SUNSET ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK
2014-2015

Giving Our Students a World-Class Education

Dr. Marlene Leyte-Vidal
Principal

Ana C. Alvarez-Arimon
Assistant Principal

Dr. Gigi Gilbert
Assistant Principal

Tere Pujol Burns
Lead Teacher

http://sunset.dadeschools.net

5120 S.W. 72nd Street
Miami, Florida 33143
305-661-8527
The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair
Dr. Lawrence S. Feldman, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Mr. Carlos Curbelo
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Dr. Marta Pérez
Ms. Raquel A. Regalado

Mr. Julian Lafaurie, Student Advisor

Mr. Alberto M. Carvalho
Superintendent of Schools
Vision Statement

The vision of
Sunset Elementary School
Is to provide our students with a
world-class education.

Mission Statement

The mission of
Sunset Elementary School
is to provide our students with a comprehensive
international education through language
acquisition and innovative programs, facilitated
by a highly qualified staff that will enable them
to become world leaders.
### Miami-Dade County Public Schools 2014-2015 School Calendar
#### Elementary and Secondary

#### July 2014
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**Days in Grading Period**
- 1-47
- 2-45
- 3-41
- 4-47

For information on employee opt days, please refer to the back of the calendar.
2014-2015 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA

August 14, 15, 2014  Teacher planning days; no students in school
August 18  First Day of School; begin first semester
September 1  Labor Day; holiday for students and employees
September 18  Secondary early release day
September 25*+#  Teacher planning day; no students in school
October 9  Secondary early release day
October 23  End first grading period; first semester
October 24*+#  Teacher planning day; no students in school
October 27  Begin second grading period; first semester
November 4  Teacher planning day; Professional Development Day-not available to opt; no
students in school
November 11  Observation of Veterans’ Day; holiday for students and employees
November 27  Thanksgiving; Board-approved holiday for students and employees
November 28  Recess Day
December 11  Secondary early release day
December 22-23  Winter recess for students and all employees with the exception of Fraternal Order of
January 2, 2015  Police Employees;
January 15  End first semester and second grading period
January 16*+#  Teacher planning day; no students in school
January 19  Observance of Dr. Martin Luther King, Jr.’s Birthday; holiday for students and employees
January 20  Begin second semester; third grading period
February 5  Secondary early release day
February 16  All Presidents Day; holiday for students and employees
February 17  Teacher planning day; Professional Development Day—not available to opt; no
students in school
March 19  End third grading period; second semester
March 20*+#  Teacher planning day; no students in school
March 23-27  Spring recess for students and all employees with the exception of Fraternal Order of
April 3*+#  Police Employees
March 30*+#  Begin fourth grading period; second semester
April 30  Secondary early release day
May 25  Observance of Memorial Day; holiday for students and employees
June 4  Last Day of School; end fourth grading period; second semester
June 5  Teacher planning day; no students in school

NOTE:  Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one
(1) hour early

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<thead>
<tr>
<th>Job Category</th>
<th>Beginning Date</th>
<th>Ending Date</th>
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<tbody>
<tr>
<td>Teachers new to the system</td>
<td>August 7, 2014</td>
<td>June 5, 2015</td>
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<tr>
<td>Assistant Principals and 10-month clerical</td>
<td>August 7, 2014</td>
<td>June 12, 2015</td>
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<tr>
<td>Cafeteria Managers</td>
<td>August 11, 2014</td>
<td>June 5, 2015</td>
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<tr>
<td>Satellite Assistants</td>
<td>August 13, 2014</td>
<td>June 4, 2015</td>
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<tr>
<td>All Instructional Staff, Paraprofessionals &amp; Security</td>
<td>August 14, 2014</td>
<td>June 5, 2015</td>
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<tr>
<td>Assistant to Cafeteria Managers/MAT Specialists</td>
<td>August 15, 2014</td>
<td>June 4, 2015</td>
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<tr>
<td>Cafeteria Workers (part-time)</td>
<td>August 18, 2014</td>
<td>June 4, 2015</td>
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*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 12, 13, 2014, or June
8, 9, 2015, in lieu of any one or two of the following days: September 25, 2014, October 24, 2014, January 16, 2015, March 20,
2015, and April 3, 2015. November 4, 2014, and February 17, 2015, are Professional Development Days and are not available to
opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 8, 9, 2015, in lieu of any one
November 4, 2014, and February 17, 2015, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 5, 6, 2014, or June 15, 16, 2015, in
lieu of any one or two of the following days: September 25, 2014, October 24, 2014, January 16, 2015, March 20, 2015, and
April 3, 2015. November 4, 2014, and February 17, 2015, are Professional Development Days and are not available to opt.
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<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ABBREVIATION</th>
<th>PARTICIPANTS</th>
<th>MANDATE</th>
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<tbody>
<tr>
<td>July 14 – 25</td>
<td>Florida Next Generation Sunshine State Standards End-of-Course Assessments</td>
<td>NGSSS EOC</td>
<td>Grades 9-12, eligible students</td>
<td>Federal and State</td>
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<tr>
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<td>Algebra 1, Biology 1, Geometry, and US History CBT*</td>
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<td>July 30 – 31</td>
<td>Alternative Assessment for Grade 3 Promotion</td>
<td>AAGTP</td>
<td>Grade 3, retained only</td>
<td>State</td>
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<td>August 18–</td>
<td>Florida Kindergarten Readiness Screener (Work Sampling System and</td>
<td>FLKRS</td>
<td>Kindergarten</td>
<td>State</td>
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<th>ABBREVIATION</th>
<th>PARTICIPANTS</th>
<th>MANDATE</th>
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<td>Florida Standards Assessments English Language Arts CBT*</td>
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# Miami-Dade County Public Schools

