

Zora Neale Hurston Elementary School Parent/Student Handbook

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Isabel Valenzano, Principal
Wanda Cunningham, Assistant Principal



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2016-2017 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2016				
M	T	W	T	F
				1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016				
M	T	W	T	F
			1	2
X	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	X
14	15	16	17	18
21	22	23	X	X
28	29	30		

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X	X	X	X	X

January 2017				
M	T	W	T	F
X	X	X	X	X
9	10	11	12	13
X	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
X	21	22	23	24
27	28			

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
M	T	W	T	F
3	4	5	6	7
X	X	X	X	X
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
X	30	31		

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

	New Teachers Report
	Teacher Planning Day
	Teacher Planning Day No Opt
	Legal Holiday

	Recess Day
	Begin/End of Grading Period
	Secondary Early Release
	End of 1st Qtr/ Secondary Early Release

Days In Grading Period

1-45

2-45

3-42

4-48

For information on employee opt days, please refer to back of calendar.

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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Superintendent of Schools

Mr. Alberto M. Carvalho

Deputy Superintendent, School Operations

Valtena Brown

Dear Parent/Guardian:

It is with great pleasure that I welcome you to Zora Neale Hurston Elementary School for the 2016-2017 school year. We are looking forward to an exciting and successful year with your child. Please read the handbook carefully, review it with your child, and keep it for reference throughout the year. It will explain and clarify procedures that are in place to ensure academic success and a safe learning environment for all.

Please know that our staff at Zora Neale Hurston Elementary School is determined to achieve educational excellence for all of our students. This endeavor will only be possible with your support and active participation in your child's academic and social activities.

On behalf of the Zora Neale Hurston Family, I would like to extend an invitation for you to visit our school, meet your child's teachers and become an active PTA member.

We are truly excited about working together this year to attain our common goal; that of developing and nurturing a caring community of learners.

Sincerely,

Isabel Valenzano
Principal

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MIAMI DADE COUNTY PUBLIC SCHOOLS

VISION

We are committed to provide educational excellence for all.

MISSION

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

ZORA NEALE HURSTON ELEMENTARY SCHOOL⁵

VISION

The staff of Zora Neale Hurston Elementary School works diligently each day and often beyond school hours to ensure that the students receive a quality educational program to meet students' academic and socio-emotional needs. Constant interaction with parents is initiated and nurtured by faculty and staff members. The parents and faculty work cooperatively to enhance each child's learning potential. A sense of family exists among administrators, faculty, staff, parents and students.

MISSION

Zora Neale Hurston Elementary School strives to prepare students with the academic skills, habits of mind and character traits necessary to perform on or above grade level in middle school and to succeed in rigorous high school courses.

ARRIVAL/ DISMISSAL

School Hours:

School Doors Open- 7:40 a.m.

DO NOT DROP OFF YOUR CHILD BEFORE 7:40 a.m.

Breakfast- 7:40 – 8:15 a.m.

Student Arrival Hours-

Pre-K-1 8:20 a.m.

2nd-5th- 8:35 a.m.

Student Dismissal Hours-

Pre-K-1 –1:50

2nd- 5th – 3:05 p.m.

"Wednesdays"-All Grades-1:50 p.m.

Before School Care-7:00-8:00

After School Care-1:50 – 6:00 p.m. or 3:05 – 6:00 p.m.

Story Hour-1:50-3:05 p.m.

Morning Arrival:

Students need to learn the importance of regular school attendance and reporting to school on time. Any student arriving to school after 8:20/8:35 a.m. is tardy. They must report to the office to sign in and receive a pass to be admitted to the classroom.

We understand that the limited parking is an inconvenience; therefore, you are strongly encouraged to drop off your child in front of the school. We ask your support in ensuring maximum safety for all students.

Supervision from 7:40 a.m. – 8:25 a.m. is provided for those students who wish to have breakfast at school. Students should report directly to the cafeteria.

Parents/guardians will not be allowed in the cafeteria during breakfast time. Only during the first week days of school will parents/guardians be allowed to walk students to the cafeteria/classroom.

After breakfast, students in a "designated" grade **must** line up outside their classrooms. Students in other grades will remain in the cafeteria. At no time are students permitted to roam the building.

Late Arrival:

Students must learn the importance of regular school attendance and reporting to school on time. Students arriving to school after 8:20 for K-1st and after 8:35 for 2nd-5th are considered tardy. Students who are tardy must report to the Main Office or Security Desk to secure a pass for admittance to class. Excessive tardies may result in loss of privileges, detention, parent conference and attendance review committee meetings with administration.

