



*The hand that nurtures loves the world.*

# **Family Handbook**

## **20<sup>th</sup> Anniversary**

10853 SW 216 Street  
Miami, Florida 33170

*A Miami Dade County Public Charter School  
Serving grades Kindergarten to 8<sup>th</sup> grade  
2018-2019 school year*

*Website: [coralreefmontessori.com](http://coralreefmontessori.com)*

### **Founders' Vision**

*The concept of the Coral Reef Montessori Academy is the educational vision of Lucy Canzoneri-Golden and Juliet King. They have united in a shared desire to create a school based on academic excellence in a child centered environment, sensitive to the cultural diversity of Miami's multiethnic population. They envision a multi-cultural school; thereby, building a bridge for greater understanding and acceptance with exceptional teachers whom understand and are sensitive to the learning styles of children. By virtue of their history of dedication and commitment to educational excellence for all children, Golden and King are uniquely qualified to lead the Coral Reef Montessori Academy.*

### **Mission Statement**

*The purpose of Coral Reef Montessori Academy is to nurture each unique individual, thereby awakening, independence, confidence, responsibility and the pursuit of knowledge thus creating a Montessori community to guide the transformation of Global interdependence respecting ourselves, respecting our community, respecting our natural environment, respecting our universe.*

## The Montessori Program

This program provides a full complement of Montessori and related materials for the children to explore, make discoveries, and build concepts and establish positive feelings about their world. Children learn specific skills inherent in each generalized goal of concentration, coordination, independence, sense of order, and self-concept.

The areas of the curriculum with their corresponding goals are as follows:

- **Practical Competence:** care of self, care of the environment, social interaction skills
- **Sense Training:** dimensions, color, texture, shape, smell and taste
- **Communication Arts:** activities that develop proficiency in speaking, writing, reading and composing
- **Mathematics:** activities that lead to an understanding of numbers and mathematical processes
- **The Arts:** music, visual arts, dramatics, dancing, movement education
- **Cultural Subjects:** geography, history, community education
- **Science:** physical, life, social, environmental

## Coral Reef Montessori Academy Offers

A child-centered environment

Two adults to every class; three adults in the Kindergarten classes

Teachers and staff who have been selected, not only for their academic credentials, but also because of their caring and nurturing dispositions

Fully trained Montessori teachers who vow to deliver high academic standards and to continue to enhance their professional development

Parents the opportunity to take an active role in their child's education

Non-competitive, non-threatening atmosphere for your child's learning

Small school community atmosphere

Open door policy to discuss any concerns parents may have about their child's education

Gardening, Music, Art Drama, Crafts, Peace & Social Justice Education, Cultural Relevant Pedagogy, Anti-Bias/Anti-Racist curriculum Physical Education, ESE, Speech therapy, Occupational therapy, School Counseling. A before and after school program, in addition to extracurricular activities such as: Chess, Sports, Violin, Spanish and French.

Students participate in a variety of field trips in the sciences, social studies and fine arts, including overnight trips. In grades fourth through sixth, the 3 year cycle includes: The Everglades, St. Augustine and Animal studies at Bush Gardens, Tampa.

The 7<sup>th</sup> and 8<sup>th</sup> grades students alternate between Nature Class Camp in New Hampshire and Sea Camp in the Florida Keys.

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## **The Montessori Philosophy...**

Current research in education and psychology is now recognizing what Dr. Maria Montessori first observed in 1907:

Education begins at birth.

A young child is far more capable than we generally think.

Children learn more through observation and activities that they are engaged in with concrete materials than through traditional methods of instruction.

Children have within, the potential of what they are to become.

Through sensitive guidance, in an environment appropriate for each stage of development, the children fulfill their innate need to teach themselves and learn from their peers and teachers so that they may develop physically, emotionally, intellectually, socially and spiritually in a most natural manner.

## **The Montessori Goals...**

To assist each child in the task of self-development and self-discovery

To provide an environment where each child develops skills and attitudes that is age appropriate

To develop a foundation for a lifetime of learning and living

To teach each child to be self-confident, in harmony with peers, to respect others, and care for his/her environment

To nurture, in each child, a zeal for learning and a zest for life

## Montessori

vs

## Traditional Education

Emphasis on cognitive and social development

Teacher is facilitator, guide and mentor

Environment and method encourage self - discipline

Mainly individual instruction

Multi-age grouping: encourages children to teach and help each other

Child chooses own work

Child discovers own concepts from self-teaching materials

Child works as long as he wishes on chosen project

Child sets own learning pace norm

Child spots own errors from feedback of material

Child reinforces own learning by repetition of work and internal feeling of success

Multi-sensory materials for sensory Development and integration

Organized program for learning care of self, others, and environment (polishing shoes, cleaning the sink, etc.)

Child may work where he chooses, move around and talk at will (yet not disturb the work of others *group work is voluntary*)

Organized program for parents to understand Montessori philosophy and participate in the learning process

Emphasis on social development

Teacher is center of the classroom

Teacher acts as primary enforcer of discipline

Group and individual instruction

Same age grouping: most teaching done by the teacher

Curriculum structured for child

Child is guided to concepts by teacher

Child allotted specific time for work

Instruction pace usually set by group

If work is corrected, errors usually pointed out by teacher

Learning is reinforced externally by repetition and rewards

Fewer materials for sensory development

Less emphasis on self-care instruction

Children usually assigned own chair, encouraged to participate, sit still and listen during group sessions

Voluntary parent involvement

## What is a Charter School?

### Charter schools are...

- Public schools that are under a performance contract. *A charter school must be able to demonstrate that its children are learning.*
- Free from most rules and regulations.
- Held strictly accountable for academic and financial results.