## 2014 - 2015 Testing Calendar, Grades PreK-12

Tentative: July 25, 2014

### Tests Given on an As-Needed Basis

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<th>Abbreviation</th>
<th>Participants</th>
<th>Mandate</th>
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### College Entrance Examinations

Nationally Offered for Interested, Registered Students

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*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

Notes:

*Designates computer-based only, with paper-based accommodations available for eligible students with disabilities.

**The following students in all schools must participate in FAIR as follows:

- All students in grades K-11
- Grade 12: only students eligible to take the FCAT 2.0 Reading Retake

***Only includes ESE students exempted from standardized testing at these grade levels.

Greetings from the Principal
Dr. Marlene Leyte-Vidal

On behalf of the administration, faculty and staff of Sunset Elementary, I welcome you to our great school!!!

The 2014-2015 school year will find us embracing the new Florida Standards across grade levels and subject areas, with an increased emphasis on inquiry based learning, teaching for deeper understanding and an increased focus on reading and writing across grade levels. I am confident that we will continue to make great strides as a school community, offering all students a rigorous, quality education, within a safe, engaging and orderly environment.

As an international school of excellence, Sunset offers an International Studies Magnet Program, a Controlled Choice International Education Program, and a science and mathematics gifted program. Students are immersed in an environment of learning, filled with exciting and engaging activities. In this unique setting, families from around the world come together to create a dynamic school setting which values individual differences, while nurturing the minds and hearts of its students.

The school offers its students a world-class education rich in the study of foreign languages, international studies, and advanced academic offerings. Its highly qualified and professional staff works diligently to afford students ample opportunities to learn and explore academic subjects, the arts, athletics, and numerous extracurricular offerings. Sunset’s enrichment and after-school-care programs compliment the day program with exciting course offerings such as cooking, drama, ballet, judo, guitar, and a variety of sports. It is no wonder our students love their school!

Recognized by the State of Florida during the past few years as a Five Star School for its level of parent and community involvement, Sunset Elementary receives tremendous support from its parents, numerous parent associations, and business and community members. Sunset Elementary ranked first in Miami-Dade County and eighth in the State of Florida from all elementary schools based on the 2014 FCAT, with students performing better than 99.6% of all students in the state. Together, we ensure that Sunset students receive the highest quality education available.

I encourage you to browse our website to access a plethora of information and resources regarding school procedures and program offerings. You will also get a glimpse of a school community striving for excellence in all that it does and dedicated to the success and care of its children.

I look forward to continuing to improve our school and to working with all our stakeholders to ensure that our students continue to thrive and achieve great things.

Best wishes for a successful and enriching 2014-2015 school year!

Marlene Leyte-Vidal

Dr. Marlene Leyte-Vidal
Principal
ACTIVITIES

Clubs
Miami-Dade County Public Schools’ students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or non-curriculum related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school’s curriculum. Conversely, non-curriculum related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Fieldtrips and Special Activities
Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy.

Parties in School
Birthday celebrations are not permitted during school time. In Prekindergarten and Kindergarten ONLY, parents and teachers may work together to plan a non-food related “goodie bag” that does not interrupt instructional time. Some students may not participate due to religious reasons and/or allergies to selected products.