Dismissal:

All students will be dismissed through the front doors of the building. Students must leave the school grounds immediately after dismissal. Parents/guardians who pick up their children must do so promptly by 1:50 p.m. and/or 3:05 p.m.

After dismissal, there is no adult supervision for students. Children in Pre-K -1st grade who are dismissed 1:50 p.m. cannot be kept in classrooms or in the Main Office until older siblings are dismissed at 3:05 p.m. The After School Care program's "Story Hour" is especially designed for students in Pre-K through 1st grade who only require supervision from 1:50- 3:05 p.m. Please contact the After School Care office for more information.



Early Dismissal:

Students may be excused from school during regular hours for medical appointments or family emergencies. Whenever possible, please schedule appointments outside of school hours to avoid your child missing a learning experience. Early dismissals are recorded on the student's record. **There will be no early dismissals 15 minutes prior to the regular dismissal time.**

IMPORTANT: Only individuals listed on the EMERGENCY CONTACT AND RELEASE CARD will be allowed to pick up students from school during the school day. A valid photo identification card will be required. Please make sure that the EMERGENCY CONTACT AND RELEASE CARD is accurate and current.

ARRIVAL/DISMISSAL- SAFETY

The personal safety of students is everyone's job. Everyone **must** cooperate by being patient and cautious at all times. On Wednesdays and rainy days, dismissal time is especially hazardous. Please use great care while driving to ensure the safety of all students. Please **DO NOT** blow horns in an effort to get your child's attention. With cooperation and patience a safe environment will be created and maintained.

- Plan with your child exactly how he/she is to get to and from school.
- Plan for rainy days.
- Teach your child to obey, respect and be polite to the member of the School Safety Patrols.
- Do not drive into the school parking lot for drop off or pick up.
- Your child must listen to his/her bus driver's instructions and follow them exactly.
- Parents should not enter the building to pick up their children- except on rainy days
- Discuss with your child all "common sense" safety precautions such as not entering a stranger's car.
- Please observe the 15 mph speed limit during arrival and dismissal times
- Do not make U-Turns in front of the school or park and leave your car in areas that are not intended for parking



MDCPS and Private Buses:

Buses will drop off and pick up students in front of the school. Students are expected to obey all the rules on the bus. A student may be taken off of a bus for inappropriate conduct. In these cases, parents will be required to pick up their child from the school promptly. Students may be suspended from a bus or bus privileges revoked under certain circumstances.



Automobiles:

Automobile traffic is very congested during arrival and dismissal times. Traffic laws must be observed around the school. For the safety of our boys and girls, children must observe all traffic laws and cross at the crosswalk. **No cars are permitted in the staff parking lot to drop off or to pick up children.**

Bicycles:

Bicycle rules and policies are taught to students. Students must walk the bicycle on school grounds, at crosswalks and busy intersections. Bicycles should be equipped with a lock and parked in the enclosed fence in the front of the school. **The school is not responsible for stolen bicycles. Parents must call the police and report the bike stolen.**

Please speak to your child in reference to the importance of not going home with any strangers.



Walking:

Students who walk to and from school must be well informed about the route they are expected to take. All students must use crosswalks and stop lights when crossing streets.

Rainy Day Procedures:

All parents are requested to park and enter the school to pick up their children. Bikers and walkers will be held in the school until it is safe to leave. Please retrieve your child quickly so that other parents can get into the parking lot for pick up.

ATTENDANCE

There is nothing more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in their academic achievement. This can result in grade failure and loss of interest in school.

Absences:

Anytime a student returns to school after an absence, a note **MUST** be brought from home; otherwise the absence is marked **unexcused**. Absences will be excused due to illness, death in family, a school sponsored event or a religious holiday. Students will have three days for every excused absence to make up the work. All other absences are unexcused. Three or more unexcused absences will warrant a formal meeting with the school counselor as per the Attendance Review Committee. Six or more unexcused absences will warrant a formal meeting with a school administrator. Assignments missed because of an unexcused

absence will not be allowed to be made-up and will result in a failing grade.

Attendance Review Committee

The attendance review committee is comprised of a minimum of a student services representative and an administrator (or designee) and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - i. Make-up assignments
 - ii. Attendance probation for the following grading period(s)
 - iii. Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades a credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

BEFORE/AFTER SCHOOL CARE PROGRAM

Before and After School Care Programs are licensed by DCF and are available for all students in pre-kindergarten through grade five. As a prerequisite for enrollment, each parent will be required to purchase Miami-Dade County Public School's accident insurance at the current yearly rate. Before school care is from 7:00 am – 8:25 am and after school care is from 1:50 pm- 6:00 pm. Fees are payable in advance, by check or money order only, made out to Zora Neale Hurston Elementary School. A calendar of payment dates and other information will be given upon registration. Any questions or concerns about After Care should be addressed to Ms. Pappalardo in the main office.

