

**Parent & Student Procedural Guide
2016 - 2017**



**Main Building: 5125 S.W. 162 Avenue, Miami, Florida 33185
(305)229-4800**

**Early Childhood Center (ECC): 16350 S.W. 47 Street, Miami, Florida 33185
(305)228-4200**

**Maritza Correa
Principal**

**Isel Ares
Assistant Principal**

**Celethia Passmore
Assistant Principal**

DR. MANUEL C. BARREIRO ELEMENTARY SCHOOL

SCHOOL POLICIES

Miami-Dade County Public Schools opening and closing hours for students are as follows:

<u>GRADE</u>	<u>2015-2016 SCHOOL HOURS</u>
Pre-K, K, 1 st	8:20 a.m. - 1:50 p.m.
2 nd – 5 th	8:35 a.m. – 3:05 p.m.
<i>ALL Grades</i>	<i>DISMISSAL AT 1:50 P.M. ON WEDNESDAYS</i>

Bus riders enter through the main entrance on 162 Avenue and leave at the side gate on the North side of the school.

Student drop-off and Pick-up: Parents must drop off and pick up students on 162nd Avenue and 52nd street carpool lanes. It is not safe for students to be dropped off or picked up outside of the designated carpool area. Parents **must not** drop-off or pick-up their children on the street.

ALL PARENTS OR GUESTS MUST REPORT TO THE MAIN OFFICE TO RECEIVE A PASS UPON ENTERING THE SCHOOL BUILDING.

ARRIVAL AND DISMISSAL OF CHILDREN

ECC Building:

ECC Arrival/Drop-Off

- We do not open our doors to receive students until 7:30 a.m. Therefore, students are not to arrive at school prior to that time unless they are enrolled in our Before School Care program.
- Supervision from 7:30 a.m. – 8:10 a.m. is provided only for those students participating in our breakfast program. All students are to report directly to the cafeteria. Students will wait in the cafeteria to be picked up by their teacher.
- Because of the limited parking spaces for parents and visitors, we ask that you drop off your children using the car pool lane in the front of the school. Parking lots that are designated as “Staff Only” are to be used by faculty and staff of Dr. Manuel C. Barreiro ECC. Please do not use the Staff Parking lots for student drop off or for parent parking. In order to maintain a safe and orderly arrival for our students, we ask that you are courteous and patient with others.
- Please be reminded that for the safety of your child and all MCBE students, ALL students must report to the cafeteria to meet their teachers in the morning.
- Anyone entering the buildings/classrooms after class has begun, must have an appointment and receive a pass from the office.
- Rainy Day drop off: Students will report to the cafeteria.

ECC Dismissal/Pick-Up

- **All PK and Kindergarten students** will be picked up using the car pool lane in the front of the ECC building.

Main Building:

Main Building Arrival/Drop-Off

- We do not open our doors to receive students until 7:30 a.m. Therefore, students are not to arrive at school prior to that time unless they are enrolled in our Before School Care program.
- Supervision from 7:30 a.m. – 8:10 a.m. is provided only for those students participating in our breakfast program. These students are to report directly to the cafeteria. After breakfast, all students must report to their designated area. At no time are students or parents permitted to roam the building or go upstairs without their teachers.
- Please be reminded that for the safety of your child and all MCBE students, all students are to report to the revised designated areas as follows:
 - 1st Grade:** Room 206 at 7:45 A.M.
 - 2nd Grade:** Music room at 7:45 A.M.
 - 3rd Grade:** Art room at 7:45 A.M.
 - 4th - 5th Grade:** PE shelter at 7:45 A.M.

*all students will have a designated area to sit and wait to be picked up by their teachers.

