

School Regulations

Attendance

The student needs 144 days as a minimum (80%) of attendance. Students must make-up school work when absent or tardy to obtain a grade

School is open for instruction 180 days each year. Regular school attendance is important. The student needs 144 days as a minimum (80%) of attendance. Every absence or tardy must be followed by a note from home or phone call to the office.

IMPORTANT: If a student is going to be absent, the parent or guardian is requested to call the main office prior to the absence and give the following information:

1. The student's name and grade student.
2. Reason for the absence.
3. Name of the person calling and relationship with the student.
4. When the student is expected to return to school.

Upon returning to school, the student must present a note from the parent stating the dates and reason for the absence(s). The absence will be unexcused if the student does not bring a note. It is the student's responsibility to request work from each teacher for the days absent. Students must make-up school work when absent or tardy to obtain a grade.

Tardiness

After 8:30 a.m. Student is tardy to school !!!

Being on time for school is a valuable part of the child's learning process. By being on time, the child will be able to prepare for the day's work in a relaxed manner. Parents have to send note if they know their child is going to be late. Continual tardiness or absence will be investigated and notice will be given to parents. More than three unexcused tardiness will equal one absence. Ten or more unexcused absences in an annual course or five in a semester course will be subject to the withholding of final credit.

The school will always cooperate with the parents in case of an emergency, but the responsibility of notifying the school lies with the parents. No student shall be kept after regular dismissal time unless the parent has been notified

Early Dismissal

Only!!!: With medical appointment or emergencies with a parent's note. The NOTE must include telephone number to verify excuse if students must leave on their own.

School Regulations

Homework Policy

"Homework shall be encouraged and assigned to individual students when and where appropriate to enhance the learning situation and to provide for skill improvement. The types of homework and amount assigned shall be consistent with the ability of the student as well as his/her age and grade level."

Homework is not limited to material involving paper, pencil and books. Students should be encouraged to work on school projects, listen to worthwhile radio and TV programs, read good books, practice music, assume home responsibilities and participate in community activities.

Teachers should explain when, how and to what extent parents can participate to make homework a meaningful experience in an effort to broaden experiences, stimulate new interest, and create a bond between home and school.

Dress Code

Teachers and all staff members must wear uniforms at all time. Students or teachers will not be allowed in school without the uniform.

Students should dress appropriately with school uniform for school activities, which include physical education and playground activities and activities that require students to sit on the floor.

Girls wearing blue jumper may wear blue shorts underneath. Girls in grades K-5th must wear a blue jumper.

In cold weather girls may wear opaque blue or black stockings or blue pants that are not jeans under the skirts.

All students are required to have white Polo T-shirt with logo as part of their uniform. The **Lincoln-Martí** t-shirt or a plain white t-shirt may be worn underneath the white Polo T-shirt at any time. The **Lincoln-Martí** t-shirts will specifically required for all field trips and/or special school activities. Only white undershirts will be allowed. Students must wear the uniform at all times.

**UNIFORM WILL BE
STRICTLY ENFORCED!!!**

School Regulations

Bus Transportation

Each student is responsible for his/her behavior at the bus area and while riding the bus. Repeated misbehavior will result in the loss of bus riding privileges.

The driver's main responsibility is to transport the students safely to and from school. He/she needs the cooperation of all students, teachers and parents if this is to be accomplished.

No student will be allowed to ride a bus other than the one to which they are assigned. This rule is for insurance purposes.

When the Principal receives a referral from the bus driver regarding the inappropriate behavior of a student, the parents will be notified of the incident so that they may speak with the child and encourage proper behavior. The parent is asked to sign the notification and return it to school so the Principal can be assured the parent was informed. If there should be a second referral, the student will be suspended from riding the school bus.

In order to ensure safe transportation, children must:

1. Arrive at the bus stop five minutes ahead of schedule. Arriving far ahead of schedule sometimes results in boredom and mischief.
2. Remain in the loading area while waiting for the bus.
3. Wait until the bus stops before advancing to board the bus.
4. Board the bus quietly and be seated, and put the seat belt on.
5. Use a quiet voice when visiting with friends.
6. Be completely quiet when the bus approaches and crosses railroad tracks.
7. Keep the aisle of the bus clear of books, feet, etc.
8. Keep head, hands, and arms inside the bus at all times.
9. Remain seated at all times. Wait until the bus stops before leaving seat to get off at school.
10. Never run while getting on and off the bus.
11. Cooperate with and obey the driver at all times.
12. Refrain from eating or drinking on the bus

Students transported by bus must obey all safety rules and show respect for bus drivers. To find out about bus stops, numbers, or times, parents should call the bus shop at (305) 643-4888, Extension: 200.

