



# 2011-2012 Parent Student Handbook

*This agenda belongs to:*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Current Grade Level \_\_\_\_\_

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Dear Parents and Students,

We are excited to have you attend Keys Gate Charter School, a premier school of choice. Our goal is to educate the whole child and to provide a safe environment. In order to provide the best learning environment for you, KGCS has provided this handbook to assist with understanding many of the process and procedure items of the school. The expectations have been set high because we know our students will excel that much more in academics and life.

Please read this handbook very carefully. As with all handbooks it is impossible to try to list every possible situation that might arise at our school, but we have attempted to cover most areas of concern. We also require you to read the Miami-Dade County Student Code of Conduct. Please note that students and parents are responsible to abide by the Miami-Dade County Code of Conduct and the KGCS Student Handbook Addendum to the Miami-Dade County Code of Conduct.

Parents, please pay close attention to the school's uniform policy and the school's discipline plan as well as to the sections related to attendance and drop-off / pick-up procedures. You will also need to complete your volunteer hours (20 hours for 1 child, 30 hours for 2+ children).

If you require any further information please do not hesitate to call the school's main number, 305-230-1616, so that you may be directed to the appropriate person to assist you further.

With your assistance in reading these documents we will have a safe and productive school year!

Sincerely,

*David McKnight*

David McKnight  
Principal

**Keys Gate Charter School  
PARENT CONTRACT 2011-2012**

I (We) the parent(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the Code of Conduct and the Dress Code of Keys Gate Charter School (KGCS)

I (We) understand that my (our) child is a Miami-Dade County Public School student.

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity;

**WHEREAS**, by choosing to enroll my (our) child at the Keys Gate Charter School is a decision of my (our) personal choice and not a privilege;

**WHEREAS**, my (our) desire to enroll my (our) child at Keys Gate Charter School is premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW, THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at KGCS, my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To abide by and support all school rules and regulations stated in the Parent/Student Handbook. For example; morning and afternoon drop-off/pick-up procedures, parking procedures, entering and exiting the school building appropriately, students will not pick-up lunch, homework, school projects, etc. from the front office after the school day has begun. For more rules and regulations, please refer to the Parent/Student Handbook.
- C. To participate in the parenting workshops as provided by KGCS.
- D. To attend all conferences scheduled with any member of KGCS staff.
- E. To participate in the Parent Service Hours, including volunteering twenty hours of service for one child and ten hours of service for all other children. Half of the hours must be completed by the last school day prior to winter recess followed by the final hours due by May 18<sup>th</sup>.
- F. To provide transportation to and from school for my (our) child. If my child is continually tardy/absent/released early, the attendance policies will be enforced and I (we) understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my (our) child.
- G. To purchase uniforms for my child from the designated vendor and ensure that my child is in uniform on a daily basis.
- H. To supply lunch each day to my (our) child, either from home or purchased from KGCS approved vendor.
- I. To be responsible for timely payment of any fees accrued at KGCS.
- J. To participate in the KGCS functions.
- K. To participate in the school fundraisers.
- L. To adhere to all school policies and procedures.

2. To do the following things to enhance my (our) child's academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for home learning.
- C. To limit television, video games, and phone usage during the week and allow more time for reading, studying and family time.
- D. To check my (our) child's home learning and sign the agenda nightly.

I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result in my (our) child being withdrawn from the school at the sole discretion of the Principal as approved by the KGCS Governing Board.

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Acknowledged by:** \_\_\_\_\_

**Date** \_\_\_\_\_

**2011-2012  
School Calendar  
K-7**

***1<sup>st</sup> Quarter Aug 22 – Oct 27 (47 school days)***

Students First Day	Aug 22
Labor Day	Sept 05
Teacher Planning Day	Sept 29
Progress Reports Go Home	Sept 22
*Early Release Day	Sept 22
Last Day of 1 <sup>st</sup> Quarter	Oct 27
*Early Release Day	Oct 27
Teacher Planning Day	Oct 28

***2<sup>nd</sup> Quarter Oct 31 – Jan. 20 (45 school days)***

Report Cards Go Home	Nov 03
Veteran's Day (school closed)	Nov 11
Thanksgiving (school closed)	Nov 24-25
Progress Reports Go Home	Dec 01
*Early Release Day	Dec 08
Teacher Planning Day	Dec 19
Winter Break	Dec 20-Jan 2
Martin Luther King Jr.	Jan 16
Last Day of 2 <sup>nd</sup> Quarter	Jan 20
Teacher Planning Day	Jan 23

***3<sup>rd</sup> Quarter Jan 24 – March 29 (41 school days)***

Report Cards Go Home	Jan 26
*Early Release Day	Feb 02
Teacher Planning Day	Feb 03
President's Day	Feb 20
Progress Reports Go Home	Feb 23
<b>FCAT Writing</b>	Feb 28-March 01
Spring Recess	March 12-16
Last Day 3 <sup>rd</sup> Quarter	March 29
Teacher Planning Day	March 30

***4<sup>th</sup> Quarter April 2 – June 7 (47 school days)***

Report Cards Go Home	April 05
Teacher Planning Day	April 06
<b>FCAT Testing</b>	April 16-27
Progress Reports Go Home	May 03
*Early Release Day	May 03
Memorial Day	May 28
Early Release	June 07
Teacher Planning	June 08

## **AFTER CARE & BEFORE CARE:**

Keys Gate Charter School operates the before and after School Care during the school's operating hours. Please visit our webpage at [www.keyscharter.org](http://www.keyscharter.org) or visit the front office to pick up your application pamphlet. The students participate in homework assistance, snacks/drinks, enrichment/remedial work, and games/activities. There is a separate charge for this program. For more information, visit our website to view and download their handbook.

### Hours of Operation:

Before Care: 6:30 am -8:00 am (Primary Care) 6:30 am-8:00 am (Elementary) and 6:30 am-8:00 am (Middle School)

After Care: 3:45 pm (Primary Care) 3:15 pm (Elementary) and 3:15 pm (Middle School) to 6:00 pm

### Fees/Payment Schedule:

Registration Fee: \$20 (upon entry or re-entry into the program)

Late Fee: \$25

Daily Before Care Rate: \$3 (must pay when student is dropped-off)

Daily After Care Rate: \$9 (must pay when student is picked-up)

Emergency After Care: \$ 12 (must pay when student is picked-up)

Returned Check Fee: \$30 All repayments of returned checks must be made in cash and all future payments must be remitted in cash.

Payment can be made by cash, money order, or check.

\*No student is permitted on campus before or after school hours without being placed immediately in our after/before care program for the safety and security of the student and a fee will be assessed. All students must be signed in and out by parent(s) or approved adult on file. Please see the separate After/Before Care Registration Packet for more details about the program and payment options.

