



West Hialeah Gardens Elementary School

A Cambridge Primary School

School Hours

- Kindergarten and First Grade
8:20 am – 1:50 pm DAILY
- Second, Third, Fourth, and Fifth Grade
8:35 am – 3:05 pm Monday, Tuesday,
Thursday & Friday

8:35 am – 1:50 pm Wednesdays only



Dress Code

West Hialeah Gardens Elementary is a Mandatory Uniform school.

BOYS

- Bottoms:
Khaki or Navy pants or shorts
- Tops:
Red or Gold Polo with school logo
Any school T Shirt

Students may wear school T Shirts any day.



GIRLS

- Bottoms:
Khaki or Navy skirts, skorts, pants, or shorts
- Tops:
Red or Gold Polo with school logo
Any school T Shirt

Attendance Policy

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.

Attendance Policy

- 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 be 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 regional, state and national competitions.
- 6. Subpoena by law enforcement agency or mandatory court appearance.

Attendance Policy

- 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.

Attendance Policy

Unexcused School Absence

- 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)

Arrival/Dismissal



Bell Schedule – The first bell rings at 8:10 am indicating that all Kindergarten and first grade students should be in school. The final bell for Kindergarten and first grade rings at 8:20 am indicating that the student is tardy after this time. The first bell for second, third, fourth, and fifth grade students rings at 8:25 am indicating that all students from those grade levels should be in school. The final bell for second, third, fourth, and fifth grade rings at 8:35 am indicating that all students in those grade levels arriving after this bell will be considered tardy.

➤ *Late Arrival*

- Students who are tardy to school must report to School Security or the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.

Early Dismissal - Board Rule 6Gx13- 5A-1.041

- The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. **No students shall be released within the final 30 minutes of the school day** unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Dismissal Procedures

- After Care students in Kindergarten and first grade will be picked up in their classroom by after care staff and escorted to the cafeteria for snack and then to their after care classroom. Students in grades 2 through 5 are to report immediately to the cafeteria after school all days except Wednesday when they are to report to their after care classroom.
- Parent pick-up students are escorted by a teacher to the designated area for their grade level. Parents are to wait outside the designated area for their child to be called and released to them. Parents who wish for their older child to pick up their younger sibling, must write a letter to the school that permits this.

- Bus students are escorted to the bus area by a teacher who will supervise until the student boards their bus. Private bus pick-up is in the back of the school. Public bus pick-up is in the bus loading zone on N.W. 92nd Avenue. Parents are not permitted to drive or park in these designated areas.
- Students who are walkers will be released when the dismissal bell rings. All walkers must have a note written by a parent indicating that they have permission to walk home.
- Dismissal arrangements should be consistent. If a parent wishes to change the manner in which their child is to be dismissed, they must write a letter to the school indicating the change, the date it will begin, and any other important information.

Pick-Up and Drop-Off Procedures

- All parent drop-off students are to enter the school through the main entrance (big gates). Do NOT drop students off in the parking lot or on NW 119th Street. Utilize the parent drop-off pick-up lanes.
- All bus students are to enter the school through the side gates (NW 92nd Avenue).
- Parent Pick-up in front of school. Utilize the parent drop-off and pick-up lanes.
- Parents will be allowed to drop-off students at their classroom door THE FIRST WEEK OF SCHOOL ONLY!
- There will be NO PARENT PARKING ALLOWED IN THE STAFF PARKING LOTS.



After School Care

- West Hialeah Gardens Elementary School offers an After Care program until 6:00 pm daily. Please see the office staff for more information.
- After School care fees:
- Free or Reduced price lunch qualification is \$7.00 per day/ \$8.00 for full paying lunch.
- Students who are picked up after 6:15 pm will be assessed a \$10.00 per 15 minute fee.
- Late payments will accrue an additional \$10.00 fee.
- Mandatory Insurance Fee of \$16.00 (check or money order) will be collected at time of registration.
- If you need to contact the after care office, please call 305-818-4000 ext. 2125.

After School Activities

- Sports Program through ALM
- Dance & Music Programs through WHG After School
- Mandarin Chinese

Breakfast

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily.

Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.



Lunch

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Or parents may apply online at <http://nutrition.dadeschools.net/>

Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of the next school year. (9/19/14)**

PAYPAMS

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
- <https://paypams.com/HomePage.aspx>



Emergency Contact Cards

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 a picture identification.** No persons, other than school staff, will have access to the information submitted. Please keep telephone numbers up to date.

Medicine

- Medicine is not allowed to be kept by students. All medicine must be brought to the Health Connect Suite located in the office, labeled, and with appropriate paperwork.
- District policy restricts school staff or Health Connect staff to only dispense medicine to students who bring in an original prescription from a licensed medical doctor, as well as the appropriate district forms. All forms and prescriptions must be kept up-to-date. Over-the-counter medicine may be distributed according to package directions. **Original packages and appropriate paperwork must accompany any medicine.** School staff nor Health Connect staff will dispense any medicine that does not meet specific district policies and medical doctor's orders.



Textbooks & Library Books

All students are issued textbooks, workbooks, and library books. It is the student's responsibility to take care of their books and to keep them in a safe and secure location. Any textbooks, workbooks, or library books that are lost or damaged become the financial responsibility of the parent. Any student with any outstanding financial obligation to the school may have special activities and privileges withheld.



BYOD

Bring Your Own Device

As Miami-Dade County Public Schools is striving to provide the best education for our students and to prepare them for success in the 21st century, we are encouraging students to bring their own devices to access all of the amazing wonders that the internet offers. Skills taught in school will be enhanced through the use of laptops and tablets. Research, textbooks, literature, keyboarding skills, test preparation, are just a few of the activities that will be taking place this year on personal devices. Our school is fully equipped with Wi-Fi capabilities and free access through the MDCPS server. Please review the importance and cost of these devices before deciding whether your child has the maturity to be responsible for the care and upkeep of the device that they bring to school, as it will be their responsibility at all times.

Code of Student Conduct

- <http://ehandbooks.dadeschools.net/policies/go/index.htm>



Volunteers

➤ <http://www.dadeschools.net/parents/parents.htm>



Homework

➤ http://parents.dadeschools.net/pdfs/hmwk_policy



Parent Involvement

- <http://www2.dadeschools.net/schoolboard/rules/Chapt1/1b-1.012.pdf>



Parent and Student Portal

- <http://myportal.dadeschools.net/parent/>
- <http://myportal.dadeschools.net/student/>

PTA

The West Hialeah Gardens Elementary Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole. We encourage you to join our PTA. Dues are \$6.00 per parent.

Important Dates

Open Campus

Saturday, August 16, 2014

10:00 am – 1:00 pm

First Day of School

Monday, August 18, 2014

Open House

Monday, September 15, 2014

Second Grade 6:30 pm – 8:00 pm

Tuesday, September 16, 2014

Third, Fourth & Fifth Grades 6:30 pm – 8:00 pm

School & District Website

- <http://www.whges.org>
- <http://www.dadeschools.net/parents/parents.htm>
- <http://www.dadeschools.net/>



Miami-Dade County Public Schools