

# Gateway Environmental K-8 Learning Center



## **Parent / Student Handbook 2016-2017**

**Tiffany D. Anderson, Principal**  
**Nicole Benitez, Assistant Principal**  
**Clint Bales, Assistant Principal**  
**Kat Diaz, Assistant Principal**

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Please note that students and parents are responsible to abide by the Miami-Dade County Code of Student Conduct and the Gateway Environmental K-8 Learning Center Parent/Student Handbook.

### **SCHOOL INFORMATION**

Name: Gateway Environmental K-8 Learning Center  
Principal: Tiffany D. Anderson  
Address: 955 SE 18<sup>th</sup> Avenue  
Homestead, FL 33035  
Telephone: 305-257-6000  
Fax: 305-257-6001  
Website: <http://gatewayk8.dadeschools.net>  
Mascot: Crocodile

#### School Hours

<u>Grades</u>	<u>Days</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	Monday – Friday	8:20 a.m. – 1:50 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Mon., Tues., Thurs., & Fri.	8:35 a.m. – 3:05 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Wednesday	8:35 a.m. – 1:50 p.m.

Gateway Environmental K-8 Learning Center opened August 2009. This state of the art school was constructed with students in mind. Gateway services grades Pre-K thru 8. The facility includes: a cyber café computer lab, a cafetorium equipped with a stage designed for student productions; age-appropriate playground; a high-tech media center, an early childhood literacy room, two music suites, two art suites, a high-tech science laboratory constructed to afford students virtual simulated learning experiences and hands-on learning opportunities. The classrooms are equipped with cutting edge technology including Promethean Interactive boards, sound systems, and computer stations. The media center is a state of the art facility. The media center also hosts a Closed Circuit Television studio for TV production. Gateway is also home to its very own wetland. Wetlands are the home to numerous plants and animals.

### **ARRIVAL AND DISMISSAL**

#### ***PICK-UP AND DROP-OFF***

- o Drop-off

<u>Grades</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	7:45 a.m. – 8:20 a.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	7:45 a.m. – 8:30 a.m.

- o Pick-up

<u>Grades</u>	<u>Days</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	Monday – Friday	1:50 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Mon., Tues., Thurs., & Fri.	3:05 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Wednesday	1:50 p.m.

- o DO NOT drop-off or pick-up students in areas not designated as official drop-off or pick-up locations. ALL drop-off and pick-up are in the front rotunda.
- o Rainy Day Dismissal- To ensure a safe dismissal, parents are requested to enter building to pick-up child.

#### To Expedite SAFE Pick-Up and Drop-Off

- o Maintain your speed limit of 6 miles per hour approaching the front rotunda.
- o NO CELL PHONE USE WHILE DRIVING ON CAMPUS
- o Display car sign in your front passenger window. Extra copies are available upon request.
- o Children enter/exit vehicles on passenger side only. Parents must remain in car. Staff will assist.
- o Doors should be unlocked.
- o Students load and unload vehicle only when stopped at the rotunda in front of school.

## **PARKING**

- Designated parent and visitor parking spaces are available in front parking lot only. Please do not park elsewhere, as additional spaces are reserved for school faculty and staff.

## **EARLY DISMISSAL**

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). Board Rule 6Gx13- 5A-1.041

## **BEFORE/AFTER SCHOOL CARE**

The safety and supervision of our students is of primary concern to the faculty and staff of this school. Adult supervision of students on campus is available 30 minutes before and 15 minutes after our normal school hours, which are Pre-K, K, and 1<sup>st</sup> 8:20 a.m.-1:50 p.m. and Grades 2-8<sup>th</sup> 8:30 a.m.-3:05 p.m.. If a student is enrolled in a specific program or class which requires him/her to report before the aforementioned times or stay after school, we are requesting that you adhere to the hours of that program. Before and After School Care Program is available for all students for a specified fee and hours. For more information, please contact the main office at (305) 257-6000. No student is permitted on campus before or after school hours without being placed immediately in our after/before care program for the safety and security of the student and a fee will be assessed. All students must be signed in and out by parent(s) or approved adult on file.

At the end of the school day, all students who are not involved in after-school activities are to leave the school grounds promptly after dismissal. Students are not permitted to leave campus and then return for any reason (i.e.: tutoring, sports, clubs, detentions, bathroom, etc). Only if a student is in danger are they allowed to return back onto campus.

