

ABSENCES

Every absence must be followed by a written note from home on the day the student returns to school. Acceptable excuses for student absences are illness, physician/dentist appointment, death in the family, a school sponsored event or activity that has been previously approved, or a religious holiday. After a 3 day consecutive absence, parents will be called. Students with frequent unexcused absences will be referred to the Truancy Program for intervention.

All other absences are unexcused, (i.e. vacations, babysitting, or no explanation). Assignments missed because of an unexcused absence will NOT be allowed to be made up. A student accumulating ten or more unexcused absences may be subject to the withholding of passing of final grades.

Students who are granted an excused absence will be given assigned work upon their return to school as per School Board policy. Parents should not request class work while the child is absent/ill. Students will have 3 days for every day absent to make up the work.

Tardies

Any student arriving at school after 8:30 AM is tardy, and must report to the office to sign in and receive a pass to be admitted to the classroom. Excused tardiness is granted for the same reasons as excused absence. All other tardiness is unexcused. Three tardies excused/unexcused per grading period will disqualify a student from receiving the perfect attendance award.

1. A student, who is tardy to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students.
2. After the second (2nd) unexcused tardy a warning will be issued.
3. After the third (3rd) unexcused tardy the parent/guardian will be contacted by the counselor.
4. After the fourth (4th) unexcused tardy a detention will be issued.
5. After the fifth (5th) unexcused tardy the student will be referred to the principal and assistant principal.
6. After the sixth (6th) unexcused tardy the student's opportunities to participate in special activities may be affected.

When a child arrives late to school, he/she should report to the office. A note or call from the parent to the office staff will be accepted.

ARRIVAL / DISMISSAL / SCHOOL HOURS

	Arrival	Dismissal	
Breakfast for walkers	7:30 - 8:15 AM	Grades Pre-K - 1	2:00 PM
Breakfast for bus riders	until 8:20 AM	Grades 2 - 5	3:00 PM
Morning supervision -PE Court/ 3 rd -5 th Patio/K - 2 nd	after 7:30 AM after 7:30 AM	Wednesday: All Grades	2:00 PM
Office hours	7:30 AM/4:00 PM		
Teachers' hours	8:15 AM/3:20 PM		

Students need to learn the importance of regular school attendance. In addition, it is important that students report to school on time. The 1996 legislature passed a law clarifying the school's responsibility for the supervision of students. The safety and supervision of our students are of primary concern to the faculty and staff at Calusa Elementary School. Adult supervision of students on campus is available 30 minutes before and 30 minutes after our normal school hours, which are 8:30 AM to 3:00 PM and 8:30 AM to 2:00 PM on Wednesdays. Students are to proceed immediately to breakfast or sit quietly in the designated area on the Patio (K, 1, 2) or P.E. hard court (3, 4, 5) until teachers pick up students at 8:20 AM. If a student is enrolled in a specific program or class that requires him/her to report before the aforementioned times or stay after school, we are requesting that you adhere to the hours of that program. Students who are dismissed at 2:00 PM MAY NOT wait for older siblings, unless they are enrolled in an after school program.

Rainy Day Procedures

Please have an understanding with your child regarding special dismissal procedures that you wish him/her to follow on rainy days. On rainy days walkers will be detained until the weather no longer presents a safety hazard. These children will need rain attire to walk in light rain conditions. You will be asked to fill out a form pertaining to your child's rainy day procedure and return it to school. Students regularly transported (bus, car, etc.) will be dismissed from the covered areas of the drop off/pickup zones on the SW 96th Street and West Calusa Club Drive sides.

In the event of a hurricane or severe storm warnings, parents should listen to radio/TV weather broadcasts for information about early school dismissal and should be prepared to pick students up at school, if possible.

