



PARENT & STUDENT HANDBOOK

2018-2019

**15130 S.W. 80th Street
Miami, Florida 33193
305-386-0800
www.pinecrestacademysouth.com**



Dear Parents and Students,

Welcome to Pinecrest Academy South Charter School. On behalf of the administration, faculty and staff, we assure you that we are committed to providing an innovative challenging curriculum in a learning environment that promotes individualized instruction and academic success for all of our students.

Your collaboration is essential in promoting our school's mission as we continue to place an emphasis on the core values of a true Pinecrest Pirate (Passionate, Inquisitive, Respectful, Assertive, Team Players that are Empathetic) while fostering a culture of high expectations that develop our students into safe, responsible and respectful individuals.

While flexibility and innovation are at the core of how we operate, we also believe that high standards and character development are important for providing clear guidelines for students. This handbook outlines our policies and procedures, which are intended to be clear but still allow students plenty of room for self-expression, creativity, growth and exploration. Please take some time to review this handbook. The handbook also resides on the website for your reference throughout the school year, and we will notify you during the school year of any updates to this handbook.

We update the handbook every year to reflect changes in our policies and the changing world in which we live. In addition, you may find routine updates posted on the school's website. If a major policy revision is made, you will be informed. We urge you to participate in this process by offering your suggestions and raising any concerns you have about any topic documented in this handbook. Please submit electronic mail to me or any member of the administrative team to share your thoughts.

Thank you for keeping the dialogue going and working with us to ensure the ongoing commitment we all have to create the best environment for our students to discover the joy of learning. We are looking forward to a rewarding and exciting new year.

We are honored and thank you for selecting us as your *School of Choice!*

Elaine Clemente

Principal

CHARTER SCHOOL INFORMATION

Charter schools are non-profit, self-managed, entities that enroll Miami-Dade County public school students. They must be approved and monitored by the local school board, yet they are run independently. Charter schools are funded by state and local monies and are open to any student residing in the Miami-Dade County School District who would otherwise qualify to attend a regular elementary or middle school in Miami-Dade County. Charter school students are Miami-Dade County public school students, subject to applicable policies.

ADMINISTRATION TEAM MEMBERS

Elaine Clemente, Principal
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STUDENT SERVICES

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OFFICE STAFF

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GOVERNING BOARD MEMBERS

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Procedures for adding items to the board meeting agenda and filing complaints: Board meeting schedules are posted outside of the main office. Items may be added to the board meeting agenda by contacting Kelly Mallon at (305) 669-2906 at least 5 days prior to a scheduled board meeting. Complaints may be filed by contacting Adri Lima at (305) 669-2906.

MISSION

Pinecrest Academy South Charter School will provide a safe and nurturing learning environment in which all students are able to master state and national standards. Through ongoing assessments, engaging activities, and collaboration with students and parents, we will achieve student success.

VISION

The core philosophy and vision of our Pinecrest family is to empower each student to succeed in life and contribute to society in a positive manner. We envision students who will make a lasting impact on peers, communities, and are conscious of their purpose in the world at large. In order to develop compassionate and empathetic students, we will provide a safe and nurturing environment where there is mutual respect among all members of our school community. Students will come to school prepared and eager to learn. By exposing our children to a diverse curricula and differentiated activities, we will develop life-long, intrinsic learners.

VALUES

Be a Pinecrest ...

Passionate

Inquisitive

Respectful

Assertive

Team player

Empathetic...and make a difference

SCHOOL EXPECTATIONS

Pinecrest Academy South is a Positive Behavior Support (PBS) school. Pinecrest Academy has implemented School-wide behavioral expectations have been created for students based on our School Expectations. In addition, a system of incentives and consequences has been implemented to ensure student success in maintaining our expectations. We expect all students to:

Be Safe

Be Responsible

Be Respectful.

