

Air Base K-8 Center for International Education 2022-2023 Magnet Program Guide

WELCOME

The administration and staff would like to take this opportunity to welcome you and your family to the new year at Air Base K-8 Center for International Education. The Air Base K-8 family provides the highest standards of education by meeting the individual needs of every student. We request your involvement, support, and assistance on a regular basis.

ACCEPTANCE POLICY

Student selection procedures used by our school are stipulated by the Schools of Choice District Office which governs all magnet programs in Miami-Dade County Public Schools. Air Base K-8 strictly adheres to these selection procedures to ensure the integrity of the process.

Our school is a magnet school without attendance boundaries, it serves eligible students throughout the district. All incoming Kindergarten students shall be randomly selected. Careful consideration is given to Active-Duty Military and siblings.

For more detailed information on our National Award-Winning Magnet program, you may visit our website: www.airbasek8.net

APPLICATION PROCEDURES

Applications for the magnet program at Air Base K-8 can be obtained on-line beginning October 1st. Completed applications must be submitted by January 15th. Prior school records including state assessment measures will provide objective data regarding past performance. All this information directly impacts the likelihood of success this student may have in our program and will be used in determining acceptance.

Pre-Kindergarten students interested in Kindergarten at Air Base K-8 are required to complete and apply for the Magnet Program, regardless of where the student attends Pre-Kindergarten. Refer to www.yourchoicemiami.org or our school website for more information.

ATTENDANCE

The only excused absences are illness, medical appointment, death in the family, religious holidays or school related activities.

1. Student illness: Students missing five or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. 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 to receive excused absences from school. Moreover, students with 10 or more absences should also bring a written statement provided by a healthcare provider.

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.
3. Death in immediate 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. Examples: conferences, region, state and national competitions, etc.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Referral to the Student Success Center.
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 situation.

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 via email to 0041attendance@dadeschools.net. Failure to email required documentation within three school days after an absence(s) will result in an unexcused absence.

Any student who accumulates ten (10) or more unexcused absences may be subject to the withholding of grades, pending an Attendance Review Committee Conference to review all absences. This may affect promotion to the next grade, and the student's status in our magnet program.

Unexcused absences include:

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

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Children should not come to school if they are suffering from open sores, head lice, nausea, fever, or any communicable disease or condition. Any Covid-like symptoms are cause for students to remain at home. **Any positive Covid case must be immediately communicated to the Main Office.**

Tardies

A student who is not in their seat in the classroom by 8:35 am is considered tardy. Your child should arrive at the classroom between 8:20 and 8:30 am. If your child arrives after 8:45 am, he/she must report to the Main Office for a late pass. Excessive tardiness will jeopardize your child's status in our magnet program and may be subject to a review by the Attendance Review Committee. Tardies are part of the student's permanent record.

Excused Early from School, Class Absences and Tardies

Students excused early; or those who are late excessively, may be subject to referrals to the Attendance Review Committee and/or Probation.

PROBATION POLICY

Students may be placed on probation if they have:

- 1) excessive absences, tardies or early dismissals
- 2) academic grade of "D" or "F" in any courses
- 3) effort grade lower than a "2"
- 4) grade of "D" or "F" in any conduct grades
- 5) continued discipline problems or commit a serious offense (e.g., placed on Success Center Referral, receives multiple disciplinary SCM Referrals, receives three or more in-school suspensions in a school year, etc.)

Students placed on academic probation will be monitored and may be placed in tutoring for the remainder of the school year. If deficiencies are not remedied in that period, the child will be exited from Air Base K-8 and sent to his/her home school. Additionally, students on probation for attendance or behavior may also result in withdrawal to the home school. Any single serious violation of The Code of Student Conduct (Level III, IV or V infractions) may result in returning to the home school.

Students on Probation may be returned to the home school after the first semester, at the conclusion of the school year, or at any time deemed necessary and appropriate by the school administration.

