

Wesley Matthews Elementary School



This agenda belongs to:

NAME _____ STUDENT ID _____

ADDRESS _____

CITY/STATE _____ ZIP CODE _____

PHONE NUMBER _____ PHONE NUMBER _____

TEACHER _____ ROOM _____

TEACHER _____ ROOM _____

TEACHER _____ ROOM _____

TEACHER _____ ROOM _____



WESLEY W. MATTHEWS ELEMENTARY SCHOOL

Wesley Matthews served Dade County Public Schools for 38 years, and in the process left an indelible mark on the entire school system. He began his teaching career at Shenandoah Junior High School, then became principal at Little River Junior High School and later served as principal at Miami Jackson High School. Mr. Matthews left Miami Jackson to become Assistant Superintendent. He later served as a District Superintendent.

In addition to these accomplishments, Mr. Matthews also made two key contributions to Dade County Public Schools. The first was his introduction of the community school concept, which he based upon a successful model in Michigan. He believed in schools serving the needs of each neighborhood, in effect becoming the hub of the community. Mr. Matthews was also responsible for helping to develop programs for acclimating and assimilating the children who were part of the initial influx of families who fled Cuba in the 1960's.

PRINCIPAL'S MESSAGE

Welcome to Wesley Matthews Elementary School! This Handbook has been prepared to provide you with information concerning our school. Please review the contents at your leisure.

It is important that parents and students become familiar with and cooperate with the school in following these policies. At Wesley Matthews Elementary School we encourage you to know your child's teacher, the school program, and the facilities. If the staff can be of help concerning your child's education, please feel free to call the school at 222-8150.

We look forward to an exciting and successful school year. With your cooperation and interest, we will be able to provide our students with the best educational program available.

MENSAJE DEL LA DIRECTORA

Bienvenidos a Wesley Matthews Elementary School. Este manual ha sido preparado para proveer información sobre nuestra escuela. Por favor lea los contenidos.

Es importante que tanto los padres como los estudiantes se familiaricen con estas regulaciones y cooperen con la escuela cumpliéndolas. En Wesley Matthews fomentamos el que usted conozca al maestro(a) de su hijo(a), el programa de la escuela, y los servicios que ofrecemos. Si el personal de la escuela puede ayudarlo de alguna manera, por favor no deje de llamarnos al teléfono (305) 222-8150.

Estamos ansiosos por empezar un exitoso año escolar y con su cooperación e interés, esperamos que los estudiantes tengan el mejor programa educativo.

SCHOOL ADMINISTRATION

Principal Annette M. Diaz
Assistant Principal Mayra DeLEON
Lead Teacher Maria Lopez
Guidance Counselor Josefina Estrella

School Telephone Numbers

Office.....(305) 222-8150
Counselor.....Ext. 119
Cafeteria.....Ext. 123

Números de Teléfono

Oficina..... (305) 222-8150
Consejera.....Oprima 119
Cafetería.....Oprima 123

Direct Numbers

After School Care.....(305) 552-5799

Números Directos

After School Care..... (305) 552-5799

FAMILY HANDBOOK

A

ABSENCES

Good attendance habits play a vital part in a child's academic progress. Your assistance is required in making sure your child comes to school everyday. When it is necessary for your child to be absent, please send a note of explanation; otherwise, the absence will be noted as unexcused. If you are going to be out of town, you must submit the reason for this absence directly to the principal for approval. This must be done prior to the trip.

Excused absences are: ✍ *Student illness* ✍ *Death in the family* ✍ *Observance of a religious holiday*

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. Unexcused absences do not require that the teacher provide make-up work for the 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 medical attention. You can purchase insurance for school events only or for 24-hour coverage. Information about this insurance is sent home with each student early in the year and is available in the school office at all times.

B

BEFORE /AFTER SCHOOL CARE PROGRAM

Before and after school care programs licensed by HRS are provided for all students in Pre-K through fifth grade. Parents will be required to purchase Dade County Public School's accident insurance.

Before school care is from 7:00 - 8:15 a.m. and after school care is from 2:00 - 6:00 or from 3:00 - 6:00 p.m. Story Hour is from 2:00 -3:00 p.m. Fees are payable in advance (bi-weekly, by cash, check, or money order, made out to the school). All children must be picked up by 6:00 p.m. The School District imposes penalty fees for late pickup. For more information, please refer to the After School Care Parent Handbook.

C

COMMUNITY SCHOOL PROGRAM

Each year community school classes help provide the student with diverse educational activities. Possible activities include math and reading tutoring, piano, strings, basketball, chorus, cheerleading, and dance. If you would like more information, please contact the After-School Care Office.

D

DRESS CODE AND GROOMING

Wesley Matthews Elementary has a mandatory school uniform policy. Parents may purchase the school uniform at stores of their choice. School uniform colors are: khaki or dark green pants or shorts, plaid dresses, hunter green or white tops. In addition, students should be groomed in a fashion that reflects pride in oneself and one's school. Cleanliness, neatness of hair, and neatness of clothing are essential. Thongs, clogs, sandals and other shoes without back straps are not permitted, nor are mini-skirts, bare midriffs, mini-shorts or other attire which could present a safety hazard.

DROP-OFF AND PICK-UP OF STUDENTS

Supervision of students participating in the Before School Care Program starts at 7:00 AM. Do not drop off your child earlier than 8:00 AM unless they are enrolled in the Before School Care Program or participate in the Breakfast Program. Children are supervised on the PE basketball court in the mornings beginning at 8:00 a.m. Teachers pick up their students at 8:20 and take them to class. **Children arriving at school after 8:30 will be marked tardy.** Excessive tardies interfere with student learning.

Students dismissed at 2:00 should be picked by 2:00 PM, and students dismissed at 3:00 should be picked by 3:00 PM. Children are not permitted to stay on the school grounds after dismissal unless they are taking part in after-school activities for which special permission has been given. Children in the primary grades are not allowed to wait after school for their siblings.

If a student is not participating in the Before School Care Program and is dropped off before 8:00 AM or is not participating in the After School Care Program and is not picked up by 3:15 PM, he/she will be sent to the After School Care Program, and the parent will be responsible for any fees. If your child is transported by private bus, please ascertain that they are picked up on time. There is no supervision for those students after 2:15 & 3:15

PM respectively nor in the mornings before 8:00 AM. The safety of all students is our major concern, and I am sure that you understand why children must be supervised at all times.

In order to ensure the safety of all students during drop-off and pick-up, please read this section carefully.

AUTOS: All automobile drivers, at or near the school, must adhere to the following safety rules:

- ✎ All Speed signs must be obeyed, as well as rules relating to bus and pick-up/drop-off zones (see p. 16)
- ✎ Drivers must adhere to street signals in the vicinity of the school. No U-turns are permitted on the streets.
- ✎ All students must exit and enter cars from the sidewalks. Do not call for children to cross streets. Use caution in the school driveways.
- ✎ Students must cross the street in designated crosswalks only. Under no circumstances allow students to walk across the grass in front of the school, as this places the children in danger.

BICYCLES: The following rules should be observed:

- ✎ One rider on each bicycle.
- ✎ Walk bicycle on school grounds and across crosswalks.
- ✎ Bicycles must be equipped with a lock and secured in the bicycle compound.

PARKING AREAS: Parents waiting to pick up their children should not block driveways or enter the faculty parking lot.