- Because of the limited parking spaces for parents and visitors, we ask that you drop off your children on the South side of our school (52nd Street) or the Main Entrance on the West side of our school (162nd Avenue). Parking lots that are designated as “Staff Only” are to be used by faculty and staff of Dr. Manuel C. Barreiro Elementary. Please do not use the Staff Parking lots for student drop off or for parent parking. In order to maintain a safe and orderly arrival for our students, we ask that you are courteous and patient with others.
- Anyone entering the buildings/classrooms after class has begun, must have an appointment and receive a pass from the office.
- **Rainy Day drop off:** Students will report to the following areas:
 - **1st Grade:** Room 206 at 7:45 A.M.
 - **2nd Grade:** Music room at 7:45 A.M.
 - **3rd Grade:** Art room at 7:45 A.M.
 - **4th - 5th Grade:** Cafeteria at 7:45 A.M.

Main Building Dismissal/Pick-Up

- **All 1st – 3rd grade students** will be picked up on 52nd Street (Visitors parking) Breezeway location using the car pool lane.
- **All 4th and 5th grade students** will be picked-up at our Main Entrance (162 Avenue) using the car pool lane.

Rainy Day Dismissal

In the event of severe inclement weather at dismissal times, students will be assigned to the following areas for pick-up.

1st Grade: Visitor's parking lot side (52nd street) glass doors.

2nd Grade: Visitor's parking lot side (52nd street) glass doors.

3rd Grade: Visitor's parking lot side (52nd street) glass doors.

4th Grade: Art Room

5th Grade: Music Room

Please pick up your child from the designated areas listed above. You will receive notice of the need for a severe weather dismissal via our PTO school APP push notifications.

IT IS IN THE BEST INTEREST OF ALL CHILDREN FOR THESE PROCEDURES TO BE FOLLOWED AND ENFORCED.

On Wednesdays, all students are dismissed at 1:50 p.m. in order to provide planning time for teachers. Pupils are expected to go home when dismissed unless they participate in the after-school care program or other arrangements have been made. There is no supervision of students after school.

Please do not expect children to wait after dismissal for older brothers and sisters, as there are **NO** provisions for their supervision.

CHILD CARE INFORMATION

BEFORE SCHOOL CARE

Before School Care is available from 7:00 a.m. to 8:15 a.m. at a cost of \$4.00 per day payable in advance for one month. Parents are to enroll their children in the before school care program if they must drop off their children before 8:00 a.m.

STORY HOUR

Story Hour is from 1:50p.m. – 3:05p.m. This service will provide supervision for students whose families are unable to pick up their children at 1:50 p.m. The cost is \$4.00 per day, payable in advance for one month.

AFTER SCHOOL CARE

After School Care hours are 1:50 – 6:00 p.m. at a cost of \$8.00 per day, payable in advance for one month. Schedules are available upon request.

Payments not received by the due date for Before School Care, Story Hour, or After School Care will be charged an **additional \$10.00** Students picked up after program ends **(6:00 p.m.)** will be charged a **late pick-up fee** per every 15 minutes.

EARLY DISMISSAL

Please attempt to make your medical appointments after school hours. If this proves impossible, send a note in the morning with your child. The teacher will notify the office and send the child to be picked up after you arrive in the office. We are attempting to eliminate classroom interruptions. **Pupils will not be dismissed within 30 minutes of the end of the school day. In the event an extreme emergency requires an early dismissal, parents or guardians are to report directly to the office for assistance.**

ACCIDENT INSURANCE

Student insurance is primarily designed to furnish a low-cost accident policy to pupils of the Miami-Dade County Public Schools. The Board approves the sale of accident insurance to the students and parents.

The Board does not accept any responsibility for policy interpretation or claims payment. The school cooperates in completing claims forms on accidents “as reported by parent or student.” It is advisable for parents to caution their children to report any accident or injury, no matter how small, to the supervising teacher as soon as it occurs.

ATTENDANCE

All students are expected to have **excellent attendance**, and to be **prompt** in arriving to school. We aspire to have a record of 100% attendance. Children must be present to learn. As such, please make this a priority for your child/children.

