names are written on their lunch boxes, wallets, purses, sweaters, coats, etc. Many of these articles are lost and unclaimed each year. Articles found in and around school should be turned into the lost and found box where owners may claim their property.

MEDIA CENTER

Our media center serves as a vital resource to our students. Children are encouraged to check out books and utilize the fine materials available to them. It is the responsibility of students to return library books to the Media Center on or before the due date. If a book is lost, the student will need to pay the school treasurer for the book before he/she can check out books again. We

cannot accept a book from a book store if the book is lost. All books are processed through the Media Department at the District level.

MEDICATION

School personnel are allowed to administer prescribed medication. Before any medication can be administered, an authorization form must be filled out, signed by physician and parent, and be on file in the school office. **The authorization must be renewed every year. Pupils are not permitted to bring or have and/or keep medicines of any kind in school (cough medicine, aspirin, Tylenol, etc.). Teachers and staff may not hold or administer any medications (over the counter or prescription).**

CONNECT SERVICES All Kindergarten students and new entries in grades one, two and four are screened for health issues. Areas checked are vision, hearing, height and weight, and general health appraisal. Students in all grade levels are measured and weighed each year.

OPENING EXERCISES Opening exercises will take place each morning at 8:30 AM. Our purpose is to teach children the proper respect and courtesy due our country. We will be asking everyone in the building to remain in place when the National Anthem, The Star Spangled Banner is being played. Please show your patriotism and respect.

PARENTAL REQUEST FOR TEACHERS

We are required by regulation to form classes that represent a cross section at each grade level of gender, race, and ability level. Special requests for specific teachers can not be granted. We discourage parent and/or personal requests.

PTA (Parent Teacher Association)

Each year the PTA plans varied activities to draw the home and school closer together. They sponsor activities, which raises funds for special school projects. All classes have parent room representatives who serve as the liaison between the classroom and PTA, and who support class activities. We encourage you to become a participant. Our PTA is an active one, providing many services to students, enriching the school experience, and assisting teachers and administrators. We hope your family will join and be active in helping to build a better school. If money is owed to the PTA, students may be restricted from participating in selected activities.

PARKING AT SCHOOL

Since parking facilities are limited, please observe the NO PARKING signs. Parking in the drop-off/pick-up lane on 84th Street is prohibited during opening and closing times. Miami-Dade County will ticket. For obvious precautions, no cars should be parked in the bus zone at the side of the school on 102 avenue. The school is serviced by Miami-Dade County school buses and numerous private buses that require space on the side of the school on 102nd Avenue between the marked signs. **DO NOT PARK THE WRONG WAY** or make "U" turns. These practices are illegal and endanger children and adults. There are pedestrian crosswalks located near the school. Children who are crossing the street will be required to cross at these walkways. **Please do not ask your child to cross the street to meet your car, except at the established safety points. This is unsafe and directly endangers your child. Some parents have been ticketed for this action. Do not leave cars unattended on 84th Street. This causes traffic hazards and severely impedes the flow of traffic.**

Double and triple parking and parking in the school bus zones is not only a serious safety hazard, but is also a violation of the traffic code and may lead to a traffic citation.

Yellow curbing identifies the bus zone. Please do not park there during hours posted on signs. Please obey all requests made by staff members who work to keep all our students free from harm. Students may only be picked up and dropped off according to our school rules. Name tags in cars are suggested for pick-up in these zones.

Please be conscious of the neighbor's lawn. Do not block their drive way. Using the car pool lane saves time and protects the children.

CULMINATING ACTIVITIES

Miami-Dade County Public Schools have designated twice a year for culminating. The first one is in December before the winter break and the second is at the end of year party. **No birthday parties in the classroom or in the cafeteria are permitted. Please do not bring baked goods or party favors and ask the teacher to pass them out.** Do not ask the office staff to give such items to the teachers for birthday celebrations.

PHYSICAL EDUCATION

Physical Education is part of the instructional program of our school. Children may be excused a day or two if they have been sick. This request must be made in writing from the parent to the teacher. To be excused from physical education for 3 days or more, a letter must be provided by your physician.

