

AVENTURA CITY OF EXCELLENCE SCHOOL



PARENT/STUDENT HANDBOOK 2021-2022



AVENTURA CITY OF EXCELLENCE SCHOOL

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Aventura, Florida 33180

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Dr. Anthony Tyrkala



Aventura City of Excellence School
3333 NE 188th Street
Aventura, FL 33180



Dear ACES Families,

Welcome back to our returning families and welcome to those who are joining the ACES Family for the first time. It is with great excitement and commitment that ACES embarks upon its eighteenth year of operation. Our innovative programs include rigorous academics, motivational electives, character education, intramural sports, traveling teams, and student selected clubs. ACES curriculum is focused on the Florida Standards and it is always our goal to exceed those standards in all that we do!

This handbook has been compiled in order for you to become more easily acquainted with the policies and procedures that are necessary to provide your children with a positive, safe and supportive learning environment while attending ACES.

It is through the collaborative efforts of school staff, parents, School Advisory Committee, and community that ACES continues to thrive. Our school's vision *"To join with our community to become the premier charter school in the nation where academic excellence coexists with the promotion of exploration and innovation grounded in an atmosphere of social responsibility"* continues to be our driving force. This combination of academic excellence and moral development continues to yield maximum student achievement.

We are proud of ACES' dedicated and caring staff. The staff is continuously involved in professional development activities that enable them to consistently implement best practices. ACES has also been the recipient of 12 State and National awards in recognition of our character program. This program provides both embedded and explicit character education components that encourage students to care for their school, community and the world.

We are truly committed to providing the best education possible for each learner. We will achieve this, not by being perfect, but by striving for excellence every day as we grow. Together we will make this the best year ever at ACES.

Sincerely,

Dr. Anthony Tyrkala
Principal

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ACES SCHOOL CALENDAR 2021-2022

Dates when students are not in school:

September 6	Labor Day
September 7	Teacher Planning
September 16	Teacher Planning
November 1	Teacher Planning
November 11	Veterans Day
November 22-26	Thanksgiving Break
December 20 – December 31	Winter Recess
January 17	Martin Luther King Day
January 21	Teacher Planning
February 21	Presidents' Day
March 21 – 25	Spring Break
April 21	Teacher Planning
May 30	Memorial Day

Please note that Teacher Planning Days after the first quarter may serve as inclement weather make-up days if loss of power is likely to occur.

REPORT CARDS AND INTERIM REPORTS

Interim Student Reports

September 23	1 st Quarter Interim
December 2	2 nd Quarter Interim
February 24	3 rd Quarter Interim
May 5	4 th Quarter Interim

Report Cards Issued and parent conferences scheduled on or around:

November 4	1 st Quarter Report Card
February 3	2 nd Quarter Report Card
April 14	3 rd Quarter Report Card

**Please note that the 4th quarter report cards will be mailed home during the month of July.*

**If you would like to sign up for paperless Interims/Report Cards, visit MDCPS Parent Portal*

ACES WELCOME

The staff of the Aventura City of Excellence School welcomes you to our school family where integrity and excellence are the standards of the school in which the entire community takes pride. Along with increasing your knowledge and developing your skills, your major responsibility at ACES will be to respect your fellow students, teachers, and staff members. They, in return, will respect you. No individual has the right or privilege to infringe or deny the rights of another individual. Remember that your success in school will be directly proportional to your efforts. School will be whatever you make it. Let us always have the spirit to do the things which will make school rewarding.

Non Discrimination Notice

Aventura City of Excellence School does not discriminate on the basis of race, color, national origin, sex, disability, or age. We strive to be an inclusive community of learners, where all members feel valued. If you feel this has not been the case please contact the school Principal.

Vision Statement:

To join with our community to become the premier charter school in the nation, where academic excellence coexists with the promotion of innovation and exploration grounded in an atmosphere of social responsibility.

Mission Statement:

ACES mission is to develop future leaders by providing a world-class education with an unwavering commitment to the Whole Child, and an unyielding dedication to Student Success! At ACES, excellence is the expectation, not the exception!

The Aventura City of Excellence School staff believes that we have a responsibility to create a school climate that enables every individual to feel cared for, respected and to act as contributing members of the school culture. All students can learn and will be encouraged to strive for academic excellence and personal growth that will enable them to be productive and active members of society. In the practical application of this philosophy, opportunities shall be provided to:

1. Develop in each student and professional staff member a sense of **self-worth** and a **positive self-concept**
2. Imbue such **character** traits as honesty, integrity, compassion, respect, cooperation, humility, happiness and responsibility toward each other, our community and our world
3. Develop in each student an understanding of and responsibility for **making positive personal and social choices**
4. Improve upon the quality of **instruction and curriculum** by increasing the effectiveness of teachers and their teaching through ongoing professional development

5. Provide each student with experiences to develop an awareness of good health habits and attitudes for living by encouraging each student to perceive **learning as a life-long continuing process** from preschool through adulthood
6. Encourage, through educational reporting, city and district officials, the citizens of Aventura, and the professional staff to support quality education in the school
7. Use assessment data to identify and track student achievement and learning goals
8. Develop school programs based on “best practices” to promote learning gains
- 9. Develop strong parent-teacher-student relationships**
10. Provide a strong accountability system that will hold everyone at the school responsible for **maximizing learning opportunities**
11. Provide a low student-teacher ratio in order to enhance the **development of the individual strengths of each student**
12. Provide additional staff members for **enrichment and remediation services**
13. Develop in each student the ability to **innovate, think critically**, make inferences, apply knowledge to new settings and use these skills to make wise choices

ENROLLMENT/REGISTRATION

Aventura City of Excellence School admits students of any race, color, national origin, religion or gender. First consideration for admission will be given to residents of Aventura and dependents of U.S. military personnel on active duty in accordance with Florida Law. Once a student is accepted as an ACES student, the registrar will support in the completion of all necessary documents. Please see our current and prospective student links on the school website. ([linked here](#))

MIAMI-DADE COUNTY PUBLIC SCHOOLS

All students attending ACES are students of Miami-Dade County Public Schools, and are subject to applicable policies and entitled to all rights of any student attending a school in the district.

SCHOOL DIRECTORY

[Click here](#) to view the full school directory.

GOVERNING BOARD

The City of Aventura Commission serves as the Governing Board of ACES. [Click here](#) to view the Governing Board directory and a listing of meeting dates.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student at ACES has the right to:

- learn
- ask questions and get honest answers
- make mistakes

- know how their grades are determined
- think their own thoughts and believe their own beliefs
- grow and develop at their own pace
- own their own things
- live free from fear
- be treated with respect and care
- the responsibility to allow others to exercise the above-stated rights

SCHOOL HOURS

Breakfast available: 8:00AM - 8:20AM

K-5th Grades: 8:20AM - 3:00PM

Middle School: 8:20AM - 3:30PM

**Students cannot be dropped off prior to 7:45AM without coordination.*

ARRIVAL POLICY

Students should arrive with all appropriate supplies prior to the start of class (in their seat). Students should not be dropped off prior to 7:45 without coordination and parents are not to leave their vehicle when dropping off. All walkers should enter through the west gate and parents should not pass the Middle School building unless they are going to the front office themselves. It is advised that parents wait until after arrival to speak to the front office regarding any non-emergency situations. (If it is raining, please still pull all the way up and students will utilize the awning to walk into the building).

ATTENDANCE

It is important that pupils acquire the habit of regular **attendance**. All students are expected to be present and punctual for school. Parents are encouraged to promote good attendance and to refrain from making plans which will interrupt the educational process.

ABSENCES

When a child returns to school after an absence they must bring a note and turn it into the bin at either the Front Office or Middle School Office. The note must include the student's name, dates of absence, the reason for the absence, parent/guardian name and phone number.

The following are considered excused absences:

- Student illness
- Medical appointment
- Death in the family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such holiday or service be observed
- School sponsored event or activity approved by the school principal

As the holidays approach many of our students' families take holiday vacations. We encourage parents to vacation **only** when school is not in session. Families must fill out and submit a "Notification of Absence" form to the school administration. The school's registrar will inform the family as to the decision.

All other absences are considered unexcused.

All students with an excused absence (note from home or doctor) have one day for each day of absence to make up missed work and assessments. All students with an excused absence (note from home or doctor) must complete the make-up assignments for classes missed within the approved makeup window. Students should check Google Classroom to locate the missed work.

All students with an unexcused absence may make-up work only if a "Notification of Absence Form" is on file and has been approved by administration. Administration will email teachers directly if a form has been submitted. If prior notification of absence is not completed, the parent must request permission from administration to make up work and assessments.

EARLY DISMISSAL

The parent or guardian must make all requests for **early dismissal** to the main office. Parents and guardians requesting early dismissal for their child must do so by sending a note to the teacher who will forward the note to the office. Only in the case of an extreme emergency will a phone call for early dismissal be acceptable. A child being dismissed early must be signed out in the office. The child will be asked to report to the office to meet the parent or guardian for dismissal. Please note: According to district rule, **early dismissal will not be granted after 2:30 PM** for elementary students, **3:00 PM for middle school students. Additionally, during early release days, early dismissal will not be granted after 11:30 AM for elementary students, 12:00 PM for middle school students.** On club days, students **will not** be granted an Early Release after 1:45 PM unless there is an emergency.

TARDY POLICY

Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins, provided that the student is in attendance before the close of the session. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

A student will be marked **tardy** if arrival is after 8:30 AM. A child who is tardy to school **MUST** report to the office before going to class to receive a tardy slip before going to class.

Excused tardies are given for doctor's appointments only with a doctor's note and in the case of an extreme emergency.

Unexcused tardies will result in action as outlined in the following chart:

# of Unexcused Tardies	Action Taken
1-3	Email Sent Home
4-5	Homeroom teacher calls parents and follows up with an email & read receipt informing parents of tardy infraction and that after 5 tardies the student will be assigned a detention
6	Administrator calls parents and assigns a detention
7	Parent must attend administrative conference with student before student is allowed into class (Will serve In-School Suspension until parent arrives).
8+	Action will be taken on a case by case basis.

DISMISSAL RULES

Please note that all changes to elementary dismissal procedures must be handled through notification via email or teacher designated process (ie Remind message) Students may only be released to an adult on the emergency contact card. **CHANGE OF DISMISSAL SHOULD BE COMMUNICATED WITH THE FRONT DESK.**

Parents who pick up their child are expected to adhere to the school's dismissal rules, which have been written to assure the safety of all children. Rules for parental pickup are listed below:

- Car Rider dismissal begins at 3:00 PM (elementary) 3:30 PM (middle). Siblings will not be dismissed together.
- Parents must remain in their vehicle at all times (NO WALK-UPS)
- Students will not be released to any individual who is not in a vehicle, unless they are at the walker location (near Middle School)
- No cell phone use while in the school zone (subject to citation)
- Students who are consistently picked up after 3:45 PM will be asked to complete an After Care waiver and will be placed in emergency After Care. A fee will be assessed.
- Students who are designated as "walkers" or "bike riders" must have a form on file with ACES, communicated through teachers.
Note: A walker is a student who walks from the school campus to their home. Students will not be dismissed to walk to waiting vehicles.
- If you must change your child's "typical" dismissal method, a message must be sent to the homeroom teacher in the morning. If

the change must be done within the school day, parents must receive confirmation from either the teacher or front office.

- If it is raining we will continue as normal unless the conditions require us to pause dismissal. In this case all families will be notified via school communication tools.

CAR RIDER PERMITS

Students who are designated as car riders will only be released to vehicles that have a car rider permit. ACES families will be provided a car rider permit that will be utilized for parent pick-up. The permits are identified by colors for each grade group.

- | | | |
|----------|-----------------------|-----|
| ● Green | Elementary only | K-5 |
| ● Yellow | Elementary and Middle | K-8 |

BUS TRANSPORTATION

As our present charter agreement states, regular bus transportation will be provided under the following conditions through A1A Transportation:

- Only children eligible for bus transportation are allowed to ride the school bus.
- Eligible bus children may ride the bus only to and/or from designated stops.
- Changing designated bus stops is not allowed.
- Children who do not qualify as bus riders may not use the regular bus transportation to provide a courtesy ride to visit friends, to attend parties, etc.
- Children who qualify as bus riders may not transfer to other buses for a courtesy ride to visit a friend, to attend parties, etc.
- ***Please note that all changes to dismissal procedures should be confirmed by either the teacher or front office.***

These measures are taken to ensure safe and secure bus transportation with responsible accountability for our children.

Aventura City of Excellence School has established policies and regulations for student behavior while riding the school bus. It is requested that the regulations below be reviewed with your child and that they are informed that good, safe behavior is expected at all times.

All children should:

- Be at the proper bus stop on time.
- Wait for the bus on the sidewalk or on the shoulder of the road.
- Stay in line when boarding the bus.
- Remain properly and quietly seated while the bus is in motion.
- Keep head, arms, and hands inside the bus at all times.
- Be courteous to the bus driver and fellow passengers.
- Never throw objects in the bus, out of the bus windows, or at the bus.
- Obey directions of the bus driver.
- Do not deface the bus seats or equipment.
- Do not eat while on the bus.

- Take all personal articles off the bus when you leave.
- Exit the bus in an orderly fashion.
- After departing, stop and look both ways.
- Cross in front of the stopped bus on the signal from the driver or school crossing guard. Never cross the street from behind the bus.

Please note that failure to comply with bus rules may result in the loss of privileges to ride the school bus.

Parents may visit www.AIAtransportation.com to view bus stop information.

“STUDENT OF THE MONTH” AWARDS

Each month teachers will nominate one student for the Student of the Month Award. Students will be nominated based on their active demonstration of good citizenship and moral character. Parents are invited to attend the ceremony to celebrate their student’s achievement.

PERSONAL ELECTRONIC DEVICES

Definition for purposes of this policy: “electronic devices” shall include any wireless telephone, watch, or device that allows two-way communication. These devices shall also include any device that may be used to store, record, or play auditory and/or visual information.

In order to assist in communicating with family members, ACES will allow students to possess electronic devices on campus without it being a violation of the Code of Student Conduct. However, the possession of an electronic device which disrupts the educational process, and/or unauthorized use of electronic devices during school hours would be a violation of school policy.

The possession of electronic devices by students on school property, or while attending school-sponsored or school-related events is a privilege, not a right. A campus administrator or teacher, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or cancel the privilege of possessing an electronic device.

Electronic devices are not to be used to make phone calls, send/receive text messages, post anything on social media platforms, etc. AT ALL DURING SCHOOL HOURS, including classroom changes and restroom breaks. Electronic devices that cause a disruption to the educational environment or any unauthorized use of electronic devices will result in the electronic device being confiscated and turned in to the front office. Confiscated electronic devices will only be returned to a parent or guardian at the end of the school day. Repeat offenders may be advised that they have lost the right to have a device with them during the school day for any reason, and possession at that point may lead to confiscation for the remainder of the school year.

STUDENT IDENTIFICATION CARDS

Student ID cards are considered a part of the school uniform, and students are expected to have their ID card with them daily. Not having an ID card will result in a uniform violation. Students in grades K-3 will wear their ID card attached to their backpack, while grades 4-8 will wear theirs on the school provided lanyard.

Defacing the ID card will result in a student being required to purchase a new one, and will be considered a uniform violation. Defacement includes, but is not limited to the following; adding stickers, writing or drawing, bending, cutting, or any other alteration to the ID card or lanyard.

DRESS CODE & UNIFORM POLICY

All ACES students are required to be in proper uniform at all times. Any student not in uniform will be referred to the office and may be assigned administrative consequences such as reflective time. Kindergarten through 5th-grade students have P.E. 6 days in a row every 2-3 weeks and are required to wear their ACES P.E. uniform. Middle school students scheduled in PE must wear their ACES P.E. uniform for class each day.

Students may only wear ACES uniform sweaters/sweatshirts or plain navy blue sweaters/sweatshirts **with no hoods** (without any logos/wording) to school. The sweater/sweatshirt (outerwear) policy should be followed on all days except dress-down days. Students **are** expected to follow the policy of wearing navy blue or ACES outerwear on all spirit and upstander days.

Students must wear proper and safe footwear. Backless footwear such as flip-flops and sandals are inappropriate for school and may not be worn.

Friday is an optional dress down day. This is a fundraising opportunity for ACES where students are asked to bring \$1.00 in order to “dress down.” If a student chooses not to bring \$1.00 he/she may wear the regular uniform to school. “Soffe shorts”, “belly shirts”, tank tops, and sweatshirts with hoods are prohibited.

Throughout the year ACES will designate days allowing students to wear upstander or spirit shirts. On these days, students must wear the designated clothing and can wear any school appropriate bottoms. Students **are** expected to follow the policy of wearing navy blue or ACES outerwear on all spirit and upstander days.

Any student violating the ACES dress code, including wearing clothes deemed inappropriate by the teacher or administration will receive reflective-time or be sent to the office to contact home for a change of clothes.

All uniform items must be purchased from Ibiley Uniforms located at **1267 NE 163rd Ave #1024, North Miami Beach, FL 33162**. The phone number is (305) 625 - 8050. Uniforms may also be ordered online at <https://www.ibiley.com/default.aspx>

Below is a summary of the ACES uniform dress code:

*(ACES' new uniform has had a logo change, however old logos **are** still allowed to be worn)*

Kindergarten-5th Grade

Students may wear ACES uniform navy blue pants, shorts, skirt or skort with either the ACES oxford or the polo shirt in light blue. Shirts may be long or short sleeve.

6th – 8th Grade

Students may wear ACES uniform khaki pants, shorts, khaki skirt, or skort with either a white or navy polo shirt. Shirts may be long or short sleeve.

The ACES P.E. uniform for all students includes gym shorts or sweatpants and an ACES t-shirt.

All students must be in uniform every day, regardless of weather conditions.

LABELS

Please have your child's name on all personal property such as lunch boxes, backpacks, sweaters, raincoats, etc.

DRINKS

Students are encouraged to make healthy choices and bring bottled water to school. Sugary soft drinks are strongly discouraged. Energy drinks of any kind are prohibited on campus and will be confiscated. We strongly encourage students to bring refillable water bottles when on campus.

EMERGENCY PREPAREDNESS

In the event of an emergency where parents and visitors are not permitted on the school campus, City Hall located at 19200 West Country Club Drive will be the designated meeting location where parents should go to meet a school representative to receive information. Additionally, every effort will be made to post pertinent information related to any incident at www.aventuracharter.org.

EMERGENCY DRILLS

On a monthly basis, students practice exiting the building in a speedy, safe and quiet manner when the fire alarm sounds. Each class is given directions by the teacher and special announcements may be made by the administration concerning the drill. In addition, Code Red (lockdown) drills are practiced monthly with all conversations being held in a developmentally appropriate manner.

FIELD TRIPS

Field trips are planned to encourage the development of interests and to expand the instructional program. Before a child is permitted to go on a trip, the parent or guardian must sign a permission slip. Any parent or guardian who does not want the child to take a trip may have the child excused from this activity, but not from school. Any child not going on the trip will be assigned to another class for that period of time.

Any students who have shown a pattern of disruptive behavior, defiance, or non-compliance with rules may have the privilege of attending a field trip revoked at the discretion of school administration.

Chaperones may not bring children other than those in the class(es) attending on the trip (e.g., siblings, cousins, etc.)

Chaperones must stay with their designated group for the duration of the trip. Only school staff may chaperone overnight field trips.

FIELD TRIP BEHAVIOR

Students participating in trip activities must abide by the following rules and regulations:

All rules, regulations, and policies governing student behavior in the Miami-Dade County [Student Code of Conduct](#) are to be followed.

Parents and Students may be required to sign a behavior contract prior to participating on a field trip. Students are to cooperate fully with and follow the instruction of all chaperones and other supervisory personnel. Repeated refusal to follow requests/directions of trip supervisors/chaperones or violation of school rules, regulations or policies will result in parents being notified and student discipline upon return to school. Severe behavioral problems may result in the student being sent home at the expense of the parents. Students that do not behave appropriately on a field trip may lose the privilege of attending future trips.

Whenever chaperones or supervisors are speaking, students must be quiet and attentive. Remember that actions of this group on this trip determine whether or not trips such as these occur in future years. Throughout the trip, students are required to maintain a "buddy system". **STUDENTS MAY NOT LEAVE THE GROUP WITHOUT ADVANCE PERMISSION FROM A CHAPERONE.**

Neither, the School or the City of Aventura, its employees, agents or representatives are responsible for damage or loss to any property, money or other valuables of participants on a trip.

Students and parents should carefully consider these rules and if, for any reason, either party feels that the student cannot adhere to ALL of the rules, then that student should not attend.

CURRICULUM

Instruction is aligned to the Florida Standards and the Next Generation Sunshine State Standards. Teachers and students are accountable for all state and local assessments in addition to internal formal and informal assessments and observations (e.g., FSA, EOC, Benchmark Assessments, SAT - 10, and classroom assessments). All ACES students are required to enroll in 6 live courses on campus.

GRADING

Kindergarten students will receive grades of E, S, N and U. Students in grades one through eight will receive traditional grades (e.g., A, B, C, D, F) calculated using the state's grading scale. In addition, students in grades Kindergarten through eighth-grade students will receive a report card each quarter that reflects academic progress through grades.

Grading Scale

Grade K	Grades 1 – 8
E – Excellent	A – Outstanding 90% - 100%
S- Satisfactory	B – Above Average Progress 80% - 89%
N – Needs Improvement	C – Average Progress 70% - 79%
U – Unsatisfactory	D – Below Average 60% - 69%
	F – Failure

***Parents are encouraged to communicate regularly or meet with teachers individually to discuss student progress.*

ACADEMIC HONESTY/HONOR CODE

Student work is a reflection of their individual ability, so it is assumed and expected that students are giving their best effort on all assignments.

All students will work under an honor code. Each piece of work turned in should be an original product of the student. Plagiarism, Cheating, and Stealing are not tolerated and may lead to academic consequences and/or school discipline.

PARENT PORTAL

Parents and guardians are encouraged to open a Parent Portal account. The Portal contains valuable student information including the *Electronic Gradebook*, which monitors attendance and academic progress in each class. Prior to adding a student to your account, you must obtain a Parent PIN number for your child. If you need your Parent PIN you must come into the ACES front office with identification, and Ms. Lynette or Ms. Miranda will provide it to you. Step by Step

directions for creating a Parent Portal account can be found at the following link:
<http://goo.gl/MefeL3>

HOME/SCHOOL COMMUNICATION

Parents are an integral part of our school and as such we strive to keep them involved and informed. An Open House will be held at the beginning of the school year. Parents are encouraged to communicate with teachers via Aventura City of Excellence School email.

HONOR ROLL REQUIREMENTS

Grade 1 – Grade 8

Principal's Honor Roll: All A's in Academic subjects
Honors: All A's and B's in academic subjects
Satisfactory in conduct and effort

Kindergarten: Students may earn the ACES Super Star award by earning all E's and consistently good in conduct and effort

RECESS

Kindergarten through 5th-grade students will have recess daily (weather permitting). Middle School students also have a rotational schedule for recess on MOST days. Please be sure your child has dressed appropriately for the weather as recess takes place outside.

“HOME LEARNING” POLICY

The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. It is the position of school administration that homework should be minimal, with the primary focus on research-based instructional technology with significant time throughout a given week to complete recommended lessons/time.

Teachers will use the following time schedules as a *guide* when assigning homework:

Grade Level Total daily Average (All Subjects)

K-2: 15 minutes

3-5: 30 minutes

6-8: 60 minutes

*(Students taking High School courses may have increased workloads)

These times are a guide and are based on the average child's ability to complete an assignment. Please note that in addition to regular homework, a child who

does not complete a class assignment may be required to complete the assignment for homework. Teachers keep daily records of completed homework assignments.

Below are a few examples of how parents may assist with homework:

- Show an interest in your child's work
- Provide a place and time for quiet study
- Assist in practicing vocabulary and number combinations
- **Encourage home reading and listen to your child read**
- Review the homework for neatness and completeness
- **Refrain from doing the work for your child**
- Discuss problems related to home study with your child's teacher
- Check the Dadeschools portal often

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES

All textbooks and library books needed by students for school and homework assignments are furnished by the school. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. Students should print their name and room number on the front of each book cover. Books must not be written in or on. Charges will be assessed for damaged or lost books and /or materials. Students must learn to be responsible for the care of personal and school materials.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Please help your child come prepared for school by packing his/her homework and supplies. Middle school students will be provided with a set of books for home use.

PROMOTION/RETENTION

Students will be promoted annually from one grade to another upon satisfactory completion of academic and other requirements. Students experiencing difficulties will be identified as soon as possible using the following procedure:

- 1) On-going communication between the administration, teachers, and parents
- 2) Informal observations conducted by appropriate staff members, followed by conferences between participants for suggestions as to how to help the child.
- 3) Appropriate, **preliminary** assessment of the child's progress will be reported to the parents, at which time the possibility of non-promotion will be discussed.

ACES follows the Miami-Dade County Public Schools Student Progression Plan.

HEALTH SERVICES

ACES has an on-site nurse who will provide initial first-aid and communicate with families in circumstances that may be more serious.

ILLNESS, ACCIDENT AND MEDICAL EMERGENCY

If your child shows signs of illness or he/she is not feeling well, please keep your child at home. A child must be fever-free for 24 hours before returning to school. (Fever-free means a temperature less than 100, without medication, for a 24-hour period.)

On the Medical Emergency Record please list the name of someone (be sure to receive permission to do so) who would take care of your child in case of need. If information (telephone number, place of employment, physician, etc.) on your Medical Emergency Records changes, please notify us immediately. Immunizations must be updated annually for all students grades Kindergarten through second grade and seventh grade. The completed shot record (blue form) and the physical examination record (yellow form) must be on file with the registrar before students are allowed to attend school. Students grades three through fifth must have an updated physical annually.

COVID-19 REPORTING PROCEDURES

Please refer to the chart [linked here](#) to view the proper procedures for reporting positive COVID-19 results or exposure. When in doubt please contact school administration immediately to discuss.

SCREENINGS

All students are screened for speech, hearing, and vision to rule out any difficulties in these areas in compliance with Miami-Dade County Public Schools.

MEDICATION

The administering or dispensing of any non-prescription or prescription medicines to students by employees of ACES without specific written authorization by the child's physician is forbidden. Only the school designee may administer prescription medication. A doctor's authorization must be on file for all prescription medication. All medication will be kept in the front office.

HEAD LICE

Head lice occur everywhere that there are large numbers of children. ACES follows a strict no-nit policy. Regardless of the head lice treatment that has been used, students must be completely free of nits in order to be in school. This policy will help all children, families and our school remain lice-free.

PARENT VOLUNTEER HOURS

The purpose of volunteer hours is to ensure a strong home-school connection, which is known to increase performance for students, staff, and the school as a whole. Parents must abide by their contracted 20 volunteer hours for one child attending school and 30 contracted hours for two or more siblings within the school. Volunteers must coordinate their work ahead of time, check in with the receptionist prior to doing any volunteer work, and ensure that proper documentation was completed. .

Parents may not volunteer in their child's classroom unless they are the designated room parent. Several opportunities will be shared publicly including but not limited to Bookfair, Bazaar, TAW, and Fundraisers. Additionally, ACES will encourage parents to attend workshops and complete training by providing volunteer hours for doing so.

Please note: In the event of a dispute over served hours, it is the parents' responsibility to provide signed documentation.

PARENTS AND VISITORS ENTERING THE SCHOOL

Appointments should always be made to conference with teachers and administrators. Appointments may be made by e-mail, sending a note to the teacher or by calling the office to request a meeting.

Visitors and parents are to report, sign in and obtain a visitor's badge at the office each time they come to the school, regardless of the purpose of the visit. In the event that students forget items at home they should NOT be dropped off at school, and parents are encouraged to communicate the mistake with the teacher or impacted staff member. This procedure is intended to alleviate unnecessary disruptions to instruction and maintain a safe school environment.

Visitors and parents of middle school students are to report to the elementary school building to sign in and obtain a visitor's badge. There will be no external entry to the middle school building during school hours unless authorized by administration. This is a safety practice designed to facilitate quality instruction with no disruptions. ACES use of Raptor Technologies ensures that no unwanted persons are allowed on campus at any time.

STUDENT RECORDS/PARENT RIGHTS

All student records are kept in compliance with state and district policies. A parent has the right to inspect all school records upon request. Please give the office adequate time to make a copy if records are being requested. Depending on the amount to be copied, parents may have to pay a small fee for this service. Student records leave the building only when a Record Release Form is signed by the parent/guardian.

COMMUNICATION POLICY/CONFLICT RESOLUTION

- Parents or guardians of students attending the City's CharterSchool who have a concern or grievance relating to school policy or the student's teacher shall first contact the student's teacher to discuss and attempt to resolve such concern or grievance.
- In the event the parent cannot resolve their concern or grievance with the student's teacher, they may contact the Principal of the school to attempt to resolve their concern or grievance.
- Parents who cannot resolve their concern or grievance with thePrincipal of the school may contact the City Manager to discuss and attempt to resolve their concern or grievance. The CityManager's decision on school matters, except the expulsion of students, shall be final.

MEDIA CENTER

Visiting the Media Center

Students are welcome to visit the media center from 8:00 AM – 8:20 AM. Additionally, students in grades K-5 have a scheduled time when they visit the media center with their homeroom class. Middle School students may visit the media center during their lunch period (students must see media specialist in the morning to acquire a pass). Students with no pass will not be admitted to the media center.

Checking Out and Returning Books

Students may check out the following number of books:

K & 1 – May borrow one book at a time. (Kindergarten students will begin borrowing books once they have become familiar with the media center). This typically occurs in January.

2 & 3 – May borrow two books at a time.

4 & 5 – May borrow three books at a time.

Middle School – May borrow four books at a time.

If a student would like to renew a book they must physically bring the book into the media center to be re-stamped. Each book has a due date slip on the inside of the front or back cover. The last date on the slip is when the book is due. All books that are to be returned must be placed in the book drop in front of the media specialist's desk. **PLEASE DO NOT GIVE YOUR BOOK TO YOUR CLASSROOM TEACHER TO BE RETURNED.** If a child is absent on the due date, please have your child bring their book back the day they return to school. If this is not done, an overdue fee will be charged.

Every student is given the opportunity to check out books from the media center. If you do not want your child to check out books, it is your responsibility to make your child aware of your wishes.

Overdue Books and Fees

Books that are not returned on time will be charged a 10 cent fine for each day they are late. Students who do not pay their fines or return their books will not be allowed to check out any library materials until their account is settled in full. Damaged books will also accrue a fee based on the extent of the damage. Checks and cash are accepted when paying fines and fees. Please make checks payable to “City of Aventura”. Please write your child’s first and last name on the memo section of your check.

Books and fines are NOT to be left at the front office. The front office staff will not accept responsibility for books and fines that are left there. Please have your child return their books and pay their fines in the media center as this teaches them responsibility. If you have a question about a notice, fine or fee, you may email Ms. Winberg at kwinberg@aventuracharter.org. Please put your child’s first and last name in the subject heading. If you do not have email, feel free to send a note with your child. Please include a phone number in your letter in case the reply requires a phone call.

Volunteer hours may be earned in the media center. Parents are invited and welcome to volunteer. Please contact Ms. Winberg in the media center for more information.

PARTIES

Invitations to parties should not be sent to the school unless the following rules are followed:

- The entire homeroom class is invited, or if a specific gender is desired for the party, ALL of the boys or girls in the homeroom class are invited
- This will prevent embarrassment to the child not receiving an invitation.

If the parent wishes to bring food for a special celebration they must coordinate and approve this with the homeroom teacher. Please note that only store bought food may be served.

Birthdays may be celebrated once a month and must include all of the students having a birthday during the month. The party may be held only during lunch or recess and parents are not allowed to attend.

- Siblings are not permitted to attend a party held in a sibling or family member’s classroom. Additionally, food may not be brought to individuals in other classrooms.

SCHOOL AFTERCARE INFORMATION

The School Aftercare Program is run by the YMCA. Students in Kindergarten – 8th grade may enroll in School Aftercare, an after-school supervision program from 3:00 p.m. to 6:00 p.m.

1. Beginning at 3:30 p.m. students may be picked up from the School Aftercare Program
2. Students must be signed out on the dismissal sheet at the front desk by the parent or/and another authorized person. All parents or authorized persons picking up a student should carry a photo ID at all times.
3. Students will not be dismissed to your vehicle.
4. All students must be picked up by 6:00 p.m. – no later.
5. There is a late fee for children that are not picked up on time. The late pick-up fee is \$10 for every 15 minutes past closing time of 6:00 p.m. Payment is due on the date of the incident. Please be advised that the School Aftercare program is a service provided for our parents who need their children to remain in school until 6:00 p.m. Therefore if you anticipate any conflict with our schedule, you should consider other means of care for your child. Daily/Hourly rates are not available through this service.

Aftercare Withdrawals:

If your child has been enrolled in the program and you wish to withdraw him/her, please notify the office.

SCHOOL ADVISORY COMMITTEE

A School Advisory Committee will be organized in accordance with the ACES charter agreement. This committee will offer advice to the Principal and City Manager on issues related to the overall operation of the school.

LUNCHES

Students who bring lunch from home must bring their lunch to school on a daily basis. Parents will not be able to drop off lunches at the front desk. Students who do not have lunch have an option of getting the daily lunch or sandwich from the lunch vendor. (All students in need of food will be provided something to eat)

LUNCH PROGRAM

A'viands is our food vendor, a K-12 Elior company. While kosher options will not be available, vegetarian options will be offered daily. Breakfast and lunch will be served daily. Prices will be determined annually. Students are also welcome to pack a bagged lunch.

Lunch payments should be made through myschoolbucks.com.

Your child may qualify for a free or reduced-price lunch. These guidelines will be disseminated by your child's classroom teacher. All information is confidential.

SCHOOL RULES

ACES students are expected to follow the [MDCPS Code of Student Conduct](#). A copy is provided to each family at the beginning of the school year.

A positive atmosphere is necessary to provide an effective educational program for each child. A good school climate is the result of the administrators, teachers, students, and parents working together.

In the Classroom - Students are expected to:

- speak in an acceptable manner
- move in a careful way
- follow directions
- respect the property and ideas of the school, teachers, and others

In general, students are expected to behave in a way that promotes learning and does not interfere with teaching and learning. Teachers seek to promote an optimum learning environment. Students reported for misconduct will speak with appropriate school staff. Parents will be notified when it is deemed necessary.

In The Halls - Students are expected to:

- remember that classes are in session
- walk quietly
- go directly to their destinations

In general, students should be quiet, careful, and courteous in the halls. They should be considerate of classes that are in session and try not to disturb teachers and students who are working. During transitions, students should walk on the right hand side of the hallway.

On The Playground - Students are expected to:

- play carefully, and in a manner that will not cause harm to themselves or others.
- use the rules of the games
- follow directions
- walk to their class line when the signal is given

In general, students are expected to abide by the rules of the playground, to cooperate with the staff on duty, and to be considerate. Students who do not follow the rules may be required to miss recess for a period of time. Recess will rarely be taken away in its entirety.

In The Cafeteria- Students are expected to:

- pass through the serving area in a quiet, orderly manner
- remain seated at their assigned tables (elementary school)
- eat lunch first without talking, then talk in an acceptable manner (quietly to your neighbor)
- respect school property and the belongings of others
- follow directions

- clear tables and place trash in the proper receptacles before leaving
- listen carefully and line up quietly when the signal is given for dismissal from the cafeteria

In general, students are expected to abide by the rules of the cafeteria. Students reported for misconduct may be required or referred to the office to have lunch in another area designated by the school administration.

A cafeteria supervisor ensures that students follow cafeteria rules and display proper eating etiquette. Classes are rewarded for appropriate behavior.

Middle School students are expected to adhere to all of the above rules. Students will be allowed to choose their seats for lunch unless the cafeteria behavior deteriorates. At that time, students will be assigned seats.

BULLYING/HARASSMENT POLICY

ACES follows the Miami Dade County Public Schools Anti Bullying Policy. 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. The entire policy can be found at the following link:

<http://www.dadeschools.net/schoolboard/rules/Chapt5/5d-1.101.pdf>

In accordance with the [MDCPS Code of Student Conduct](#), ACES maintains a Zero Tolerance Policy on school violence, crime, and the use of weapons.

REPORTING SUSPICIOUS BEHAVIOR OR THREATS

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Anyone with knowledge of a threat can use this anonymous reporting tool by accessing the link on any ACES device or on our school website. FortifyFL is [linked here](#).

SPECIAL PROGRAMS

CHARACTER EDUCATION:

ACES Character Education Program is focused on cultivating community. Core values are integrated throughout the curriculum and within our daily interactions to better prepare students for lifelong learning.

ENGLISH LANGUAGE LEARNERS (ELL):

This program is offered to students who are working toward English proficiency. Classroom teachers servicing ELL students have undergone special training related to strategies that enhance language acquisition. ACES ELL Coordinator

collaborates with classroom teachers related to instructional modifications that aid in content comprehension. ACES ELL Coordinator meets with parents and conducts annual evaluations to measure progress toward English language proficiency

EXCEPTIONAL STUDENT EDUCATION (ESE):

ESE students are fully mainstreamed, reducing social stigmas and enhancing the continuity of instruction. The ESE teacher works with the classroom teacher to modify instruction as appropriate to enable students to meet their goals. The ESE teacher collaborates with classroom teachers to ensure that "strategies for success" are implemented in all subject areas.

GIFTED:

Eligible students in grades 2 through 8 will have an opportunity to enroll in a gifted Language Arts course. Project-based application allows students an opportunity to combine their creativity and practical knowledge.

INSTRUCTIONAL TECHNOLOGY:

Classroom teachers utilize technology daily to reinforce instruction and offer opportunities for independent practice. ACES students have access to Internet-based instructional programs at home and at school. Middle School students are required to enroll in a year-long Computer Concepts, Coding, and Research course designed to expose them to all facets of the technology world available to them.

LIBRARY AND RESEARCH SKILLS:

Our library is open each morning at 8:00 AM. Students may check out books daily. K-5 students receive library instruction from ACES' Media Specialist in topics such as research skills, types of literature and media, plagiarism, organizing ideas, concept mapping and the importance of developing a lifelong love of learning.

MUSIC:

All students grades K-5 attend music classes once per rotation. The ACES music program emphasizes multicultural music appreciation, song, rhyme, and music.

PHYSICAL EDUCATION (PE):

ACES PE program emphasizes sportsmanship and teamwork. Students are exposed to a variety of games, sports and activities utilizing our full size, an indoor gymnasium and our Middle School track and basketball courts. Middle School students may select PE as a full year elective. I.

SPEECH AND LANGUAGE:

This program is offered to students who qualify for services based on school district requirements. ACES part-time Speech and Language Pathologist services students' needs in small groups.

SCIENCE RESOURCE LAB:

ACES science laboratory program provides students with hands-on application of core curriculum. Students in second through fifth grade have access to the science lab and students in kindergarten and first-grade conduct experiments within their classrooms. Students conduct scientific investigations including predictions, observation, data collection, evaluation and communication of findings. All middle school students enroll in a comprehensive science course that emphasizes hands-on investigation.

SPANISH:

ACES Modern Language Program places emphasis on four basic components of language acquisition (e.g., listening, speaking, reading and writing). Students build an understanding of the relationship between perspectives and products of various cultures. Students in grades K-5 receive Spanish instruction two times per rotation. Middle School students can elect to enroll in Spanish courses throughout their Middle School career at ACES.

ART:

Our Arts program fosters self-expression and creativity. The Art Program is designed to inspire and motivate students to experience the connection between disciplines such as language arts, math, science, and social studies. Students use a variety of mediums including paint, chalk, clay, and fabric to create 2-D and 3-D art.

CLUBS:

All students grade 2-5 have the opportunity to participate in a club each Friday for the last hour of the school day. Clubs may include but are not limited to the following:

- Aerobics for Kids
- Arts & Crafts
- Basketball & Sportsmanship
- Baton
- Board Games
- Contemporary Dance
- Cooking Club
- Country Line Dance
- Crazy Creators Club
- Crazy Science Club
- Disco Dancing
- Eagles Garden Club
- Eagles Skits
- Hip Hop Dance
- Kickball
- Latin Jazz Dance
- Middle Eastern Dance
- Movie Critics Club
- Poetry Club
- Scrapbooking Club
- Table Tennis Club

ONE TO ONE DEVICES

All students will be issued a personal device as part of the ACES One to One device program. All students and parents will receive and sign a One to One contract which details the agreement regarding use, repair, and replacement of the device. The terms of the agreement are as follows:

Terms of Agreement

In this agreement, “you” and “your” means the parent/guardian and the student enrolled in Aventura City of Excellence School (ACES). The “equipment” is a Chromebook and battery.

Terms:	You will be issued an ACES Chromebook and battery to be used during the school day. You will comply with the ACES One-to-One Parent/Student Handbook at all times.
Title:	<p>Legal title to the equipment belongs to the ACES and shall at all times remain with ACES. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement.</p> <p>Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the ACES or upon withdrawal from the school.</p>
Lost, Stolen, or Damaged Equipment:	<p>You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report.</p> <p>If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you may be responsible for the cost of repair or replacement.</p>
Sanctions for Violations	<p>Any activity that violates Electronic Resources Policy and Procedures should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be considered on a case by case basis. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Aventura City of Excellence School electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate.</p>