EXCUSED AND UNEXCUSED ABSENCES

According to School Board Rules, absences may be excused for the following reasons only:

- A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). 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, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

- I. Death in the immediate family.
- J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- K. Outdoor suspension.
- L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

- A. vacations, personal services, local non-school event, program or sporting activity;
- B. older students providing day care services for siblings;
- C. illness of others;
- D. non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

TARDINESS

Plan with your child the time he/she should leave home in order to arrive at school by the 8:10 a.m. bell for PK – 1st grade and 8:25 a.m. for 2nd – 5th. Encourage promptness in arriving in school. Children do miss class routines, morning announcements and the sense of beginning the day when they are tardy to school. We urge you to help your child develop the personal characteristics of punctuality. Tardies are included on a student's attendance record. We must eliminate tardies in order to use our time more wisely and to have the best opportunity for achievement!

Pre-K, K, and 1st grade students are tardy after 8:20 a.m. 2nd through 5th grade students are tardy after 8:35 a.m.

Students arriving tardy must report to the security desk or main office for a late pass.

CAFETERIA

Our cafeteria is part of the School Lunch program of Miami Dade County. The menus for plate lunch are those provided in all schools and comply with the State of Florida lunch requirements. Special foods or menus cannot be provided, prepared, or served. Those who wish to bring lunch may do so. Please see that lunch boxes or bags have the child's name and room number on them. Please avoid sending "pop-top" containers for lunch; they may be unsafe for children to open. Proper cafeteria behavior adds to the success of a student's school day. We believe children should eat in a calm and pleasant atmosphere. Please impress upon your child the importance of proper table manners and good conduct in the cafeteria. Kindly instruct your child to remain at the table until excused and not to share or exchange food. Remember that a child's cafeteria behavior reflects his/her home training.

CAFETERIA BEHAVIOR

- ❖ Please raise your hand for assistance.
- ❖ Remain seated and use appropriate table manners.
- ❖ It's important to use inside voices and keep hands and feet to yourself
- ❖ Do your part. Clean up after yourself.
- ❖ Enter and Exit the cafeteria quietly, walking in a single-file line.

BREAKFAST

Breakfast is served daily from **7:30 a.m. until 8:15 a.m.** The serving line will **close at 8:15 a.m.** Students are required to proceed to room 206 (1st grade), the Music room (2nd Grade), the Art Room (3rd Grade) and PE shelter (4th -5th) after breakfast and remain there with their class until their teacher picks them up at 8:10 a.m. for first graders and 8:25 a.m. for 2nd through 5th graders. Breakfast time is the time for children to develop independence and social skills. **Parents are not to accompany their child(ren) to the cafeteria.**

FREE OR REDUCED LUNCH

Eligibility will be determined by federal guidelines. An application for free or reduced priced meals may be located online. Please access our school district website at www.dadeschools.net for the link. If you apply on-line, you will be processed in 24 hours. On Mondays, students are urged to **prepay for their lunch for one week or more.** This procedure helps to simplify our record-keeping.

NO LUNCH MONEY / LOST LUNCH MONEY

A student who has no lunch will be provided with cereal and a carton of milk. **No lunch charges will be issued.** You will receive a notice from the school if this occurs. You may pre-pay lunch online at www.paypams.com to avoid lost money.

CAFETERIA PRICES

Lunch (milk included)	<u>\$2.25</u>
Reduced Lunch	<u>\$0.40</u>
Breakfast	<u>FREE</u>

CLASSROOM VISITATIONS

If your child forgets his/her lunch or other items and you find it necessary to bring them to him/her, please come to the office. The secretary will see that they are delivered to your child. This eliminates interruptions to the instructional program.

CONFERENCES

Parent-teacher conferences are an important part of the school program. Knowing your child's teacher and an administrator serves to strengthen the school-home relationship and gives your child the opportunity to feel secure in the cooperative environment existing between faculty and parents.

Set up a conference time with the teacher. Please do not confer with the teacher at arrival and dismissal times while he/she is responsible for students. Instructional time must not be interrupted.

Teachers will return calls before and after classes; however, not during instructional time.

