

Ernest R Graham K-8 Academy

7330 West 32nd Ave.

Hialeah, Fl 33018

(305) 825-2122

<http://erg.dadeschools.net>

Parent/Student Handbook 2016-2017



**Mayra Alfaro
Principal**

**Rita Rodriguez, Assistant Principal
Erika Urbanik, Assistant Principal**

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Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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

Message from the Principal

Welcome to Ernest R Graham K-8 Academy. Once again we are proud to be an "A" school. We take tremendous pride in providing an excellent education and challenging academic foundation where all students feel safe and empowered to learn. Our goal this school year is to make strides towards maintaining high levels of student performance and securing adequate progress for all of our students.

We embrace a close relationship between the home and school. This is an essential component in providing a quality educational program for our students. We invite you to take an active part in your child's education by joining the PTA and serve as a school volunteer.

I believe that by working together, we can truly make a difference in the education of our students!

Sincerely,

Mayra Alfaro

Principal

Mission Statement

Ernest R Graham K-8 Academy

In our quest for excellence, the administration, faculty, and staff of Ernest R Graham K-8 Academy, along with the community and the parents, are committed to providing all students with the knowledge, skills, attitudes, and opportunities to succeed. It is our goal to enhance the students' self-esteem and their desire for excellence in order to achieve their potential as responsible citizens in a multicultural society.

Biography

Ernest R Graham

Ernest R "Cap" Graham (born in Croswell, Michigan, 1886, died in [Florida](#), 1957) was a political figure in [Florida](#), having served as a member of the [Florida Senate](#) from 1937 to 1944, when he unsuccessfully ran for the [Democratic nomination](#) for [Governor of Florida](#) in 1943-44. As a senator, Graham lobbied in [Tallahassee](#) and [Washington D.C.](#) to bring benefits to [Miami-Dade County](#). He proposed the creation of a [public university](#) in the county, and although his efforts were unsuccessful during his lifetime, they eventually led to the establishment of [Florida International University](#). The student union at Florida International University is named in honor of Graham, named the Graham Center. In 1948, Graham unsuccessfully sought election to the [Dade County Commission](#). Other than his involvement in politics, Graham worked as a mining engineer in South Dakota and farmer in Florida.

BARBARA GOLEMAN FEEDER PATTERN SCHOOLS

Name of School	Address	Principal
Bob Graham Education Center	15901 N.W. 79th Ave. Miami Lakes, Fl 33016	Yecenia Martinez-Lopez
Ernest R Graham K-8 Academy	7330 West 32nd Ave. Hialeah, Fl 33018	Mayra Alfaro
Jose Marti MAST 6-12 Academy	5701 West 24 Avenue Hialeah, Fl 33016	Jose Enriquez
PLC @ MacArthur North	13835 NW 97th Avenue Fl 33018	Richelle Lumpkin
Barbara Goleman Senior	14100 N.W. 89th Avenue Fl 33018	Joaquin Hernandez
Miami Lakes Educational Center	5780 NW 158th Street Fl 33014	Lourdes Diaz

Ernest R Graham K-8 Academy

Parent/Student Handbook

2016-2017

ACCIDENTS AND ILLNESS

If a child is injured or becomes ill while in school, parents will be contacted immediately and the students will be kept as comfortable as possible. Parents must make arrangements to pick-up their child from the office. When parents cannot be contacted, the person(s) listed on the EMERGENCY CONTACT CARD will be called. **It is important that the information on the emergency contact is current and updated whenever there are changes in telephone numbers.**

Any medical condition such as diabetes, asthma, or any other conditions that may prompt the child to become ill when participating in certain school activities, such as physical education, a statement of such condition issued by a physician must be submitted to the school stating the limitation and/or accommodations that should be made. Additionally, the teacher(s) must be made aware of this and/or any other condition that may affect the well-being of the child while in school.

