Learning Links School
Parent Handbook



Linking Together for Success

A Message from the Directors

Dear Learning Links Students and Families,

On behalf of the entire staff at Learning Links School, we welcome you to another school year and look forward to working with you and your child. To our former families and those families who are joining our school for the first time, we want to thank you for choosing us and entrusting us with your most valuable treasure which are your children.

As we move forward into a new year, we must work hand in hand together as a team. We all have one common goal and that is the success of our students. We are so excited to see what wonderful things this new year brings.

We are proud of our school and the different programs and opportunities available to our students. We continue to strive to create a well-rounded program that helps all students harness their uniqueness and strengths. The staff at Learning Links will continue to work closely with families to support students on their journey to building a solid foundation at school and in life.

You will find your child's teachers are your best resource and we encourage you to build a positive partnership with them. We look forward to working with you as partners in educating your children. We are honored to be your principals at Learning Links School and look forward to working closely with you.

Please read the following Parent Handbook and discuss the contents as a family. Our intention is to familiarize you with the policies and procedures at Learning Links School.

If you have any questions, please feel free to contact the office.
We look forward to another successful school year.

Sincerely,

Olga Ruiz
Principal Director

Yarisa Echevarria
Administrative Director

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About Learning Links School

Our Mission

Our mission is to create the finest academic program for children with differentiated learning styles by assembling a unique team of highly qualified and inspired teachers, therapists and professionals who are willing to implement the most innovative educational program in South Florida. We also strive to develop a child's education that begins at home through a strong partnership with school to meet the educational needs of our students.

Our Philosophy

We **believe** that each child comes with his/her unique learning style. Therefore, the program design for each student at Learning Links is based on his/her unique learning style.

We **believe** in teaching the child at his/her own developmental level. Always respecting the student's interests and guiding their learning through those unique interests.

We **believe** that all children live up to the expectations set for them. Thus, Learning Links School sets high behavioral and academic expectations for all of its students.

We **believe** that intervention is a team approach. It is not the school or therapy alone; it is all of that, and you. You have taken the steps to help your child have a better future. You believe in your child's ability and so do we. Our school program is for students and parents, and your involvement is required to achieve the greatest possible outcome. We are here together with one common goal. We believe in your child and we believe that we can make a difference.

Administrator Contacts

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Miami, Florida 33186

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Learning Links School

2026-2027 School Calendar

August '26						
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- First and Last Day of School
- Early Release Days
- Recess
- Teacher Planning Day
- Legal Holidays (No School)
- Beg/End of Grading Period
- School Evening Events (No After School Care & Therapies)
- School Testing
- Beg/End of After School Sports Sessions

Overview

School Day Hours

Kindergarten	Monday – Friday	8:30am – 2:00pm
Elementary	Monday – Friday	8:30 a.m. – 2:45 p.m.
STRIDE/PACE program	Monday – Friday	8:30 a.m. – 3:00 p.m.
STEPS program	Monday – Friday	8:30 a.m. – 3:00 p.m.

*Throughout the year we have allocated **ten** early release days designated for teacher professional development. All students must be picked up at their early release dismissal time. There will also be **NO** after school care for those enrolled in our afterschool program on early release days.

Early release dismissal times:		**Early release dismissal dates:**
Elementary & STRIDE	12:00 p.m.	August 28, 2026 (Back to School Block Party)
PACE & STEPS	12:30 p.m.	October 28, 2026 (Trunk or Treat)
		November 20, 2026 (Professional Development)
		December 17, 2026 (Professional Development)
		January 29, 2027 (Senior Ring Ceremony)
		February 26, 2027 (Art Show)
		April 23, 2027 (Professional Development)
		May 7, 2027 (Professional Development)
		May 27, 2027 (Professional Development)
		May 28, 2027 (Professional Development)

Before / After School Programs

Our school offers before care and after care for families who need extended hours for school. Parents who wish to enroll their child in our before care program will need to fill out a registration form, for forms and information contact the main office. The monthly charge for before and after school care is calculated by the number of days in each particular month. Fees are due on the 1st of each month and in advance. **Failure to pay on time will result in a $15 late fee and the student will not be allowed in the program until dues are paid.** There is no partial payments or pro-rating for the monthly cycle. A 3% convenience fee will be added to all credit card payments.

Students enrolled in homework club after school must be picked up by 4:00pm. If the student is picked up after 4:00pm more than three times, the student will automatically be switched to full care for that month and parents will be billed accordingly.

Students in full after school care not picked up by 6:00pm will incur a late fee of $15.00. More than three late pickups in one month may result in the removal from aftercare.

