

# AVENTURA CITY OF EXCELLENCE SCHOOL



## PARENT/STUDENT HANDBOOK 2009/10



**AVENTURA CITY OF EXCELLENCE SCHOOL**

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Aventura, Florida 33180  
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**Principal**

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**Vice Principal**

Daniel B. Sandberg

**Assistant Principal**

Daniel C. Verdier



Aventura City of Excellence School  
3333 NE 188<sup>th</sup> Street  
Aventura, FL 33180



Dear ACES Families,

Welcome back to our returning students and welcome to those students attending Aventura City of Excellence School (ACES) for the first time. It is with great excitement and commitment that ACES embarks upon its seventh year of operation. Our innovative programs include rigorous academics, motivational electives, character education, intramural sports, traveling teams and student selected clubs. ACES curriculum strives to exceed the Sunshine State Standards by offering specialized programs for all levels of learners.

This handbook has been compiled in order for you to become more easily acquainted with the policies and procedures that are necessary to provide your children with a positive, safe and supportive learning environment while attending ACES.

It is through the collaborative efforts of school staff, parents, School Advisory Committee, and community that ACES continues to thrive. Our schools vision "To join with our community to become the premier charter school in the nation where academic excellence coexists with the promotion of social responsibility grounded in an atmosphere of human dignity" continues to be our driving force. This combination of academic excellence and moral development continues to yield maximum student achievement. For the fifth year ACES has earned an "A" rating and continues to be one of the highest performing schools in Miami-Dade County and the state.

We are proud of ACES dedicated and caring staff. The staff is continuously involved in professional development activities that enable them to consistently implement best practices. ACES has also been honored 11 state and National awards in recognition of our character program. Program provides both embedded and explicit character education components that encourage students to care for their school, community and the world.

We are truly committed to providing the best education possible for each learner. Together we will make this the best year ever at ACES.

Sincerely,

Eric M. Soroka, City Manager

  
Julie Alm, Principal

ACES 2009 - 2010

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**AVENTURA CITY OF EXCELLENCE SCHOOL  
School Calendar 2009-2010**

**Dates when students are *not* in school:**

September 7	Labor Day
September 28	Teacher Planning
October 19	Teacher Planning
October 30	Teacher Planning
November 11	Veteran's Day
November 26 & 27	Thanksgiving
December 21 – January 1	Winter Recess
January 18	Martin Luther King Day
January 22	Teacher Planning
February 1	Teacher Planning
February 15	President's Day
March 1	Teacher Planning
March 29 – April 2	Spring Recess
April 5	Teacher Planning
May 31	Memorial Day

**Early Dismissal 12:00 K-5 12:30 6, 7, and 8**

September 16  
October 21  
November 25  
December 16  
January 20  
February 17  
March 3  
April 21  
May 19  
June 7, 8, & 9

**REPORT CARDS AND INTERIM REPORTS**

**Interim Student Reports**

October 2	1 <sup>st</sup> Quarter Interim
December 11	2 <sup>nd</sup> Quarter Interim
March 5	3 <sup>rd</sup> Quarter Interim
May 21	4 <sup>th</sup> Quarter Interim

**Report Cards Issued and parent conferences scheduled:**

November 6	1 <sup>st</sup> Quarter Report Card
January 29	2 <sup>nd</sup> Quarter Report Card
April 16	3 <sup>rd</sup> Quarter Report Card

\*Please note that the 4<sup>th</sup> quarter report cards will be mailed home during the month of June.

## **THE AVENTURA CITY OF EXCELLENCE SCHOOL WELCOMES OUR STUDENTS**

The staff of the Aventura City of Excellence School welcomes you to our school family where integrity and excellence are the standards of the school in which the entire community takes pride. Along with increasing your knowledge and developing your skills, your major responsibility at ACES will be to respect your fellow students, teachers and staff members. They, in return, will respect you. No individual has the right or privilege to infringe or deny the rights of another individual. Remember that your success in school will be directly proportional to your efforts. School will be whatever you make it. Let us always have the spirit to do the things which will make school rewarding.

## **AVENTURA CITY OF EXCELLENCE SCHOOL VISION STATEMENT**

To join with our community to become the premier charter school in the nation where academic excellence coexists with the promotion of social responsibility grounded in an atmosphere of human dignity.