## **AGENDA BOOKS:**

Kindergarten-2<sup>nd</sup> grade students will maintain and keep a student homework/communication folder. **A parent must sign and return the daily behavior report.** These folders will have a "Take Home" and "Bring Back" section for daily behavior reports, parent communication, and home learning items. Parents can purchase replacement folders for \$5.00.

3<sup>rd</sup>-7<sup>th</sup> Grades are required to maintain and keep a student agenda book. This is an important form of communication for behavior, work assignments, and class/school events. **A parent must sign the Agenda Book daily.** KGCS provides the first agenda book for \$5.00. Parents/students can purchase replacement agenda books from the front office for the same cost of \$5.00.

## **ARRIVAL:**

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** There is **no supervision before 8:00 am** for students who are not enrolled in the Before Care program. Students eating breakfast in Elementary and Middle School may arrive at 7:30 am. Students eating breakfast in Primary Care (Grades K-2) may arrive at 7:50. Instruction begins promptly at 8:00 am (for both Elementary and Middle School). It is suggested that students arrive between 7:45 and 8:00 am. Instruction for K-2<sup>nd</sup> begins promptly at 8:30 am.

### Morning Hours:

6:30 am - 8:00 am Before Care for grades K-2 (fee applies)

6:30 am - 8:00 am Before Care for grades 3-7 (fee applies)

7:50 am - 8:30 am Free Adult Supervision and Breakfast open for K-2

7:20 am - 8:00 am Free Adult Supervision and Breakfast open for 3-7

8:30 am - Kindergarten to 2<sup>nd</sup> Grade Instruction Begins

8:00 am - Elementary and Middle School Instruction Begins

## **Student Drop-Off/Pick-Up Traffic Pattern**

Drop-Off Procedures for Grades K-2: Parents will enter through the sports complex towards the Primary Learning Center building located behind the High School building. Please follow directions of posted personnel as they assist your child with getting out of the vehicle. At no time should your vehicle be left unattended in the drive through lane.

### Pick-Up Procedures for Grades K-2:

Parents will enter through the sports complex towards the Primary Learning Center building located behind the High School building. Please make sure to place the placard in the windshield of your automobile and follow directions of posted personnel as they assist your child with getting in your vehicle. We also ask that you be patient during the first couple of weeks of school during this process as we get used to our procedures for the school year. Usually after the first couple of weeks we have reduced the dismissal time down to a reasonable time frame. Thank you in advance for your support!

Drop-Off Procedures for Grades 3-7: Parents will enter through the sports complex and follow the posted signs for the 3-7 building. Please follow directions of posted personnel as they assist your child with getting out of the vehicle. At no time should your vehicle be left unattended in the drive through lane

Pick-Up Procedures for Grades 3-7: Parents will enter through the sports complex and follow the posted signs for the 3-7 building dismissal lanes. Parents will be held in the sports complex until approximately 2:50 pm. At that time, cars will be permitted to enter the 3-7 parking lot. Dismissal will begin at 3:00 pm (see Dismissal section for more information). Parents are not permitted to leave their vehicle unattended at any time. Please display your placard on the dashboard in clear view for all dismissal personnel. Upon entering the 3-7 parking lot, there will be personnel to assist your child with safely getting to your vehicle. Please follow the directions of posted personnel as they guide you to move forward in order to keep the dismissal line flowing. In the event your child does not report to dismissal when called, you will be instructed to park your vehicle and report to the main office for further assistance. Parents must not use their cell phones while driving in the parking lot and music must be turned off.

*The safety of your children is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our children safe.*

## **ATTENDANCE:**

### **ABSENCES:**

1. Your children must be in school every day as mandated by state law.
2. Parents will call the office to notify the school if the student is going to be absent. Parents only have two days to excuse the absence, failure to do so will result in the absent being unexcused.
3. When absences become a concern (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period), the attendance clerk will double check for medical excuses for absences turned in and recorded.
4. The teacher will send home a letter to contact the parent regarding excessive absences and may refer student to the registrar or principal (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period), a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.
6. If absences (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period) or early dismissals continue to exceed specified days then the case will be referred to the school's assigned social worker.
7. If absences continue (15 or more constitutes habitual tardiness within 90 calendar days) after referral and visit by social worker, case will be referred to the State Attorney's Office per Miami-Dade County School Board Policy.

Anytime a student returns to school after an absence, a note **MUST** be brought from home.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency.
6. Special Event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical or dental appointments
8. Students who have, or are suspected of having a communicable disease.

**Students who have 15 or more unexcused absences within a 90 calendar day period risk the possibility of a social worker referral and their child's academic standing could be adversely affected due to the large number of absences.**

## **TARDY POLICY:**

A child is tardy when he/she is not in their classroom (8:00 am for both Elementary and Middle School). All late students must have a tardy stamped in their agenda from the front entry area before being admitted into their classroom. The homeroom teacher is responsible for entering tardy information into the computer system and for issuing consequences if necessary.

Excused Tardies: A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason (See Miami-Dade County Code of Conduct). The reasons for excused tardies are as follows: doctor's appointments with notes from the doctor/orthodontist or extreme emergencies approved by administration. Excused tardies will not count toward the student's tardy record.

Unexcused Tardies: A student will be considered as unexcused because of last minute vacations, alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record.

Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. At 5 tardies, the registrar will double check for medical excuses for tardies turned in and recorded.
2. At 5 tardies, the teacher will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
3. After 5 tardies an hour long detention will be issued, and given to administration with supporting documentation of parent contact and non-medical tardies stapled to the referral. If 10 tardies or early dismissals occur without doctor's note), the student will receive a Saturday detention. If tardies continue (15+ within one semester) to exceed specified days then the case will be referred to the school's assigned Social Worker.
4. If tardies continue after referral and visit by social worker, case will be referred to the State Attorney's Office per Miami-Dade County School Board Policy.

**After 15 tardies or early dismissals per semester, the student may be referred to a social worker.**

**BOOK BAGS/FOLDERS/PERSONAL ITEMS:**

Students may not use book bags on wheels unless they have a current doctor's note on file indicating that it is needed for medical reasons. All book bags must be in good condition. Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on KGCS . Students should not use sharpie pens to draw or write on their bags. Failure to comply will constitute a uniform violation and be subject to detention, parental notification, and possible confiscation.

**BUS TRANSPORTATION:**

Students that ride the bus must board the bus immediately and stay seated. Standing around the side of the building is not allowed unless you are waiting for a late bus. Students who miss their bus must call home and wait in aftercare until a parent can pick them up. Fees will be applied. Receiving transportation to and from school is a privilege and will be taken away for misbehavior on the bus. Any student not following the bus rules or adhering to the driver's direction will be discipline. Discipline may include suspension or loss of bus services.

