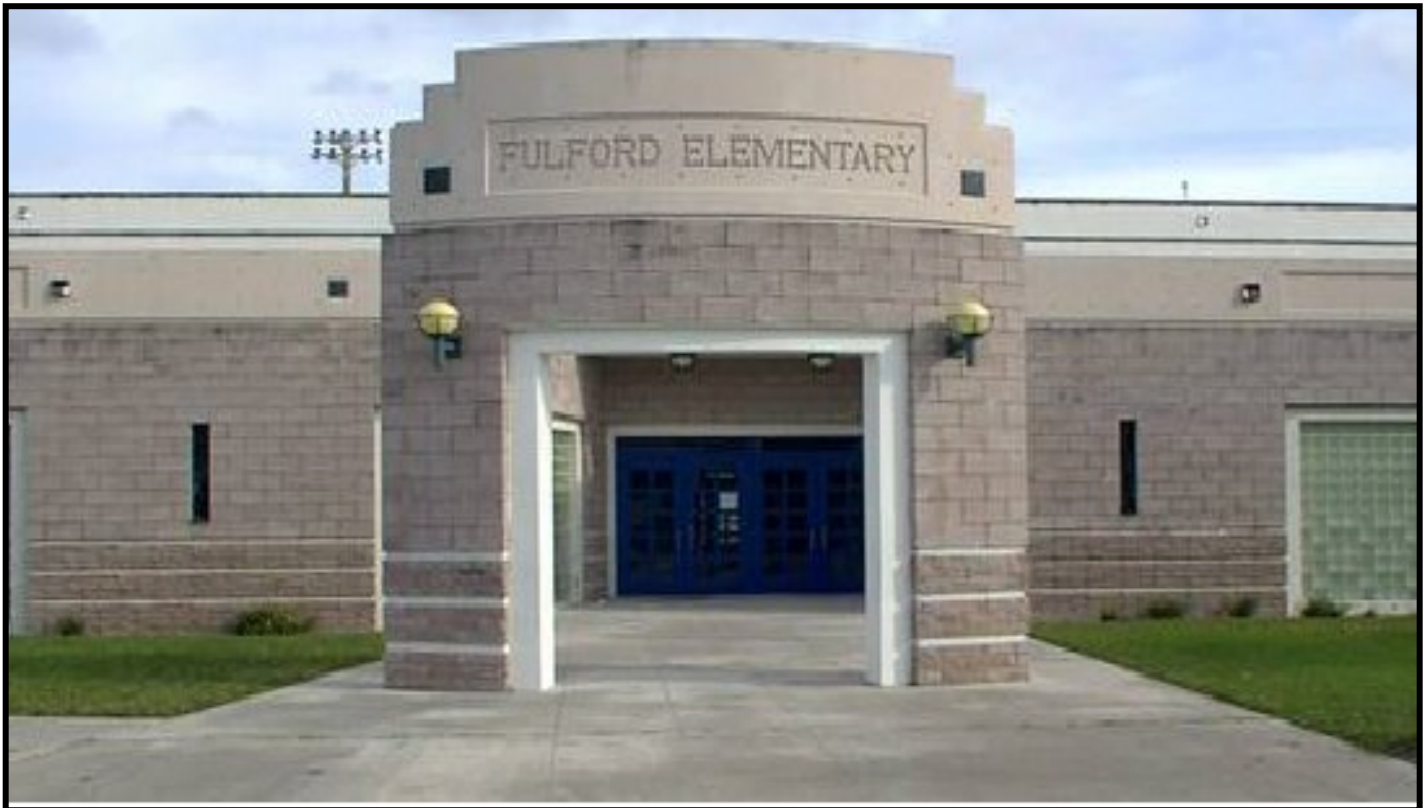


Fulford Elementary School

Parent/Student Handbook

2015 - 2016



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Elizabeth Willkom, Assistant Principal

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

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Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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

Captain William H. Fulford

It is simple to recognize why Captain William H. Fulford of the United States Coast Guard was attracted to what is now North Miami Beach and chose to build a home at N.E. 18th Avenue. While patrolling the coastline during the Spanish-American War, Captain Fulford found the area to be a retreat from the fury of the Atlantic. Today, on that identical parcel of land, sits Fulford Elementary, appropriately named in his honor. Fulford Elementary School is also a retreat where teachers, students and parents gather daily in pursuit of educational excellence.