CAFETERIA PROGRAM



Breakfast:

Breakfast is free for all students. After breakfast students in grades K-5 **must** report to the cafeteria. At no time are students permitted to roam the building.

Lunch:

Regular price.....\$2.25 per day

Reduced price..... \$0.40 per day or \$2.00 per week

Free/Reduced Price Meals:

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

PAYPAMS

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

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

Meals are prepared and served in accordance with sound nutritional guidelines. The menus for a plate lunch are printed in the Miami Herald each week and comply with the State of Florida lunch requirements. The school cannot provide special food or menus.

CELLULAR PHONES

Sole 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; 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. Students may bring a cell phone to school, however, the phone must be in the book bag and turned off during school hours.

CHANGE OF ADDRESS OR PHONE NUMBER

It is very important for emergency and administrative reasons, that every student maintain an up-to-date emergency contact card. Notify the school immediately if you have a change of address during the school year. It is absolutely essential that we have

current phone numbers on file. There should be several numbers listed to insure that we can reach someone at all times in case of an emergency.

CHILD ABUSE

It is the duty of every Miami-Dade County School Employee to report to Children and Family Services any suspected case of child abuse for investigation.

CODE OF STUDENT CONDUCT

The Miami-Dade County School Board has a Code of Student Conduct that outlines the rights and responsibilities of pupils, the duties of teachers and administrators, and suggests responsibilities of parents. Furthermore, the Code lists violations and disciplinary actions that must be taken in order to manage misconduct.

The Code of Student Conduct lists the violations identified by principals, teachers, students, parents and community members that describe acts that disturb the learning climate.

It should be pointed out that an action, which breaks the rules and keeps a school from being safe and friendly, may not be listed but disciplinary action will be taken.

An important part of using the Code of Student Conduct is deciding on the best disciplinary action to bring about positive student behavior. Student Services staff, such as counselors, psychologists and social workers play a major role in helping students understand the consequences of good and poor behavior.

The principal or the teacher, or both, have the authority to take disciplinary actions, if they believe the students' actions require such action. School administrators may ask permission to use less harsh consequences if they believe it is right to do so.

In that case, everyone who was involved in the misconduct should be given their reason for this action.

The following charts describe the violations and the disciplinary actions.

Miami-Dade County Public Schools has adopted a zero tolerance policy toward school related violent crime. Violence will not be allowed during school activities or on school sponsored transportation. This zero tolerance policy will assist us in keeping our schools a safe place for students.

BREAKING THE SCHOOL RULES

GROUP ONE

- General disruptive conduct
- Use of bad language such as curse words or threats
- Smoking

- Possession of objects such as beepers, pagers, telephones, laser pointer, radios, CD players, and other recreational electronic devices

The first time you break these rules, see PLAN A.
If you break the rules again, see PLAN B (required).

GROUP TWO

- Bullying
- Refusal to obey teachers and administrators
- Misbehavior on the school bus
- Gambling (SPAR)
- Threatening to hurt another person (SPAR)
- Having or giving out indecent material
- Stealing (SPAR)
- Harassment
- Sexual Harassment (SPAR)

The first time you break these rules, see PLAN B.
If you break the rules again, see PLAN C (required).

GROUP THREE

- Damaging, tampering with, or destroying property (SPAR)
- False accusation
- False fire alarm
- Physically hurting another student (SPAR)
- Fighting
- Joining in-school clubs, or groups NOT APPROVED by the School Board
- Possession of fireworks
- Possession of chemical compounds like tear gas and mace (SPAR)
- Possession of simulated weapons (toy guns, water guns, cap guns, toy knives, etc.) (SPAR)

The first time you break these rules, see PLAN C.
If you break the rules again, see PLAN D (required).

GROUP FOUR

- Making someone give you money or things of value that do not belong to you by force or threats (SPAR)
- Threatening a staff member* (SPAR)
- Robbery (SPAR)
- Having and/or using illegal mood modifiers, including alcohol (drugs which change the way you act, think, and feel) (SPAR)
- (The use of illegal drugs or alcohol is wrong and harmful.)

The first time you break these rules, see PLAN D.
If you break the rules again, see PLAN D (required).