ATHLETICS

Physical education is a regular instructional period, required by law, for all grades. Students in grades 2-5 will have physical education taught by a certified physical education instructor. All students are expected to participate. The degree or extent to which they participate will affect their academic and/or effort grades. If illness or injury makes physical activity unsafe, a note from the parent should be sent to the PE teacher. For students who must be excused or exempted on a regular basis a physician must complete the prescribed "Physical Exemption Card", which is available at the school.

Free/Reduced Price Meals

An application for free and reduced price meals will be sent home on the first day of school. If your family meets the basic eligibility requirements, the application should be completed and returned to the office. Students receiving free and reduced price meals simply receive a regular prepaid meal card. Payment for reduced price meals is due on the first day of the school week, just like the regular prepaid meals. The applications are available throughout the school year.

CELL PHONE POLICY

Cell phones and beepers are prohibited. They will be confiscated and held by administration until a parent/guardian comes to retrieve them.

CLUBS

Calusa Elementary offers the following Clubs: Art, Future Educators of America, Chorus, Student Council, Safety Patrol, and Chess.

CODE OF CONDUCT

The primary objective of Miami-Dade County Public Schools is to ensure that students are given the opportunity to develop their potential for learning and to interact positively with other students in a safe environment free of disruptions. The Code of Student Conduct describes both student rights and responsibilities. These rights and responsibilities reflect the need for providing students with greater opportunities to become independent citizens in society. Nowhere is it stated in the booklet, nor even implied, that the school should relinquish its authority and responsibility. Within every school, the principal and staff inevitably have the responsibility and authority for maintaining the orderly education process. Appropriate behavior is expected for all related areas and activities. Most students behave themselves properly at school. Occasionally a child will misbehave and either disrupt school routine or inflict injury on another person. Such behavior is of serious concern and requires prompt and firm action. In these situations, parents will be contacted to meet with school personnel.

The Code of Student Conduct explains in detail the following procedures:

Measures teachers and administrators will take to create a safe positive environment, types of violations, which disrupt the educational process, and formal disciplinary actions, which can be taken when a student violates the Code of Student Conduct. These safeguards protect the rights of students and parents.

Description of student rights and responsibilities

As a parent, it is important to understand, that, according to School Board rules, the more serious violations described in this Code of Student Conduct must be reported to the appropriate police authorities and to the Miami-Dade County Public School Police. Violations that are less serious may be reported to the Miami-Dade County Public School Police.

A copy of the complete and revised Elementary Code of Student Conduct is available on the M-DCPS website at <http://ehandbooks.dadeschools.net/policies/90/index.htm>.

Suspensions and Expulsions

Only the Miami-Dade County School Board, by law, has the right to expel a student from school. Suspensions and/or expulsions may be issued when a student has possessed, used, handled or transmitted a substance capable of modifying mood and/or behavior; possessed, used, handled, or transmitted a weapon, including but not limited to, a gun, knife, razor, explosive, ice pick or club; used any article as a weapon or in a manner reasonably calculated to threaten any person, committed a serious breach of conduct, including but not limited to, an assault on school personnel or another pupil; a lewd or lascivious act; arson, vandalism or any other act which disrupts the orderly conduct of the school or school activity; engaged 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.

DRESS CODE

GIRLS	Jumper	Any style in khaki with logo, left chest
	Blouse	White round collar
	Shirt	Gold, white or navy polo style with logo on left chest
	Culottes	Solid khaki
	Skirt	Solid Khaki (NO DENIM)
	Shorts	Solid Khaki (NO DENIM)
BOYS	Slacks	Solid Khaki (NO DENIM)
	Shirts	Gold, white or navy polo style with logo on left chest
	Slacks	Solid khaki (NO DENIM)
ALL STUDENTS	Shorts	Solid khaki (NO DENIM)
	Shoes	Any closed style shoe. NO SANDALS OR OPEN SHOES
	Belt	Any solid color
	Socks	Socks must be worn
	Winter Shirt	White or navy long sleeve polo or oxford shirt
	Sweater/Sweatshirt	Calusa Sweatshirt, white or navy solid color any style

Every Wednesday is Calusa Spirit Day. The Calusa T-shirt is sold by the PTA and may be worn on Wednesday, in lieu of a uniform shirt.