SCHOOL HOURS

K – 1st	→	8:30 am – 2:00 pm
2nd – 3rd	→	8:30 am – 3:00 pm
4th – 5th	→	8:30 am – 3:30 pm

Wednesday Dismissal

1:30 pm

2:00 pm

2:30 pm

ARRIVAL PROCEDURES

Arrival time is from 7:45am to 8:30am. Students must be in their seats at the commencement of homeroom in the morning. Any student arriving after the commencement of homeroom will receive a tardy pass. Students arriving or departing outside of the School's designated times must be enrolled in the T.E.A.M.S. Before School Program. Parents will be responsible for the \$1.00 per minute service charge for students not previously enrolled. Please be advised that Pinecrest South is not responsible for students who arrive more than forty five (45) minutes prior to the start of school, except for those enrolled in and pay fees to the before-care-program.

- All vehicles must enter the school driveway, drive around the back rotunda and drop off students in the designated drop off/pick up areas only.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas.
- Students must not exit vehicles from the entrance lane of the school driveway or from 80th street.
- The rotunda in the front of the school will be used **exclusively** for bus drop off and pick up. Parents may not drive through, park or drop students off in this area.

DISMISSAL PROCEDURES

Students will remain with a faculty member 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time will be sent to the main office and issued a **late charge of \$1.00 per minute**. Students' departing outside of the School's designated times and who are not participating in a school-sponsored educational activity or club must be enrolled in the T.E.A.M.S. Aftercare Program. Please be advised that Pinecrest Academy is not responsible for students remaining on campus after the School's dismissal times, except for those who are enrolled and pay fees to the after-care program.

- Each student will receive two (2) color coded Silent Dismissal car decals. For safety reasons, students will not be released to vehicles without the decal.
- All vehicles entering the school driveway must display their car decal(s) on the **right** side of the vehicle dashboard.
- Vehicles will only be allowed to enter the school driveway **five (5) minutes** prior to their child's scheduled dismissal time.
- Students will be called via the online Silent Dismissal application to the pickup area where they will be escorted to their vehicles.
- Parents are discouraged from picking up students enrolled in the after care program during regular dismissal times.

In order to minimize disruption to the driveway dismissal, parents who walk to pick up their children will not be allowed to enter the building until **10-15 minutes** after their dismissal time. In addition, we ask that parents refrain from holding parent conferences during dismissal as this does not allow the teacher to provide adequate supervision to the students he/she is responsible for dismissing. Parents who walk to pick up their children **MUST** bring the Silent Dismissal decal. Students will not be released to parents without the decal.

The following acts are prohibited and may jeopardize student safety and the continuance of our Charter School contract:

- ◆ Parking along 80th street
- ◆ Dropping students off along 80th street
- ◆ Blocking the entrance/exit of any residential home or complex
- ◆ Stopping or standing at the left turn lane on westbound 80th Street and 151st Avenue

The school gates will open 5 minutes prior to student dismissal times, parents who arrive at the left turn lane before the gates are opened will be directed to make a U-Turn to maintain the flow of traffic.

In addition to the issuance of citations from local law enforcement, Pinecrest Academy South will implement the following consequences for violation of these rules:

1. Documented warning
2. Incident report
3. Administrative Meeting for Breach of Contract

BEFORE AND AFTER CARE

Pinecrest Academy has established before and after school care services to be available on campus. It is the parents'/guardians' responsibility to contract and pay for such services at their option and discretion. Sibling Care* is offered free of charge for students in 2nd - 3rd grade who have an older sibling in 4th or 5th grade. Please contact the school office for detailed information on how to register for the before and after school care program at our school.

Wednesdays

Before Care Hours:	7:00 a.m. – 8:00 a.m.	
After Care Hours:	2:00 p.m. – 6:00 p.m.	
Mini Care (K – 1 st grade):	2:00 p.m. – 3:00 p.m.	1:30 p.m. – 2:00 p.m.
*Sibling Care (2 nd – 3 rd grade):	3:00 p.m. – 3:30 p.m.	2:00 p.m. – 2:30 p.m.

Student insurance is available to students during the first week of the school year. Any student enrolled in the T.E.A.M.S. (Teaching, Enriching and Motivating Students) before and after care program must purchase the student insurance.

Pinecrest Academy South offers a variety of extracurricular activities, clubs, sports, and outsourced activities. Please visit our website for more information.