TRANSPORTATION

Bus transportation will be provided according to guidelines established by M-DCPS (MIAMI DADE COUNTY PUBLIC SCHOOLS) for magnet schools. Except as otherwise noted in this rule, transportation is limited to students residing in the official designated Magnet Transportation Map area. Requests may be made through www.airbasek8.net

ARRIVAL/DISMISSAL

Please follow these procedures to ensure safe and efficient arrival and dismissal for all students.

Points of entry/exit to the school:

1. The carpool lane is in front of the Upper Academy (UA) building
2. ENTRY: Gate by the cafeteria/4-pack building
3. EXIT: front of the school
4. NO parents are to access the Magnet Office gate. That gate is STRICTLY to be used for students arriving via M-DCPS or private minibus. EXCEPTION: Pre-K parents dropping off/picking up Pre-K students.
5. Parking lots may not be used to drop students off.

Air Base K-8 offers a fee-based before and after school program from 7:00 am to 8:20 am. The after-school program runs from 3:05 pm (1:50 pm on Wednesdays) to 6:00 pm. If you would like information about the program, please call Ms. Victoriano, the After School Program Manager or Ms. Patrice Blackburn at 305-258-3676, extension 2161. Program payments must be made online using FOCUS.

Arrival Procedures

To ensure the safety of the students, ALL students are to be dropped off in the carpool lane or across from the building and use of the crosswalk, beginning at 7:30 am. Students should not be left unattended prior to or after school hours. The school only provides supervision in designated areas 30 minutes before and after school. The school offers a free breakfast program to all students until 8:20 am.

- Kindergarten through second grade students will report to the cafeteria.
- Students in grades three through five reports to the PE court. Students may choose to participate in the morning intramural sports program.
- Upper Academy students report to the dining pavilion. UA may choose to report to the PE court to participate in the free, morning intramural sports program.
- UA students may NOT roam back and forth from the PE court to the dining pavilion.

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To ensure students have a successful day, it is imperative that they arrive in time to be settled in class, with their supplies, on time and without rushing. Students are to be in class, in their seat, with their required supplies, at 8:35 am. Therefore, dropping students off at 8:35 am will result in the student being considered tardy to school. Plan your morning arrival accordingly.

ALL GATES WILL BE LOCKED AT 8:30 am. THE ONLY ENTRANCE/EXIT AT THAT TIME WILL BE THE MAIN OFFICE GATE.

Dismissal Procedures

MAKE SURE YOUR CHILD(REN) KNOW OUR FAMILY'S DISMISSAL PLAN!

Dismissal: Students are dismissed as follows:

Pre-Kindergarten	1:50 pm
Kindergarten-Eighth Grade	3:05 pm

1:50 pm dismissal on Wednesdays for all students

It is strongly recommended to maintain a consistent family dismissal plan. Changes in dismissal plans often cause confusion and result in delays at dismissal time. For the safety of students, the following dismissal procedures have been established:

1. Students in grades four – eight may exit the front of the school (Main Office/ Cafeteria gates) and use one of the cross walks (manned by a crossing guard), to walk to their vehicle. Adults are to remain in their vehicles to wait for their students.
2. Students in grades Kindergarten – three may also exit the front if accompanied by a sibling in grades four – eight. Students are to meet in the Dining Pavilion and then proceed to the Main Office/ Cafeteria gates for departure.
3. The carpool lane located in front of the Upper Academy building is to be used for parents picking students up in grades Kindergarten – three, in their vehicles. No pedestrian traffic is allowed in the carpool lane.

NO parents are to access the Magnet Office gate. That gate is STRICTLY to be used for students leaving via M-DCPS bus or private minibus.

RAINY DAY DISMISSAL

Students should be prepared with raincoats and/or umbrellas during the rainy season.

- Students departing by bus or After School Care will be dismissed/escorted to their areas as usual.

- Students who normally use the crosswalks to meet their vehicles are to report to the cafeteria.
- Carpool students report to the Upper Academy via the covered walkway and interior hallway.