PRINCIPAL'S MESSAGE

Dear Parents:

Welcome to the 2015-2016 school year at Fulford Elementary School. I would like to extend a warm welcome to all new and returning students and parents. I am excited and honored to lead another exciting and productive school year. The faculty and staff will continue to create a school community built on excellence, commitment, differentiated instruction, and accountability. Our goal is to improve student achievement through standards based instruction in a positive and safe learning environment for all students.

At Fulford Elementary School, we strive to provide the best educational practices relative to curriculum and instruction in all core academic areas. Our curriculum offerings include an Extended Foreign Language (EFL) French Program to students in kindergarten through fourth grades, Teaching Enrichment Activities to Minorities (TEAM), Gifted resource classes, and Departmentalization in grades third, fourth, and fifth. Additionally, we offer Orchestra for students with an interest in music, Robotics, Cheerleading, and an afterschool intervention/enrichment program in reading and mathematics. Each classroom is furnished with an interactive Promethean board, at least five computer stations, laptops, and wireless access to the Internet.

There are many exciting and enriched learning opportunities planned for your child in their academic journey. For your child's success, it is essential that we keep ongoing communication between the school and your home. Therefore, each Tuesday, please expect your child to bring home a Falcon Take Home Tuesday Folder with very important information for you to read and to return to the school. This will ensure you are aware of your child's progress and school activities at all times.

Thank you for being a part of our school community where we ***R.E.A.C.H.*** (*Reflect, Educate, Achieve, Collaborate, Help*) ***for our one goal, the only goal.....student achievement!***

Sincerely,

Jean E. Teal, Ed.D.

Principal

Activities

Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or non-curriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Fieldtrips and Special Activities

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Parties in School

Birthday parties are **not** allowed.

Fundraisers – Board Policy 5830

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An *Application for Fundraising Activity*, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, *Region Center Approval for Fundraising Activity (Community Sales)*.

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, **are not** allowed to be conducted as school-sponsored /student fundraisers. Elementary school students are not allowed to participate in the sale of magazines.

The PTA at Fulford Elementary School is responsible for all fundraising activities.

Arrival/Dismissal

The safety and supervision of our students is of primary concern to the faculty and staff of Fulford Elementary School.

Our normal school hours are:

Pre-K – 1st Grades (8:20 a.m. to 1:50 p.m.)

2nd – 5th Grades (8:35 a.m. to 3:05 p.m.)

****All Grades** (Dismissed at 1:50 p.m. on Wednesday)**

Students are not allowed to arrive to school before 7:30 a.m. unless they are enrolled in the YMCA Before School Care Program. All students enter the building through the cafeteria doors!

PK-3rd Grade (remain in the cafeteria); 4th Grade (Music Room); and, 5th Grade (Art Room)

Students are to be picked up on time at dismissal. Parents of students remaining more than 15 minutes after dismissal will be contacted by the administration.

Information regarding the YMCA Program is available in the main office.

School Office Hours: 7:30 a.m. – 4:00 p.m.
Teachers: 8:10 a.m. – 3:20 p.m. (depending on grade level)

Students eating breakfast at school are to arrive between 7:30 a.m. and 8:00 a.m. Students will not be allowed to enter the breakfast line after 8:10 a.m. **Breakfast is closed promptly at 8:15 a.m.** Students who are **NOT** eating breakfast at school should arrive to school between the hours of 8:00 a.m. and 8:15 a.m.

You can assist us in enhancing everyone's safety by assuring that your child arrives to school before 8:15 a.m. and is picked up promptly at dismissal.

Late Arrival

Students who are tardy to school must report to the main office **after** 9:00 a.m. to secure an admit to class. Students who are tardy **prior** to 9:00 a.m. must report immediately to their homeroom classroom. Students are tardy if they arrive after 8:20 a.m. and 8:35 a.m. **A student who is tardy to class not only places his/her own learning in jeopardy but also interrupts the learning of other students.** *Student attendance affects the learning opportunities for your student. If a child is not in class on time, he/she does not receive the full benefits of instruction and may experience difficulty learning and applying the skills necessary for success.* Excessive tardies may result in loss of privileges and/or detention and require a parent conference. Late arrivals are accrued and count towards unexcused absences.