- Before school program is available Monday through Friday from 7:30 am to 8:30 am.
- After-school program is available Monday through Friday from 2:00 pm to 6:00 pm.
- Homework club is available Monday through Friday from 2:00 pm to 4:00pm.

Policies and Procedures

Non-Discriminatory Policy

Learning Links School admits students of any race, color, religion, gender or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, religion, gender or national and ethnic origin in administration of its educational policies, admissions policies, scholarship or loan programs, and athletic or other school administered programs.

Behavior

Disruptive behavior – yelling, profanity towards student/teacher, damage to property, excessive defiance	**Aggressive behavior towards students/teachers – kicking, scratching, biting, intent to harm with objects/furniture**
1. Student will be redirected using de-escalation techniques with visuals and breathing strategies.	1. Teacher/staff member will block or prevent from imminent risk or harm.
2. If behavior continues, student will be removed from immediate area to determine cause of behavior privately.	2. Administration will be notified via walkie. Student will be held to prevent further injury to self or others and de-escalation strategies will be used to help student regain composure ● When appropriate, student may be removed from area to the quiet room and monitored until calm.
3. Student will discuss issue with teacher to regain control and resolve issue ● If student has difficulty communicating, teacher will model and direct expected behavior using visuals and breathing techniques.	3. Class will be evacuated from room to prevent further harm to others and allow students to continue with their routine until student is able to regain composure and rejoins the class.
4.Once student has regained composure, he/she will return to class and teacher will note the incident in the student's behavior log.	4. Once student has regained control, student will return to their regular scheduled class or activity.
	5. Teacher will write an incident report detailing the event. If any injury occurred to the teacher or student, a referral form will be written by the administration with any accompanying pictures. All documents will be copied, with one being sent home to the parents, and the other placed in the student's cumulative folder. The school administrator will call the parent no later than the end of the school day to notify parents of the incident. If the parent does not answer an email will be sent.

Teachers and staff in Learning Links School will model and discuss appropriate behavior and consequences as situations arise within the class or with an individual student.

Learning Links does not allow the use of physical punishment or psychological abuse of students in any way.

Learning Links realizes that our students are unique and guidelines that apply to neuro-typical classrooms need not necessarily apply to our classrooms. However, Learning Links reserves the right to permanently expel any student we determine to be a danger to themselves or others.

Classroom Behavior Plans/Protocols

- Increased privileges with increased responsibility
    - Allows for immediate response
    - Addresses both appropriate and inappropriate behavior
    - Encourages appropriate behavior
    - Builds on life skills
    - Integrity
    - Personal responsibility
    - Respect for self
    - Respect for others
    - Daily rewards are developmentally appropriate
- Behavior rewarded for:
    - Hard work
    - Cooperation
    - Following directions
    - Individual effort
    - Attitude
    - Participation

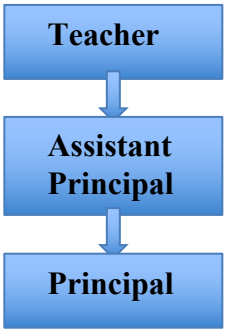
- A parent conference may be required if behavior affects:
    - Learning environment for self or others
    - Jeopardizes education for self or others
    - Jeopardizes safety for self or others

- Continued disruptive behavior
    - Behavior intervention plan signed by the student, teachers, and administrators
    - Conference will be held with parents on an ongoing basis to monitor effectiveness of behavior plan

- If school administration feels that we have exhausted all behavioral strategies and the disruptive/violent behavior has not improved, Learning Links School reserves the right to expulsion.

Protocol for Addressing Concerns

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



Attendance Policy

There is probably no more important factor in your child's education than regular school attendance. Please make every effort to have your child attend school every day. Students must be in class by their scheduled time for arrival.
If there is a planned absence

1. Send written notification to teacher
    - The note should include the date and the reason for the absence
2. Contact the school prior to that date

Any student who has been absent from school will be marked unexcused until he/she submits required documentation. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. A telephone call **may not** be made to the school in lieu of a note.

Students will be allowed **TEN (10)** excused absences per school year. Absences exceeding more than TEN (10) days must be excused by written documentation from a doctor, by the administration for participation in school-sponsored activities, or for recognized religious holidays. It is the student's and/or parent's responsibility to request and secure all missed work.

Parents of students that have an accumulation of FIVE (5) unexcused absences in a single semester or TEN (10) or more excused absences in a single semester will be subject to:

- Make-up assignments
- Attendance probation for the following grading period(s)
- Permanent withholding of quarterly, semester or final grades and credit. Parents are to be informed of his/her right of appeal.