**CAFETERIA PROCEDURES:**

**Preferred Meal Systems provides all breakfast and lunches for KGCS.** Breakfast and lunch will be served in the dining room. Students should take one of each item as they go through line as they will not be permitted to come back into line for seconds or missed items. Students who bring lunch from home are able to purchase milk for \$.50. **Students will be allowed to charge up to three meals only.** Students are not allowed to bring sodas to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. These foods can lead to hyperactivity and interfere with the learning process.**

**Cafeteria Behavior:** Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion while being in full uniform. Students are to stand in a single file line while waiting for food, to keep communication noise levels low, and to stay seated unless raising their hands and given permission. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the dining area during the lunch period without a written pass or escort to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED CAFETERIA AT ANYTIME.** The cafeteria rules are posted and all students are expected to follow them at all times. Food or objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts will result in a suspension from school.

**CARE OF SCHOOL PROPERTY:**

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building or grounds is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play or act inappropriately in the bathrooms, including-but not limited to- graffiti, climbing on sinks/toiletries, clogging toiletries on purpose, or throwing objects. Any student who disregards this rule will receive Disciplinary Action.

## **CHARACTER/CITIZENSHIP/STRIVE:**

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Do on to others, as you would have them do you. Lend a helping hand whenever possible, always make good choices and act responsibly. Teachers implement STRIVE (Schools/Students Taking Responsibility for Important Values of Excellence Education) *for Greatness* in the classroom. STRIVE is a character education model and it is embedded in our classroom instruction, daily routines, rules and celebrations.

- Items found should be turned over to the office or placed in the lost and found. Never keep unclaimed items as your own
- Do not participate in situations with peers that can get you into trouble
- Report wrong doing and dangerous situations
- Do not take things that do not belong to you including personal items and/or lunches

## **CHILD ABUSE:**

State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the **DCF Hotline at 1 800 96-ABUSE**.

### **Reporting Procedures**

1. The staff member will determine if the abuse is physical, emotional, sexual or neglect per the indicator guide (Child Abuse and Neglect Form 4002B).
2. If further consultation is needed before a decision is made to report, they will refer to the following:
  - a. Child Abuse/Neglect Designee
  - b. Guidance Counselor
  - c. School Social Worker and Attendance Office, Child Abuse Services (754 321-2492).
  - d. School Psychologist
  - e. Health Services
  - f. School Resource Officer
3. The report will be made by the person who has the most firsthand knowledge of the situation. After the call is made to the HOTLINE, the child abuse designee must be notified.
4. A verbal report to the statewide toll-free hotline must be made. In making this report, the Child Abuse and Neglect Form (4002B) will be used as a guide.

## **COMMUNICATIONS:**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda/folder. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. An End-of -Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, communication will be sent home on Fridays. The parent/guardian will be asked to sign and return the folder by the following school day. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through Parent/Student Information System (SIS) at <http://keyscharter.org>. Username and passwords will be sent home at the beginning of the school year or you can call the front office. Also, visit our school's web page at <http://keyscharter.org>. Pertinent information about school functions and events will appear on this page.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient before or after-school hour.

**Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.** Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time of movement. If a parent does have a conference, please check-in at the front office and the teacher will be called down to escort you to the conference meeting location.

## **POSITIVE BEHAVIOR PLAN:**

Throughout KGCS teachers use a positive behavior plan to support students making good choices. On rare occasions, if positive behavior procedures are not working, a teacher may have to utilize enforcement procedures based on the Miami-Dade County Code of Student Conduct which can be viewed on the district website: <http://www.dadeschools.net/ehandbook/Code.htm> as well as the school's

addendum to the District's Code-of-Conduct which is located in the student's agenda book under the heading "Parent and Student Handbook".

Each teacher will establish appropriate procedures for behavior in his/her classroom based on these guidelines. The following list is not all-inclusive.

1. Students are expected to respect the authority of all school personnel which includes but is not limited to: administration, teachers, staff, and substitutes. All teachers and staff have authority over all students.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property or use of markers/pens/pencils on walls/fixings is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in any of the school buildings or on the school grounds.
4. Items such as water pistols, matches, radios, CD players, skateboards, toys, collectable trading cards, electronic handheld games, lighters, weapons of any sort, etc. are not permitted at school and will be confiscated as well as the appropriate consequence will be issued.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drugs, alcohol, gangs or violence.
6. No profane, abusive or slang language is to be used.
7. Zero tolerance for bullying or aggression-verbal, physical, or cyber.
8. Teachers will encourage a sense of community and inclusiveness that is apparent through the involvement of all children in all class activities.
9. All cell phones/electronics must be turned off (not even on vibrate) and placed safely out of sight once the student enters school. Electronics must remain off until they are released from class at the end of the school day.

**AFTER SCHOOL DETENTION:** An administrator or teacher will complete the After School Detention form which includes the date/time/location of the detention, description of why the detention was given, and what attempts were made to contact parent/guardian. If a student misbehaves or is late to After School Detention, they will be assigned one day of Saturday Detention. Detentions are served on Tuesdays and/or Thursdays and can be given by administration, teachers or school staff. Students missing a detention or leaving detention early will receive a Saturday School. Students that do not serve their assigned Saturday Detention or do not bring their notice home signed and returned to the teacher are subject to suspension. Students that have been issued more than 3 detentions or have failed to serve 3 detentions will be assigned a suspension.

**DETENTION POLICY:** Kindergarten, Grade 1, and Grade 2: (30 minutes) 3:45 to 4:15  
Grades 3 through 7: (60 minutes) 3:15 to 4:15

**SATURDAY DETENTION:** Saturday Detention will be assigned to those students whose behavior is consistently inappropriate or who have missed a detention. Those students who are assigned detention on Saturday must attend or they will be suspended. Saturday Detention will be from 9:00 am-11:00 am. Students must come to Saturday Detention in their school uniform and must complete homework/seatwork. There is zero tolerance for misbehavior. If a student misses Saturday Detention, unless a doctor's note is provided or family emergency, they will be suspended for one day.

**Detentions will be given for the following infractions, but not limited to:**

1. **Two uniform infractions**
2. **Not following classroom rules and expectations. When a student misbehaves, the teacher will provide the student with a verbal or written warning. When the student receives a second warning, the teacher will again warn the student and notify the parent that further misconduct will result in a detention.**
3. **Certain misconduct or misbehavior may warrant an immediate detention.**

**SUSPENSION:** Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.

**PERMANENT DISMISSAL:** The Principal may recommend to the Board of Directors and South Central Area Office of the Miami-Dade County School Board to dismiss a student for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.

