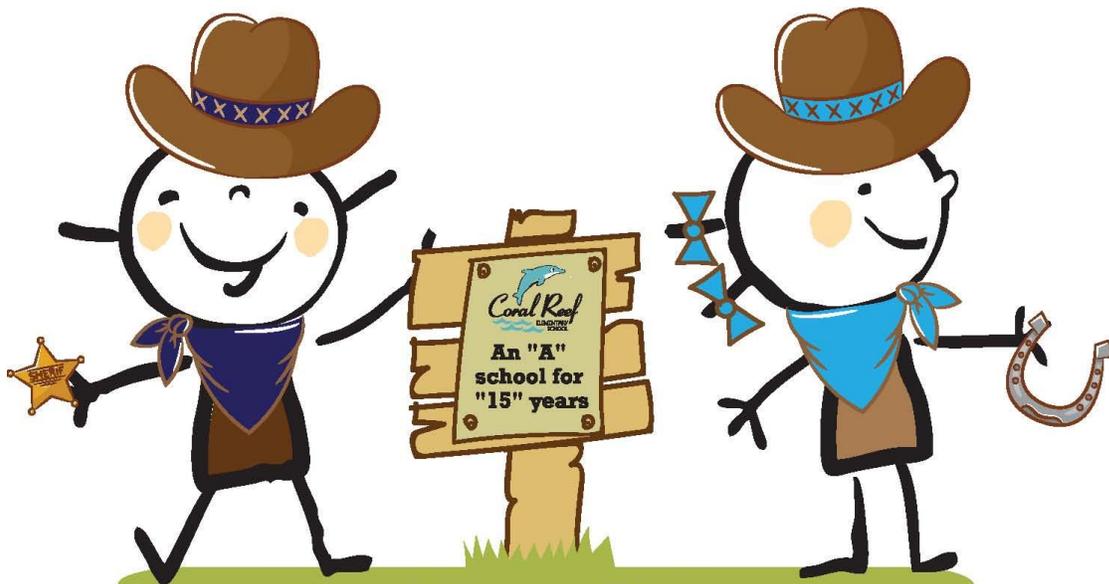


School Operations
Elementary School Parent/Student Handbook

2016-2017



Coral Reef Elementary
Blazing Our Own Trail

Christina Guerra, Principal
Rachel Pierre-Louis, Assistant Principal

7955 SW 152nd Street
Palmetto Bay, Florida 33157
Phone (305)235-1464

Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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

Coral Reef Elementary

Mission Statement

The mission of the team of parents and teachers at Coral Reef Elementary is for every student to:

- *Master the academic skills necessary to lead productive lives and to pursue a Lifelong love learning;*
- *Become healthy, responsible, productive citizens in an ever-changing society;*
- *Acknowledge their membership in a global community and develop knowledge and respect for their own and other cultures;*
- *Cultivate a sense of self-worth, while developing a social conscience and respect for the environment.*

Core Values

Excellence

We pursue the highest standards in academic achievement and organizational performance.

Integrity

We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

Equity

We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship

We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

Message from the Principal

Dear Parents and Guardians,

I would like to welcome you back to what promises to be an exciting school year filled with exploration, inquiry and fun!!! Coral Reef just isn't the same without your children so needless to say, I am eager to see them and hear all about their summer adventures.

I am excited to share with you that Coral Reef Elementary continues the tradition of "Academic Excellence" as evidenced by maintaining a grade level of "A" on the Florida Department of Education School Grading Scale. This marks the fifteenth year in a row that we have earned an "A". This achievement is attributed to the hard work; commitment and dedication of our staff, students and you. To that end I would like to thank you for your unwavering support of our school and curriculum programs.

At school, the teachers who attended the Synergy Symposium have been planning and are eager to share what they learned regarding current trends in curriculum and technology. In an effort to enhance our technology at school, I have been able to purchase **20 additional computers** to augment classrooms that do not have a minimum of three student stations, starting with Kindergarten and first grade. Additionally, our PTA also purchased **8 additional computers** to help us with this endeavor. We are very fortunate to have such a supportive PTA and I hope that you will consider being a member of this amazing organization.