Excused School, Class Absences and Tardies

The following are reasons a student may be excused from an absence or tardy:

- Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must

include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.

- Medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the teacher.
- A death in family.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
- Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal.

Unexcused School Absence

The following are reasons a student will be marked unexcused for an absence or tardy:

- Any absence that does not fall into one of the above excused categories is to be considered unexcused.
- Absences due to vacations, personal services, local non-school event, program or sporting activity.
- An absence due to illness of another individual.
- Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Tardy Policy

Parents should assure that children arrive on time. In an emergency, a phone call can be made to the main office to notify the teacher of tardiness.

The tardy bell rings at 9:00 a.m. for all students. The homeroom teacher will mark all students TARDY who are not in their classroom on time.

- Late Drop-off: **DO NOT** bring your child **to their CLASSROOM**
  - Parents must park and walk their child to the main office to receive a late pass.
  - A teacher or staff member will accompany student to their class.
  - Drop-off ends no later than 11:30am; if your child's lunch is before 11:30, please make sure they have lad lunch before being dropped off.

- Excessive tardiness
  - A tardiness notification will be sent home that requires a parent signature
    - 1st tardy – marked on attendance
    - 2nd tardy – signed notification
    - 3rd tardy – signed notification
    - 4th tardy – signed notification
    - 5th tardy – A meeting will be arranged with administration to discuss a plan of action.
    - A student is allowed FOUR (4) excused tardies per semester.

Early Pick-up

If you need to pick your child up early from school, please notify the school of early pick-up via e-mail or phone call. When you arrive, you must park and come to the main office to sign out your child from school. A teacher or assistant will escort your child to the main office. Please be advised that **no student will be released early within 30 minutes of dismissal** Please see the early pick-up cut off times below:

Kindergarten - 1:30 p.m.
Elementary - 2:15 p.m.
STRIDE/PACE - 2:30 p.m.
STEPS - 2:30 p.m.

Parent-Teacher Conferences

Parent-teacher conferences are an important part of the school program and communication is key to your child's success. Knowing your child's teacher, teacher assistant, and administrators give them an opportunity to know you and your child's unique situation. If you need to contact your child's teacher to schedule a conference, please reach out to them via email, Google classroom, or write a note in their communication folder. You can also contact the main office and leave a message for the teacher as classroom instruction cannot be interrupted. Once you have met with the teacher, if you have any additional questions or concerns, please make an appointment with the Assistant Principal. If you have not resolved the issue after meeting with the teacher and/or Assistant Principal, a meeting with the Principal may be scheduled. Parents may set up conferences with teachers before or after school.

Please refrain from:
1. Calling teachers during class time
2. Holding a conference in the parking lot or at a social event
3. Conferring during class time

Correspondence

- Sent home daily in student's communication folder
- You may contact your child's teachers via:
    - E-mail
    - Calling the school and leaving a message with school secretary
    - Setting up an appointment to talk

Social Media

Learning Links School has a social media page via Facebook and Instagram where we post announcements, school news, special event photos, etc. Please join us at the Learning Links Facebook page and our Instagram page, @learninglinksschool.

It is against Learning Links staff policy to accept or engage in any social media outlets with Learning Links parents or students. Please refrain from requesting any Learning Links School staff member on any social media outlet.

Classroom Placement

Proper class placement of each student is articulated on a yearly basis. The one word which might best explain this approach is "individualization." Each child is an individual, and is placed in a classroom community where he/she can reach their fullest potential. This is both a formidable task and an important responsibility. When placing a student in a specific class, Ms. Olga Ruiz and the staff involved with the student look at a variety of factors to make the decision. The team considers test scores, past performance, personality, and emotional development. Assignments are tentative upon initial placement. During the first two weeks of school, the student's academic progress is closely monitored to assure proper placement has been made. At the conclusion of the two weeks, teachers and administration will meet to discuss any adjustments that may be needed at that time.

Our staff to student ratio changes with our student's needs and classroom composition. Most of our classrooms are a 4:1 ratio or less.

Drop-off Procedures

Daily student drop-off begins at 8:30am and ends at 9:00am. Parents, guardians or respective family members are to follow the lane for drop-off and stop at your designated area in order for the teachers to escort your child into the building. All students will enter the building through the front entrance path.

Pick-up Procedures

At the end of each school day, our teachers prepare students for dismissal. Most departments will escort the students to the green pavilion area. Parents, guardians or respective family members are to follow the same procedures as morning drop-off.