ACTIVITIES

Clubs

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

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

AFTER SCHOOL CARE PROGRAM

Ernest R Graham K-8 Academy After Care Program provides a safe & nurturing environment for our students. The program includes enrichment activities and recreational activities. Our day consists of a combination of recreational, creative, and educational activities. After Care Leaders assist students with their homework, plan indoor and outdoor games, arts and crafts, and provide computer lab time.

If you need further assistance, please call 305-825-2122 xt:2116 from 10:30-4:00P.M. and ext. 2225 from 4:00-6:00 P.M.

ARRIVAL PROCEDURES

School Hours:

Pre-Kindergarten through First Grade

8:20p.m. - 1:50p.m.

Second through Eighth Grade

8:35p.m. - 3:05p.m.

Wednesday - All students are dismissed at

1:50p.m.

The school building opens at 7:30a.m., and there is no supervision for students before that time. Adult supervision is provided at the designated line up areas. Once on campus, students must report to their assigned line up areas. Students in Pre-k through First Grade will be picked by their teachers by 8:10 a.m. Students in Second through Eighth grade will be picked up by their teacher by 8:25 a.m.

Parents are not permitted on campus unless they are a registered volunteer with an assignment.

Supervised arrival activities take place as follows:

- For the safety of all students, parents will not be allowed into the building during arrivals.
- All students walking (with parent or without) must enter the school through the main entrance.
- All students dropped off at school via car, must utilize the parent pick-up/drop-off area located in the main entrance of the school.
- When dropping off your child, via automobile, in the parent drop-off area, you must pull up as far as possible to allow your child out of the vehicle. Your child will exit from the inside lane and only through the car doors located on the right hand side.
- Do not stop, park or get out of your vehicle to open your car's trunk or door as this creates a safety hazard and delays traffic in the area. Your child must gather all of his/her belongings and exit the car quickly and safely on the passenger side (right hand side).
- Please avoid dropping off your child in the neighborhood streets.

ARRIVAL DURING INCLEMENT WEATHER

During inclement weather, traffic will be heavy during the morning. Please allow ample time for your child to arrive to school on time and follow the established procedures to assist us in maintaining a safe and orderly arrival for all students and staff.

ATTENDANCE

Attendance Policy 5200

School Attendance: Students are to be counted in attendance only if they are actually present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy 5200 – Attendance)

Class Attendance: Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

Excused School and Class Absences and Tardies

1. **Student illness:** Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. **Medical appointment:** If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. **Death in family**
4. **Observance of a religious holiday or service** when it is mandated for all members of a faith that such a holiday or service is observed.
5. **School-sponsored event or educational enrichment activity** that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. **Subpoena by law enforcement agency or mandatory court appearance.**
7. **Outdoor suspensions**
8. **Other individual student absences** beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

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

Late Arrival

Students who are tardy to school must be accompanied by a parent or guardian and must report to the main office to secure a tardy pass. Excessive tardies may result in loss of privileges, detention, or parent conference.

BREAKFAST

Students are welcome to have breakfast, the most important meal of the day , free of charge. Breakfast for Pre-K through Eighth grade students is scheduled from 7:30 a.m. to 8:10 a.m. After beating breakfast, students are to report to their designated line up area.

Bringing Pets to School

Students are not allowed to bring pets to school. Parents, please do not bring your pet(s) with you to pick-up or drop-off your child.

CAFETERIA

Breakfast All students - No charge

Lunch

Elementary	\$2.25 per day
Middle School	\$2.50 per day
Reduced Price	\$0.40 per day

CAFETERIA RULES

1. Remain seated at all times.
2. Raise your hand for assistance.
3. Use indoor voices.
4. Keep your area clean.

CELL PHONE

Possession of cellular telephone is not a violation of the Code of Student Conduct. However, the of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a of the Code of Student conduct. **Please note that the school is not responsible for the lost or stolen cellular telephones or electronic devices.**

CODE OF STUDENT CONDUCT

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff and members of the community. The School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English/Spanish versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or ERG Website located at: <http://erg.dadeschools.net>.