School Regulations

Cafeteria Rules

Students,

1. Enter the cafeteria quietly
2. Stay in line and await to pick up your lunch.
3. You are to remain seated and finish your lunch, unless you have permission from a teacher to do otherwise
4. Speak quietly, no yelling and screaming. Excessive talking will result in silent lunch.
5. Treat your food with respect. No playing with food. If you happen to make a spill, please, make sure you clean it up immediately.
6. At the end of each lunch period, it is the responsibility of each teacher to make sure the students clean all tables, pick up candy wrappers and trash off the floor.
7. No microwave lunches! No outside foods!
8. No fast food lunches!
9. All food must be consumed in the cafeteria. It is prohibited to have any type of food or beverage in the classroom.
10. Snacks are sold only at lunch time.
11. If a child cannot eat some particular food for medical reasons, individual arrangements will be made.
12. Teachers will eat lunch with their class.

School Regulations

Parent- Teacher Conferences

Individual parent-teacher conferences will be held at least twice during the school year

Conferences between parents and teachers are a critical part of our reporting system. Individual parent-teacher conferences will be held at least twice during the school year. These conferences are conducted before and after school or at another time specifically agreed upon by the parent and the counselor. The main office must make arrangements for the conference.

Parents are encouraged to contact the teacher when they feel the need to discuss any phase of their child's progress. The teacher has to be prepared to inform and advise the parents about their child.

Field Trips

Only children enrolled in **Lincoln-Marti** Schools may be transported by bus for field trips. Only students enrolled in the classroom whose teacher is sponsoring the trip may go on the trip. No sons, daughters, grandchildren, nephews, nieces, etc. of the teacher or chaperones are allowed on the field trip UNLESS they are enrolled in the teacher's classroom.

All chaperones must have a volunteer application on file, and attend an orientation before accompanying a class on a Field Trip.

Smoking or use of other tobacco products is not allowed on field trips or on school campus by adults or students.

All students must ride the bus to the field trip destination. They may not be transported to the destination by parents, guardians, friends, or others. A student who arrives late to school and misses the field trip bus will remain at school in another teacher's classroom.

If a parent or guardian of a student wishes to take that student from a field trip destination and the student will not return to school via the school bus, the parent or guardian must so request **IN WRITING** at least **TWO DAYS** prior to the field trip. The request must be signed by the parent or guardian and the destination and of the field trip must be noted in the request.

School Regulations

Health

Children who are ill should not be in school

Children who are ill should not be in school, not only for their own health, but to eliminate spreading contagious diseases. No child will be allowed to remain in school with any of the following:

- fever
- vomiting
- open uncovered oozing sores
- head lice
- contagious diseases

The school is prohibited from administering medicine without the completion of the appropriate form. The staff is always alert for indications of physical disabilities and can also request additional vision and hearing tests as they feel necessary. Any concerns are referred to the parent with the recommendation that the child be examined by a competent member of the medical profession.

Headlice

No child will be permitted to remain in school with any infestation.

Head lice in school has become a nationwide problem. The school will check the heads of all children from time to time. No child will be permitted to remain in school with any infestation.

Medication

Schools are not permitted by law to give medication to a child.

Administration of any and all medication to children is the responsibility of parents. Schools are not permitted by law to give medication to a child.

In extreme emergencies, a medication may be given at school if a form is filled out by the parent indicating the nature of the illness, the kind of medication, the time it is to be taken, and the proper dosage. School personnel may not allow a child to take any medication unless this form, available in the school office, is properly and completely filled out. The parent must bring the medication in its original container.

School Regulations

Emergency Dismissal

The closing of school because of emergencies is left to the discretion of the Principal.

In the event of sudden dismissal, children should have been informed by parents from the first day as to where they are to go or where they are to meet their parents.

Emergency dismissal forms must be completed and kept current by the parents. This requirement enhances the safety of your children. It is imperative that the school be able to contact the parents in the event of sudden illness or accident.

Tropical Storms

If such an emergency arises during school hours, parents are encouraged to come to school and pick up their children. Students not picked up will be dismissed in the regular manner and at the regular dismissal, weather permitting. Parent must inform children where they are to go to meet with them.

Lincoln-Martí Schools will observe the same regulations as the Dade County Schools regarding whether school will be session or not during hurricane days. Parents will please follow radio or TV announcements.

