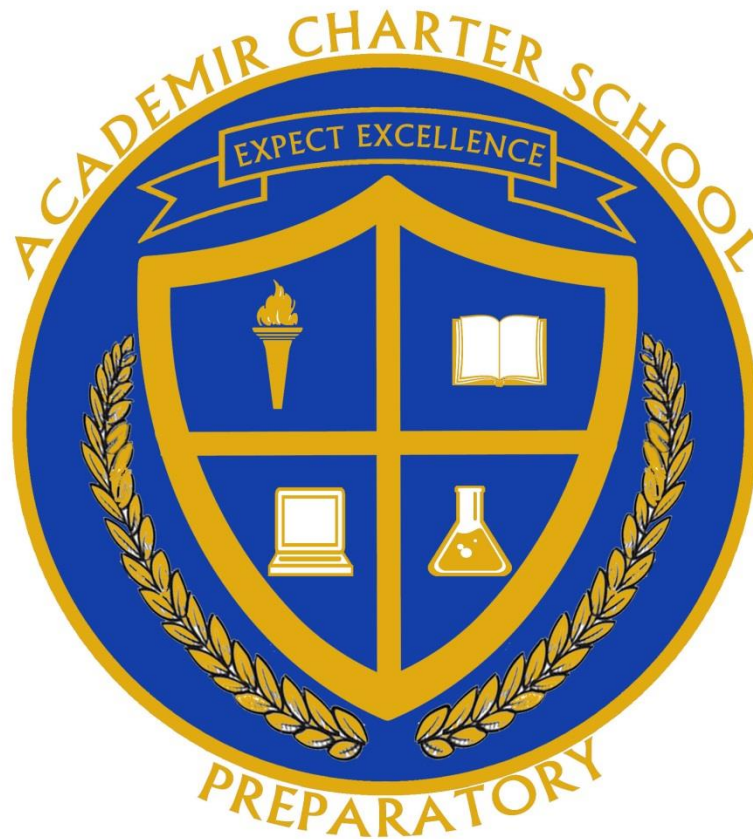


ACADEMIR CHARTER SCHOOL
PREPARATORY



PARENT/STUDENT
HANDBOOK
K-5TH



AcadeMir Charter School Preparatory

Dear Parents:

Welcome to an exciting school year at **AcadeMir Charter School Preparatory**. It will be a great pleasure to work with all of you for the benefit of our students. This handbook is designed to provide you with information that will answer most of your questions. Please read the handbook and discuss appropriate items with your child. We look forward to working with you and your children. If you have any questions regarding the handbook, please do not hesitate to contact us.

Our Mission

The mission of AcadeMir Charter School Preparatory is to provide students with a well-rounded elementary-school education, through a challenging program, focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement.

Our Purpose

The purpose of AcadeMir Charter School Preparatory is to prepare students to reach their maximum potential in all subjects with special emphasis on mathematics, science and reading using reform-based exemplary curricula and enhancement programs. The school will prepare its students to be productive and responsible citizens through these exemplary programs.

Vision

The vision for AcadeMir Charter School Preparatory is to provide students with a challenging and rigorous curricula enabling students to be well prepared for higher education and life through adherence to an unwavering mission, shared purpose and clearly articulated goals.

Students will experience a cross curricula instructional approach using the Florida Standards and benchmarks.

Educational Philosophy

AcadeMir Charter School Preparatory philosophy is to fully prepare students to carry the torch of knowledge through its proven curricula, as well as the freedom and prosperity that is passed from generation to generation in this great country. Encouraging the use of innovative learning methods such as inquiry based learning as a vital part of providing an educational program that truly meets the needs of all children. All learners possess areas of strength and areas of weakness and therefore, they express and receive knowledge in many ways. Effective teachers understand the need to differentiate instruction for all students in order for learning to occur. Understanding a student's area of intelligence, learning style, and/or learning preference is one way teachers can positively impact a student's ability to learn. The role of the teacher is to develop Direct Interactive Instructional lessons that will cater to each individual child. Students must be able to make sense of what is taught if they are going to apply their learning in other situations.



Registration Policies and Procedures

All students enrolled at AcadeMir Charter School Preparatory must meet the following requirements and provide the following information: Students who will attain the age of five years on or before September 1st of the school year shall be eligible for admission to public kindergarten during that school year.