Fundraisers – Board Policy 5830
Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An Application for Fundraising Activity, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, Region Center Approval for Fundraising Activity (Community Sales).

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, are not allowed to be conducted as school-sponsored /student fundraisers. Elementary school students are not allowed to participate in the sale of magazines.

ATTENDANCE
There are no factors more important to a student’s progress in school than regular and punctual school attendance. In the event that your child must be absent from school, please be reminded that a written note must be submitted to the homeroom teacher within three days. The note must include the child’s name, date(s) of absences and reason for absence(s). A phone call is not a substitute for a written note.

ATTENDANCE POLICY – Board Policy 5200
Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
SCHOOL ATTENDANCE -
Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

Excused School and Class Absences and Tardies
1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions.
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absences
Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:
1. Absences due to vacations, personal services, local non-school event, program or sporting activity;
2. Absences due to older students providing day care services for siblings;
3. Absences due to illness of others;
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).

ILLNESS AND INJURIES
If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately and if you cannot be contacted, we will contact the person you have listed on your child’s emergency contact card. Please make sure that your emergency contact information is updated.

In the event of a serious or life-threatening emergency, the school will call 911 in addition to contacting the parent or an emergency contact.
CONTAGIOUS DISEASES
If your child contracts a contagious disease or pediculosis (head lice), please call the office so we may alert other persons who may have been exposed. In the event of a serious health concern, the Miami-Dade Health Department will dictate policy and procedure. We will alert parents if this is the case. A doctor’s clearance note is required prior to re-admitting any student to class.

EARLY DISMISSALS
Students will NOT be dismissed to leave the campus unless an authorized adult (18 years or older) signs them out in the Main Office. The adult must be listed as “authorized” on the student data card and must present picture identification. Anyone who is not listed on the card will not be permitted to take the student with them, regardless of relationship to child. Additionally, School Board rule does not allow for early dismissals during the last thirty minutes of the school day. Requests for early dismissal must be made in person. A telephone request for early dismissal will not be approved, as verification of person’s identity must be made in person.

For all dismissal purposes please update your child’s records relative to changes in pick-up procedures, custody-related concerns, and/or changes in authorized persons identified on the emergency card.

CHANGE OF ADDRESS
If you change your address or telephone number, PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY. It is essential that the office have current emergency contact information and updated addresses. In the event of any emergency, we must be able to contact you. We cannot stress this enough!

EMERGENCY CONTACT INFORMATION
Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting picture identification. No persons, other than school staff, will have access to the information submitted.

FIELDTRIPS AND SPECIAL ACTIVITIES
Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy.

PETS
Students are not allowed to bring pets to school.

AFTER SCHOOL/BEFORE SCHOOL CARE PROGRAM (C.A.M.P.@SUNSET)
Before and after school care is offered through C.A.M.P.@Sunset (Children Achieving Maximum Potential). Activities include homework assistance, indoor and outdoor games, music, drama, art, and many other enrichment activities. The Before-School-Care Program operates from 7:00 a.m.-8:20 a.m. at a cost of $4.00 per day. The After-School-Care Program operates from 1:50 p.m.-6:00 p.m., at varying cost options. Several enrichment classes are offered at an additional cost. For more information, contact the After-School-Care Secretary at 305-661-8527, ext. 245, or visit our website at http://sunset.dadeschools.net.
SCHOOL HOURS AND ARRIVAL/DISMISSAL PROCEDURES

Children should not be left unattended or in any classroom without school-site supervision. Supervision, by school personnel, is available beginning at 7:45 a.m., ONLY, unless registered in the Before-School-Care Program. Upon arrival, students should proceed to the following locations:

### INTERNATIONAL EDUCATION ACADEMY (IE) – Non Magnet Program

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<th>Morning PICK UP TIME</th>
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<td>PK – GRADE 1</td>
<td>8:20 a.m. – 1:50 p.m.</td>
<td>Cafeteria</td>
<td>8:10 a.m.</td>
</tr>
<tr>
<td>GRADE 2</td>
<td>8:35 a.m. – 3:05 p.m.</td>
<td>Cafeteria</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>GRADE 3</td>
<td>8:35 a.m. – 3:05 a.m.</td>
<td>PE Shelter</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>GRADE 4-5</td>
<td>8:35 a.m. – 3:05 a.m.</td>
<td>PE Shelter</td>
<td>8:25 a.m.</td>
</tr>
</tbody>
</table>

