



Lincoln-Marti Charter Schools
Little Havana Campus

**Parent/Student
Handbook
2020-2021**

VISION STATEMENT

We will strive to set the standard for educational quality. The core values of honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust will be the foundation upon which this school has been built.

Students will take pride in their school and will respect the dedicated teachers and staff who commit their lives to education. Students will hold themselves to high standards of achievement and academic excellence. They will strive, to the best of their ability, to accomplish their educational goals. All students will have an equal opportunity to receive a quality education.

Parents are encouraged and expected to be involved in their school, including its governance. Parents will support the school's teachers and administration to make certain their children live up to their commitments and meet their obligations. Our school will respect the diverse cultures and faiths of parents and students and our school will be a place of tolerance and understanding.

All students will be proficient in the core essentials of learning and will be prepared to be successful in their continuing education, in their chosen careers.

The faculty and staff of our school will be competent and caring professionals who will work as teams to teach, coach and motivate students to learn. They will continuously strive to increase their skills, to be proficient in best practices and to be outstanding role models for students. The faculty and staff will be mentors and advisors to students and parents. They will be aware of the personal educational needs of each of their students. They will bear the responsibilities and live up to the high expectations of their profession and will take an active role in their communities and in their school.

Non-Discrimination Statement

The Lincoln-Marti Charter Schools (Little Havana Campus) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Daniht Reategui
2700 SW 8 Street, Miami, Florida 33135
(305) 643-4888

Parents will complete an application and sign a contract with the school. By signing the contract, parents will agree to transport their child to our facility and to pick up the child. We will receive students beginning at 7:30 a.m. to accommodate working hours and expect them to be picked up by 6:00 p.m. Optional before school care and after school care services are available at an additional cost. Our school instruction day will be according to the following schedule:

Grades	Start	Dismissal
K-1	8:00 a.m.	3:00 p.m.
2	8:00 a.m.	4:00 p.m.
3-8	8:00 a.m.	4:30 p.m.

Students are required to adhere to the school’s dress code.

Students will learn to listen, comprehend, and to communicate verbally and in writing. It is our belief that the ability to be an effective communicator is the foundation for a successful and a productive life.

Lincoln-Marti Charter Schools, Inc. is a non-profit corporation dedicated to creating better public schools for Florida residents. By empowering parents and teachers and by working together, we can make our schools into what we know they can be.

SCHOOL HOURS

Teachers	8:00 a.m. - 4:30 p.m.
Students	8:00 a.m. - 4:30 p.m.
Office Hours	6:00 a.m. - 7:00 p.m.
Morning Care.....	6:00 a.m. - 8:00 a.m.
After Care	3:30 p.m. - 6:00 p.m.

SCHEDULE

7:00 a.m. - 8:00 a.m.	Students Arrive
8:20 a.m.	School Begins (after this time students are considered tardy)
10:45 a.m. - 1:10 p.m.	Lunch
3:00 p.m. - 3:30 p.m.	Kindergarten and 1 st grade Dismissal
4:00 p.m. - 4:30 p.m.	2 nd grade Dismissal
4:30 p.m. - 5:00 p.m.	3 rd through 8 th grades Dismissal
3:30 p.m. - 6:00 p.m.	After Care

PHONE NUMBER

Main Office	(305) 325-1001
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Lincoln-Marti Charter Schools

Little Havana Campus

2020-2021

PARENT CONTRACT

Please be aware of the following school rules and procedures:

- The parent/guardian is responsible for providing updated contact information to the school. In addition, the parent must report any medical/health problem that may be affecting their child to the school administration.
- Students who are absent from school will be marked unexcused until they provide written documentation to justify the absence. Written documentation must be received within 3 days of the absence.
- The school day begins at 8:00 a.m. Any student arriving after that time will be issued a late pass. Please note Lincoln-Marti Charter Schools (Little Havana Campus) is not responsible for students who arrive prior to 8:00 a.m., including those enrolled in the before care program.
- Students will NOT be released to any person whose name does not appear on the emergency contact card kept on file in the main office. **Students will NOT be dismissed within 30 minutes of dismissal time without a previous notice. There are no exceptions to this rule.**
- Any unauthorized item brought by the student to the school will be confiscated. The administration reserves the right to keep said item until claimed by the student's parent or guardian at a meeting with a school administrator to review the list of unauthorized items and the consequences for bringing said items to school. Any reoccurrence of this type of infraction will be grounds for the school to confiscate the item for the remainder of the school year. The school is not responsible for the condition of confiscated items.
- Cellular telephones must be turned off during the school day, including at lunch time. Students may only use wireless communication devices before or after the school day. The possession of a device that disrupts the educational process and the use of said device during school hours is a violation of the Code of Student Conduct.
- Transportation must be provided or arranged by the parent or guardian. The school is not responsible for any child's transportation to and from school. The school shall comply with the requirements of Section 1006.22, Florida Statutes.
- **Students are expected to wear the school uniform every day.** Students in Grades 6 -11 who are enrolled in a physical education course must wear the school athletic uniform. Students are not permitted to wear jeans, leggings, pajamas, sweat pants, hats, hoodies/caps, bandannas, open-toe shoes (no crocs or slippers) or sunglasses. Students must wear only the uniform jacket or sweater. **Jackets or sweaters with a hood will be confiscated.**
- Students are required to bring their lunch in the morning or obtain lunch from the cafeteria. Breakfast is available to all students at no charge. Eligible students may receive free or reduced-price lunch and snacks through the National School Lunch Program. **Parents are not allowed to drop-off meals during the day.**
- The school will provide lunch to students who do not bring lunch and/or lunch money. However, the student must reimburse the school the following school day.
- **Lincoln-Marti Charter Schools (Little Havana Campus) students are Miami-Dade County Public Schools students and must abide by the Miami-Dade County Public Schools Code of Student Conduct.**

If any provision of this contract is contradicted by School Board Rule or Florida Statutes, School Board Rule and Florida Statutes shall prevail.

I/We understand the rules for the Lincoln-Marti Charter Schools (Little Havana Campus) charter school and will abide by them.

Student's Name: _____ Grade: _____

Parent's Signature: _____ Date: _____

CODE OF CONDUCT

Lincoln-Marti Charter Schools (Little Havana Campus)

The Lincoln-Marti Charter School Code

- | | | |
|-----------------|--------------------|-----------------------|
| 1. Be Attentive | 7. Be Orderly | 13. Take Initiative |
| 2. Be Obedient | 8. Be Forgiving | 14. Have Self-Control |
| 3. Be Truthful | 9. Be Sincere | 15. Be Punctual |
| 4. Be Grateful | 10. Be Virtuous | 16. Be Resourceful |
| 5. Be Generous | 11. Be Responsible | 17. Have Discretion |
| 6. Be Creative | 12. Be Tolerant | 18. Be Patient |

If a student does not follow the code:

Consequences

First	Verbal warning - If negative behavior proceeds, refer child to guidance.
Second	Loss of privilege. *
Third	Parent contacted, and a referral sent home - a referral is sent home to make the parent aware that negative behavior has escalated beyond the loss of privilege.
Fourth	Child is sent to the administration and the parent is called to schedule a conference to discuss positive solutions to negative behavior.
Fifth	In-school suspension. Student will be required to attend school but will not participate in classes and will not receive academic credit for missed assignments.
Sixth	Out of school suspension. Student will not be permitted to attend classes for the duration of the suspension and will not receive academic credit for missed assignments.
SEVERE	Fighting, profanity, disrespectful conduct or disruptive behavior may result in immediate suspension from school. Parent may be contacted to pick-up the student.

*Each teacher has his/her own behavior management system in the classroom. By the time a student has reached the 1st consequence, he/she has already gone through the steps in the classroom. Please see your child's teacher to find out the management system used.