EMERGENCY CONTACT AND RELEASE CARD

Only individuals listed on the EMERGENCY CONTACT AND RELEASE CARD will be allowed to pick up students from school during the school day. Valid photo identification will be required of all individuals picking up students. If someone arrives at school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released. Important: For your child's safety, if there are any changes in your emergency contact information card, you must submit them in writing or come to the office to make the corrections. **The students will be called to the office for dismissal. TEACHERS ARE NOT PERMITTED TO RELEASE A STUDENT FROM THE CLASSROOM WITHOUT PERMISSION FROM THE OFFICE.**

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card (Form-2733E). Friends and strangers will be denied access to a student in the absence of **verified parental consent. In the event that neither the parent nor the emergency contact can be reached, the Miami-Dade County Fire Rescue Squad will be called, if warranted by the child's condition.**

FAMILY RIGHTS AND PRIVACY ACTS

The Revised Family Right and Privacy Act became a Federal Law in 1974. The intent of this law is to protect the accuracy of student educational records. Without the prior consent of parents, only parents and authorized individuals having legitimate educational interest will have access to a child's educational records.

FIELD TRIPS

Field trips are another way of increasing your child's learning experience. All field trips will be appropriate for the student ages and will relate to subject being studied in the classroom. Parent's permission must be given in order for a child to participate in a field trip. The teacher will send a form home giving information about a field trip, well in advance of the date. There is usually a fee for each field trip to cover the cost of transportation, the destination, and admission fee. To ensure that field trips are adequately supervised, parents are asked to assist the teacher, as chaperones. It is greatly appreciated when parents can help in this way. Siblings may not participate. Students going on the field trip must travel to and from school with their class.

GRADING POLICY/ PROGRESS REPORTS / REPORT CARDS

Report Cards are sent home every nine weeks to report the progress of your child. Grades are given for achievement, effort, and conduct in all subjects. Miami-Dade County Public Schools has established minimal objectives, which must be met if the student is to progress satisfactorily.

1. We seek the best communication possible with parents by means of the telephone, personal contact, and written notices. Interim Progress Reports will be sent home approximately four weeks prior to the close of each nine week marking period. School Board rules require that you be notified in writing whenever your child is doing unsatisfactory work.
2. Unsatisfactory work notices do not necessarily mean failing work, although this is frequently so. These notices serve as a warning and encourage a closer and more diligent application to school studies. Please acknowledge receipt of these progress reports by signing and returning, as directed. It is recommended that you make an appointment for a conference with your child's teacher immediately upon receipt of a notice.

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90-100%	Outstanding Progress	4
B	80-89%	Above Average Progress	3
C	70-79%	Average Progress	2
D	60-69%	Lowest Acceptable Progress	1
F	0-59%	Failure	0

Kindergarten students take home a checklist of the skills attained, worked on, and which need additional reinforcement in lieu of a report card. The following criteria are necessary to achieve honor status at Calusa:

Principal's Honor Roll

Academic Grades	All A's
Effort	All 1's
Conduct Grades	All A's

Superior Honor Roll

Academic Average	3.60
Academic Grade	All A's and B's
Effort	All 1's and 2's
Conduct Average	3.60
Conduct Grades	All A's and B's

Citizenship Honor Roll

Conduct Average 4.00
Effort All 1's and 2's

Perfect Attendance Honor Roll

100% attendance during the nine week period.

GUIDANCE AND COUNSELING

The Guidance and Counseling program is designed as an integral part of the total instructional program and is under the direction of a certified professional counselor/s. The program provides students with a sense of belonging, self-respect, emotional security, and helps to provide a school environment in which effective learning and appropriate behavior exists.