***REQUIRES PRINCIPAL TO MAKE RECOMMENDATION FOR EXPULSION**

GROUP FIVE

- Threatening to hit or hitting another student with a weapon (SPAR)
- Having and/or hiding a weapon (SPAR)

- Continuous disruptive behavior (SPAR)
- Sex violation (SPAR)
- Hate Crime (SPAR)
- Bring mood modifiers, including alcohol, to school to sell or give to other students (SPAR)
- (The possession of illegal drugs or alcohol is wrong and harmful.)

If you break the rules, see PLAN E (required).

GROUP SIX

- Making a threat or false report involving school or school personnel's property, school transportation, or a school sponsored activity. (SPAR)
- Threatening someone with a firearm, or concealing a firearm, knife or other deadly weapon** (aggravated assault) (SPAR)
- Physically hurting someone with a firearm, knife or other weapon (aggravated battery) (SPAR)
- Intentionally hitting a school staff member (battery or aggravated battery on a teacher or other school personnel) (SPAR)
- Taking someone's life (homicide – murder, manslaughter) (SPAR)
- Sexual battery (SPAR)
- Taking money or property of another by using force or a weapon (armed robbery) (SPAR)
- Confining or holding another person against that person's will (kidnapping or abduction) (SPAR)
- Starting a fire which causes damage or is intended to cause damage (arson) (SPAR)
- Possession, use, or sale of any firearms or destructive devices (SPAR)
- Possession, use, or sale of any explosive device (SPAR)

If you break these rules, see PLAN F (required).

****THE POSSESSION OF A FIREARM ON SCHOOL PROPERTY MAY ALSO RESULT IN CRIMINAL PENALTIES IN ADDITION TO SUSPENSION, EXPULSION OR OTHER SCHOOL DISCIPLINARY ACTION.**

DISCIPLINARY ACTIONS

(One or more of these actions may be appropriate)

PLAN A

- Calling and talking to your parents
- Meeting with your teacher
- Serving a detention, work assignment, or other in-class/school action
- Repaying or replacing any damage, if appropriate

PLAN B

- Calling and talking to your parents
- Meeting with your teacher and appropriate school personnel
- Being kept out of class
- Work assignment
- Loss of bus privileges
- Participating in a session on the problem of harassment

- Conducting research on the topic of harassment referring criminal acts to the Miami-Dade Schools Police and the local police
- Repaying or replacing any damage, if appropriate

PLAN C

- Calling and talking to your parents
- Meeting with you and your parents, teachers, and administrator
- Notifying you that you may be expelled
- Participating in a series of sessions, which focus on ending the student's harassing behavior. This may be considered an alternative to suspension
- Suspending you from school for up to 10 days
- Referring criminal acts to the Miami-Dade Schools Police and the local police
- Repaying or replacing any damage, if appropriate

PLAN D

- Meeting with administrator and parents
- Suspending you from school for up to 10 days
- Telling you that you may be expelled
- Referring criminal acts to Miami-Dade Schools Police and the local police
- Repaying or replacing any damage, if appropriate

(Mandatory where appropriate)

PLAN E

- Meeting with administrator and parents
- Suspending you from school for 10 days
- Telling you that you are being recommended for expulsion
- Referring criminal acts to the Miami-Dade Schools Police and the local police
- Repaying or replacing any damage, if appropriate

(Mandatory where appropriate)

PLAN F

- Meeting with administrator and parents
- Suspending you from school for 10 days
- Telling you that you are being recommended for expulsion
- Referring criminal acts to the Miami-Dade Schools Police and the local police
- Repaying or replacing any damage, if appropriate

Sixth grade students who commit a group six violation, who are under 16 years of age, will be recommended for expulsion from the regular school program for the remainder of the school year, the summer session and all of the next school year.

CRIMINAL ACTS SHALL BE REPORTED IN ACCORDANCE WITH THE DIRECTIVES CONTAINED IN THE DOCUMENT, PROCEDURES FOR PROMOTING AND MAINTAINING A SAFE LEARNING ENVIRONMENT

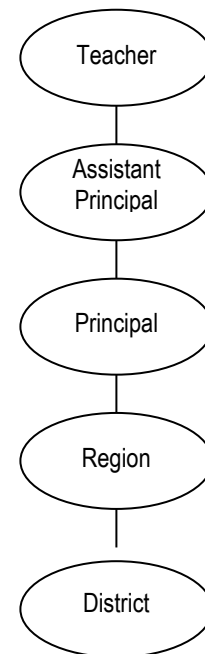
CONCERNS

Your child's teacher should be your first and foremost important contact. Most concerns can be addressed at this level, however if additional assistance is needed, parents may speak with our school counselor. If your concerns have not been addressed please schedule an appointment with an administrator.