OUTSTANDING FEES

Failure to pay all outstanding fees may result in the loss and/or suspension of extra-curricular activity privileges. Fees may include but shall not be limited to: lost books, late library fees, lunch accounts, before/after care fees, and any and all fees which may accrue in the normal course of the school year.

ATTENDANCE POLICY

Attendance Policies

In accordance with School and District Daily Attendance policies, students must be physically present in school for a minimum of 2 hours in order to be counted as present for attendance purposes each day. For each day a student is absent, Parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences will be referred to the administration/Attendance Review Committee; Referrals will be issued after reaching the school's maximum allowance, and may result in the student's report card reflecting insufficient attendance for receiving a grade.

Pinecrest Academy South will abide by the following M-DCPS Student Attendance Reporting Procedures. Board Policy [5200](#) -Attendance, defines **Excused School Absence** as:

- *Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five consecutive days). 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, the student must be under the supervision of a health care provider in order to receive excused absences from school.*
- *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.*
- *Death in immediate family.*

- *An approved school activity (absences recorded but not reported).*
- *Other absences with prior approval of the Principal.*
- *Attendance at a center under Department of Children and Families supervision.*
- *Significant community events with prior permission of the Principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.*
- *Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed. The religious holiday must be listed on the district's approved list of religious holidays (see Exhibit #2, Page 45).*
- **Military Connected Students** – *M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.*
 - *The absences are to be preapproved by the school principal.*
 - *Students shall have a reasonable amount of time, to complete make-up work.*
 - *Attendance Corrections form (FM-5556 Rev. 12-07) will be sent to Federal and State Compliance Office, via Self Service at <http://selfservice.dadeschools.net> for processing*
- *School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State and national competitions.*
- *Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.*
- *Outdoor suspensions.*
- *Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.*

Course Make-up for Excused Absences

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Unexcused Absences

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 with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

Course Make-up for Unexcused Absences

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

Tardies

All tardies are unexcused. Any child who is not in their classroom by 8:30 a.m. will be marked "TARDY". If students arrive after the commencement of school, please do not send the student to class. Students arriving after the commencement of school must report directly to the main office to obtain a tardy slip in order to be admitted into their classroom.

Students that are tardy are not eligible for perfect attendance certificates.

Early Dismissal

For a student to be dismissed early, parents must report to the main office. Students who wish to be dismissed early (on a regular school day) are required to provide documentation. Documentation submitted more than 72 hours after an early dismissal will not be accepted, and the early dismissal will be deemed unexcused. **Students will not be dismissed 30 minutes prior to dismissal time without previous written notice. There are NO EXCEPTIONS! Students that dismiss early are not eligible for perfect attendance certificates.**

Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown in order to release a student from the premises. It is the parent's responsibility to come to the main office and add that person to the emergency contact card for subsequent days.

Excessive Absences/Tardies/Early Dismissals

A *Warning Notice of Excessive Absences/Tardies/Early Dismissals* will be sent home for students who are in danger of exceeding the school's maximum allowed absences or tardies/early releases. A *Student Case Management Referral (SCM)* will be issued when students accumulate:

- 10 or more unexcused absences
- 10 or more excused absences
- 10 or more tardies/early dismissals

Students exceeding the School's maximum allowed tardies/early dismissals/absences will be referred for a meeting with the School's Attendance Review Committee. Maximums are as follows:

- 10 absences (excused or unexcused)
- 20 tardies and/or early dismissals

Withdrawals

Please notify the school office of your child's withdrawal or transfer at least one day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school.

SCHOOL LUNCH

Students may bring their lunch to school in the morning or purchase lunch from the cafeteria. The cost for meals for the 2018-2019 school year is as follows:

Regular:

Breakfast: \$2.00
Lunch: \$3.25

Reduced:

Breakfast: \$0.30
Lunch: \$0.40

The National School Lunch and School Breakfast Programs as administered by Pinecrest Academy South provides 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.

