

WELCOME

The administration and staff would like to take this opportunity to welcome you and your family to a new year at Air Base K-8 Center for International Education. This school year brings the opportunity for us to expand our horizons through education, to grow wiser through our experiences and make new friends.

The Air Base K-8 family is dedicated to providing the highest standards of education by meeting the individual needs of each and every student. In order to attain true success, we request your involvement, support and assistance on a regular basis. Working together we can guarantee a bright future for our children.

ACCEPTANCE POLICY

Procedures used to select students for 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.

Since Air Base K-8 is a magnet school without attendance boundaries, it serves eligible students throughout the district, and has no designated attendance boundary of its own.

All incoming Kindergarten students shall be randomly selected. Careful consideration is given to Active Duty Military and siblings.

Bus transportation will be provided according to guidelines established by Miami-Dade County Public Schools. You may visit the Magnet Office for more information.

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. All completed applications must be received no later than January 15th. Prior school records will provide objective data regarding past performance. All this information directly impacts the likelihood of success this student may have at Air Base K-8 and will be used in determining acceptance to the program. All Pre-Kindergarten students interested in Kindergarten at Air Base K-8 are required to complete and submit an application for the Magnet Program, regardless of

where the student attends Pre-Kindergarten.

Please refer to the Air Base K-8 brochure for further information.

ATTENDANCE

The only excused absences are illness, doctor's or dentist's appointment, death in the family, religious holidays or school related activities. Absences from class for reasons other than those named above are considered unexcused and work cannot be made up.

- Every absence should be followed by a note from the parent or doctor explaining the nature of the absence. If the illness is highly contagious, please notify school staff.
- When a student is absent for two consecutive days, the school should be contacted by phone to explain the reason for the absence.
- Any student who accumulates ten (10) or more unexcused absences in a given grading period 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.
- Your child's ten or more unexcused absences and/or tardies may lead to placement on Probation.

(See Probation)

Children should not come to school if they are suffering from running sores, head lice, nausea, fever, or any communicable disease or condition.

Excused Absences

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. 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. Moreover, students with 10 or more absences should also bring a written statement provided by a health care 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 to the principal.

3. **Death in the 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 of special events include: public functions, conferences, and region, state and national competitions.

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 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 five 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).
- 5.Make-up work may not be provided for unexcused absences.

Tardies

A student who is not in the classroom by 8:35 a.m. is considered tardy. Your child should arrive at the classroom between 8:20 and 8:30 a.m. If your child arrives after 8:35 a.m., he/she must report to the office for a late pass. Students who have excessive tardies may be subject to a review by the Attendance Review Committee and/or Probation. Tardies become part of the student's permanent record. Excessive tardiness will also jeopardize your child's status in our magnet program.

(See Probation)

Excused Early from School, Class Absences and Tardies

Students excused early; or 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:

- 1) have excessive absences, tardies or early dismissals.
- 2) have an academic grade lower than a "C" in any courses
- 3) have an effort grade lower than a "2"
- 4) have a conduct grade lower than a "C" in any courses
- 5) have continued discipline problems or commit a serious offense (e.g., placed on Success Academy 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 of time the child will be exited from Air Base K-8 and sent to his/her assigned 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 exit 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 based on documented serious and ongoing violations of the Magnet Criteria Agreement.

TRANSPORTATION ELIGIBILITY

Magnet programs/schools are unique educational programs operating within the district, for which transportation and other resources may be provided in order to make such educational experiences available to students beyond a single attendance boundary area.

Except as otherwise noted in this rule, transportation is limited to students residing in the official designated Magnet Transportation Map area.



Arrival/Dismissal (Phase 2)

Arrival Procedures

To ensure the safety of the students, the following arrival procedures have been established:

- **School opens at 7:30 a.m. THERE IS NO SUPERVISION BEFORE 7:30 a.m.**
- The school offers a free breakfast program to all students beginning at 7:30 a.m. until 8:20 a.m.
- Kindergarten through 8th grade students will report to designated arrival rooms beginning at 7:30 a.m. where they will be supervised by Air Base Staff. Breakfast will be picked up at the Pavilion on their way to their designated arrival rooms.
- Air Base K-8 offers a fee-based before school program from 7:00 a.m. to 8:20 a.m. The after school program runs from 3:05 p.m. to 6:00 p.m. If you would like information about the program, please call Mr. Christopher Salinetto, the After School Program Manager or Ms. Patrice Blackburn at 305-258-3676, extension 2161. The program payments must be made online using FOCUS, available in the Parent Portal.
- Students who choose not to have breakfast should arrive by 8:20 a.m. Teachers (K-2nd grade) pick up students at 8:25 a.m. from the designated arrival rooms. Students 3-8th grade are released to their first class at 8:25 a.m. from the designated arrival rooms. Morning announcements and opening exercises begin at 8:30 a.m.
- Students must not be left unattended prior to or after school hours. The school provides supervision in designated areas 30 minutes before and after school only.
- Regular drop-off occurs on rainy days. Students report to the dining pavilion or designated rooms where they will remain under the supervision of school personnel and assisted by school patrols.

Student Arrival Location

For the safety of students, during arrival, there is ONLY one point of entry to the school. That point of entry is the carpool lane located in front of the Upper Academy (UA) building, which is to be used for parents dropping students off.

- NO parents are to access the Magnet Office gate. That gate is STRICTLY to be used for students arriving via M-DCPS bus. **THERE WILL BE NO ACCESS TO THE BUILDING FROM SW 128th AVE. (EAST SIDE OF THE SCHOOL).** EXCEPTION: Pre-K parents dropping off Pre-K students.
- All students must be seated, in class, by 8:35 am. The following procedures should be followed:
- Pre-Kindergarten: escorted to class by a parent/guardian. Students/parents may enter through the Pre-K gate next to the Magnet Office.
- From 7:30 – 8:30 am, students being dropped off are to be dropped in the carpool lane in front of the Upper Academy building. **ALL GATES WILL BE LOCKED AT 8:45 am. THE ONLY ENTRANCE/EXIT AT THAT TIME WILL BE THE MAIN OFFICE GATE.**

Student Dismissal Location

For the safety of students, during dismissal, there are ONLY two points of exit from the building:

1. The gate by the Main Office, which is to be used by Upper Academy students and their respective siblings to walk out to their parent's car under the supervision of staff members posted along the front of the school.
2. The carpool lane located in front of the Upper Academy building, which is to be used for parents picking students up in their vehicles.
3. NO parents are to access the Magnet Office gate. That gate is STRICTLY to be used for students leaving via M-DCPS bus.

THERE WILL BE NO ACCESS TO THE BUILDING FROM SW 128th AVE. (EAST SIDE OF THE SCHOOL). EXCEPTION: Pre-K parents picking up Pre-K students.

Dismissal: Students are dismissed as follows:

Pre-Kindergarten	2:05 pm
Kindergarten-Eighth Grade	3:05 pm

2:05 pm dismissal on Wednesdays for all students

- Kindergarten through 5th grade students will be escorted to the carpool line for parent pick-up.

- Students departing by bus will walk independently/be escorted to their buses by school personnel through the Magnet Office gate.
- Upper Academy students and their respective siblings will meet under the Pavilion. They will then walk out through the Main Gate towards their family vehicle.
- Students attending the After School Care Program will be escorted/will walk directly to the designated grade appropriate rooms.
- First-Eighth Grade students who are picked up by their parents will report to the carpool lane to wait for their parents.
- Under no circumstances should any student remain in the classrooms or return to the building after dismissal. All students are expected to leave the school grounds within the 15 minutes following dismissal time, except for students who are enrolled in the After School Care Program. If you ask your child to wait for you or for someone else to pick him/her up after school, it is extremely important that the person is on time. There is no supervision for children who are dismissed and waiting for a late pick up. BE ON TIME!
- Students can only be picked up in the carpool lane. Unaccompanied students are NOT allowed to cross the streets on the south or east sides of the school. Students and their parents must walk to one of the two crossing guard walkways on 272nd St. in order to cross, or the crossing guard walkway on 128th Ave. by walking around the perimeter sidewalk.
- Students who are picked up at the carpool lane will wait inside the Upper Academy hallways to be called.
- After School Care Program students will be dismissed to the cafeteria as usual.

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. Once this procedure is completed, the teacher is notified through the intercom and proceeds to send the student to the office for dismissal. 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. The parent who registers the child is the official parent of record (see District rule). 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

Walkers must use sidewalks. There are two crosswalks on 128th Avenue with a crossing guard and two on SW 272nd Street. 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 home alone. Please discuss these issues with your child.