HEALTH SCREENING

The Florida Primary Education Program stressed early identification of children at risk through a program of screening all kindergarten students and new entries in grades one, two and three. These children will receive the following screening services, hearing testing, height and weight and general health appraisal.

The School Health Services Act of 1974 mandates vision and hearing testing in grades K, 1, 2 and 3. Health appraisal and screening services such as vision, hearing, height and weight, nutrition and behavioral observations shall be provided to other students in all grade levels in accordance with priorities reflected in the local county health plan and subject to availability of staff and funds. It should be understood that such screening does not substitute for a thorough examination in a doctor's office. It is requested that you provide the school with written notification if you do not want your child to participate in the screening program.

HOMEWORK

Homework assignments will be appropriate for the student's grade level, and will enhance or reinforce assignments completed at school. They serve the following purpose(s):

- To develop student's responsibility to write down the assignment, take home all books, papers, etc. necessary to complete it, and return it to school accurately, completed on the date it is due.
- To provide drill or practice on a principle or skill already taught and provide real life application of skills and understanding.

Students will read books (of their choice) for 30 minutes each evening as homework. When specific assignments are not given, or when homework is completed quickly, the allocated time should be devoted to reading. The recommended daily homework averages are as follows:

Grade Level	Frequency of Homework	Total Daily Average (All Subjects)
K – 1	Daily (5 days a week)	30 minutes
2 – 3	Daily (5 days a week)	45 minutes
4 – 5	Daily (5 days a week)	60 minutes

To be most beneficial, homework should not become the cause of family conflict. It is important for teachers and parents to work together to help students develop a positive attitude about completing homework assignments. The ultimate beneficiary of a good homework policy will be the child. Input and involvement are earnestly solicited and will be deeply appreciated.

Parents may help in the following ways:	Student responsibilities:
Showing an interest in the student's work	Complete assigned homework as directed
Providing a place and time for quiet study	Return homework by its due date
Assisting in practice with spelling words and number combinations	Pay attention to detail and quality of work
Encouraging home reading and listening to the student read	Devote specific time to reading as part of the homework assignment
Refraining from doing the work for the student	
Discussing problems related to home study with the teacher	
Reviewing the homework for neatness and completeness	

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES

All textbooks and library books needed by students for school and homework assignments are furnished by the school from tax dollars. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials. Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Help students come prepared for school by packing 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.

LEAVING SCHOOL EARLY

Students may be excused before dismissal time only for a valid reason. Please make every effort to schedule medical or dental appointments after school. Students may only be excused from school during regular school hours when a parent/guardian comes to the main office to pick up the student. For the student's safety, no student will be allowed to leave the school grounds unescorted, except at regular dismissal time. **STUDENTS CANNOT BE DISMISSED FROM THE CLASSROOM**. Office personnel will call students to the office. For safety and security reasons students will not be dismissed 15 minutes prior to dismissal.

Illness The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears that they would be best cared for at home, an attempt to contact the parent will be made. There are very limited facilities in the school, making it impossible to keep students in the clinic for long periods of time.

School personnel **must** be notified of any student's long term or chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness, in case of an emergency.

MEDIA CENTER

The media center is open during the regular school day and until 3:20 PM each afternoon. Students may select and check out materials during the school day, or after school. Pre-K and Kindergarten children may check out one book at a time, starting the second semester. First and second graders may check out two books. Third through fifth grade students may check out up to three books at a time.

Students who have overdue, lost or damaged books, or who owe fines may not check out books. Books may be checked out for two weeks, but may be returned earlier. Fines of two cents a day will be charged for overdue books. Fines will begin the day after the due date. Fines will not be charged for holidays or weekends. Lost or damaged books must be paid for in full.

MEDICATION

Students who must take medication daily, while at school, must have the required form completed by the doctor and on file in the school office. **Medication** must be kept and administered in the office. **Parents are not to send any unauthorized medication to school (i.e. aspirin, cough medicine, etc.)**.