## **AVENTURA CITY OF EXCELLENCE SCHOOL PHILOSOPHY AND ESSENTIAL ELEMENTS**

The Aventura City of Excellence School staff believes that we have a responsibility to create a school climate that enables every individual to feel cared for, respected and to act as contributing members of the school culture. All students can learn and will be encouraged to strive for academic excellence and personal growth that will enable them to be productive and active members of society. In the practical application of this philosophy, opportunities shall be provided to:

1. Develop in each student and professional staff member a sense of self-worth and a positive self-concept
2. Imbue such character traits as honesty, integrity, compassion, respect, cooperation, humility, happiness and responsibility toward each other, our community and our world
3. Develop in each student an understanding of and responsibility for making positive personal and social choices
4. Improve upon the quality of instruction and curriculum by increasing the effectiveness of teachers and their teaching through ongoing professional development
5. Provide each student with experiences to develop an awareness of good health habits and attitudes for living by encouraging each student to perceive learning as a life-long continuing process from pre-school through adulthood
6. Encourage, through educational reporting, city and district officials, the citizens of Aventura, and the professional staff to support quality education in the school
7. Use assessment data to identify and track student achievement and learning goals
8. Develop school programs based on "best practices" to promote learning gains
9. Develop strong parent-teacher-student relationships
10. Provide a strong accountability system that will hold everyone at the schoolhouse responsible for maximizing learning opportunities
11. Provide a low student-teacher ratio in order to enhance the development of the individual strengths of each student
12. Provide additional staff members for enrichment and remediation services
13. Develop in each student the ability to think critically, make inferences, apply knowledge to new settings and use these skills to make wise choices

## ATTENDANCE

It is important that pupils acquire the habit of regular **attendance**. All students are expected to be present and punctual for school. Parents are encouraged to promote good attendance and to refrain from making plans which will interrupt the educational process. Students having perfect attendance throughout the school year will receive a certificate at the end of the school year. Perfect attendance means attending school all day, every day.

### ABSENCES

When a child returns to school after any absence they must bring a note. The note must include the student's name, dates of absence, reason for absence, parent/guardian name and phone number.

The following are considered excused absences:

- Student illness

- Medical appointment

- Death in the family

- Observance of a religious holiday or service when it is mandated for all members of a faith that such holiday or service be observed

- School sponsored event or activity previously approved by the school principal

As the holidays approach many of our students' families take holiday vacations. We encourage our parents to vacation **only** when school is not in session. Families must fill out and submit a "Notification of Absence" form and submit that form to the school administration. The school's registrar will inform the family as to the decision.

**All other absences are considered unexcused.**

### Elementary

All students with an excused absence (note from home or doctor) have one day for each day of absence to make up missed work and assessments.

All students with an unexcused absence may make-up work only if a "Notification of Absence Form" is on file with administration. Administration will email teachers directly if a form has been submitted.

If prior notification of absence is not completed, the parent must request permission from administration to makeup work and assessments.

### Middle

All students with an excused absence (note from home or doctor) have three days to makeup work upon their return to school.

All students with an unexcused absence may make-up work only if a "Notification of Absence Form" is on file with administration. Administration will email teachers directly if a form has been submitted.

If prior notification of absence is not completed, the parent must request permission from administration to makeup work and assessments.

### **EARLY DISMISSAL**

The parent or guardian must make all requests for **early dismissal** to the main office. Parents and guardians requesting early dismissal for their child must do so by sending a note to the teacher who will forward the note to the office. Only in the case of an extreme emergency will a phone call for early dismissal be acceptable. A child being dismissed early must be signed out in the office. The child will be asked to report to the office to meet the parent or guardian for dismissal. Please note: According to district rule, an **early dismissal will not be granted after 2:30 PM** for elementary students, **3:00 PM for middle school students. Additionally, during early release days, early dismissal will not be granted after 11:30 AM for elementary students, 12:00 PM for middle school students.** Beginning in January, Fridays are club days at ACES, and students **will not** be granted an Early Release after 1:45PM unless there is an emergency.

### **TARDY POLICY**

Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins, provided that the student is in attendance before the close of the session. Excessive **tardies** will result in the student being sent to administration and may require a parent conference.

A student will be marked **tardy** if arrival is after the scheduled class time or school opening. If a child must be tardy, please call or send a note of explanation. A child who is tardy **MUST** report to the office before going to class to receive a tardy slip.

**Excused tardies** are given for doctor's appointments only with a doctor's note and in the case of an extreme emergency.

**After 5 unexcused tardies** in a grading period a letter will be sent to the parents requiring a conference.

**After 10 tardies** in one school year, the school district's truancy office will be notified in writing.

## BUS TRANSPORTATION

As our present charter agreement states, regular bus transportation will be provided under the following conditions through A1A Transportation:

- Only children eligible for bus transportation are allowed to ride the school bus.
- Eligible bus children may ride the bus only to and/or from designated stops.
- Changing designated bus stops is not allowed.
- Children who do not qualify as bus riders may not use the regular bus transportation to provide a courtesy ride to visit friends, to attend parties, to attend scouts, etc.
- Children who qualify as bus riders may not transfer to other buses for a courtesy ride to visit a friend, to attend parties, to attend scouts, etc.
- **Please note that all changes to dismissal procedures must be handled through faxed notification including photo ID of parent/guardian or emergency contact. There will be no exceptions.**

*These measures are taken to ensure safe and secure bus transportation with responsible accountability for our children.*

Aventura City of Excellence School has established policies and regulations for student behavior while riding the school bus. It is requested that these regulations below be reviewed with your child and that they be informed that good, safe behavior is expected at all times.