*In other words, a charter school is an "independent public school".*

### Coral Reef Montessori Academy Board of Directors

CRMA BD of Directors are responsible for setting policies that support the overall vision and longevity of the school

Any Grievances should be reported to:

Rosemary Hoel – 305-255-8694

### Time

Coral Reef Montessori Academy will follow the same yearly schedule as Dade County Public Schools. Our hours and payment schedule are as follows:

<u>Grade</u>	<u>Hours</u>
Kindergarten	8:30-2:00
First Grade	8:30-3:00
Second Grade	8:30-3:00
Third Grade	8:30-3:00
Fourth Grade	8:30-3:00
Fifth Grade	8:30-3:00
Sixth Grade	8:30-3:00
Seventh Grade	8:30-3:00
Eighth Grade	8:30-3:00

**\*On Wednesday's everyone is dismissed at 2:00pm**

### Arrival and Dismissal

Teachers will be opening their doors at 8:15 a.m. Your child should arrive at school between 8:15 a.m. and 8:20 a.m. **Instruction begins at 8:30 a.m.** A child who is not in his/her classroom by 8:30 a.m. is tardy. We ask your cooperation in assisting your child in getting to school on time. Tardies become a part of a child's permanent record. All students arriving late to school will be marked tardy by their teachers. If our child is tardy, you must sign the child into the office. At that point, it will be determined if the tardy is excused or not excused. A parent conference will be required if your child is

excessively tardy (ten or more per grading period). Please work with us to curtail tardiness.

There is a parking lot next to the school for the picking up and dropping off of students. Parents are required to follow the flow of traffic directed by the administrator or staff on duty. **Teachers Assistants will be outside and ready to receive the children between 8:15 a.m. and 8:30 a.m.**

Kindergarten students are dismissed at 2:00 p.m. daily. First through 8th grade students are dismissed at 3:00 p.m. each day except Wednesday. **On Wednesday, all students are dismissed at 2:00 p.m.**

Students need to be picked up by their parents on time. **There is no adult supervision after dismissal, unless students are enrolled in the after school care program.**

**If students are not picked up at the appropriate times as stated above, there will be a \$25.00 per occurrence, late fee. There will be no exceptions to this policy. The late fee check can be made out to CRMA (Coral Reef Montessori Academy)**

#### **Early Dismissal**

If you must pick up your child early, please come to the office, sign him/her out, and the office personnel will call your child to meet you. **Students must be signed out by 1:30 (KG) or 2:30 (1<sup>st</sup> – 8<sup>th</sup>).** Please, remember that taking your child out of school early means that reinforcement in some areas will be missed. Kindly, try to make appointments after 3:00 p.m.

#### **Bus Transportation**

Our school will **no longer** provide bus service to school. However, we will continue to use Miami-Dade County approved bus services for School Field trips.

#### **Attendance**

There is probably no factor more important to successful school progress than regular attendance. **Any student with an absence must turn in a note within 3 days of the absence or the absence will stay as unexcused. If the student is out for 4 days in a row, we must have a doctor's note to excuse the absence.** Please send the note to the office. Students who are absent excessively from the instructional program will fall behind in academic achievement. **Excessive school absenteeism precedes failure to achieve, loss of interest and may affect your child's promotion to the next higher grade. It may also warrant a referral to the truancy department.**

School Board Policy states that an elementary or middle school student who accumulates ten or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the child's promotion to the next higher grade. If your child must be absent, please send the teacher a written explanation for each absence. Students must request make-up assignments from their teachers upon their return to school.

According to the School Board Rule, excused absences are for the following reasons:

Student Illness  
Death in the family

## Medical Appointment

Observance of a religious holiday or service when it is mandated for all members of a faith that the holiday be observed

### Attendance

There are probably no factors more important to a student's progress in school than regular and punctual attendance is outlined as follows:

1. School Attendance - **Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day** or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

2. Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

3. Late Arrivals - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned.

**NOTE:** If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should not remain on record as being absent.

4. Early Dismissals –No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

### Excused Absences

1. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). 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, s/he must be under the supervision of a health care provider in order to receive excused absences from school.

2. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.

3. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.

4. An approved school activity (absences recorded by not reported).

5. Other absences with prior approval of Principal.

6. Attendances at a center under Department of Children and Families supervision.

7. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.

8. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

9. Death in the immediate family.

10. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences and regional, State, and national competitions.

11. Outdoor suspension.

12. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

**Every absence must be followed by a note from home.**

**Unexcused absences include absences due to:**

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 absent 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 absences due to:

Vacations, personal services, local non-school event, program or sporting activity.

Older students providing day care services for siblings.

Illness of others.

Non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. **Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence.** Unexcused absences do not require that the teacher provide make-up work for the student.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences shall not be grounds for suspension from school but may result in detention.