### INTERNATIONAL STUDIES (IS) PROGRAM – Magnet School Program

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>SCHOOL SCHEDULE</th>
<th>ARRIVAL LOCATION</th>
<th>Morning PICK UP TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE 1</td>
<td>8:35 a.m. – 3:05 a.m.</td>
<td>Cafeteria</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>GRADE 2</td>
<td>8:35 a.m. – 4:05 a.m.</td>
<td>Cafeteria</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>GRADE 3</td>
<td>8:35 a.m. – 4:05 a.m.</td>
<td>PE Shelter</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>GRADES 4-5</td>
<td>8:35 a.m. – 3:05 a.m.</td>
<td>PE Shelter</td>
<td>8:25 a.m.</td>
</tr>
</tbody>
</table>

On Wednesdays, all students dismiss at 1:50 p.m., with the exception of Magnet Grades 2-5 students who dismiss at 3:05 p.m.

PK - Grade 1 students arriving after 8:20 a.m. will be marked tardy. Grade 1 IS students and/or any Grades 2-5 student arriving after 8:35 a.m. will be marked tardy. Students must stop by the Main Office to pick up a late pass before going to class. Students who arrive to class after the bell will not be admitted to class without a tardy pass.

Please note that students with excessive absences, tardies or early dismissals will jeopardize their participation in the International Studies Program.

Students are not to wait by their classroom door or in the classroom upon arrival. Supervision is provided in the identified arrival locations ONLY. Students will be picked up by their teacher at the designated time/location and escorted to their classroom. These procedures will help ensure staff is able to properly supervise and prepare students for an orderly and timely start of the day.

DESIGNATED DROP OFF AND PICK UP AREAS and PROCEDURES

- **ALL BUSSES:** School House Road
- **PRIVATE VEHICLES:** Sunset Drive Line-up to Enter New Building Drop-Off and Pick-Up Lane (Right turn only as you exit area onto Sunset Drive)
- **PEDESTRIANS:** Main Office Gated Area

ARRIVAL & DISMISSAL PROCEDURES

- **GENERAL ARRIVAL INFORMATION**

  Supervision is provided beginning at 7:45 a.m. unless enrolled in the Before-School-Care Program. Upon arrival, PK, K, Grade 1, and Grade 2 students report to the cafeteria to await the arrival of their teachers and orderly departure to their classrooms to begin their day. Due to space limitations, only students and designated staff may remain in the
cafeteria. In the event that you walk your child to school, please say your good-byes at the cafeteria door. Staff will be available to supervise and assist students with all cafeteria procedures.

Grade 3-5 students will line up by the PE shelter to await the arrival of their teachers and orderly departure to their classrooms to begin their day. Staff will be available to provide supervision. Students will enter the playground area at the gate next to the Main Office gate. Staff will be available to greet and assist your child with all arrival procedures.

**WEEK ONE ONLY**
PK, K, and Grade 1 students may be escorted to their classroom door August 18, 19, and 20th. On August 21st, PK, K, and Grade 1 students will report to the cafeteria to await the arrival of their teachers and the orderly departure to their classrooms to begin their day.

**BUS DROP OFF & LOADING AREA**
The arrival and dismissal of bus students will be conducted in a safe, orderly and expedited manner from the loading area on School House Road.

Please note that there will be no entry/exit to/from the school site, for any purpose other than the safe and orderly arrival and dismissal of bus students from this area. **This is a no parking area.**

**ALL OTHER VEHICLES/NEW DROP-OFF & PICK-UP AREA**
The vehicle drop-off/loading area is in front of the new building. **If your child is not a bus student, THIS IS THE SAFEST, QUICKEST AND MOST EFFICIENT manner to drop off, and pick-up your child.** Staff will be available at arrival and dismissal times to supervise students. Students arriving at this location will be lined up by grade level and then escorted to their designated morning arrival area (PK-Grade 2 to the cafeteria, and Grades 3, 4 & 5 to PE shelter.) **Please note that there is no pedestrian traffic permitted in this area, particularly during all arrival and/or dismissal procedures.**

For dismissal purposes, families will be provided a dashboard sign to be displayed indicating the name of the student(s) being picked-up. Staff will use a relay radio system to call students to the point of pick-up at the very front of the line.

For their safety, students will not be loaded into a vehicle at any other area along the line other than at the designated pick-up point at the front of the line. Students will not be allowed to walk away from the dismissal line-up area to load a vehicle away from the drop-off/pick-up area or to exit or cross the loading area.