Students who do not bring lunch and/or lunch money will be provided with a school lunch and will be required to pay the money owed on the following day. After 3 days of non-payment, students will be provided with an alternate meal for lunch. It is the parent's responsibility to monitor the student's lunch account and make sure that the student has sufficient lunch money. **In order to minimize classroom interruptions, parents may not drop off lunch, homework or other items for their child during school hours.**

SCHOOL SAFETY AND SECURITY

Pinecrest Academy South Charter School has plans and procedures in place to protect your child and communicate with you in the event of an emergency. Our administration works with school staff, local law enforcement and other public health and safety leaders to make our campus a safe place to learn. To protect our students and staff, Pinecrest Academy South is outfitted with electronic security systems including burglar alarms, digital video recorders, and access controls.

Accidents

Parents will be notified immediately in case of illness or serious accident. In the event that a parent cannot be contacted, the person(s) named on the emergency contact cards will be called. **Please review and update your child's emergency contact card to ensure accuracy.** Please notify the office immediately of any accident or injury that occurs during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify the school of any chronic condition your child may have.

Florida KidCare Health Insurance

Getting health insurance for your children before they become sick is very important. Florida *KidCare* is a comprehensive health insurance for children from birth to age 18 who are uninsured. Any family can apply; the amount you pay is based on income and family size. Most families pay \$15 or \$20 each month or nothing at all. Many non-citizen children may qualify. Services include: Doctor Visits, Check-ups and Shots, Hospital and Surgery, Vision/Hearing, Mental Health, Prescriptions, Emergency Services and Dental

Florida KidCare accepts applications all year. No interview is required. You can apply online at www.floridakidcare.org and click "Apply Online Now". If you would like assistance, please visit the school or call 1-888-540-5437, or call The Parent Academy (305) 995-2680.

Visitors

FOR THE SAFETY OF ALL OF OUR STUDENTS, **All visitors** must report to the main office to obtain clearance from our CONCIERGEpad Secure student and visitor management. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Pinecrest Academy South will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

All special events and activities must be pre-approved by the administration. Birthday party celebrations including treats for students are not permitted during school hours.

Independently Contracted Services

In order to minimize disruption to the learning environment, Pinecrest Academy South cannot accommodate independently contracted services for students from outside agencies during the school day. These services include, but are not limited to psychological counseling and other related services that are not documented on a student's Individual Education Plan.

Incidents on or near School Campus

Pinecrest Academy South Charter School has set up emergency plans and has a School Safety Team that focuses on prevention and reaction to incidents. Furthermore a School Safety Team provides support to students and staff after an incident. If there is a potential threat or unsafe situation to a school, the school may go on "lockdown" to protect students, staff and visitors.

School Closings and Delays

As with inclement weather, community incidents may require us to cancel classes, open schools late or close them early. In such a situation, the following plan goes into effect.

- The school's Critical Incident Response Team (CIRT) will monitor and manage the situation.

- The school's website will post the announcement of the closing, delay or early dismissal.
- We will notify media outlets.
- If classes are canceled or dismissed early, all athletic and extracurricular events at the school will be canceled.
- Before/After-school programs will operate from an early dismissal to the regular closing time. Neither athletic and extracurricular events nor before/after-school programs will operate if the school is closed.

PARENT TO SCHOOL COMMUNICATION

Conferences with individual teachers can be arranged by contacting the teacher via email or leaving a phone message. A response should be expected within 24 hours. Conferences can be scheduled before school, after school or during a teacher's planning time. Conferences with teachers during arrival, dismissal or classroom instruction may impede the teacher's ability to effectively supervise his/her students.

Always attempt to resolve any school based concerns/conflicts with your child's teacher first. If you are unable to resolve issues or conflicts with your child's teacher you may contact the main office to schedule an appointment with the school counselor or administration.

Please notify us immediately if:

1. Your address or contact information has changed
2. You wish to update your child's emergency contact information
3. Your child has developed a communicable disease
4. You will be out of town
5. If there is a change in transportation

We will not allow a child to deviate from their regular departure routine without written verification.

AUTHORIZATION FOR MEDICATION

Miami-Dade County School Board policy "prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s)."

In order for medication to be administered to your child, we must have an AFM (Authorization for Medication) form. This form is available in the office and must be kept on record. These forms must be completed by a pediatrician or a family doctor.