EARLY DISMISSAL

Parents who need to have their children dismissed early must come to the office, present proper identification (picture ID) to authorize the school to dismiss the student early. Students will **only** be released to the persons designated on the Emergency Student Data Form. This form must be completed by the parents and kept in the office. According to the School Board Rule **6Gx13-5A-1.041**, 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). Please do not sign your child out of school early unless it is essential. Schedule appointments after school, if possible.

WALKING/BICYCLING

Walkers must use sidewalks and crosswalks (manned by a crossing guard). Bicycle riders should use appropriate safety and etiquette for bicycle riding. A bicycle rack is available behind the cafeteria area. Students are responsible for securing their own bicycle.

Periodic reminders should be given to children to be alert to the dangers of speaking to strangers. Children staying for after-school activities should not walk/ride home alone.

CROSSING GUARDS AND SECURITY MONITORS

The Crossing Guards and Security Monitors are on duty before school and at dismissal time. These individuals wear a uniform for easy identification. Students and parents are required to follow the instructions of the Crossing Guards and Security Monitors. It is extremely dangerous when a parent beckons his/her child across the street through traffic.

TRAFFIC AND SAFETY

The personal safety of our students is everyone's responsibility. Please be always patient and cautious. Please follow these guidelines:

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- During drop-off and pick-up, traffic is requested to travel one-way: north to south ONLY on S.W. 128th Ave, and east to west on S.W. 272nd St.
- **The only carpool lane is in front of the Upper Academy building.**
- **THE CARPOOL LANE ENTRANCE IS ON THE EAST SIDE OF THE PARKING LOT; NO LEFT TURNS INTO THE CARPOOL LANE.**
- Always drive all the way to the front of the carpool lane to allow for the maximum number of cars to enter, speeding up arrival/dismissal.
- All signage regarding speed, bus zones, pick-up and drop-off zones, must be obeyed.
- Be always vigilant when driving around the school or while waiting in the carpool lane. NO texting/cell phone usage.
- No U-turns are permitted in front of the school.
- All students must exit and enter cars from the designated drop off area. Do not call for children to cross streets without using the crosswalks.
- Do not drop off children in the staff parking lots. These are the lots on the corner of S.W. 128th Ave. and S.W. 272nd St., and behind the school (north side by kindergarten).
- If you need to park during the school day (8:45 am – 2:30 pm), use the available car park area across the street and assist your child in crossing the street only at the crosswalks. You may also park in the Upper Academy building parking lot and walk down the sidewalk to the Main Office.
- M-DCPS and/or Miami-Dade County Police officers will often assist in enforcing traffic laws and issuing citations to offenders.

TEACH YOUR CHILD TO:

- 1) Cross only at the designated crosswalks.
- 2) Always obey Crossing Guards and Security Monitors.
- 3) Look both ways before crossing the streets.
- 4) **Do not cut through parking lots; use sidewalks.**
- 5) Watch for cars parking in areas all around the school.

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.

ACCIDENT REPORTS

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

member. Any students injured in school will be sent to the Nicklaus Children's Clinic in the Main Office.

ACCIDENTS AND ILLNESS

The health and physical well-being of all students is a matter of great concern to the school. If a child is injured or ill while in school, parents will be notified immediately. It is imperative that parents provide information on the Emergency Student Data Form that is accurate. Families are encouraged to sign the consent allowing students to visit the Nicklaus Children's Clinic in the Main Office. CLINIC STAFF CANNOT ASSIST YOUR CHILD WITHOUT THE WRITTEN CONSENT.

If a child has a medical reason for exemption from physical education activities, a statement of the condition must be obtained from the physician and submitted to the school so that modifications may be made. Parents should make sure that the teacher and the Main Office are aware of any medical condition such as diabetes, asthma, or severe allergies that may require special precautions.