4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Suspendable offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession, and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalism of school property.
6. Igniting any flammable substance.

## **DISMISSAL:**

All parents must identify how their child will be dismissed from the school. Provide and update this information with your child's homeroom teacher.

### Dismissal for Grades K-2

#### **Category 1: Student Walkers:**

In Grades K-2, KGCS will not release students to walk home unless accompanied by an older sibling in Grades 3 and up or parent. The older sibling will be required to sign the student out on the walker log on a daily basis after the parent provides a signed and completed "Walker Permission Form" available on the Information Wall located in the office. If your child was a Walker last year, a new permission form must be filled out for the new school year. Walker students must report to the cafeteria where they will sign out in the walker log daily with the assigned walker teacher, who will then stamp their hand. Walkers will exit the building through the cafeteria door and their hand stamp will be checked. If parents are asking for walker privileges to avoid pick-up line, administration reserves the right to not release a child at dismissal unless a family member follows set procedures for dismissal to a waiting car.

**Category 2: Car Riders/Bus Riders.** All vehicles must have a student placard in their front window to ensure security and quickness. Vehicles without a placard will be asked to park and show ID to the front office. If parents choose to walk up to the school for student pick-up, they must bring the placard, form a line, and wait below the steps as their child is called for dismissal. Parents must follow all directions from staff, including: staying in the two far right drop-off lanes, staying in vehicle at all times, pulling all the way forward, and keeping the name placard up in the car window until your child is in your vehicle. Teachers will escort and place students in their buses.

**Category 3: Clipboard.** If you arrive earlier than dismissal time and decide to park your vehicle in the school's parking lot you must sign your child out on the clipboard. The list of names will be given to the dismissal personnel to be called throughout the release of students. This is for the safety of our students and to assure we have record of who has picked them up.

### Dismissal for Grades 3-7

#### **Category 1: Walkers and Bikers**

Walkers and Bikers will be dismissed first. Elementary walkers/bikers will be released from class at 3:00. Middle School walkers/bikers are released as following: 6<sup>th</sup> and 7<sup>th</sup> Grade 3:00 pm. All bike riders must walk their bikes off property (failure to do so will result in them losing their bike privileges). The Walker Permission form must be completed for any K-5 student to be allowed to walk or ride off property for any reason; this includes students walking to a vehicle off-property.

**Category 2: Car Riders, Bus/Van Riders, After Care, Clubs, and Sports Car Riders** will be called by walkie talkie to leave their room and come directly down to the vehicle. After Care, Clubs, and Sports students will stay inside the holding room until the supervising adult picks them up and takes them to their location. Any students who are not picked up once dismissal concludes will be placed into After Care and a fee will be applied. All vehicles must have a student placard in their front window to ensure security and quickness.

Vehicles without a placard will be asked to park and show ID to the front office. If parents choose to walk up to the school for student pick-up, they must bring the placard, form a line, and wait below the steps as their child is called for dismissal. Parents must follow all directions from staff, including: staying in the two far right drop-off lanes, staying in vehicle at all times, pulling all the way forward, and keeping the name placard up in the car window until your child is in your vehicle.

**Category 3: Clipboard.** If you arrive earlier than dismissal time and sign their child out on the clipboard. The list of names will be given to the dismissal personnel to be called throughout the release of students. This is for the safety of our students and to assure we have record of who has picked them up.

#### **Please remember:**

Students are not permitted to leave campus and then return for any reason (i.e.: tutoring, sports, clubs, detentions, bathroom, etc). Only if a student is in danger are they allowed to return back onto campus.

Parents are not allowed to park alongside the school on Southeast 28<sup>th</sup> Street as they will be given citations by MDSO.

Students are not allowed to loiter inside school grounds after dismissal; they must leave immediately per the process. Students should be picked up within the allotted time as supervision off-campus is the parent's responsibility. Students will not be released to adults unless they have proper identification and are on the approved pick-up list. Parents must provide the front office with legal documentation for pick-up rights. Students will not be permitted to wait in the front office or front rotunda after 3:15 pm. Parents must drive 5 mph, stay off cell phones, and turn off music while in the parking lot.

## **DRESS CODE:**

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Keys Gate Charter School reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be sent to the front office and stay there until a parent/guardian brings the proper uniform for the student. Every student in attendance shall wear the KGCS official school uniform. If an undershirt is worn, it must be white.

All uniforms must be purchased from the following vendor (no exceptions will be permitted): **All Uniform Wear 27495 S. Dixie Hwy, Homestead, Florida 33032 (786) 545-9988.**

**Hair, Make-up, and Nail Polish:** Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, Mohawks (hair that is raised in the center, not blended, and longer than an inch), spikes, head symbol shavings, etc. This is left to the administration's discretion. Blonde highlights are allowed. Hair that is distracting to the educational setting will not be allowed. No hats, hoodies, headbands, scarves, or bandanas may be worn or displayed. No make-up will be worn in school. If a student wears make-up to school they will be asked to remove it in the front office. Nail polish should be lightly colored. Black or dark colored nail polish is not allowed.

**Shoes:** Students must wear closed shoes at all times. No boots: cowboy, snow, dress, heavy military type boots (or shoes) etc may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No "Heelys" (wheeled sneakers), flip flops, bedroom/other slippers, all shoes must have a closed toe and back. Students should not wear black sole shoes as they do scuff the classroom and dining room floors.

**Socks:** Socks must be worn daily and must be white or dark colored. Fishnet stockings or other inappropriate leg wear is not acceptable. Socks should be worn no higher than lower calf height.

**Shirts:** All shirts must be tucked in and purchased from the Keys Gate Charter School vendor with the school's logo. They cannot be shirts that are similar in color and not bearing the school's logo.

Elementary students' colors are light blue and must bear the school's logo. These collared shirts must be worn every day to school (with the exception of Dress-Down Days). If a child has PE, they are permitted to wear the PE t-shirt during the school day.

Middle school students' shirt color is royal blue. This is a polo shirt and must bear the school's logo. Only one solid white t-shirt may be worn underneath the polo shirt. T-shirts may not be visible below the shirt hem or cuff. The polo shirt must be worn every day to school (excluding Dress-Down Friday).

**Slacks/Shorts/Skorts:** All slacks, shorts, and skorts must be worn **at the natural waist (at the top of your hip bone) with a belt** and may not be worn rolled up on the leg. Skorts can only be worn in grades K-3. Slacks, shorts, skorts and jumpers are to be **navy blue or khaki** and preferably be purchased through the school endorsed uniform company. Jeans are not permitted for any reason outside of Dress-Down Fridays. Jumpers, carpenter pants, sweat pants, tan jeans, and Capri pants are not allowed. Students are not allowed to tuck their pants into their socks.