COMPREHENSIVE RESEARCH-BASED READING PLAN

The goal of the Comprehensive Research-Based Reading Plan is to ensure that students are reading at or above grade level. The plan is aligned with the critical components of the multi-tiered system of supports framework, including data-based problem-solving, utilizing student centered response to instruction/intervention data to make educational decisions. Key elements of multi-tiered system involve 1) providing effective core instruction for all students; 2) administering high quality assessments to monitor progress and identify students and systems in need of intervention; 3) instructional use of a variety of complex texts to challenge student vocabulary and comprehension learning; and 4) designing and implementing interventions that are matched to student needs. Through the implementation of the K-12 Comprehensive Research-Based Reading Plan. Florida schools continue to build proficiency in the implementation of an effective multi-tiered system of supports meeting the needs of all students.

CONFIDENTIAL INFORMATION

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

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

DISMISSAL PROCEDURES

Parents are not permitted on school grounds to pick up students. If assistance is needed, please report to the main office. Parents who pick up students in the front of the school are asked to clear the area in front of the doors. This will allow teachers to walk students out of the school in an orderly manner and provide proper safety for all students.

Supervised dismissal activities take place as follows:

- Walkers and Parent Pick-up students will be escorted to the front of the school building by their teacher. Parents who pick students in the front of the school are asked to clear the area in front of the doors. This will allow teachers to walk students out of the school in an orderly manner and provide proper safety for all students.
- Bus students will be escorted to the cafeteria or assigned waiting area to wait for their bus to be called.
- The drop off located on the south exit area of the main building is designated as a **BUS AREA ONLY**.
- All students picked up at school via car, must utilize the parent pick-up/drop-off area located in the front of the school.
- In the event of light rain, students will be dismissed as usual. In the event of a heavy downpour, students will be dismissed as follows:

1. All students that are parent pick-up will be held in the classroom. Parents will be permitted to go directly to the classrooms.
2. Bus students will report to the cafeteria or assigned bus area.

Parents may not stop in the middle of the street and tell students to run across 32nd Avenue into oncoming traffic. Parents are highly discouraged from parking on the neighbors' grass.

DRESS CODE – Board Policy 5511

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

EARLY DISMISSAL-Board Policy 5200

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

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL - EESAC

The Educational Excellence School Advisory Council (EESAC) serves as a communication link between the administration, staff, students, parents, business organizations, and community of Ernest R Graham K-8 Academy. The EESAC assists in the preparation and evaluation of the School Improvement Plan (SIP). Additionally, the council is responsible for addressing all state and district goals and has the authority to periodically review the SIP and amend as needed.

ELEVATOR

The school elevator is used by individuals who are handicapped and cannot use the stairs.

EMERGENCY CONTACT INFORMATION

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

FREE/REDUCED LUNCH PROGRAMS

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

GRADE REPORTING

Academic Grades

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

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

FIRST - TWELFTH GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90-100%	Outstanding	4
B	80-90%	Above Average Progress	3
C	70-79%	Average Progress	2
D	60-69%	Lowest Acceptable Progress	1
F	0-59%	Failure	0
I	0	Incomplete (Secondary only)	0

Conduct

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

Grade Point Average

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

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

HALLS/HALL PASSES

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

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

HEAD LICE (PEDICULOSIS CAPITIS)

Children with head lice are not permitted in school. In the past few years there has been a significant increase in the incidence of Pediculosis Capitis (head lice). This is a national problem and Miami-Dade County is no exception. Having head lice should not be an embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. By working together we can prevent a serious increase of Pediculosis Capitis. Please understand that children do not catch head lice from the school, rather, they get it from other children. If your child gets head lice, he/she must stay home until all lice and nits are removed.

Upon returning to school he/she will be sent to the clinic to get checked and secure permission from the school nurse to remain in school.

HEALTH REQUIREMENTS FOR SCHOOL ENTRANCE "NEW"

Florida Statute 1003.22 mandates compulsory immunization as a prerequisite to school attendance.