WALKING: Pupils who walk to and from school must be well informed about the route they are expected to take. Please instruct children to walk to and from school carefully and observe good walking habits. All pupils must use crosswalks and streetlights when crossing streets.

E

EARLY DISMISSAL

When it is absolutely necessary to take your child home early, the parent or guardian must come to the office to sign out the student. Early dismissal for grades Pre-K through 1st will only be granted until 1:30 p.m. Early dismissal for grades 2nd through 5th will only be granted until 2:30 p.m. On Wednesdays, early dismissal will only be granted until 1:30 p.m. Please adhere to this request, as we wish to avoid disruptions to the academic program. All persons picking up children must show proper identification. Students will be released only to those persons listed as being authorized for pickup on the Emergency Contact Card.

EMERGENCY CONTACT/CHANGES

School records must be kept up-to-date so that you can be reached in an emergency. It is extremely important that you notify us immediately regarding any change in telephone numbers and/or emergency contact persons.

EXTRA-CURRICULAR ACTIVITIES

In addition to the community school classes, we have an intramural program sponsored by the physical education coaches. If you are interested in having your child participate, please call the After School Care office. Please be on time when picking up your child since there is no supervision of students after 3:30 PM.

F

FIELD TRIPS

All trips will be appropriate for the students' age and related to subjects being studied in the classroom. Field trip permission forms must be returned prior to the trip. Fees for transportation, entry to events, and food must be provided by parents and is assessed at the least possible amount. **FEES ARE NOT REFUNDABLE.**

FOOD SERVICE

The breakfast program is from 7:45 - 8:15 a.m. Please check with your child's teacher for his/her scheduled lunchtime. Meal prices are as follows:

FULL PRICE MEAL:		REDUCED PRICE MEAL:	
Student breakfast	free	Lunch	.40
Adult breakfast	2.00		
Student lunch	1.75		
Adult lunch	3.00		

New applications for free or reduced priced meals must be completed each year. Reduced lunch charges must be paid by the week on the first day of school each week. Full lunch charges can also be paid by the week and/or up to two months in advance. Parents can pay online at www.paypams.com.

GRADING

Report cards are issued every nine weeks and are a record of the progress of each child. Interim progress reports are sent home during each grading period to notify parents of student progress. These notices are to be signed by the parent and returned to the teacher. Your child's teacher will be glad to discuss any of the information on progress reports or report cards with you.

The Kindergarten Report Card uses the following grades:

“E” indicates that the student has demonstrated excellent mastery of instructional objectives.

“S” indicates that the student has demonstrated satisfactory mastery of instructional objectives.

“N” indicates that improvement is needed.

In grades 1– 5, the following report card grading system is used:

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Interpretation</u>
A	90 - 100 %	Outstanding
B	80 - 89 %	Good
C	70 - 79 %	Satisfactory
D	60 - 69 %	Minimal – Improvement is needed
F	0 - 59 %	Unsatisfactory

Conduct grades are to be used to communicate clearly the teacher's evaluation of a student's behavior and citizenship development. Conduct grades shall also be grades of A through F.

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.

HEALTH CONNECT SERVICES

All Kindergarten students and new entries in grades one, two and four are screened for health problems. Areas checked are vision, hearing, height and weight, and general health appraisal. Students in all grade levels are measured and weighed each year. In addition, the hair on student's heads will be checked periodically for head lice. Dade County Public Schools has a "no nit" policy which means students who have had lice will not be admitted to class if nits are still present in their hair.

HOME LEARNING

Home learning is an integral part of the instructional program at Wesley Matthews Elementary School, and we want home learning to be meaningful. Sometimes activities that provide practice in a newly learned skill or review of already learned skills will be assigned. Sometimes home learning may be a special project requiring family interaction. Home learning should fit the needs of the students and should take a reasonable amount of time. Generally a child in K-1 should spend about 30 minutes on an assignment. A child in grades 2 - 3 should spend 45 minutes a day on an assignment. A child in grades 4 - 5 should spend about 60 minutes each day on home learning assignments. All students are required to read 30 minutes each night as part of our Comprehensive Reading Program. Consistent completion of assignments helps to ensure the academic progress of our students and helps build responsibility and independent study habits.

HONOR ROLL

Each grading period, students with outstanding academic achievement in grades 2nd through 5th and exemplary attendance in grades K-5 will be recognized. **The Principal's Honor Roll requires an academic average of 4.0**, effort grades of all 1's and A's in conduct in all areas. The regular **Honor Roll requires an academic average of 3.5**, only 1 “C” in the academic content areas, and effort grades of all 1's, and no C's in conduct in the content areas. **The Perfect Attendance Award requires that students attend every day and be on time. No tardies!**

ILLNESS / MEDICATION

The importance of regular attendance cannot be overemphasized, but children should not be sent to school when they are ill. If children become ill during the school day, they are sent to the clinic where they will be seen by the nurse and made comfortable until they are well enough to return to class. Students too ill to return to class will have to be taken home. Be sure the school has emergency contact information so there is no delay in receiving prompt medical attention should it be necessary.

As per School Board Policy, school personnel are allowed to administer medication only as prescribed by a physician. The physician MUST fill out a special form. See office personnel for this form.

INJURY

These procedures will be followed to aid injured children:

- ✎ Teachers will send injured students to the office if the injury is minor.
- ✎ Teachers will notify the office if the child is unable to be moved.
- ✎ School nurse will administer basic first aid.
- ✎ The parent, or designated emergency contact person, will be notified of the injury.
- ✎ The Emergency Rescue Squad will be called for critical injuries.

INSTRUCTIONAL BOOKS/EQUIPMENT/MATERIALS/SUPPLIES

Textbooks, some supplementary materials, and library books are furnished from tax dollars. The school is also able to provide a wide variety of additional materials and equipment for classroom instruction. We urge students to realize that these books and materials are expensive and that they should be properly cared for. Charges are made for damaged or lost books and materials.

L

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 main office where owners may claim their property with proper identification or description. Parents are advised not to allow their children to wear expensive jewelry or bring extra money to school.

M-N

MESSAGES

Telephone messages cannot be delivered to children in the classroom. This is to minimize classroom interruptions and for your child's protection. We cannot adequately identify parents or relatives over the phone. Emergencies will be handled on an individual basis.

O

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.

P-Q

PARENT TEACHER ASSOCIATION (PTA)

The PTA plans various programs and events throughout the year to help bring the school and family closer together. They are also instrumental in providing materials, supplies, equipment and any other special needs of the school that serve to enhance our physical, as well as instructional environment. We urge everyone to become active members of our PTA, to serve as room mothers and volunteers, and to communicate with the PTA regarding your needs and concerns.

PARENT - TEACHER CONFERENCES

To ensure being able to meet with the teacher, please make appointments for teacher conferences. The parent and teacher should decide upon a mutually convenient time. Please leave a message for your child's teacher if you have any questions or concerns. Teachers should return phone calls within 24 hours so that all concerns can be addressed effectively. Give your child the security of feeling the cooperative spirit that exists in teacher-parent relationships.