**It’s a matter of safety and security for all our students. We thank you in advance for your support and assistance with these procedures. Please be courteous with and respectful towards school staff working diligently to safely dismiss your child.**

Vehicles are to enter single file through the vehicle drop-off and pick-up lane heading east on Sunset Drive. We ask that you line up within and follow the markings indicating the entrance
to the drop-off and loading area. Please remain within the marked lanes heading east on Sunset Drive to help ensure everyone’s safety and an orderly process.

**DURING ARRIVAL STUDENTS ARE NOT TO BE DROPPED OFF ALONG THE WAY ON SUNSET DRIVE – STUDENTS ARE TO BE SAFELY DROPPED OFF AT THE POINT OF DROP OFF AT THE FRONT OF THE LINE WHERE STAFF IS AVAILABLE TO ASSIST YOU AND YOUR CHILD.**

Upon exiting the vehicle drop-off and loading area, cars are to make a right turn ONLY onto Sunset Drive.

- **PEDESTRIANS**
  
  There is no parking available along School House Road or on Sunset Drive. We strongly encourage all families to use the vehicle drop-off and loading area during all arrival and dismissal procedures for the safety and security of all children.

  In the event that you choose to walk your child to school, please note that the only available entrance for walkers will be at the Main Gate entrance area at the existing building. The new building is not a point of pedestrian entry to the school. Patrols and school staff will be available at the main gate entrance to assist and escort students as needed to the designated arrival location.

  Based on all traffic and safety related matters and recommendations, parents are urged to drop-off and pick-up their child at the vehicle drop-off and pick-up area by the new building if their child does not ride a bus. Sunset Drive is a heavy traffic/congestion area and with over 1,100 students to safely and securely greet and dismiss each day, your cooperation and support is greatly appreciated by the entire Sunset faculty, staff, and neighboring community.

**BREAKFAST AND LUNCH PROGRAMS**

Cafeteria Phone Number – (305) 661-8527 ext. 120

Breakfast is available daily from 7:45 a.m.-8:15 a.m. Breakfast is free to all students. To help ensure compliance with all space and health related regulations, parents are asked to say their good-byes at the cafeteria door. School staff will supervise and assist students with all breakfast related procedures and help ensure a safe and orderly start of day. PK-Grade 2 students participating in the breakfast program will remain in the cafeteria and all Grades 3-5 students will proceed to the P.E. area upon completion of their breakfast.

A nutritious lunch costs $2.25 per day. As a service to families, prepayments can be made at the beginning of the school day in the cafeteria. Checks should be made payable to Sunset Elementary or parents can sign up to paypams.com through the Parent Portal.

**PAYPAMS DETAILS**

Miami Dade County Public School’s Department of Food and Nutrition allows 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/guardians will create a lunch account on-line for the child and will be able to access the following:
   a. view the account balance
   b. schedule automatic payments
   c. receive low-balance e-mail reminders
   d. view a report of daily spending and cafeteria purchases

If you pay for meals in advance, please send payment in a sealed envelope with your child’s name and teacher’s name on it. If your child forgets or loses his/her lunch money, we will attempt to contact you to bring money to school. If this is not possible, your child will receive an alternate meal.

The following rules have been established to maintain order and ensure safety in the cafeteria:
   1. Walk at all times.
   2. Stay in your seats.
   3. Raise your hand for assistance.
   4. Use indoor voices always.
   5. Keep your area clean.
   6. Wait to be called for dismissal and to throw out trash.

DRESS CODE
Sunset Elementary is a mandatory uniform school. All students are required to wear their school uniform on a daily basis. Jeans are not allowed nor are clothing items that may be considered a safety hazard such as backless shoes, clogs, cleats, and/or any open toe shoes which are not conducive to safe recess and/or physical education activities.

Polo/crew shirt colors include red, white, navy blue, royal blue, and gold. An embroidered or patch logo must be evident. The school’s crew style t-shirts or language/special program t-shirts may be worn ONLY on Fridays. Bottoms are khaki or navy blue – ONLY. No jeans, leggings, sweats, frayed/hole styles are permitted. For safety purposes only sneakers or other closed toe shoes may be worn. Hats, hooded clothing and/or caps should not be worn in the classroom, cafeteria, corridors, or during physical education classes.

Logo patches are available from the PTA. You may purchase your school uniform from Apple Uniforms or from a variety of department stores. If a student is not in uniform, a courtesy call will be made to the parent. After two separate courtesy calls reminding the parent of the uniform policy, an administrative conference will be scheduled. Other consequences will be implemented if the student fails to comply with the uniform policy.