## **ATTENDANCE POLICY**

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instruction time to students.

Absences will initially be recorded as "unexcused" and will be changed, if appropriate, upon receipt of reason for absence. Parents/guardians must provide a written notice to the school as to why the student was absent within three (3) days upon the return of the student to school. Failure to provide required documentation within three (3) days upon the return of the child to school will result in an unexcused absence. Students who accumulate 5 or more excused or unexcused absences will generate a Student Case Management Referral to be placed in their permanent record along with a Truancy Letter sent home. Students who accumulate (10) absences in annual course will be subject to withholding of grades and credit for unexcused excessive absences pending an attendance review.

School Attendance Defined: Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity that constitutes a part of the instructional program for the student.

### **Excused Absences/Tardiness**

- Illness of Student
- Medical Appointment of Student - A written statement from the health care provider indicating the date and time of the appointment must be submitted to the school.
- Death in Family
- Religious Holiday
- School-sponsored Event or Educational Enrichment Activity
- Law Enforcement Agency or Mandatory Court Appearance

- Outdoor Suspensions
- Unexcused Absences/Tardiness
- Any absence that does not fall into one of the excused absence categories will be considered unexcused.

**LOST AND FOUND**

Lost textbooks should be returned immediately to either the student’s homeroom teacher or the subject area teachers. Inquiries for lost textbooks, therefore, should be made in those areas. Students should also check the main office for lost textbooks before paying for them. Articles and garments of any type should be turned in to the main office. Articles may be claimed from the main office during school hours. During the months of December and May, all garments in the Lost and Found will be donated to a community agency. The agency will, in turn, give them to individuals in need.

**PERSONAL ITEMS**

No electronic devices, skateboards, laser pens, or other such items are allowed in school. If a student brings these items to school, they will be collected by the administration and returned to their parents or legal guardian. Also, students should not bring large sums of money or valuable jewelry, or other expensive items to school. The school does not accept responsibility for theft of personal articles or the safety of bicycles. If a theft occurs, students should file a report with the School Resource Office or an administrator as soon as possible.

**CAFETERIA**

**FOOD COST**

Breakfast

All Students – FREE

Adults - \$2.00 Reduced Price

Lunch

Students K-5 \$2.25 / 6-8 \$2.50

Reduced Price (students) \$0.40

Adults \$3.00

**FREE BREAKFAST**

The National School Breakfast Program enacted to ensure that school children are being served a nutritious breakfast daily. Breakfast is served from 7:45 a.m. – 8:15 a.m. free of charge to all students free of charge. Free breakfast is not dependent on the student qualifying for free/reduced meals at lunch Free/Reduced Lunch Program

**FREE/REDUCED LUNCH PROGRAM**

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Online applications must be filled out every school year. 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.

**PAYPAMS**

Miami-Dade County Public School’s Department of Food and Nutrition has started a program to allow parents/guardians the convenience to pay on-line via the internet or 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

## **CAFETERIA RULES**

1. Use indoor voices
2. Stay in your place in-line
3. Keep your hands and feet to yourself
4. Stay seated until your table is called
5. Keep your area clean

## **CODE OF STUDENT CONDUCT**

Schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning. (*Excerpt from Board Rule 6Gx13-5D-1.08*).

The Code of Student Conduct (COSC) identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents, and school staff. Students and parents can access the English, Spanish, and Haitian/Creole versions of the document on the M-DCPS website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. It is of the utmost importance that parents review this document and discuss it with their son/daughter.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The rights and responsibilities presented in the Code of Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

## **DISCIPLINE PLAN**

Gateway Environmental K-8 Learning Center expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

In order to provide students with a safe and nurturing learning environment, at Gateway Environmental K-8 Learning Center students must:

- Follow directions at all times
- Be punctual to school and be prepared to learn
- Walk quietly throughout the school campus
- Be courteous to others
- Keep hands, feet and objects to themselves

Major Disruptive Behavior: Certain infractions call for an immediate referral to an administrator without previous teacher intervention. An immediate referral to an administrator is mandatory when a student violates any of the infractions from the Code of Student Conduct listed below:

- Fighting
- Bullying
- Threatening or directing violence toward others
- Possessing or using any object as a weapon to inflict bodily harm or destruction of property
- Stealing

- Possessing a controlled substance or cigarette

*Violation of these infractions may result in suspension to alternative to suspension program.*

A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. This includes disobedient, violent, abusive, uncontrollable, or disruptive students.