Documents:

1. Copy of Birth Certificate
2. Previous transcripts and records from last school(s) (if necessary for grade verification)
3. Health and Immunization forms (blue and yellow forms)
4. Completed registration packet (including student data card)
5. Signed parent contract



Lottery and Admission

The lottery system is used when more students apply for admission to AcadeMir Charter School Preparatory than can be admitted. If there are fewer applicants than spaces available, AcadeMir Charter School Preparatory does not need to conduct a lottery.



Arrival and Dismissal

Drop off:

1. Kindergarten through Fifth grade drop off is at 8:00 A.M.

Students are to be sitting in class by 8:30 A.M. Attendance and tardiness are documented daily, and students accumulating 4 or more unexcused tardies per grading period will be written up. Students receiving more than 10 tardies per school year will receive a referral for excessive tardiness.

Dismissal:

1. Kindergarten through First grade dismissal is at 3:00 P.M.

2. Second through Fifth grade dismissal is at 3:30 P.M.

EARLY DISMISSAL ON WEDNESDAY:

1. Kindergarten through Fifth grade dismissal is at 2:30 P.M.

NOTE: THESE TIMES WILL BE STRICTLY ENFORCED. Those children staying 15 minutes after their dismissal, as indicated above, will be taken to the after care and parents **WILL BE CHARGED a \$1.00 PER MINUTE SERVICE CHARGE FEE.** There will be **NO EXCEPTIONS.** Our **DISMISSAL POLICY** does not permit students to be released from school 30 minutes prior to their scheduled dismissal time. Please do not plan any appointments that will require the students to be dismissed 30 minutes early.



Drop-off Procedures

School begins at 8:30 a.m. Parents must drop students off between 8:00 a.m. and 8:15 a.m. Parents/guardians should be extremely cautious of students during this time. Students may not cross in front of cars to get in/out of their cars. ALL VEHICLES should line up single-file when entering the property and follow drop-off/pick up procedure during dismissal. If your child is not waiting outside for any reason, please park your car and proceed to the office.

During rainy days, drop off/pick up procedure should be followed as well.



Before and After school Care

AcadeMir Charter School Preparatory has established before and after school care. This is an optional service that parents can utilize. For further information, please see our office manager.

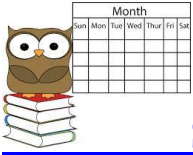
Registration Fee: \$50.00

Before School Care	7:00 a.m. – 8:10 a.m.	Fee varies depending on the number of days in the (1 st -5 th) month
After Care K-1st	3:00 p.m. – 6:00 p.m.	
After Care 2 nd -5 th	3:30 p.m. – 6:00 p.m.	

***We also have Before and After Care

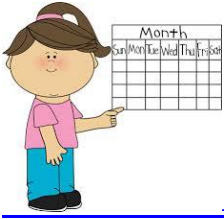
Sibling Discount:

- Registration 50% off each sibling
- After Care \$20.00 off each sibling
- Before and after care \$20.00 off each sibling



School Calendar

www.dadeschools.net/calendars



Absences

When a student returns to school after an absence, a note **MUST** be brought from home within the first three days they have returned, otherwise, the absence will be considered unexcused. Acceptable excuses for students' absences are: illness, a death in the family, a school-sponsored event or activity that has been previously approved or a religious holiday. (Please use the Absent Notification Form provided in the school's website and attach any documentation such as Doctor's note). Parents will be required to meet with administration for any students who have 4 or more unexcused absences in one nine-week grading period. Ten or more unexcused absences in any grading period will result in truancy procedures and students will follow district discipline policies including but limited to the withholding of grades.

Class instructional time is very important to your child's learning. Students are expected to be in class by 8:30 AM. Any student who arrives after 8:30 will be provided a tardy pass in order to enter their classroom. Parents will be required to meet with administration if their child has 6 or more tardies in one grading period.



Cafeteria Program

Breakfast: \$2.00 Daily

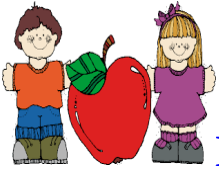
Lunch \$ 3.00 Daily (includes milk)

All parents must pay for lunch on a "monthly" basis.

Payment for the month is made only the **Wednesday** before the new month begins. Payment must be made in cash or check.

Breakfast and lunch will be served in the cafeteria. If a child forgets their lunch he/she will be provided with lunch that day. Students will not be permitted to call home. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school.

Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. Parents are not allowed to drop off lunch in the middle of the day. Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria.