PRE-KINDERGARTEN PROGRAM

We offer parent-paid pre-kindergarten programs. This means that the fees that parents pay cover our school staff, the materials, and supplies for the program. Students for the Pre-K Three Year Old Program must reach age 3 before September 1 and students for the Pre-K Four Year Old Program must reach age 4 before September 1. The number of students we are able to enroll is limited by existing district guidelines. Please call the main office for further details regarding these programs. Before School Care fee is waived for Pre-K. One dollar per day, per child enrolled, is the cost for After School Care, paid in advance on a bi-weekly basis.

RAINY DAY PROCEDURES

On rainy days, students will proceed to the cafeteria. Instruct your child as to what he/she should do on a rainy day at dismissal time. **DO NOT ASK YOUR CHILD TO CALL YOU. THE TELEPHONE CANNOT SERVICE ALL STUDENTS.** Make arrangements ahead of time.


REGISTRATION

Parents entering their children into a public school for the first time must complete several forms. Pupils will be assigned to classes and begin attending school when registration is complete. Students entering Kindergarten must be 5 years old on or before the 1st day of September. Students entering first grade must be 6 years old on or before the 1st day of September.

SAFETY

The safety of our students is everyone's primary concern. If our children are to be kept protected and safe, each of us must cooperate by being patient and cautious at all times.

 **For drop-off and pick-up of students, please refer to the Drop-Off/ Pick-Up section.**

 The Safety Patrol is on duty from 8:00 A.M. to 8:30 A.M. and for 10 minutes after dismissal. Patrol members help in observing rules of safety in getting to and from school. They escort our younger students from the drop-off areas to the PE shelter before 8:20 and to the classrooms after 8:20 to ensure that your child enters the building on time. After 8:30, the only entrance is through the front of the school.





SCHOOL HOURS

Your child should be dropped-off and picked-up on time. School hours are as follows:

8:30 - 2:00	Pre-K, Kindergarten and first grade
8:30 - 3:00	Second through fifth grade, (M, T, TH, F)**
8:30 - 3:00	First Grade Connections**
**2:00	Early dismissal on Wednesdays, ALL GRADES

STUDENT BEHAVIOR

Code of Student Conduct: All violations will be handled in accordance with the Code of Student Conduct. A record will be maintained of all students' disciplinary incidents. Everything done at school should be to enhance learning. With this in mind, we have four basic rules:

-  Students are to refrain from doing anything that could hurt themselves or someone else.
-  Students are to refrain from doing anything that could destroy public property or someone else's property.
-  Students are expected to conduct themselves in an orderly manner in the hallways, in class, in the cafeteria, at assembly programs, and on field trips.
-  Students are to show respect to fellow students and are to respect all teachers, substitute teachers, school staff, and school volunteers.

According to School Board rules, students may be suspended for repeated disruption or behavior that disrupts the orderly educational process. Parents are contacted at any time that it is deemed appropriate and assistance from the family is deemed essential. There are certain items that must NOT be brought to school. Toys, magazines, beepers, or articles of clothing that could distract from learning should be left at home. Weapons of any kind (Scout knives, darts, blades, metal fingernail files, etc.) must be left at home. Bringing a weapon to school will result in automatic suspension from school.

STUDENT RECORDS

Parents are guaranteed the right to inspect and review their children's records and to obtain copies of them. School personnel will tell you how you may request a review of these materials.

TARDY POLICY

Please make sure that your child is in school daily and on time. Our morning bell rings at 8:20 and the final bell at 8:30 AM. Excessive tardiness will result in detention. Other appropriate measures may be taken for those students who continue to report to school late.

TELEPHONE

The school is equipped with telephones to help transact the business of the school. Our lines must be kept open for this purpose. Children may not use the telephone except for an emergency. We cannot accept messages for individual children.

TESTING

A comprehensive testing program, in addition to textbook and teacher-prepared tests, is provided for all students. These tests include the FCAT and SAT. Parents are invited to review and discuss test results with school personnel. Psychological evaluations are available for those students who have demonstrated a possible need for special class placement or special services and have been identified by their teachers. A School Support Team (SST) of school personnel and parents meets and discusses the student's performance, and makes recommendations for changes in that child's educational program. A result of this meeting may be psychological testing to determine if a child has special learning needs. The school psychologist does this testing and parent permission is required.

TRANSFER/WITHDRAWAL

The parent of a student transferring to another school in Dade County must apply for the transfer at the school in which their child is presently enrolled. Verification of an address change must be provided by the parent using two of the following documents: a broker's or attorney's statement of purchase, an executed lease or rental agreement, a current FPL bill and/ or a utility deposit receipt.

Parents of a student transferring to a school outside of Dade County are asked to contact the attendance clerk, but no verification of address change is necessary. If it is necessary that you withdraw your child from school, the school should be notified at least one day in advance. Parents are required to sign a Release of Records permission form to permit the office to send the whole or part of a child's cumulative record or transcript to a school outside of Dade County's Public Schools. Records will be processed and forwarded as quickly as possible.

V-Z

VISITORS

When visiting the school for any reason, please report to the office to pick up a pass before going to the classrooms, cafeteria, etc. This is for the children's protection and benefit.

VOLUNTEERS

Volunteers in the school provide much needed help and support for students and teachers. If you are able to give an hour or two each week, please contact the school. Each volunteer must complete a School Volunteer Application Form the first time you volunteer. Volunteers also need to sign in and out at the office in the Volunteer Book so that we know your whereabouts in case you are needed.

MANUAL FAMILIAR

A

ASOCIACION DE PADRES Y MAESTROS

La asociación de padres y maestros planea varios programas y eventos durante el año escolar para ayudar a unir las familias y la escuela. Ellos también nos proporcionarán materiales, equipos y cualquier otra necesidad de la escuela, lo que ayudará a nuestro medio ambiente físico e instructivo. Les rogamos a todos que se hagan miembros activos de nuestra asociación de padres y maestros.

AUSENCIAS, TARDANZAS, Y HORARIO ESCOLAR

Buenos hábitos de asistencia juegan un papel vital en el progreso académico de un estudiante. Su ayuda es necesaria para asegurarse que su hijo/a llegue al colegio a tiempo todos los días. Cuando sea necesario que su hijo este ausente, favor de mandar una nota explicando la razón. De otra manera, la ausencia será anotada como injustificada. Las ausencias justificadas son:

✍ Enfermedad del estudiante ✍ Muerte en la familia ✍ Feriados religiosos

Al estudiante que tenga diez (10) o mas ausencias en el año escolar no se le entregarán las calificaciones hasta que no halla sido revisado por la administración y se le halla asignado las intervenciones del Comité que Revisa las Ausencias. Las ausencias injustificadas no requieren que el maestro le de al estudiante el trabajo perdido.

B

BEFORE / AFTER SCHOOL CARE (Programa de Supervisión Antes / Después de la Escuela)

Los programas de supervisión de niños por la mañana y por la tarde, son para todos los estudiantes desde Pre-Kindergarten hasta el quinto grado. Nuestros programas son autorizados por el HRS. Como una precondition de matrícula, cada padre tiene que comprar el seguro de accidente de las escuelas públicas del Condado de Dade.

La supervisión de niños por las mañanas empieza a las 7:00 a.m. y termina a las 8:15 a.m. La supervisión de niños por las tardes es desde las 2:00 p.m. hasta las 6:00 p.m. o desde las 3:00 p.m. hasta las 6:00 p.m. El costo de este programa se pagará por adelantado (mensual, con cheque o giro postal dirigido a la escuela). Todos los niños deben ser recogidos antes de las 6:00 p.m. Hay penalidad si usted recoge a su niño después de esa hora. Para mas información sobre estos programas, puede referirse al manual de After-School Care.