CONTAGIOUS DISEASE

If your child contracts a contagious disease or pediculosis (head lice), please call the school office so that we may alert other persons who might be affected. Children are not allowed in school with active head lice.

PEDICULOSIS

A common need for our school is to be **FREE of head lice**. Please inspect your child's head on a regular basis and inform the school immediately should you detect any sign of pediculosis (head lice).

EMERGENCY CONTACT INFORMATION

If you move, or if your telephone number is changed, please notify the school office so that student records may be kept accurate and up-to-date. It is important to advise the school if the name and number given for the emergency contact is changed. In the event neither the parent nor the emergency contact person can be reached during an emergency, the Miami-Dade County Rescue Department or the doctor whose name appears on the emergency contact card, will be called.

Only persons whose names appear on the emergency contact card will be permitted to pick up a child from school with proper photo identification. **Please be sure to include the names of any persons you anticipate may pick up your child in an emergency situation.**

CHANGE OF ADDRESS

If you change your **address** or **telephone number**, please notify the school office immediately. It is essential that the office have **emergency contact information** and updated addresses. We cannot stress this enough.

We need to be able to reach you at all times!

If it is necessary to withdraw your child from school, we would appreciate one day's advance notice. In order to properly initiate a transfer, it will be necessary to verify the change of residence with any of the following items:

1. Legal statement of parent's purchase of residence or Warranty Deed
2. Utility deposit or receipt showing new address
3. Properly executed lease agreement

***Please be sure that all text and library books have been returned and that your child does not owe money.**

EXEMPTION FROM ACTIVITIES

Students are expected to participate in the daily activities of the school program. If for some medical reason it becomes necessary for a child to be excused, a note should be given to the teacher. A form should be obtained from the office and completed by the child's physician to provide a medical basis for exemption from the program if the exemption is to be for more than three days.

FIELDTRIPS

Additional learning experiences may be offered to your child through field trips planned by the teacher. All trips are extended classroom instruction, are approved by the administration, and will be appropriate for the students' age and specifically related to the classroom subjects being studied. We believe that school time is valuable and it should be used to help each student make the best possible academic progress. All field trips will be carefully planned and adequately supervised to provide a safe environment. Each parent must sign a field trip permission form and return it to the teacher before the child is permitted to go with the class. Fees for transportation and entry to events are assessed at the least possible amount. **Fees are non-refundable.** Parents may be asked to assist the teacher on field trips. Parent chaperones may not bring other children on the trip with them. ***Students attending field trips must travel with the entire class group. A parent driving individual students to meet the class is prohibited!** Parents who are not chaperoning a field trip should not follow the bus to the field trip destination.

GRADING STUDENTS

KINDERGARTEN

- E = Outstanding Progress
- G = Above Average Progress
- S = Average Progress
- M = Lowest Acceptable Progress
- U = Failure

GRADES 1 – 5

In grades one through five, a common report card grading system is used. Academic grades for students shall be A, B, C, D, or F.

When a numerical equivalent to an assigned letter grade of A, B, C, D, or F is used, the following apply and shall be communicated to students:

Letter Grade	Numerical Value	Interpretation
A	90-100%	Outstanding Progress
B	80-89%	Good
C	70-79%	Satisfactory
D	60-69%	Minimal, improvement needed
F	0-59%	Unsatisfactory

EFFORT

Kindergarten

The level of effort may be indicated through various comments on the report card.

Grades 1-12

1 - An effort grade of "1" indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

2 - An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.

3 - An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

CONDUCT GRADES

Conduct grades are to be used to communicate clearly, to both students and their parents, the teacher's evaluation of the student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

Kindergarten

Kindergarten conduct grades should be reported in the subject Conduct of the grade book on a weekly basis to be averaged each reporting period.

Code **E** indicates excellent conduct on the part of the student. The student consistently behaves in a manner acceptable for kindergarten age children and in accordance with classroom, school, and district standards.