**No Sugar Policy**

In order to insure that your child is prepared to work to his or her potential, concentrate, focus, retain information and maintain optimum health, we highly recommend a nutritious diet. Therefore, we are enforcing a *NO SUGAR POLICY*. Please do not bring in lunchables that contain soda or candy. Under no circumstances will we allow children to consume these products. Drinks allowed will be fruit juices, water and milk (no chocolate). The Kindergarten students who have their monthly celebrations are not allowed to bring in sugared or frosted cakes, or cupcakes. Only muffins low in sugar that are homemade are encouraged for these monthly celebrations. It is vital that we stick to the nutritional guidelines set forth by the school. Only with your cooperation and support can we make this endeavor a success. This is for the benefit of our children.

### **Breakfast and Lunch Program**

We are currently using The National Food Lunch Program. We will be providing a breakfast program. Our breakfast program begins at 8:00 a.m. If your child eats breakfast at school, please arrive on time. Breakfast will be over at 8:15 a.m. Lunches served in our school are attractive and nutritious. If your child brings lunch, please do not send candy, gum or soda pop. These items are not allowed in school. We discourage parents from bringing in lunches from fast food restaurants.

Dining manners and good habits are a part of our school instructional program, and we reserve the right to remove or suspend any child from the eating area who creates unnecessary disturbances. Children are expected to stay in their seats until they are dismissed, refrain from playing with food, talk in moderate tones, and clean up the area around their table.

The cost of meals for the 2018-2019 school year is as follows:

#### **BREAKFAST**

All Students (NO CHARGE)

#### **LUNCH**

Students (NO CHARGE)

Reduced Price Students (NO CHARGE)

Coral Reef Montessori Academy Charter School today announced an amendment to its policy for serving meals to students under the [National School Lunch / School Breakfast Programs] for the 2018-2019 school year. All students will be served [lunch/breakfast] at no charge at the following sites:

Coral Reef Montessori Academy Charter School

For additional information please contact: Coral Reef Montessori Academy Charter School, Attention: Ms. Washington Cafeteria Manager, Food Service Dept., 10853 S.W. 216 Street, Miami, Fla. 33170, 305-255-0064, 944824@dadeschools.net.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the

form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
Fax: (202) 690-7442; or  
Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

### **After School Care**

After school care will be provided for those students enrolled in the after school care program. The fees are as follows:

\$2,000.00 per year with a \$125.00 registration fee for care from 2:00PM - 6:00PM or 3:00PM - 6:00PM

\$1,500.00 per year with a \$125.00 registration fee for care from 2:00PM - 4:00PM or 3:00PM - 4:00PM

\$1,000.00 per year with a \$125.00 registration fee for care from 2:00PM - 3:00PM

\$1,000.00 per year with a \$125.00 registration fee for morning care from 7:00AM – 8:15AM

\*Any student registered for the 2:00PM – 6:00PM/3:00PM – 6:00PM or the 2:00PM - 4:00PM/ 3:00PM – 4:00PM after care program is entitled to morning care free of charge. PLEASE MAKE CHECKS PAYABLE TO CORAL REEF MONTESSORI ACADEMY, INC.

**There is a late charge of \$1.00 per minute, every minute after 6:00 p.m. There is a \$25.00 late payment fee for payments not received by the beginning of the service period.**

This program encompasses supervised homework, tutoring, computers, outdoor activities, educational games, and planned arts and crafts.

A one hour after care is available for Kindergarten students who only need after school care until 3:00 p.m. The fee is \$100.00 per month with a \$125.00 registration fee. If your child remains in after care after the hour is up, the child will be escorted to the office and will incur a \$1.00 per minute late charge.

### **Dress Code**

#### **Dress Code Requirements**

CRMA follows Miami Dade County Public School (MDCPS) Uniform Incentive Program. Students are expected to come to school clean and appropriately groomed and dressed. 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 before entering the classroom or be sent home by the principal. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Coral Reef Montessori Academy Charter School is a mandatory uniform school. All students will be expected to wear the appropriate school uniform every day and the following attire will be strictly enforced during the school year. Anyone, who would like

can use the recycled uniforms for free. Anyone who does not find the appropriate size in the recycled uniforms and is on free or reduced lunch status may contact the school for uniforms free of charge.

**Boys/Girls –**

Tops – Navy blue polo with the school emblem/patch

Bottoms – Khaki/Tan pants, shorts, skirt, skort

Students are expected to come to school having given proper attention to personal cleanliness, grooming, and neatness of dress. **Students who fail to meet the minimum acceptable standards of dress as determined by the administration and as specified in the dress code shall be subject to appropriate disciplinary measures.**

**The dress code is as follows:** Students are required to wear khaki (tan) slacks/pants/skirts/shorts/pedal pushers and a navy blue polo shirt with the school emblem. Shirts must be tucked in or extended at least six (6) inches below the waist. Students must wear pants that fit appropriately at the waist, with no underwear/boxers showing. Whenever pants are loose fitting at the waist, belts must be worn with shirts tucked in. If a skirt is worn it must be no shorter than four inches above the knee and no longer than ankle length. Whenever loose fitting shorts or skirt is worn (at the waist), belts must be worn with shirt tucked in. Closed toe shoes and white or blue socks are required.

Students will have four spirit days throughout the school year; where they will not have to wear the uniforms. These days will be as follows:

Tuesday, November 20<sup>th</sup>, 2018

Friday, December 21<sup>st</sup>, 2018

Friday, March 22<sup>nd</sup>, 2019

Thursday, June 6<sup>th</sup>, 2019

These days are the last days before a school break.

Once again, the school will enforce its uniform policy during the rest of the school year. Those who do not follow the uniform policy will adhere to the disciplinary action stated on the attached sheet.