CONFERENCES
Communication between the teacher and the parent is an integral part of a student’s academic success. If you would like to schedule a conference with your child’s teacher, please make an appointment by emailing, calling or writing a note to the teacher. We appreciate your cooperation in refraining from seeking “instant conferences” during school hours. A conference while children are in class, takes the teacher away from the children they are to be instructing.

HALLS/HALL PASSES
Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. At no time is a student to be out of the classroom
during class without an official pass. Teachers will not give verbal permission for a student to exit the classroom. Students will travel throughout the building with a “buddy.”

**CODE OF STUDENT CONDUCT**

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On March 12, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS Website located at: [http://ehandbooks.dadeschools.net/policies/90/index.htm](http://ehandbooks.dadeschools.net/policies/90/index.htm) or you may request a copy from your child’s school. The Spanish version of this document will be forthcoming.

Additionally, M-DCPS is proud to launch SPOT Success, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account.

For instructions, log on to M-DCPS Website at: [http://www.dadeschools.net/parents/parents.htm](http://www.dadeschools.net/parents/parents.htm), click on Parent Portal and follow the directions on the screen. If you need additional assistance, you may contact your child’s school. The Elementary Level Code of Student Conduct behaviors and strategies are included at the end of this section.

Sunset Elementary promotes model behavior through its core values. Students who exemplify the school’s core values are recognized for their behavior. The Core Values are: **Integrity, Respect, Responsibility, Cooperation, Compassion, Independence and Service.**
# BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

## LEVEL I

### Disruptive Behaviors
- Unauthorized location
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting *
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code

## RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for repeated, serious or habitual Level I infractions.

### PLAN I
- Parent/guardian contact **
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) ***
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan

### Special Notes
** Good faith attempt must be made immediately to contact parent/guardian by telephone.
*** Send written notice to parent/guardian within 24 hours via U.S. mail.

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* See Sexual Offenses (Other), Level IV, for obscene or lewd material.

> Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether School Police Automated Reporting (SPAR) is indicated.

> If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
# BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

## LEVEL II

**Seriously Disruptive Behaviors**
- Cheating/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under $300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

## RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level II infractions.

### PLAN II
- Parent/guardian contact **
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days***
- Diversion Center

### Special Notes
- ** See Sexual Offenses (other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

** Good faith attempt must be made immediately to contact parent/guardian by telephone.
*** Send written notice to parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
CODE OF STUDENT CONDUCT – ELEMENTARY

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

LEVEL III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

LEVEL III

Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)*
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)**
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment**
- Trespassing
- Vandalism (major)

PLAN III

- Parent/guardian contact***
- Suspension from school for one to ten days****
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion

Special Notes

- All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.*
- Bullying infractions do not require a SPAR
- Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### LEVEL IV Behaviors

LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

#### LEVEL IV Dangerous or Violent Behaviors

- Battery against a non-staff member
- Grand theft (over $300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

#### PLAN IV

- Parent/guardian contact*
- Suspension from school for one to ten days**
- Recommendation for alternative educational setting
- Recommendation for expulsion.

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### Special Notes

- All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

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### Special Notes

* Good Faith attempt must be made immediately to contact parent/guardian by telephone.

** Send written notice to parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
LEVEL V Behavior are the most serious acts of misconduct and violent actions that threaten life.

LEVEL V
Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN V

- Parent/guardian contact
- Suspension from school for ten days
- Recommendation for expulsion

Special Notes
- All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.
- The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
- Mandatory one year expulsion.

* Good faith attempt must be made immediately to contact parent/guardian by telephone.

** Send written notice to parent/guardian within 24 hours via U.S. mail.

* This level of infraction may result in an expulsion requiring School Board action.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
DRUGS AND WEAPONS
Under no circumstances are students to bring drugs, cigarettes, mood-modifying substances, or any kind of weapons to school. Real or toy weapons, knives, guns or any device intended to harm others are strictly prohibited. **Violations of any of these rules will result in an automatic 10 day suspension and possible exclusion from school, as per the Code of Student Conduct.**

BUS TRANSPORTATION (CONDUCT ON THE SCHOOL BUS)
Students who ride the Miami-Dade County Public School busses are to follow all safety rules and listen to the bus driver. If the rules are not followed, a student may be suspended from riding the bus. **Violations of the rules will result in a suspension of bus privileges as per the Code of Student Conduct.**

ELECTRONIC DEVICES
Electronic devices provide a distraction that interrupts the learning environment. As a result, portable electronic devices (video games, MP3 players, etc.) are **not allowed** in school. Students in possession of electronic devices will have them confiscated. The electronic devices will be returned to parents only.