Free and Reduced Lunch Program

The National School Lunch and School Breakfast Programs provide free and reduced priced meals for children unable to pay the full price. Applications must be filled on a yearly basis. Once the application is approved, meal benefits begin and will continue throughout the school year in which the application is approved, and extends for approximately the first two weeks the following year.



Conduct in the Cafeteria

Students should eat in an atmosphere that is pleasant and conducive to good habits. It is recommended that parents discuss good cafeteria manners with your child. We promote the following during meals: use low voices, raising their hand if they need something, and remain seated during the lunch period at the assigned table.



Communication

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. We ask that you make us aware of any of the following in writing:

- Excessive absences from school due to an illness
- A change in the emergency contact information or authorization to release form
- Notification of any change in transportation

Parent-teacher conferences are an important part of our program. We encourage getting to know your child's teacher and Principal.

Please make appointments for conferences by telephoning the office or writing a note to the teacher. If you have any additional questions or concerns, please make an appointment with the Principal. Parent/teacher conference may set up before or after school. We ask that you refrain from calling teachers during class time, holding a conference in the parking lot or at a social event, and or conversing during class time. There are two (2) conferences per year in grades Kindergarten – 1st grade. One is mid-year and one is near the end of the school year.



Emergency Contact Information

Student Data/ Emergency Contact Cards are expected to 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. Submit in writing any changes to your child's transportation via email, letter or fax.



Family Rights and Privacy

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 interest will have access to your child's records.



Accidents

Parents will be notified immediately in case of illness or an accident. In case you cannot be located, the school will use the name and telephone number of your emergency contact. It is imperative that the emergency contact is accurate.

911 will be called for critical injuries that require the type of care that school personnel cannot offer the student, and the parent or emergency contact will be notified. An accident report will be completed and filed for everyday accidents. You are requested to notify the office of any accident or injury, your child has had before returning to school. Please notify the office of any accident or injury going from school, or during school hours if you have not been informed by his/her teacher. An accident report will be filed by the classroom teacher or other personnel witnessing the accident.



Medication

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

Students may not keep medication in their book bags. Teachers are not authorized to administer medication in the classroom. All medication must be administered in the office by trained personnel and only after an *Authorization for*

Medication Form has been submitted. This form is available in the office and must be kept on record. This form must be filled out by the pediatrician or family doctor.

Medication must be brought to school in the original container with a label that clearly displays the following information: the child's name; dosage; name of the drug; physician's name; and the name and phone number of the pharmacy that filled the prescription.



Emergency Evacuation

Your child's safety is one of our major concerns; therefore we need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility. Under extreme circumstances we would need to evacuate the building. Depending on the situation, the local police will determine the location. **Under no circumstances will parents be allowed to pick up their child at school during an evacuation period.** Our goal is to evacuate the entire building safely. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. **Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.**

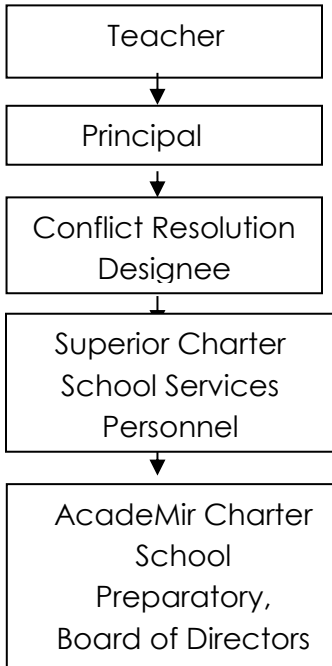
Closing of School:

The emergency closing of a school for any cause, such as weather is only at the discretion of the Superintendent of Schools.



Organizational Chart for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below. Anonymous letters will not be acknowledged



Discipline Behavior

We believe that all children can learn and succeed in school provided they have access to a nurturing, safe and structured environment, a challenging and interesting curriculum and qualified teachers who genuinely care about a child's performance and wellbeing. We achieve this criteria of a safe environment through the school wide adoption of a consistent, fair, and equitable discipline plan that we call 3R's – Respect, Responsibility, and Ready to Learn.