Appointments must also be scheduled to meet with your child's teacher. **Teachers are not permitted to hold conferences during instructional time (when students are under their immediate supervision).** Parents/guardians are not allowed to go directly to a teacher's classroom. **All visitors must sign-in before entering the building.** Teachers may hold conferences prior to the start of school, during their planning time, or at the end of the school day.

Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



CURRICULUM

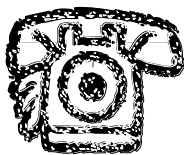
At Zora Neale Hurston Elementary School, high expectations for students are set and maintained. Our curriculum is invigorating and challenging. The Next Generation Sunshine State Standards and Common Core State Standards represent an approach to instruction which emphasizes the application of knowledge in a manner which may be observed and measured. The lessons 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 acquired.

DESS CODE (UNIFORM POLICY)

Zora Neale Hurston Elementary is a **mandatory** uniform school that consists of any combination of nava blue or khaki in slacks, skirts and shorts and navy blue, red or white in shirts. You, the parents, voted overwhelmingly in favor of making our uniform program mandatory. Therefore, **all students are required to wear the approved uniform.** In addition to the mandated uniform, **jeans, baggy or over-sized pants and sweatpants are not part of the school uniform. Closed shoes are to be worn at all times to avoid injury. (No sandals.)** The official patch is worn on the left side of the chest. Uniforms should be clean, neat, fit properly and suitable for school. The official uniform should instill a sense of pride in all of us as we represent Zora Neale Hurston Elementary School. Parents will be called when students are out of uniform and asked to bring an acceptable uniform to the school for the student to change prior to returning to class.

Students whose personal attire or grooming distracts the attention of other students or teachers from their school work, shall be required to make the necessary alterations to such attire or grooming before entering the classroom, or will be sent home by the principal.

EMERGENCY CONTACT



An emergency contact card is sent home during the first week of school to update records so that parents and/or guardians may be reached in an emergency. **If a telephone number or address changes, please notify the school office immediately.** The school should always have your current place of employment and telephone number(s).

Illness:

Notify the school immediately of any chronic illnesses (i.e., asthma, diabetes, heart conditions, seizures, etc.).

Injury:

The parent/guardian will be notified in case of an injury and the parent/guardian makes the decision on whether or not to remove the child from school. For critical injuries, the Emergency Rescue Squad will be called.

Estranged Parents and Guardians:

To avoid having the school involved in personal family conflicts, parents or guardians should advise school authorities of which party has legal access to the child and his/her records during school hours. In the absence of specific directions, school officials will respond to those names and relationships that appear on the current records. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Please list all individuals that you authorize/not authorize to pick up your child from school on the emergency contact card. Students

will not be released to any one that is not listed on the card. Verbal confirmation on the telephone will not be permitted.

EMERGENCY OPERATIONS PLAN

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

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

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

EXTRA CURRICULUM ACTIVITIES/CLUBS

Zora Neale Hurston Elementary School has the following extra-curricular groups: Chorus, Media Crew and Safety Patrols.

Students who participate in these activities must have prior permission from their parents to participate. Students will not be allowed to call home on the day of the activity to receive permission. Parents who give their children permission to participate must pick them up from the activity on time. Good conduct, citizenship and academic performance are required for students to participate in extracurricular activities.

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Law are to protect the accuracy and privacy of students' educational records. Without parental consent, only you and authorized individuals having legitimate educational interests can access your child's educational records. You may waive this right of access to allow other agencies working with your child to access these records.

FIELD TRIPS AND SPECIAL ACTIVITIES

Occasionally, field trips will be taken. County policy requires detailed information on the field trip form, especially if your child takes medication. If you wish for your child to participate in a field trip, please fill out the necessary information on the permission form. We welcome parents as chaperones (if room permits) once they are district-approved volunteers. School Board policy prohibits younger siblings or students not enrolled in our school to participate in school sponsored field trips. It is school policy, as well, not to permit siblings enrolled in classrooms other than the one going on the field trip to participate.

GRADING AND REPORTING STUDENT PROGRESS

Student grades, Interim Progress Reports, and parent conferences serve as the primary means of communicating student progress and achievement. The teacher will be able to explain the requirements for each grade. In addition, the teacher will offer suggestions and recommendations that will assist you and your child.

Academic Grades:

Kindergarten Grading:		
<u>Grades / Value</u>	<u>Verbal Interpretation</u>	<u>Point Value</u>
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

1st – 5th Grading:		
<u>Grades / Value</u>	<u>Verbal Interpretation</u>	<u>Point Value</u>
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

Conduct:

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

Grade Point Average:

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

Report Cards and Interim Progress Reports:

Tentative Distribution Dates:

1st Interim Progress Report 10/22/16
1st Report Card by 11/16/16
2nd Interim Progress Report by 12/08/16
2nd Report Card by 02/14/17

3rd Interim Progress Report by 02/23/17
3rd Report Card by 04/18/17

4th Interim Progress Report by 05/04/17
4th Report Card- sent home by mail

Please send a self addressed stamped envelope with your child during the last 2 weeks of school so that you may receive the report card at the end of the school year.