Students' first day back is Monday, August 22, 2016. In order to ensure a smooth and orderly first day of school, we have scheduled our annual "**Meet-and-Greet**" session on **Friday, August 19th** beginning at 12:00 noon. This will enable parents and students to familiarize themselves with our school, assigned homeroom teacher and classmates.

Meet & Greet Sessions

Pre-K & Kindergarten: 12:00 – 1:00 pm

Grades 1 & 2: 1:00 – 1:50 pm

Grades 3 – 5: 2:00 – 2:45 pm



As a reminder, all students must be in uniform on the first day of school which includes the patch with the school logo. This year we will transition to a closed campus. Although our campus will be closed to unauthorized adults before, during and after school, parents **will be allowed** to escort their children to their designated waiting area during arrival. In an effort to address any questions you may have regarding our closed campus, I will be holding informal meetings after each Meet & Greet Session. These meetings are scheduled for 1:10 pm, 2:00 pm and 2:55 pm in the Media Center.

Sincerely,

Christina Guerra
Christina Guerra

School Information

Coral Reef Elementary
7955 SW 152 Street
Palmetto Bay Florida 33157
Telephone: (305) 235-1464
Fax: (305) 254-3725
After School Care: (305) 238-4750



Assistant Principal: Rachel Pierre-Louis

Coral Reef Elementary is located in south Miami Dade County at 7955 Southwest 152nd Street. This fifty one year old school sits on ten acres and has eight separate buildings with a freestanding media center. A new intermediate, two story classroom building was opened during the 2006-2007 school year. All of these buildings have been wired to provide internet access to the classrooms.

In addition, the school provides a physical education shelter, bicycle parking, covered walkways, separate primary and intermediate play areas, two hard courts, playing fields, and a parent drop-off area. The school is located in the Palmetto Senior High Feeder Pattern and students generally transition to Southwood Middle and Richmond Middle Schools.

Website

You may access information about our school by visiting our website at www.coralreef.org. Information is regularly updated for parents to review. Links to student activities that will enhance your child's learning are provided.

SCHOOL CALENDAR
Please open link below:

<http://www.dadeschools.net/calendars/>

M-DCPS TESTING CALENDAR
Please open link below:

<http://oada.dadeschools.net/TestingCalendar/TestingCalendar.asp>

Activities/Clubs

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

Bringing Pets to School

Students are **not** allowed to bring pets to school.

Clubs:

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

Fieldtrips and Special Activities

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

Parties in School

Birthday parties are not allowed.

Fundraisers – Board Policy 5830

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

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

Attendance Policy

In Miami-Dade County Public Schools, successful academic progress begins with regular and punctual school attendance. Simply stated, students who are not in school are in danger of not fully learning the grade level standards. Although the assignments missed may be able to be made up, the actual instruction as well as the teacher/student interaction and lesson clarification cannot be recreated.

Florida Statute 1003.24 states that each parent of a child of compulsory school age shall be responsible for each child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section. To this end, the Superintendent may file a truancy petition.

At Coral Reef Elementary, the following actions will be implemented as it relates to both absences and tardies:

- If a student has accumulated **three (3) tardies or absences** (either excused or unexcused), the homeroom teacher will contact the parent via phone or e-mail.
- If a student has accumulated **five (5) tardies or absences** (either excused or unexcused), the teacher will submit a Student Case Management Referral (SCM) to the administration.
 - The administration will then contact the parent to discuss their child's attendance and/or tardy issue to get a clear understanding of what is occurring as it relates to attendance. In addition, the administrator will discuss possible ways the school may be able to assist the family in this matter. Please note the only way to ensure that the school is aware of the student's attendance matter and has reached out to the parent or guardian is to enter all actions taken on a SCM. Once processed, this form will be placed in the student's cumulative record.
- If a student has accumulated **ten (10) tardies or absences** the homeroom teacher will once again submit a SCM to administration.