Since each department has different dismissal times, please be sure to arrive as close to your child's dismissal time as possible, please do not get in the pick-up lane before your child's dismissal since you will be blocking or confusing other parents who are in our pick-up line. We ask that you do not block the pick-up lane waiting for your child to be dismissed earlier than the assigned dismissal time.

In the event a parent, guardian or respective family member arrives early and your child's dismissal has not started yet, you will be asked to exit the carpool procession and wait in the designated waiting area down the street. No parent, guardian or respective family member will be allowed to wait parked in the parking lot.

Rainy Day Procedures

On rainy days, the drop off and pick up procedures will remain the same. Your child will be escorted with an umbrella to your car. Please be patient to ensure your child's safety. The same carpool procedures will be followed.

Uniform Policy

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. Learning Links School reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Students out of uniform or out of compliance with policies will be sent to the office and parents will be contacted to bring the official uniform. If a parent does not bring the uniform or fails to comply with policies, a warning will be given, and a referral will be placed in the child's record.

Any student with excessive referrals of any kind will be in jeopardy of not being invited to return to the school for the upcoming school year.

Dress Code

Learning Links is a mandatory **uniformed private school**. All students are required to wear the school uniform.

- The Primary and Intermediate program uniform consists of a red and blue polo shirt and navy blue or khaki pants, skirt, skorts or shorts (CARGO SHORTS, LEGGINGS, YOGA PANTS, BASKETBALL SHORTS, AND JOGGING PANTS ARE NOT PERMITTED).
- The STRIDE program uniform consists of green polo shirts with the STRIDE logo and navy blue or khaki pants.
- The PACE program uniform consists of a grey polo with the PACE logo with black uniform pants.
- The STEPS program uniform consists of a black polo with the STEPS logo with gray or khaki pants.

The Learning Links Friday T-shirt and jeans may be worn only on Fridays and special days designated by the administration.

All polos are to have the school's Elementary, STRIDE, PACE, or STEPS logo. Polos can be purchased at school All Uniform Wear located at 7346 SW 117th Avenue, Miami, FL 33183.

Clothing NOT appropriate for school

- Large oversized shirts, short skirts, short shorts, leggings, bike or exercise shorts, oversized baggy pants, and basketball shorts.
- Hooded jackets
- Visible undergarments
- Hats
- Skate Sneakers (Heelys), or sneakers with "lights"
- Sandals, "ballerinas," open toe, Crocs or platform shoes

Cold Weather Days

Navy blue sweatshirts, fleece jackets, and sweaters with school logo are available at the uniform company and are the only items that may be worn on cold weather days. Please write student names on all clothing tags to avoid loss. The school is not responsible for any items that are lost or misplaced.

Lunch

All of our students have a 30 minute designated lunch time which is monitored by one of your child's teachers.

Parents have the choice of packing a nutritious lunch every day or ordering from the catered lunch program, which is available to students Monday through Thursday, and on Fridays a special pizza lunch may be ordered. All lunches are ordered and paid for one month at a time through our school's website. If your child is absent, a credit or roll over will not be issued for the paid lunch. Please be advised that our school follows a nut free policy. Some examples of foods containing nuts are cereal bars with nuts, individually packed almonds or nut variety, cookies containing nuts or others. Please be aware of this policy while packing your child's lunch.

- If no lunch is sent:
    - You will be contacted by your child's homeroom teacher
    - You must bring in lunch and leave it in the office prior to your child's scheduled lunch time.
    - DO NOT bring it to the classroom
    - Do not send any sodas or food from fast food restaurants (McDonald's, Burger King, etc.)

- Microwave usage
    - Microwave ovens are available for use by teachers or staff for a quick re-heat
    - We allow a maximum of one (1) minute
    - Be sure that food sent is not frozen, cooked thoroughly, and only requires warming.

- Refrigerated items
    - Use cold packs in lunch boxes
    - **NO** refrigerator is available for students

Teen Café – Select students in our STRIDE, PACE and STEPS program have the opportunity to enjoy lunch in a less restrictive and unsupervised area to continue to develop independence skills. Students are selected by their teachers based on the following criteria:

- Ability to prepare and warming up own food using the microwave and eat independently
- Responsible for one's own food, storage and cleanliness after they are finished eating
- Able to problem solve independently or knows how to express a concern or problem to a teacher or proper authority.