**Belts:** A belt must be worn at all times with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

**Jewelry:** Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. Either a stud or a tiny hoop earring can be worn for safety purposes. (Rule of Thumb: if an adult thumb can fit inside, then they are too large.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets or any type of bands need to be limited to one per wrist to eliminate unnecessary noise and distractions. Rubber bands, wrist bands, or gloves are not allowed to be worn.

**General:** At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **ALL CLOTHING SHOULD BE LABELED WITH THE STUDENTS NAME.** Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

Jackets/Sweaters: Navy Blue school authorized jackets and plain navy sweatshirts **without hoodies** are the only outerwear permitted at KGCS. Parents may purchase the school's navy blue jacket or sweatshirt from ALL UNIFORM WEAR that provides the rest of the school uniform. If at any time the temperature drops below 50 degrees, students may wear a heavier jacket of their choice on top of their Keys Gate jacket while outside.

Dress-Down Fridays: Students may only participate in dress down day on the **last day of the week**. Students pay \$1.00 to participate in this program which allows a student to wear jeans, with a belt and normal uniform top (or a school sanctioned alternative top), on this day only. This is a voluntary program and the proceeds benefit the school's educational mission. Those students who do not participate must wear a complete uniform to school. Any student out of uniform will be made to call home for a change of clothing. Jeans must be worn at the natural waist line, only blue in color, and have no holes/tears/graffiti.

Uniform Consequences:

Students out of uniform will result in the student being sent to the front office and a phone call being made home. If appropriate uniform clothing cannot be brought to the school in a timely manner, the student will be kept in the front office and given their school work to complete.

**EARLY DISMISSAL/EARLY RELEASE:**

Excused early dismissals are given for doctor's appointments with notes from the doctor and extreme emergencies.

If you need to take your child out of school before the end of the school day, come to the front desk, sign him/her out, and a school employee will call for your child, as long as it is before 2:30pm for Grades 3-7 and before 3:00pm for Grades K-2. We cannot dismiss children after these times due to our dismissal process beginning and for safety purposes. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted.

1. Your children must be in school every day by state law.
2. When early dismissals become a concern (5 or more), the teacher will double check for medical excuses turned in and recorded.
3. The teacher will contact the parent regarding excessive early dismissals (5 or more) via phone conference, email, teacher/parent conference or letter.
4. If early dismissals continue (10 or more), a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.
5. If early dismissals (15 or more) continue to exceed specified days then the case will be referred to the school's assigned Social Worker.
6. If early dismissals continue after referral (15 or more) and visit by social worker, case will be referred to the State Attorney's Office per Miami-Dade County School Board Policy.

**No child will be dismissed from the classroom after the early dismissal.**  
**Parents must wait until the dismissal time.**

**As per Dade County, students who are released before 10:30am will be marked absent for the day.**

**ELECTRONICS/CELL PHONES:**

The use of electronic devices by a student when school is in session is not allowed. Handheld games, headphones, and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated, unless authorized by administration. If these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

According to the Miami-Dade School Board's Code of Conduct, "the possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during school hours... and the possession or use of a cellular telephone which disrupts or interferes with safety-to-life issues would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline. (Note: If student possess a cellular telephone, it should be kept out of sight inside a pocket, book bag, or similar container, and it may not be allowed to emit any ring tone or vibrations on school grounds during school hours.)" Consequences are as following:

First Offense: The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form.

Second Offense: The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form and student receives a detention.

Third Offense: Parent must sign paperwork that acknowledges that the cell phone will be returned at the end of the academic year.

**Failure to surrender items will result in a disciplinary consequence.**

## **EMERGENCIES:**

**Illness:** The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill. Children should be free of fever, vomiting and diarrhea for 24 hours before returning to school after being ill.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

**PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UPDATED. Students who do not return an Emergency Card will not be permitted to participate in any extracurricular activity (field trips, sports, dances, etc).**

## **SEE SECTION ON MEDICATION**

**Injuries/Accidents:** The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office with an incident report form even if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer basic first aid (give ice or bandaid).
4. The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached. It is expected that sick students will be picked up in a timely manner.
5. An incident report will be completed and filed for every accident.
6. Parents must realize that we do not have trained nurses or medical assistance at the schools and therefore the cooperation of parents and those listed in the emergency contact form is essential for the safety of the children.

## **EMERGENCY EVACUATION:**

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold quarterly fire drills, lockdowns, and extreme weather procedure to prepare us for extreme circumstances. Should we need to evacuate the building, there are comprehensive evacuation plans for bomb threats, nuclear release and other situations. Under no circumstance will parents be allowed to pick up their child at school during an evacuation period. Our goal is to evacuate the entire building safely. In the event an evacuation takes place, you may contact CSUSA at 954-202-3500 or listen to local news stations for information. Please patiently wait for a phone call from the school personnel explaining the location and procedure for picking up your child. Students will only be released to the people identified on the emergency contact form. Please have a valid picture ID when picking up your child.

## **FAMILY RIGHTS AND PRIVACY ACT:**

The revised Family Rights and Privacy Act became a Federal law in November 1974.

The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access in writing to allow other agencies working with your child to have access to those records.

## **FIELD TRIPS:**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

Parents accompanying students on overnight field trips, must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Failure to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they will be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they will be excluded from participating in any field trips or dances during the second semester and include the loss of money per the non-refundable policy.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip without a completed signed permission slip. Students are to wear their Keys Gate polo or the field trip t-shirt on field trips for security reasons (unless authorized otherwise by administration).

All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours. **Early dismissal from a field trip site is not permitted.**

**Proof of Insurance:** In order to participate in any field trip, students must submit a copy of his/her medical insurance card to their teacher. If a student does not have insurance, school insurance can be purchased from the front office at a reduced rate. Students without medical insurance will not be permitted to participate in field trips. The teacher generally requests a copy of medical insurance at the beginning of the school year.

## **GRADING SCALE:**

### Grades K-1

E- Excellent  
S- Satisfactory  
N- Needs Improvement  
U- Unsatisfactory

### Grades 2-7

90-100% = A (Outstanding Performance)  
80-89% = B (Above Average Progress)  
70-79% = C (Average Progress)  
60-69% = D (Unsatisfactory Progress)  
0-59% = F (Failure)

Parents can utilize SIS to stay current with their child's grades in every subject, view benchmark results, see state standard performance, view homework, communicate with teachers, check attendance, etc.