GRAFFITI

Marking on any school property will result in a minimum of a three-day outdoor suspension, restitution and a report to school police.

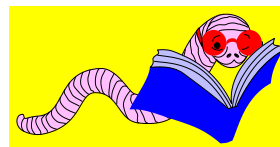
HEALTH SERVICE PROGRAM

According to the guidelines established by the Florida Legislature, at the beginning of each school year, parents shall be notified of the screening activities available through School Health Service Program. School Board Rule 6Gx13-5D-1.021 mandates vision screenings for students in grades Kindergarten, 1st, 3rd, and for students entering Florida schools for the first time in 2nd, 4th and 5th grade. Board Rule 6Gx13-5D-1.021 also mandates hearing screenings for students in grades Kindergarten, 1st and for students entering Florida schools for the first time in 2nd, 3rd, 4th and 5th grade. It should be understood that such screenings do not substitute for a thorough examination in a doctor's office.

HOME LEARNING

Home Learning provides students with opportunities to practice and extend learning. It will enhance and/or reinforce assignments completed at school. Home learning helps to develop students' 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.

Grade Level	Frequency of Home Learning	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



In addition, reading is a part of every home learning assignment. Students must read for 30 minutes everyday.

INSURANCE

Student insurance is designed to furnish a low cost accident policy to the students of Miami-Dade County Public Schools. Student insurance covers accidents that happen on school property. In addition, there is a policy that provides 24-hour coverage that may also be purchased through the school at the beginning of the school year. These forms will be provided to the students during the first week of school.

Kidcare Health Insurance:

- Florida KidCare provides high quality low cost health insurance to support uninsured children aged birth to 18.
- Eligibility for KidCare is based on each child's age and family income. KidCare information is available at <http://www.floridakidcare.org>.

INTERNET USE POLICY

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright materials, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

LOST AND FOUND

Lost and found items are turned into the school office. Problems with missing clothing and/or personal belongings could be avoided if clothing were clearly labeled with your child's name. Items not claimed are donated tri-annually to various charitable institutions.

MEDICATIONS

Administering or the dispensing of any medicines (including non-prescription medication) to students by employees of Miami-Dade County Public Schools without specific written authorization by a licensed physician and parents/guardians of the student is forbidden. If it is absolutely necessary that your child take any medication while he/she is in school, the parent/guardian and the physician must sign a Miami-Dade County School Board Authorization for Medication Form. This form may be obtained at the main office. The medication will be kept in the office to be taken by the student himself, if dependable enough to do so, or to be administered by an office clerk.

OFFICE HOURS

School office hours are from 8:00 a.m. – 4:00 p.m.

PARENT ACADEMY

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

In addition, the Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students.

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

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

We will be offering monthly meetings through the Parent Academy at Zora Neale Hurston Elementary School. Parents will receive notice of upcoming meetings through flyers and Connect-Ed messages.

PARENT PORTAL

Parents/Guardians of all Miami-Dade County Public School students have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, etc. Please come in to the main office for more information on accessing the parent portal.

PARENT PARTICIPATION AND THE PTA

The Parent-Teacher Association is an important part of the school. It enables parents and teachers to work together to improve the social, physical, and educational climate of the community. All parents are urged to join and attend the meetings, adding their input and assistance. Zora Neale Hurston Elementary hopes to have a very active P.T.A. this year!

- Encourage your child to do his/her best.
- Send your child to school on time everyday.
- Provide your child with the necessary supplies.
- Get to know your child's teacher.
- Monitor the completion of daily home learning.
- Support the school's discipline plan.
- Emphasize, "School is a place of work."

- Obey the traffic rules.
- Read all correspondence from the school
- Show an interest in school by discussing each day's successes and problems.
- Establish a routine for meals and bedtime.
- Monitor the amount of time spent watching television and playing video games.
- Read to your child and ask questions.
- Join our PTA

PARKING

Parking Areas:

The staff parking lots are for the use of the staff only. **The parking lots are never to be used as an area for dropping off or picking up students.** Parents who visit the school for any event, conference and/or program may park their vehicle in the visitor parking lot only.