PARENT TEACHER ASSOCIATION/PTA

The Calusa PTA is an active local unit of the State and National PTA. All PTA groups have two principle goals; to promote the welfare of youth and children, and to promote understanding and cooperation between the home and the school. At Calusa, the PTA serves as a vehicle for helping parents become actively involved in their children's school. PTA coordinates the very successful In-School Volunteer Program, whereby parents work in the classrooms, the media center, the cafeteria, and the school clinic. PTA also works with the parents to help plan activities at the classroom level, as well as activities that involve the whole school.

Fundraising activities are organized to raise money to purchase equipment, supplies, and services for the school. Parent education, health and safety, and student appreciation are other areas PTA coordinates for the school.

Membership is open to all parents of Calusa Elementary School. We strongly encourage both parents in a family to join. The dues are \$10.00 for one person and \$15.00 for two. The membership drive will get underway shortly after school opens. General meetings are held approximately every two months and Executive Board Meetings are held monthly. Volunteers are the backbone of your PTA. Every parent in the school is asked to become involved in at least one project or activity during the school year.

PARENT TEACHER CONFERENCES

If a child's teacher feels that a child is having a problem or is not progressing satisfactorily, the teacher will telephone or write to the parents to request a conference. Parents may also request a conference with the teacher. Please call the main office to leave a message for a teacher. Teachers will return phone calls within 48 hours.

To really be effective and informative, parent/teacher conferences should be scheduled for a mutually convenient time. Most teachers can arrange to meet with parents, either before school begins or at the end of the school day. If you have scheduled a conference and find you cannot keep the appointment, please contact the school as soon as possible, and leave a message for the teacher. Do not attempt to meet, even briefly, when teachers are responsible for their students.

PARKING

Parents and visitors may park in the staff parking lot next to the cafeteria.

PERSONAL PROPERTY (STUDENTS)

The personal belongings of a student that are not needed for classroom work should be left at home. They include jewelry, cameras, calculators, electronic games or toys. Periodically your child's teacher may give special permission for students to bring in books, games, sports equipment, etc. If this does happen, parents should make sure that all items are clearly marked with the child's name and that the child understands when the items are to be taken home again.

It is not necessary for students to bring money to school beyond what is needed to purchase their own lunch and the occasional after school sale, such as donuts. The school staff cannot be responsible for the safekeeping of expensive personal items and large sums of money.

PROCEDURES FOR COMPLAINTS

- A conference with the teacher.
- A conference with the counselor and/or assistant principal.
- A conference with the principal, who will study and evaluate the situation and make a decision.
- If the parent is not satisfied, he/she should complete a written request form. It will be presented to a review committee at the school. The committee may be comprised of parents, teachers, counselors and lead teachers. They will review all the facts and make a recommendation to the principal. The review committee may continue to develop a plan that will prevent the problem from recurring.
- If the parent is not satisfied with the committee's decision, he/she may contact the Advocacy Office at Regional Center South.

RECOGNITION OF ACHIEVEMENT

1. Honor roll assemblies will be held after the first, second and third nine weeks.
2. End of the year award assemblies will be held within the last two weeks of school.
3. Perfect attendance letters sent to each family with the report card.

REGISTRATION PROCEDURES

Determining the School Parents who are uncertain as to which school their child will attend should telephone the school at (305) 385-0589. Although there is no cut-off date for registering, students are urged to register early to avoid processing delays and to ensure they can attend school on opening day.

Age Requirements 6Gx13-5A-1.03 Students entering pre-kindergarten classes must be 4 years old on or before September 1st. Students entering kindergarten must be 5 years old on or before September 1st. To enter first grade, students must be 6 years old on or before September 1st and should have successfully completed kindergarten.

