

# Learning Links School

*“Celebrating a decade of making an idea a reality”*



## Parent Handbook

2017-2018

Dear Parents,

It is with great pride and excitement that we welcome you to the 2017-2018 school year! This year is extra special as we celebrate our 10<sup>th</sup> anniversary. The journey that we began on September 6, 2007, has filled our hearts with pride. We have built a beautiful building and a wonderful program, but what makes us truly fortunate is who we get to share it with: our staff, our parents, but most of all our students. Throughout the years we have evolved and adapted our program to meet our students' needs however, the one principle that always remains is the understanding that it takes both sides to build a bridge.

On behalf of the faculty and staff, we look forward to working with you and your child/children to promote an educational setting that is safe and successful to your child's needs. Student success is created through partnerships with the school, parents and community. Through maintained open lines of communication, Learning Links seeks to stay in constant communication with parents and other supporting staff. This begins with the 2017-2018 Parent Handbook. Please take the time to read through this handbook and review all of the school policies, procedures and programs. It will prove to be a valuable resource and is an excellent way to start this school year. Information about the school can also be found on the school's website at [www.learninglinksschool.org](http://www.learninglinksschool.org). Throughout the school year, we will communicate through various methods such as monthly calendars, e-mails, flyers, and more. Please make sure that we have your correct e-mail address, telephone number(s) and mailing address at all times.

Again, we look forward to an outstanding school year and to working with you to ensure that your child/children have the best experience they can possibly have at Learning Links School.

Sincerely,

Olga Ruiz  
Principal Director

Yarisa Echevarria  
Administrative Director

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## **About Learning Links School**

### **Mission**

Our mission is to provide our students with a fully integrated, developmentally appropriate learning environment that is conducive to academic learning, social aptitude, and recreational activities.

### **Our Goal**

We have set forth to create the finest academic program for children with developmental disorders and learning disabilities, by assembling a unique team of highly qualified and inspired teachers, therapists, and professionals willing to implement the most innovative intervention program in South Florida.

### **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**

Learning Links School  
14515 SW 120<sup>th</sup> Street  
Miami, Florida 33186

Office: 305-271-3500      Fax: 305-468-6107

[www.learninglinksschool.org](http://www.learninglinksschool.org)

Zaida Garcia, Secretary:  
[learninglinks.zaida@gmail.com](mailto:learninglinks.zaida@gmail.com)

Olga Ruiz, Principal Director:  
[learninglinks.director@gmail.com](mailto:learninglinks.director@gmail.com)

Yarisa Valle-Echevarria, Administrative Director:  
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Ariana Zelonker Harris, Elementary School Assistant Principal  
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# Learning Links School

## 2017-2018 School Calendar

August '17						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '18						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

-  School Closed/ Holidays
-  Teacher Planning Day (no school for students)
-  School Evening Events \* No After School Care
-  Teacher Parent Conference (no students in school)
-  First and Last Day of School
-  Recess
-  School Orientation Day

## **Overview**

### **School Day Hours**

Primary	Monday – Thursday	8:30am – 2:00pm
	Friday	8:30am – 1:30pm
Intermediate	Monday – Friday	8:30am – 2:45pm
	Wednesday	8:30am – 1:45pm
STRIDE program	Monday – Friday	8:30am – 3:00pm
	Wednesday	8:30am – 2:15pm
PACE program	Monday – Friday	8:30am – 3:15pm
	Wednesday	8:30am – 2:15pm

### **Before / After School Programs**

- For before and after school care forms and information, contact Mrs. Garcia in the main office.
- A before school program is available Monday through Friday from 7:30 AM to 8:30 AM.
- An after school program is available Monday through Friday from 2:00 PM to 6:00 PM.
- A mini after school camp is available Monday through Friday from 2:00 PM to 4:00 PM.

# **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 on the basis of 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**

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 him or others.

## **Example of Classroom Behavior Plan**

- 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
- If there is disruptive behavior, student will:
  - Be removed from instructional area in classroom

- Regain control
- Calmly discuss issue
- If disruptive behavior continues
  - Teacher(s) will track behavior using anecdotal records
  - Parent conference may be required to devise a behavior intervention plan
- 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 contract 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.

## **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 before 9:00 a.m.

- 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 absent 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 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**

- 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**

- 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 teacher of tardiness.

