



# Miami-Dade County Public Schools

giving our students the world

**JOHN I. SMITH K-8 CENTER**  
10415 NW 52<sup>nd</sup> Street · Miami, FL 33178 · PH: 305-406-0220 · FAX: 305-406-0225  
jjs.dadeschools.net

**Principal**  
Genaro Navarro  
**Assistant Principals**  
Hilda Espinosa  
Isis Piloto  
Clinton Neilly

**Superintendent, M-DCPS**  
Alberto M. Carvalho  
**Region Superintendent, Central Region Center**  
John D. Pace

August 19, 2019

Dear Parents,

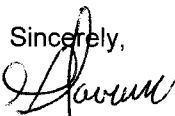
This letter is written to explain our homework policy to you. We believe that regular homework provides your child with opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities and self disciplines. Homework assignments will be completed for the following day; however, long-range assignments (e.g. special projects) may take extra periods of time as assigned by the teacher. The suggested guidelines for daily homework gradually increases for students in grades kindergarten through sixth as follows:

<u>Grade Level</u>	<u>Total Daily Time</u>
<b>Kg. – First</b>	<b>15 minutes written/minimum of 30 minutes reading</b>
<b>Second – Third</b>	<b>20 minutes written/minimum of 30 minutes reading</b>
<b>Fourth – Fifth</b>	<b>30 minutes written/minimum of 30 minutes reading</b>
<b>Sixth – Eighth</b>	<b>75 minutes written/minimum of 30 minutes reading</b>

Homework should be a review and practice of classwork. Therefore, it is not your responsibility as parents to give a great deal of assistance to your child in completing homework. However, we ask parents or other family members to make every effort to read to their child if he/she cannot read on his/her own during the assigned homework period. If your child does not complete his/her homework at the end of the time assigned, this should be a good indicator that your child is having difficulty mastering the skills assigned. If your child completes his/her homework earlier than the time designated, please encourage him/her to read for the remaining time since reading is recognized as a universal skill that relates to all subjects and is a major priority in Miami-Dade County Public Schools.

Our homework policy at John I. Smith K-8 Center is that when homework is not submitted three times during a nine-week period, students will be expected to remain after school for a one hour **detention** to complete the missing assignments.

As always, thank you for your cooperation and assistance. Should you have any questions, please feel free to contact me at 406-0220.

Sincerely,  
  
Genaro Navarro, Principal

\*\*\*\*\*

I have read and reviewed the John I. Smith K-8 Center **Home Learning** letter with my child.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



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Tardy Policy

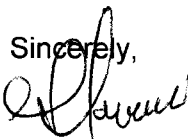
Dear Parents,

The Miami-Dade County Public School system asks that all schools establish a tardy policy. Therefore, in order to be in compliance with the **Miami-Dade County School Board Rule 6Gx13-5A-1.04**, the attendance policy at John I. Smith K-8 Center was updated to include a tardy policy. Below, you will find the student tardy policy for John I. Smith K-8 Center for the 2019-2020 school year.

- In order for students to be awarded for Perfect Attendance, students must be present each day.
- After the second unexcused tardy, a warning will be issued.
- After the third unexcused tardy, parent contact will be made.
- After the fourth unexcused tardy, a detention will be issued.
- After the fifth unexcused tardy, the student will be referred to the principal and/or the principal's designee and a parent conference will be scheduled; and the student's conduct and/or effort grade(s) may be lowered in the period(s)/subject(s) missed.
- If tardiness continues, the case will be referred to the school social worker and a referral will be written which affects the students permanent record.

**Additionally, we implement a cut off time for early release. If your child will be dismissed at 1:50 p.m., he/she will not be released early from school after 1:20 p.m. If your child's dismissal time is at 3:05 p.m., he/she will not be released early from school after 2:35 p.m. or later. On Wednesdays, students may not be signed out after 1:20 p.m..**

Thank you in advance for your cooperation in adhering to this policy. If there are any further questions regarding this policy, please contact me at 305-406-0220.

Sincerely,  


Genaro Navarro, Principal



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John D. Pace

August 19, 2019

Attendance

Dear Parents/Guardians:

The 2019-20 school year has begun and the faculty and staff at **John I. Smith K-8 Center** has exciting plans and high expectations for your child's learning. We know that you also have many hopes and dreams for your child's success in schools and beyond.

To ensure those hopes and dreams are realized, we want to ask for your commitment that your child attend school every day possible this year. The evidence is clear: **children with good attendance are more likely to be successful in school.** High attendance rates are linked to high student achievement. This is true for every grade – elementary, middle and high school students.

Every day counts. Missing school even 10% of the time has a significant negative impact on reading and mathematics achievement as children progress through school. There is a direct correlation between good attendance and high performance on the mathematics and reading portions of standardized tests.