C

CALIFICACIONES Y ASCENSOS

Las calificaciones son emitidas cada nueve semanas y son un record del progreso de cada niño. Reportes intermedios serán enviados a la casa durante cada periodo de nueve semanas, para notificar a los padres del progreso de sus hijos. Estos reportes deben ser firmados por los padres y devueltos al maestro. El maestro/a estará dispuesto a hablar con usted acerca de la información de los reportes de progreso o de las calificaciones.

Las maestras de Kindergarten usan los siguientes símbolos de calificación:

“E” indica que el estudiante ha demostrado dominio excelente en el material enseñado.

“S” indica que el estudiante ha demostrado dominio satisfactorio en el material enseñado.

“N” indica que el niño necesita mejorar su rendimiento.

Del primero al quinto grado se usa la misma tarjeta de calificación:

<u>Calificación</u>	<u>Valor Numérico</u>	<u>Interpretación</u>
A	90 - 100%	Excelente
B	80 - 89%	Bueno
C	70 - 79%	Satisfactorio
D	60 - 69%	Mínimo, Se requiere mejora
F	0 - 59%	No satisfactorio.

Las calificaciones de conducta serán un medio para comunicar claramente a los padres y estudiantes la evaluación del maestro sobre el desarrollo de su comportamiento. Calificaciones de conducta serán también de A hasta F. Las calificaciones de esfuerzo serán indicadas por 1, 2, o 3. El estudiante que recibe un 1, se está esforzando al máximo. Una nota de 3 indica poco esfuerzo.

CEREMONIA DEL HIMNO NACIONAL Y JURAMENTO A LA BANDERA

Se cantará el Himno Nacional, y se hará el juramento a la bandera todas las mañanas a las 8:25 AM. Nuestro propósito es enseñar a los niños respeto y cortesía a nuestro país. Nosotros les pediremos a todas las personas su participación durante la ceremonia del himno nacional y el juramento a la bandera, para demostrar respeto y patriotismo.

CLASES DESPUES DE LA ESCUELA





Proveemos actividades educacionales, incluyendo repasos. Posibles actividades incluyen tutorías de matemáticas y lectura, piano, basketball, coro, música, “cheerleading,” y danza. Si desea mas información, por favor llame a la oficina de Alter-School Care.

CODIGO DE ASEO Y VESTIMENTA

El colegio de Wesley Matthews tiene como póliza el uso del uniforme obligatoriamente. Los padres pueden comprar el uniforme escolar en su tienda preferida. Los colores del uniforme son los siguientes: pantalones o “shorts” kaki o verde oscuro, vestido de cuadros, camisa o “polo” verde oscuro o blanco. La presentación y el aseo personal del estudiante son esenciales. Suecos, sandalias y otro tipo de zapatos sin banda posterior no están permitidos, tampoco lo son, mini-faldas, mini-shorts, u otra vestimenta que pueda representar un peligro para la seguridad.

COMPORTAMIENTO DE LOS ESTUDIANTES

La escuela debe ser un lugar agradable y seguro para que los estudiantes aprendan. Toda actividad en la escuela debe realzar el aprendizaje. Con esto en mente hemos creado cuatro reglas básicas:

-  Los estudiantes deben respetar a sus compañeros, maestros, maestros sustitutos y cualquier otro empleado o voluntario de la escuela.
-  Los estudiantes deben comportarse correctamente en los pasillos, clases, cafetería, asambleas, y paseos.
-  Los estudiantes no deben hacer nada que pueda causarles daño a otros o a ellos mismos.
-  Los estudiantes deben demostrar respeto y cuidado por la propiedad pública y privada.

De acuerdo con las reglas del Directorio escolar, los estudiantes pueden ser suspendidos por conducta incorrecta repetida, o comportamiento que altere el orden educacional. Los padres serán contactados cuando esto ocurra. Su asistencia será necesaria en algunos casos. Hay ciertos artículos que no se deben traer a la escuela. Juguetes, revistas, beepers, teléfonos celulares, ropa que pueda distraer a los alumnos de su aprendizaje. Armas de ninguna clase (cuchillos, dardos, cuchillas, limas de uñas de metal etc.). Traer armas a la escuela podrá causar una suspensión automática.

CONFERENCIAS DE PADRES Y MAESTROS

Si usted necesita ver o hablar con el maestro, por favor haga una cita. Una hora conveniente para los padres y para el maestro se debe acordar. Por favor deje un mensaje para el/a maestro/a de su hijo/a con una de las secretarias. Los maestros deben devolver las llamadas de los padres en 24 a 48 horas. De esta manera todas las dudas y preocupaciones que tengan los padres pueden ser resueltas.

CONTACTO DE EMERGENCIA

La tarjeta de emergencia de la escuela debe estar al día de tal manera que el colegio pueda localizarle en caso de una emergencia. Es muy importante que usted notifique inmediatamente si hay algún cambio en la dirección, número de teléfono o personas que se deben contactar en caso de emergencia.

CUADRO DE HONOR

Cada período escolar el estudiante con grados sobresalientes y perfecta asistencia será reconocido. **El Cuadro de Honor del Principal requiere un average académico de 4.0**, la calificación de “1” en esfuerzo, y “A” en conducta en las áreas académicas. **El Cuadro de Honor Regular requiere un average académico de 3.5**, solo una “C” en las áreas académicas, y en esfuerzo requiere la calificación de “1” y grados de “A” o “B” en conducta en todas las áreas académicas. **Para el Cuadro de Asistencia se requiere que el estudiante este en la escuela todos los días y a tiempo.**

DEJAR Y RECOGER A LOS ESTUDIANTES

Supervisión de alumnos que participan en el Programa de Cuidado Antes y Después de la Escuela comienza a las 7:00 AM. Por favor no deje a su hijo/a en la escuela antes de las 8:00 AM al no ser que estén matriculados en el programa antes mencionado. Los niños son supervisados en las canchas de valón cesto a las 8:00 AM. Los maestros recogen a los estudiantes a las 8:20 AM y los llevan al salón. **Los niños que llegan después de las 8:30 serán marcados tarde.** Tardanzas excesivas interfieren con el aprendizaje de los estudiantes.

Estudiantes de Pre-K, Kindergarten y primer grado deben ser recogidos a las 2:00 PM. Los estudiantes de segundo a quinto grado deben ser recogidos a las 3:00 PM. Los niños no deben quedarse en el colegio después de la campana al no ser que estén participando en una actividad supervisada. Los niños en los grados primarios no deben esperar a sus hermanos mayores hasta que estos salgan de clase.

Si un estudiante no participa en el Programa de Cuidados Antes de la Escuela y es dejado antes de las 8:00 AM o si no participa en el Programa de Cuidados Después de la Escuela y no es recogido antes de las 3:15 PM, el estudiante será llevado a la oficina de Cuidados Después de la Escuela y el padre/tutor será responsable por cualquier cargo. Si su hijo/a es transportado por bus privado, por favor asegúrese que sean recogidos a tiempo. No hay supervisión para los estudiantes después de las 2:15 y 3:15 PM respectivamente ni en la mañana antes de las 8:00 AM. La seguridad de todos los estudiantes es nuestra mayor preocupación y esperamos que usted comprenda porque los niños deben ser supervisados en todo momento. Adicionalmente, se les pide que sigan las siguientes reglas de seguridad mientras dejen y recogen a sus hijo/a.