Guidelines for Volunteers

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Student grades and records are confidential. Students have a right to confidentiality under Florida Statute 228.093 covering:

academic work completed	family background information
standardized test scores	attendance records
health data	grades
interest inventory reports	teacher or counselor ratings and
reports of serious or recurrent	observations behavior patterns

3. Students may not be given medication by volunteers.
4. Volunteers will not contact parents regarding student performance or behavior.
5. Classroom supervision and student discipline are the responsibilities of the teacher and school.
6. Permission for a student to leave the classroom may only be given by the teacher.
7. Volunteers are required to sign in and out.
8. For identification, volunteers are required to wear a name badge when helping with school activities.
9. Volunteers will be assigned only to staff members requesting assistance.
10. Punctuality and reliability are expected as teachers plan for volunteer assistance.
11. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
12. Volunteers are expected to be well-groomed and appropriately dressed.
13. Volunteers should set a good example for students by their manner, appearance and behavior.
14. Volunteers should receive a receipt reflecting the number of hours worked as well as a description of the work performed prior to leaving the school.

What School Volunteers Do

School volunteers work with teachers who request them to:

EXTEND the teacher's teaching time-

read stories

assist in labs answer
questions check
student work

create learning centers tutor
in math and reading use
audio-visual equipment

find materials for classroom use
help older children with research

reinforce skills by providing extra drill
work with non-English-speaking children

play spelling, phonics language, math games assist
child with make-up work and missed tests

ENRICH the learning environment-

dramatize stories

assist with art projects make
educational games help
children choose books assist
with creative writing

tape record children's stories help
children use video cameras

type and reproduce class newspapers record
books for students who have reading
difficulties

EXPAND the resources of the school-

display special collections explore
career opportunities

add expert resources in special classes

give performances or demonstrations in the arts

show slides and comment on experiences in
other cultures

ENLIST the community as partner with the school

What to Do If . . .

A Child is Injured:

If a child suffers an injury while in your care, first stabilize the child and ensure that s/he is safe. Then, no matter how minor the injury may appear to be, immediately notify the teacher or a staff member.

A Child Becomes Ill:

If a child complains of not feeling well, you must immediately notify the teacher. You shall never administer any medication to the child.

You Are Injured:

Should you suffer an injury, immediately notify the teacher or another adult to request assistance. Thereafter, you must notify the injury to the school office and complete an incident report. The office staff will assist you and ask you to fill out the appropriate paperwork.

You Are Asked to Take the Class Alone:

You are not legally permitted to be in an area with students outside the presence of a teacher or other authorized employee of the school.

Someone Asks to See a Child:

If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances may you grant such a request.

Someone Asks You How a Child is Doing:

As it becomes known that you are working in the school, you may be asked questions concerning specific children. If a parent or friend inquires about a child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

Working Parents Can Help Too!

These suggestions are only a beginning. More volunteer roles for working parents will develop as teachers and volunteers work together.

- Serve on a weekend beautification project, such as painting, landscaping, etc.
- Write thank you notes to teachers and administrators during American Education Week.
- Cut out items for bulletin board, or class activities.
- Help prepare school grounds for special events.
- Make flash cards for individualized learning.
- Sew costumes for a school play.
- Make sets for a school play.
- Copy materials for our teachers.

Please remember to get approval in advance for any undertaking for which you would like volunteer hours.

Volunteer Roles at the Elementary Level

These suggestions are only a beginning. You will think of other ways that volunteers can help.

1. Listen to children read/ read to children.
2. Conduct flash card drills.
3. Reproduce materials.
4. Play games at recess.
5. Assist with vision test.
6. Prepare bulletin boards.
7. Help with book fairs.
8. Demonstrate gardening skills.
9. Tell stories with puppets or drawings.
10. Assist with field trips.
11. Discuss careers or hobbies.
12. Assist with sing-a-longs.
13. Make puppets.
14. Help children select library books.
15. Help with handwriting practice.
16. Drill spelling words.
17. Gather resource materials.
18. Help children with arts and crafts.
19. Help arrange assembly programs.
20. Help children practice walking on a balance beam, jumping rope or skipping.
21. Share information about local history.
22. Help children learn a foreign language.
23. Attend school-related meetings.
24. Proctor students taking tests.
25. Reinforce sight/vocabulary words.
26. Set up science experiments.

BEFORE CARE PROGRAM

Breakfast is available to students in the morning. School staff will be supervising this program. Please complete the Before Care Registration Form in the office if your child will be participating in this program.