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

- 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.
- Excessive tardiness
  - A tardiness notification will be sent home that requires a parent signature
    - 1<sup>st</sup> tardy – signed notification
    - 2<sup>nd</sup> tardy – signed notification
    - 3<sup>rd</sup> tardy – signed notification
    - 4<sup>th</sup> tardy – signed notification

- 5<sup>th</sup> tardy - child will not be allowed to enter class until 10:00 AM and parent will be responsible for the child until then.
  - A student is allowed FOUR (4) excused tardies per semester.
- Students may not be dropped off at school after 11:00 a.m. Once lunches have begun we cannot accept students.

### **Early Pick-up**

Notify the school of pick-up time via student planner, e-mail, or phone. **No student will be dismissed early within 15 minutes of dismissal.** You must sign out your child in the main office. A teacher or assistant will escort your child to the main office. If you need to pick up your child early, you may park in the designated visitor parking spots.

Primary- 1:45 p.m.

STRIDE- 2:45 p.m.

Intermediate- 2:30 p.m.

PACE- 3:00 p.m.

### **Parent-Teacher Conferences**

Parent-teacher conferences are an important part of the school program. Knowing your child's teacher, teacher assistant, and administrators and give them an opportunity to know you. Please do not ask the office to call in to a teacher's classroom. Classroom instruction cannot be interrupted and you can leave a message. Please make appointments for conferences by telephoning the office or writing a note to the teacher.

Once you have met with the teacher, if you have any additional questions or concerns, please make an appointment with the Department Chair. If you have not resolved the issue after meeting with the teacher and/or Department Chair, 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 planner
- 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
    - **DO NOT enter the classroom** (without an appointment)

## **Social Media**

Learning Links School has a social media page via Facebook 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. The staff considers test scores, past performance, personality, and development. Please refrain from contacting the school for placement requests. 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 3:1 ratio or less.

## **Drop-off Procedures**

Each parent will be given a color-coded decal that needs to be displayed on the front dashboard so it is visible to all teachers assigned to drop-off. Parents are to follow the lane for drop-off and stop at your designated area in order for the teachers to escort your child to the building.

All students will enter the building through the front entrance path.

## **Pick-up Procedures**

At the end of each school day, students will be escorted to the ramp in the gym area. Parents are to follow the same procedures as morning drop-off following the color-coded decal system.

Since each department has different dismissal times, please be sure to arrive as close to your child’s dismissal time. We ask that you do not block the pick up lane waiting for your child to be dismissed earlier than the assigned dismissal time.

## **Rainy Day Procedures**

On rainy days, the drop off and pick up procedures will remain the same. Your child will be escorted to with an umbrella to your car. Please be patient to ensure your child's safety. Do not leave your car unattended while you come into the building to pick up your child.

## **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. If the uniform policy is violated a second time, the student will not be allowed to attend school and a second referral will be placed in the child's record and counted as an unexcused absence.**

**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 **uniform private school**. All students are required to wear the school uniform. This uniform consists of a red and blue polo shirt and navy blue or khaki pants, skirt, skorts or shorts for primary and intermediate students (CARGO SHORTS, LEGGINGS, YOGA PANTS, BASKETBALL SHORTS, AND JOGGERS ARE NOT PERMITTED). The STRIDE Program uniform consists of green polo shirts with the STRIDE logo and navy blue or khaki pants. The PACE uniform consist of a grey polo with the PACE logo (available at all uniform wear) bottoms could be black or nave uniform pants. A white oxford shirt is required for special outings.

The Learning Links t-shirt may be worn on Fridays; however, blue jeans are NOT allowed except on Fridays and special days designated by the administration. All polo's are to have the Learning Links, STRIDE or PACE logo. All school uniforms are available at Ibiley.

## **Clothing NOT appropriate for school**

- Large oversized shirts, short skirts, short shorts, leggings, bike or exercise shorts, and oversized baggy pants, basketball shorts.
- 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**

Learning Links School follows a Nut-Free Zone policy. Some examples of foods containing nuts are cereal bars with nuts, individually packed almonds or nut variety, cookies containing nuts, and others. Please be aware of this policy while packing your child’s lunch.

All students are to bring a nutritious lunch every day.

Please do not send any sodas or food from fast food restaurants (McDonalds, Burger King, etc.).