PEDICULOSIS CAPITIS (HEAD LICE), PINK EYE, AND OTHER INFECTIOUS DISEASES

If you think your child is infected with head lice, pink eye, or any other infectious disease/illness, please contact the school so we can take the necessary precautions to prevent further transmission. **Children with head lice, pink eye or other infectious diseases are not permitted in school.**

USE OF TELEPHONE

During school hours students will be allowed to use telephones on an **emergency basis only.**

CELL PHONES

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours for non-academic purposes and/or without the permission of the teacher; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC. The use of a cellphone or camera to perform audio and/or visual recording of other students or staff is prohibited. These violations also include texting. **The use of wireless ear pods/buds or headphones will be prohibited**

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unless they are being used for educational purposes and with permission. In the hallways, it is imperative that students be alert and able to hear instructions from adults to avoid accidents.

BREAKFAST & LUNCH PROGRAM

For the 2022-2023 school year, breakfast and lunch are free for all students. Households may complete an Income Survey Form to qualify for other benefits such as fee waivers or programs related to socioeconomic status.

Students may bring their lunch or eat school lunch.

Lunch deliveries during the school day are NOT accepted. Do not bring lunch, nor order food deliveries of any kind (Domino's, Uber Eats, etc.) for your child.

GRADING CRITERIA

Grades are given for achievement, effort, and conduct in all subjects. M-DCPS has established minimal objectives which must be met if the student is to progress satisfactorily.

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

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

Effort

- 1 Successfully completes all assigned tasks
- 2 Usually finishes assignments; works at their best
- 3 Displays insufficient attention to completing tasks

Conduct

- A Excellent behavior
- B Good behavior
- C Needs improvement
- D Unsatisfactory behavior
- F Regularly violates rules

REPORT CARDS

You may request the paperless option for Interim Progress Reports and Report cards online, through the parent portal. 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

Elementary students and Upper Academy students have different requirements regarding course completion and promotion criteria. Please review the District's Student Progression Plan (<http://ehandbooks.dadeschools.net/policies/93.pdf>) Or contact your school counselor for assistance.

INTERIM PROGRESS REPORTS

Families will be notified of their student's academic progress on the following dates:

- Q1: 09/23/22
- Q2: 12/02/22
- Q3: 02/17/23
- Q4: 05/12/23

Unsatisfactory work or other notices indicate below grade level performance. It is recommended that you communicate with your child's teacher immediately. You may also initiate a conference request by visiting the school website at airbasek8.net and link to your child's teacher.

HONOR ROLL CRITERIA

Students are recognized every quarter for their outstanding achievement and/or effort. Those students will receive awards in the following categories according to their academic success.

Principal's Honor Roll

- Academic grade All A's
- Effort grades All 1's
- Conduct grades All A's

Honor Roll

- Academic grade All A's and B's
- Effort grades All 1's
- Conduct grades All A's and B's

Citizenship Honor Roll

- Effort grades All 1's
- Conduct grades All A's

Golden Apple Special Recognition

End of Year Awards are based on Administrative and Teacher Recommendation.

HOME LEARNING

Home learning assignments are an extension of the classroom curriculum. They provide opportunities for

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remedial drills, developmental practice, and application of skills, enrichment, and the development of critical thinking skills. Guidelines suggest that students should also read for 30 minutes in addition to homework assignments. Additionally, as a magnet school, students may receive increased levels of homework due to rigorous coursework demand.

Responsibility for completing home learning is shared by home and school.

Teachers will be responsible for:

- Teaching independent study skills.
- Assigning specific tasks.
- Checking, reviewing, and/or grading selected home learning assignments which are an integral part of the curriculum.

Students will be responsible for:

- Completing assigned home learning assignments as directed.
- Returning home learning to the teacher by the designated date.
- Submitting assignments that reflect careful attention to detail and independent, quality work.

Parents will be responsible for:

- Providing appropriate support for their child's successful academic performance (NOT inclusive of completing assignments).
- Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
- Supporting the school home learning policy.

WORLD LANGUAGE PROGRAMS

The World Language Program includes Spanish for Spanish Speakers, and Spanish and French as Second Languages. Foreign Language Classes will be taught as follows:

Kindergarten through Fifth Grade:
60 minutes of instruction per day

*Sixth through Eighth Grade

The equivalent of 60 minutes of instruction per day
**High School and college level courses are offered.*

Once a child is enrolled in a language course, he/she will remain in the same language for the duration of his/her enrollment at Air Base K-8 Center. We reserve the right to move a student on a case-by-case basis. Secondary students will be able

to select French or Spanish upon entering the Upper Academy.

MEDIA CENTER

The Media Center is open to all students from 8:35 am to 2:45 pm.* During school hours, students will be allowed to visit the Media Center according to Ms. Aguirre's schedule. *Times subject to change due to meetings or special events.

After Labor Day, Early Bird Media Center access will be available from 7:30 am – 8:20 am). Access is restricted to students in grades three – eight, with a pass from Coach Romano. Space is limited, thus, first come; first served is our policy. Accelerated Reader Quizzes will be offered in the Media Center during the early bird session or during school hours, not after school.

Primary students may check out two (2) books at a time; intermediate and Upper Academy students may check out three (3) books at a time. Books are checked out for ten (10) school day intervals. Book checkouts are also dependent upon the timely return or renewal of books.

Adhere to proper Media Center etiquette:

- 1) NO chewing gum, food or drinks.
- 2) Keep materials organized in the correct order.
- 3) Voices should be kept to a whisper.
- 4) Ensure all electronics are silenced.
- 5) Media materials will be handled with respect (i.e., handling materials with clean, dry hands.)
- 6) No running, rough housing, etc. will be tolerated.

PARENT/TEACHER CONFERENCES

The purpose of parent and teacher conferences is to enhance the relationship between school and home. This attitude promotes a healthier environment for all to learn.

Parents should contact the classroom teacher regarding any problems before contacting other school personnel. If a parent is not satisfied with the results of the conference, communicate with the Counselor, Assistant Principal or Principal, who will work with all parties involved to seek resolution of the problem. Under no circumstances should parents interfere with the instructional program by attempting unscheduled conferences with the teacher.

The following guidelines should be observed:

- Conferences should be arranged only by appointment at the request of the parent/guardian, teacher, or principal.

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- No conferences are permitted during the teacher's instructional time.
- An appointment with the teacher should be made by e-mail, writing a note, or making a phone call to the teacher involved.
- Teachers have the obligation to contact parents within 48 hours.

PARENT PORTAL

Parents/Guardians of all M-DCPS students have access to the Parent Portal via www.dadeschools.net. The Parent Portal provides student information, grades, attendance, transportation, etc. To access the portal, a parent user account must first be established. Parents must visit the Main Office in person to get the PIN needed for initial account set-up.

SCHOOL COUNSELING SERVICES

Student Services support the development of every child's learning potential and foster positive relationships and can provide information for support services beyond the school. This department assists all students and their parents in the areas of personal and/or social development and education. Questions and concerns should be addressed to your school counselor at (305) 258-3676.

- Grades K-4 Dr. Fordik
- Grades 5-8 Ms. Portuondo
- SEL (Social Emotional Learning) Counselor Ms. Desrouleaux

DRESS CODE

It is important for students to follow the dress code. A mandatory uniform policy has been established at Air Base K-8. Students in grades Kindergarten through fifth grade may wear black, white, and teal tops. Upper Academy students may wear grey or royal blue tops. All students may wear khaki or black bottoms. Bottoms must have a zipper and a pocket; black jeans are allowed (no ripped jeans). School t-shirts/spirit shirts may only be worn on Fridays. Shoes and socks are required and must be appropriate for use during Physical Education classes.

Upper Academy students are also required to wear their ID badges; replacements are available for a fee of \$5.00.

The School Board Dress Code for K-8 Centers is as follows:

- Black jeans are permitted (NO ripped jeans)
- Pants/shorts must have pockets and a zipper; leggings and jeggings are not allowed

- No clogs, thongs, sandals or shoes without back straps
- No written messages, symbols or pictures on clothing which portray ideas which are contrary to the best interest of the health, safety and welfare of students
- No clothing with metal studs, etc. that could scratch the furniture, including cleats
- No tube tops, see-through or bare midriffs, or sleeveless shirts
- No hats, except those worn for religious purposes or during P.E. for protection from the sun
- No shoes with wheels (i.e., Heelys)
- No jackets with hoods worn over the heads
- Shorts and skirts must be long enough to cover at the fingertips when stretched

Students who wear inappropriate attire to school will be asked to call home and request appropriate clothing from parents.