Medication must be in its original container labeled with the following information: the child's name, dosage, name of the drug, physician's name, and the name and phone number of the pharmacy that filled the prescription. Office personnel designated to dispense medication are required to count the number of pills the student brings to school and document it in the student medication log.

VOLUNTEER HOURS

Parental/Guardian involvement is a critical component of your child's educational success. Pinecrest Academy prides itself on the success of our students and therefore requires that parents/guardians become active stakeholders in their child's future. All Pinecrest Academy Parents/guardians are asked to complete thirty (30) volunteer hours, or the equivalent, per academic year. All parent/guardian volunteer hours must be completed prior to the last day of school. It is the responsibility of the parent to communicate with their child's teacher(s) to complete the hours.

****NEW THIS YEAR: All classes completing all the volunteer hours will participate in a special event/activity. All volunteer hours must be completed by May 25, 2018.

Hours will be divided evenly for siblings. (TWO siblings: 15 hours per classroom, THREE siblings: 10 hours per classroom, etc.) Please make sure donations and volunteer hours are evenly distributed per child attending Pinecrest Academy South.

Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the School Volunteer Registration Program and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, and assemblies. For overnight fieldtrips, additional requirements such as fingerprinting and drug testing will be necessary. Please keep in mind that parents chaperoning fieldtrips must not consume beverages containing alcohol. Children who are not enrolled at Pinecrest Academy are not permitted on campus during school hours and may not attend school field trips.

Parents may complete hours by any of the following:

- Become a P.A.L.S. member
- Attend P.A.L.S. meetings
- Assist with school events
- Classroom teacher assistance
- Field Trip chaperone**
- Donate supplies/food for school fundraising events
- Teacher Wish List donations
- Guest Speaker

**Parents who attend "Fee-based" field trips will receive volunteer hours for the time spent at the destination per student who attended. Fee-based field trips refer to trips in which parents must pay their way. In other words, the parent's fees are not included as part of the volunteer hours.

Procedures for volunteering on campus:

1. Visit www.pinecrestacademysouth.com under the Parent Tab to review procedures on how to obtain volunteer clearance from Miami-Dade County Public Schools through the Parent Portal.
2. Contact the classroom teacher to determine the date, location and approximate time of service.
3. The classroom teacher must provide the office staff with the volunteer information at least 24 hours prior to the visit.
4. Present valid identification to the office staff in order to obtain a visitor's pass.

In order to ensure the safety of all of our students, PARENTS/VISITORS WILL NOT BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS.

UNIFORM POLICY

The appearance of the members of the Pinecrest Academy family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance in helping your child comply with our rules.

Official School uniforms must be worn every day. Our uniform policy and dress code guidelines indicate appropriate school dress for normal school days. Pinecrest Academy South reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians.

Kindergarten – 5th Grade:

Girls: Navy, yellow, or white polo shirt with school logo embroidered
Khaki, plaid or navy blue "skort" or pants (NO SKIRTS)

Boys: Navy, yellow, or white polo shirt with school logo embroidered
Khaki or navy shorts or pants

Cold Weather Days: Jackets and sweaters are acceptable and must be solid navy blue with NO DESIGNER LOGOS. Navy blue sweatshirts, jackets, and sweaters are available at the uniform company. Solid white or navy turtlenecks, or long sleeve shirts and solid white or navy stockings underneath the uniform are acceptable.

Shoes: must be solid color (including socks, laces and soles) navy blue, black, brown or white closed toe shoes or sneakers with socks (no stripes, decor or logos). No boots, skate sneakers (Heelys), slip-on sneakers, or sneakers with "lights", sandals, "ballerinas," open toe, or platform shoes will be permitted.

Hair: Hair must be neat, clean and away from the face. No hats, bandanas or sweatbands may be worn. Hair must not be dyed with unnatural colors, worn unusually, or maintained in an unacceptable condition. Boys' haircuts must be above the collar and above the ears. Hair length MUST NOT exceed students' neckline nor cover ears. (Male students). ALL students must have symmetrical haircuts. "Mohawks", "Frohawks", Dreadlocks, or designs of any kind are NOT permitted. The administration will send students home whose hair is unacceptable in condition or length. It is up to the administration's discretion what is deemed appropriate.