AUTOS: Toda persona que maneje cerca de la escuela debe tener mucho cuidado y recordar estas reglas:

- ✎ Los letreros de velocidad deben ser obedecidos
- ✎ Todas las reglas relacionadas a las áreas de autobuses y de dejar/ recoger a los niños deben ser respetadas.
- ✎ Los conductores deben seguir las señales de tráfico. Las vueltas en “U” no son permitidas en la calle.
- ✎ Todos los estudiantes deben entrar y salir de los carros desde la acera. No le indique a los niños que crucen la calle. Tenga mucho cuidado en las vías circulares de la escuela.
- ✎ Los estudiantes deben cruzar las calles solamente en las áreas designadas.

BICICLETAS: Las siguientes reglas deben ser obedecidas:

- ✎ Un solo conductor por cada bicicleta.
- ✎ Los niños deben llevar su bicicleta caminando en las áreas del colegio y para cruzar la calle.
- ✎ Las bicicletas deben tener un candado para asegurarlas enfrente de la escuela.

AREAS DE ESTACIONAMIENTO: Los padres que se encuentren esperando la salida de sus hijos no deben bloquear las vías circular y semicircular, o entrar al estacionamiento para la facultad.

NIÑOS QUE CAMINAN A LA CASA: Los niños que caminan a la escuela y de la escuela a su casa deben estar bien informados acerca de la ruta que deben tomar. Por favor instruya a sus hijos que caminen con cuidado. Todos los niños deben cruzar las calles por las áreas designadas y respetar luces de tráfico.

ENFERMEDADES Y MEDICAMENTOS

Nunca cesaremos de enfatizar la buena asistencia, pero los niños no deben ser enviados a la escuela cuando se encuentren enfermos. Si los niños se enferman durante las horas escolares, son mandados a la clínica donde serán vistos por el enfermero y descansarán hasta que se encuentren bien para volver a su clase. Los estudiantes que estén muy enfermos para regresar a la clase, tendrán que ser llevados a su casa por sus padres o por alguna persona identificada en la tarjeta de emergencia. Asegúrese que el colegio tenga toda la información de emergencia, para facilitar el contacto con los padres o guardianes y evitar retrasos en la atención médica necesaria.

Como política de la directiva de las escuelas del condado de Dade, el personal de la escuela esta permitido administrar medicinas solo de acuerdo a la receta medica. El doctor **DEBE** llenar una planilla especial para poder administrar la medicina al niño. Esta planilla se encuentra disponible en la oficina de la escuela.

EVALUACIONES

Un programa comprensivo de exámenes, suplementado por exámenes preparados por los maestros/as, incluye el FCAT y SAT. Los padres están invitados a revisar los resultados de estas con el personal de la escuela. Las

evaluaciones psicológicas están disponibles para aquellos estudiantes que han demostrado la posible necesidad de ser colocados en clases especiales. Estos estudiantes son identificados por sus maestros. Se convoca una reunión para estudiar el caso del niño. El Equipo de Apoyo Escolar (SST) compuesto por personal de la escuela y los padres se reúnen para discutir el rendimiento del estudiante y hacen recomendaciones para cambios en el programa educacional del niño. Estas evaluaciones son hechas en la escuela por el psicólogo escolar y con el permiso de los padres.

EXCURSIONES

Las excursiones amplían la experiencia de aprendizaje de los niños. Todos los viajes serán diseñados de acuerdo a la edad del estudiante y estarán relacionados con temas estudiados en la clase. Se requiere permiso de los padres para que los niños participen en las excursiones. El formato de permiso será enviado a la casa por el maestro y debe ser devuelto en no menos de dos días antes del viaje, de otra manera, al estudiante no se le permitirá participar en la excursión. El costo de transporte, la entrada, y la comida debe ser proporcionado por los padres, y será planificado al menor costo posible. **Una vez pagado este dinero, no podrá ser devuelto.**

EXPEDIENTES DE LOS ESTUDIANTES

Los padres tienen el derecho a inspeccionar y revisar los expedientes de su hijo / hija y también a obtener copia de ellos. El personal de la escuela le dirá como usted puede solicitar la revisión de todos estos documentos.

H-K

HORARIO DE LA ESCUELA






Su hijo/a debe ser dejado y recogido a tiempo. El horario de la escuela es el siguiente:

8:30 – 2:00	Pre-K, Kindergarten y primer grado
8:30 – 3:00	Segundo a quinto grado (L, M, J, V)**
8:30 – 3:00	Estudiantes de “Connections” de Primer Grado**
**2:00	Salida temprana los miércoles, TODOS LOS GRADOS

L

LESIONES

Los siguientes procedimientos serán seguidos para asistir a los niños lesionados:

-  El maestro debe mandar al estudiante a la oficina si la lesión es mínima.
-  El maestro notificará a la oficina si el estudiante no se puede mover.
-  Primeros auxilios serán administrados por el enfermero de la escuela.
-  Los padres o la persona designada en la tarjeta de emergencia, serán notificados sobre la lesión.
-  El Escuadrón de Rescate de Emergencia será llamado para casos críticos.

LIBROS INSTRUCTIVOS/ EQUIPOS/ MATERIALES/ UTILES

Libros de texto, algunos materiales suplementarios, y libros de la biblioteca son comprados con dinero de impuestos. La escuela también provee una gran variedad de materiales adicionales y equipos instructivos. Recomendamos especialmente que los estudiantes comprendan que los libros y materiales son caros y deben ser cuidados apropiadamente. Habrá cargos por daños a los libros, o materiales perdidos.

M-N

MATRICULA

Los padres que van a matricular a sus hijos en una escuela del Condado de Dade por primera vez deben tener ciertos formatos. Los niños serán asignados a una clase en cuanto la matricula esté completa. Los estudiantes que empiezan kindergarten deben de haber cumplido 5 años antes del 1^{ro} de septiembre. Los estudiantes que empiezan primer grado deben de haber cumplido 6 años antes del 1^{ro} de septiembre.

MENSAJES

Mensajes telefónicos no podrán ser llevados a los niños en sus clases. Esta medida es para eliminar las interrupciones a las clases y para la protección de su hijo. Nosotros no podemos identificar adecuadamente a los padres o familiares por teléfono. Las emergencias serán tratadas individualmente.

O

OBJETOS PERDIDOS

Por favor asegúrese que el nombre de su hijo este escrito en sus loncheras, billeteras, carteras, suéteres etc. Muchos de estos artículos son perdidos cada año. Los artículos encontrados alrededor de la escuela son llevados

a la oficina principal, donde los dueños pueden reclamarlos. Aconsejamos que los padres no permitan que sus hijos lleven a la escuela joyas costosas o dinero adicional a lo necesario.

P-R

PROCEDIMIENTO PARA DIAS DE LLUVIA

En los días de lluvia los estudiantes se reunirán en la cafetería. Instruya a su hijo/a sobre lo que tiene que hacer los días de lluvia a la hora de salida. **NO LE DIGA A SU HIJO / HIJA QUE LO LLAME.** Haga sus arreglos para los días de lluvia con tiempo.