School Speed Zone is imposed between the hours of:

7:30 a.m. to 9:15 am Monday – Friday

1:30 pm to 3:30 pm Monday – Friday

(Except Wednesdays)

1:30 pm to 2:30 pm Wednesdays Only

No Parking	Within 20 feet of any crosswalk
No Passing	In the pick up/dismissal driveway
No U-Turns	In the pick up/dismissal driveway
No Parking	In the circular driveway, along the curb or in the staff parking lot on school days

A vehicle will be considered parked if the driver of said vehicle or someone licensed to operate a vehicle in this state is not in the driver's seat.

The above basic traffic laws must be adhered to by every parent. These simple procedures will help expedite arrival and dismissal and ensure the safety of your children. Failure to comply may result in traffic citations being issued.

PEDICULOSIS (HEAD LICE)

Students may be checked periodically for head lice. Students will be sent home if school personnel suspect lice in the hair. **The student MAY NOT return to school until treatment has been administered and all nits have been removed from the hair.** Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and follow proper treatment.

PETS

Absolutely no pets are allowed on school grounds unless authorized by school administration.

PROMOTIONS AND RETENTIONS

Promotion and retention of students are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- Frequent absences
- Low Academic Performance
- Scoring Level 1 on the FCAT Reading test in 3rd Grade
- Failing Grades
- In grades K-3 obtaining an Intensive level rating on the FAIR exam will also be taken into consideration

Parents will be informed at the beginning of the third grading period if their child is not meeting the performance standards. A parent/teacher conference will follow. Retention is used as a last resort. It is not a punitive measure, but helpful to most students. It is more beneficial to feel secure at a lower grade level than insecure at a higher one.

No Child Left Behind Act NCLB is a federally funded initiative under which each child is guaranteed a comprehensive education delivered by a highly qualified teacher. Children who do not perform on grade level are given the opportunity to further develop the skills needed to have been acquired throughout that year by being retained in that grade level. Specifically a third grade student not achieving a level 2 or higher on the FCAT, is automatically retained under the NCLB initiative.

RECOGNITION OF ACHIEVEMENT

Principal's Honor Roll students will be recognized and receive Honor Roll certificates after the first, second and third nine weeks. Honor Roll certificates will be sent home with students after the first, second and third nine weeks.

End-of-Year Awards Assemblies will be held for each grade group during the last two weeks of school.

Perfect Attendance for the school year will be recognized at the End -of-Year Awards Assemblies and letter will be sent to each family with the final report card.

Special Assemblies and parties will be held for students reaching goals in the Reading Plus, Accelerated Reader and Successmaker programs.

REGISTRATION PROCEDURES

Hours of Registration: 8:00 a.m. to 11:00 a.m. (Mon. – Fri.)

ENTRIES FROM OUT OF COUNTY, STATE, COUNTRY AND PRIVATE SCHOOL – Age and legal name verification – must provide one of the following:

- Duly attested original birth certificate or birth card – must be original; hospital certificate not acceptable
- Duly attested certificate of baptism with a parent affidavit
- Insurance policy on the child's life enforced for two years
- Transcript of school records of at least four years prior, stating date of birth
- Bona fide bible record with parent affidavit

- Out of state transfer records indicating date of birth and legal name
- Passport or Certificate of Arrival in the United States showing age of child
- Affidavit of age signed by parent and Certificate of Age signed by public health officer

PROOF OF ADDRESS – Must provide two of the following:

- Broker's or Attorney's statement of parents' purchase of residence or properly executed lease agreement
- Current Homestead Exemption Card
- Electric deposit receipt or electric bill, showing name and service address

HEALTH REQUIREMENTS – Must provide both forms:

- Student Health Examination – DH 3040 yellow form Health examination performed within one year prior to enrollment
- Florida Certificate of Immunization – DH 680 blue card from a private doctor or local health provider
 - Temporary Medical Exemption
 - Religious Exemption

SCHOOL RECORDS

- For grade placement and verification of credits earned
- Interpretation of foreign records at no cost available from Attendance Services

TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL

- Parent or legal guardian must bring a withdrawal slip from sending school
- Proof of address in name of parent/guardian
 - Current Homestead Exemption Card
 - Electric deposit receipt or electric bill, showing name and service address

Miami-Dade County Public Schools is committed to the education of all children. Your child's enrollment in this school is very important. If you cannot produce any of these documents, please ask to speak to an administrator.

In addition, discuss with your child the importance of not going home with friends unless permission has been provided by you.

SOCIAL EVENTS

Special recognition ceremonies for students can only be authorized by the administration. Individual birthday parties are not permitted.

STUDENT BEHAVIOR/DISCIPLINARY POLICY

Please read carefully the "Code of Student Conduct" section of our Parent/Student Handbook.