Excused School and Class Absences and Tardies

- **Student Illness**: Students missing five (5) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
- **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.
- **Death in Family**
- **Religious Holiday**: Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday must be listed on the district's approved list of religious holidays.
- **School-sponsored Event or Enrichment Activity**: Activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
- **Subpoena**: Subpoena by law enforcement agency or mandatory court appearance.
- **Outdoor Suspensions**
- **Other** individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. **Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence.** Unexcused absences include:

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

Arrival/Dismissal

School Hours: Classes begin at **8:10 a.m. for grades K-2**, at **8:35 a.m. for grades 3-5** every day. There is limited supervision of students on the Green Court, the P.E. shelter or cafeteria from 8:00 a.m. until 8:25 a.m. Teachers will meet students in designated areas 10 minutes before classes start, (8:10 am Grades K-2 and 8:25 am for grades 3-5). For the student's well being and safety, all parents are encouraged to comply with arrival and dismissal times. Furthermore, classes are scheduled to end at **1:50 p.m. for grades K-2**, and at **3:05 for students in grades 3-5**. However **Wednesday continues to be early dismissal and grades K-5 leave at 1:50 p.m.**

Bell Schedule - Arrival to the classroom after the 8:10 a.m. (Grades K-2) or 8:35 a.m. (grades 3-5) bell means the student is tardy as instruction will already be taking place. Teachers supervise students to assigned exits at dismissal time. Students are to follow instructions applicable to their personal circumstance (e.g. After School Care, bus pick-up location, parent pick-up procedures). Parents, please refer to the Traffic Safety Procedure included in this booklet.

Before and After School Care Program –

Before and After School Care is operated under the guidelines of Miami-Dade County Public Schools. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts are offered in our program. The Activity Leaders who will be with your children are HRS certified college graduates or college students. The group size is 20 or less per leader.

The following are offered in the Coral Reef After School Program: snacks, organized play, supervised homework and rest period, story time, organized sports, Legos, drama, dance classes, cheerleading (audition required), arts and crafts, cooking, computer, and puzzle activities.

Before School Care 7:00 a.m. – 8:20 a.m. This program is available to all grades. The students are able to watch TV, play games, read, or challenge themselves with worksheets supplied by our program. Breakfast is free in the cafeteria. After School Care is available from 1:50 p.m. – 6:00 p.m. This program is available to all grades.

Story Hour 1:50 p.m. – 3:05 p.m. on Monday, Tuesday, Thursday, and Friday. This program is available for Pre-K, Kindergarten, and First Grade students only. This program is designed for the younger students waiting for their older sibling whose dismissal is 3:05 p.m.

For additional information, contact the following employees by phone (305-235-14654 extension 120) or by email:

Tanya Gooden, Manager Ms.Goodie@dadeschools.net

Renae Larkins, Assistant Manager rlarkins@dadeschools.net

Arrival/Dismissal Procedures:

The drop off street gate and student gates located on 80th Avenue will open at 8:00 am. All students are to Proceed to the grade level assigned areas as listed below:

Grade Levels	Arrival Assigned Area	Arrival Inclement Weather	Dismissal Parent Walk Up	Dismissal Inclement Weather
Pre-K & Kindergarten	Cafeteria	Cafeteria	Room #22	Room #22
First Grade	Green Court Area	Cafeteria	Room #21	Room #21
Second Grade	Green Court Area	Media Center	Green Court	Music Room
Third Grade	PE Shelter	Art Room	Green Court	Music Room
Fourth Grade	PE Hard Court	4 th Grade Hallway	Green Court	Music Room
Fifth Grade	PE Hard Court	5 th Grade Hallway	Green Court	Music Room

All students in Pre-K, Kindergarten and first grade are to report to their designated pick-up area by 8:05 am as their teachers will pick them up and escort them to the classrooms starting at 8:10 am. All students in second through fifth grade are to report to their designated pick-up area by 8:20. Should you wish to do so, you will be permitted to escort and remain with your child at his/her designated arrival area until his/her teacher picks up her class. At that time, you must exit our school campus.

Beginning at 8:35 am, all parents and visitors entering the school are to report to the Main Entrance and show a photo identification to be granted access to our campus.