- If no lunch is sent:
  - You will be contacted
  - You must bring in lunch and leave it in the office
  - DO NOT bring it to the classroom
  - No McDonald’s
- Microwave usage
  - Microwave ovens are available for use by teachers or staff for a quick re-heat
  - We allow a maximum of two (2) minutes
  - Be sure that food sent is cooked thoroughly
- Refrigerated items
  - Use cold packs in lunch boxes
  - **NO** refrigerator is available for students

## **Prohibited Items**

- Pets
- Toys
- Money
- Dangerous items
- Gum
- Candy
- Soda
- IPODs/MP3 Players/ITOUCH
- Silly Bands or Rubber Bands
- Other Sports Equipment
- Weapons
- Electronic Games
- Playing/Trading cards
- Portable DVD or CD players
- PDA or electronic devices
- Any tablets

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

## **Emergency Contact/Release from School**

Each school year you must complete a card with information regarding whom the school staff should contact in case of an emergency. In addition to parents, 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.

## **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. Clinic facilities for emergency care in the school are limited. You must make arrangements to take your child home promptly for adequate care. ALL CONTAGIOUS DISEASES MUST BE REPORTED TO THE SCHOOL.

## **Health Concerns**

<b>Children will be sent home if they exhibit:</b>	<b>Children can return to school:</b>
Chicken Pox: Any unexplained rash	Six days after the rash breaks out or when the blisters are scabbed over, whichever is sooner
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
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
Hepatitis A: Yellowish skin or eyes	One week after the illness or yellow color starts
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
Mumps: IMMEDIATE REMOVAL	Nine days after swelling starts
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
Vomiting: One or more episodes	Episode free for 24 hours without medication

## **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 system 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.

## **Assessment / Academic Improvement Plans**

It is very important to have communication between school and home. For this reason we have allocated two teacher-planning days at the beginning and end of the school year to review your child's IEP and make adjustments that reflect your child's current levels of performance and educational needs. During this time any questions or concerns can be addressed at this time.

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 will be scheduled with the parents to review the results and establish goals.

All students will be assessed using the Brigance Assessment during the last quarter of the school year.

## **Evaluation Request**

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 the teacher. Teachers have the right to not have parent chaperones attend field trips in order to promote independence in our students. Parent chaperones must 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**

Although birthdays are a special occasion, parents wishing to celebrate their child's birthday at school must check with the classroom teacher first. Birthdays will be celebrated during the last 45 minutes of your child's scheduled dismissal.

## **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

## **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**

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

The revised Family Rights and Privacy Act is intended to protect the accuracy and privacy of student educational records. Without your prior consent, only you and

authorized individuals having legitimate educational interest will have access to your child's records.

## **Termination of Services**

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

- A pattern of behavior is observed that:
  - Is 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

## **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

Note: See policy for Release of Record

## **Payment Policies**

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

Monthly payments are due the 1<sup>st</sup> 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 1<sup>st</sup> falls on a weekend or during a holiday. There will be a charge for every returned check.

## **Scholarships**

Learning Links School accepts:

Florida McKay Scholarships      1.800.447.1636 [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

Step Up Gardiner Scholarship  
(Previously known as PLSA)      [www.stepupforstudents.org](http://www.stepupforstudents.org)

## **Additional Resources**

Learning Links School does not provide therapies, but we do have therapist 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**

Helping Hands For Kids, Nicole Hanna, 305-984-7043

O.T. Wellness Therapy Solutions Inc., Alicia Morgado MS, OTR/L, 305-591-4181  
[www.otwellness4u.com](http://www.otwellness4u.com)

### **Biomedical**

Luciana Leo, LAC, [www.lucianaleo.com](http://www.lucianaleo.com), 786-306-4967

## **Academics**

**Each student’s experience will include one or more of the following programs:**

### **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.

#### ***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.

## **Mathematics**

### ***Scott Foresman Math Series***

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.

### **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**

#### ***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.

#### ***Civic for Education Series***

Aims to develop informed, responsible participation in civic life. Its award-winning programs have a 25-year track record of proven effectiveness in classrooms and other settings, having reached more than 30 million students worldwide.

### **Behavior**

#### ***The Alert Program***

Our teaching staff is trained in this highly acclaimed sensory integration program developed to facilitate sensory regulation in the classroom.

#### ***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.

## **Extra- Curricular**

### ***Home Economics***

Our home economics program focuses on teaching students appropriate skills and safety procedures in the kitchen. Students will also learn how to create simple recipes leading them to become more independent.

### ***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.

### ***Yoga Classes***

Our yoga classes are taught by a certified yoga instructor.

### ***Martial Arts Program***

Martial Arts help to improve coordination, core strength and sensory regulation.

## **Clubs**

### ***Future Educators of America (FEA)***

### ***Green Team Initiative***

### ***Broadcasting***

### ***Safety Patrol***