Students may not wear distracting or dangerous jewelry such as large hoops, large necklaces with charms or wristbands. Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted.

Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy. Any student not wearing a complete school uniform, or in violation of any of the above mentioned infractions, will be issued a Uniform Violation Form for repeated dress code violations.

School Spirit Shirts will be on sale in the main office throughout the school year. Please purchase at least one Spirit Shirt since they will be required for Field Trips and special events. Students may also wear their Spirit Shirts with uniforms bottoms on the last day of each week.

Lost and Found

Lost and found items will be sent to the main office. To minimize the quantity of lost and found articles, we ask that you **please write your child's name on everything he/she brings to school**. Items left unclaimed after one week will be donated to a local charity.

Excerpt from: Miami-Dade County Public Schools: School Board of Miami-Dade County Bylaws and Policies 5511-DRESS AND GROOMING

Students shall come to school clean and appropriately groomed and dressed. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make necessary alterations before entering the classroom or be sent home by the Principal. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures including suspension.

Standards for evaluating the appropriateness of dress/grooming are as follows:

- A. *A student with hair of such length or style that it creates classroom or school disorder, or distracts the attention of another student or students in any class in session from the lesson being presented or from any other assigned classroom activity, or which creates a safety or health hazard for any student in a classroom will be required to change the length or style of the hair. Failure on the part of a student to comply with this requirement shall result in disciplinary measures which may include suspension from school.*
- B. *A student who wears items of clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, create classroom or school disorder or distract the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity, or which create a safety or health hazard for any student in school, shall be required to change the clothing to eliminate the disorder, distraction, or hazard. Failure on the part of a student to do so shall result in disciplinary measures which may include suspension from school.*
- C. *A student who fails to maintain personal cleanliness, grooming, or neatness of dress which creates classroom or*

school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or the distraction of other students. Failure to do so shall result in discipline which may include suspension from school.

- D. *Articles of clothing that cause excessive maintenance problems of school property -- for example, shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture – are not allowed. Students who fail to change articles of clothing of this type after being instructed to do so by school employees are subject to discipline which may include suspension from school.*

The primary consideration is correction of a problem by the quickest and most reasonable method so that the instructional program for students may proceed with the least possible disruption. F.S.1001.43

STUDENT CONDUCT:

Pinecrest Academy South will follow the Miami-Dade County Public School's *Code of Student Conduct* <http://ehandbooks.dadeschools.net/policies/90/index.htm>. These rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. Administration will make the final decision on disciplinary actions.

School Expectations:

*Be Responsible
Be Respectful
Be Safe*

School-wide behavioral expectations have been created for students based on our Pinecrest School Expectations (see PBS pamphlet). In addition, a system of incentives and consequences has been implemented to ensure student success in maintaining our expectations.

- Teachers will use a *Teacher Managed Behavior Tracking Form (TBT)* to document adverse student behaviors and related consequences. The *Teacher Managed Referral Form* is used to collect data that is necessary to identify effective ways of changing inappropriate classroom behavior before it results in an *Office Managed Notification (OMN)*.
- A student will be given two warnings before an OMN will be issued.
- An *OMN* will be issued on the third offense. The student will be retaught the expectations of our school and given a consequence for each *Warning* including but not limited to loss of privileges, seating change, and reprimands.
- Continuation of a repeated behavior may result in a *Student Case Management Referral (SCM)*, which remains on the student's permanent record.
- Behaviors listed in the Student Code of Conduct as level 3-5 will result in an automatic *SCM* and suspension from school. These behaviors include but are not limited to bullying/ harassment, fighting, and disorderly conduct.

UNAUTHORIZED ITEMS

Students are expected to bring school supplies listed on the official school supply list, homework, lunch money or lunch from home and any other items requested by the teacher.

Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones may not be turned on inside of the School building at any time. Cell phones may not be visible at any time during the School day, may not be displayed during School, and must be left in the Students bag. The School will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents at which time a parent/student conference may be required. The school may keep any such unauthorized items until the end of the school year. Continued violations of this policy may result in further penalties, and may subject the student to disciplinary action and/or referral to the School's administration. While the School will take every measure to protect such items, the School shall not be responsible

for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of the school year shall be disposed of without further liability to the School.