Documents Needed

- **Entering For the First Time:** Students entering Miami-Dade County Public Schools for the first time must present the following documents: proof of age (birth certificate); proof of a current physical examination; including a tuberculosis clinical screening, appropriate follow-up and a certificate of immunization. Additionally, two proofs of current address; in the form of a lease, a statement from a real estate broker or an attorney verifying the address, and a utility deposit receipt are required. If the parent or guardian is unable to provide verification of address, they will be referred to the appropriate Regional Center. Also required is completion of the "**Disclosure at Time of Registration**" form.
- **Transferring From Other Districts:** Students transferring from other school districts should provide their most recent report card or other records from the last school they attended.
- **Foreign-Born Students:** Foreign-born students, including permanent resident aliens, will follow the same procedures indicated for the native born. First time students, both foreign-born and transfers from other states may register at their schools.

SAFETY

Traffic around school poses a danger to students. Students are to use the sidewalks, stay out of the parking lot, cross at the crosswalks, and obey the crossing guard. The decision as to whether a child should walk or bike to school is the parents'. If you believe your child is mature enough to do so, please review safety procedures with your child. Any 2nd through 5th grade students may ride bicycles. Bicycles must be secured at the bike racks provided with a sturdy lock and chain during school hours. All members of the Calusa Elementary School family should follow these safety guidelines. Inconsiderate and unsafe practices constitute a severe threat to student safety.

Calusa Safety Patrols

The safety patrol members are fifth (5th) graders who serve their school by helping to assist students as they arrive and depart from the school grounds. Their job is to assist students and insure proper conduct inside the building. Students who walk to school should:

- Always walk on the sidewalk
- Walk with at least one other student
- Not accept rides from strangers
- Cross streets at the corner
- Use the pedestrian lights, when available
- Know the safest and most direct route from home to school

Injury The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office, if the injury is minor.
2. Teachers will notify the office, if the student is unable to be moved.
3. Parent(s) will be called and the injury described. If it is a minor injury, the emergency contact person will be called, if the parent cannot be reached.

Miami-Dade County School Buses

Bus service is provided for students who live more than two (2) miles from the school. The school office issues bus passes to eligible students. Students are expected to conduct themselves properly while waiting at the bus stop, riding on the school bus, and disembarking at school. Students must sit quietly while riding on the bus and must follow the instructions of the bus driver.

Students Who Ride Bikes To School

Elementary school children are not allowed to ride motorized bikes or vehicles of any kind to school or on the school grounds. If your child plans to ride his/her bike to school every day or occasionally, please see that the bike is in good working order and make certain that the child can safely handle the bike.

The following rules and policies are taught to the students and are enforced by the school. Please review them with your child.

- Only one rider per bike.
- Bikes must be ridden in the street, as far to the right as possible. Florida law requires bikers to ride with the traffic and not against it.
- Bikes must be walked across busy intersections, the crosswalks by the school, and at all times while on school grounds.
- All bikes must be parked inside the fenced bike compound on the south side of the school building during school hours. Each student must lock his/her bike separately.
- A helmet must be worn when riding a bike.
- No kindergartner or 1st grade student may ride a bike to school.

Traveling To and From School

Please read this section very carefully and discuss it with your child. The safety of the students at Calusa is everyone's responsibility. Parents must take care to exercise extra patience and caution when driving in the vicinity of the school. Most of the students attending Calusa do not travel by school bus, since they live within two miles of the school. This means that with a student population of approximately 1,000, we have a very large number of students coming to school by walking, riding bikes or traveling in private cars. Outlined below are specific recommendations and rules that must be followed. Parents who observe a hazardous traffic condition or who have suggestions for improving traffic safety around the school should contact the office.

Private Cars - 15 MPH LIMIT AROUND SCHOOLS

The greatest number of Calusa students will be arriving by car, especially during inclement weather. To reduce the number of cars around the school, parents are encouraged to form car pools, whenever possible.

