



New Student Orientation  
August 11, 2022

# West Hialeah Gardens Elementary 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

### 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 Policy 5200**

- 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

- Aftercare students in Kindergarten and first grade will be picked up in their classroom by aftercare staff and escorted to their aftercare classroom. Students in grades 2 through 5 are to report immediately to the cafeteria after school.
- 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. Use of the car drop-off and pick-up lane is highly encouraged.

# Dismissal Procedures

- 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 with the exception of Tita bus which will load in the bus loading zone on N.W. 92<sup>nd</sup> Avenue. Public bus pick-up is in the bus loading zone on N.W. 92<sup>nd</sup> 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 120<sup>th</sup> Street/NW 92<sup>nd</sup> Avenue. Utilize the parent drop-off /pick-up lanes. There is no parking for parents on school grounds. Parents are to remain in their car.
- All bus students are to enter the school through the side gates from the bus loading zone.(NW 92<sup>nd</sup> Avenue).
- Parent Pick-up is in designated areas in the front of school. Utilize the parent drop-off and pick-up lanes.
- Parents will **NOT** be allowed in the building due to safety. Parents will only be allowed on campus for official school business with proper photo identification, between 9:00 am – 1:00 pm.



# Before & After School Care

- West Hialeah Gardens Elementary School offers a Before School Care program from 6:30 am – 7:30 am and an After School Care program until 6:00 pm daily. Please see the office staff for more information.
- Before School Care fees are \$4.00 per day
- Story Hour from 1:50 pm – 3:05 pm is \$4.00 per day(only for students with a sibling who is dismissed at 3:05 pm)
- After School care fees:
- Free or Reduced price lunch qualification is \$7.00 per day/\$8.00 for full paying lunch.
- We utilize an online payment system, “FOCUS”, to make bi-weekly payments following Miami-Dade County Public Schools payment schedule.
- Students who are picked up after 6:15 pm will be assessed a \$10.00 per 15 minute fee.
- If you need to contact the after care office, please call 305-818-4000 ext. 2156, after 2:00 p.m.

# Extra-Curricular Activities

West Hialeah Gardens Elementary School provides a wide variety of extra-curricular activities for our students throughout the school year. Some of the activities offered are listed below.

- Sports
- Cheerleading
- Dance
- Harp Ensemble
- Drumline
- Jump Rope Team
- Robotics
- Green Committee
- Organic Gardening
- Chess
- Science, Engineering, Technology, Math Programs )
- Drama
- Agriscience

# Field Trips

Field trips are an integral part of the curriculum at West Hialeah Gardens Elementary School. They supplement and enrich the learning that is happening in the classroom by providing additional opportunities outside the classroom, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

Parents who wish to serve as a chaperone **must first register as a school volunteer** and be cleared by Miami-Dade County Public Schools. For more information, please plan on attending our upcoming Volunteer Orientation or visit <http://www.dadeschools.net/parents.asp>

Payment will be online and deadlines will be adhered to.

# Visitors

ALL visitors, including parents, MUST show valid photo identification and be cleared by school security using the Raptor System in order to enter the school for ANY reason.

# 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. Parents may apply online at <http://nutrition.dadeschools.net/>.

**All students will receive free lunch for the 2022-2023 school year.**

# 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 Forms

Student Data/Emergency Contact Forms 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 Form 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.

# Emergency Contact Forms

**The enrolling parent, the parent who enrolls the student in school:**

- Fills out the Emergency Student Data Form (School Board Policy 5230)
- Determines who is authorized/not authorized for Early Release (School Board Policy 5230)
- Is the only one permitted to withdraw or transfer the child, even in cases of “shared parental responsibility”. The enrolling parent fills out the Student Data Form (School Board Policies 5200 and 5131)
- The enrolling parent completing the Emergency Student Data Form is responsible for providing information that is truthful and accurate.

# 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 trained 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 will not 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.



# BISO

BISO schools offer a school-wide dual language program model. This program serves those students who are especially interested in developing their bilingual and bi-literate proficiency in English and one other language. BISO schools follow an instructional schedule where 60% of the day is devoted to instruction in or through English and 40% of the day is devoted to instruction in or through the language other than English. The time for instruction in the several areas of study follows the norms established for all elementary schools with the addition of sixty minutes daily for language arts in the language other than English. Instruction in the curriculum content areas is delivered in or through both languages.



# STEAM

M-DCPS Science, Technology, Engineering and Mathematics (STEM) and now with the addition of Science, Technology, Engineering, Arts and Mathematics (STEAM) School Designation program's primary goal is to promote STEAM and STEM education and integration among its disciplines.

The STEAM and STEM school designation criteria includes: STEM competitions, professional development, partnerships, equity and accountability. In addition, the STEAM and STEM School Designation will strengthen science, mathematics, visual and performing arts, accelerated and Career and Technical offerings.

Schools that meet the designations will be promoted to the community to ensure all stakeholders are aware of the great choices M-DCPS offers in the areas of STEAM and STEM education. Three distinct recognition levels (Bronze, Silver and Gold) will be offered to schools to encourage on-going growth and performance in the area of STEAM and STEM.





# Cambridge Academy

- The Cambridge Academy is an innovative and accelerated method of academic study offered solely through Cambridge International Examinations.
- Promotes academic rigor in English, Mathematics, and Science.
- Provides a flexible curriculum framework that promotes creativity.
- Emphasizes thinking skills as well as inquiry-based learning.
- Measures student progress based in international benchmarks.
- Presents a global focus while promoting cultural sensitivity.
- Prepares students for Middle School and High School Cambridge programs.



**CAMBRIDGE**  
International Examinations

Cambridge International School

# Title I Program

- West Hialeah Gardens Elementary School will receive special federal funding, which will be used (in addition to our regular State and local funding) to improve the educational program for all students in our school. This federal funding will allow us to implement the Title I Schoolwide Program.
- The Title I Program will allow us to provide supplemental instruction in the areas of reading, writing, mathematics and science to our students through our School Improvement Plan.
- Please attend our Title I Annual Meeting before your child's Open House event.



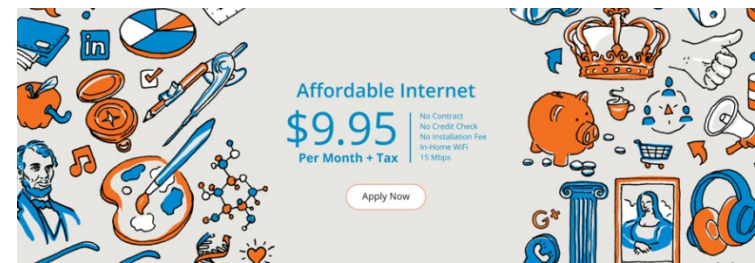
# Homework

West Hialeah Gardens Elementary implements several online and computer based programs that are utilized both in school and at home. Please check up on how your child is progressing in these programs.



# Internet Accessibility

Internet accessibility is important in the home. Computers and tablets are available at reasonable rates. Additionally, if your child qualifies for free lunch, you may be eligible to receive Internet Essentials from Comcast for just \$9.95 a month.



<http://www.internetessentials.com>

# Volunteers & Parent Involvement

- School Board Policy 2111
- <http://www.neola.com/miamidade-fl/>

West Hialeah Gardens Elementary School  
Volunteer Orientation

Friday, September 23, 2022 at 9:00 am



# 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.

# School & District Website

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



and



@whges



**Miami-Dade County Public Schools**