Late Arrival:

Students who are tardy to school must report to the Attendance Office to secure a late pass. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

Early Sign Out:

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

Dismissal Procedures:

ALL students who walk home will be escorted to the Green Courtyard Area. ALL students who are picked up by their parents in their car will be escorted to the Parent Pick Up Circular Drive on 80th Avenue. Students who ride a bus will be escorted to the PE Shelter and wait to be escorted on to their bus. **Your child's teacher is responsible for escorting your child to either the PE Shelter, the Green Court or the Parent Pick Up Circular Drive. For everyone's safety, please refrain from picking up your child elsewhere.**

Please review Designated Areas for Regular and Rainy Day Dismissal. In the event of severe weather, special day dismissal procedures are to occur. The chart below indicates where students will be escorted to.

Students	Grade Level	Designated Area	Inclement Weather
Parent Walk Up	Kindergarten	Room #22	Room #22
Parent Walk Up	1 st	Room #21	Room #21
Parent Walk Up	2 nd – 5 th	Green Court	Room #42
Parent Drive Through	Kindergarten	Circular Drive	Circular Drive/Outside Media Center
Parent Drive Through	1 st Grade	Circular Drive	Circular Drive / Outside Media Center
Parent Drive Through	2 nd – 5 th	Circular Drive	Circular Drive/Music Room
Bus	Kindergarten	Picked-Up by Para	By Room #6
Bus	1 st	Picked-Up by Para	By Room #6
Bus	2 nd – 5 th	PE Shelter	By Room #6

Cafeteria

Breakfast:

All Students	No charge
Adults	\$2.00

Lunch:

Elementary Students	\$2.25
Secondary Students	\$2.50
Reduced Price, Students	\$0.40
Adults and non-students	\$3.00

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. **Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students.** The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

Free/Reduced Lunch Program

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

PAYPAMS

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

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders

- d. view a report of daily spending and cafeteria purchases

Cafeteria Rules

A thirty-minute lunch schedule has been provided for each class. All students will be using their ID number as their lunch number. Please review the following procedures with your students to help establish the tone for behavior expectations in the cafeteria:

1. Enter and exit the cafeteria quietly in a single file line.
2. No skipping in line or saving places at the table for friends
3. Follow directions of adults the first time they are given.
4. **Stay in your seat unless given permission by an adult to get up.**
5. Sit one person to a seat.
6. Talk quietly. (use your 6 inch voice, speak loud enough for someone sitting 6 inches away to hear you)
7. Always use your best manners.
8. No sharing food.
9. Pick up food and paper around your area.
10. **Wait until your table is called to get up and throw away your tray.**
11. **NEW THIS YEAR-** once students are finished with lunch, they will be called by table to wait in the "in the courtyard area. There they will be able to sit with friends from other classes and socialize. This is a privilege that will be taken away from those students who choose to not act appropriately.

Code of Student Conduct

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

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

Student Rights and Responsibilities

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

Dress Code

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

Uniform Policy

School Board Rule (6Gx13-5C-1.031), Coral Reef Elementary voted to participate in the mandatory uniform program. **All students will be required to wear the uniform** selected by the uniform committee. Parent or guardians are permitted to exempt their children from the mandatory uniform program by requesting an Application for Exemption from the Uniform Program available in the school office. Exceptions to wearing the uniform are permitted when uniforms of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, are worn on regular meeting days, the wearing of a school uniform violates a student's sincerely held religious belief, or a student's parent or guardian has secured an exemption.

	Boys & Girls
Bottoms	Navy Blue and Khaki bottoms
Tops	Polo-style shirts, or button down in Navy, Red, Light Blue, White, Yellow or Pink
Dress	Polo-style dresses in Navy, Red, Light Blue, White, Yellow or Pink
Patch	Coral Reef Elementary School patch required



Wednesdays are Spirit Days and children may wear class shirts, Spirit shirts, or Club shirts.

Cell Phones

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

Internet Use Policy –

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

Comprehensive Researched-Based Reading Plan

The K-12 CRRP requires that the five essential elements of reading be taught in a two-hour uninterrupted instructional block. This two-hour block includes the five elements of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Formal and informal writing must be an integral part of the instructional program. Structured Independent Reading must take place at home for 30 minutes daily. Interventions will be provided to meet the reading needs of all students who meet criteria (Level 1 or 2 on FSA-ELA, 50% or below on the SAT).