All children should:

- Be at the proper bus stop on time.
- Wait for the bus on the sidewalk or on the shoulder of the road.
- Stay in line when boarding the bus.
- Remain properly and quietly seated while the bus is in motion.
- Keep head, arms, and hands inside the bus at all times.
- Be courteous to the bus driver and fellow passengers.
- Never throw objects in the bus, out of the bus windows, or at the bus at any time.
- Obey directions of the bus driver.
- Do not deface the bus seats or equipment.
- Do not eat while in the bus.
- Take all personal articles off the bus when you leave.
- Exit the bus in an orderly fashion.
- After departing, stop and look both ways.
- Cross in front of the stopped bus on the signal from the driver or school crossing guard. Never cross the street from behind the bus.

*Please note that failure to comply with bus rules may result in the loss of privileges to ride the school bus.*

Parents may visit [www.AIAtransportation.com](http://www.AIAtransportation.com) to view bus stop information.

### **BEFORE/AFTER CARE INFORMATION**

The following programs are offered at ACES:

Before School Care 7:30 a.m. -8:30 a.m.  
After School Care – K-5<sup>th</sup> Grade: 3:00 p.m. – 6:00 p.m. (Snack Included)  
After School Care – Middle School: 3:30 p.m. – 6:00 p.m. (Snack Included)

#### **BEFORE SCHOOL CARE**

Please be aware that students who will be attending the Before School Care program are to be dropped off at the front door of the school and proceed to the front lobby by 7:30 a.m. No Before School Care program students will be permitted to enter the building prior to 7:30 a.m.

#### **AFTER SCHOOL CARE**

1. Beginning at 3:30 p.m. students may be picked up from the After School Program.
2. Students must be signed out on the dismissal sheet at the front desk by the parent or/and another authorized person. All parents or authorized persons picking up a student should carry a photo ID at all times.
3. Students will not be dismissed to your vehicle.
4. All students must be picked up by 6:00 p.m. – no later.

There is a late fee for children that are not picked up on time. The late pick-up fee is \$10 for every 15 minutes past closing time of 6:00 p.m. Payment is due on date of incident. Please be advised that our After Care program is a service provided for our parents who need their children to remain in school until 6:00 p.m. Therefore, if you anticipate any conflict with our schedule, you should consider other means of care for your child. Individual After Care days must be prepaid by the deadline for the following month. ACES does not offer hourly rates.

#### **PAYMENT PROCEDURE**

Before/After Care is paid on a monthly basis. Payments are due on the last Tuesday of the week before the new month begins. If payments are not paid by the week before the new month begins, a late fee of \$5.00 per day will apply.

**Absenteeism does not change fees.**

#### **CHECK:**

- Please write your child's name on the bottom of the check.
- Make check payable to **City of Aventura**.
- You may write one check if you have more than one child in the program.

**NSF CHECKS:**

- If a check is returned for Non-Sufficient Funds, we should receive payment within 2 days. Payment must be made in cash or by money order for the amount on the NSF check plus an additional \$30.00 (bank charge).
- If we receive more than one NSF check, you will be required to pay all future payment in cash or by money order.

**WITHDRAWALS:**

If your child has been enrolled in the program and you wish to withdraw him/her, please notify the office. Notice must be given a week prior to withdrawal in order to receive a prorated refund.

<b>AFTER CARE PROGRAM</b>			
<b>Month</b>	<b>Date Due</b>	<b>3-Day Program @ \$13</b>	<b>5-Day Program @ \$11</b>
August	August 24, 2009	\$39.00	\$66.00
September	August 25, 2009	\$195.00	\$220.00
October	September 29, 2009	\$156.00	\$220.00
November	October 27, 2009	\$156.00	\$198.00
December	November 24, 2009	\$117.00	\$154.00
January	December 15, 2009	\$156.00	\$198.00
February	January 26, 2010	\$156.00	\$209.00
March	February 23, 2010	\$156.00	\$209.00
April	March 23, 2010	\$156.00	\$209.00
May	April 27, 2010	\$156.00	\$220.00
June	May 25, 2010	\$78.00	\$77.00

<b>BEFORE CARE PROGRAM</b>		
<b>Month</b>	<b>Date Due</b>	<b>5-Day Program Only</b>
August	August 24, 2009	\$24.00
September	August 25, 2009	\$80.00
October	September 29, 2009	\$80.00
November	October 27, 2009	\$72.00
December	November 24, 2009	\$56.00
January	December 15, 2009	\$72.00
February	January 26, 2010	\$76.00
March	February 23, 2010	\$76.00
April	March 23, 2010	\$76.00
May	April 27, 2010	\$80.00
June	May 25, 2010	\$28.00

## **CAR RIDER PERMITS**

Students who are designated as car riders will only be released to vehicles that have a car rider permit. ACES families will be provided a car rider permit that will be utilized for parent pick-up. The permits are identified by colors for each grade group.