CROSSING GUARDS AND SECURITY MONITORS

The Crossing Guards are on duty before school and at dismissal time. Security monitors wear a uniform. Students and parents are required to follow the instructions of the security monitors. We request your cooperation in advising your child to follow traffic/pedestrian safety rules. It is very dangerous when a parent beckons his/her child across the street through traffic. Please instruct your child to respect the Safety Patrols and Security Monitors.

Parking lots may not be used to pick up students.



RAINY DAY DISMISSAL

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

- Please contact the school if you wish to make special arrangements for your child at dismissal time on rainy days.
- Students departing by bus are to report to the bus area or will be escorted by the classroom teacher or designated school personnel to the bus area.

TRAFFIC AND SAFETY

The personal safety of our students is everyone's responsibility. Please be patient and cautious at all times. Please follow these established guidelines.

- **We will be utilizing the dedicated carpool line in front of the Upper Academy building located on the west side of the campus on S.W. 272 Street.**
- All speed signs must be obeyed.
- All rules relating to bus zones, pick-up and drop-off zones, must be followed.
- Drivers must adhere to street signs in the vicinity of the school. No U-turns are permitted on the streets in front of the school.
- The only approved areas for student drop-off/pick-up are the front of the school by the main office (if parking and escorting children) or the carpool lane in the front of the Upper Academy. Do not call children to cross the street. Do not drop off children in the faculty parking lots.
- Parking lots will be closed between the hours of 8:45 am and 3:00 pm.
- If you need to park, use the available parking and assist your child in crossing the street only at the crosswalks where the crossing guards are located.
- Miami-Dade County School Policy and/or Metro-Dade Police Department officers will often assist in enforcing traffic laws and issuing citations to offenders.
- Miami-Dade County Public School buses will travel south on S.W. 128 Avenue (drop-off and pick-up for buses on 128 Avenue) then continue by turning east on S.W. 272 Street, exiting the school traffic area.
- We are requesting traffic travel one-way on S.W. 128 Avenue (north to south) so that it is reserved for bus traffic only during opening and closing of the school day. Traffic on S.W. 272 Street should travel from east to west during those same hours to facilitate safe pick-up and drop-off.
- The parking lot on the corner of S.W. 128 Avenue and S.W. 272 Street and the parking lot behind the school (north side) are only for Air Base K-8 employees.
- Dismissal of carpool students is located on S.W. 272 Street in the carpool lane in front of the Upper Academy building (**west parking lot**).
- Buses will only be able to make a left from S.W. 128th Avenue.

TEACH YOUR CHILD TO:

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

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 for treatment. They will notify the parents and the sending teacher will generate an accident report.

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.

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 and the student will be kept as comfortable as possible. When parents cannot be contacted, the person(s) listed on the Emergency Contact and Release from School Information card will be called. It is imperative that parents provide information on the Emergency Student Data Form that is current. You will also be asked to sign a consent for the Nicklaus Children's Clinic staff to treat your child.

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

Having head lice should be no embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. If you think your child is infected, please contact the school office so we can take the necessary precautions. **Children with head**

lice, pink eye or other infectious diseases are not permitted in school.

VISION AND HEARING SCREENING

The Florida Legislature Statute, 381.0056, and School Board Rule 6Gx13-5D-1.021 School Health Services Program, mandates vision and hearing screenings to be performed annually for students in **kindergarten, first, third, and sixth grades, and new students to the state.** The school will send a letter to all parents notifying you of the screenings.



USE OF TELEPHONE

During school hours students will be allowed to use telephones on an **emergency basis only.** Any student requesting use of the telephone must have a written pass from a classroom teacher.

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 other students or staff is prohibited. These violations also include texting. **The use of wireless earpods/earbuds/AirPods or headphones will be prohibited.**

FREE/REDUCED LUNCH PROGRAM

Applications must be filled out every school year. Applicants may apply online, and applications forms are available in the Main Office for families, as needed. 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 **within the first twenty days of the next school year.**

**BREAKFAST/LUNCH
(LOST/FORGOTTEN,
INSUFFICIENT FUNDS)**

School breakfast is always free for all students. Lunch is free for all students through December 2020. Once meal prices are reinstated, please note the following: Children occasionally lose or forget their lunch money or their lunch. When this happens the child reports to

the office after opening exercises, calls a parent, and the parent may deliver the money or a lunch to school. If the parent is unable to bring a lunch or money for his/her child, the child will be given lunch and debit will be taken from his/her account. Money must be sent in the following day to cover the cost of the lunch provided.