DROP OFF PROCEDURES

Parents are to drop off their child at the SW 1st Street gate at the rear of the campus. For the safety of your child unattended children will be placed in our Before Care Program and you will be billed. The gate will remain open until 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy by the teacher. Students who arrive after 8:00 a.m. must be brought to the office at 970 W Flagler Street and signed in late by a parent. Please do not drop off your child in the front parking lot and allow them to enter the building unattended - they must be brought in and signed in by an adult!

PICK-UP PROCEDURES

Dismissal is at 3:00 p.m. for Kindergarten and 1st grade, 4:00 p.m. for 2nd grade, and 4:30 p.m. for grades 3 through 8. Please use the SW 1st Street gate to pick up your child and any siblings.

ATTENDANCE POLICY

When your child will be absent from school, please call the school office and leave a message to report the absence. If you do not report the absence, your child will receive an unexcused absence. You must call each day that your child is out of school. A student will be considered tardy if he arrives at school after 8:00 a.m. The school's attendance policy will be strictly enforced in accordance with Miami-Dade County Public School policy. Please do your best to get your child to school on-time every day!

EARLY DISMISSAL

If you need to pick-up your child during school hours, you must do so through the office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours to minimize disruption to the educational process. **You may not sign your child out after 2:00 p.m.**

PARENT INVOLVEMENT

The school encourages parents to become involved by participating in activities that are available to them. One example of this participation is the Educational Excellence School Advisory Committee (EESAC). In order to participate, parents must apply at the school's office. This committee meets regularly and is responsible for assisting the Principal with academic planning.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COMMITTEE (EESAC)

The concept of the Educational Excellence School Advisory Council (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability.

In 1991, School Advisory Councils (SACs) were entrusted with assisting in the development of the School Improvement Plan. The Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999 when Blueprint 2000 was revised to become Florida's High-Quality Education System. At that time, the Councils were also charged with assisting principals in the development of school improvement plans as well as the schools' budgets.

The EESAC is the sole body responsible for final decision making relating to school improvement and accountability.

The EESAC's additional responsibilities include the following:

1. To bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.
2. To assist in the preparation and evaluation of the School Improvement Plan (SIP) required from each school.
3. To address all state and district goals and the authority to periodically review the SIP and amend it, as needed.

If you would like additional information regarding the EESAC, please visit the state website indicated in this link: <http://www.flsenate.gov/laws/statutes/2010/1001.452>

RETENTION

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference.

LOST AND FOUND

We ask that you label everything that belongs to your child. We also request that you do not send valuable items (e.g. jewelry, electronic devices) to school with your child. If your child misplaces a personal item at school, he or she may come to the school office to check the lost and found box.

SCHOOL SUPPLIES

Each teacher will distribute a list of the necessary school supplies for the class.

COMMUNICATION

You can contact the school from 6:00 a.m. to 7:00 p.m. Please feel free to use this number whenever you feel it is necessary. **Please remember to check your child's backpack daily for letters and bulletins announcing upcoming events.**

IMMUNIZATIONS

Please make sure that your child's immunizations are kept up to date. Children entering Kindergarten through Grade 2 must have their Hepatitis B immunization upon entering school. Keep in mind that even if your child is not in Kindergarten this year, he/she must have his/her Hepatitis B immunization by Grade 7.

STUDENT ACCIDENTS

Any student injured at school will be sent to the office. A parent will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and an Incident Report will be filed.

MAKE-UP WORK

The student and the teacher shall work together to coordinate a schedule to make-up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit. Immediately upon return to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit.

FIELD TRIPS

The Governing Board believes that field trips can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

ILL CHILDREN

Sick children belong at home so they can recuperate and not spread their illness to others. Students who become ill or injured at school will be escorted to the office.

MEDICATIONS

All medications must be administered through the office. The proper paperwork must be completed, and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever is allowed without a doctor's note. **The school will not administer non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to the office to be placed in your child's file. All prescription containers must be current and match the authorized prescription.

BULLYING PREVENTION AND HARASSMENT

School harassment is a serious issue. It is the policy of the school to maintain learning and working environment that is free of harassment of any type and supports a safe, supportive school climate for all of our students.

Bullying can include behaviors such as physical violence and attacks, extortion and theft, taunts, name-calling, peer group exclusion, threats and intimidation, and cyber-bullying.

Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, counselor or school administrator. Any school employee made aware of bullying shall report it to the principal.