- |          |                       |       |
|----------|-----------------------|-------|
| • Green  | Elementary only       | K-5   |
| • Red    | Middle School only    | 6 - 8 |
| • Yellow | Elementary and Middle | K-8   |

## **“STUDENT OF THE MONTH” AWARDS**

Each month teachers will nominate one student for the Student of the Month Award. Students will be nominated based on their active demonstration of our core values.

## **CURRICULUM**

The ACES curriculum is connected to state and national content standards and the school's goals for student learning curriculum expectations are coordinated or integrated across different disciplines. The curriculum's sequence is rational, with more complex ideas building on simpler ones, respecting each student's developmental levels and prior learning. Teachers and students are accountable for all state and local assessments in addition to internal formal and informal assessments and observations (e.g., FCAT, FLKRS, Benchmark Assessments, DIBELS, SAT - 10, and classroom assessments)

## **DISMISSAL RULES**

Parents who pick up their child are expected to adhere to the school's dismissal rules, which have been written to assure the safety of all children. Rules for parental pickup are listed below:

- Car Rider dismissal begins at 3:00 PM (elementary) 3:30 PM (middle)
- Parents must remain in their vehicle at all times (NO WALK-UPS)
- Students will not be released to any individual who is not in a vehicle
- No cell phone use while in the school zone (subject to citation)
- Students who are not picked up by 3:30 PM (elementary), 3:45 PM (middle) will be placed in After Care. A fee will be assessed. No exceptions.
- Students who are distinguished as “walkers” or “bike riders” must have a note on file with the school administration.

Note: A walker is a student who walks from the school campus to their home. Students will not be dismissed to walk to waiting vehicles.

## **DRESS CODE**

All ACES students are required to be in proper uniform. Any student not in uniform will be referred to the office and a parent will be notified. The student will not be able to return to class until the proper attire is brought to school. Kindergarten through 5<sup>th</sup> grade students have P.E. once per week and are required to wear their ACES P.E. uniform. Sixth grade students have P.E. everyday for one quarter during the year. Middle school students scheduled in Team Sports must wear their ACES P.E. uniform on “play” days, and their regular ACES uniform on classroom days.

Students must wear proper and safe footwear. Backless footwear such as flip-flops and sandals are inappropriate for school.

Friday is an optional dress down day. This is a fundraising opportunity for ACES where students are asked to bring \$1.00 in order to “dress down.” If a student chooses not to bring \$1.00 he/she may wear the regular uniform to school. No “soffe shorts”, “belly shirts”, or tank tops may be worn to school at any time. **Any student wearing clothes deemed inappropriate by the teacher or administration will be sent home.**

All uniform items must be purchased from In-Unison Uniforms. In Unison’s store are located at 10060 W. McNab Road. The phone numbers are (954)-718-7030. Uniforms may also be ordered online at [www.inunisonkids.com](http://www.inunisonkids.com)

Below is a summary of the ACES uniform dress code.

### **Kindergarten-5<sup>th</sup> Grade**

Boys may wear ACES uniform navy blue pants or shorts with either the ACES oxford or the polo shirt in light blue or khaki. Shirts may be long or short sleeve.

Girls may wear the ACES plaid jumper, skirt or skort with either the ACES oxford or polo shirt in light blue or khaki. Shirts may be long or short sleeve. Girls may also wear ACES uniform navy pants.

### **Middle School**

Boys may wear ACES uniform khaki pants or shorts with either a white or navy polo shirt or an ACES horizontal striped rugby shirt. Shirts may be long or short sleeve.

Girls may wear the ACES uniform khaki skirt, skort, or pants with either the white or navy polo shirt or an ACES horizontal striped rugby shirt. Shirts may be long or short sleeve.

The ACES P.E. uniform for all students includes gym shorts or sweat pants and an ACES t-shirt.

### **EMERGENCY PREPAREDNESS**

In the event of an emergency where parents and visitors are not permitted on the school campus, City Hall located at 19200 West Country Club Drive will be the designated meeting location where parents should go to meet a school representative to receive information. Additionally, every effort will be made to post pertinent information related to any incident at [www.aventuracharter.org](http://www.aventuracharter.org).