Communication

The staff at Coral Reef Elementary works to provide the community with current information regarding our school. A calendar of events and other important information are sent home each month. In addition, a blue Coral Reef Elementary communication folder will be used to provide parents with information on an ongoing basis; you must review this folder daily. You may also be receiving information by Connect-Ed phone messages and/or texts from the school Principal. ***Please continue to visit our website for updates and activities at www.coralreef.org***

Confidential Information

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

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

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

The Educational Excellence School Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC's function is to bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.

Membership must be comprised of 50% plus one member who are not Miami-Dade County Public School employees. This membership consists of the principal, UTD steward, teachers, support staff, parents, students, and community leaders. The EESAC roster will be provided.

The 2016- 2017 EESAC Meeting schedule is as follows:

- August 31, 2016
- September 14, 2016
- October 12, 2016
- November 9, 2016
- December 14, 2016
- January 18, 2017
- February 8, 2017
- March 8, 2017
- April 19, 2017
- May 10, 2017

Emergency Contact Information

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

Halls/Hall Passes

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present a hall pass courteously when asked to do so.

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

Health

Screenings

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

Scoliosis Screening (6th grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. A sample letter (**FM-4382**) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations

Requirements for School Entry:

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

Insurance

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the 2016-2017 enrollment application and additional information to the parents.

Florida KidCare

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

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

Medication

Any child who must take medication at school must have an Authorization for Medication Form completed and on file. These forms are available in the main office. The medication will be kept in the clinic. School personnel are not permitted to administer or dispense medication to any student without complying with Miami-Dade County Public Health Procedures. The school nurse or administrative designee will dispense all medications to students.

Grade Reporting

Report Cards will be distributed as follows via Email as follows:

November 16, 2016

February 14, 2017

April 18, 2017

June 27, 2017

Academic Grades

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

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

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

Conduct

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

Grade Point Average

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

Honor Roll Qualifications

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.5 – 3.59	
Academic Grades	All A's	All A's and B's	All A's and B's	
Effort	All 1's	All 1's and 2's	All 1's and 2's	All 1's and 2's
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All A's	All A's and B's	All A's and B's	All A's

Interim Progress Report

Interim progress reports must be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period. Students will be issued interim progress reports midway through each grading period as follows:

September 22, 2016

December 8, 2016

February 22, 2017

May 4, 2017

Homework / Make-up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s). Home learning activities can be assigned **every night**.

In addition to the home learning time indicated below, **all students in Kindergarten through grade 5 must be assigned 30 minutes of independent reading each night**. Students should read books correlated to the Accelerated Reader Program as another means to document their reading progress. Parents should also be encouraged to read to their children daily.

Media Center

Access

Information is now our most important and pervasive resource. Intellectual access to this precious resource is dependent on information literacy skills. Information allows literate people know how to find, evaluate, and use information effectively to solve problems or make decisions, regardless of the information format. Open, flexible use of the library media center is crucial to the goals of the program. Deterrents which restrict intellectual or physical access to information must be kept to an absolute minimum. In order to encourage collaboration between the media specialist and the teachers, the media center will operate on a schedule basis. This schedule will provide maximum access to all students. The media center will be open at 8:30 each morning and will remain open until 3:20 in the afternoon.

Parents are encouraged to use the library at any time **except the first Wednesday of every month (during Faculty Meetings) and the third Wednesday of every month (Professional Development sessions)**. The Media Center operates on an open and flexible schedule rather than a fixed schedule. Open scheduling permits access by individual students and small groups. The media center is open throughout the day and teachers may send students to the library at any time during the school day.

Checkout of Books

Students in grades second through fifth may checkout one book for a two-week period. The media specialist will conduct a scheduled weekly thirty-minute story time and checkout session for Pre-K through first grade. Kindergarten and 1st Grade students may checkout one book weekly. Parents may checkout a maximum of five books for a two-week period. All patrons are responsible for payment of lost or damaged books. Your cooperation in helping your child care for these books and to return them on time is greatly appreciated.

