

PINE LAKE ELEMENTARY SCHOOL

The Center for Environmental Science Student Handbook

MISSION STATEMENT: The Pine Lake family seeks to create an atmosphere where students appreciate the lessons learned from yesterday, commit to making the most of today, and are excited and prepared for the opportunities presented by tomorrow. We strive to create a safe, stimulating, success-oriented environment, which will foster a love for learning as a lifelong process. We realize that only a cooperative effort will empower our students with the knowledge, skills and confidence they will need to live responsibly and productively in both today's and tomorrow's complex society. Therefore, our students, their parents and families, and our entire faculty and staff will work together to ensure that Pine Lake Elementary School will prepare our community's children to meet the many challenges they will face.

School Colors	Blue and White
School Mascot	Panda
School Vision	Excellence in all we do!

DRESS CODE: The school is a mandatory uniform school. You may select any uniform supplier to make the purchase for your son/daughter's uniform. A uniform type and colors for **Pine Lake Elementary** is displayed on a chart in the front of the school. Shirts with collar: navy, light blue, green or white, pants, shorts (knee length), skirts (mid thigh): khaki or navy. **No unbelted pants for the boys, no open toe shoes, no short tops for girls, no sleeveless shirts, no short skirts or shorts and no jeans.**

ADDRESS/TELEPHONE: Parents ***MUST REPORT*** change of address or telephone number to the Registrar. It is essential that we are able to reach you should an emergency occur. Work numbers must also be current.

SCHOOL TELEPHONE NUMBER: (305) 233-7018

Pine Lake Elementary staff and faculty have e-mail access.

The school web address is: <http://pinelake.dadeschools.net>

OFFICE HOURS: 7:30 A.M. – 4:00 P.M.

SCHOOL HOURS: Pre-K through First Grade- 8:30 A.M. - 2:00 P.M.
Mon., Tues., Thurs., Fri.-Second through Fifth grade-8:30 A.M.-3:00 P.M.
Wednesdays- Pre-K through Fifth Grade-8:30 A.M. - 2:00 P.M.

ARRIVAL PROCEDURES: Students will line up on the P.E. court, by homeroom between 7:45 A.M. and 8:20 A.M. each morning. **Teachers will pick up their classes at 8:20 A.M. and walk them to their classroom. There is no supervision before 7:45 A.M.**

DISMISSAL PROCEDURES: Students will be supervised at dismissal from 3:00 until 3:15 P.M., or from 2:00 until 2:15 P.M. on Wednesdays.

WALKERS: Students who walk home will be escorted to the main entrance door of the school.

BUS STUDENTS: Bus students will be escorted to the designated areas in front of the school to wait for their busses.

PARENT PICK UP: Students who are picked up will be waiting in the front of the building and supervised until an authorized adult has arrived. Students should be picked up by **3:15 P.M.** There is **NO SUPERVISION** after this time. Authorized adults are those listed on the student's emergency contact card.

ATTENDANCE: Good attendance habits are essential to academic success. Students must be in school daily, unless they have one of the excused absences listed below. When your child returns to school, he/she must have a note from the doctor or the parent, the absence will be marked "unexcused" until a note is received within 3 days of the absence. **Appointments should be scheduled after school hours to prevent your child missing important concepts taught during the school day. Students who are late or who are released early, to a parent, will be monitored by the Truancy Office of Miami-Dade County Public Schools.**

ABSENCES: Absences will be considered "unexcused" if they fail to meet one of the following criteria:

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| 1. Illness of the student | 4. Observance religious holiday |
| 2. A death in the family | 5. School-sponsored event |
| 3. Doctor's appointment | 6. Subpoena by law enforcement agency |

No student shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e. emergency, sickness)

The YMCA is the after school care program at Pine Lake Elementary School. Please call 305 248 5189, ext. 223 for information.