### **FIELD TRIPS**

Field trips are planned to encourage development of interests and to expand the instructional program. Before a child is permitted to go on a trip, the parent or guardian must sign a permission slip. Any parent or guardian who does not want the child to take a trip may have the child excused from this activity, but not from school. Any child not going on the trip will be assigned to another class for that period of time.

Chaperones may not bring children other than those in the class(es) attending on the trip (e.g., siblings, cousins etc.)

Chaperones must stay with their designated group for the duration of the trip. Only school staff may chaperone overnight field trips.

### **FIELD TRIP BEHAVIOR**

Students participating in trip activities must abide by the following rules and regulations:

All rules, regulations and policies governing student behavior in the Miami-Dade County Student Code of Conduct are to be followed. Students will receive a copy of the Code of Conduct from their classroom teacher.

Parents and Students may be required to sign a behavior contract prior to participating on a field trip. Students are to cooperate fully with and follow the instruction of all chaperones and other supervisory personnel. Repeated refusal to follow requests/directions of trip supervisors/chaperones or violation of school

rules, regulations or policies will result in parents being notified and student discipline upon return to school.

Severe behavioral problems may result in the student being sent home at the expense of the parents.

Whenever chaperones or supervisors are speaking, students must be quiet and attentive. Remember that actions of this group on this trip determine whether or not trips such as these occur in future years. Throughout the trip, students are required to maintain a "buddy system". **STUDENTS MAY NOT LEAVE THE GROUP WITHOUT ADVANCE PERMISSION FROM A CHAPERONE.**

Neither, the School or the City of Aventura, its employees, agents or representatives are responsible for damage or loss to any property, money or other valuables of participants on a trip.

Students and parents should carefully consider these rules and if, for any reason, either party feels that the student cannot adhere to ALL of the rules, then that student should not attend.

### **FIRE DRILLS**

On a monthly basis, students practice exiting the building in a speedy, safe and quiet manner when the fire alarm sounds. Each class is given directions by the teacher and special announcements may be made by the administration concerning the drill.

### **GRADING**

Kindergarten students will receive grades of E, S, N and U. Students in grades one through eight will receive traditional grades (e.g., A, B, C, D, F) calculated using the state's grading scale. In addition, students in grades Kindergarten through eighth grade students will receive a report card each quarter that reflects academic progress through grades.

#### **Grading Scale**

Grade K	Grades 1 – 8
E – Excellent	A – Outstanding 90% - 100%
S- Satisfactory	B – Above Average Progress 80% - 89%
N – Needs Improvement	C – Average Progress 70% - 79%
U – Unsatisfactory	D – Below Average 60% - 69%
	F – Failure

Parents are encouraged to communicate regularly meet with teachers individually to discuss student progress.

Middle School students will be required to take a mid-term and final exam in each course.

### **HEALTH SERVICES**

The school clinic is open for business from 8:00am-3:30 pm Monday through Friday. Selected school staff members have been trained in CPR and First Aid.

### **HOME/SCHOOL COMMUNICATION**

Parents are an integral part of our school and as such we strive to keep them involved and informed. An Open House will be held at the beginning of the school year. Parents are encouraged to communicate with teachers via Aventura City of Excellence School email.

ACES school advisory Committee will assist parents and family members with choosing how they can serve their required hours in support of ACES. Parents are not allowed to volunteer in their child's classroom unless the parent is a designated room parent. Parent volunteers are not allowed to grade student work or have access to **ANY** information regarding other children in the classroom (e.g., academic placement, behavior, family circumstances etc.).

### **“HOME LEARNING” POLICY**

The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned.

Teachers will use the following time schedules as a *guide* when assigning homework:

Kindergarten:	15 - 30 minutes
Grade 1:	30 - 60 minutes
Grade 2:	40 - 60 minutes
Grades 3:	45 - 75 minutes
Grades 4 & 5:	60 - 90 minutes
Middle School:	75 to 120 minutes

These times are a guide and are based on the average child's ability to complete an assignment. Please note that in addition to regular homework, a child who does not complete a class assignment may be required to complete the assignment for homework. Teachers keep daily records of completed homework assignments.

Students enrolled in gifted courses will often be required to participate in creating projects and other high level activities and assignments that require critical

thinking and problem solving techniques, thus requiring more time spent at home on completing these tasks.