Prohibited Items not allowed in school

- Pets
- Toys
- Money
- Dangerous items
- Gum
- Candy
- Soda
- Other Sports Equipment
- Weapons
- Electronic Games
- Playing/Trading cards
- Cellphones – may be brought to school, but must be put away in bookbag during school hours
- Any tablets – unless used for communication purposes ONLY

Please check your children's book bags prior to arriving to school to assure compliance. **The school is not responsible for any lost or stolen items of value.**

Student Phone Use

Students who are responsible enough to bring cell phones to school must always keep them in their backpack. **Students that are seen using their iPhones in class will have them confiscated by their teachers and given to administration.** If a phone has been taken away from a student, parents will be notified, and the phone will be returned when they are picked up.

Emergency Contact/Release from School

Each school year you must complete an emergency contact card with information regarding whom the school staff should contact in case of an emergency. In addition to parents/guardians, two other persons should be listed. It is extremely important that the names and telephone numbers be kept current. In addition, you will be asked to identify people who are authorized to take your child from school during the school day. YOUR CHILD WILL NOT BE RELEASED TO ANY PERSON NOT LISTED ON THE CARD. Students released from school during the school day MUST be signed out and picked up from the office. For students taking STS or any other transportation services, all arrangements must be made with the office and the same sign-out procedures apply.

Illness/Injuries

If a child is hurt at school, we will do everything possible to make him/her comfortable and give immediate first aid as needed. 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. When a child becomes too ill to remain in the class, we will also contact you. For this reason, it is MOST IMPORTANT that we are notified immediately if telephone numbers are changed or if there is a change in your emergency contact information. You must make arrangements to take your child home promptly for adequate care. ALL CONTAGIOUS DISEASES MUST BE REPORTED TO THE SCHOOL.

Health Concerns

Children will be sent home if they exhibit:	Children can return to school:
Chicken Pox: Any unexplained rash	Six days after the rash breaks out or when the blisters are scabbed over, whichever is sooner (with a clearance letter from the Dr.)
Cold Sores: A sore that is draining or open that cannot be covered by a bandage	When sores are dry and crusted
Conjunctivitis (Pink Eye): Eye discharge, red or itchy eyes	When the discharge has stopped (with a clearance letter from the Physician)
Coughing: High pitched whooping sound or child gets red or blue in the face after coughing; if cough is continual and interrupts the regular daily routine requiring individual care.	Once cough has subsided
Diarrhea: Two or more episodes of runny, watery stool	Episode free for 24 hours. If another episode occurs after 24 hours, the child must remain out of the school for three days
Fever: Temperature of 100 degrees F or higher	24 hours without a fever without medications
Hand-Foot-Mouth: Open, draining sores on hands, feet and mouth	When sores are dry, and all drooling, foot and mouth stops (with a clearance letter from the Physician)
Hepatitis A: Yellowish skin or eyes	One week after the illness or yellow color starts (with a clearance letter from the physician)
Impetigo: Any unexplained rash	For a mild-case, if area is being treated with medication and can be covered with a bandage, child may return to school. If the rash is severe, or the child repeatedly scratched the area, or the area cannot be covered with a bandage, the child may return to school 40 hours after antibiotic treatment has started.
Lice: First sign of infestation	No nits
Measles: IMMEDIATE REMOVAL	Five days after the rash breaks out (with a clearance letter from the physician)
Mumps: IMMEDIATE REMOVAL	Nine days after swelling starts (with a clearance letter from the physician)
Nasal Congestion: Thick, constant, discolored mucous and discharge	Clear runny nose is acceptable. Must be free of discolored discharge for 24 hours or have a doctor's note indicating the nature of the infection
Strep Throat: Sore throat with fever	24 hours after antibiotics are started (with a clearance letter from the physician)
Vomiting: One or more episodes	Episode free for 24 hours without medication
COVID symptoms: excessive drainage (ear, eye, nose), excessive coughing, fever, body aches, chills, diarrhea, and/or vomiting or Positive COVID test result	Present proof of a negative COVID-19 test or 10 days after the initial positive test.

Health Forms

- The State of Florida requires that each child have on file that can be obtained from your child's pediatrician:
    - A current Florida Certification of Immunization Record
    - A current Florida School Entry Health Exam

Medications

The administering/dispensing of medicines to students by employees of the school is forbidden unless authorized by a licensed physician and the parent of the student. Self-administration of medication by the student is also forbidden. **PLEASE DO NOT SEND ASPIRIN, COUGH MEDICINE, PILLS, ETC. FOR YOUR CHILD TO TAKE ON HIS/HER OWN WITHOUT CHECKING WITH THE OFFICE FIRST**. If there are certain physical/medical conditions that require daily and periodic medication, procedures are to be followed for these circumstances stated in the Authorization for Medication form that will be sent home upon request. A new form must be completed every year or if any medication prescription or dosage has changed. All medications must be sent to the school in the original container. All medication(s) authorized to be administered during school hours will be kept in a locked drawer in the main office and administered by an Administrator and documented in the medication log binder.