SCHOOL HOURS: School is in session from 8:30 A.M. until 2:00 P.M. for Pre-K-first grade and until 3:00 P.M. for second-fifth grade. **It is the students' responsibility to be in school on time. Students are to be in class by 8:30 A.M., they will be marked late after that time.**

LUNCH AND BREAKFAST: The cafeteria's telephone number is (305) 233-7089. Breakfast will be served daily from 7:30 – 8:15 A.M. It will not be served after 8:15 A.M. Lunch, including milk, will be served everyday beginning the first day of school. Pupils may bring lunch and purchase milk for 50 cents. Juice costs 30 cents. Applications for free and reduced lunch are sent home at the beginning of the school year. These forms are also available in the school office or may be completed on-line in the Parent Portal. Completed forms must be returned to you child's teacher the next day. Students must turn in the completed forms by the fifteenth (15) day of school in order to continue receiving free/reduced lunch. Students may pay for breakfast or lunch a week in advance, on the first day of the school week. The fees are as follows:

* Adult Breakfast	\$2.00
* Lunch	\$2.25 per day or \$11.25 per week
* Reduced Lunch	40 cents per day or \$2.00 per week
*Adult Lunch	\$3.00

Send a check or money order, in a sealed envelope with the student's name, homeroom teacher's name, and the amount enclosed, on the front of the envelope, to the cafeteria on Mondays, or pay on-line in the Parent Portal.

Table manners and behavior are a part of our school's instructional program, and we reserve the right to suspend the cafeteria privileges of any student demonstrating inappropriate cafeteria conduct.

PARENT/TEACHER CONFERENCES: Parent/teacher conferences are held by **appointment only.** The time and date of the conference should be scheduled with the classroom teacher. **The office will not make appointments for conferences.** Conferences can be scheduled in kindergarten and first grades after 2:00 P.M., and in

second through fifth grades, after 3:00 P.M. Teachers are available after 2:00 P.M. on Wednesdays. Teacher workdays are scheduled throughout the year and conferences may be arranged on these days. Please contact the community involvement specialist to assist you in scheduling your conference.

COMMUNICATION: An activity calendar will be sent home on a monthly basis. Please check with your child daily for notices sent by the school.

KINDERGARTEN REGISTRATION: Children who will be five years old on or before September 1 of the school year, are eligible for admission to public kindergarten during that school year. The completion of kindergarten is defined as satisfactory completion in a public, non-public, or home school program from which Miami-Dade County Public Schools accepts transfer credit. A report card, transcript, or other written records from the non-public school or home school program, indicating that the student has been promoted to grade 1 or has satisfactorily completed kindergarten, must be submitted at the time of registration.

GRADE 1 REGISTRATION: Any child who will be six years old on or before September 1 of the school year will be admitted to grade 1 at any time during the school year if the child has successfully completed a kindergarten program or has otherwise met the criteria for admission or transfer in a manner similar to admittance to other grades.

IMMUNIZATION: Florida law requires that all children have immunization documentation prior to admittance or attendance in a Florida school for the first time. The parent/guardian must present a Florida Certificate of Immunization, DH-Form 680, Part A, B, or C when registering a child. Parents must provide documentation of:

- 1 Varicella (chicken pox) vaccine for Pre-K, Kindergarten, first and second grade children entering, attending or transferring into school, and children entering a school in the United States for the first time.
- 2 Two valid measles doses for students enrolling in/attending grades K – 12.
- 3 Hepatitis B vaccine series for children enrolling in/attending grades Pre-K, Kindergarten, first, second, third, fourth, and fifth.

The "Florida Plan for School Health Services" requires that all students (PK-12) submit documentation of the student's health examination performed within the 12 months prior to initial entry in a Florida school. A Student Health Examination (DH or HRS-H Form 3040), including proof of Tuberculosis Clinical Screening and appropriate follow up, if necessary, should be completed and signed by a licensed practicing health care provider, and presented to the school at the time of registration. A doctor must fill out the DH 680 form (Blue Card), part C for the medical exemption on the back of the card. The Health Department is the only one that can grant a RELIGIOUS exemption. Parents must call SIP (Special Immunization Unit) at 786 845 0550 to get the religious exemption.

PROMOTION: Promotion in Miami-Dade County Public Schools is based upon an evaluation of each pupil's achievement of instructional goals, as set forth in the M-DCPS's **Student Progression Plan**. The basis for making the determination is as follows: progress tests, classroom assignments, daily observation, standardized tests, state assessments, and other evaluated instruments. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially, and emotionally at the next grade level is that of the classroom teacher, subject to review and approval of the principal. Promotion from third grade is dependent upon the student's ability to demonstrate grade level competencies in all require subject areas, scoring a level 2 or above on the reading portion of the Florida Comprehensive Assessment Test (FCAT) and/or meeting one of the good cause exemptions.