Code **G** indicates good conduct. The student's overall conduct is nondisruptive and meets established classroom, school, and district standards.

Code **S** indicates satisfactory conduct. The student's overall conduct is generally nondisruptive and within an acceptable range with regard to classroom, school, and district standards.

Code **M** indicates some improvement is needed. The student occasionally demonstrates unacceptable behavior for kindergarten-age children in accordance with classroom, school, and district standards.

Code **U** reflects student behavior which needs improvement. The student consistently behaves in a manner unacceptable for kindergarten age children in accordance with classroom, school, and district standards.

Grades 1-12

A -- A conduct grade of "A" reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school, and district standards.

B -- A conduct grade of "B" reflects consistently good behavior. The student meets established standards for student conduct.

C -- A conduct grade of "C" reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.

D -- A conduct grade of "D" shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior which is acceptable.

F -- A conduct grade of "F" reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior

DISCIPLINE

Dr. Manuel C. Barreiro Elementary promotes a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The Code of Student Conduct applies to all students in the District.

We expect students to comply with Miami-Dade County Public Schools' Code of Student Conduct.

Assertive Discipline techniques are used at Dr. Manuel C. Barreiro Elementary. Teachers must enforce their own discipline plans and address the disciplinary infractions of their students before sending students to the main office to see a counselor or administrator.

These procedures are adhered to by the administration to improve discipline when a student is in violation of the Code of Student Conduct.

HOME LEARNING (HOMEWORK) POLICY

Home Learning assignments will be appropriate for the child's grade level, and like those done at school, serve the following purposes:

- Develop and enhance the personal experience of the student.
- Provide additional practice on a concept or skill already taught.
- Provide real-life application of skills and understanding.

Home Learning assignments will be considered an extension of school work and graded accordingly.

Grade Level

Total Daily Time

Kg – First	30 minutes written + minimum of 30 minutes reading
Second – Third	45 minutes written + minimum of 30 minutes reading
Fourth – Fifth	60 minutes written + minimum of 30 minutes reading

Reading is recognized as a universal skill that relates to all subjects. Therefore, when the home learning assignment is completed in a timely manner, every student will read, minimally, for the amount of time specified in the board rule.

INTERIM REPORTS

Interim progress reports are sent to all parents at the middle of each report period. Please sign and return the accompanying envelope to your child's teacher to indicate that you have received the child's interim report. Parents are notified of unsatisfactory progress when it occurs.

ILLNESS OR ACCIDENTS

Parents will be notified immediately in case of sudden illness or an accident. Emergency numbers are an absolute necessity. **PLEASE PROVIDE US WITH CURRENT CONTACT NUMBERS.** Should it be necessary to call Fire Rescue, we still must reach the student's family. Procedures followed to aid injured children:

- Teacher will send the child to the office if the injury is minor.
- Teacher will notify the office if the child should not be moved.
- Office personnel will notify a parent and describe the injury. For a minor injury, the parent will make the decision about removing the child from the school. Emergency contacts will be called if we are unable to reach a parent.
- Emergency Rescue will be called for injuries requiring emergency first aid which cannot be administered by school personnel.
- An accident report will be completed and filed in every incident.

MEDIA CENTER

Our Media Center serves as a vital resource to our students. Children are encouraged to check out books and utilize the fine materials available to them. Students must be responsible for returning books they've checked-out from the media center on time.

MEDICATION

School personnel are allowed to administer only prescribed medication. Before any medication can be administered, a medical authorization form must be filled out, signed by a physician and parent, and be on file in the school office. **The authorization form must be renewed every year. Pupils are not permitted to bring or have and/or keep medicines of any kind in school (cough medicine, aspirin, Tylenol, etc.). Teachers and staff may not hold or administer any medications (over the counter or prescription).**

Children are not allowed to carry medication with them. Medical authorization forms must be renewed on a yearly basis.