## **GRIEVANCE PROCEDURE:**

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem - be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher if applicable.
4. If there is no solution, meet with the School Administration.
5. If left unresolved, you should contact CSUSA at 954-202-3500
6. If still unresolved, you should contact the Homestead Charter Foundation

## **HALLWAY BEHAVIOR:**

Students should travel through the hallways quietly to avoid interrupting ongoing classes and will follow staff directions to proper procedures. At no time will students be allowed to run or yell in the hallway. Elementary students will line-up in number order, refrain from touching the walls, and bulletin board as in accordance with the behavioral expectations for the school.

### Middle School

In the case of severe weather, students will be held in their classrooms. All classroom doors are locked throughout the day when students are not in the room for security reasons.

**Middle school students must be in possession of their agenda books at all times while in the hallways.**

## **“HOME LEARNING” POLICY:**

### **DEFINITION OF HOMEWORK:**

Homework is defined as specific tasks assigned by teachers to be completed during non-school hours. Homework assignments should be clearly connected to classroom lessons or calculated to enhance a specific skill designed to show the student a connection between the work taught in the classroom and real life situations. Homework should be age appropriate and, whenever possible, creative, so as to avoid boredom and to enhance the benefits listed above. In keeping with the KGCS goal to tailor a curriculum that meets each child's specific needs, teachers are encouraged to vary homework assignments in degrees of difficulty and the specific tasks involved, in accordance with a child's level within the class.

### **PURPOSE AND REASONING:**

KGCS recognizes the important role that homework plays in the enhancement of a child's overall education. The following list identifies some of the main benefits of homework:

1. Practice and review of lessons learned in class;
2. Teach the use of resources, such as the internet, reference materials, and the library;
3. Can provide an opportunity for the educator to present lessons in a more creative and interesting way than time permits in class;

4. Can be tailored to meet an individual's specific needs. For example, the homework material may be harder or easier depending on the child's academic level. This benefit also meets the goals of KGCS to create a curriculum that meets each child's individual needs;
5. Helps provide children an opportunity to manage time, encourages good study habits, independence and self discipline;
6. Works as a bridge between the school and the parents in requiring parental involvement, and provides the parent a clear understanding of what the child is working on in class;
7. Allows further exploration of a subject than time allows in class;
8. Ensures that reading skills are being practiced, as well as other concepts, such as multiplication and division, that need to be reviewed over and over until mastered; and
9. Homework has the ability, when properly administered, to show a child the real life connection between the lessons or skills he or she is learning in class and the world in which they live.

**EXAMPLES OF HOMEWORK ASSIGNMENTS:**

Homework assignments can and should be varied and creative. Homework assignments can include:

1. Reading a book either independently or with a family member;
2. Reading a newspaper or specific magazine;
3. Looking something up on the computer or in a reference book;
4. Writing a book report, paragraph, poem or creative story with spelling words;
5. Math handouts and problem practices;
6. Flash cards;
7. Or any specific skill the teacher feels the child or class needs to practice.

**HOMEWORK GUIDELINES:**

Teachers shall be given broad latitude in designing homework keeping in mind that each assignment should attempt to enhance one or more of the benefits listed above to achieve maximum results. In addition, the KGCS homework policy expects and encourages parental involvement in the homework process. However, it is expected that the child will do their own work. Finally, homework has been found to be most beneficial to the learning process when checked and returned to the student. Therefore, homework shall be checked and returned regularly. The following suggested guidelines are offered:

**KINDERGARTEN AND FIRST GRADE**

K-1 Homework assignments should not exceed 15 minutes a day and may consist of the following:

- Reading with a family member or guardian;
- Handout of numbers, letters, sounds, or other class assignments;
- Math practice
- Review of papers done in class for correction, reinforcement and practice, and sent home for parent or guardian review.

**2<sup>nd</sup>—7<sup>th</sup> GRADES**

In the second grade, and in order to foster independence and teach the skill of time management, whenever possible, weekly homework packets shall be sent home. Any writing assignments known about in advance should also be included. It is contemplated that the packet may contain some material not yet covered in class, leaving the family unit free to decide whether to expose the child to the new material early, or wait until the material is taught in class. In addition, it is also contemplated that not all children will have identical homework assignments, as the assignment should be tailored to meet the needs of the child at that particular time. To that end, other homework assignments may be given out during the course of the week as needed. At all times, however, the child should be given a reasonable amount of time within which to return the assignment to the teacher, preferably, with the packet on Friday.

Packets may or may not be appropriate at the third through seventh grade level. Consumable workbooks and worksheets will be given for grades third through seventh. Homework may be given out on weekends, holidays, or during periods of state, benchmark or other standardized testing. Teachers may provide "retention" packets for completion and practice over extended breaks; however these packets will not be counted for grades. At all times any homework assignment should follow these recommended time guidelines, including time for reading:

Grades 2-3	30-45 minutes per day
Grades 4-5	45-60 minutes per day
Grades 6-7	60-75 minutes per day

These guidelines may be altered or changed to take into account any special projects, book reports, research papers or other special assignment or event.

## **FAMILY PARTICIPATION:**

Studies have shown that homework is most beneficial overall when families are involved in the homework process. The KGCS homework policy contemplates parental involvement in the process. Parents should be required to initial the homework packet prior to the child turning it in, in order to ensure parental involvement in the homework process, as well as to inform the parent about what lessons the child is working on in class. In addition, parents are encouraged to review homework with the child that has been checked by the teacher in order to note any corrected answers. Finally, parents are expected and encouraged to read to their children regularly, or have their older children read an age appropriate book as part of their daily homework routine.

The family unit is also expected to create and enforce a homework routine for their child. Children should be provided a desk, writing utensils, and a place to work that has few distractions. Parents and guardians should be on hand to answer questions, review the work, and provide support. If the parent or guardian notices a problem with the homework process, or has an idea for improvement or any other concern about the child's performance, it is important that the parent or guardian immediately contact the teacher to discuss the situation and any remedies. If all parties work together, the benefits of homework can be achieved.

## **HONOR ROLL REQUIREMENT:**

**High Honor Roll** - All A's in all subjects. No N's or U's at all (includes electives).

**Honor Roll** - All A's and B's in all subjects. No N's or U's at all (includes electives).

Students will be recognized at our quarterly Honor Roll Assembly. Invitations for parents/guardians will be sent home and posted on the website, and marquee sign.

## **INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:**

All textbooks and library books needed by students for school and homework assignments are furnished by the school. The school also provides the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are expensive and that they should be cared for properly. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on, unless they are consumables. Charges will be made for damaged or lost books and/or materials. The cost for a student/parent/guardian to replace a lost/damaged textbook is between \$50.00 and \$75.00 based on the type of book. Students must learn to be responsible for the care of personal and school materials. Book checks will be conducted every nine weeks and letters will be sent home for reimbursement of lost/damaged books.