Early Dismissal - Board Policy 5200

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. **No students shall be released within the final 30 minutes of the school day unless authorized by the principal or the principal's designee (i.e., emergency, sickness).**

If a student must leave during school hours, the parent or other authorized adult must come to the main office. This person **MUST** be listed on the student's emergency contact card and **MUST PRESENT PICTURE IDENTIFICATION.** The student will be called to the main office for dismissal. **TEACHERS ARE NOT PERMITTED TO RELEASE A STUDENT FROM THE CLASSROOM.**

Unexcused and excessive early dismissals negatively impact students in many ways.

- The student misses valuable instructional time.
- Missing instructional time generally means grades will be affected.
- Classroom instruction is interrupted for other students in the room.
- Homework assignments are missed.
- The student receives the message that staying in school is not important.
- Excused early dismissals are granted based on the same requirements for an excused absences.

Rainy Day Dismissal

On rainy days, walkers will be detained until the weather no longer presents a safety hazard. It is suggested that these students have proper rain attire to walk in light rain conditions. Students regularly transported by bus or car will be dismissed from the drop off/pickup zones in front of the school. In cases of extreme weather, all students will stay in their homerooms until it is safe to bring them to the front of the school.

Traveling To and From School

Please read this section very carefully and discuss it with your child. The safety of students at Fulford Elementary School is everyone's responsibility. Parents and students must exercise extra patience and caution when approaching the school.

Most of the students attending Fulford Elementary School do not travel by school bus since they live within two miles of the school. This means that with a student population of approximately 540, we have a very large number of students who walk or are driven in private cars to school. Outlined below are specific recommendations and rules that must be followed. Parents who observe hazardous situations for pedestrians or drivers are asked to contact the school office with their suggestions for improving traffic safety.

SCHOOL SAFETY PATROL

The Safety Patrol members are students who serve their school by helping to assist students as they arrive and depart from the school grounds. Their job is to monitor movement in the hallways, assist students and ensure proper conduct inside the building. All students are expected to cooperate with our safety patrols.

STUDENTS WHO WALK TO SCHOOL

Parents, please review with your child the following basic safety rules:

- Always walk on the sidewalk.
- Walk with at least one other student.
- Do not accept rides from strangers.
- Cross streets at the corner and cooperate with the crossing guards.
- Use the pedestrian lights when available.
- Know the safest and most direct route to and from school.

STUDENTS WHO RIDE A BUS TO SCHOOL

Parents, please review with your child the following Student Bus Rider Responsibilities:

- Ride **only** the bus to which the student is assigned.
- Remain seated while the bus is in motion. Keep the noise down by talking in a normal voice only. Maintain normal classroom standards of conduct.
- No eating or drinking on the bus.
- Do not extend arms, hands or any object from bus windows or throw any object from the bus. These are extremely dangerous behaviors for the student and for others.

SCHOOL TRAFFIC PLAN FOR PRIVATE VEHICLES – 15 MPH SPEED LIMIT BETWEEN THE SCHOOL ZONE SIGNS

Many students will be arriving by car, especially during inclement weather. To reduce the number of cars around the school, parents are encouraged to form car pools whenever possible.

The following is a basic list of rules for drivers:

- All posted speed limits must be observed – 15 M.P.H. around school.
- In the immediate area of the school, students may exit and enter a vehicle only while it is pulled into the designated drop-off zones.
- Do **not encourage or allow** your child to run across the street.
- Drivers must obey all posted restrictions regarding street parking and U-turns.
- Be advised that the Police will ticket cars parking near the fire hydrant.

The only designated drop-off and pick-up area is entered from N.E. 160th Street. **Drive East on N.E. 160th Street and turn LEFT into the designated parent pick-up/drop-off location in front of the school. Proceed cautiously through the drop-off loop and direct your child to exit the vehicle from the side of the car closest to the school.**

Please do not stop, wait or park in the entrance curve of the parent pick-up, drop-off loop. This is a drive thru area only – no parking is allowed!

Parking is regularly available in the parking lot in front of the school. The east parking lot is for Cafeteria deliveries only. It is not to be utilized as a parent parking area. The west parking lot (gated) is for Fulford Elementary School Staff only.

Attendance Policy – Board Policy 5200

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the Region superintendent or designee.

4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Cafeteria

Food Cost

<u>Breakfast</u>		<u>Lunch</u>	
All Students	No charge	Students	\$2.25
Adults	\$2.00	Reduced Price, Students	\$0.40
		Adults	\$3.00

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. **Miami-Dade County Public Schools offers breakfast at no charge to all M-**

DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch. Breakfast is served from 7:30 a.m. – 8:10 a.m.