PARKING AT SCHOOL

Please observe the **NO PARKING** signs; unfortunately, our parking facilities are limited. **Parking in the drop-off/pick-up lane is prohibited during opening and closing times.** In addition, parking in the visitor's parking area is not allowed during the 3:05 p.m. dismissal time. **Miami-Dade County School Police will ticket. For obvious precautions, no cars should be parked in the bus zone at the side of the school. Please DO NOT PARK IN DRIVEWAYS.**

PARTIES

Miami-Dade County Schools have designated two school parties per year. The first one is a holiday party in December and the second is the end of year party. **No birthday parties are permitted in the school, this includes after lunch snacks as per school board policy.**

PRIVATE BUSES

The private buses are not affiliated with the school system. You pay for the bus drivers to supervise your child. We cannot supervise your child before and after school hours. If you would like your child supervised by the school, please feel free to look into the **Before and After-School Care Program.** Remember, we **do not** have supervision **before 7:45 a.m. or after 3:05 p.m.**

SAFETY PATROL

The School Safety Patrol is an organization of pupils from the fifth grade who help their schoolmates avoid accidents. The members are selected from those pupils who show these desirable qualities:

- Leadership
- Reliability
- Punctuality
- Interest in safety
- Obedience of rules
- Good attendance
- Courtesy
- Respect for classmates and attitude to be or service to others
- Encourage your child to respect the Safety Patrol and observe their rules for safety

Observable Hazards to your Children:

1. Adults who drop children off on the wrong side of the street.
2. Adults who double park and who do not keep in the posted 15-mile per hour speed zone.
3. Adults who beckon children to cross the street between parked cars in the middle of the block.
4. Adults who do not follow the school's designated safety pick-up/drop-off zones.

No matter what commitments we all have, nothing can be as important as the life of a child. Please help us!

SCHOOL SAFETY

- Plan with your child a safe route to and from school.
- Discuss with your child the danger of talking to or accepting rides from strangers

The children walking to school should:

1. Look to the left, right, and left again before crossing the street.
2. Cross streets only at crosswalks.
3. Cross streets only when the signal lights are green or indicate “walk.”
4. Walk with bicycles on sidewalks adjacent to school grounds.

The following bicycle safety rules and policies are those taught to our students.

Please help us reinforce these rules:

1. Only one rider on each bicycle. A helmet must be worn. (State Law)
2. Only students in grades 2nd – 5th are allowed to ride bicycles to school. First graders are requested not to ride bicycles to school.
3. Expensive, geared bicycles should not be brought to school.
4. Walk bicycles on school grounds, across crosswalks and busy intersections. This precaution will prevent many accident and injuries.
5. Park bicycles in designated areas in the racks.
6. Bicycles must be equipped with a lock. Please record the serial number of the bicycle, lock, etc., and keep available at home.

Students who fail to follow these rules will be reported to parents and may be requested to curtail bike riding to and from school.

SCHOOL DRESS CODE – MANDATORY UNIFORM

Proper apparel is required for both children and adults who enter the building. Items that might be considered a safety hazard are backless shoes, clogs, cleats, tap shoes, and roller shoes that are not conducive to physical education activities. Our air-conditioned building makes it necessary to wear clothes that are “warm” enough. Clothing that is usually lightweight may cause students to be uncomfortable. **Bare midriffs and short shorts are inappropriate in a school setting. Written messages, pictures, or symbols on clothing that portray ideas harmful to the health, safety, and welfare of the students are not acceptable. Hats and or caps should not be worn in the classroom, cafeteria, and corridors or at physical education classes.**

Please note: Dr. Manuel C. Barriero Elementary is a mandatory uniform school.

DRESS/UNIFORMS

Dr. Manuel C. Barreiro Elementary will continue to have a mandatory uniform policy for the 2016-2017 school year.

The uniforms for boys will be:

- Pants: Any style khaki
- Shorts: khaki
- Tops: Polo – red, yellow, or royal blue with logo on the left chest area

The uniforms for girls will be:

- Pants: Any style khaki
- Shorts: khaki
- Skirt/Skort: khaki
- Tops: Polo – red, yellow, or royal blue with logo on the left chest area

All students will be able to wear their Dr. Manuel C. Barreiro spirit t-shirts on Friday and special events such as field trips.

