

# Cutler Ridge Elementary School

## Parent/Student Handbook

2024-2025

All Aboard the CRE Express to Success!



20201 Coral Sea Road  
Cutler Bay, Florida 33189  
Phone: (305) 235-4611  
Fax: (305) 232-6750

### School Hours

Grades: PreK, K and 1<sup>st</sup> 8:20 a.m. – 1:50 p.m.

Grades: 2<sup>nd</sup> -5<sup>th</sup> 8:35 a.m. - 3:05 p.m.

**Adrienne L. Wright-Mullings, Principal**  
**Marla Zarceno, Assistant Principal**



## **Miami-Dade County Public Schools**

### **Vision Statement**

Inspired, valued, educated, and empowered students thriving in and beyond the classroom.

### **Mission Statement**

To provide relevant learning experiences that foster life-long curiosity and enable All students to achieve their full academic, personal, and civic potential



## **CUTLER RIDGE ELEMENTARY SCHOOL**

### **School's Vision Statement**

Cutler Ridge Elementary, in partnership with families and community stakeholders, is committed to working together to create an environment that is safe, respectful, and nurturing, geared toward enhancing each child's sense of wellbeing and mastery of skills for lifelong learning.

### **School's Mission Statement**

Our vision at Cutler Ridge Elementary is to foster a powerful sense of community while guiding students to become accomplished future citizens

CUTLER RIDGE ELEMENTARY SCHOOL  
Parents Updates & Reminders for the  
2024-2025 School Year

Dear Parents and Guardians,

We are anticipating another great year at CUTLER RIDGE ELEMENTARY School. To facilitate the successful opening of the 2024-2025 school year, we ask that you, the parent or guardian, help us meet the needs of your students by adhering to the following policies. **Your cooperation in these matters is greatly appreciated and will help your child on the road to success.**

UNIFORMS:

**ALL MDCPS K-8 students including those at CUTLER RIDGE ELEMENTARY must be in uniform Monday – Friday, no exceptions. School uniforms are MANDATORY.**

Uniform Dress Code:

**Boys**

**Polo Shirts:**

White, Navy, or Light Blue

**Pants or Knee Length Shorts:**

Navy or Khaki

**With belt**

**Girls**

**Polo Shirts or Blouses:**

White, Navy or Light Blue

**Dresses, Skorts, Pants, Knee Length**

**Shorts:**

Navy or Khaki

**With belt**

**On Fridays:** You may wear jeans (no rips) and CRE spirit shirt OR the regular school uniform

**Shoes:** Every student must wear appropriate shoes, NO open toe shoes. Crocs, or sandals are not permitted.

All uniforms must adhere to proper guidelines. Parents will be notified of any student not wearing a uniform or wearing verbally or visually inappropriate or distracting garments.

SCHOOL HOURS:

**First day of school: August 15, 2024**

**PreK, Kindergarten, and 1<sup>st</sup> Grade**

Breakfast: 7:45-8:10 AM

Class Pick-up: 8:10AM

Class Starts: 8:20AM

Class Ends: 1:50 PM, Mon.-Fri.

**2-5 Grade**

Breakfast: 7:45-8:25AM

Class Pick-up: 8:25AM

Class Starts: 8:35AM

\*M, T, TH, F Class Ends: 3:05PM

\*Wednesday Class Ends 1:50PM

**Parent Drop-Off: 7:45 am** All students being dropped off by parents in vehicles must be dropped off at the gate on **Bahia Drive**.

**Walking Students: 7:45am** Students walking to school should enter through the gate on Bahia and walk in the hallway to the cafeteria for breakfast. Students should not enter through the office.

-There is no parking of cars on Bahia Drive.