As your child's most influential teacher, we are asking that you partner with and support us in helping your child get to school on time at 8:35 a.m. every day this year. Your child needs to be in school and engaged in learning to reach his or her full potential. Yet, we realize that every family faces challenges. **Please let your child's teacher know if your family needs help dealing with a challenge that will impact your child's good school attendance.** We will do our best to help you and your family so that your child's attendance stays on track.

More information on what families and schools can do together to support good student attendance can be found on the Florida Department of Education website as well as Miami-Dade County Public School's parent portal.

Best wishes for a successful school year.

The Teachers, Staff & Administration at John I. Smith K-8 Center

.....  
I have read and understand the importance that good regular attendance in school at John I. Smith K-8 Center has on student achievement. I will do my best so that my child(ren) attend school regularly.

Student's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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August 19, 2019

Uniform Policy

Dear Parents,

We are very concerned about our students' safety in and about the school. Research shows that school uniforms reduce discipline issues, increases self-confidence and promotes school pride. The district provides a 30 day grace period prior to administering any disciplinary action (phone calls/parent conferences/detentions/etc). We need your support to ensure that your child wears the appropriate uniform.

John I. Smith K-8 Center has met the M-DCPS requirements of the mandatory school uniform policy. Therefore, all students are required to wear the approved uniform selected by the school uniform and discipline committee. **In addition to the mandated uniform, closed-toe shoes are to be worn to avoid injuries. Jeans are NOT part of the school uniform.**

Each Friday (or the last day of the school week) we celebrate Spirit Day. On this day students may wear the school T-shirts and jeans. In adherence with Miami-Dade County Public School Board's dress code, written messages, pictures or symbols on clothing which portray ideas which are harmful to the health, safety and welfare of students are not allowed. Tube tops, see-through blouses, bare backs, bare midriffs and sleeveless undershirts (tank tops) are also inappropriate for Spirit Day.

Students must adhere to the school's uniform policy daily and if not, they will receive a referral which becomes part of their permanent record.

### **ALL TOPS MUST HAVE THE JOHN I. SMITH K-8 CENTER PATCH ON LEFT CHEST.**

#### **PRE-K -5<sup>th</sup> GRADE:**

<b>GIRLS:</b>	<b>TOPS:</b>	WHITE/BURGUNDY/NAVY BLUE POLOS OR WHITE BLOUSE WITH NAVY PIPED ROUND COLLAR
	<b>BOTTOMS:</b>	NAVY BLUE/GRAY/PLAID #34
	<b>JUMPERS:</b>	NAVY BLUE/GRAY/PLAID #34

<b>BOYS:</b>	<b>TOPS:</b>	WHITE/BURGUNDY/NAVY BLUE POLOS
	<b>BOTTOMS:</b>	NAVY BLUE/GRAY
<b>BOYS/GIRLS:</b>	<b>WINTER:</b>	NAVY/BURGUNDY SWEATER/JACKET

#### **6<sup>th</sup> - 8<sup>th</sup> GRADE:**

<b>GIRLS/BOYS:</b>	<b>TOPS:</b>	WHITE OR LIGHT BLUE OXFORD SHIRT
	<b>PANTS:</b>	NAVY BLUE PANTS
	<b>WINTER:</b>	GRAY SCHOOL SWEATER/JACKET

Sincerely,

Genaro Navarro, Principal



# Miami-Dade County Public Schools

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## JOHN I. SMITH ELEMENTARY SCHOOL

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August 19, 2019

Arrival/Dismissal Procedures

Dear Parents/Guardians,

In an effort to ensure the orderly and timely arrival and dismissal of our students, we have adapted our Arrival and Dismissal Procedures. **Please read and review this important information to ensure the safety and security of all our students.**

### ARRIVAL PROCEDURES: Elementary School

- If you wish to drop-off your child, we have a designated Parent Pick-Up/Drop-Off area in the front of the school and for Kindergarten, in the back circular driveway of Morgan Levy Park. Remember that we close the gates by the park at 8:30 a.m. If you arrive after 8:30 a.m. then you must drop off your child in the main entrance of the school. To maintain the traffic flow, there is no parking in either of these areas. Please pull in and move down as far as possible. **DO NOT LEAVE YOUR VEHICLE.**
- If you wish to walk with your child and drop him/her off by the front gate, we have a designated Parent/Guest Parking Lot in the front of the school. Unfortunately, parking is limited.
- Your child needs to be in his/her seat by 8:20 a.m. for pk-1<sup>st</sup> grade and 8:30 am for 2<sup>nd</sup>- 5<sup>th</sup> grade.
- There is FREE breakfast daily in our main cafeteria. Those students who wish to participate in this program must enter through the front entrance of the school and proceed to the cafeteria. They are responsible for reporting to class by their respective times. If your child needs assistance in getting to class, security will walk them.