Suspension from school – The principal or designee has the authority to suspend a pupil from school or class for up to ten (10) school days for willful disobedience, for open defiance of authority of a member of his/her staff, for use of profane or obscene

language, or other serious misconduct, or for repeated misconduct of a less serious nature.

STUDENT RECORDS

Parents are guaranteed the right to inspect and review their children's records and to obtain copies of them under Public Law 94-142 and the Buckley Amendment to the Family Education and Privacy Rights Act (20 U.S.C. Statute 1233g) and SBE Rule 6A-1.955. the intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records by completing a Release of Record form.

STUDENT SERVICES

As part of our program we have available some special resource personnel to assist with our students and parents. We have a school counselor, a visiting teacher/social worker, school psychologist, and a speech pathologist.

STUDENT TRANSFERS

If an out of area transfer is essential, parents must first apply at the school's Region Center located at Robert Morgan Educational Center.

If you would like to obtain more information concerning student transfers, you may visit the district's website at www2.dadeschools.net, click School Board, then click School Board Rules. School Board Rule 6Gx13-5A-1.08 clearly explains all student transfer guidelines.

TELEPHONE

The school has a business telephone to help transact the business of the school, and the lines must be kept open. **Students may not use the telephone except for emergencies.** Many students ask to use the telephone at the end of the day to call their parents/guardians to come pick them up. School hours are listed on page 1 of this handbook. **Students will not be permitted to call home to remind parents to come pick them up.**

TESTING

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

Tentative Testing Dates: Visit School Website

TEXTBOOKS

Textbooks are issued to each student. Students are responsible for their books. Charges will be made for lost or damaged books. For any lost textbook, the students will be charged for the replacement cost, which is the cost of a new book. Lost and/or damaged textbooks will be handled according to Miami-Dade County Public Schools' textbook guidelines. New/replacement books can be issued only after payment has been made.

THINGS TO LEAVE AT HOME

Things To Leave At Home

1. Rolling book bags. (For Kindergarten Students)
2. Chewing gum and candy will not be allowed in school.
3. Baseballs, bats, rubber bands, knives and other sharp objects, guns and bullets (including toy guns). Bringing a knife, gun or any potential weapon will automatically result in a 10 day suspension and may include a recommendation for expulsion.
4. Money in large amounts. Please send only what your child needs for the day.
5. Toys unless prearranged with the teacher.
6. All pets, except on the invitation of the teacher and approval of the administration.
7. Heirlooms or valuable articles.
8. Audiovisual equipment to include ipods, ipads, computer games.
9. Baseball or any other trading cards.
10. Spray cans.

TRANSPORTATION ELIGIBILITY

General education students are eligible for MDCPS transportation if they reside outside of a 2 mile radius of the school. Some programs within Exceptional Student Education may provide transportation. Eligibility of transportation for ESE students is determined at the time of placement and documented in the student's Individual Educational Plan (IEP).

VISITORS

For the safety and protection of all students, **visitors (including parents) must sign in and out in the office and obtain a pass before proceeding to a classroom.** Cooperation will enable the school to provide a safe and orderly learning environment for the students. Any unauthorized person on the school property will be asked to leave. Failure to leave when requested may result in an arrest for trespassing.

VOLUNTEERS

Please give some of your free time to the school. The time may vary from an hour a week to several hours each day. Please contact the school for additional information. Volunteers must be formally registered with Miami-Dade County Public Schools. We welcome parents as chaperones once they are district approved volunteers.

Isabel Valenzano

"Thank you for your continued support."

(You will receive a hard copy of this letter from the school).
You may also print this page, sign and return it to your child's teacher.

August 22, 2016

Dear Parent/Guardian:

Our 2016- 2017 Zora Neale Hurston Elementary School Parent/Student Handbook is located on the school's website at <http://znhurston.dadeschools.net>. Please go to the website, read and review the handbook with your child, sign and return the bottom of this form to your child's homeroom teacher.

If you have any questions about the handbook, please feel free to call the school at 305-222-8152 for clarification. Thank you for your support and cooperation.

Sincerely,

Isabel Valenzano

Isabel Valenzano
Principal



I have reviewed and discussed the 2016-2017 Zora Neale Hurston Elementary School Parent-Student Handbook with my child.

Student Name: _____ Teacher Name: _____

Parent Name: _____ Parent Signature: _____

Please return by Friday, September 2, 2016.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational program/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

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

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

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

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

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

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

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

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

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

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

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

School Board Rules 6Gx13-4A-1.01, 6Gx13-4A-1.32, and 6Gx13-5D-1.10 – prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

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