CELL PHONES
Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; 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.

INTERNET USE POLICY – Board Policy 7540.03
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 material, 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.

CONFIDENTIAL INFORMATION
Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals’ access to information in students’ educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.
IMMUNIZATIONS

Requirements for School Entry:
1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

INSURANCE

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary.

Grade Reporting

Academic Grades

Academic grades are to reflect the student’s academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student’s effort and/or conduct.

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

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

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

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49
Report Cards are sent home four times per year every nine week grading period. Students are assessed in all subject areas they are taught. Report cards reflect academic achievement and conduct for children in grades Kindergarten through Grade Five. Effort grades are also earned by children in Grades One through Five.

Additionally, Interim Progress Reports are sent to all students midway through the grading period. These reports notify parents if students are doing satisfactory work or need to improve.

Parents have access to the Electronic Grade Book through the District’s Parent Portal.

**IMPORTANT DATES - Tentative**

<table>
<thead>
<tr>
<th>Interim Report Distribution</th>
<th>Report Card Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18, 2014</td>
<td>November 6, 2014</td>
</tr>
<tr>
<td>February 19, 2015</td>
<td>April 9, 2015</td>
</tr>
<tr>
<td>April 30, 2015</td>
<td>June 17, 2015</td>
</tr>
</tbody>
</table>

**HOME LEARNING POLICY**

The Miami-Dade County School Board follows the Student Progression Plan when determining the amount of home learning assigned. Below you will find the guidelines used for assigning home learning.

Kindergarten and Grade On - 30 minutes per night, five days per week, including Fridays
Grades Two and Three - 45 minutes per night, five days per week, including Fridays
Grades Four and Five - 60 minutes per night, five days per week, including Fridays.

*These times do not reflect the additional 30 minutes of required reading for all students K-5. Participation in the International Studies Program and/or Gifted Program often requires additional home learning assignments on a daily basis.*

**COMPREHENSIVE READING PLAN**

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

**HONOR ROLL CRITERIA**

<table>
<thead>
<tr>
<th></th>
<th>Principal’s Honor Roll</th>
<th>Superior Honor Roll</th>
<th>Honor Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA</td>
<td>4.0</td>
<td>3.60-3.99</td>
<td>3.00-3.59</td>
</tr>
<tr>
<td>Academic Grades</td>
<td>A’s only</td>
<td>A’s and B’s only</td>
<td>A’s and B’s only</td>
</tr>
<tr>
<td>Conduct Grades</td>
<td>A’s only</td>
<td>A’s and B’s only</td>
<td>A’s and B’s only</td>
</tr>
<tr>
<td>Effort Grades</td>
<td>All 1’s</td>
<td>1’s and 2’s</td>
<td>1’s and 2’s</td>
</tr>
</tbody>
</table>

**Perfect Attendance School Recognition** –
100% attendance is for the grading period with no more than 3 tardies.
LOST AND FOUND
Any found items should be taken to the Main Office. If something is lost, be sure to check at the Main Office to claim your possession. Mark all personal items brought to school with the student’s name for easy identification.

MEDICATION
The administering/dispensing of medication to students by employees of the school system is forbidden unless authorized, in writing, by a licensed physician and the parent of the student. PLEASE DO NOT SEND ANY TYPE OF MEDICATION FOR YOUR CHILD TO TAKE ON HIS/HER OWN.

There are certain medical conditions that require daily and periodic medication. In these instances, an “Authorization for Medication” form will be provided to the parent. The parent and the child’s physician are to complete and sign the form. The form is to be submitted to an administrator. This form allows school personnel to administer medication as prescribed by the doctor. A new form must be completed every year. All medications must be sent to the school in the original container labeled with the prescription and the child’s name.

OBJECTS TO LEAVE AT HOME
In order to avoid accidents and protect the health and welfare of all children, we ask your cooperation in seeing that the following items do not come to school:

1. Chewing gum and candy.
2. Baseball bats, yoyos, rubber bands, knives and other sharp objects, guns and bullets (including toy guns). Bringing any potential weapon will automatically result in a (10) day suspension and may include a recommendation for expulsion, as per the Code of Student Conduct.
3. Money in amounts beyond what the student may need for lunch.
4. Toys, including game boys, virtual pets, and radios.
5. All pets.
6. Heirlooms, valuable jewelry, and irreplaceable or valuable articles.