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of the next school year.**

PAYPAMS

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

Cafeteria Rules

- Keep in a single line
- Always be courteous to the cafeteria workers
- Always use acceptable table manners
- Discard the trash appropriately and clean up your immediate eating area
- Do not take any food out of the cafeteria

Code of Student Conduct (COSC)

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. The Elementary COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English, Spanish, and Haitian/Creole versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/indes.htm> or you may request a copy from your child's school or access on <http://fulford.dadeschools.net>.

Additionally, M-DCPS is proud to launch SPOT success and Values Matter, initiatives that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, log on to M-DCPS Website at <http://www2dadeschools.net/parents/parents.htm>, click on Parent Portal and follow the directions on the screen. If you need additional assistance, you may contact your child's school.

Student Rights and Responsibilities

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

Dress Code – Board Policy 5511

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

Uniform Policy

Fulford Elementary School is a **mandatory uniform school**. Students are to dress in the required uniform every day. Proper attire is also required during physical education classes.

The school colors are white, yellow, or light blue shirts and navy blue bottoms.

Head: Headdresses and head coverings can only be worn indoors for religious or health reasons. No other head coverings of any kind are permitted.

Shirts and Blouses: Shirts and blouses must have a collar and be continuous from neckline to waist. The entire midsection or part of the midsection cannot show. No tank tops or muscle shirts are permitted. Shirts in school colors with inappropriate messages or images are not permitted.

Shoes: Shoes or sneakers must be worn. No sandals or open toe shoes are to be worn by the students.

Skirts, Dresses and Shorts: Skirts, dresses, and shorts should be appropriate for school and at approximately knee level.

Pants: Pants should be secured at the waist. There will be no toleration of pants sagging below the waist.

Cell Phones

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

Internet Use Policy – Board Policy 7540.03

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Comprehensive Reading Plan

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

Confidential Information

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

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

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted

Financial Obligations

All financial obligations incurred, i.e. school fees, textbook loss or damage, overdue or lost library books, must be paid in the school treasurer's office.

Grade Reporting

Academic Grades

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

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

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

Conduct

Conduct grades are to be used to communicate to both students and their parents/guardians the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

Honor Roll Qualifications

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	All As	All As and Bs	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All As	All As and Bs	All As and Bs	All As

Hall Passes

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

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

Home Learning

Home learning is an important part of your child's education. When related directly to the daily curriculum, home learning can be beneficial by providing practice of the skills and processes taught in the classroom. It can aid in the development of responsibility on the part of the student and in the development of self-discipline and work habits. Home learning is truly an extension of the classroom and it provides every student with the opportunity for

enhanced learning. There is daily home learning in both reading and mathematics.

Home learning assigned by the teaching staff is directly related to the school curriculum. The assignments are specific and students are aware of teacher expectations. Each teacher checks home learning for completion and accuracy. Every student knows in advance the part home learning will play in the averaging and assigning of grades for a specific subject. The teaching staff will communicate directly with parents if individual students are repeatedly having problems completing home learning assignments. When assigning home learning, consideration is given to the individual needs/abilities of the student and to extra-curricular or school events.

The responsibilities of students and parents with regard to home learning and reading outside of school are as follows:

STUDENTS

- Complete assigned home learning as directed.
- Return home learning to the teacher by its due date.
- Submit home learning assignments that reflect careful attention to detail and quality of work.
- Devote a specified time to reading as part of the home learning assignment.

PARENTS

- Provide continued interest and concern for the child's successful performance in school by the completion of home learning.
- Assist child when requested.
- Support the school policy regarding assigned home learning.
- Request assignments for students when short-term absences are involved.
- Advise the child's teacher when home learning assignments appear to be inappropriate. The length of time it takes to complete the work, the degree of assistance required, or the level of frustration perceived by the parent may determine this.
- Assist the school in stressing the importance of reading and its benefits.
- Ensure that students read when specific home learning assignments are not given or when they are completed before the specified time.

The frequency and quantity of home learning assignments will vary from day to day according to short and long-range instructional objectives set by the teacher. Kindergarten teachers will exercise judgment in making home learning assignments considering the child's readiness level and the type of work to be accomplished.

Homework / Make-up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).

Illness

If a child becomes ill during the school day, the parent/guardian will be called to take the child home. It is impossible to keep sick children in the clinic for long periods of time. Please remember to bring your picture identification.