Supplies lists will be provided for all students. These lists can be found on our school's webpage, SIS, or through the front office. Students will be expected to provide all of these basic supplies. Please provide your receipts for classroom purchases to your homeroom teacher so that Volunteer Hours can be credited. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

## **LABELS:**

Please have your child's name on all personal property such as: lunch boxes, school jackets, backpacks, etc.

## **LIBRARY BOOKS:**

Library books must be returned within two weeks from the date of check out. Any books returned late will result in a fine of .10 cents a day. Charges will be made for lost or damaged books at replacement cost. Parents may earn Parent Volunteer Hours by donating approved books to the school's library (please contact the Media Teacher or Reading Specialist for book approval).

## **LOST AND FOUND:**

Throughout the school year, items that have been lost are turned into the school office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the front office to claim it. There are many items lost and never claimed each year. These items are donated quarterly to various charitable institutions. Therefore, please label your child's personal belongings making them easier to return to the student.

## **MAKE-UP WORK:**

All students are expected to make up class work missed during an excused absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the student has **three days (according to Dade County)** to make up the work for each day the student is absent, **not including the day of return**. Students who have an unexcused absence will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which a grade is given. Based on the teacher or department policy, this work may or may not be allowed to be made up. Teachers WILL include these zeros when averaging grades for a marking period.

## **MEALS:**

Preferred Meal System is the provider for breakfast and lunch. Cost: Breakfast = \$1.75 daily and Lunch = \$3.00 daily. Reduced Cost: Breakfast = \$0.30 and Lunch = \$0.40.

**Payment:** All parents are encouraged to pre-pay for lunches on Friday or monthly so that money is always available for student purchases. All payments will need to be made to your child's homeroom teacher. Checks should be made out to Keys Gate Charter School and include the **child's name** as well as **lunch number**. It is imperative that you pay for lunch on time. Students should not have to wait for a parent to bring money or a lunch to school. Students with no money will be provided a cheese sandwich and a drink.

**Free/Reduced Price Lunches:** An application for Free or Reduced Price meals will be sent home with students the first day of school and will be available on the school's website. Parents must apply for this benefit **yearly** (application is separate from Miami-Dade County). It should be completed and returned to the office as soon as possible. The application process takes 10 school days. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Charter Schools USA. Students who had free and reduced lunch during the last school year will receive their benefits for the first 30 days of school. Students new to Miami-Dade County will have to pay full price until their application is processed.

## **MEDICATION:**

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of **Keys Gate Charter School** without specific written authorization by a medical doctor of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the **medical doctor** must sign an authorization form. Please obtain this form from the school office. The medication will be kept in the main office and will be administered by certified office personnel. No student can bring medications on campus and self-medicate. In accordance with Miami-Dade District School Operations, all medication must be received and stored in original containers. When the medication is not in use, it will be stored in its original container in a secure fashion under lock and key in a location designated by the principal. Students are not permitted to carry any kind of medication while on school grounds (this includes aspirin, cough drops or inhalers).

## **PARENT CONFERENCES:**

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher or multiple teachers should be set up through the student's homeroom teacher by email or calling at 305-230-1616. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

## **PARENT TEACHER ORGANIZATION (PTO):**

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO. The faculty, staff and administration encourage all parents to become active members supporting the school and the organization. Officers will be elected yearly according to the school's bylaws and district/state guidelines. Bylaws can be found on the school website. Officers are expected to work for the good of the school and students, in accordance with their job descriptions.

- The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students.

PTO board meetings will be held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. Parents receive 1 volunteer hour for attending meetings.

Parents receive one (1) volunteer hour for attending meetings and volunteer hours for joining PTO on or before the very first PTO Meeting for the school year. Please remember that PTO meetings are not the forum to voice complaints about teachers.

**PAYMENT POLICY:**

Please pay with cash or money order whenever possible for all school purchases.

**PROGRESS MONITORING PLAN**

A student that is not progressing at the appropriate rate in academics and/or behavior will be placed on a Progress Monitoring Plan (PMP). The PMP will be developed collaboratively by the teacher and parent/guardian to address the child’s individual needs and to assist the child in achieving grade level standards. Parents are expected to attend the conference in order to effectively develop and be able to monitor their child’s plan.

**PUPIL PROGRESSION:**

Keys Gate Charter School will follow the Dade County School’s Pupil Progression requirements and procedures for K – 7 students. For further information please contact the school registrar.

**REPORT CARD DISTRIBUTION:**

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be mailed home in mid-June.

**SCHOOL ADVISORY COUNCIL (SAC):**

A School Advisory Council works with the Principal and/or Administration Team on issues related to the overall operation of the school and implementing the School Improvement Plan. This council meets once a month and represents all grade levels with-in the school. Any parents, teachers, or middle school students wishing to participate should contact the Principal. Attendance at SAC meetings will earn the family 2 volunteer hours.

**SCHOOL HOURS:**

Primary Learning Center (Grades K-2) Before Care (Fee Applies)	6:30-8:00 am
Elementary (Grades 3-5)/Middle School (Grades 6-7) Before Care (Fee Applies)	6:30- 8:00 am
Breakfast Hours (Primary)	7:50- 8:30 am
(Middle school)	7:20- 8:00 am
(Elementary)	7:20- 8:00 am
Primary Before Care Instruction Begins	8:30 am
Elementary (Grades 3-5) and Middle School (Grades 6-7) Begins	8:00 am
Student Dismissal	
Primary Learning Center	3:30 pm
Elementary	3:00 pm
Middle	3:00 pm
*Early Release Days Dismissal (See calendar)	
Primary Learning Center	1:00pm
Elementary & Middle School	12:30pm
After School Care (students remain in their class until dismissal concludes)	
Primary Learning Center	3:30 pm - 6:00 pm
Elementary	3:15 pm- 6:00 pm
Middle	3:15 pm - 6:00 pm

**SEVERE WEATHER INFORMATION:**

Keys Gate Charter School will follow the same instructions as Miami-Dade County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings. The campus is equipped with early warning devices.

## **SUSPECTED HEALTH CONCERNS:**

Students will be checked periodically for head lice and ringworm. Students will be sent home if school personnel detect lice and/or nits (lice eggs) in his/her hair or ringworm on the skin. The entire class will be checked for any head lice if it is detected on a student in the class. A notification letter will be sent home should a classmate be suspected of having ringworm. The effected students **MAY NOT** return to school until treatments have been administered and a doctor's note must be provided upon return. Upon return, the student and parent must report to the office and the student will be checked to determine if any nits are still present before being re-admitted.