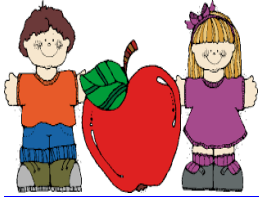
Disciplinary actions are listed below:

- | | |
|--------------------------|--|
| 1 st offense: | A verbal warning issued |
| 2 nd offense: | A behavior notification form will be sent home to the parents |
| 3 rd offense: | Parent/Teacher conference |
| 4 th offense: | Administration reserves the right to issue disciplinary action based on the severity of the violation. |

The school will abide by the Miami Dade County Student Code of Conduct when enforcing consequences.

Items not permitted in school

Candy, gum, pets, toys, large amounts of money, gum, candy, IPODs/MP3 Players, roller skate sneakers, weapons, drugs, any electronic game, or devise, playing cards, personal cameras or video recorders. The school will confiscate any items not permitted in school until the end of the school year. Please check your children's book bags to assure compliance. **The school is not responsible for any lost or stolen items of value. BEEPERS AND CELLULAR PHONES ARE NOT TO BE USED DURING THE SCHOOL DAY AND IF SEEN, THEY WILL BE CONFISCATED.** Confiscation of a cell phone or beeper will automatically result in disciplinary action. A cell phone or beeper will be confiscated and returned to parents for first time offenders and until the end of the school year for second time offenders. The school is not responsible for any inconvenience this may cause parents.



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, fieldtrips, suspension, or other disciplinary action. **Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the administration. At no time may parents approach any student/parent directly.** All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment or other verbal or physical conduct against a student or employee will NOT be tolerated.

NON-DISCRIMINATION STATEMENT In accordance with federal and state anti-discriminatory laws **insert school name** will not discriminate against a student in its school's admission, educational programs, and activities on the basis of race, ethnicity, national origin, creed, religion, gender, age or disability.



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 school. Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violates local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation during school hours. Although the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these websites or images, they are to notify a teacher or administrator immediately and should **NOT** share or access the content any further.

Additionally, students are not allowed to post images or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense. Any damage to property (laptops, computers, iPads) caused intentionally or by negligence will result in restitution.

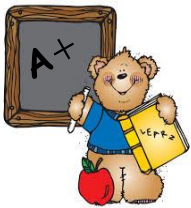


Curriculum

As a school of choice, AcadeMir Charter School Preparatory believes its focus on the special methods of teaching mathematics, science, and reading will appeal to those students and parents interested in the School's mission: to provide students with a well-rounded elementary school education, through a challenging program focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement. AcadeMir Charter School Preparatory also believes that the curriculum must be well-rounded to encompass the social and cultural development of each student.

AcadeMir Charter School Preparatory curriculum is based on Common Core/NGSS Standards.

Standards and encompasses the core subject areas of Math, Reading, Writing and Language Arts, Science, and Social Studies, as well as, special area classes of Technology, Foreign Language, Art, and Physical Education.



Grading and Reporting of Student Progress

AcadeMir Charter School Preparatory believes that parents must be informed regularly regarding their child's performance at school. Parents can become a school's greatest ally in helping to insure academic success for students. Grades can be accessed through the parent portal at www.dadeschools.net.

Academic Grades: Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject.

Kindergarten	Verbal understanding	Value
Academic Letter Grade		
E	Excellent	100% - 90%
G	Good	89% - 80%
S	Satisfactory	79% - 70%
M	Minimal Progress	69% - 60%
U	Failure	59% - 50%

1st grade – 5 th grade	Verbal Understanding	Value
Academic Letter Grade		
A	Excellent	100% - 90%

B	Good	89% - 80%
C	Satisfactory	79% - 70%
D	Needs Improvement	69% - 60%
F	Failure	59% - 50%

Conduct Grades for Kindergarten

Kindergarten	Verbal Understanding
E	Excellent
S	Good
N	Not Satisfactory

Honor Roll

	Principal Honor Roll	Honor Roll
Academic grades	Kindergarten-All E's	Kindergarten – E's and S's
Conduct	Kindergarten – All E's	Kindergarten – E's and S's

	Principal Honor Roll	Honor Roll
Academic grades	1st – 5th- All A's	1st – 5th – A's and B's
Conduct	1st – 5th- All A's	1st – 5th – A's and B's



Home Learning

Home Learning Assignments are a very important part of learning. Developing the habit of nightly study requires parental help and guidance. This is another way to reinforce what was learned in the classroom and a means of allowing the parents to be a part of our curriculum goals.