### DISMISSAL PROCEDURES: Elementary School

- Our Kindergarten classes will dismiss in the back circular driveway of Morgan Levy Park at 1:50 p.m. everyday.
- First grade classes will dismiss in the front of the school in the Parent Pick-Up/Drop-Off area at 1:50 p.m. everyday.
- Our Second, Third, and Fourth grade classes will be outside in the Parent Pick-Up/Drop-Off area at 3:00 p.m. everyday except Wednesday, when they will be dismissed at 1:50 p.m.
- Fifth grade will dismiss in the back circular driveway of Morgan Levy Park at 3:00 p.m. everyday except Wednesday, when they will be dismissed at 2:00 p.m.
- Please **DO NOT PARK** in the driveway and **DO NOT LEAVE YOUR VEHICLE UNATTENDED.** If you would like to park and walk to pick up your child, you must park in the parent parking lot in front of the school.
- There will be only one lane to drive through the Parent Pick-Up circular driveway area.
- School Staff will be outside at dismissal to ensure that the vehicles keep moving and the students go to their cars in an orderly manner.

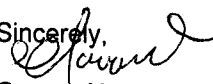
### ARRIVAL PROCEDURES: Middle School

- If you wish to drop-off your child, we have a designated Parent Pick-Up/Drop-Off area in circular driveway in front of the school. **DO NOT LEAVE YOUR VEHICLE.**
- **Please do not drop off your child at the bus area.**
- All students must report to the cafeteria upon arrival.
- There is Free breakfast daily in the cafeteria.
- At 8:30 a.m., students will report to their designated homeroom.

### DISMISSAL PROCEDURES:

- Students will be outside in the Parent Pick-Up/Drop- Off circular driveway area at 3:00 p.m. everyday except Wednesday, when they will be dismissed at 1:50 p.m.
- Please **DO NOT PARK** or **LEAVE VEHICLE UNATTENDED** in the driveway.
- **DO NOT PICK UP YOUR CHILD IN BUS AREA, TROLLEY STOP or ACROSS THE STREET;** this is for your child's safety.
- School Staff will be outside at dismissal to ensure that vehicles keep moving and the students go to their cars in an orderly manner.

Thank you so much for your continued cooperation and support.

Sincerely,  
  
Genaro Navarro, Principal



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Bus Safety & Rules

Dear Parents,

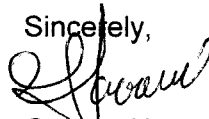
We are very concerned about our students' safety to and from school. We need your support to ensure that order is maintained on the bus. Therefore, the following procedures and rules have been established. They remain effective from the time students get on the bus until they get off the bus. Again, our intent is to ensure that our students are provided with a safe trip to and from school on a daily basis.

1. Students must follow the directions of the bus driver at all times.
2. Students must sit in assigned seats at all times (no kneeling or standing).
3. All students are to remain seated at all times.
4. Hands, feet and objects must be kept to yourself.
5. Absolutely no fighting or using profane language on the bus.

**VIOLATION OF THESE RULES WILL RESULT IN SUSPENSION FROM THE BUS.**

We need the support and assistance of all parents in enforcing these rules.

Thank you in advance for your continued cooperation. It is greatly appreciated. If you have any questions, please feel free to contact me at (305) 406-0220.

Sincerely,  
  
Genaro Navarro  
Principal



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School Rules

Dear Parent(s):

It is our wish to create an atmosphere that is friendly, cooperative, and conducive to learning. Since certain understandings are necessary to achieve this atmosphere, as well as to protect the health and safety of our students, we have established the following rules:

1. **Students must follow directions the first time given.** Cooperation, self-control and respect for adults and other students are behaviors that are expected from each student. Use of profanity or name calling is prohibited.
2. **There is to be no running in the school building or on the school grounds.** This includes dismissal time.
3. **Hands, feet and objects are kept to one's self.** Fighting or play wrestling is not allowed at any time and will result in immediate suspension.
4. **A pass from the classroom teacher is required upon leaving the classroom for any reason.** Students found in the hallways unescorted without a hall pass will be issued an after-school detention.
5. **Gum, candy and/or toys are not allowed to be brought to school.** Gum, candy, and/or toys will be confiscated from students and returned only to parents.
6. **Writing on or defacing school property, buildings, walls, desks, books, etc., is not allowed.** Students who violate this rule will be responsible for clean-up, repair, replacement if necessary and will have consequences.
7. **The restrooms should be kept neat and clean. All trash must be put in trashcans.**
8. **Cell phones are NOT to be used in school.**
9. **Shoes with wheels are NOT allowed in school.**

Sincerely,

Genaro Navarro, Principal



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Cafeteria Rules

Dear Parent(s):

The Lunch Program is a vital part of our school day. We want our students to exhibit appropriate manners and behavior during lunch. The following rules have been established:

1. Students are to enter the cafeteria quietly.
2. Once seated, students need permission to leave seats.
3. Food trading is not permissible.
4. Students are responsible for all items on their trays. Food is not to be thrown. It must be eaten or discarded properly along with trash items.
5. Students are responsible for leaving their area, including the floor, free of trash.

Sincerely,

Genaro Navarro  
Principal