Please visit the Parent Portal apply for Free or Reduced Lunch. Families may apply at any time.

IN-SCHOOL PARTIES

Individual student/classroom parties are not permitted according to Miami-Dade County School Board Rule.

INTERNATIONAL EDUCATION CURRICULUM

International education units are developed to integrate global and cultural studies into every aspect of the curriculum. The delivery of this curriculum is through a Cambridge framework. Each unit is correlated to Next Generation Sunshine State Standards and Florida Standards. The instructional focus goes beyond the textbook and incorporates hands on activities and the practical application of skills. Kindergarten –Hispanic speaking nations, 1st Grade – Africa, 2nd grade – Asian Studies, 3rd Grade – Europe, 4th Grade – United Nations, 5th Grade, Colonial America, 6th through 8th grade-Global Perspectives.

GRADING CRITERIA

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 his/her best
- 3 Does not pay sufficient 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. Report cards will be sent home no later than the following dates: 11/6/20, 2/5/21, 4/16/21, 6/25/21.

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.

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

Upper Academy students and parents will receive specific information regarding course completion and promotion criteria.

INTERIM PROGRESS REPORTS

Notification of the student’s academic progress will be sent home on the following dates: 9/25/20, 12/4/20, 2/19/21, 5/7/21.

Unsatisfactory work notices do not necessarily mean failing work, but usually indicate below grade level performance. This form is meant to alert students and parents if the work is unacceptable. It is recommended that you make an appointment for a conference with your child’s teacher immediately upon receipt of such a notice. Other notices may be sent to you by the teachers. 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 efforts. Those students will receive awards in the following categories according to their academic success.

Principal’s Honor Roll

- 1. Academic grade All A’s
- Effort grades All 1’s
- Conduct grades All A’s

Honor Roll

- 2. Academic grade All A’s and B’s
- Effort grades All 1’s

Conduct grades All A’s and B’s

- Citizenship Honor Roll
- 3. Effort grades All 1’s
- Conduct grades All A’s
- 4. Perfect Attendance**
- 5. Golden Apple Special Recognition

Fifth through Eighth Grade students may also qualify for the President’s Gold or Silver Education Award which is given to selected students at the end of the year. These awards require all 1’s in effort and all A’s in conduct. End of Year Awards are based on Honor Roll placement during the year (Principal’s Honor Roll and Regular Honor Roll). **Five tardies equals one absence

FLORIDA STANDARDS CURRICULUM

Next Generation Sunshine State Standards and Florida Standards are the instructional programs followed for M-DCPS students. They delineate the essential components, and objectives to be mastered, and the competencies which every student should be able to demonstrate after instruction is completed. Both sets of standards require students to engage in activities designed to apply learning with an increased emphasis on higher-order thinking skills. Students are evaluated not only on knowledge gained, but primarily on their ability to perform tasks associated with the knowledge required. Florida Standards can be located on the District website at www.dadeschools.net.

HOME LEARNING



As a magnet school, students may receive increased levels of homework due to rigorous course work demand. There has been much local and national discussion regarding the effectiveness and appropriateness of home learning. Research indicates that schools in which home learning is routinely assigned and graded tend to have higher achieving students who demonstrate positive study habits and learning skills. Although the School Board of Miami-Dade County Public Schools has developed recommendations regarding daily home learning, as a rigorous magnet international program that implements the *Cambridge International Programme Curriculum*, students at Air Base K-8 should expect increased levels of home learning. The EESAC of Air Base K-8 recognized the need to develop recommendations to ensure manageable and

meaningful home learning tasks while maintaining the integrity of the magnet program curriculum.

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 evaluating student home learning, according to the teacher's individual methods.
- Grading some home learning assignments which are an integral part of the curriculum.

Students will be responsible for:

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

Parent's responsibilities include:

- Providing continuous interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of home learning assigned.
- 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.
- Meeting with individual teachers to determine home learning make-up policy.

It is understood that it is not the parent's responsibility to complete their child's home learning. It is the school's responsibility to provide clear home learning instructions and to provide clear instructions on how to complete assignments.



HONORS/ADVANCED ACADEMICS

Our Gifted/Advanced Academics Program is intended to enhance the standard curriculum for academically talented students. This program provides advanced academic activities necessary for critical thinking in all subjects. Inquiry, reasoning, synthesis, and analysis

are integral components of the programs. The program is a full-time Gifted Program except in first grade where it continues as a content area program focusing on Reading/Language Arts/Social Studies.