Excerpt from: Miami-Dade County Public Schools: Code of Student Conduct – Elementary

ALERT: WIRELESS COMMUNICATION DEVICES

Wireless communication devices include two-way communication devices, including cellular phones, mobile phones, beepers, pagers, portable computers, personal organizers, and similar wireless devices.

Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student should not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device.

The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- ◆ *Students may possess, display and use wireless communication devices before or after the instructional day.*
- ◆ *Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity.*
- ◆ *Students must ensure that devices are turned off during the instructional day.*
- ◆ *Students shall not use wireless communication devices while being transported on a school bus.*
- ◆ *Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the instructional day.*
- ◆ *The school is not responsible if a student's wireless communication device is lost or stolen.*
- ◆ *The sole possession of a cellular telephone is not a violation of the Code of Student Conduct. However, the possession of a cellular telephone that disrupts the educational process, the use of the cellular telephone during school hours, use of a cellular phone to commit a crime, and the possession or use of a cellular telephone that disrupts or interferes with the safety-to-life issue for students being transported on a Miami-Dade County Public Schools bus, are infractions of the Code of Student Conduct.*

INTERNET AND MEDIA USE POLICY

The School may photograph and video tape school events which may include student images. These images may be projected on the school website and/or other media. If any parent wishes to exclude use of their child's image or likeness, please contact the administration.

No recording, either photographic or audio/visual in nature may be made on school property without the express permission of the administration. No document or media that exists or is produced in reference to the school, its staff or students including photographs, letters, yearbooks and other material may be published where it is accessible to the public without the express permission of the administration. Furthermore, the unauthorized use of the Pinecrest Academy South Campus Charter School name or any of its logos is expressly prohibited. For purposes of this section, the term "public forum or media" includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources.

Excerpt from: Code of Student Conduct – Elementary

ALERT: UTILIZATION OF THE INTERNET AND INAPPROPRIATE USE OF COMPUTERS

Over the past few years, computers have become common household devices and popular in our schools and media centers. Students are encouraged to use computers, networks, and online telecommunication such as the Internet and electronic mail (e-mail). While exercising the right to use available technology, students must be aware of their responsibility as users. Advancement of technology has enabled many students with the access and opportunity to commit offenses that violate the Code of Student Conduct.

The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- ◆ *Using the network to send or receive obscene or lewd material;*

- ◆ *Using the network to make threats against anyone or the school;*
- ◆ *Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyber-bullying;*
- ◆ *Downloading pirated software (is comparable to stealing);*
- ◆ *Willfully and knowingly obtaining an unauthorized access to or "hacking" into the school's computer system (constitutes vandalism);*
- ◆ *Using, without authorization, school property, or a school computer or other electronic device, and damaging a school's computer system or causing the computer to "crash" (constitutes a "computer-related" crime leading to criminal charges).*

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level of infraction under the Code of Student Conduct. Refer to the School Board Rule 6Gx13-6A-1.112 for further explanation.

SCHOOL CURRICULUM

Pinecrest Academy South follows the standards and objectives stated in the Language Arts Florida Standards, Mathematics Florida Standards and the Science and Social Studies Next Generation Sunshine State Standards. The curriculum encompasses the core subject areas of Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, we offer classes in Spanish, Art, Music and Physical Education.

Multi-Tiered System of Supports (MTSS):

Pinecrest Academy South personnel will provide a system of multi-tiered supports for students designed to maximize each individual student's academic potential. These supports include opportunities for acceleration through participation in our "Explorers" and/or "Gifted" classes as well as opportunities for remediation and academic support through targeted interventions. Academic support intervention is intended as a resource for educators to assist in integrating academic and behavior supports and services for all students. The MTSS model for instruction and intervention is based on the principle that academic and behavioral supports are first provided at a core or universal level to effectively address the needs of all students in a school (referred to as Tier I). However, not all students respond to the same curricula and teaching strategies. As a result, some students with identified needs will receive supplemental or targeted instruction and intervention at Tier II. Finally, at Tier III, a few students with the most severe needs will receive the most intensive and individualized behavioral and/or academic support.