Below are a few examples of how parents may assist with homework:

- Show an interest in your child's work
- Provide a place and time for quiet study
- Assist in practicing with spelling words and number combinations
- Encourage home reading and listen to your child read
- Review the homework for neatness and completeness
- Refrain from doing the work for your child
- Discuss problems related to home study with your child's teacher
- Utilize the student agenda (Gr. 2-8) as a form of communication between home and school

### **HONOR ROLL REQUIREMENTS**

Grade 1 – Grade 8

High Academic Honors: All A's in Academic subjects  
Honors: All A's and B's in academic subjects  
Satisfactory in conduct and effort

Kindergarten: Students may earn the ACES Super Star award by earning all E's and consistently good in conduct and effort

### **INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES**

All textbooks and library books needed by students for school and homework assignments are furnished by the school. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. Students should print their name and room number on the front of each book cover. Books must not be written in or on. Charges will be assessed for damaged or lost books and /or materials. Students must learn to be responsible for the care of personal and school materials.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Please help your child come prepared for school by packing his/her homework and supplies. Middle school students will be provided with a set of books for home use.

### **ILLNESS, ACCIDENT AND MEDICAL EMERGENCY**

If your child shows signs of illness or he/she is not feeling well, please keep your child at home. A child must be fever-free for 24 hours before returning to school.

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(Fever-free means a temperature less than 100, without medication, for a 24-hour period.)

On the Medical Emergency Record please list the name of someone (be sure to receive permission to do so) who would take care of your child in case of need. If information (telephone number, place of employment, physician, etc.) on your Medical Emergency Records changes, please notify us immediately.

Immunizations must be updated annually for all students grades Kindergarten through second grade and seventh grade. The completed shot record (blue form) and the physical examination record (yellow form) must be on file with the registrar before students are allowed to attend school.

Students grades three through fifth must have an updated physical annually.

### **LABELS**

Please have your child's name on all personal property such as lunch boxes, backpacks, sweaters, raincoats, etc.

### **LUNCH PROGRAM**

Breakfast and lunch will be served daily. Prices will be determined annually. Students are also welcome to pack a bagged lunch.

Your child may qualify for a free or reduced price lunch. These guidelines will be disseminated by your child's classroom teacher. All information is confidential.

### **MEDICATION**

The administering or dispensing of any non-prescription or prescription medicines to students by employees of ACES without specific written authorization by the child's physician is forbidden. Only the school designee may administer prescription medication. A doctor's authorization must be on file for all prescription medication. All medication will be kept in the front office.

### **PARENT VOLUNTEER HOURS**

Parents must abide by their contracted volunteer hours of 20 volunteer hours for one child attending school and 30 contracted hours for two or more siblings within the school. Volunteers must check in with the receptionist prior to doing any volunteer work. It is the responsibility of the volunteer to complete the Volunteer Hours Form and leave a copy at school in order for their hours to be recorded.

If families do not fulfill their volunteer hours as agreed upon when admitted to ACES, the students will be placed back on the wait list for school year 2010-2011.

Parents may not volunteer in their child's classroom unless they are the designated room parent.

*Please note: In the event of a dispute over served hours, it is the parents' responsibility to provide signed documentation.*

## **PARENTS AND VISITORS ENTERING THE SCHOOL**

Except in the case of emergency, appointments should always be made to conference with teachers and administrators. Appointments may be made by e-mail, sending a note to the teacher or by calling the office to request a meeting.

Visitors and parents are to report, sign in and obtain a visitor's badge at the office each time they come to the school, regardless of the purpose of the visit. If it is necessary to have a message, money or articles delivered to a child, while school is in session, drop the items at the front office and staff will deliver the item(s) to the student. This procedure is intended to alleviate unnecessary disruptions to instruction.

Visitors and parents of middle school students are to report to the elementary school building to sign in and obtain a visitor's badge. There will be no external entry to the middle school building during school hours unless authorized by administration. This is a safety practice designed to facilitate quality instruction with no disruptions. ACES use of Raptor Technologies ensures that no unwanted persons are allowed on campus at any time.

## **PARTIES**

Invitations to parties should not be sent to the school unless the following rules are followed:

- The entire homeroom class is invited, or if the birthday person is a boy, then ALL the boys in the homeroom class are invited etc.
- If the birthday person is a girl, then ALL the girls in the homeroom class are invited, no boys. This will prevent embarrassment to the child not receiving an invitation.

If the parent wishes to bring food for a special celebration they must coordinate and approve this with the homeroom teacher.

Birthdays may be celebrated once a month and must include all of the students having a birthday during the month. The party may be held only during lunch or recess.

- Siblings are not permitted to attend a party held in a sibling or family member's classroom. Additionally, food may not be brought to individuals in other classrooms.

## PROMOTION/RETENTION

Students will be promoted annually from one grade to another upon satisfactory completion of academic and other requirements. Students experiencing difficulties will be identified as soon as possible using the following procedure:

- 1) On-going communication between the administration, teachers, and parents
- 2) Informal observations conducted by appropriate staff members, followed by conferences between participants for suggestions as to how to help the child.
- 3) Appropriate, **preliminary** assessment of the child's progress will be reported to the parents, at which time the possibility of non-promotion will be discussed.