## **STUDENT ID BADGES:**

The school issues identification badges for middle school students. Middle School students must wear these every day and have them around their necks (not anywhere else) before entering the school. Students are required to wear their ID badges around their necks at all times. The ID Badges may be needed for admission to various school activities. The first badge will be provided at no charge to the students. ID Badges should not have graffiti, stickers, writing, other pictures, or cuts/tears. Replacement ID badges will cost \$5.00 (lanyards cost \$2.00) and can be purchased in the front office. ID badges must be from the present school year. Consequences will be given to middle school students for not wearing their ID badge at all times while on campus (exception of PE). Consequences will be given for each single day that a middle school student does not have their ID badge.

## **STUDENT INFORMATION SYSTEM:**

All parents will have access to the Parent Student Information System (SIS) via any internet computer. User names and passwords are available through the front office. Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the Sunshine State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated on SIS.

## **STUDENT RECORDS:**

Student records and grades cannot be released until property and textbooks have been returned or paid for. All accounts must be brought up to date from the library, cafeteria, textbooks, fundraisers, and aftercare program, etc. prior to any records being released. The final report card will be held until all account balances are cleared.

## **STUDENTS' RIGHTS:**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detentions, suspension or expulsion. **Parents who have a conflict with a student other than their own child are requested to speak to Administration. At no time may parents approach the student or other parents directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student, parent or employee will NOT be tolerated.

## **TEACHER CONFERENCES:**

All parents of elementary school students will meet with their child's teacher at least once during the school year. Middle school parents can request a conference by contacting their student's homeroom teacher. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Conferences are scheduled after 1<sup>st</sup> quarter.

## **TELEPHONE:**

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

## **VISITORS:**

VISITORS, INCLUDING PARENTS, ARE **NOT** PERMITTED TO GO TO THEIR CHILD'S CLASS UNANNOUNCED DURING SCHOOL HOURS BECAUSE THIS DISRUPTS THE NORMAL ROUTINE AND INSTRUCTION. **For the safety and protection of all students, visitors (including parents) must sign in and out with the front desk, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom.** Per the Jessica Lunsford Act, all visitors must have photo identification and will be scanned using the Raptor system linked to the FDLE database. Cooperation will enable the school to provide a safe and orderly learning environment for all students. If you wish to meet with a teacher, please make arrangements for a conference with the teacher via the front office or through email (all email addresses are listed on Parent SIS and through the school's website).

## **VOLUNTEER HOURS:**

Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Parents are required to log the volunteer hours in SIS. Name badges will be given out at the front desk in order to volunteer in a designated location.

Volunteer opportunities are listed on the school website. Parents earn 1 volunteer hour for attending each PTO or SAC meeting. Please be sure to enter your volunteer hours in SIS so they can be accounted for each quarter. A statement of hours completed will be sent home quarterly so that parents know how many hours they have completed. Parents are required to volunteer 20 hours for the first child 30 hours total for two or more.

- PTO will disseminate information regarding volunteer opportunities.
- **Half of all volunteer hours should be completed by January, 20, 2012.**
- **10 volunteer hours must be completed prior to the re-enrollment period, for your child to be eligible for re-enrollment.**
- All volunteer hours must be completed by May 18, 2012. Failure to complete volunteer hours will jeopardize field trips, dances, school functions, and/or this can result in the possibility that your child will not receive placement for the next school year.
- Parents may opt to buy parent volunteer hours at the cost of \$10 per hour or purchase supplies for the school and submit receipt with their volunteer form

## **VOLUNTEER GUIDELINES:**

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under Florida Statutes 1002.22 that covers academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Students may not be given medication by volunteers.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school.
- Permission for a student to leave the classroom must always be given by the teacher.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
- For ID, volunteers are required to wear a visible name badge when helping with school activities.
- **Volunteers will be assigned only to staff members requesting assistance.**
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- **Comparing and criticizing teachers and students is not acceptable volunteer behavior.**
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher in writing at the front office.

### **GUIDELINES AND FREQUENTLY ASKED QUESTIONS REGARDING VOLUNTEER HOURS.**

- Volunteer hour(s) is/are given for PTO memberships purchased on or before the first PTO meeting. Memberships purchased after the date shows school support and ensures your voting privilege, but does not earn a volunteer hour.
- When sign-in sheets are used at a function, **it is your responsibility to sign in.** If you forget to sign in, please do not expect the coordinator of hours, the teachers or other parents to recall and vouch for your attendance.
- The only way to get a volunteer hour for an event is to sign in on a sign-in sheet at the event. Hours will not be given afterwards, even if a board member or teacher remembers you being there.
- One hour is given per family **not per person** for attendance at functions. Examples: PTO meeting, honor roll, FCAT prep, etc.
- If you volunteer at an event, you do not lose your attendance hour, you will receive one hour for attending and one additional hour for every hour you work.
- One hour is given per family, regardless of how many children are in that family, per function. Please don't misinterpret and expect an hour for each of your students when you attend a function.

- Three (3) volunteer hours are given for bringing ALL required supplies to your child's teacher, per child, regardless of the cost of all the combined items. It would be greatly appreciated to contribute your supplies at least by the end of the first week of school.
- **Receipts must be submitted to the teacher prior to inputting volunteer hours in SIS.** You can keep your own copies of your receipts for your records.
- You can earn additional hours above and beyond the requirement. You can, if you choose to, give those hours to another parent who has the inability to participate due to financial hardships, medical reasons or if previously approved by administration
- When you are part of a subcommittee, **all the time** you spend counts. Example: emailing, preparing a flyer, phone or internet research, meeting with other parents etc. Keep track of your hours on a weekly basis and input your hours in SIS in a timely manner.
- For supplies given to teachers, provide a receipt for the teacher and input your hours in SIS. For supplies brought to the office, provide the office with a receipt and have them inform the teacher. It is the parent's responsibility to input the hours in SIS. (The only exception is for copy paper, you receive 3 hours for each case of paper. You do not need a receipt for copy paper) A standard case has 5000 to 6000 sheets.
- \$10.00 worth of box tops are worth one volunteer hour, **each box top is worth 10 cents.** One hundred box tops have a value equivalent to one volunteer hour. Print legibly on sign in sheets for events such as PTO **meetings. If your name cannot** be read, you lose the hour.
- If you do not complete your hours before the end of the year, you can pay for them at the rate of \$10.00 per uncompleted hour.
- Parents who officially serve on SAC or the PTO Board are exempt from hours and do not have to sign in or submit volunteer hours.
- You must keep a copy of your receipts for volunteer hours for your own records. Please copy all receipts before turning them in to the school

### **WITHDRAWAL PROCEDURES:**

**Parents/Guardians must complete a withdrawal form with the registrar when a child leaves the school during the school year. Be sure that the child has turned in all school property before he/she leaves the school. All obligations and debts must be paid prior to records being released.**