Assessment / Academic Improvement Plans

All new students will be given a full academic readiness assessment in the first semester of school. After new student assessments are completed, the IEP meeting will be scheduled with the parents to review the results and establish priority educational needs and set measurable goals.

All students will be assessed using the Brigance Assessment or the SAT-10 during the last quarter of the school year. Assessment results will be shared with families when the final report card is sent home.

Evaluation Request

At times your child's doctor requests evaluation forms to be filled out by school personnel. Evaluations are accepted from psychologists or other professionals working with your child. To complete evaluation forms teachers will need at least five (5) days. Once forms are completed they will be given directly to the parent.

Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. **All outstanding school fees MUST be paid for student participation.** If a hardship exists where a student cannot afford the cost of the field trip, please notify administration for assistance. On most occasions only our staff members serve as chaperones on our field trips. In the event that a parent is elected to chaperone, they may not bring siblings along as they are not covered by insurance. Field trip days are

instructional days. Parents may return to school to pick up children once we have returned from the field trip or allowed to remain in school until dismissal.

Birthday Celebrations

Birthdays are a special occasion, parents wishing to celebrate their child's birthday at school must notify and schedule the celebration with the classroom teacher. Students in our STRIDE, PACE, and STEPS program have the option of celebrating with the students in their current class or the entire department. If parents can't be present for the celebration, they may also send the items to school in the morning and the teacher will have the celebration with the students.

Fire Drills

All public and private schools must conduct a fire drill every quarter school is in session.

- Dates and times to be determined
- Teachers and staff facilitate safe evacuation of all students from building
- Teachers will take attendance
- Students will return to class after the all clear alarm sounds and resume their scheduled activities

Lock Down Drills

Our school will conduct lockdown drills in the form of code red and code blue every quarter that school is in session. After each drill students will have a short lesson in order to alleviate any concerns or fears.

- Code Red (full lockdown) - The entire building will be locked to prevent entrance into the building. All teachers will lock their doors and guide their students to the furthest corner on the room, phones will be silenced, and lights will be turned off.
- Code Blue (partial lockdown) - The entire building will be locked to prevent entrance or exit to and from the building. All classroom activities will remain as usual.

Severe Weather

In the event of adverse weather conditions, Learning Links School will follow the Miami Dade County Public School closing procedures. Learning Links School's biggest priority is the safety of its students and staff.

Release of Records

The revised Family Rights and Privacy Act are intended to protect the accuracy and privacy of student educational records. Without your prior consent, only the child's parent or legal guardian and authorized individuals having legitimate educational interest will have access to your child's records.

- A **Record Release** form **MUST** be on file
- Records **CANNOT** be released if:
    - Your account balance is **NOT** up to date

Withdrawal from School

A written notification is required for withdrawal during the academic year. This notice should include:

- Students name
- Last day to attend
- Name of school being transferred to
- Reason for withdrawal

Termination of Services

Learning Links School reserves the right to terminate services to a student for any of the following reasons:

- A pattern of behavior(s) that is observed to:
    - Be potentially harmful to self or others
    - Interferes with the rights of others to receive their education
    - Damage to school property or to the property of others**. Parents will be held financially responsible for any repairs due to property damaged by student.**
    - Consistent failure by a student or parent to comply with:
        - School rules
        - Policies
        - Procedures
    - Failure to pay assessed tuition or fees in a timely manner
    - Excessive absences

Payment Policies

Tuition and fees are to be paid in accordance with the enrollment contract and financial agreement. For information or questions contact the School Secretary or Ms. Yarisa Valle.

Monthly payments are due the 1st of the month. There is a late fee as specified on your Tuition Agreement. The school may, at its discretion, refuse admittance to a child whose tuition payments are delinquent. If the payments are delinquent (1 month overdue or more) and it becomes necessary for the school to engage outside agencies to collect the money owed, all costs incurred, such as attorney's fees and court costs, will be paid by the parents. There is no allowance for late payment even if the 1st falls on a weekend or during a holiday. There will be a charge for every returned check.

The yearly re-registration fee is non-refundable and tuition payments and any other school fees are non-refundable once services have been rendered up until the student has been officially withdrawn from the school.