ACES follows the Miami-Dade County Public Schools Student Progression Plan, which includes a mandatory retention policy for students in the third grade who fail to score at level 2 or higher on the Florida Comprehensive Assessment Test (FCAT) in reading. This policy is state-mandated and ACES follows all federal and state mandates.

## RECESS

Kindergarten through 5<sup>th</sup> grade students will have recess daily (weather permitting). Please be sure your child is dressed appropriately for the weather as recess takes place outside.

## SCHOOL ADVISORY COMMITTEE

A School Advisory Committee will be organized in accordance with the ACES charter agreement. This committee will offer advice to the Principal and City Manager on issues related to the overall operation of the school.

## SCHOOL RULES

ACES students are expected to follow the MDCPS Code of Student Conduct. A copy is provided to each family at the beginning of the school year for your records.

A positive atmosphere is necessary to provide an effective educational program for each child. A good school climate is the result of the administrators, teachers, students, and parents working together.

*In the Classroom - Students are expected to:*

- speak in an acceptable manner
- move in a careful way

- follow directions
- respect the property and ideas of the school, teachers, and others

In general, students are expected to behave in a way that promotes learning and does not interfere with teaching and learning of self or others. Teachers seek to promote an optimum learning situation for all. Students reported for misconduct will speak with the appropriate school staff. Parents will be notified when it is deemed necessary.

*In The Halls - Students are expected to:*

- remember that classes are in session
- walk quietly
- go directly to their destinations

In general, students should be quiet, careful, and courteous in the halls. They should be considerate of classes that are in session and try not to disturb teachers and students who are working.

*On The Playground - Students are expected to:*

- play carefully, and in a manner that will not cause harm to themselves or others.
- use the rules of the games
- follow directions
- walk to their class line when the signal is given

In general, students are expected to abide by the rules of the playground, to cooperate with the staff on duty, and to be considerate. Students who do not follow the rules may be required to miss recess for a period of time. Recess will rarely be taken away in its entirety.

*In The Cafeteria- Students are expected to:*

- pass through the serving area in a quiet, orderly manner
- remain seated at their assigned tables (elementary school)
- eat lunch first without talking, then talk in an acceptable manner (quietly to your neighbor)
- respect school property and the belongings of others
- follow directions
- clear tables and place trash in the proper receptacles before leaving
- listen carefully and line up quietly when the signal is given for dismissal from the cafeteria

In general, students are expected to abide by the rules of the cafeteria. Students reported for misconduct may be required or referred to the office to have lunch in another area designated by the school administration.

A cafeteria supervisor ensures that students follow cafeteria rules and display proper eating etiquette. Classes are rewarded for appropriate behavior.

Middle School students are expected to adhere to all of the above rules. Students will be allowed to choose their seats for lunch unless the cafeteria behavior deteriorates. At that time, students will be assigned seats.

### **SCHOOL HOURS**

Before School Care:	7:30AM - 8:30AM
Breakfast available:	8:00AM - 8:20AM
K-5th Grades:	8:30AM - 3:00PM
Middle School:	8:30AM - 3:30PM
After Care (K-5)	3:00PM - 6:00PM
After Care (Middle School)	3:30PM - 6:00PM

*Students who are not eating breakfast should not be on campus before 8:00AM.  
Students not participating in before care cannot be dropped off prior to 8:00AM.*

### **SCREENINGS**

All students are screened for speech, hearing, and vision to rule out any difficulties in these areas in compliance with Miami-Dade County Public Schools.

### **SPECIAL PROGRAMS**

#### **CHARACTER EDUCATION:**

ACES Character Education Program integrates core values throughout the curriculum and within our daily interactions to better prepare students for lifelong learning.

#### **ENGLISH LANGUAGE LEARNERS:**

This program is offered to students who are working toward English proficiency. Classroom teachers servicing ELL students have undergone special training related to strategies that enhance language acquisition. ACES ELL Coordinator collaborates with classroom teachers related to instructional modifications that aid in content comprehension. ACES ELL Coordinator meets with parents and conducts annual evaluations to measure progress toward English language proficiency.

#### **EXCEPTIONAL STUDENT EDUCATION:**

ESE students are fully mainstreamed, reducing social stigmas and enhancing the continuity of instruction. The ESE specialist works with the classroom teacher to modify instruction as appropriate to enable students to meet their goals. The ESE teacher collaborates with classroom teachers to ensure that "strategies for success" are implemented in all subject areas.