Immunizations

Requirements for School Entry:

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months

3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

Injuries

If a student is injured during the school day, the teacher will send the student to the clinic or notify the school office if the child cannot be moved. The clinic staff will administer basic first aid. The parent will be contacted and the injury will be described. The Emergency Contact person will be called if the parent cannot be reached. If necessary, the Fire/Rescue Squad will be called for serious injuries. A parent will be contacted and an accident report will be completed.

It is important for parents to discuss with their child what the child should do if they injure themselves or feels ill while at school. In all cases, the student should tell his/her teacher when the injury occurs or they are not feeling well. If an injury or illness occurs in a location other than the classroom, the student should report to the adult in charge at the time.

Student Accident Insurance

Your child's health and well-being are important to us. You can buy Student Accident Insurance coverage in the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room, or doctor attention. Information is provided on the first day of school. Please attend to this important matter as soon as possible. **All students enrolled in the YMCA Before and After School Care Program are required to have accident insurance.**

Insurance

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the 2015-2016 enrollment application and additional information to the parents.

Florida KidCare

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to www.floridakidcare.org for enrollment procedures.

Interim Progress Report

Interim progress reports must be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

Interim Report Distribution	Report Card Distribution
September 22, 2015	November 17, 2015
December 1, 2015	February 9, 2016
February 23, 2016	April 26, 2016
May 10, 2016	June 28, 2016

Lost and Found

Please make sure your child's name is on all personal possessions, such as wallet, purse, lunchbox, backpacks, etc. Many such articles are lost and unclaimed. Lost articles may be claimed in the Parent Resource Center (Room 128) when properly identified.

Medication at school

School personnel are required to follow the strictest guidelines to administer any medication to a student. We urge you to dispense all medications at home whenever possible. If medications must be brought to school, the Miami-Dade County School Board has established clearly defined guidelines, which we are required to follow. All prescription or non-prescription medications require a Written Permission Form from the prescribing physician specifying dosage, child's name, and the time the medication is to be given at school.

Messages and Use of Telephones

In the event of an emergency, students are allowed to use a phone in the main office. **Messages between parents and students should be for emergencies only.** Students will not be allowed to call home for homework, plans with friends, lunch, etc.

Out of Area Student Transfer – Board Policy 5131

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Region Superintendent (or designated Region Director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

Parent Portal

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes you to sites such as Parent Academy, School of Choice, etc. You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal.



Miami-Dade County
Public Schools



Parent Portal It is as easy as 1 , 2 , 3 , 4

1

- Obtain your child(ren)
Student Identification Number
 - Obtain your 6 digit Parent
Identification Number (PIN)
- By visiting your child's school

2

Create a parent account, login to:
<http://myportal.dadeschools.net/parent>

3

It is recommended (after 24 hrs) to reset your
password with password management P-Synch

4

Login to - Parent Portal
for student grades, attendance, and
important information

www.dadeschools.net

Parent-Teacher Association (PTA/PTSA)

The Fulford Elementary School Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

Parent/Teacher Conferences

Our goal at Fulford Elementary School is to keep both our students and parents aware of the student's academic and social progress. Therefore, all teachers will telephone or write to the parents to request a conference. Parents may also request a conference with the teacher to address concerns and to monitor your child's performance. To schedule a conference, please call the school at 305-949-3425.

To really be effective and informative, parent/teacher conferences should be scheduled for a mutually convenient time. Most teachers can arrange to meet with parents either before school begins or at the end of the school day. If you have scheduled a conference and find you cannot keep the appointment, please contact the school office as soon as possible and leave a message for the teacher.

We are seeking your cooperation to help us maintain a safe and orderly environment that contributes to learning. You have an open invitation to observe our instructional program. **However, we ask that you refrain from conversations with teachers during the instructional day.**

Permanent Records

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

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

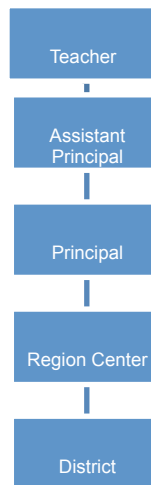
Physical Education

All students are expected to participate in the daily activities of the school program. If for some medical reason a student cannot participate as usual, he/she should bring a note from a parent. If the student will not be able to participate in activities for three (3) or more days, parents must get an Exclusion Form from the school office, and have it completed by the school's physician before returning to school.

Students academically performing one to two or more grade levels below their current grade may have their physical education schedule modified for more intensive reading intervention.