**The following attire is not to be worn or brought to school:**

Slippers, open-toe shoes/sandals or shoes with metal cleats

Garments made of sheer, revealing, tight, and/or see-through fabrics

Undershirts, tank tops or shirts with spaghetti straps

Garments with designs that reflect drugs, gangs, alcohol, sexual messages, tobacco, profanity, racial or ethnic slurs, or violence/guns.

**Homework**

Homework provides an opportunity for remedial drill, developmental practice, enrichment activities, and the development of study skills and self-discipline. It will be provided on an as needed basis, for special projects, and for FCAT practice.

**Florida Virtual School**

CRMA is a part of the Florida Virtual School system and students that would like to take advanced classes can log onto the FLVS system and register for classes at:

[www.FLVS.net](http://www.FLVS.net)

### **Grading**

Our school will not be using the traditional report card system for grades kindergarten through fifth. Instead, teachers will use a quarterly Montessori electronic flowchart called MRX describing each child's social, emotional, and academic development, in addition to reporting on any district and or statewide testing results. Furthermore, within the narrative, the teachers will be reporting on the progress of students who have been identified as Tier II or Tier III in the Multi-Tiered system of supports MTSS. Lastly, sixth graders will now be included in receiving a quarterly report card, along with the seventh and eighth grade students.

### **Testing – See Schedule**

All students will be tested at the beginning of the school year using a baseline test; in addition to all State/District mandated tests and other informal diagnostics. Kindergarten students will be assessed at the beginning of the school year and the spring. Aside from these tests, our school's students will follow the general standardized tests used in Dade County Public Schools for the appropriate ages.

### **Physical Education**

The physical education program will be broken down into four quarters. The first quarter will focus on physical fitness; the second and third quarters will focus on cooperative games and sports. The fourth quarter will be devoted to creative movement.

### **Field Trips**

Field trips are formal educational experiences planned for students to enrich their knowledge of the subject at hand. Chaperones are recruited in a systematic manner to assist in providing structured and safe supervision. Parents/guardians will be encouraged to volunteer to chaperone if needed. For safety reasons, kindly support this procedure according to Dade County Public Schools.

Parent permission must be given for a child to participate in field trips. The teacher will send forms for this purpose home. Money and permission slips must be returned by the due date or the student will not be permitted to go.

4<sup>th</sup> – 6<sup>th</sup> graders will go on a 3-day field trip locally and alternate every other year going on a longer field trip within the state of Florida. The Middle school students will alternate between going on an out of state field trip (5 days) and a three-day field trip in state.

### **Return check policy**

Due to the excessive amount of returned checks and the added costs the school has had to endure, any returned checks will incur a \$25.00 fee. After 3 bounced checks, the party will no longer be able to make payments with a check. Instead, cash or a money order will be the only accepted form of payment. This will go into effect beginning November 1, 2001.

### **Newsletter and Yearbook**

The school may have a quarterly newsletter in which older students as well as staff will be encouraged to write articles, poems, interviews, about events, etc. The Newsletter will have a limited number of copies in the office; otherwise it can be found on our web site at [www.coralreefmontessori.com](http://www.coralreefmontessori.com). The school will, also, have a yearbook that will be on sale during the spring semester. Both the school newsletter and Year Book will be

sponsored by the 7<sup>th</sup> & 8<sup>th</sup> grade. In addition, the PTA puts out a monthly newsletter/calendar.

### **8<sup>th</sup> Grade Students**

Eighth grade students will have a year-end ceremony celebrating their completion of 8<sup>th</sup> grade at a banquet hall where the 7<sup>th</sup> grade students will also be invited to attend. This event will be semi formal and organized by the staff and parents of the eighth grade students.

### **Student Birthdays**

Only Kindergarten will celebrate student birthdays on the last school day of each month for all students who had a birthday that month. These celebrations will take place at a designated time only and will last for only one hour.

### **Accident Insurance**

Student insurance covers accidents that happen on school property or 24-hour coverage may be purchased by parents through the school at the beginning of the school year. Information about this insurance is sent home with each student early in the year, and is available in the school office at all times. Student insurance is primarily designed to furnish a low cost accident policy to the pupils of Dade County and their parents. The Board approves the sale of accident insurance for the convenience of student and parents. The Board does not accept any responsibility for policy interpretation or claim payments. The school cooperates in completing claim forms on "accidents as reported by a parent or a student." It is advisable for parents to caution their children to report any accident or injury, no matter how small, to the supervising teacher as soon as it occurs.

### **Things to Leave at Home**

All pets, except on the invitation of the teacher. Please, keep in mind that animals on the playground or in the classroom are potentially dangerous.

Knives and other sharp objects, guns (including toy guns), bullets, baseballs, bats, etc. All these items can be hazardous to boys and girls and cannot be brought to school.

Money in large amounts. Please, send only the money a child needs for the day. If your child purchases a lunch card, it will not be necessary to have money at school.

Heirlooms, valuable jewelry and other irreplaceable articles. Jewelry should be kept at a minimum. Dangling earrings should be left at home due to safety reasons while students engage in physical activities.

Baseball cards, pogs, u gi oh, pokeman, etc.

Skateboards

Toys, tapes, radios and other recreational items.

Electronic games, ipads, ipods etc.