#### GIFTED:

Eligible students in grades 1 and 2 receive gifted instruction in Language Arts and Reading daily with a gifted resource teacher. Project-based application encompassing the sciences; arts, math, and language allow students an opportunity to combine their creativity and practical knowledge. Eligible students in grades 3, 4, and 5 have an opportunity to enroll in a gifted language Arts/Reading course and a gifted Math course. Eligible students in middle school have an opportunity to enroll in gifted Language Arts and Science courses.

#### INSTRUCTIONAL TECHNOLOGY:

Classroom teachers utilize technology daily to reinforce instruction and offer opportunities for independent practice. ACES students have access to Internet-based instructional programs at home and at school. Students in kindergarten through fifth grade utilize the ACES computer lab weekly. Sixth grade students enroll in a nine-week technology course, exposing them to all Microsoft Office Applications. Seventh grade students are required to enroll in a year long Computer Concepts course designed to expose them to all facets of the technology world available to them. Eighth graders are enrolled in a Career Explorations/Entrepreneurship course designed to promote awareness of various career opportunities. Projects centered around their future become a major focus of this course.

#### LIBRARY AND RESEARCH SKILLS:

Our library is open each morning at 8:00AM. Students may check out books daily. Each week K-5 students receive library instruction from ACES' Media Specialist in topics such as research skills, types of literature and media, plagiarism, organizing ideas, concept mapping and the importance of developing a life long love of learning. Sixth grade students receive 9 weeks of critical thinking and research instruction as part of their "wheel." Middle School students may also enroll in a Journalism course. Journalism students will create the ACES newspaper for the school community.

#### MUSIC:

All students grades K-5 attend music classes once per week. Our Music room is equipped with tambourines, bells, maracas, drums, keyboard and more. The ACES music program emphasizes multicultural music appreciation, song, rhyme and music. All students in grades second through fifth have an opportunity to

audition for the ACES Chorus. All Middle School students may choose guitar as their chosen elective. Parents must provide an instrument if their child selects this elective.

#### PHYSICAL EDUCATION:

ACES physical education program emphasizes sportsmanship and teamwork. Students are exposed to a variety of games, sports and activities utilizing our full size, indoor gymnasium and our Middle School track and basketball courts. Middle School students may select Team Sports as a full year elective. Four days per week students will participate in physical activities, while the other day students will participate in classroom instruction covering topics such as health, study skills and sports math. Nutrition and exercise leading to a healthy lifestyle is focal.

#### SPEECH AND LANGUAGE:

This program is offered to students who qualify for services based on school district requirements. ACES part-time Speech and Language Pathologist services students' needs in small groups.

#### SCIENCE RESOURCE LAB:

ACES science laboratory program provides students with hands-on application of core curriculum. Students in second through fifth grade visit the science lab weekly and students in kindergarten and first grade conduct experiments within their classrooms. Students conduct scientific investigations including predictions, observation, data collection, evaluation and communication of findings. All middle school students enroll in a comprehensive science course that emphasizes hands-on investigation.

#### SPANISH:

ACES Modern Language Program places emphasis on four basic components of language acquisition (e.g., listening, speaking, reading and writing). Students build an understanding of the relationship between perspectives and products of various cultures. Students in grades K-5 receive Spanish instruction one time each week. Middle School students are required to enroll in Spanish courses throughout their Middle School career at ACES. Intensive reading students are not required to enroll in Spanish at the middle school level.

#### VISUAL ARTS:

Our Arts program fosters self-expression and creativity. The Art Program is designed to inspire and motivate students to experience the connection between disciplines such as language arts, math, science and social studies. Students

use a variety of mediums including paint, chalk, clay and fabric to create 2-D and 3-D art.

#### **CLUBS:**

All students grade K-5 have the opportunity to participate in a club each Friday for the last hour of the school day. Clubs may include but are not limited to the following:

- Baton
- Chess Club
- Table Tennis
- Modern Dance
- Jazz Dance
- Latin Dance
- Middle Eastern Dance
- Israeli Dance
- TV Production/Communications
- Science Club
- French Club
- Arts and Crafts
- Scrapbooking
- Sports and Sportsmanship
- Technology

### **STUDENT RECORDS/PARENT RIGHTS**

All student records are kept in compliance with state and district policies. A parent has the right to inspect all school records upon request. Please give the office adequate time to make a copy if records are being requested. Depending on the amount to be copied, parents may have to pay a small fee for this service. Student records leave the building only when a Record Release Form is signed by the parent/guardian.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Each student at ACES has the right to:

- learn
- ask questions and get honest answers
- make mistakes
- know how their grades are determined
- think their own thoughts and believe their own beliefs
- grow and develop at their own pace
- own their own things
- live free from fear
- be treated with respect and care
- the responsibility to allow others to exercise the above stated rights