PRIVATE BUSES

The private busses are not affiliated with the school system. You pay for the bus drivers to supervise your child. Please be aware that the private buses have not supervised students in the past. Many of them are unable to take all of their students on the bus at the same time, so they have students wait until they return for the second ride. **We cannot supervise your child.** If you would like your child supervised by the school, please feel free to look into the After-School Care program. Remember, we do **not** have supervision before 7:45 AM or after 3:05 PM, unless they are in our after-school care program.

PROBLEM SOLVING AT SCHOOL

Your first contact when you have a concern or issue should always be your child's teacher. Please arrange for a conference, at a mutually convenient time. The classroom entrance or hallway is not the proper setting to conduct a conference, especially when dealing with issues related to student performance or behavior. Parents should never approach other students to speak or discuss situations with them. That is the responsibility of the teacher/administrator.

SAFETY PATROL

The School Safety Patrol is an organization of pupils from the fifth grade who help their schoolmates avoid accidents. The members are selected from those pupils who show these desirable qualities: leadership, reliability, punctuality, interest in safety, obedience to rules, good attendance, courtesy, respect for classmates, and attitude to be of service to others.

Encourage your child to respect the Safety Patrol and observe their rules for safety.

We may call to your attention the definite observable hazards to the safety of your children:

- Adults who drop children off on the wrong side of the street.
- Adults who double park and who do not keep to the posted 15-mile per hour speed zone.
- Adults who beckon children to cross the street between parked cars in the middle of the block.
- Adults who do not follow the school's designated safety pick-up/drop-off zones.

No matter what commitments we all have, nothing can be as important as the life of a child. Please help us!

SCHOOL SAFETY

- Plan with your child a safe route to and from school. Follow him/her at times to see how well he/she observes your instructions.
- Discuss with your child the danger of talking to or accepting rides from strangers.
- Teach your child the danger of playing or fishing along lakes or canals and of walking the pipes across canals.

The children walking to school should:

- Look to the left and right before crossing the streets.
- Cross streets only at crosswalks.
- Cross streets only when signal lights are green or indicate walk.
- Walk with bicycles on sidewalks adjacent to the school grounds.
- First graders are requested not to ride bicycles to school without parent supervision.

- All bicycles must be locked when left in the bicycle parking area.
- Expensive geared bicycles should not be brought to school.

SCHOOL DRESS CODE – MANDATORY UNIFORM

Proper wearing apparel is required for both children and adults who enter the building. Items that might be considered a safety hazard are backless shoes, clogs, cleats, and tap shoes that are not conducive to physical education activities. Our air-conditioned building makes it necessary to wear clothes that are “warm” enough. Clothing that is usually lightweight may cause students to be uncomfortable. Bare midriiffs and short shorts are inappropriate in a school setting. Written messages, pictures, or symbols on clothing that portray ideas harmful to health, safety, and welfare of the students are not acceptable. Hats and/or caps should not be worn in the classrooms, cafeteria, and corridors or at Physical Education classes. **Please note:** Sunset Park Elementary has **mandatory** uniforms as the dress code.

UNIFORMS/DRESS

Sunset Park Elementary will have a mandatory uniform policy for the 2017-2018 school year.

The uniforms for boys will be:

- Navy blue uniform slacks or shorts
- White solid polo shirt with collar and the Sunset Park logo
- Navy solid polo with collar and the Sunset Park logo
- Plain Navy-blue or white polo shirt.
- Sunset Park T-Shirt; navy with white paw; or our new STEM t-shirt

The uniforms for girls will be:

- Navy blue Bermuda shorts, uniform slacks, skorts, and culottes
- White solid polo shirt with collar with the Sunset Park logo
- Solid navy blue polo shirts with the Sunset Park logo
- Plain Navy-blue or white polo shirt.
- Sunset Park T-Shirt; navy with white paw; or our new STEM t-shirt

All students should wear sneakers/tennis shoes or closed shoes. At no time should students wear sandals or open toe shoes. (safety purposes). On cold days, it will be permissible for the students to wear navy blue fleece sweat suits or jeans. All children will be able to wear their blue Sunset Park T-shirt daily.