Fidget Spinner

### Illness and Injury

If a child is injured or ill at school, we will do everything possible to make him/her comfortable, and administer first aid as needed. You will be called immediately. If you cannot be contacted, we will telephone the emergency contact person(s) listed on your child's assignment card. **Please make sure all the information on the emergency contact card is current and accurate.** Facilities for emergency care in school are very limited. We appreciate your making arrangements for taking your child home promptly for adequate care. The importance of regular attendance cannot be overemphasized, but your child should not be sent to school when he/she has a communicable disease or cold, runny nose, coughing or temperature. In the event of an illness, please keep your child home from school in order to fully recover for his/her own sake and that of others.

### Medication

School personnel are not permitted to administer or dispense medication to any student without complying with Dade County Public Schools Dade County Department of Health Procedures.

### Student Behavior

Coral Reef Montessori's students and staff will follow the Code of Student Conduct as established by the Miami Dade County Public Schools (Board rule 6cx13-5D-1.08) Students are expected to show respect for themselves, for other students, and to all adults. We encourage our staff to use positive reinforcement for good behavior. There will be ongoing documentation of your child's conduct and academic progress. Students and parents are required to adhere to a contract. Failure to do so will result in the consequences set forth by the school policy. Parents and students are required to annually read the MDCPS Student Code of Conduct. Please see the parent contract and student pledge. The following **WILL NOT BE TOLERATED** at our school: Disrespect to adults (teachers, aides, cafeteria staff, custodial staff, volunteers, clerical staff, administrators, or parents). Fighting and possession of anything that can be used as a weapon. Dade County Public Schools has a zero tolerance policy regarding weapons. This policy is strictly enforced. Language which threatens, intimidates, harasses or insults, profane language or gestures. Substances harmful to health, damaging or destroying property and all types of bullying; i.e. - verbal, physical, cyber, etc.

### Bullying Prevention and Harassment

School harassment is a serious issue. It is the policy of \_\_\_ Charter School to maintain learning and working environment that is free from religious, racial, sexual harassment or sexual orientation harassment 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 and put-downs, 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.

### **Conflict Resolution**

Our students have the best chance of success when schools and parents work together as a supportive team. We recognized that you are your child's strongest advocate. When there's a problem at school, we will work with you -- and if you're not satisfied with the outcome, you have options.

### **Where to Turn**

If you have a concern about a staff member or decision impacting your child, start with the supervisor closest to the situation. For example, if you have a concern about a teacher that you haven't been able to solve through a parent-teacher conference, talk to the principal or lead teacher. If the principal does not respond to your satisfaction, you may contact the school's conflict resolution representative indicated below:

**Name:** Rosemary Hoel  
**Phone:** 305-255-8694  
**EMAIL:** rowzsmith@aol.com

### **Civil Rights**

If you feel that a Civil Right violation has occurred in this school please contact Governing Board Member Rosemary Hoel at the phone number or email below:

Name: Rosemary Hoel  
Phone: 305-255-8694  
Email: [rowzsmith@aol.com](mailto:rowzsmith@aol.com)

### **Code of Student Conduct**

The primary objective of Coral Reef Montessori Academy Charter School is to enhance each student's potential for learning and to foster positive interpersonal relationships. CRMA supports the concept that students who possess personal, academic, civic and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of citizenship. CRMA utilizes the Miami-Dade Public Schools' Code of Student Conduct (COSC). The COSC helps students take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills.

The COSC creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community. The "re-culturing" of the school to a positive school climate supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect.

To enhance its effectiveness, this document addresses the role of the parents, the students, and school, but also core values and model student behavior, rights and responsibilities of students, Multi-tiered System of Supports (MTSS), and procedures for using corrective strategies. The District promotes the following beliefs:

All students are valuable and can make worthy contributions to society.  
All students are responsible and accountable for their choices and decisions.

In order to grow and thrive, individuals need caring relationships and a nurturing environment.

Supportive family relationships are the foundation of the community.  
High expectations lead to higher performance that empower individuals and strengthen society. Continuous learning is a lifelong process that is essential to a productive and enriched life.

Students, parents/guardians, and school employees are encouraged to read the Code of Student Conduct and become familiar with its content.

### Academic Reports

Progress Report - 6<sup>th</sup> – 8<sup>th</sup> grade

Unsatisfactory Reports (Academic/Behavior) 6<sup>th</sup> – 8<sup>th</sup> grade

Progress Monitoring Reports – Student Performance Plan (SPP) every quarter

Quarterly Report Cards – 6<sup>th</sup> – 8<sup>th</sup> grade

MRX Reports – four times a year for Kindergarten through 5<sup>th</sup> grade students

Narratives – twice a year for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students

Mandatory conferences twice a year for KG – 8<sup>th</sup> Grade

We appreciate the keen interest you show in the progress of your children. When you wish to arrange a conference with your child's teacher, please send a note to the teacher and indicate a date and time which is convenient for you. Teachers should receive a note with ample time to respond and confirm the appointment or offer an alternative date and time. Conferences may be arranged by phone after 2:00 p.m. for Kindergarten and after 3:00 p.m. for First through Eighth grade. **It is mandatory that you attend two parent conferences per year. Failure to do so will result in a breach of contract. If your child has a progress monitoring plan we require you to come in each quarter, four times a year.**

We will be having one Open House meeting during the school year. We will be explaining the curriculum, scheduling, homework, and other aspects of the academic program. **It is mandatory that parents attend all Open House meetings.**

At the end of the school year, our 4<sup>th</sup> – 8<sup>th</sup> grade students will participate in a Musical theater production to celebrate the end of the school year and as a culmination of all that they have learned.