PROGRAMA DE PRE-KINDERGARTEN

Nosotros ofrecemos un programa de Pre-K y de Kindergarten pagado por los padres. Esto significa que nuestro personal y los materiales utilizados en el programa se pagan con la cuota de los padres. Los estudiantes que participen de este programa deben de haber cumplido 3 y 4 años antes del 1ro de septiembre, y el número de estudiantes que podemos tener en el programa es limitado por las regulaciones del Distrito. Llame a la oficina principal para más detalle acerca de este programa. El programa de cuidado por la mañana está incluido en el programa de Pre-K. El cuidado por la tarde es un dólar al día, por estudiante, y el pago será hecho cada dos semanas.

S


SALIDAS TEMPRANAS

Cuando sea necesario recoger a su hijo temprano, el padre o apoderado debe acercarse a la oficina a firmar la salida. La salida temprana solamente será hasta las 1:30 PM. para los estudiantes en grados Pre-K a primero. La salida temprana solamente será hasta las 2:30 PM para los estudiantes en grados 2do - 5to. Los miércoles la salida temprana será solamente hasta las 1:30pm. Todas las personas recogiendo niños deben estar preparados para mostrar una identificación apropiada. Los niños serán entregados solo a las personas que están autorizadas en la tarjeta de Contactos de Emergencia.

SEGURIDAD

La seguridad de nuestros estudiantes es trabajo de todos. Para que nuestros niños estén protegidos y seguros, cada uno de nosotros debe cooperar siendo paciente y cuidadoso todo el tiempo.

 **Por favor mire la sección de Dejar y Recoger a los Estudiantes.**

 El servicio de patrulla de seguridad esta en función de 8:00 AM a 8:25 AM y 10 minutos después de la hora de salida. Los miembros de esta patrulla ayudan a seguir las reglas de seguridad a las horas de entrada y salida de la escuela. Ellos llevan a los niños pequeños desde el área de entrada del colegio hasta el cobertizo de educación física antes de las 8:20am. y a las clases si es después de esta hora. La mejor hora para los estudiantes llegar a la escuela es entre 8:00 AM y 8:20 AM para asegurarse que su hijo entre al edificio antes de que las puertas se cierren a las 8:30 AM. Después de esta hora, la única entrada abierta será la principal.

SEGURO DE ACCIDENTES

La salud y el bienestar de su hijo son importantes para nosotros. Usted puede comprar un seguro para cubrir accidentes en el caso de que su hijo sufra un accidente en la escuela o en una excursión y necesite primeros auxilios inmediatamente. Usted puede comprar cobertura para eventos escolares solamente o cobertura de 24 horas. Información sobre este seguro será enviada a la casa con cada uno de los estudiantes a principios de año, y estará disponible en la oficina de la escuela en todo momento.

SERVICIO DE COMIDA

El programa de desayuno es de 7:45am. - 8:15am. Consulte con el maestro de su hijo para su horario de almuerzo. Los costos de la comida son:

PRECIO COMPLETO DE LA COMIDA:		PRECIO REDUCIDO:	
Desayuno de estudiante	gratis	Almuerzo	0.40
Desayuno de adulto	2.00		
Almuerzo de estudiante	1.75		
Almuerzo de adulto	3.00		

Nuevas planillas para almuerzos gratis o de costo reducido deben ser llenadas todos los años. Los almuerzos y desayunos de costo reducido deben ser pagados semanalmente en el primer día de la semana. Los almuerzos de costo completo también pueden ser pagados el primer día de la semana o con dos meses de anticipación, y

nosotros le recomendamos tomar ventaja de este servicio. Los padres pueden pagar en el sitio web www.paypams.com.

SERVICIOS DE SALUD

Todos los estudiantes de Kindergarten y nuevos a la escuela, en primer, segundo y cuarto grado son examinados para detectar si hay algún problema de salud. Adicionalmente, el cabello de los estudiantes será revisado periódicamente. Las escuelas del Condado de Dade tienen una política de “no liendras” que significa que los estudiantes que tengan piojos no serán admitidos en clase si todavía tienen liendras.

T-U

TARDANZAS

No aceptamos tardanzas. Por favor cerciórese de que su hijo/a venga todos los días a tiempo. Nuestra primera campana toca a las 8:20 y la final a las 8:30 AM. Tardanzas excesivas resultan en un castigo para el estudiante. Empleados de la oficina los acompañarán a clase.

TAREAS

Las tareas son una parte integral del programa de estudios de Wesley Matthews Elementary, y queremos que la tarea sea significativa. Algunas veces, se asignarán actividades que proveen práctica en una habilidad nueva o repaso de habilidades ya adquiridas. Otras veces, la tarea será un proyecto especial que requerirá participación de la familia. Las tareas son de acuerdo a las necesidades de cada estudiante y les tomará un tiempo razonable. Generalmente, un niño de kindergarten y primer grado debe tomar 30 minutos todos los días en su asignación. Un niño de segundo y tercer grado debe tomar 45 minutos al día en su asignación. Los niños de cuarto y quinto grado deben tomar 60 minutos todos los días en la tarea asignada. **Todos los estudiantes deberán leer por un período de 30 minutos cada noche como parte de nuestro nuevo programa de Lectura Comprensiva.** El cumplimiento de las tareas asegura que el niño progrese académicamente y lo ayuda a crear responsabilidad e independencia en sus hábitos de estudio.

TELEFONO

El colegio esta equipado con teléfonos que ayudan en las transacciones pertinentes para la escuela. Nuestras líneas se deben mantener desocupadas para este propósito. Los niños deben usar el teléfono solo para emergencias y cuando tienen permiso del personal de la escuela. No podemos aceptar mensajes individuales para los niños para no interrumpir su programa instructivo.

TRANSFERENCIA / RETIRO

Los padres de los estudiantes que se van a transferir a otra escuela en el Condado de Dade deben solicitar la transferencia en la escuela en la cual su hijo/a esta matriculado en ese momento. Alguna verificación del cambio de dirección debe ser presentada por los padres. Dos de los siguientes documentos pueden ser utilizados: Prueba legal de la compra de una propiedad, prueba del alquiler de una propiedad, cuenta o recibo de la compañía de electricidad o agua.

Los padres de estudiantes que se van a transferir fuera del Condado de Dade deben contactar a la persona encargada de la asistencia, pero la verificación del cambio de dirección no es necesaria. Si es necesario que usted retire a su hijo/a de la escuela, la escuela debe ser notificada con un mínimo de un día de anticipación. Esto le dará el tiempo necesario a la maestra para completar el expediente del niño/a y a la persona encargada de la asistencia a llenar los formatos de transferencias y cualquier otro documento. Se requiere que los padres firmen un permiso especial para que la oficina pueda mandar todos o parte de los documentos, récords, y transcripciones del estudiante fuera de las escuelas de Condado de Dade. Los récords serán procesados y mandados lo más rápido posible.

V-Z

VISITANTES

Cuando visite a la escuela por cualquier motivo, por favor repórtese a la oficina donde le darán un pase para que después pueda ir a las clases, cafetería, etc. Esto es para protección y beneficio de los niños.