All students should wear sneakers/tennis shoes or **closed** shoes. At no time should students wear sandals or open-toe-shoes. (Safety purposes)

In the winter, it will be permissible for the students to wear fleece sweaters. Our school PTO has school spirit sweaters for sale with the option to have your child's name printed on the front.

Please be advised that parents have the right to apply for an exemption from the mandatory uniform policy. You must come into the office, file an exemption form, and meet with an administrator.

NECESSARY ARTICLES: All uniforms, lunch boxes, backpacks, jackets, umbrellas, and other personal items need students' names on them. Please label all articles with a permanent marker so lost items may be returned to your child.

Unnecessary Articles: Teachers will inform parents about necessary school supplies. Only with the teacher's permission should a student bring personal toys, books, sports equipment, or pets to school. Items that interfere with instruction will be removed and returned to parents. All types of liquid white out are not allowed at school. Students are not allowed to sell food, candy or other items at school or on the school bus. **The popular portable book bags on casters with handles are considered a safety-hazard, and are not permitted. Students who bring cellular phones to school MUST keep them turned off during school hours. Any cellular phones, electronic books or games that are brought to school are not the school's responsibility should they become lost or stolen.**

STUDENT SERVICES

COUNSELOR

Our counselor assists children, parents, and staff. The counselor is particularly helpful in securing any special services needed by individuals.

PSYCHOLOGIST

The Guidance Department of Miami-Dade County School System provides each school with the services of a psychologist. Our school psychologist will work with staff, students and parents whenever referrals are initiated.

SPEECH THERAPIST

All children enrolled in the public schools of Miami-Dade County who are in need of speech correction are eligible to attend speech therapy classes. Such children may be referred for testing by the classroom teacher or parent. The children who are in need of speech correction are resourced to the speech pathologist for speech therapy.

SCHOOL SOCIAL WORKER

The School Social Worker is a member of the Student Services Department and is concerned with the pupils' personal characteristics, home life, and school life. The School Social Worker acts as a liaison between the home and the school.

The School Social Worker aids in the following:

1. Entrance age requirements in the first grade
2. Compulsory school attendance laws
3. Pupil assignment rules and regulations
4. Services of community agencies

TESTING PROGRAMS

A comprehensive testing program, in addition to teacher-prepared tests, is provided for all students. Parents are invited to review and discuss test results with their child's teacher or an administrator. As the state of Florida releases scheduled test dates you and your child will be notified.

TEXBOOKS

Texbooks are furnished by the State of Florida and distributed by the teachers. Children are responsible for books issued to them and will be fined in proportion to any loss or damage to these books. Fines are also imposed for damage to school property. This is done to encourage good citizenship, responsibility, and respect for property.

VOLUNTEER PARENT AIDE PROGRAM

We are proud of our Parent Volunteer Program at Dr. Manuel C. Barreiro Elementary School. In order to volunteer in any capacity at Dr. Manuel C. Barreiro Elementary School, it is necessary to register with and obtain official clearance from the school district. This can only be done by filling out the district Volunteer Application Form. (This clearance may take as long as three days.) Depending on the requested assignment, volunteers may be required to be fingerprinted. The Volunteer Application can be obtained via the internet at www.dadeschools.net. Volunteers need to sign in and out in the office daily. Volunteer ID lanyards should be worn at all times.

CONCLUSION

This handbook has been prepared as a guide to use throughout the year. Please refer to it frequently. It contains helpful information. We strive for our Dr. Manuel C. Barreiro Elementary family to continue to maintain a high level of quality and excellence. Please call (305)229-4800, if you have concerns that we may address, visit our website at www.manuelcbarreiro.com or download our school APP. We look forward to a very productive year.

Anti-Discrimination Policy

Federal and State Laws

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.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification