

PRINCIPALS MESSAGE

Dear Parents and Students:

Hibiscus Elementary School is "Soaring Forward!" The 2014-2015 will bring new challenges as a new achievement test replaces FCAT 2.0. However, be assured that the Hibiscus Elementary School's Staff is prepared and will rise to the new standards. The school will dawn with renewed efforts to strengthen: student academic performance, home school interaction through the PTA and the ESSAC council: school safety and environmental awareness. Our staffs of highly qualified teachers and trained professionals are committed to work even harder to maintain our high standards at Hibiscus Elementary School.

Our School Improvement Plan (SIP) and school website contains very important information about our school. Please read it carefully and do not hesitate to call the school at 305-652-3018 for assistance and/or clarification.

Our children are our future. Therefore it requires the collective efforts of parents, teachers, administrators, and the entire community to ensure that they receive the best academic and social foundation. On behalf of the staff, I sincerely welcome all our new students and parents. With your help Hibiscus Elementary will continue soar to greater heights!

Sincerely,

Kim W. Cox
Principal

MISSION STATEMENT

The Hibiscus Elementary administrative team, faculty, support staff, parents, students, and community leaders believe that all children can learn. We believe that it is essential for all students to improve the quality of their writing and expand their vocabulary in the process.

We further believe that all students must acquire the reading and mathematics competencies, which will enable them to be productive contributors to society in the future. We believe that it is through constant high expectations and hard work that all can achieve the goals, which they set for themselves.

The administrative team, faculty, support staff, parents, and community accept the responsibility for students' mastery of certain basic competencies, which encourage the development of self-respect and a sound value system.

SCHOOL HOURS – SUPERVISION

Grades: Pre K, K, 1

8:20 a.m. – 1:50 p.m.

Grades: 2-5

8:35 a.m. - 3:05 p.m.

Grades: 2-5 Wed.

8:35 a.m. - 1:50 p.m.

Students are supervised from 7:30 a.m., Monday through Friday. All Pre-K, K, and 1st grade students must be picked up by 2:10 p.m. These students cannot remain on school campus because supervision is not provided. All 2nd - 5th grade students must be picked up by 3:15 pm. Sunshine After Care Program provides after school care for parents who cannot meet this timeline for a fee.

PROCEDURES FOR REGISTRATION

Registration is held in the spring for children entering school in the fall.

All students entering a Dade County School for the first time must present:

1. Birth Certificate
2. Physical Examination Certificate
3. Certificate of Immunization
4. Proof of Address (light bill and lease or mortgage)

Age requirements are as follows:

Grade Level	Age	Criteria for Admission
Pre-K	4 years old on or before 9-1	
Kindergarten	5 years old on or before 9-1	May be admitted anytime during the school year.
First Grade	6 years old on or before 9-1	*Must have completed Kindergarten.

ATTENDANCE

An elementary student who accumulates ten (10) or more absences may be subject to (NG) No Grade at the end of the grading period, which may affect the child's promotion to the next grade. Absences will be determined "unexcused" if they fail to meet one of the following criteria: illness of student, a death in the family, doctor's appointment, religious holidays, school-related absences, and absences prearranged with the principal. Please send a note to the teacher in the event that the student is absent within two (2) days.

CHANGE OF ADDRESS / TELEPHONE

It is extremely important that every student maintain an up-to-date address and working telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and current address
3. Home phone and parent(s) work phone (cell number, if available),
4. Emergency phone number of friend or relative
5. Physician's name and phone number
6. Medical alert information (Where Applicable).
7. Authorized person(s) allowed picking up child.

Please fill out two emergency contact cards and return them with your child the first week of school.

ILLNESSES

If a student becomes too ill to remain in class, we will contact you by phone and recommend that you come to school and pick up your child. That is why it is so important that we have a **current, working phone number** on the emergency contact card to reach you. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain at home until the condition or disease is corrected.

Some students may need medication during school hours. Please adhere to the following procedures:

An Authorization for Medication (FM-2702) form must be filled out by the physician and also signed by the parent. This form is available in the school office.

MEDICAL INFORMATION

Parents should make the school aware of any medical problem a child might have. School employees may not administer medicine to any student unless the school has the appropriate form signed by the doctor. School employees are not permitted to give aspirin or apply ointment for cuts or abrasions. In the event of an injury at school, parents will be notified.

EARLY DISMISSAL OF STUDENTS

Persons authorized to pick up students prior to dismissal time are required to show picture I.D. Students will only be released to those persons whose name appears on the Emergency Contact Card. No children will be released ½ hour before dismissal time.

PTA ACTIVITIES

The activities of the Parent-Teacher Association are 4-fold: service, community relations, funding, and communication. Among services performed by members of the PTA are the volunteer program and improving the safety of the students. Community relations include lobbying activities to seek greater support for quality public education for youth. Fund raising enables the PTA to implement available school monies to buy special equipment and materials for the school which otherwise would not be available to our students. All parents are encouraged to become members of the PTA. We welcome parents as volunteers. Please ask how.

RAINY DAYS

Please plan ahead and make arrangements so students will know exactly what to do if it is raining at dismissal time. Students will remain in school in case of a lightning storm or excessive heavy rain. They will be dismissed when the weather subsides. School bus students will be dismissed at the regular time. Make certain your child is aware of the rainy day arrangements, which may be different than their regular routine.

SCHOOL VISITORS

Parents are always welcome to visit the school for purposes of observation. Any visits during the school day should be for that purpose only, unless a conference with a teacher has been prearranged. Conferences and visits must be planned with a 1 day's notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the educational program.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. No students will be permitted to leave the building with a visitor unless this has been done through the school office.

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences are usually held after school, unless otherwise arranged. It is suggested that plans for conferences be made at least 24 hours in advance of date since teachers fulfill their professional responsibilities during the school day.

Hibiscus Elementary School stresses the need for positive communication between the home and school. Efforts are made by the administration and teachers to notify parents of the many good things students do in school. Letters or notes regarding honor roll, outstanding behavior, and good attendance will be sent home throughout the year.

STUDENT INSURANCE

Student accident insurance for incidents, which occur at school or on the way to and from school, is available at a reasonable price during the first week of school. Looking at the price of medical care today, this would be a wise investment for any parent even if they already have a hospitalization policy. All safety precautions and procedures are in place at the school, but when a number of students are grouped in one place, accidents do happen.

SCHOOL UNIFORMS - MANDATORY

The parents voted overwhelmingly in favor of a mandatory school uniform program. This means all students must wear a uniform every day, Monday through Friday. We have a big responsibility to make our program successful by encouraging all students to wear a school uniform, reinforcing that individuality comes from within a person and not from external factors such as designer brands and fads. Students who are new to Hibiscus will have a 30-day grace period in which to obtain a school uniform.

GRADING SYSTEM & REPORT CARDS

Report cards are distributed every nine (9) weeks. The sections on Effort, Conduct and Work Habits are very important because the development of good work habits and attitudes tend to ensure effective learning of the necessary skills. A child is graded on mastery of grade level competencies. Letter grades of A, B, C, D, and F reflect the child's performance against grade level requirements. If there are any questions about your child's report card, please contact his/her teacher immediately.

Interim Progress Reports will be issued during each grading period; it is the school's desire that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the report card is prepared. This Interim Progress Report is to be signed by the parent or guardian and returned to the issuing teacher.

The evaluation of the student achievement is one of the important functions of the teacher. The accepted system is as follows:

A-	Excellent	D-	Poor
B-	Good	F-	Failure
C-	Average	I-	Incomplete

An Incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his assignments. An incomplete in the report card becomes an "F" four weeks from the date it is issued. Make-up is the complete responsibility of the student.

HOME LEARNING POLICY

Developing the habit of home study requires parental support and guidance. You can help by: (1) providing a quiet place and a specific time conducive to study and learning, TV and homework do not mix. (2) Showing interest in all work your child does, (3) giving encouragement and needed support, (4) avoiding the temptation of doing the assignment yourself or giving too much direction, (5) seeing that the work is neatly, carefully, and completely done, (6) expecting and encouraging your child to do independent reading and writing each evening, (7) supplementing school instruction by helping with drill on spelling words and number combinations.

The faculty and administration at Hibiscus believe that: (1) home study by each student is desirable and necessary, (2) home learning should gradually increase from grades one through five, (3) unnecessary demands upon a pupil's after school time enhance neither intellectual growth nor home-community life.

The following schedule represents a guideline for homework:

All grades will have homework assigned five days a week.

Fourth and fifth grade teachers will begin to give more long-range assignments designed to develop the study skills so essential as children move up the educational ladder. This will involve work that cannot be completed in one night. Research, the development of an outline, and preparation of a rough draft may be necessary before completion of the final effort.

Grade Level	Frequency	Total Daily Average
K-1	Mon. - Fri.	30 minutes
2-3	Mon. - Fri.	45 minutes
4-5	Mon. - Fri.	60 minutes

Parents should be aware of the purpose of home learning and encourage and support the school in completion of all assignments.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) became a Federal Law in November of 1974. The intent of this law is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. (**Board Rule 6Gx13-5B-1.07, Student Educational Records.**)

The principal has the responsibility of these records, and this office will periodically review them for the purpose of correcting or deleting inaccurate, misleading, or inappropriate information. You may make an **appointment** to inspect or review your child's records.

EVACUATION DRILLS

Evacuation drills are held on a monthly basis throughout the school year. Remember the basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated areas.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. We try to do this in several ways:

*Helping the new student feel at home in our school with new teachers and friends in a different setting.

*Individual conferences whenever a student, a teacher, or the counselor deems it necessary.

*A testing program designed to help the student learn as much as possible about his capabilities.

*The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Students may claim lost property before and after school.

CAFETERIA AND LUNCH PERIOD

Students' behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in a neat and clean condition. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have finished eating. At no time are pupils allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch hour. Please send a book from home so that the students can read after they have finished their meal.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

SCHOOL CALENDAR 2014 - 2015

DATES WHEN TEACHERS AND/OR STUDENTS ARE NOT IN SCHOOL

August 14, 25, 2014	Teacher planning days; no students in school
September 1	Labor Day; holiday for students and employees
September 25	Teacher planning day; no students in school
October 25	Teacher planning day; no students in school
November 4	Teacher planning day; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 27, 28	Thanksgiving; Board-approved holiday for students and employees
December 22 – January 2, 2015	Winter recess for students and 10-month employees
January 16	Teacher planning day; no students in school
January 19	Observation of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
February 16	All Presidents Day; holiday for students and employees
March 20	Teacher planning day; no students in school
March 23-27, 2015	Spring recess for students and 10-month employees
April 3	Teacher planning day; no students in school
May 25	Observance of Memorial Day; holiday for students and employees
June 4	Last Day of School;
June 5	Teacher planning day; no students in school

SAFETY PATROL/ SAFETY PROCEDURES

Our safety patrol, directed by a member of our staff, is part of our school safety program. Respect and obedience of patrol rules are expected at all times for the safety of your child.

Most of our students walk to school, and many have to cross-busy streets and intersections. We ask parents to encourage their children to use all safety precautions. **No jaywalking! It's dangerous and against the law.**

Parents who transport their-children should be aware of and observe the special signs in the areas around the school. Within several blocks of the school, there are signs, which require a driver to slow to a speed of 15 m.p.h. **We also request that you do not pull into the teacher parking lot when dropping off or picking up the students.** Please do not stop in the middle of the street to let the student out. This is a very hazardous practice. **Officers from the Public Safety Department often patrol the school in the mornings and afternoons, and will issue tickets for violations of the above traffic practices.**

Parents should have periodic talks with their children about the hazards of talking to strangers while going to and from school. Students or parents should report to the principal any strangers who are parked around the school or cruising the area. Students are instructed each day to go directly home from school before going anywhere else in the afternoon. Parents should reinforce this idea with their children so that we can avoid any needless anxiety.

CARE OF SCHOOL AND PERSONAL PROPERTY

We try to instill in students pride in the appearance of their school. Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. **Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.** We hope that students and parents will report incidents of destruction to school property during and after school. If you should happen to damage something by accident, you should report it to a teacher or the office immediately. Students are cautioned not to bring large amounts of money, radios, or cameras to school.

Notebooks, jackets, sweaters, raincoats, lunch boxes, wallets, etc. should be marked with the owner's name in large letters. The few minutes taken to do so makes return of lost items much more likely.

If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, students should leave it in the office for safekeeping. Do not leave money or other valuables in the desks.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Take part in making your school an effective place of learning, and develop the habit of self-restraint, which will make you a better person.

In order for over 500 individuals to learn, live, and work together in a productive, safe environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The Miami-Dade County School Board has mandated a Code of Student Conduct, which each family will receive. Parents and students should read and discuss this publication.

Please take note that specific guidelines are established for follow-up of infraction of these rules within the code. The classroom teacher through discussions handles minor problems in a routine manner with the student.

Repeated disruptive incidents will be handled by an office referral. In most cases, parents will be contacted regarding the matter. Your cooperation and understanding is essential.

The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals **will not be tolerated.**

CODE OF STUDENT CONDUCT

Students who commit behaviors infractions of the Code of Student Conduct (board approved) are subject to suspension. Based on the severity of the violation, students may additionally be recommended for administrative placement to the **Opportunity School** or expulsion.

Level I Behaviors

- General Disruptive Behaviors
- Use of Provocative Language
- Unauthorized location
- Cutting class
- Failure to comply with school rules
- Inappropriate display of affection
- Violation of dress code
- Confrontation with another student

Level II Behaviors

- Cheating/Misrepresentation
- Confrontation with a staff member
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Defiance of school personnel
- Slander
- Petty theft (under \$300.00)

Level III Behaviors

- Bullying
- Breaking and Entering/Burglary
- Disruption on campus
- Vandalism
- Possession of weapons
- Trespassing

Level IV Behaviors

- Battery against a non-member staff
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Sex offenses

Level V Behaviors

- Arson
- Aggravated Assault
- Armed Robbery
- Aggravated battery
- Homicide
- Sexual battery
- Making a false report

It should be pointed out however, that this list is not all inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal and M-DCPS police. Please visit the M-DCPS website Parent Portal. (www2.dadeschools.net/parents)

MULTIPLICATION TABLES

1 X 1=1	2 X 1 = 2	3 X 1= 3	4 X 1= 4	5 X 1= 5	6 X 1= 6
1 X 2 =2	2 X 2 = 4	3X 2=6	4X 2=8	5X 2=10	6X 2=12
1 X 3 =3	2 X 3 =6	3 X 3= 9	4 X 3=12	5 X 3=15	6 X 3=18
1 X 4= 4	2 X 4 = 8	3 X 4=12	4 X 4=16	5 X 4=20	6 X 4=24
1 X 5 =5	2 X 5 = 10	3 X 5=15	4 X 5=20	5 X 5=25	6 X 5=30
1 X 6 =6	2 X 6 = 12	3 X 6=18	4 X 6=24	5 X 6=30	6 X 6=36
1 X 7 =7	2 X 7 = 14	3 X 7=21	4 X 7=28	5 X 7=35	6 X 7=42
1 X 8 =8	2 X 8 = 16	3X 8=24	4X 8=32	5X 8=40	6X 8=48
1 X 9 =9	2 X 9 = 18	3X 9=27	4X 9=36	5X 9=45	6X 9=54
1 X 10 =10	2 X 10 = 20	3 X 10=30	4 X 10=40	5X10=50	6 X 10=60
1 X 11 =11	2 X 11 = 22	3X11=33	4X11=44	5X11=55	6X11=66
1 X 12 =12	2 X 12 = 24	3X12=36	4X12=48	5X12=60	6X12=72
7 X 1= 7	8 X 1= 8	9 X 1= 9	10 X 1= 10	11 X 1 = 11	12 X 1 = 12
7 X 2=14	8 X 2=16	9 X 2=18	10 X 2= 20	11 X2=22	12X2=24
7 X 3=21	8 X 3=24	9 X 3=27	10 X 3= 30	11X3=33	12X3=36
7 X 4=28	8 X 4=32	9 X 4=36	10 X 4= 40	11X4=44	12X4=48
7 X 5=35	8 X 5=40	9 X 5=45	10 X 5= 50	11X5=55	12X5=60
7 X 6=42	8 X 6=48	9 X 6=54	10 X 6= 60	11X6=66	12X6=72
7 X 7=49	8 X 7=56	9 X 7=63	10 X 7= 70	11X7=77	12X7 84
7 X 8=56	8 X 8=64	9 X 8=72	10 X 8= 80	11X8=88	12X8=96
7 X 9=63	8 X 9=72	9 X 9 =81	10 X 9 = 90	11 X 9 = 99	12 X 9 =108
7X10=70	8X10=80	9 X 10=90	10X10=100	11 X10=110	12 X10=120
7X11=77	8X11=88	9X 11=99	10X11=110	11 X11=121	12 X11=132
7 X12=84	8 X 12=96	9 X 12=108	10 X 12 =120	11 X12=132	12 X12=144

THE BASIC SIGHT WORDS

Words	Words	Words	Words	Words	Words	Words	Words	Words	Words
1-25	26-50	51-75	76-100	101-125	126-150	151-175	201-225	226-250	276-300
the	or	will	number	new	great	put	every	left	idea
of	one	up	no	sound	where	end	near	don't	enough
and	had	other	way	take	help	does	add	few	eat
a	by	about	could	only	through	another	food	while	face
to	word	out	people	little	much	well	between	along	watch
in	but	many	my	work	before	large	own	might	far
is	not	then	than	know	line	must	below	close	indian
you	what	them	first	place	right	big	country	something	real
that	all	these	water	year	too	even	plant	seem	almost
it	were	so	been	live	mean	such	last	next	let
he	we	some	call	me	old	Because	school	hard	above
was	when	her	who	back	any	turn	father	open	girl
for	your	would	oil	give	same	here	keep	example	sometimes
on	can	make	now	most	tell	why	tree	begin	mountain
are	said	like	find	very	boy	ask	never	life	cut
as	there	him	long	after	follow	went	start	always	young
with	use	into	down	thing	came	men	city	those	talk
his	an	time	day	our	want	read	earth	both	soon
they	each	has	did	just	show	need	eye	paper	list
I	which	look	get	name	also	land	light	together	song
at	she	two	come	good	around	different	thought	got	leave
be	do	more	made	sentence	form	home	head	group	family
this	how	write	may	man	three	us	under	often	body
have	their	go	part	think	small	move	story	run	music
from	if	see	over	say	set	try	saw	important	color

SCHOOLS DO NOT DISCRIMINATE

The School Board of Dade County, Florida adheres to a policy on non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all as required by:

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964- prohibits discrimination on the basis of race, color, religion, or national origin.

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, as amended- prohibits discrimination in employment on the basis of race, color, sex, or national origin. TITLE IX OF THE EDUCATIONAL AMENDMENT OF 1972- prohibits discrimination on the basis of sex.

AGE DISCRIMINATION ACT OF 1967, as amended- prohibits discrimination on the basis of age between 40 and 70.

SECTION 504 OF THE REHABILITATION ACT OF 1973- prohibits discrimination against the handicapped.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (FEDERAL) and Florida State Law, CHAPTER 77-422, which also stipulates categorical preferences for employment.