The following is a basic list of rules for drivers:

- All posted speed limits must be observed – 15 mph around school.
- In the immediate area of the school, students may exit and enter only while the cars are pulled into one of the designated drop-off zones, no running across the street.
- Drivers must obey all posted restrictions regarding street parking and U-turns (these are prohibited on both SW 96th Street and West Calusa Club Drive).

School Traffic Plan

The only designated drop off/pickup areas are on SW 96th Street and West Calusa Club Drive. The parking lot adjacent to the cafeteria is designated as staff and volunteer parking. The office parking lot is designated for staff members and individuals visiting the administrative office. In order to protect the grassy area around the designated drop off and pick up areas, please adhere to the posted signs and do not park on the grassy areas.

Morning Arrival

Students are to arrive at school between 8:00 AM and 8:20 AM to allow enough time to reach their designated areas. Students in kindergarten through second grade are to report to the COVERED PATIO AREA for morning supervision. Students in third grade through fifth grade are to report to the P.E. COURT. No student is to wait by the classroom door without an adult. All students on campus will be directed to the appropriate supervised area. An adult will escort the students to their classrooms.

Designated Dismissal Area

Kindergarten, second, and fourth grade students are to be picked up from SW 96th Street. First, third, and fifth grade students are to be picked up from West Calusa Club Drive.

- All students will be escorted to their designated pick up area.
- All public school buses will be loaded from SW 96th Street.
- All private buses will be loaded from West Calusa Club Drive.
- Any child, who rides a private bus, will be escorted to West Calusa Club Drive to load the bus.
- Any child, who rides a public school bus, will be escorted to SW 96th Street to load the bus.

Siblings

Parents with siblings are to pick up their children from the youngest child's designated pick-up area. The older siblings will be escorted to the younger sibling's classroom, prior to dismissal.

Bicycle Riders

Students riding bicycles to school are reminded to wear the appropriate safety equipment, as required by law. Once students arrive on school property, they are to dismount their bicycles and walk them to and from the storage area.

Walkers

Students walking to and from school are reminded to be aware of traffic and use the designated crossing areas.

Late Pick-Up

At ten (10) minutes after dismissal or when the last vehicle in line leaves, remaining students will be brought to the office to sign in the late pick-up book. Students will then call the family regarding pick up. Parents/guardians will be expected to come into the office to sign the children out. If the student remains in the office, at 4:00 PM they will be brought to the After School Care Office for supervision. The After School Care Office closes at 6:00 PM.

The above policies have been developed for the protection of all our children with the full knowledge that our campus is open.

SPECIAL EVENTS/BIRTHDAYS IN SCHOOL

Classroom events may be planned by the teacher as part of the study of culture and customs or for special recognition. The teacher and the room parents will plan these and contact parents for assistance. Arrangements for these events will be in keeping with school board policy. Parties cannot be held during school hours. Birthday parties cannot be held in classrooms or on school grounds. Cupcakes, etc, may be given at lunchtime with the child's classmates as part of the scheduled lunch period.

Parents are invited to share in all school activities during the day and at night. It is not permissible, however, for children not enrolled at Calusa or family pets to attend activities or field trips during school hours.

STUDENT ACCIDENT INSURANCE

Your child's health and well-being are important to us. You can buy Student Accident Insurance coverage, in the event your child is injured at school, or on a field trip and needs immediate first aid, ambulance, emergency room, or doctor attention. The application and an envelope are sent home on the first day of school. Please attend to this important matter as soon as possible. Brochures will be available throughout the school year. All students enrolled in the Before and After School Care Program are required to have accident insurance.

STUDENT/EMPLOYEE RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behavior is never acceptable, and when it occurs it will result in time out, detention, and exclusion from participation in class activities, suspension or expulsion.

Parents who have a conflict with a student are requested to speak to the administration. At **NO** time may a parent approach the student directly. Adults who come to school and threaten students will be reported to the local authorities. It is the policy of The School Board of Miami-Dade County, Florida, that all students and employees will be treated with respect. Slurs, innuendos, hostile treatment, violence, or other verbal or physical conduct against a student or employee will **not** be tolerated. (School Board Rule 6Gx13-4A-1.01).