Engaging in unsuitable, intimate, inappropriate affectionate behavior (like kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairwells, classrooms, school buses, etc. is against board policy.

***BULLYING AND HARASSMENT***

Miami Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment for all students. To this end, M-DCPS is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers.

It is the policy of M-DCPS that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment, as defined herein, is prohibited.

**Definitions**

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of a school

Bullying means systematically and chronically, inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliations; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

Bullying may involve, but is not limited to:

Cyberbullying	Physical violence	Stalking
Cyberstalking	Public humiliation	Teasing
Destruction of Property	Sexual, religious, or racial harassment	Theft
Intimidation	Social exclusion	Threats

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.

Cyberstalking is defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of

electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of an individual through the use of electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person.

Students may report bullying or harassment incidents to any administrator, teacher, counselor, or security personnel.

### **DETENTIONS**

Detentions will be given for the following infractions, but not limited to:

1. Not following classroom rules and expectations. When a student misbehaves, the teacher will provide the student with a verbal or written warning. When the student receives a second warning, the teacher will again warn the student and notify the parent that further misconduct will result in a detention.
2. Certain misconduct or misbehavior may warrant an immediate detention.

### **DRESS CODE**

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures including suspension.

### **UNIFORM POLICY**

Students are expected to wear the mandatory school uniform on a daily basis. Being out of uniform will only be permitted on administration approved special activity days.

Grades: Pre-K, Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>

- Hunter green or white collar shirt with the school emblem
- Khaki pants/skirts/skorts/bermuda shorts

Grades: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>

- Brown or gold collar shirt with the school emblem
- Khaki pants/skirts/skorts/bermuda shorts

Shirts have to be tucked in and belts worn at the natural waist. Closed toe and heel shoes with socks must be worn at all times. We recommend sneakers or flat dress shoes. (NO flip flops or sandals allowed) If at any time the temperature drops, students may wear solid dark, colored sweatshirts and/or jackets of their choice on top of their school uniform while outside. Only sweatshirts and/or jackets without hoodies are permitted. No jeans or sweatpants are to be worn. No hats, caps, beanie, or nonreligious headgear allowed. At no time are students to wear anything offensive, immodest, or deemed inappropriate by administration. Teeth may not be adorned with distractive materials, such as gold teeth.

Not adhering to this policy would result in the following:

- 1<sup>st</sup> Offense- Verbal warning and note home from teacher
- 2<sup>nd</sup> Offense- Visit to office and call home by CLS
- 3<sup>rd</sup> Offense- Loss of privilege (such as a monthly activity or event)
- 4<sup>th</sup> Offense- After school detention with a notice home



## **ELECTRONIC DEVICES**

An electronic device is defined as any mechanical or electrical contrivance that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of common electronic devices include cell phones, iPods, MP3 players, CD players, tablets, media players, PDA's, computers, and calculators. It is strongly recommended that students secure all electronic devices in a safe place. M-DCPS or its representatives assume no responsibility for devices that are lost, stolen, or confiscated. The use of electronic devices by a student when school is in session is not allowed.

Possession of a cellular telephone is not a violation of the Code of Student Conduct. If student possess a cellular telephone, it should be kept out of sight and it may not be allowed to emit any ring tone or vibrations on school grounds during school hours. The possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with safety-to-life issues, would be a violation of the M-DCPS Code of Student Conduct, subjecting violators to progressive discipline.

Devices that are not picked up by parent or legal guardian within 30 days will be donated to a local charity. Repeated violations of this policy will subject the student to progressive disciplinary action as defined in school and district rules. Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to full administrative proceedings.

## **USE OF TELEPHONES**

Passes will be given to students to use the telephone in the main office during school time for emergencies only. After 3:05 p.m. a school provided telephone will be available in the main office for emergency use. The use of cell phones is not allowed during school hours or on school grounds.

## **INTERNET USE POLICY**

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation. Board Rule 6Gx13-6A-1.112

## **HALLS/HALL PASSES**

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Students must not push, run or loiter in the halls. Students must cooperate with security in the exercise of their duties and present a hall pass courteously when asked to do so. At no time a student is to be out of the classroom during class without a pass. Teachers are not to give verbal permission for a student to exit the classroom.