PARENT ASSOCIATIONS
There are five parent associations at Sunset Elementary School: the Parent Teacher Association (PTA), the Spanish International Parent Association (SIPA.), The French International Parent Association (FIPA), The German International Parent Association (GIPA), and the Sunset Elementary Enrichment Drive (SEED.). They are an important part of our school community. Parents and staff work together in these organizations to promote understanding and continual improvement of the educational, social and physical climate of the school community.

RAINY DAY PROCEDURES
On rainy mornings, please follow the following procedures:

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>RAINY MORNING LOCATION</th>
<th>PICK UP TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK/K/First</td>
<td>Cafeteria</td>
<td>8:10 a.m.</td>
</tr>
<tr>
<td>First Grade IS</td>
<td>Cafeteria</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>Second Grade</td>
<td>Cafeteria</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>Third Grade</td>
<td>Computer Lab – Room 4</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>Media Center</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Media Center</td>
<td>8:25 a.m.</td>
</tr>
</tbody>
</table>
Our rainy day dismissal plan will go into effect whenever severe weather is imminent. All students will be escorted by teachers to their assigned locations.

VISITORS
For the safety of all students and faculty members, the administrative staff requests that all visitors use the main entrance located on Sunset Drive. All persons (including parents and school volunteers) are required to report to the Main Office to secure a visitor’s pass. This is a Miami-Dade County Public Schools policy and will be strictly enforced. Strict observance to this rule will enable us to protect your children.

VOLUNTEERS
School Volunteers are an integral part of Sunset Elementary School’s success. All volunteers must complete, sign, and date a Miami-Dade County Public Schools’ School Volunteer Program Registration Form (FM 1764E) and successfully complete a background check, before being placed, in a school, or beginning service as a school volunteer. A driver’s license or an appropriate photo identification card (passport, school ID, etc.,) must be provided at the time of registration. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service. All volunteers must have an approved volunteer number.

A volunteer orientation will be held at the beginning of the school year to review all policies and procedures related to school volunteers. Volunteers must be positive role models who adhere to all School Board Rules.

All volunteers must sign in at the Main Office and wear an identification tag. Volunteers will be assigned specific duties and responsibilities as identified by the school staff.

VOLUNTEER PROGRAM
The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

<table>
<thead>
<tr>
<th>Level 1 - complete a database background check</th>
<th>Level 2 - complete a fingerprint background check</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
</tr>
<tr>
<td>• Classroom assistants</td>
<td>• Mentors</td>
</tr>
<tr>
<td>• Math and/or reading tutors.</td>
<td>• Listeners/Oyentes</td>
</tr>
</tbody>
</table>

Any individual interested in volunteering in Miami-Dade County Public Schools must:
• Show a current valid government-issued identification with picture.
• Show a social security card (check name and number).
• Complete a background check.
• Upon clearance, attend an orientation at the school.
PROCESS FOR ADDRESSING CONCERNS
At Sunset Elementary, every effort is made to provide the highest quality education to our students and exceptional service to our families. In the event that you have a concern involving an individual teacher or class, parents should address their concerns to the following individuals in the order below.
PARENT PORTAL
Parents/Guardians of all Miami-Dade County Public Schools students, including employees, 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 - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parents to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act (NCLB).

1. Obtain your child(ren) Student Identification Number
2. Obtain your 6 digit Parent Identification Number (PIN)
   By visiting your child’s school

Create a parent account, login to:
http://myportal.dadeschools.net/parent

It is recommended (after 24 hrs) to reset your password with password management P-Synch

Login to - Parent Portal
for student grades, attendance, and important information

www.dadeschools.net
SAFETY AND SECURITY
The 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 may occur in our schools/community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the 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 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, Region 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.

**Accident Reports**
Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

**Code Yellow/Code Red**
In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

**Closing of School**
The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

**Fire Drills**
Ten fire drills will take place according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher’s instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

**Visitors**
Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office.
THE 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.

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

- Help Your Child Learn (Example: Passport to Success – 8 module series)
- Parenting Skills (Example: Positive Discipline)
- Arts & Culture (Example: Enrich Your Child through Arts and Culture in Miami)
- Health and Wellness (Example: Preventing Substance Abuse)
- Personal Growth (Example: Parent Portal)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the Course Directory section on The Parent Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities 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 gender 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 accommodations 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.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.