The overall well-being of Coral Reef Montessori Academy Charter School students is an integral part of our philosophy. Student Support Services seeks to provide support both in and out of the classroom in the areas of academic support, social-emotional development and physical well-being. The CRMA Student Services Team consists of a part-time guidance counselor, a staffing specialist and a school psychologist sent by the district in addition to Ms. McNaughton our SPED and lead teacher. These professionals work closely with students, parents, community agencies and school personnel to ensure that every student is provided the opportunity to maximize his or her social, emotional and intellectual abilities. The Student Services Team helps

students to feel at ease with teachers and the school environment. Individual and group counseling sessions are conducted to address students' social and emotional needs. Conflict resolution training is provided to students. Teachers work diligently to prevent bullying and violence in the school and community. The Student Services Team meets with parents, teachers and school administration to discuss student academic and behavioral needs and to determine if students need assistance outside of the traditional classroom setting.

### **Student Support Services**

Student Services Personnel welcome the opportunity to meet with parents, discuss concerns and assist students in any way possible. Counseling is included in every student's curricula at Coral Reef Montessori Academy Charter School. Students and parents may meet with the counselor for a variety of reasons. Parents may contact the counselor to learn more about parenting skills, to improve family relationships, to obtain information about outside agencies, or to gain support and understanding. Students may seek help from the counselor to improve peer relations, to express feelings, to solve problems, to modify behavior and to discuss their academic performance. Parents may contact the counselor at 305-255-0064, and leave a message. Students may request help from the guidance counselor through their teacher, parents, or by leaving a note for the counselor.

### **Family Rights and Privacy Act**

The revised Family Rights and Privacy Act became a Federal Law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. You may have an appointment to inspect and review your child's records by calling the school.

### **Volunteering and Committees**

Volunteers are an important part of the educational program. They assist teachers working with students in many ways. Parents are required to devote a minimum of 30 volunteer hours per child per year. Anyone wishing to volunteer must be a level one through [dadeschools.net](http://dadeschools.net) volunteer program. It is your responsibility to fill out your volunteer hours. Failure to do this will result in a breach of contract. The following committees have been set up to ensure this takes place:

Green Committee	Scholastic Book Fair
Yearbook/Newsletter	Volunteer Hours
Fundraising – School Year (on going school events)	
Fundraising – Major (grants)	Field Day
Playground	Spaghetti Dinner
Beautification of School / Gardening	Middle School Graduation
Extracurricular Activities	Web Page
School Field trips	Room Parents
Culturally Relevant and ABAR	Hospitality
Virtual school courses	Public Relations/Media
Peace and Social Justice Committee	

\* Please see your PTA Board or speak to your "room" parents to find out how you can become involved. It is your responsibility to fill out your volunteer hours. Failure to

complete your 30 hours per child for the school year, will result in a breach of contract. These committees should meet monthly.

**\*Please turn in your volunteer hours on line at: [www.helpcounter.net/new](http://www.helpcounter.net/new)**

### **Visitation**

Anyone entering the school must first stop by the main office to check in and receive a badge. It must be worn and be visible at all times while inside the building. This badge must be discarded in the office when the visitor checks out. For the safety and protection of all boys and girls, all visitors, including parents, must have a Level 1 clearance with Miami-Dade County Public School (dadeschools.net). Please stop in the office for a visitor pass before proceeding to the classroom. There will be a book that you must sign in and out.

### **Student Visitation**

If Students are going to leave school to visit with other classmates after school, the pick-up person must be on the emergency contact card. **THERE WILL BE NO EXCEPTIONS!**

### **Telephone**

The school is equipped with a business telephone to help transact the business of the school; therefore, the lines must remain free for this purpose. Children may not use the telephone except for emergencies. Rainy days are not considered emergencies, and children should be prepared for these days. It is most difficult to accept messages for individual children without interrupting the instructional activities of an entire class. **We will not deliver messages to an individual child except in an extreme emergency. Students that carry cell phones must turn them into their teacher before class and pick them up after school.**

### **Smoking on School Grounds**

**Coral Reef Montessori Academy is a smoke free school.  
Smoking is not allowed on school property.**

### **Rainy Days**

On rainy days, the children will remain underneath the awnings on the front of the building. Teachers will escort students to parent pick up area. We suggest that they bring raincoats on these days.

### **Lost and Found**

Please be sure to mark your child's name on all belongings, such as sweaters, raincoats, lunch boxes, bookbags, etc. Articles that are lost and unclaimed are kept in the office for a period of one month. Please, claim lost articles in the office; otherwise these articles will be donated.

### **Parent-Teacher Association**

The PTA Board will meet monthly. PTA members are welcome and encouraged to attend. Each year the PTA plans varied activities to draw the home and school closer together. They also sponsor activities that raise funds for special school projects. All classes have parent room representatives who serve as liaison persons between the

classroom and PTA, and who support class activities. We encourage you to become a participant.

### **Estranged Parents and Guardians**

To avoid having the school becoming involved in personal family conflicts, parents or guardians should advise school authorities of which party has legal access to the child and his/her records during school hours. In the absence of specific directions, school officials will respond to those names and relationships that appear on the current records. Friends and strangers will be denied access to a pupil in the absence of verified parental consent.