VOLUNTARIOS

Los voluntarios de la escuela brindan mucha ayuda y apoyo para los estudiantes y las maestras. Si usted puede dedicar una o dos horas a la semana, por favor póngase en contacto con la escuela. Cada voluntario debe llenar un formato desde el primer día. Los voluntarios también necesitan firmar a la hora de llegada y salida en un libro especial en la oficina, para nosotros saber su paradero.

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) at Title I schools, assists school-sites, the District and Regional 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:

- *Title I Program Parent Notification Letter
- *Title I School's District Wide Parental Involvement Policy
- *Title I School-Parent Compacts
- *Supplemental Educational Services (SES) (*varied documents*)
- Parent Orientation Meeting -- "Open House"
- Title I District Advisory Council (DAC)
- Title I Regional Centers Parent Advisory Council (PAC)
- Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless, Inc. (CPHI)
- 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

RESOURCE CENTERS:

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Parent Resource Center (Opening in the Fall of 2008)

Title I Parent Resource Center – North
(located inside Northside Shopping Center)
7900 NW 27th Avenue, Suite F9
Miami, FL 33147

Title I, M-DCPS Office of Parental Involvement and Nova Southeastern University Partnerships -- Parent Resource Centers:

Miami-Dade County Public Schools
Office of Parental Involvement
1450 NE 2nd Avenue, Suite 216
Miami, FL 33132

Florida School Choice North Parent Resource Center
Nova Southeastern University
1750 NE 167th Street, Room 166-B
North Miami Beach, FL 33162

Florida School Choice South Parent Resource Center
Nova Southeastern University
8588 SW 124th Avenue, Room 420
Kendall, FL 33183

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 ask to see the current school year's Title I Administration Handbook at your child's school site, or visit www.title1.dadeschools.net.

SCHOOL BOARD RULE 6Gx13- 1B-1.012

PARENTAL INVOLVEMENT -- A HOME-SCHOOL-DISTRICT PARTNERSHIP

The School Board of Miami-Dade County recognizes that strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement.

This school board policy creates a collaborative environment in which the parents and families of our students are invited and encouraged to be involved stakeholders in the school community. It establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents (e.g., by providing paper copies, electronic copies, or other appropriate means of distribution).

In this rule, the term "parent" refers to any adult--mother, father, older sibling, aunt, uncle, grandparent, guardian/foster parent, mentor—who plays a significant role in the care of a student or students enrolled in Miami-Dade County Public Schools (M-DCPS). Although parental involvement is the specific focus of this policy, it is recognized that all those concerned with the education of students must work together cooperatively to meet the needs of students.

When the term "school" is used in this Board rule, it is used in the broadest possible sense. It refers not only to the customary kindergarten through grade 12 programs, but also to the early childhood, adult education, and community schools' programs.

I. PARENT RESPONSIBILITIES

A. Parents as Their Children's First Teachers. The importance of parents as teachers shall be recognized by parents and supported by the school. Schools will provide parents with the appropriate support and assistance needed in understanding and meeting the expectations of this role. Parents are expected to:

- Set guidelines and clear expectations of good behavior and academic performance;
- Ensure that their children have a quiet place and time to read, study, and complete homework;
- Discuss daily work assignments, progress reports, and report cards with their children;
- Ensure that their children attend school on time every day and promptly report any absences or tardiness;
- Communicate with the school through written and electronic messages, telephone, and/or conference meetings;
- Ensure that their children have the materials needed to complete class work and home learning;
- Take an active part in school activities, such as Back-to-School Night, PTA meetings, participating in workshops, and parent/student activities, etc.;
- Keep their children healthy by ensuring that they get enough sleep, appropriate nutrition, and medical care;
- Bring to the attention of appropriate school personnel any problem or condition that negatively affects their children, or other children in the school community;
- Help their children develop a good self-image by providing care, discipline, support, interest, and concern;
- Provide the school with current and accurate home, work, and emergency contact information; and
- Foster in their children a positive attitude towards school and learning.

B. Parents as Advisors, Advocates and Participants in Decision Making.

- **Advisors.** Parents are encouraged to participate in and influence decisions, raise issues or concerns, appeal decisions, and resolve problems.

- **Advocates.** Parents are encouraged to become advocates for children on issues that affect children. They are urged to join and take a leadership role in a PTA, PTSA or other parent organization.

- **Educational Excellence School Advisory Councils.**

Parents must be elected to serve as active members of Educational Excellence School Advisory Councils (EESAC) and in other important decision-making bodies, where required by state and federal statutes.

This will include the involvement of parents in the development of the Local Educational Agency Title I Plan required under section 1112 of *The No Child Left Behind Act of 2001* as well as their involvement in the process of school review and improvement required under section 1116 of the Act.

- **Title I School-Parent Compacts.** In each school implementing the Title I program, parents shall jointly with the school develop the annual Title I School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This compact will also identify how the school and parents will build and develop a partnership to help children achieve the State's high standards.

- **Title I School's Parental Involvement Policy.** In each school implementing the Title I Program, parents shall jointly with the school add language to the existing M-DCPS School Board Rule 6Gx13- 1B-1.012, Parental Involvement – A Home-School-District Partnership, to describe how the school will carry out the parental involvement requirements in Section 1118 of *The No Child Left Behind Act of 2001*.

This amended document will serve as the Title I School's Parental Involvement Policy. Additionally, parents in the Title I Program shall be involved in the annual evaluation and redesign of the content and effectiveness of this document, in efforts towards improving the academic quality of the school.

II. SCHOOL LEVEL STRATEGIES AND RESPONSIBILITIES

- A. Parent Outreach Liaisons.** Each school principal will identify one or more individuals who will serve as a liaison to all parents in the school community. Responsibilities include: assessing the needs of parents; communicating this

information to the school's principal and the school's advisory group(s); and informing parents of school and District services, offerings, and programs in their primary language. This individual may be a Community Involvement Specialist, another staff member, or a Certified Volunteer.

- B. Space for Parents.** School principals will provide a Parent Resource Center as a place for parents to meet, post, and review current bulletins, and exchange information.

- C. Access to Schools.** Reasonable efforts will be made to make the school building a welcoming place, clearly accessible to parents. Parents are expected to recognize, however, that their right to access does not transcend the rights of students and teachers to an orderly educational environment.

- D. Sensitivity to Exceptionalities.** Reasonable efforts will be made to assist parents in understanding the needs and rights of their children. Reasonable efforts should be made to assist school personnel, students and parents in understanding the needs and rights of children with different exceptionalities.

- E. Accommodations for Parents.** School personnel should utilize flexible and creative methods to accommodate the schedules of parents, and, with the assistance of businesses, agencies and organizations, to encourage participation by addressing the need for child care, transportation and other resources. Every reasonable accommodation should be made for School Board employees who are parents to participate in the education of their children.

- F. Communication.** Communication between parents and the school shall be encouraged at all grade levels, including regular parent/teacher communication, and providing parents with meaningful scope of student work. Reasonable efforts will be made to communicate with parents in their primary language.

The mode of communication should also be adjusted when necessary to promote comprehension, acceptance, and trust. Additionally, schools implementing the Title I Program will distribute annually to parents, at the onset of the school year, the Title I Program Notification Letter, in a format, and to the extent practicable, in a language such parents understand.