Procedures for Addressing Concerns

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



Safety and Security

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

Visitors

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Elevator

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

Special Education

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

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

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

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

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

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP

meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent may request to receive a copy.

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

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

Student Personal Property

A student's personal belongings that are not needed for classroom work should be left at home. These include jewelry, cameras, calculators, electronic games, toys, or any item of value. Periodically your child's teacher may give special permission for student to bring in select items. If this does happen, parents should make sure that all items are clearly marked with the child's name and that the child understands when the items are to be taken home. It is not necessary for students to bring money to school beyond what is needed to purchase their own lunch and for the occasional after school sales sponsored by the PTA. The school staff cannot be responsible for the safekeeping of expensive personal items and large sums of money

Items Student Should Bring to School

Students should bring their required school supplies to school daily. This includes paper, pencils, and a covered pencil sharpener inside their backpack. Individual teachers will provide students and parents with the list of needed classroom supplies. Since Fulford Elementary School is air conditioned, you may wish to send a light jacket with your child. A student should always have an independent reading book available in their backpack.

Items Students Should NOT Bring to School: Toys, Candy & Gum

Toys will be confiscated and kept in the office or with the teacher until picked up by the parent. Junk food such as candy, hot fries, sunflower seeds and chewing gum are not allowed to be eaten in the classrooms, hard court, or in the building.

Testing

In addition to textbook and teacher prepared tests, a comprehensive testing program is provided for all students. Parents are invited to review and discuss test results with school personnel.

Textbooks and Library Books

It is a time-honored tradition of the public schools of this county to extend the free use of textbooks, library books and other similar study guides to students. This is carried out upon the expressed condition that such materials are returned in the same basic condition as issued, with exceptions made for ordinary wear and tear. Learning the proper use of textbooks and similar materials is part of the educational process.

It is expected that all students adhere to the following expectations:

- **Return** textbooks, library books and other similar educational materials, as they were originally furnished, to appropriate school personnel in a satisfactory condition,
OR
- **Reimburse** the school for damaged textbooks, library books or educational materials,
OR

- **Reimburse** the school for lost textbooks or educational materials at the full cost of replacement, without any reduction for depreciation or age of the lost textbook or educational material

OR

- **Make** other satisfactory arrangements with the principal concerning the replacement of textbooks or other similar educational materials.

The Parent Academy

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

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

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

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

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

TITLE I ADMINISTRATION

The Title I Administration Parental Program helps parents/guardians become more engaged with their children's education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose, the Title I funded Community Involvement Specialists (CIS) or Community Liaison Specialists (CLS) at Title I schools, assist school-sites, the District and Region Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in Title I schools are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named below that are marked with an asterisk (*), will be distributed to parents by the school site, and are available in English, Spanish and Haitian-Creole.

PROGRAM COMPONENTS

- M-DCPS Title I Parental Involvement Plan
- *Title I Program Parent Notification Letter
- *Title I School's Parental Involvement Plan
- *Title I School-Parent Compact
- Title I Annual Parent Meeting -- "Open House"
- Title I District Advisory Council (DAC)
- Title I Region Centers Parent Advisory Council (PAC)
- Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless (CPH)
- Title I Migrant Education Program (MEP)
- Title I Challenging Higher Education for Students in our Schools (CHESS) Program
- Title I Home Instruction for Parents of Preschool Youngsters (HIPPPY) Program

PARENT RESOURCE CENTERS

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North
 7900 NW 27th Avenue, Suite F9
 Miami, FL 33147
 (Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South
 5555 SW 93rd Avenue, Portable #3
 Miami, FL 33165
 (FDLRS South Site)

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to <http://title1.dadeschools.net/> .

Transportation Eligibility

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

Volunteer Program

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

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

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

- Complete Registration Form #1764, date and sign, and submit to a school or work location.
- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

The School Board of Miami-Dade County, Florida, adheres to the policy of non-discrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity to all as required by:

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

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

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

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

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

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

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

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

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

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

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

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 – prohibits harassment and/or discrimination against a student or employee on the basis of gender race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

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

FULFORD ELEMENTARY SCHOOL

Parents, please complete this form and return to your child's teacher ASAP.

Student's Name: _____ Grade: _____

Teacher: _____

I have received the Fulford Elementary School 2015-2016 Parent/Student Handbook and I will be held responsible for reviewing the contents with my child.

Parent Signature: _____

Date: _____