Ways that parents/guardians can help if your child is being bullied:

- Be supportive.
- Listen, get the facts, and assess your child's feelings.
- Let your child know that it's not his or her fault.
- Praise your child for discussing the bullying.
- Find out what your child feels he or she needs to feel safe.
- Communicate with your school.
- Let school officials contact the other child's parents.
- Talk regularly with your child and school to assess whether the bullying has stopped.
- Encourage and support your child in making friends.

RIGHTS OF EXPRESSION

Every student has rights and freedoms given to them by the First Amendment of the United States Constitution. The school recognizes these student rights. However, the U.S. Supreme Court has recognized that school rules and regulations that affect speech are lawful unless there is an apparent abuse of power or judgment on the part of the school. Therefore, the rules and regulations established in this handbook are reasonable and valid in the pursuit of a quality education for every student in the school with minimal disruptions. Students have a right to express opinion or concern as long as they remain within the boundaries of the Miami-Dade County Public Schools Code of Student Conduct.

EMERGENCY PLAN

We ask that you please take a moment to review the seriousness of these drills with your child.

Fire Drill

During a fire drill, all classes will take the primary route indicated on evacuation chart in the classroom. Students will walk silently in a single-file line out of the room and continue until they are at least sixty feet (30 steps) away from the building. Students will remain outside until the end of the drill.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Doors shall remain unlocked so that fire crews can gain access, if necessary. Lights and air conditioning should be turned off.

Fire drills are required by state law and must be held at least once each month. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again.

Bomb Threat/Serious Threat or Endangerment

Turn off radios! No exceptions. **Radio transmissions can activate devices.** Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, an evacuation signal will be issued. The signal will be the fire alarm signal. All students and staff members shall evacuate the building following the fire drill plan. Upon leaving the classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags or packages. No student or staff member should re-enter the building until the all clear signal is given.

Serious Incident

Should a situation occur where student/staff safety is endangered, an announcement will be made over the intercom. The announcement will say, "We are in lock down, remain inside until further notice."

At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from windows. When there is no longer an emergency, the following announcement will be made over the intercom system, "Teachers and students, the emergency situation at our school has been resolved and you may resume your normal routine."

Bio-Hazardous Threat

In the event of a bio-hazardous threat, all students are to evacuate their classrooms and go to the corresponding fire evacuation staging areas. All air conditioning units are to be turned off immediately.

GRIEVANCE PROCEDURES FOR PARENTS

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- Parent presents problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to President or any other member of the Board.
- Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.
- Parent presents problem to school's designated conflict resolution person of the school, in writing, within 5 school days, if problem is unresolved.
- Conflict resolution contact person reviews and considers problem and decides whether the problem can be resolved at the school level or requires a Board decision. Parent is informed of decision within 5 school days.
- The school's Conflict Resolution Designee is Ms. Maria Vasallo. Ms. Vasallo can be reached at (305) 305-793-5167 or via e-mail at mariadeniavasallo@yahoo.com

Parent/Student Acknowledgement of Receipt and Review

Parents/guardians of each student and student(s) enrolled at the school must sign and return this form to the school to acknowledge that they have reviewed a current copy of the following:

- Code of Student Conduct
- Parent Contract
- Parent/Student Handbook

The school will maintain records of the signed statements.

The online version of the Code of Student Conduct in English, Spanish, and Haitian-Creole can be located in the Miami-Dade County Public Schools Parent Portal or by accessing through the following website address: <http://ehandbooks.dadeschools.net/policies/90/index.htm>

If you do not have internet access to obtain a copy of the Code of Student Conduct, please visit the main office of the school to obtain a copy.

I acknowledge receipt of the notification regarding accessing or obtaining a copy of the Code of Student Conduct through the Parent Portal or via the internet web address and that I have read and discussed the abovementioned documents with my child.

Parent's/Guardian's Name (Please Print)

Date

Parent's/Guardian's Signature

Student's Name (Please Print)

Date

Student's Signature

PLEASE RETURN THE SIGNED COPY OF THIS FORM TO THE SCHOOL WITHIN FIVE (5) SCHOOL DAYS UPON RECEIVING THE ACKNOWLEDGEMENT.