1. By law all students who are entering, attending or transferring to a public school in pre-kindergarten through 12th grade must have a completed Florida Certification of immunization Form 680, Part A, B or C or a religious exemption from DH 681 form if printed on white, blue or any color paper. Forms may be completed by hand or printed from the Florida State Online Tracking System (Florida SHOTS).
2. Beginning with the 2016-2017 school year, students entering, attending or transferring to the following grades for the first time (Pre-K, **9**, 10, 11, and 12 grades) in a Florida school will be required to have one **(1) dose of varicella (chicken pox) vaccine.**
3. Beginning with the 2016-2017 school year, students entering, attending or transferring to Kindergarten, 1, 2, 3, 4, 5, 6, 7 and **8th grades** will be required to have two **(2) doses of the varicella (chicken pox) vaccine.**
4. The varicella vaccine is not required if the student has documented history confirming the he/she has previously been infected with varicella. Please note, students that have been retained in the 9th grade must obtain one (1) dose of the varicella vaccine or show documented history of a previous varicella infection. In addition, students that have been retained in the 8th grade must obtain two (2) doses of the varicella vaccine or show documented history of a previous varicella infection.

5. Students entering, attending, transferring, or being retained in the 7th grade will be required to be inoculated with the Tetanus and Diphtheria toxoids and acellular pertussis (Tdap) vaccine.
6. The final dose of IPV (polio) vaccine must be administered on or after the student's 4th birthday for entry into Kindergarten. A 5th dose is required if the 4th dose was administered prior to 4th birthday.
7. Students in grades 1 through 12 do not have to be recalled if all four (4) polio doses were administered prior to the 4th birthday.
8. Pneumococcal Conjugate vaccine is required for children from 2 months through 59 months of age.
9. Haemmophilus influenza type b (Hib) vaccination is required for public/private preschool from 2 months through 59 months of age. The number of doses required for Hib vaccination varies, depending on the child's age and type of vaccine received.
10. Two (2) valid doses of measles vaccination (MMR) are required for students enrolling in/attending Kindergarten through the 12th grades.
11. The Hepatitis B (Hep-B) vaccine series is required for students enrolling in/attending Pre-Kindergarten through 12th grades.
12. In accordance with the Florida Plan for School Health Services, all Pre-Kindergarten through 12th grade students must submit documentation verifying that a student's health examination was performed within the 12 month period preceding initial entry into a Florida school.
13. A completed Student Health Examination (DH-3040) Form, including proof of tuberculosis Clinical Screening and appropriate follow up if necessary, should be completed and signed by a licensed practicing health care provider, and presented to the school during initial registration.

HEALTH SCREENING

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

HOME LEARNING

The recommended daily home learning policy is as follows:

<u>Grade Level</u>	<u>Frequency of Assignments</u>	<u>Total Daily Average</u>
K-1	Daily (5 Days Per Week)	30 Minutes
2-3	Daily (5 Days Per Week)	45 Minutes
4-5	Daily (5 Days Per Week)	60 Minutes
6-8	Daily (5 Days Per Week)	75 Minutes

HONOR ROLL

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 - 3.59	
Academic Grades	All A's	All A's and B's	All A's and B's	
Effort	All 1's	All 1's and 2's	All 1's and 2's	All 1's and 2's
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All A's	All A's and B's	All A's and B's	All A's

INTERIM PROGRESS REPORT

Grading Period	Distribution Dates
1	September 22, 2016
2	December 8, 2016
3	February 23, 2017
4	May 4, 2017

LOST AND FOUND

Articles found in and around the should be turned in to main office where the owners may reclaim their property. Students may claim lost property before and after-school. Please properly label any of your child's possession in the event they are misplaced at school.

MEDIA CENTER

Students check out books regularly from the media center. Parents are responsible for paying for lost or damaged library books.

MEDICATION

Only office personnel who have attended district training or the school nurse may administer and/or dispense medication to students following the procedures approved by the Dade County Department of Public Health. **An "Authorization for Medication"** form signed by the parent and doctor must be on file in the clinic. No medication (including over the counter items) may be dispensed without having the required documentation. Students are not allowed to have medication (prescription or over the counter) in their possession.