In the Upper Academy, the Honors/Advanced Academics program strives to integrate the Cambridge Learning attributes along with Advanced Cambridge, Honors, and Advanced Placement coursework. This provides all students with accelerated coursework in Mathematics, Science, and/or World Languages, leading to advancement in the career/college readiness arena.



WORLD LANGUAGE PROGRAMS

The World Language Education Program includes English for Speakers of Other Languages (ESOL),

Spanish for Spanish Speakers, and Spanish and French as Second Languages. English as a Second

Language is a requirement and will be taught to students determined to be Limited English Proficient (LEP).

The 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. Exceptions will only be made for ESOL students. If an ESOL/ELL student is struggling in French, we reserve the right to move the student to Spanish on a case by case basis. Secondary students will be able to select French or Spanish upon entering the Upper Academy.



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. The following guidelines should be observed: Conferences should be arranged only by appointment at the request of the parent/guardian, teacher, or administration. In any event, no conference will be allowed during the time the teacher is providing instruction to the students.

An appointment with the teacher should be made by e-mail, writing a note or making a phone call to the teacher involved. The conference will usually occur after school or in some instances during the teacher's planning periods during a mutually convenient time. Teachers have the obligation to contact parents 48 hours after he/she receives the parent's request for a conference.

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

Educators suggested this list of potential subjects to discuss during your next parent-teacher conference:

- 1) What is the class home learning policy? Is my child doing it as he or she should?
- 2) What are my child's strong or weak areas? Is my child working up to grade level? Is he or she working up to ability?
- 3) Does he/she listen in class? Is he/she consistent? Does he/she try?
- 4) Does my child get along with the teacher? With other students in the class? Does he/she enjoy group activities or prefer to be alone? Is my child shy or outgoing?
- 5) What are the standardized tests being given this year? What data do you have to help us understand how my child is doing? What do they measure? How do they compare with others in the same school? Why is he or she lower (higher) in some areas?

- 6) What can I do to help my child? What can my spouse do? Should I seek any professional help for my child?



PARENT PORTAL

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at the following website: www.dadeschools.net or through the Dadeschools mobile app. 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. Parents must visit the main office in person to get the PIN needed for initial account set-up. Once the parent user account is set up, you can visit your Appstore and download, for free, the M-DCPS app from your smartphone. With the app, you may easily and quickly access student information and more.

SCHOOL COUNSELING SERVICES

Student Services supports the development of every child's learning potential and fosters positive relationships as part of the student instructional program. This department assists all students and their parents in the areas of personal and/or social development and education and/or career development. To help achieve this goal students participate in developmental group counseling and/or individual counseling during the year. Individual counseling is available to parents and their children. Questions and concerns should be addressed to our school counselor at (305) 258-3676.

- Grades K-4 Ms. Rencurrell
- Grades 5-8 Ms. Portuondo

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. Students in grades six through eight 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). Upper Academy students are also required to wear their ID badges; replacements are available for a fee of \$5.00. Air Base t-shirts/spirit shirts may only be worn on

Fridays. The school patches are available from selected school uniform stores. The uniform should be neat, clean and worn the way it was designed. For the health and safety of all students, shoes and socks are required. Shoes must be appropriate for use during Physical Education classes. Shirts must be tucked in at all times.

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

- Black jeans may be worn, but NO ripped jeans are permitted.
- Leggings and jeggings are not allowed.
- Pants/shorts must have pockets and a zipper.
- No metal football cleats on shoes.
- 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.
- 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. Heelies)
- No jackets with hoods worn over the heads, except for cold days.
- Shorts and skirts must be long enough to cover to the fingertips when stretched.
- Students will be allowed to wear Spirit shirts on Fridays.

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

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 ultimate 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 as directed
- Exercising self-control, respect, and cooperation at all times
- Getting involved in school and community functions
- Wearing school uniforms everyday

II. The teacher/staff responsibilities include:

- Clarifying school expectations and goals to the students
- Checking, reviewing, evaluating, and/or grading students class-work and home-learning, 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 with regard to student progress

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 per District requirements
- Getting involved in school functions by volunteering and attending PTA 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 by signing and returning student work and notices as needed
- Signing home learning log/agenda nightly
- Limiting early sign-out from school unless absolutely necessary