### **Extra Curricular Activities**

There will be a musical, poetry winter performance during December. This event will take place during the day. There will be an annual Peace march in January, the week of Dr. Martin Luther's birthday during the school day. There are various clubs, including the International Junior Thespian Honor Society for 7<sup>th</sup> & 8<sup>th</sup> grade that will meet every Wednesday from 2:00 – 4:00. During the, spring we will have our yearly field day promoting cooperative sports and physical fitness, We will also celebrate Hispanic Heritage in October, Black History in February and may have a multi cultural Art Fair in the Spring. Upper Elementary students and 7<sup>th</sup> and 8<sup>th</sup> graders will be going on an out of town field trip to an educational site that will correlate with their studies at school during the spring. In June, there will be a year-end musical with grades 4<sup>th</sup> – 8<sup>th</sup>.

### **Transfers**

If it is necessary to withdraw a child from school, the school should be notified at least two working days in advance. A student wishing to transfer from one school to another within the county shall secure the transfer from the sending school before being admitted to the new school.

### **30 Hours of Volunteer Service**

As stated per parent contract, there is a minimum of 30 hours per school year per child that needs to be completed by a family member. There are many ways to earn your 30 hours including, classroom volunteering, field trips, fund-raisers, and school events. Each volunteer should input as soon as the activity is done either on line at the office or at home. By the middle of the year, if you are not up to date with your hours, you will be informed. At the end of the year, those parents who have not completed their 30 hours per child will meet with a review committee. The web site is [www.schoolvolunteer.com](http://www.schoolvolunteer.com)

### **New Revised Parent Contract**

The new revised parent contract mandates that parents must attend at least two Montessori workshops per year. It is imperative that our parents get as much information as they can pertain to Montessori education. Many misconceptions and misunderstandings occur, due to the fact that parents are not properly informed about the Montessori curriculum and philosophy.

### **Mental Health Plan**

In accordance with 1011.62 (1), F.S CRMA has designed a Mental Health Plan utilizing the MTSS and will provide support to all students who are identified as needing services.

## **School Safety**

CRMA has a school safety plan that remains private in accordance with the law.

### **Incidents on or near School Campuses**

Coral Reef Montessori Charter School has set up emergency plans and has an Emergency Response Team that focuses on prevention and reaction to incidents. Further, a Crisis Intervention Team that provides support to students and staff after an incident. If there is a potential threat or unsafe situation to a school, the school may "go on lockdown" to protect students, staff and visitors. If there is an immediate threat to the school, a "code red" lockdown will be issued. Students will be moved into safe areas, and all interior and exterior doors will be locked. If there is something in the community that may pose a threat to the school, a "code yellow" community lockdown will be issued. All outdoor activities will stop and students will move into the building. We will lock outer doors and prohibit movement between buildings, but all other activities will continue as normal. When the incident passes, a "code green" will be declared ending the lockdown.

### **Safety/Pick up procedures**

#### **Safety, Drop off and Dismissal Procedures**

In an effort to keep our campus safe, as well as make our arrival and drop off as safe, quick and efficient as possible, we are asking all staff, students, parents, and visitors to please adhere to the following procedures.

Procedures for coming on campus (not during drop off or pick up) – this includes Aftercare Pre-k – 8th grade

We will be utilizing all entrances and exits of the campus, and also implementing a new parent pick up point: Gate #2 during dismissals, please use the attached map as a guide and reference.

When entering the campus:

- Please park in the designated parking spaces, refrain from parking on the curb.
- Using Gate #1, buzz the office using the intercom.
- Once buzzed in, proceed to the office.
- All persons entering the campus must obtain a visitors pass from office personal.

### **Morning Drop Off**

8:10 AM IS GENERAL DROP OFF /8:00 AM IS BREAKFAST ONLY DROP OFF

6:45- 8:15 MORNING CARE \$100 PER MONTH

ANYONE NOT REGISTERED FOR MORNING CARE OR BREAKFAST (8:00AM) WILL INCUR A \$25 PER DAY MORNING CARE FEE!

- Use Entrance #1 if driving through drop off lane

- Use Entrance 2 if parking; Please Park in the designated parking spaces, refrain from parking on the curb.
- Follow traffic patterns adhering to stop signs, speed limit of 10mph, Staff Direction, and yielding to pedestrians while staying in the right line by the curb.

### Dismissal

Dismissal Times: PreK-K 2:00-2:15 NO EARLY DISMISSAL AFTER 1:30 PM  
 1-8th Grade: 3:00-3:15 (Wednesday 2:00-2:15) NO EARLY DISMISSAL AFTER 2:30 PM, EXCEPT WEDNESDAY 1:30 PM

- Late Pick Up Fee \$25.00 (After 2:15 or 3:15)
- Gate 2 will only be utilized during Dismissals // Mon- Fri

Drive up Lane: (See Map)

- Enter the campus through Entrance 1
- Follow traffic patterns adhering to stop signs, speed limit of 10mph, Staff Direction, and yielding to pedestrians while staying in the right line by the curb.
- Display Car Tag provided by teacher at the beginning of the year, or other sign with the following information: Student Name(s), Room Number(s) and Teachers Name(s), for easy visual access.
- Overtaking cars is prohibited unless directed to do so by a staff member.
- Remain in vehicle at all times; if you wish to exit please follow Parent Walk up Dismissal Procedures.
- If your child or children are placed in your car prior to pulling up passed Gate #1 you may safely proceed to Exit 1
- If your child or children are placed in your car after Gate #1 safely proceed to Exit #2

Parent Walk Up

- Enter through campus using Entrance #2
- Park in designated parking spaces as labeled, car must be parked and not left unattended with motor running, or with any children left inside.
- Proceed to parent pick up line by Gate #2, make a line, and wait patiently as your child will be called by a staff member.
- To expedite the process please bring your Car Tag provided by teacher at the beginning of the year, or other sign with the following information: Student Name(s), Room Number(s) and Teachers Name(s), for easy visual access.
- Your patience is appreciated.
- Once your child is dismissed, you assume responsibility for him/her/them. We are asking for you to supervise children, especially in parking area.
- Children may not return to the classroom for any reason unsupervised once they have exited the school (i.e. Lunch Box, Jackets, and folder).