Classroom Placement

Our administrative staff reviews each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. **We are not in any way obligated to honor any special requests for classroom placements. In addition, we reserve the right to change student classroom assignments as needed to ensure the most appropriate learning environment for all students.**

Textbooks

Students will be issued textbooks at the beginning of each school year. Students must immediately inform teachers about any LOST or DAMAGED books so that they can be replaced. Parents will be responsible for the cost of the replacement book(s). The same rule applies for LOST LIBRARY BOOKS.

Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Field trip chaperones will be selected by classroom teachers, preference will be given to parents who have not attended previous trips. **Parent chaperones may not bring siblings on field trips, as they are not covered by insurance. All**

parents attending field trips must be cleared through the Volunteer Safety Program and must wear the designated school spirit shirt.

Students will not be released to **anyone** during a field trip for **any reason**. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

GRADING AND REPORTING STUDENT PROGRESS

Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to <http://ehandbooks.dadeschools.net/policies/93.pdf>

Academic Grades: Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

Kindergarten			
GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding progress	3.50 and above
G	80-89%	Above average progress	2.50 – 3.49
S	70-79%	Average Progress	1.50 – 2.49
M	60-69%	Lowest acceptable progress	1.00 – 1.49
U	0-59%	Failure	0.99 and below

Grades 1 – 5			
1-5 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	3.50 and above
B	80-89%	Above average progress	2.50 – 3.49
C	70-79%	Average Progress	1.50 – 2.49
D	60-69%	Lowest acceptable progress	1.00 – 1.49
F	0-59%	Failure	0.99 and below

Effort Grades: Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades.

In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Kindergarten students do not receive effort grades. Three numerical grades are used to reflect effort in grades 1-5:

- An effort grade of "1" indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.
- An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
- An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

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

Kindergarten Conduct Grades	
GRADES	VERBAL INTERPRETATION
E	Excellent conduct on the part of the student
G	Good conduct
S	Satisfactory conduct
M	Some improvement is needed
U	Student behavior needs improvement

1 st – 5 th Conduct Grades	
GRADES	VERBAL INTERPRETATION
A	Excellent behavior on the part of the student
B	Consistently good behavior
C	Satisfactory behavior
D	Improvement is needed in the student's overall behavior
F	Unsatisfactory behavior overall

Report cards are issued quarterly (approximately every nine weeks) according to the dates identified on the official Miami-Dade County School Calendar. Individual Progress Reports are issued to all students mid way though each quarter. Additional progress reports may be issued on an individual basis. Please feel free to consult your child's teacher regarding his/her school progress.

Home Learning Assignments

Home Learning Assignments are an important part of learning and may be viewed on each teacher's *Class Page* on our school's website www.pinecrestacademysouth.com. These assignments are designed to provide support for mastery of academic concepts.

Student responsibilities for completing home learning activities:

1. Students are responsible for recording and completing all Home Learning Assignments independently. Parents may provide assistance, but students should complete the work on their own.
2. Home Learning Assignments should to be done in a quiet place with good lighting and minimal disturbances.

3. If there is a problem in understanding how to complete Home Learning Assignments, students are to do the very best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance.
4. A daily calendar or agenda should be used to keep track of home learning assignments for each night.
5. If a student is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.



2018-2019
AGREEMENT VERIFICATION FORM

PLEASE SIGN AND RETURN THIS DOCUMENT TO YOUR CHILD'S HOMEROOM TEACHER:

- I have read the Pinecrest Academy South Charter School's (a Miami-Dade County Public Charter School) *Parent & Student Handbook* which can be accessed at www.pinecrestacademysouth.com

I understand the policies set forth in this Pinecrest Academy Parent & Student Handbook and will abide by them. Failure to adhere to these policies as stated in the Parent/Student Handbook will result in a violation of the contract.

Name of Student: _____

Teacher: _____ Grade: _____

(Signature of Parent/Guardian) (Date)

(Signature of Student) (Date)