Academics

Each student's academic experience will include one or more of the following curriculum programs that have been adopted and will be assigned depending on the students' needs:

Reading/ Language Arts

Reading Milestone Literacy Program
This successful, alternative, language-controlled program is the most popular reading program of its kind.

Reading Street
Developed exclusively for differentiated instruction, Reading Street prioritizes skill instruction for the right reading skill, at the right time, for every student.

PCI Reading Program
This is a research-based reading curriculum designed for students with developmental disabilities, autism, and significant learning disabilities. It uses a structured, sight-word approach with repetition, hands-on activities, and controlled reading practice to help nonreaders develop reading skills and build confidence

Houghton Mifflin
A K–6 program with a long record of improving reading skills, Leveled Readers and an all-in-one Practice Book for easy classroom management. It meets the full range of the Common Core State Standards.

The Wright Group Phonics Program
Presents phonemic awareness, phonics, comprehension, vocabulary and fluency as advocated by the National Reading Panel.

Visualizing and Verbalizing Comprehension
This program is designed to teach students concept imagery, the ability to image a gestalt (whole) from language. Teachers' conduct specialized questioning techniques, which stimulate mental imagery. This imagery-language connection is essential for oral and written language comprehension, as well as critical thinking.

Explode the Code Phonetics Program
A phonics bestseller for over 30 years, Explode the Code has helped millions of students nationwide build the essential literacy skills needed for reading success: phonological awareness, decoding, vocabulary, comprehension, fluency, and spelling. This research-based and teacher-tested program meets and exceeds "No Child Left Behind" requirements and National Reading Panel Standards.

IXL Language arts Web-Based Program
From phonics and reading comprehension to writing strategies and more, IXL helps learners develop the communication skills needed for success in school.

Wordly Wise
Wordly Wise 3000 provides direct academic vocabulary instruction that develops the critical link between vocabulary and reading comprehension. Direct instruction of important, useful, or difficult words for each grade level helps students successfully comprehend content-area texts and improve test results.

Pacemaker reading
A collection of literature & grammar curriculum geared towards providing grade level content in a simplified format.

Mathematics

Go Math
This series incorporates multiple elements of learning to produce a curriculum that will enable children to succeed in math.

Basic Math
This program combines reproducible books, assessments, and warm-ups in a convenient set to reinforce basic math concepts and provide daily math practice of specific skills.

Momentum Math
Momentum Math is a mathematics intervention program. The program is designed to reach all learners, including English Language Learners and students with special needs through a series of dynamic and visually engaging lessons.

Pacemaker Mathematics
A collection of Math curriculum geared towards providing grade level content in a simplified format.

IXL Math web-based program
helps students master essential skills at their own pace through fun and interactive questions, built in support, and motivating awards.

Handwriting

Handwriting Without Tears and Didax My Best Handwriting
All Learning Links teachers are trained in HWT and incorporate daily lessons that practice correct positioning and strokes to help improve students' writing and fine motor skills.

Keyboarding Without Tears
Keyboarding Without Tears, the newest curriculum under the Handwriting Without Tears family, helps students learn keyboarding skills and helps them meet performance standards.

Science

Scott Foresman Science Series with Guided Readers and Hands on Science Lessons
Students learn science through active participation and observation.

Social Studies

My World Interactive & Harcourt Brace Series
A comprehensive K–5 curriculum designed to engage and motivate every student. Through the stories of the intriguing people, exciting places, and fascinating events that make social studies relevant to their lives, students gain a global perspective.

Additional Specialized Curriculum for STRIDE, PACE and STEPS Programs

Pacemaker series
This program helps students of all abilities, the program's single-concept approach makes content accessible for all students as they make the important connections. The manageable content and support helps students successfully meet curriculum requirements.
Lexile Level 760 Reading Level 3-4 Interest Level 6-12

AGS Series
A curricular program for high school students who read below grade level. It's full-color, easy-to-read textbooks covering a range of subjects from reading to health science. All textbooks are written to meet National Education Standards.

Attainment
A uniquely designed blended approach of print and software curriculum for all subjects accommodated for individuals with autism and other learning disorders in order to achieve independence at school, home, work and in the community.

Behavior

Conscious Discipline
Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices.

Electives

Green Team Initiative – Promotes healthy living and eating and empowers students and teachers to help the environment through waste reduction, recycling, composting, and energy conservation and pollution prevention.

Broadcasting - Discover a world of emerging technologies, as well as time tested storytelling and scriptwriting assignments. The ability to create video-based projects will allow students to enter the world of visual media, which is so prevalent in society today. This creativity will hopefully spark an interest in video journalism, comedy, public service, school initiatives and community activities.

Dance- This class will focus on building loco-motor skills and developing balance, coordination, rhythm, musicality and syncopation.

Culinary - This course will prepare students to understand principles of nutrition in relationship to wellness, food choices, food preparation, and food storage. Instruction and learning activities are provided in a food lab using hands-on experiences. Students will also learn how to manage a school business, providing baked goods that are prepped, packaged and sold, while learning basic finance and marketing.

Journalism - Students are introduced to the historical importance of journalism in America. They study the basic principles of print and online journalism as they examine the role of printed news media in our society. They learn investigative skills, responsible reporting, and journalistic writing techniques as they read, respond to, and write their own news and feature articles. Students conduct interviews, research, write, and design their own publications.

Event Planning - This course is a project-based, hands-on learning course, which requires students to willingly participate in class activities, completes projects, and school-wide events to demonstrate mastery of skills. Students will learn the skills needed as an event planner and will organize and plan all aspects of business and social events. Students will develop leadership characteristics and make decisions based on integrating knowledge of human resources, event promotion, event management and financial principles.

Personal Training - This course is designed to give students the opportunity to learn fitness concepts and conditioning techniques used for obtaining optimal physical fitness. Students will benefit from comprehensive weight training and cardiorespiratory endurance activities. Students will learn the basic fundamentals of strength training, aerobic training, and overall fitness training and conditioning.

Art - Students will explore a variety of artists, art processes and materials such as drawing, painting, printmaking, two & three-dimensional design, and digital art. Student artwork will reflect aesthetics & cultural and historical contexts.

Life Skills Training - This course will focus on the skills that students need in order to transition successfully from high school into work and life in the community. The students will be able to demonstrate knowledge and skills in the areas of daily living, social skills, occupational skills and recreation and leisure skills within the community and on field trips.

Home Economics - This course will prepare students to understand principles of nutrition in relationship to wellness, food choices, food preparation, and food storage. Instruction and learning activities are provided in a food lab using hands-on experiences. Activities provide instruction in the application of the principles of food preparation, food selection and storage.

Peer Social Skills Training – This course will introduce students to the different social behaviors that are expected in order to function appropriately in society as well as address different struggles that teens encounter daily. This course aims to teach social skills, conflict resolution, conversational skills and much more.

Extra- Curricular Activities

Physical Education Program
Our Physical Education program is taught and directed by our P.E. coach with a focus on sports and recreation.

Art Program
Our art classes encourage creativity, higher order thinking skills and spatial awareness.

Clubs

Buddy Reading Club – The Buddy Reading club promotes reading awareness through weekly participation in group readings. Nominated students are responsible for sharing stories with the school community as well as improving reading and social skills.

Safety Patrol - The School Safety Patrol's job is to remind and assist students of the school safety rules and to guide them in safe arrival, dismissal, and movement through the building, while enhancing social skills.

Scholarships

Family Empowerment Scholarship Program
1.800.447.1636
www.floridaschoolchoice.org

In-school Therapy

We value our educational program which prides itself in working with all aspects of the student's education, including their therapists. We encourage therapies to be done before or after school due to the fact that we are limiting the number of hours/sessions any student will be able to be pulled out of instructional class time per week to ensure no setbacks or instability. Please see them below:

All academic programs - MAX. 2 hrs./sessions per week; MAX. 1 hr. per session

For special cases, parents requesting additional hours during the school day must discuss with school administration prior to adding hours and finalizing the student's therapy schedule.

Prior to any student beginning therapy sessions on school property, each therapist must submit:

- A copy of their ID
- A copy of their license
- A copy of the student's therapy program

****The school reserves the right to discontinue any therapy sessions that do not align with our values and policies. This measure ensures that all services provided at our school are in the best interest of our students and are consistent with our educational philosophy.**

Additional Resources

Learning Links School does not provide therapies, but we do have therapists that provide services at the school. If you are interested in any of these services for your child, please contact the therapist directly.

Speech Therapy

Speakeasy for Kids, Coral Du Quesne M.S., CCC-SLP, 305-663-5571

Speech Pro Associates Inc., Monica Cruz M.S., CCC-SLP, 305-420-6998

Occupational Therapy

O.T. Wellness Therapy Solutions Inc., Alicia Morgado MS, OTR/L, 305-591-4181
www.otwellness4u.com

Biomedical

Luciana Leo, LAC, www.lucianaleo.com, 786-306-4967