## **HEALTH SCREENING**

School Board Rule 6Gx13 – 5D-1.021 mandates hearing screening for students in grades kindergarten, first, second, fourth, sixth, and for students entering Florida schools for the first time in grades three and five. Also, vision screening is mandated for students in grades kindergarten, first, fourth, sixth, and for students entering Florida schools for the first time in grades two, three and five. Sixth grade students will receive scoliosis screening. Additional grade levels may be provided with a health appraisal and screening services such as vision, hearing, growth and development, and nutrition in accordance with priorities reflected in the local county health plan, subject to the availability of staff and funds.

It should be understood that such screenings do not substitute for a thorough examination by a health care provider, but are tests that can be given with ease to large numbers of apparently healthy children in an attempt to identify those children who are in need of a more thorough examination.

It is requested that you provide the school with written notification if you do not want your child to participate in the screening program.

### **FINANCIAL OBLIGATIONS**

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office. The treasurer is located in the Main Office.

### **GRADING STUDENT PERFORMANCE**

By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period, including such factors as class attendance, homework, and participation.

<u>Grades K-1</u>	<u>Grades 2-8</u>
E- Excellent	90-100% = A (Outstanding Performance)
S- Satisfactory	80-89% = B (Above Average Progress)
N- Needs Improvement	70-79% = C (Average Progress)
U- Unsatisfactory	60-69% = D (Unsatisfactory Progress)
	0-59% = F (Failure)

### **HOMEWORK**

Regular home learning provides your child with opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. The suggested guidelines for daily home learning gradually increase for students in grades kindergarten through seventh as follows:

<u>Grade Level</u>	<u>Total Daily Time</u>
Kg – First	30 minutes
Second – Third	45 minutes
Fourth – Fifth	60 minutes
Sixth – Eighth	75 minutes

Note: These times do not reflect the additional 30 minutes that are to be devoted to reading.

In general, home learning assignments will be completed for the following day; however, long-range assignments (e.g. special projects) may take extra periods of time as assigned by the teacher.

#### **Student Responsibility**

- Completing assigned homework as directed and in the spirit in which it was assigned.
- Return homework to the teacher by the designated time.
- Submit homework assignments that reflect careful attention to detail and quality.
- Devote a minimum of 30 minutes daily to reading as an additional part of homework.

#### **Parent Responsibility**

- Provide an environment conducive to study.
- Provide continued interest and concern for your child's successful performance in school.
- Indicate an interest in assignments and assisting whenever possible.
- Supporting the school in regards to your child being assigned homework.
- Request make-up assignments when your child is absent from school.
- Assure your child reads 30 minutes daily in addition to his/her regular assigned homework.

### **MAKEUP WORK**

It is the student's responsibility to ask for and complete make-up work within two school days unless specific arrangements are made with the teacher. If a long absence is anticipated, the parent or guardian may contact the student's counselor to request assignments. Students assigned to indoor/outdoor

suspension must make up work missed. Students with unexcused absences will receive a zero (Z) for the day's work.

### **EMERGENCY CONTACT INFORMATION**

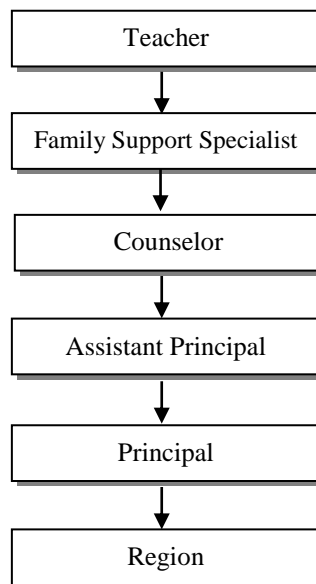
Please keep your child's emergency contact card updated. Emergency Contact Cards are distributed the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Emergency Contact Card will enable us 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 picture identification. Students who do not return an emergency card will not be permitted to participate in any extracurricular activity (field trips, sports, dances, and etc...).

### **PROCEDURES FOR ADDRESSING CONCERNS**

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem - be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable.
4. If there is no solution, meet with the School Administration.

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below:



### **EXTRACURRICULAR ACTIVITIES**

Student activities are very much a part of the official school program and are conducted accordingly. Eligible students are encouraged to participate. Numerous clubs and activities are available to challenge and provide an outlet for the interests of student. Joining an organization is a terrific way to meet new friends and enhance your school years. In order to participate in extracurricular athletics and activities, a student must remain in good academic standing and must maintain model student behavior. Additionally, a student must be in compliance with attendance requirements in order to participate in extracurricular activities.