### Dismissal during unusual weather conditions

In the event of irregular weather, please be aware of the following procedures. Your patience is appreciated.

- In the event that it is only raining during dismissal times, Dismissal pick up line, and parent walk up procedures will run as usual, Staff Members will call for the students as the cars pull up to the awning, or parents walk up.

- In the event of thunder and/or lightning an Adult will need to park and come to the class to pick up the student. In the event that there is an infant in the car or the driver has a disability, Notify the school and we will bring your child out. We apologize for any inconvenience, but it is for the safety of your child.

Room 101 and 102 will dismiss from room 101  
Rooms 103 and 104 will dismiss from room 103  
Rooms 105 and 106 will dismiss from room 105  
Room 110 will dismiss from room 109  
Room 112 will dismiss from room 111  
Rooms 113 and 114 will dismiss from room 113  
Rooms 116, will dismiss from room 115  
Rooms 115, 117 will dismiss from room 117  
Rooms 201-211 will dismiss from their class

Again thank you for your cooperation. Together we can provide a safer environment for your child.

If any questions please call the school at (305) 255-0064

### **Keeping your Child Safe**

Coral Reef Montessori Charter School has plans and procedures in place to protect your child and communicate with you in the event of an emergency. Our administration works with school staff, local law enforcement and other public health and safety leaders to make our campus a safe place to learn. To protect our students and staff, CRMA is outfitted with electronic security systems including burglar alarms, digital video recorders, access controls and a computerized keying system. If you have any questions or security concerns, contact the CRMA at 305-255-0064 between 8:00 a.m. and 4:00 p.m. After normal working hours, please call Lucy Golden at 305-878-0331 or Juliet King at 786-234-2405 or 305-878-3258.

### **School Closings and Delays**

As with [inclement weather](#), community incidents may require us to cancel classes, open schools late, or close them early. In such a situation, the following plan goes into effect: The school system's crisis team will monitor and manage the situation. They will post the announcement of the closing, delay or early dismissal. We will notify media outlets. If classes are canceled or dismissed early, all athletic and extracurricular events at the affected schools are canceled. Before/After-school programs will operate from an early dismissal to the regular closing time. Neither athletic and extracurricular events nor before/after-school programs will operate, if school is closed.

### **Multi-Tiered System of Supports (MTSS)**

Coral Reef Montessori Charter School personnel provide a system of multi-tiered support as required for students. Intervention is intended as a resource for all educators to assist in integrating academic and behavior supports and services into a fluid and seamless system of multi-tiered service delivery for all students. The MTSS model for instruction and intervention is based on the principle that academic and behavioral supports are first provided at a core or universal level to effectively address the needs of all students in a school (referred to as Tier I). However, not all students respond to the same curricula and teaching strategies. As a result, some students with identified needs will receive supplemental or targeted instruction and intervention at Tier

II. Finally, at Tier III, a few students with the most severe needs will receive the most intensive and individualized behavioral and/or academic support.

### **ESSAC COMMITTEE**

#### **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 School Board of Miami-Dade County renamed the School Advisory Councils and authorized them to provide all stakeholders with a role in decision making which impacts instruction and the delivery of educational programs. 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 below:

<http://www.flsenate.gov/laws/statutes/2010/1001.452>

The ESSAC Committee meetings will be held at:

Coral Reef Montessori Academy  
10853 SW 216 Street  
Miami, Florida 33170

The meeting time will be 4:00PM on the following dates:

September 13<sup>th</sup>, 2018  
April 11<sup>th</sup>, 2019

January 24<sup>th</sup>, 2019  
May 30<sup>th</sup>, 2019

**CORAL REEF MONTESSORI GOVERNING BOARD OF  
DIRECTORS MEETINGS**

The Governing Board of Directors will meet on Saturdays in accordance with Section 286.011, Florida Statute. These meetings are open to the public.

The meetings will be held at:

10853 SW 216 Street  
Miami, Florida 33170

The meeting time will be 10:00 am on the following dates:

July 7th, 2018  
April 13th, 2019

September 22<sup>nd</sup>, 2018  
June 15th, 2019

January 26th, 2019

***Governing Board of Directors***

Mr. Wendall Carr  
Mr. Nestor Torres  
Ms. Rosemary Hoel  
Mr. Samuel C. Jackson  
Mr. Ricardo Alvarez

***Advisory Board***

Elsie Hamler  
Lucy Canzoneri-Golden  
Dr. Ijya Tulloss  
Juliet King  
Victor Golden

***Co-Directors***

Juliet King  
Lucy Canzoneri-Golden

*The Board of Directors at Coral Reef Montessori Academy is composed of teachers, parents and other citizens in our community*