Messages and Use of Telephones

The school's telephone is intended to help conduct the business of the school and our lines must be kept open for this purpose. **Children may not use the telephone except for emergencies as determined by school personnel.** Students will not be permitted to use the school telephone when they forget or lose items, including homework, books, and lunches. Please help your child develop a sense of responsibility by reminding him/her to be sure that he/she has those items before leaving home in the morning.

We cannot interrupt the instructional program to accept or deliver personal messages for individual children. Please make all of your arrangements prior to the student's leaving home in the morning.

Lost and Found

Lost and Found items are stored in the foyer of the cafeteria entrance. Students should check the cafeteria for missing items. Please label all personal items for easy identification. Monthly, unclaimed items are donated to charity. Please do not allow your child to bring non-authorized items to school.

Parent-Teacher Association (PTA/PTSA)

The Parent-Teacher Association is a joint venture on behalf of parents and staff to provide a quality education for our students. It is important for us to show our support and become members. To communicate the importance of this critical partnership, you can contribute \$6.00 for your membership fee and join the Coral Reef Elementary School PTA.

Parent Academy

As a parent, you are your child's first teacher. That's why Miami-Dade County Public Schools created The Parent Academy, a free, year-round, parent engagement initiative designed to support community and family involvement across the district. The goal of The Parent Academy is to support parents in becoming more involved in their children's education. The Parent Academy helps educate parents about the importance of their roles, unites families with schools, and informs parents of their rights, responsibilities and the educational opportunities available to them.

In an effort to assist parents in becoming full partners in their children's education, The Parent Academy partners with local and national organizations to provide a wide range of free resources. The Parent Academy also provides parents with constructive parenting practices designed to support them help their children succeed at school and in life. The curriculum helps parents attain more skills, knowledge and confidence to champion their child's education. In addition, The Parent Academy provides classes and workshops for parents, organizes Family Learning Events and coordinates the availability of community resources for parents and students.

The Parent Academy pledges to enrich the lives of children by bridging the gap between home and school through the provision of valuable resources. Visit the Website at www.theparentacademy.net to view the course directory, upcoming events, and links to helpful information. For more information call 305-995-2680.

Parent Portal



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

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information—including grades, attendance and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parent to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act (NCLB).

1

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

2

- Create a parent account, login to:
<http://www.dadeschools.net/parents>

3

- Login to Parent Portal - for student grades, bus routes, attendance, and other important information.

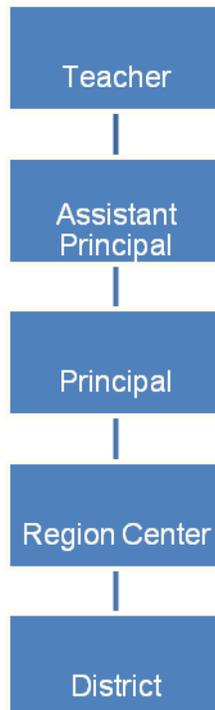
Permanent Records (FYI – from the Student Educational Records Manual)

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

- a) student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address student
- d) names or student's parent(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn
- g) courses taken and record of achievement, such as grades, credits, or certification of competence
- h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
- i) State and/or District standardized assessment/achievement test results, if required for graduation
- j) written records of access to the student's record
- k) Home Language Survey

Procedures for Addressing Concerns

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



Registration Procedures

Entering for First Time

Students entering Miami-Dade public schools for the first time must present the following documents: proof of age; proof of a current physical examination including a tuberculin skin test (including analysis of the test and appropriate follow-up if necessary) and a certificate of immunization; and proof of current address in the form of a lease, a utility deposit receipt or a statement from a real estate broker or an attorney verifying the address. If the parent or guardian is unable to provide verification of address, they will be referred to the appropriate region office.

Transferring from other Districts

Students transferring from other school districts should provide their most recent report card or other records from the last school they attended.

Foreign-Born Students

Foreign-born students, including permanent resident aliens, will follow the same procedures indicated for the native born. First time students, both foreign-born and transfers from other states may register at their schools. If you have any questions after reading all of the information, you may call the school at **(305) 235-1464**.