### **FIELDTRIPS**

Field Trips are not mandatory. Participation in field trips is a privilege. They are designed to enhance curriculum, to encourage student participation in extracurricular activities, and to serve as community service projects. Refunds cannot be made for field trips that must be paid in advance; i.e.; admission

tickets, bus transportation, etc. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Failure to follow instructions will be given an appropriate consequence upon return to school. If a student is placed on an outdoor suspension, they will be excluded from participating in any field trips, dances, or extracurricular activities and include the loss of money per the non-refundable policy. Only the sponsor, chaperones, and students on the field trip roster may participate in a field trip. No other persons may travel with the group or participate in the field trip. School employees make provisions for the proper supervision of students. Volunteers are permitted to assist in such supervision as long as they have been cleared by the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip. All chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip. Students must have valid health insurance when traveling out of the country. Parents **MUST** sign a Parent Permission Form granting permission for your child to participate in the Field Trip. Trips must not vary from approved itinerary except in the event of an emergency.

### **FUNDRAISERS**

The principal **MUST** approve all fundraising activities. Students are not allowed to bring food or other items from home to sell on campus for personal financial gain. Students who are in violation of this rule are subject to disciplinary action by an administrator.

### **PARENT PORTAL**

Parents requesting a Parent Portal account must visit the main office to obtain a Parent PIN number, which will be required to create an account to access the Parent Portal.

### **VOLUNTEERS**

Parents, students, employees, and community members who wish to volunteer **MUST** register online as follows:

- Parents will log into Parent Portal.
- All other volunteers/community members will log into Community Portal.
- After portal login, follow these steps:
  1. Click the *Services and Sites* tab at the top.
  2. Click on the *Be a School Volunteer!* link.
  3. Choose your school(s) and activity(ies) in which you wish to volunteer.
  4. Go to your selected school/location and show your identification for final approval.

### **VISITORS**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and secure administrator approval. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest. Designated parent and visitor parking spaces are available in front parking lot only. Do not park elsewhere, as additional spaces are reserved for school faculty and staff.

### **PETS**

Students and parents are not allowed to bring pets on campus before, during, or after school.

### **PARENT-TEACHER ASSOCIATION (PTA)**

The Gateway Environmental K-8 Learning Center 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. The PTA supports the faculty and administration in their efforts to improve educational and extracurricular activities in the school. Parents are highly encouraged to become involved in the PTA.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2016-2017 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

July 2016				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	<del>11</del>	<del>12</del>
<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>
<del>22</del>	23	24	25	26
29	<del>30</del>	31		

September 2016				
M	T	W	T	F
			1	2
<del>5</del>	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	<del>29</del>	30

October 2016				
M	T	W	T	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>
<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
<del>31</del>				

November 2016				
M	T	W	T	F
	1	2	3	4
7	<del>8</del>	9	10	<del>11</del>
14	15	16	17	18
21	22	<del>23</del>	<del>24</del>	<del>25</del>
28	29	30		

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>

January 2017				
M	T	W	T	F
<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>
9	10	11	12	13
<del>16</del>	17	18	19	<del>20</del>
<del>23</del>	<del>24</del>	25	26	27
30	31			

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	<del>16</del>	17
<del>20</del>	21	22	23	24
27	28			

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	<del>16</del>	17
20	21	22	<del>23</del>	<del>24</del>
<del>27</del>	28	29	30	31

April 2017				
M	T	W	T	F
3	4	5	6	7
<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	<del>18</del>	19
22	23	24	25	26
<del>29</del>	30	31		

June 2017				
M	T	W	T	F
			1	2
5	6	7	<del>8</del>	<del>9</del>
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- |  |                             |  |  |
|--|-----------------------------|--|--|
|  | New Teachers Report         |  | Recess Day                             |
|  | Teacher Planning Day        |  | Beg/End of Grading Period              |
|  | Teacher Planning Day No Opt |  | Secondary Early Release                |
|  | Legal Holiday               |  | End of 1st QT/ Secondary Early Release |

Days in Grading Period

- 1-45
- 2-45
- 3-42
- 4-48

For information on employee opt days, please refer to back of calendar.