PARENT ACADEMY

The Parent Academy is a free, year-round engagement and skill building program of Miami-Dade County Public School. (MDCPS). The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, the Parent Academy provides classes and workshops for parent/guardian; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, the Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help your Child Learn
- Parenting Skills
- Early Childhood
- Arts & Culture
- Languages
- Computer Technology
- Health and Wellness
- Financial Skills
- Personal Growth

The Parent Academy "campus" is spread throughout every corner of this community and offers free classes and workshops at over 201 local sites such as public school, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the Course Directory section on The Parent Academy's Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parent/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

PARENT CONFERENCES

Conferences should be arranged only by appointment. If at any time there is a need for a parent/teacher conference, please call in advance for an appointment at the school's telephone (305) 825-2122. Please keep in mind that the teacher will return the phone call or e-mail within 24 hours from the time the teacher receives the message (subject to working hours).

PARENT PROTAL

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

You will have access to electronic books for each subject, free and reduced applications with balance renewal capability, access to a new Choice application that will allow parents to indicate preferential school choice via the portal.

PARENT-TEACHER ASSOCIATION (PTA/PTSA)

The Ernest R Graham K-8 Academy Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

PARENT VOLUNTEER PROGRAM

Ernest R Graham K-8 Academy encourages parents to become active participants in the School Volunteer Program. Interested persons must be at least 18 years of age and my contact Soraya Cibran, Community Involvement Specialist at (305) 825-2122 extension 2123.

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two levels of volunteerism.

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

PARKING LOT

Parents may not use the teachers' parking lot to load or unload their children. This parking lot is for the use of the school faculty only. We have limited parking spaces available. Parents who wish to come into the building may park in designated visitor's parking spaces located in the front of the school.

PARTIES

Birthday parties are not allowed.

PAYPAMS

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

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

PERMANENT RECORDS

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

- a) pupil's or student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn

PHYSICAL EDUCATION

Students are required to participate in physical education classes. If your child is not able to participate in the Physical Education Program, a note must be signed by your doctor stating the reason for the exemption and the duration of the exemption. When a child has been ill for a day or so, a note from the parent can be used instead of a doctor's note.

REGISTRATION

Parents who are registering their son/daughter for the first time in a Miami-Dade County Public School must do so in person and provide the following documentation:

- Birth Certificate
- Physical Examination Certificate
- Certificate of Immunization
- Two Forms of Proof of Address (water, gas, or light bill, lease or notarized deed)
- Proof of grade level

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Grading Period	Distribution Dates
1	November 16, 2016
2	February 14, 2017
3	April 18, 2017
4	June 27, 2017

SAFETY AND SECURITY

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

SPECIAL EDUCATION

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent.

Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

STUDENT SERVICES

Counselor Request - Our school has two counselors who are assigned to specific grade levels and are available to our students during the school day. Parents can also contact their child's counselor by leaving a message in the office requesting to schedule a meeting.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

TELEPHONE MESSAGES

Telephone call to the school regarding a change in who will be picking up a student after-school, or how the student will be going home will **not** be reported to the child. The reason for this action is that the school cannot determine if the person calling over the phone is indeed an authorized contact person. Such changes need to be prearranged in person by the parent in the main office. The parent will be required to show a picture identification. This procedure has been established to ensure your child's safety at our school.

TEXTBOOKS

Students are responsible for taking care of assigned textbooks and materials. Textbooks are very expensive and if your child loses or damages a textbook, a fee will be charged to replace the book. Please encourage your child to take proper care of school materials.

UNIFORM POLICY

Ernest R Graham K-8 Academy is a mandatory uniform school. The uniform colors are as follows:

Elementary School Uniform: The official school uniform consists of the following selections, which may be mixed and matched for elementary students only.

Tops - Solid White, Yellow or Hunter Green uniform polo shirts

Bottoms - Khaki uniforms shorts knee length
Khaki pants
Khaki skirts (knee length)

Middle School Uniform: (6th, 7th and 8th grade students)

Tops - Navy blue polo shirts
Bottoms - Khaki pants

VISITORS

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

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