Please note:

**Students entering Pre-Kindergarten classes must be 4 years old on or before Sept. 1.
Students entering kindergarten must be 5 years old on or before Sept. 1.
To enter first grade, students must be 6 years old on or before Sept. 1, and should have successfully completed kindergarten.**

Parents you will need the following in order to register your child:

**BIRTH CERTIFICATE
HEALTH RECORD
IMMUNIZATIONS RECORD
PROOF OF ADDRESS
SOCIAL SECURITY CARD
EMERGENCY CONTACT CARD**

Out of Area Student Transfers – Board Policy 5131

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

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

Safety and Security

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

School Transportation

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

Before school begins, parents of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pickup and delivery. Information on student bus assignments is posted on the Parent Portal at www.dadeschools.net . The information on bus assignments on the Parent Portal is updated every night, so parents are encouraged to check it throughout the school year so they can be confident they will always have the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact their child's school for information.

Transporting Students to School

Traffic around the school poses a danger to our students. The parking lot is for faculty use only and should not be used as a drop-off or pick-up area for students. Students are to use sidewalks, stay out of the parking lot, cross at the crosswalks, and obey the crossing guard. The decision as to whether a child should walk or bike to school is the parents'. If you feel your child is mature enough to do so, please review safety procedures with your child.

Bicycles/Skateboards

Bicycles must be secured with a sturdy lock and chain at the bike racks provided during school hours. The bike racks are located by the front entrance of the school. All members of the Coral Reef family should follow these safety guidelines. Inconsiderate and unsafe practices constitute a severe threat to student safety (skateboards do not constitute a safe mode of transportation for our students- those will not be allowed)

Special Education

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified and provided 30 minutes daily of Reading Intervention. Their progress in this Response to Intervention (RtI) is closely monitored by the Student Service Team. If a student does not make sufficient progress while participating in the RtI process, they will be evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent consents to initial placement. Prior to referral for evaluation, School districts have the responsibility to ensure that students suspected of having a disability are subject to general education intervention procedures, as appropriate.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years. The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

Student Services

SPED Chairperson: *Deborah Castel*

Counselor: *Susan Sirota*

School Psychologist: *Joanne Hesser*

Speech Therapy: *Sanya McLean*

Reading Specialists: *Joanne Bienes, Carolina Blanco*

Textbooks

Students are responsible for the care of their textbooks. We urge students to realize that books and materials are expensive and that they should be cared for properly. Any damaged or loss textbooks must be paid for according to the price listed in the Florida School Book Depository book to ensure funds are available for replenishment of instructional materials.

If a student loses a textbook, please notify the assistant principal so a Lost Textbook Form can be sent to you. A new book will be issued to your child upon receipt of payment of the lost/damaged item to the school's treasurer.

Visitors

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

Volunteers

Volunteers can play an integral role in assisting teachers in their class activities. It is up to the discretion of each teacher whether they want to invite parents/grandparents to volunteer in their class. Those teachers who want to invite volunteers to assist will follow the procedure listed below:

- All Volunteers must be registered with the MDCPS, therefore please direct any parent who wants to volunteer to see Ms. Tamaklo for instructions on how to apply for a Volunteer Clearance Number.
- Once Volunteers have been cleared, they must bring confirmation of their clearance and a copy of their Driver's License to Ms. Tamaklo. Only then will the Volunteer be granted access to assist in your classroom.
- Volunteers must attend a Volunteer Orientation meeting where Volunteer Policies and Guidelines will be reviewed.
- Teachers must fill out the Volunteer Assistance Request Form each time they invite a volunteer to assist them. This form will be processed and kept at the Security Table. If the Volunteer is not on the form, they will not be permitted to enter our campus.
- Each Volunteer's information along with a sign-in and sign-out sheet will be kept at the Security Table.
- Volunteers will log their hours and what activity they are volunteering for on their individual Volunteer Sheet.
- Volunteers must wear their ID Sticker while on campus.

Volunteer Program

There are two different levels of volunteerism.

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

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

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

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

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

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

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

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

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

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

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

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

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

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

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