### **ARRIVAL AND DISMISSAL PROCEDURES**

#### **Arrival:**

There is no supervision of students before 7:45 am. Children should not be left unattended without school-site supervision. If you need childcare before 7:45 a.m. you may enroll and pay for the before-school care program. **All students are to be dropped off at the gate on Bahia Drive. Cars are not to be parked it is a drive-thru lane. Parents do not need to exit their vehicles, there is staff to assist.** Students are not to enter through the Main office under any circumstance. Upon arrival, students in grades Pre K, K and 1<sup>st</sup> should proceed to the cafeteria for breakfast, and should remain in the cafeteria until the teacher arrives and escorts them to class. Students in grades 2-5 are to eat breakfast and then report to the hardcourt until the teacher arrives to escort them to class. We are a closed campus, parents are not allowed in the building unless attending an approved school event.

#### **Dismissal:**

**Parents will drive up and pick up their children on Bahia Drive .** Parents are not to park or exit their cars. Parents may not walk up to the gate to pick up their child for dismissal. We appreciate that students are picked up **promptly** after dismissal. If you are unable to pick up your child from school in a timely manner, please contact Mrs. Hernandez to obtain information regarding the afterschool care program.

### **SCHOOL HOURS**

**PreK, Kindergarten and First Grade: 8:20 AM – 1:50 PM Monday- Friday**

**Second, Third, Fourth & Fifth Grade: 8:35-3:05**

**On Wednesdays, all students are dismissed at 1:50 PM**

### **LATE ARRIVAL**

Arrival after 8:20AM (Pre K, K, 1<sup>st</sup>)/ 8:35 A.M. (2<sup>nd</sup>-5<sup>th</sup> grades) for All students, means the student is tardy. **Students must stop by the main office to pick up a late pass before going to class. Students who arrive to class after the bell rings without a tardy / late pass will not be admitted to class, and will be asked to report to the main office. Please note, tardies affects being able to earn a Perfect Attendance Award. After 3 tardies, students will not be awarded a perfect attendance award for the semester.**

**For the safety of our children, please adhere to all arrival and dismissal procedures.**

### **ATTENDANCE**

There are no factors more important to a student's progress in school than regular and punctual school attendance. In the event your child must be absent from school, please be reminded that a written note must be submitted to the homeroom teacher **within three days** of the absence(s). The note must include the child's name, date(s) of absence(s) and reason for the absence(s). **A**

**phone call is not a substitute for a written note; a written note is required in order for the absence(s) to be excused.**

M-DCPS School Board Rule, 6Gx13-5A-1.04, Student Attendance, defines excused school absences as:

- student illness
- medical appointment
- death in the family
- observance of a religious holiday
- school-sponsored event or educational enrichment activity approved by the principal
- subpoena by law enforcement agency or mandatory court appearance

Any student who has been absent from school will be marked with an unexcused absence until the required note / documentation, as specified above, is received. Failure to provide required documentation **within three days** upon the student's return to school will result in an unexcused absence.

Unexcused School Absences include:

- absences due to vacation
- personal services
- local non-school event
- program or sporting activity
- absences due to older students providing day care services for siblings
- absences due to illness of others
- absences due to non-compliance with immunization requirements (unless exempt)

**Perfect Attendance - 100% attendance for the grading period with no more than 3 tardies.**

**No student will be permitted to leave the campus unless an authorized adult (18 years or older) signs them out in the Main Office. The adult must be listed as "authorized" on the student data card (Emergency Contact Card) and MUST present valid picture identification. Anyone who is not listed on the card will not be permitted to take the student with him/her. School Board rule does not allow for early dismissals during the last 30 minutes of the school day. See School Board Rule below.**

**EARLY DISMISSAL**

Parents are strongly **discouraged** from picking students up early. Students are completely engaged in the learning process all day. When students are picked up early they miss valuable instruction. Parents are encouraged to make doctor's appointments on teacher work days as well as after school hours. **Parents will be asked to meet with an administrator when picking up students early habitually.**

**Early Dismissal - Board Rule 6Gx13- 5A-1.041**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. **No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).** If you need to pick up your child early for a planned doctor's appointment, please pick them up before the times listed below.

Pre-K, K, and 1<sup>st</sup> grade Students must be picked up by **1:20pm**

2-5 Students must be picked up by **2:45pm/ 1:20pm on Wednesday**

### **WITHDRAWALS/TRANSFERS FROM SCHOOL**

Parents who wish to withdraw or transfer a child from school should contact the school office at least one day before the child is withdrawn or transferred. Time may be saved when parents have all of the necessary information to complete the request to Withdraw/Transfer. Any lost or damaged books must be paid for prior to issuance of a transfer. Only the parent that registered a child may withdraw them.

### **RAINY DAY PROCEDURES**

Our rainy day dismissal plan will go into effect whenever severe weather is imminent. Students will remain in the classroom until it is deemed safe for dismissal. If the weather does not permit us to dismiss the students, the teacher will escort the students to the cafeteria. From there, students will wait for weather to clear dismissing students. **Please ensure your child has a raincoat or umbrella to use on rainy days.**

### **EMERGENCY CONTACT INFORMATION**

Student Data/Emergency Contact Forms are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Form will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students **may only be released** from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

### **FIELD TRIPS, SPECIAL CELEBRATIONS, AND EXTRACURRICULAR ACTIVITIES**

Field trips, special celebrations, and extracurricular activities are not rights, but privileges which must be earned through ongoing acceptable behavior and good work habits.

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations are **NOT** allowed. Please do not send cupcakes, food, or goody bags to celebrate your child's birthday. Any items brought in will unfortunately not be accepted.

### **BRINGING PETS TO SCHOOL:**

Students are not allowed to bring pets to school.

### **BREAKFAST AND LUNCH PROGRAMS**

Breakfast & Lunch is free to all students daily from 7:30 AM - 8:25 AM

PreK-1<sup>st</sup> grade breakfast: 7:45 a.m.-8:10 a.m.

2<sup>nd</sup>-5<sup>th</sup> grade breakfast 7:45 a.m.- 8:20 a.m.

### **CAFÉ RULES**

The following rules have been established to maintain order and ensure safety in the cafeteria:

1. Stand quietly in line while waiting to get your tray.
2. Remain seated with your class until excused.
3. Make sure your food stays on your tray.
4. Inside voice must be used while in the cafeteria
5. Leave your table clean, all trash in your tray after eating.
6. Enter and exit in a straight line

7. Raise your hand if you need assistance

### **CLASS DOJO**

Teachers will communicate with parents through ClassDojo. Please make sure to sign up with the code our child's teacher will provide.

### **CONFERENCES**

Communication between the teacher and the parent is an integral part of a student's academic success. If you would like to schedule a conference with your child's teacher, please make an appointment by emailing, calling or writing a note to the teacher. We appreciate your cooperation in refraining from seeking "instant conferences" during school hours. Teachers are instructed NOT to conduct parent / teacher conferences during instructional time or during any time when they are responsible for supervising students. Conferences should be scheduled in advance, and should take place before or after school, or at a time when the teacher is not responsible for students.

### **DRESS CODE**

Cutler Ridge Elementary School like all other elementary schools is a **mandatory uniform school**. All students are required to wear the school uniform. Students may wear white, light blue, or navy polo-style shirts and navy or khaki pants, shorts or skirts. If a student is not in uniform, a courtesy call will be made to the parent. We ask for your support and cooperation by sending your child to school in uniform every day. **No open toe shoes, no crocs, no leggings.**

**Cold days are no exception to the school uniform.** On days of inclement weather, we encourage all students to wear their navy or khaki uniform pants, a uniform shirt, and a warm sweatshirt or jacket of their choice on top. Winter bottoms may include navy or khaki corduroy pants or sweat pants. A jacket in accordance with our school colors is encouraged but is not mandatory. **The building is normally cold. A jacket is highly suggested.**

Student uniforms (Cutler Ridge Elem, Friday/Field Trip Shirts may be worn with uniform bottoms) are also mandatory attire for all field trips and a prerequisite to being a school safety patrol, an anchor on the morning close-circuit TV news, or any other extra-curricular activity which constitutes as a school privilege. Please remember that the wearing of the school uniform aids in the safety of the students, reduces socioeconomic disparities among students, and reduces disciplinary issues in the classroom.

### **BEHAVIOR**

The Miami-Dade County Public Schools Code of Student Conduct is the mandated guide for student behavior at CUTLER RIDGE ELEMENTARY School. Infractions of the Code of Student Conduct will result in disciplinary actions. Students at CUTLER RIDGE ELEMENTARY show respect for themselves, for other students and for the faculty. Misbehavior on the part of students can be generally corrected when the school and home collaborate.

CUTLER RIDGE ELEMENTARY School promotes model behavior through its core values. Students who exemplify the school's core values are recognized for their behavior. The Core Values are: **Integrity, Respect, Responsibility, Cooperation, Compassion, Independence and Service.**

Students who break classroom and/or school rules will face a consequence as per the Code of Student Conduct. Consequences may range from a conference with the teacher and/or an administrator to detention or even assigned to an alternate educational location depending on the severity of the behavior.

## **DRUGS and WEAPONS**

Under no circumstances are students to bring drugs, cigarettes, mood-modifying substances, or any kind of weapons to school. Real or toy weapons, knives, guns or any device intended to harm others are strictly prohibited. **Violations of any of these rules will result in an automatic 10 day suspension and possible exclusion from school as per the Code of Student Conduct.**

## **ELECTRONIC DEVICES**

Electronic devices provide a distraction that interrupts the learning environment. As a result, portable electronic devices (video games, MP3 players, etc.) are **not allowed** in school. Students in possession of electronic devices will have them confiscated and returned to parents only. Students may have a cell phone however it must be turned off (not on silent or vibrate) and put away during school hours. Students may access them before and after school.

## **GRADING**

Academic grades are to reflect the students' academic progress based on the competencies/benchmarks for the grade level. Academic grades in **Grades 1-5** are as follows according to the District's Student Progression Plan:

<b>1-5 GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct grades are used to communicate to the students and parents the teacher's evaluation of a student's behavior and citizenship development. The conduct grading scale is the following: A (excellent conduct), B (good conduct), C (satisfactory conduct), D (conduct needs improvement), and F (unsatisfactory conduct).

Effort grades are used to communicate the students' effort in relation to the instructional program considering potential, study habits and attitude. Effort grades are as follows: 1 (outstanding effort), 2 (satisfactory effort), and 3 (insufficient effort).

In **Kindergarten**, the academic grading scale evaluates a student's developmental progress in the subject areas taught. The conduct scale evaluates the student's behavior. The kindergarten code of development is as follows:

<b>KINDERGARTEN GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0



## **GRADE POINT AVERAGE**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

## **HONOR ROLL**

The Honor Roll is an effective means of motivating and recognizing effort, citizenship, and academic performance.

### **Principal's Honor Roll**

- Students in Grades 1-5 earning A1A in **ALL subject areas**.

### **Honor Roll A**

- Students in Grades 1-5 earning letter grades of A and B in all subject areas with an average of 3.60, with effort grades no lower than a 2.  
No grades below B in academics or conduct.

### **Honor Roll B**

- Students in Grades 1-5. Academic Avg of 3.0. Effort grades all 1's & 2's. Conduct 3.0. At most 2 C's in academics. At most 1 C in conduct.

### **Citizenship**

- Students in Grades K-5. Effort grades all 1's & 2's. Conduct avg. 3.0. At most 1 C in conduct.

## **REPORT CARDS**

Report Cards are sent home four times per year every nine week grading period. Students are assessed in all subject areas they are taught. Report cards reflect academic achievement and conduct for children in grades Kindergarten through Grade Five. Effort grades are also earned by children in Grades One through Five.

Additionally, **Interim Progress Reports** are sent to all students midway through the grading period. These reports notify parents if students are doing satisfactory work or need to improve. **Parents are asked to sign the Progress Report, and return it to the teacher the following day.**

### **Interim Progress Report Schedule**

1. September 20, 2024
2. November 22, 2024
3. February 21, 2025
4. May 9, 2025

### **Electronic Report Card Schedule**

1. **10/23/24**
2. 01/23/25
3. 04/02/25
4. 06/11/25

## **PARENT PORTAL**

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net) . Click the link PARENTS. In order to access the information in the portal, parents must first establish a parent user account by acquiring a 4 digit PIN number from the Main Office. At this time, you can see and update personal information, see student information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal. Parents also have access to the Parent resource link, which allows parents to visit sites such as the Parent Academy. Parents have access to the Electronic Grade Book through the District's Parent Portal in order to stay abreast of their children's academic grades.

**See an office staff member for parent pin#. You will need to show your license to receive information.**

### **HOME LEARNING POLICY**

The Miami-Dade County School Board follows the Student Progression Plan when determining the amount of home learning assigned. Below you will find the guidelines used for assigning home learning.

Kindergarten and Grade One: 30 minutes per night, five days per week, including Fridays.

Grades Two and Three: 45 minutes per night, five days per week, including Fridays.

Grades Four and Five: 60 minutes per night, five days per week, including Fridays.

**These times do not reflect the additional 30 minutes of required reading for all students K-5. Participation in the Gifted Program often requires additional home learning assignments on a daily basis.**

### **ILLNESS and INJURIES**

If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately, and if you cannot be contacted, we will contact the person you have listed on your child's **Emergency Contact Card**. Please make sure that your emergency contact information is current and updated every time it changes.

In the event of a serious or life-threatening emergency, the school will call 911 in addition to contacting the parent or an emergency contact.

### **MEDICATION**

The administering/dispensing of medication to students by employees of the school system is forbidden unless authorized, in writing, by a licensed physician and the parent of the student. **PLEASE DO NOT SEND ANY TYPE OF MEDICATION FOR YOUR CHILD TO TAKE ON HIS/HER OWN.**

There are certain medical conditions that require daily and periodic medication. In these instances, an "**Authorization for Medication**" form will be provided to the parent. The parent and the child's physician are to complete and sign the form. The form is to be submitted to an administrator. This form allows school personnel to administer medication as prescribed by the doctor. A new form must be completed every year. All medications must be sent to the school in the original container labeled with the prescription and the child's name.

### **IMMUNIZATIONS**

The following is a requirement for school entry:

1. A complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

### **LOST / STOLEN ITEMS**

CUTLER RIDGE ELEMENTARY School is not responsible for lost or stolen personal items. All students are to be responsible for their own materials at all times. Objects of great value should be left at home. **PLEASE LABEL OR PLACE YOUR CHILD'S NAME IN JACKETS, SWEATERS, ETC.**

### **MAKE-UP ASSIGNMENTS**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student/parent to request the assignments from the teacher(s). Make-up work for unexcused absences will not be given.

### **MEDIA SERVICES (School Library)**

**Our library is under renovation and will reopen in September.** The library at CUTLER RIDGE ELEMENTARY SCHOOL is open daily during school hours. As it is M-DCPS Policy for all students to read a minimum of 30 minutes daily, all children are strongly encouraged to check out books from the library regularly.

Please note that parents are financially responsible for lost and damaged library books that are checked out by students or text books assigned by teachers.

### **OBJECTS TO LEAVE AT HOME**

In order to avoid accidents and protect the health and welfare of all children, we ask your cooperation in seeing that the following items do not come to school:

1. Chewing gum and candy
2. **Baseball bats, yoyos, rubber bands, knives and other sharp objects, guns and bullets (including toy guns).** Bringing any potential weapon will **automatically result in serious disciplinary actions as outlined in the Code of Student Conduct** and may include a recommendation for expulsion.
3. Money
4. Toys, including handheld video games, tablets
5. Any other type of collectable cards
6. All pets
7. Valuable jewelry and irreplaceable or valuable articles.

### **PARENT ASSOCIATIONS**

The Parent Teacher Association (PTA) is an important part of our school community. Parents and staff work together in this organization to promote understanding and continual improvement of the educational, social and physical climate of the school community. **We need all parents to join our PTA. PTA Dues are \$5.00 for each adult.**

### **EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)**

This elected group of parents, staff, and community members meets once a month to discuss pertinent school issues related to the School Improvement Plan (SIP). All parents are invited to attend EESAC meetings. Meetings are held the 2nd Wednesday of each month at Cutler Ridge

Elementary at 2:30 p.m. For additional information please contact the main office or the EESAC Chairperson, Mrs. Regalado.

### **THE PARENT ACADEMY**

The Parent Academy is a free, year-round, parent engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally. In addition, The Parent Academy provides classes and workshops for parents/guardians in English, Spanish, and Haitian-Creole.

Monthly calendars are posted in the *Course Directory* section on The Parent Academy's Web site at [www.theparentacademy.net](http://www.theparentacademy.net). The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

### **VISITORS**

All persons **(including parents and school volunteers)** are **required to present a government-issued picture identification** and get entered into the RAPTOR VISITOR SYSTEM upon prior to entering the building. You will receive a visitor's badge that must be worn. This is a Miami-Dade County Public Schools policy and will be strictly enforced. Strict observance to this rule will enable us to protect your children. **For the safety of all students and faculty members, the administrative staff requests that all visitors use the main entrance.**

### **VOLUNTEERS**

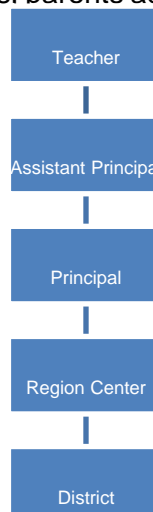
School Volunteers are an integral part of CUTLER RIDGE ELEMENTARY School's success.

All persons wishing to become a volunteer must registrar via the WEBSITE:

**engagemiamidade.net** and successfully complete a background check, before being placed in a school, or beginning service as a school volunteer. A driver's license or an appropriate photo identification card (passport, school ID, etc.,) must be provided at the time of registration. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service. All volunteers must have an approved volunteer number. **This process must be completed every year.** Being cleared as a volunteer takes a few days. Do not wait until the last moment to apply to be a volunteer. All volunteers must check in at the security desk and wear an identification tag.

### **PROCEDURES FOR ADDRESSING CONCERNS**

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



## **SAFETY REMINDERS**

- **Students may NOT be on campus before 7:45 A.M. or after 3:30 P.M. unless they are enrolled in the before or after school program.**  
\*\*\*\*\***No adult supervision is available before 7:45 A.M.**  
\*\*\*\*\***If emergency situations arise, please contact administration**
  
- Please, do not ask your child to alter or deviate from the established dismissal procedures.

### **THE EMERGENCY OPERATIONS PLAN**

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

### **ACCIDENT REPORTS**

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

### **CLOSING OF SCHOOL**

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

### **FIRE DRILLS and EMERGENCY DRILLS**

Fire drills and Emergency drills will take place according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing, listen for directions given over the PA system and follow the teacher's instructions. If prompted to evacuate, students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must remain where they are waiting for the directions described above, then proceed to the nearest exit and locate any adult.

### **BEFORE/AFTER SCHOOL PROGRAMS**

Cutler Ridge Elementary has a before/after school care Principal Operated Program. The program provides homework help, tutoring, and a variety of extracurricular activities. To register, parents should first purchase the \$13.00 student school insurance at: [www.k12studentinsurance.com](http://www.k12studentinsurance.com) . Registration & payments should be done through the parent portal using the FOCUS program. For information and assistance with the before/after care program, contact Mrs. Janice Anduze-Hernandez in the main office.

### **SCHOOL DELIVERIES**

Students are not allowed to receive food deliveries at school. We will not accept any UberEats, Doordash, etc,..deliveries.

### **SOCIAL MEDIA/WEBSITES**

Stay engaged with the happenings of the school through the following:

School website: [www.cutlerridgeelem.com](http://www.cutlerridgeelem.com)

School Instagram: @cutlerridgeelem\_official

CRE PTA Instagram: @crelempta

PTA Store: <https://cutlerridgepta.givebacks.com/>

## **APPENDIX A**

# **EXCERPT FROM MIAMI-DADE COUNTY PUBLIC SCHOOL'S CODE OF STUDENT CONDUCT**

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

### BEHAVIORS

**LEVEL I Behaviors** are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

### LEVEL I

#### Disruptive Behaviors

- Unauthorized location
- Confrontation with another student
- Cutting class
- Misrepresentation
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1 )
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code (See Special Notes #2 )



### RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN I**. Principals may authorize use of **PLAN II** for serious or habitual **Level I** infractions.

### PLAN I

- Parent/guardian contact (See Special Notes #3 )
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) (See Special Notes #4 )
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #5 )
- Behavior Plan
- Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.
- Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.

#### Special Notes

- #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- #2 See Vital Alerts for the policy and prescribed corrective strategies p. 34
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
  - If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

#### Special Notes

- #3 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #5 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II

## BEHAVIORS

**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

## LEVEL II

### Seriously Disruptive Behaviors

- Cheating
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting (See Special Notes #1 )
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

### Special Notes

- #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

## RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.

## PLAN II

- Parent/guardian contact (See Special Notes #2 )
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Corrective Strategies from Level I
- Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes #3 )
- Participation in counseling session related to the infraction Refer to outside agency/provider (See Special Notes #4 )
- Diversion Center
- Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.

### Special Notes

- #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III



## BEHAVIORS

**LEVEL III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

### LEVEL III

#### Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment) (See Special Notes #1 )
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)(See Special Notes #2)
- Hazing (misdemeanor)
- Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Note #3)
- Possession of simulated weapons
- Sexting (1) (see page 35)
- Sexual harassment (See Special Notes #2 )
- Trespassing
- Vandalism (major)

#### Special Notes

➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

#1 Bullying infractions do not require a SPAR

#2 Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

#3 See Vital Alerts for the Policy p.36.

## RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

### PLAN III

- Parent/guardian contact (See Special Notes #4 )
- Suspension from school for one to ten days (See Special Notes #5 )
- Corrective Strategies from Level I & II
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #6)

#### Special Notes

#4 Good faith attempt must be made immediately to contact parent/guardian by telephone.

#5 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

#6 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

## BEHAVIORS

**LEVEL IV Behaviors** are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

### LEVEL IV

#### Dangerous or Violent Behaviors

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering
- Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes #1 )
- Sexting (2) (See pages 35)
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

#### Special Notes

➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

#1 See Vital Alerts for the Policy p. 36.

## RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** use the following strategies from **PLAN IV**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

### PLAN IV

- Parent/guardian contact (See Special Notes #2 )
- Suspension from school for one to ten days (See Special Notes #3 )
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #4)
- Recommendation for alternative educational setting
- Recommendation for expulsion.

#### Special Notes

#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.

#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V

## BEHAVIORS

**LEVEL V Behaviors** are the most serious acts of misconduct and violent actions that threaten life.

## LEVEL V

### Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business(See Special Notes #1)
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school(See Special Notes #1)
- Sexting (3) Offense (See page 36)
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes #1)

### Special Notes

- **All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.** Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).
  - The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
  - This level of infraction may result in an expulsion requiring School Board action.
- <sup>1</sup> Mandatory one year expulsion.

## RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** use the following strategies from **PLAN V**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

## PLAN V

- Parent/guardian contact (See Special Notes #2 )
- Suspension from school for ten days (See Special Notes #3 )
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #4)
- Recommendation for expulsion

### Special Notes

- #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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