- G. Parent Orientation.** Schools will conduct orientation meetings that provide information about school procedures and programs as well as opportunities for active participation. Additionally, schools in the Title I Program should conduct an initial Orientation Meeting at the onset of the school year (which may be held during the Open House meeting/orientation) to inform parents of their school's participation in the Title I Program, to explain the parental requirements in Section 1118 of *The No Child Left Behind Act of 2001*, and to explain the Rights of the Parents to be involved.

- H. Educational Excellence School Advisory Councils.**

Schools must ensure that parents are included as active members of Educational Excellence School Advisory Councils and other important decision-making bodies as required by federal and state statute. To ensure that parents are knowledgeable about this involvement, all parents must receive information regarding the role of EESAC, meeting schedules, and parent elections. With the support of the EESAC, principals will develop and support strategies that facilitate opportunities for all parents to be involved in at least one support activity during the course of the year.

I. Title I School-Parent Compacts. Each school implementing the Title I Program shall ensure that parents in the Program are involved in jointly developing, and that they receive, the annual Title I School-Parent Compact as required in Section 1118(d) of the *No Child Left Behind Act of 2001* that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

J. Title I School's Parental Involvement Policy. In each school implementing the Title I Program, parents shall jointly with the school create a policy which incorporates the existing M-DCPS School Board Rule 6Gx13- 1B-1.012, Parental Involvement – A Home-School-District Partnership, and which describes how the school will carry out the parental involvement requirements in Section 1118 of *The No Child Left Behind Act of 2001*. This amended document will serve as the Title I School's Parental Involvement Policy. Additionally, parents in the Title I Program shall be involved in the annual evaluation and redesign of the content and effectiveness of this document, in efforts towards improving the academic quality of the school.

K. Learning Opportunities for Parents. With the assistance of The Parent Academy and other appropriate District offices, schools should identify and implement community centered, parent friendly programs and affiliations for parents to learn. The learning opportunities should target appropriate student age levels, including the needs of children from birth to age six as well as the developmental and cognitive needs and expectations of students. Additional learning opportunities should be provided for young adults, including those who are already parents, to learn how to be effective parents.

L. Volunteers and Tutors. Principals should utilize the special knowledge, abilities, talents, and cultural experiences of parents to enhance school activities and experiences. In order to maintain a strong volunteer program, principals will identify staff who will actively recruit, train, appropriately place, support, and monitor parents in instructional and extra-curricular programs. Volunteer procedures and forms will be made available throughout the year.

M. Resources for Parents. In order to assist parents, resources should be made available for check-out at the school site, such as: audio/visual, print, computer, and web-based programs; "how-to" programs broadcast on educational television and radio; pamphlets and books developed especially to aid the parent-as-teacher; copies of course schedules and homework assignments; lists of grade level and course objectives; testing guidelines; and schedules. Additionally, the Title I Handbook should be made available for check-out to parents of students in the Title I Program.

N. Advocacy. Schools, Regional Centers and the District will support parents to become advisors and advocates for their children. They will provide understandable, accessible, and well-publicized opportunities as well as information about student and parent responsibilities and rights in order that parents may advocate effectively. Regional Parent Liaisons will provide information and assistance to parents of children with exceptionalities.

III. DISTRICT LEVEL STRATEGIES AND RESPONSIBILITIES

A. District Parent Resource Office. The Office of Parental Involvement functions as a liaison with parents to provide a District level point of communication for referral and direction on parental involvement issues. It is the primary responsibility of this office to promote parental involvement, facilitate implementation of this policy, and maintain contact with various groups and individuals representing parents. The office will assist other programs in the implementation of parent involvement strategies. These programs will include The Parent Academy, Early Childhood Programs, Bilingual Parent Outreach Program, State and District-run Voluntary Pre-kindergarten (VPK) programs, and Title I Administration.

B. Parent Involvement Training. The Office of Parental Involvement, in cooperation with The Parent Academy, Title I Administration, and other appropriate District offices, where applicable, will develop and provide training programs to give parents the information, tools, and resources on how to be successful advisors, advocates, and partners in the decision-making process. The training programs must include assistance to parents to understand such topics as the Sunshine State Standards, the FCAT and other assessments, the requirements of *The No Child Left Behind Act*, ways to monitor a child's progress, and

ways to work with educators to improve student achievement. The District should also facilitate parent-to-parent training programs.

C. Support for Parental Involvement Strategies. Through the Office of Parental Involvement, The Parent Academy, Title I Administration, and other appropriate District offices, the District shall provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance as well as to build the schools' and parents' capacity for strong parental involvement as defined in the No Child Left Behind Act, section 1118. Additionally, schools implementing the Title I Program will receive support and assistance through the following Title I components: parental District Advisory Council's general and executive board meetings, the Parent Outreach Program, Community Involvement Specialists, Parent Advisory Councils, and District and school-site Parent Resource Centers.

D. Support for Communication. Appropriate District offices will develop and implement effective communication methods to ensure that all families, regardless of income, ethnic background, or language, receive and share school-to-home and home-to-school communications. Additionally, Title I Administration will provide to schools implementing the Title I Program the sample Title I Program Notification Letter, to be distributed to their parents annually, at the onset of the school year.

E. Staff Training. Training procedures should include the importance of parental involvement. Training programs will be identified by the Office of Parental Involvement, Title I Administration, The Parent Academy, and other appropriate District offices, to assist personnel in acquiring techniques that promote effective communication with parents and the cultivation of parental involvement.

F. Resource Guide. A resource guide will be developed for school staff members, parents, and the community, to include best practices and a directory of contact information for programs, and persons with expertise in the area of parental involvement. Additionally, the Title I Administration Handbook is an appropriate resource to support schools implementing the Title I Program, in this area.

G. Title I School-Parent Compacts. Title I Administration will ensure that all schools participating in the Title I Program jointly with parents develop the annual Title I School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Title I Administration will assist with ensuring that schools distribute the Compacts to all parents in the Title I Program.

H. Title I District Wide Parental Involvement Policy. School Board Rule 6Gx13- 1B-1.012, Parental Involvement – A Home-School-District Partnership, serves as the District Wide Parental Involvement Policy required by *The No Child Left Behind Act of 2001* for schools implementing the Title I Program. This Policy has been developed jointly with, and agreed upon by, parents of children participating in the Title I Program. Title I Administration will assist in ensuring that this Policy is distributed to all parents in the Title I Program.

I. Evaluation. The Office of Parental Involvement and the Family and Community Involvement Advisory Committee, on which the majority of the members are parents, will annually assess the implementation of the Parent Involvement Policy, using outcome-based data, including, but not limited to, the School Climate Survey and the Parent Benchmarks Survey, and will make written recommendations for improvement. This assessment will identify barriers to greater participation by parents in parental involvement activities, with particular

attention to parents who are economically disadvantaged, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings of the evaluation will be used to design strategies for more effective parental involvement and to revise existing parental involvement policies.

J. Business Involvement. The active cooperation of the community's businesses, agencies, organizations, and postsecondary institutions will be sought to partner with the District to provide on-site opportunities for parents to learn more about the school district, the educational needs of students, and about parenting in general. These entities may be asked to partner with the district to provide educational experiences at the school sites. Members of the community will be encouraged to assist students by participating in programs such as Listeners, Mentors, and Role Models. Businesses will be encouraged to provide flexible time or release time for employees to visit their children's school. The District will establish a program to designate businesses as "school friendly" when they meet established District criteria.