We are asking parents to please provide your child with ear(headphones) for their own personal use. You can place them in a bag with their own name on it. This will protect the children from using other children that might have colds or infections in their ear.

Necessary Articles: All uniforms, school supplies, lunch boxes, backpacks, jackets, umbrellas and other personal items need students’ names on them. Please buy a permanent marker and label all articles so lost items may be returned to your child.

Unnecessary Articles: Teachers will inform parents about necessary school supplies. Only with the teacher’s permission should a student bring personal toys, books or sports equipment.. Items that interfere with instruction will be removed and returned to parents. Students are not allowed to sell food, candy, or other items at school or on the school bus. **The popular portable book bags on casters with handles and wheels are considered a safety-hazard, and are not recommended.**

STUDENT SERVICES

COUNSELOR

Our counselor assists children, parents and staff. She is particularly helpful in securing any special services needed by individuals. Our counselor is not a private therapist. She conducts lessons on issues, as well as providing individual and/or group counseling.

PSYCHOLOGIST

The Student Services Department of the Miami-Dade County School System provides each school with the services of a psychologist. Our school psychologist will work with staff,

students, and parents whenever referrals are initiated through the Response to Intervention (RTI) process. Students may be referred by teachers and parents for psychological screening in order to ascertain eligibility for the Sunset Park Elementary home-based gifted program or the Special Education Program. Our psychologist does not provide therapy.

SPEECH THERAPY

All children enrolled in the public schools of Miami-Dade County, who are in need of speech services, may be eligible to attend speech therapy classes. Such children may be referred for evaluation by the classroom teacher and/or parent. The children who are in need of speech services are resourced to the speech pathologist for speech therapy as long as they meet criteria for eligibility.

SCHOOL SOCIAL WORKER

The School Social Worker is a member of the Student Services Department and is concerned with the pupil's personal characteristics, home life, and school life. The School Social Worker acts as a liaison between the home and the school. The School Social Worker aids in the following:

- Compulsory school attendance laws, pupil assignment rules
- Regulations and services of community agencies

TESTING PROGRAMS

A comprehensive testing program, in addition to teacher prepared tests, is provided for all students. Parents are invited to review and discuss test results with their child's teacher or an administrator.

TEXTBOOKS

Textbooks are furnished by the State of Florida and distributed by the teachers. Children are responsible for books issued to them and will be fined in proportion to any loss or damage to these books. Fines are also imposed for damage to school property. This is done to encourage good citizenship, responsibility, and respect for property.

VISITORS

For the safety of all the students, all visitors including parents, must **always** stop by the main office to sign in and receive a 'Visitor's Pass' before they proceed to the classroom or around the building.

VOLUNTEER PARENT AIDE PROGRAM

We are proud of our Parent Aide program at Sunset Park Elementary School. Volunteers need to sign in and out in the office daily. Volunteer stickers should be worn at all times.

In order to volunteer in any capacity at Sunset Park Elementary School it is necessary to register with and obtain official clearance from the school district. This can only be done by filling out the district Volunteer Application Form online (instructions are included in the packet to be sent back) through the parent portal (www.dadeschools.net). Depending on the requested assignment, volunteers may be required to be fingerprinted. The Volunteer Application must be filled on a yearly basis. If you have any questions, please feel free to call Mrs. Christful in the main office.

CONCLUSION

In conclusion, we have attempted to address issues/policies that directly affect you and your children. Our staff is committed to making the school an important and meaningful place for your children and your family. The teachers and administration will call you from time to time to keep you informed about your child. There needs to be communication between the home and the school. Remember, your first contact is always your child's teacher.

Please remember we must all lead by example. It is essential that parents follow rules so that students see the importance of abiding by them.

Involve yourself in the education of your child. Become active participants in the PTA. Many exciting activities have already been planned by your PTA for the year.

Our Sunset Park family will continue to maintain the high level of quality and excellence that we all expect! Please call, 305-279-3222, if you have questions and/or concerns that we may address.