STUDENT OF THE MONTH

Each teacher identifies a student for recognition. The student is interviewed on our morning telecast. The names of all students are submitted to The Miami Herald as Student of the Month.

TELEPHONE

The office telephone is for business and emergency calls. Student access to the phone is limited. Change in dismissal arrangements should be clarified before leaving home. Each student must have a "plan of action" in the event of rain at dismissal. Other than for an emergency, students will not be called out of class for phone calls.

TESTING
2008 - 2009

A comprehensive testing program, in addition to textbook and teacher prepared tests, is provided for all pupils.

Stanford Achievement testing (SAT-10)

Students are administered these achievement tests in grades 1, 2 and 3. These tests may cover reading and mathematics. Written reports are sent to parents with the results of these tests.

September	Reading	Retained grade 3 students
March	Reading and Mathematics	Grades 1 and 2

Florida Comprehensive Test (FCAT)

The FCAT is an important tool for teachers and parents. It is used to obtain feedback on teaching strategies, gauge student progress, and identify students in need of remediation. Tentative testing calendar for 2008 -2009 is:

Early February	Writing	Grade 4
March	Reading and Mathematics	Grades 3-5

Psychological Testing

Students who may have special learning and behavior needs are referred by their teacher to the child study team with school personnel who meet, discuss the student's performance, and make recommendations for changes in that child's educational program. Parents are contacted, made aware of the specific concern, and invited to meet with the (SST) Student Support Team. A result of these meetings may be psychological testing to determine if there is a need for special placement in a program for exceptional children. The school psychologist does this testing and parent permission is required.

TEXTBOOKS/CLASSROOM SUPPLIES AND MATERIALS

All textbooks, supplementary and library books needed by your child for school and most homework are furnished by the school. Your help in teaching the students to take good care of their books and other materials is needed. Charges are made for lost and/or damaged books and equipment.

At the beginning of the school year the teachers will send home a list of materials that your child will need for school.

THINGS TO LEAVE AT HOME

1. **ALL PETS** and/or animals on the playground or in the building are a potential danger. Protect your pets by securing them at home. Animal control **must** be called when an animal is on school property.
2. Send only the amount of **money** that a student needs for the day because the risk of lost money is always present.
3. **Heirlooms** and irreplaceable articles should not be brought to school.
4. **Toys** distract a student from the school tasks he/she is expected to accomplish.
5. **Gum** is not permitted at school.
6. **Knives** and other **sharp objects, guns**, (including toy guns), **bullets, baseballs, baseball bats**, etc. are not permitted at school. Possession of these items is a violation of the Code of Student Conduct and will result in a ten (10) day suspension, with recommendation for expulsion.
7. **Drugs** have no place in school. Possession will result in a ten (10) day suspension, with recommendation for expulsion.
8. **Classrooms** at Calusa Elementary School may be used by one of the After School Care Programs. It is imperative that all personal belongings be taken home at the end of each school day. The school staff **cannot assume any responsibility for items left at school.**

TRANSFER AND WITHDRAWAL

A STUDENT TRANSFERRING FROM ONE Miami-Dade County school to another must be withdrawn before being admitted to the new school. The parent must apply in person and provide verification of a change of residence.

Verification shall include the following two items:

- Electric deposit payment receipt of electric billing statement (blue portion), showing name and service address. If an electric deposit payment receipt is used as verification, the electric billing statement (blue portion) must also be submitted to the school within 40 days, or it will result in revocation of the transfer.
- Broker or attorney's statement of parent's purchase of residence, or properly executed lease.

TRANSPORTATION ELIGIBILITY

Transportation eligibility will be determined at the time of registration. Miami-Dade County Public Schools Transportation Office, not the school site, determines this eligibility.

WEBSITE

Please visit our school website at: calusa.dadeschools.net