Telephone

The telephone located in our school main office is to be used for business only. Please ask our secretary to deliver messages only in case of an emergency.

Students will be allowed to use the telephone **ONLY** in case of emergencies. They will not be allowed to call to get permission to go home with another student, to ride a different bus, or to have homework or permission slips brought to them. Learning responsibility is very important for all children.

Telephone messages will not be delivered to students except in emergency situations. All transportation arrangements or changes in routine should be made before school.

Student Pick-up

Students will be released only to a parent or guardian unless the school has been notified in writing that someone else has permission to pick up the child. Persons withdrawing students must provide photo identification.

School Regulations

Early Dismissal / Work Experience

Students must have on file with the school's main office a letter signed by the parent or guardian authorizing that they may leave early or leave on their own at the end of school day. Students who must leave early due to work experience program must:

- have on file a letter from the employer with the name of the company and supervisor, phone number and address of the place of employment and the student's work schedule;
- parents must sign a letter indicating approval for the child to work and leave early;
- this program must be approved by the school counselor and arrange for schedule to conform to credits required for graduation.

Students may not change the dismissal procedure with a phone call. A written note signed by the parent, with a phone number to verify the change is required.

Withdrawals

When a child is transferring to another school, the parents should advise the office as soon as it is possible. Completing the transfer forms require time. Notification of at least two days will save the parent time and frustration.

Change of Address

If you change your address or telephone number, please notify the office in order that all records may be kept up to date. Also, please notify us if you change your place of employment and furnish us with the telephone number at which you can be reached in case of emergency during the school year.

Personal Property

Any personal property, including , money, and toys brought to school is at the risk of the owner. The school cannot assume the responsibility for the care of this property. Large amounts of money should not be brought to school.

The school cannot be responsible for lost or stolen student property. If you need to bring more than a few dollars to school, bring it in the form of a check. Do not keep cash in backpacks or purses. Leave jewelry at home. PURSES, WATCHES, GLASSES, BOOK BAGS, AND OTHER VALUABLES SHOULD NEVER BE LEFT UNATTENDED. WRITE YOUR NAME ON ALL ITEMS BROUGHT TO SCHOOL, INCLUDING COATS AND JACKETS.

Toys and pets are to remain at home unless the teacher requests them for educational purposes.

School Regulations

Lost and Found

Please be sure to have your child's name on those items, which can be easily lost (sweaters, jackets, lunch boxes, book bag, etc.) If your child is missing an item, check in the lost and found in the main office.

Students who find lost articles are asked to take them to the main office. Lost articles that are not claimed within a reasonable period of time will be given to charitable organizations.

Safety

The safety of each student at **Lincoln-Martí** school is extremely important. Among the safety features for which we are proud of are that:

- There is only one entrance and exit and it is supervised at all times.
- Lincoln-Martí** buses transport **Lincoln-Martí** students only. **Lincoln-Martí** buses have air conditioned, seat belts, cameras and adult bus monitors.
- Small classes allow teachers to get to know students better.
- There are cameras in all the hallways, and in certain classrooms; outside overseeing the playgrounds and all around surveying the school's perimeter.
- All students as well as all **Lincoln-Martí** personnel use uniforms. A staff member must escort all visitors.

Metal detectors are located at the school entrance. Students will be scanned upon entering school grounds and book bags will be searched. Please see the list of VIOLATIONS for objects that will be confiscated.

Standardized Test

Students in alternate grades will be tested yearly using the Stanford Achievement Test Series.

The Stanford Achievement Test Series, measures student's school achievement in reading, language arts, mathematics, science, and social science. This Tenth Edition of the Stanford battery (Stanford 10) provides updated content that reflects the national curriculum and educational trends of the end of the twentieth century.

The Otis-Lennon School Ability Test (OLSAT 8), eighth edition measures the cognitive abilities that relate to a student's ability to learn in school. By assessing a student's abstract thinking and reasoning abilities, OLSAT 8 supplies parents and educators with information they can use to enhance the insight that traditional achievement test provide. When administered with the Stanford Achievement Test Series, Tenth Edition (Stanford 10), OLSAT 8 scores may also be used to relate a student's actual achievement with his or her school ability. OLSAT 8 assesses students' thinking skills and provides an understanding of students' relative strengths and weaknesses in performing a variety of reasoning tasks. This information allows educators to design educational programs that will enhance students' strengths while supporting their learning needs.