FIELD TRIPS

Educational learning experiences may be offered to your child through field trips. All trips approved will be appropriate for the students' age and will be related to subjects being studied in the classroom. School time is valuable and should be utilized to promote rich learning experiences for all students. **All field trips will be carefully planned and supervised. Parents participating as chaperones must be M-DCPS approved as a level one or two volunteer. Other children in the family may not participate.**

Money and permission slips must be turned in two full school days prior to the day of the trip or the student WILL NOT be permitted to participate. **There are no refunds or credits on some field trips.** Parents are required to use the online payments for field trips (OSP) through the student or parent portal. School uniforms must be worn unless otherwise notified. Field trip lunches are pre-arranged, and a lunch is provided for each student who requests it. Teachers will select the chaperones for a given trip in accordance with school policies. **Parents may not sign students out of field trips until the trip is completed and students are back at school, except for emergencies. Parents may not "meet up" with the group on an Out-of-County field trip. If you miss the bus, you will not be allowed to join the group.**

Participation in field trips is a privilege. Student eligibility for field trip participation is based on a review of each student's academic and behavioral record and is at the discretion of the principal. A student's eligibility for field trip participation may be revoked at any time. Any payments made will be forfeited for

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students who lose eligibility based on academic and behavioral infractions.

CLUBS

Students will be notified of club offerings in the Fall. Applications will be distributed school-wide and must be returned by the due date to be considered for the club selected. Clubs will meet once a month on Wednesdays, from 2:00 pm to 3:00 pm. Parents are responsible for punctual pick-up at the end of each club meeting. **Punctual pick-up is defined as no later than 3:00 pm. Failure to pick-up a child punctually more than twice will result in exclusion of child from the club program.**

- Students' race, gender, color, creed, or political beliefs are not to be one of the factors in selecting members or officers for clubs and organizations.
- Interest and satisfactory conduct are requirements for membership in service clubs.
- A faculty sponsor shall be present at all meetings and all social events shall be chaperoned.
- Students failing to maintain requirements for membership shall be suspended from membership until the requirements have been achieved.
- Specific clubs will be available by teacher selection or auditions such as singers, dancers and/or drama class.
- Selected secondary students may also try out for Club Sports League competing against other K-8 Centers or the District Interscholastic sports teams.

TEAMWORK

TEAM COMMITMENT CONTRACT

The success of your child at Air Base K-8 Center is a team effort. Students, teachers, staff, and parents work together to achieve this goal. We have high expectations and provide a quality academic program. Every member of the "team" must take responsibility in achieving this goal.

- I. The students' responsibilities include:
 - Completing and returning class work and home learning on time and as directed
 - Exercising self-control, respect, and cooperation at all times
 - Getting involved in school and community functions
 - Wearing appropriate school uniforms daily
- II. The teacher/staff responsibilities include:
 - Clarifying school expectations and goals
 - Checking, reviewing, evaluating, and/or grading student work according to the pre-established guidelines determined by each grade level team
 - Monitoring student progress and providing incentives and interventions that are appropriate to meet the needs of every student
 - Ongoing parent communication
- III. The parents' responsibilities include:
 - Getting the child to school on time and ensuring their child attends school daily
 - Supporting the school's home-learning policy
 - Ensuring that a half hour per day is dedicated to reading
 - Being involved in school functions by volunteering, attending P.T.S.A. meetings, and other school events
 - Ensuring procedures are followed during arrival and dismissal
 - Contacting the teacher by telephone or e-mail and scheduling conferences to discuss student progress and concerns
 - Monitoring student's work and signing notices, as needed
 - Limiting early sign-out from school unless necessary