Teachers use the following time schedule as a guide when assigning home learning:

Grade K:	30 minutes
Grade 1:	30 minutes
Grade 2:	45 minutes
Grade 3:	45 minutes
Grade 4:	60 minutes
Grade 5:	60 minutes

These times are a guide and are based on the average child's ability and concentration. Some home learning assignments may take less time and others may take a little more time. A child who does not complete class work in class may have to complete class work in addition to home learning.

Home learning is posted weekly by teachers via the teacher's website which can be found under the school's website.



Uniform Policy

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. AcadeMir Charter School Preparatory reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Parents of students not wearing a uniform will be contacted and will need to bring the official uniform. Please remember that uniforms are for the safety of our students.

Hair: Hair must be neat, clean, and away from the face. No hats, bandanas or headbands may be worn. Boys' haircuts must be above the collar and above the ears. Hair styling or color arrangements which are disruptive or distracting are not permissible. Boys' haircuts must be monitored. Girls may wear permitted hair accessories in yellow, white, or royal blue. However, the school will honor certain hairstyles due to religious beliefs.

Our policy clearly states that any dress or grooming which is disruptive or distracting to the educational process is not acceptable.

Jewelry: Girls with pierced ears may wear modest simple earrings. More than one set of earrings on girls, large hoops, large necklaces with charms, wristbands, earrings on boys or visible piercing of other body parts are **unacceptable** and will not be permitted.

Make-up: Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted (**at any age**).

Dress Code

All uniforms are available for purchase at the uniform company. No other uniform is allowed.

Shoes:

Must be black closed toe shoes with white, navy blue, or yellow socks.

Cold Days:

1. Jackets and sweaters are available for purchase at the uniform store.
Please write student's name on all clothing tags.

Parent/guardian's cooperation regarding dress code is appreciated. Parents will be required to drop off uniforms if the student is not dressed appropriately.



Field Trips

As a learning experience, planned field trips may be scheduled throughout the school year. Parents may be asked to assist the teacher as chaperones. Chaperones 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. Please note that all chaperones will need to be cleared through MDCPS. If you have not been cleared through MDCPS and wish to attend school functions, please follow the MDCPS chaperone clearing procedures as soon as possible. **All parent chaperones must have a background check and cleared through Miami Dade County Public Schools prior to the field trip.** Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip. Written parental permission and fee prior to the field trip, or the student will not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing AcadeMir Charter School Preparatory uniform will be required to remain at school. All field trip applications must be fully completed.



Service Hours

Parents have many opportunities to volunteer their time at school. Volunteer sign-ups will be available throughout the school year. **Parents are required to volunteer a minimum of 10 service hours per family each school year.** If you have more than one child enrolled in the school, you need to divide the 10 hours per child and volunteer to each child's class equally.

Due to mandates from Miami-Dade County Public Schools, **all parents wishing to volunteer within the school must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted.**

Most parents/guardians are busy; therefore, please find below a list that details a variety of ways in which volunteer hours can be completed.

1. Assist in classroom
2. Assist in Book Fair
3. Assist on landscaping day
4. Assist in the lunchroom
5. Assist with picture day
6. Assist on fundraising projects
7. Chaperone on a school fieldtrip

This volunteer requirement must be completed by the last day of school two weeks prior to the end of the school year (5 hours before winter recess and the remainder two weeks before school end). A final reminder of non-compliance will be sent home.



Visitors

Visitors, including parents are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License and be cleared by MDCPS. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.



Returned Checks

Returned checks to AcadeMir Charter School Preparatory are charged a \$30.00 returned check fee. Payment for the returned check and the \$30.00 fee must be made within 7 days of notification from the school. **After one returned check to the school, a family may not pay by check for anything.** Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.



Text Books

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction, as well as online access to books. Books must not be written in or on. **Charges will be made for damaged or lost books and/or materials.**



Lost and Found

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the school. Please place *your child's name* on everything he/she brings to school. This will minimize the amount of items in our Lost and Found. All items are placed in the cafeteria and students are given an opportunity to look through and claim their own articles. Items that are not claimed by the end of every month will be donated.

Please sign and return to your child's teacher

2016-2017

AcadeMir Charter School Preparatory

Parent Handbook Acknowledgement of Receipt

I, _____ acknowledge that I have received and carefully read the AcadeMir Charter School Preparatory Parent Handbook. I understand that it is my responsibility to contact the Administration should I have questions or need clarification regarding any policies, practices and procedures contained in the Parent Handbook.

Signature of Parent/Guardian Date

Child's Name Classroom