**Important Information**

I would like to welcome you to what is sure to be a very exciting and productive year at Coral Reef Elementary School. As I firmly believe that children flourish when parents and teachers work together! I ask that you review the information listed below and look forward to working closely with you.

Please, make sure to UPDATE all telephone numbers and EMERGENCY CONTACT numbers including email addresses.

The best way to reach me is through my Remind App. PLEASE SIGN UP & FOLLOW THE STEPS BELOW)

* Send a text to 81010
* Text this message @4dfc6h2
* Make sure to put your child’s first and last name then your name

**School Hours**

8:20 a.m. – 2:00 p.m.

**Morning Arrival**: Students are to be in class by 8:25 a.m. Instruction begins promptly at 8:30 a.m. Any student who enters after this time will be marked tardy.

**Dismissal:** Student’s will be dismissed at 2:00 p.m.

**Attendance:** School attendance is vital to student success. Therefore, please be sure to schedule any appointments after school if possible. In the event, that your child is sick and must be absent from school, please email me the doctor’s note so that the absence may be excused. Please include your child’s name, date of the absence, and the specific reason for the absence. Please note that credit may be withheld if a student has excessive unexcused absences. Please email both myself and the school [**Rigney@dadeschools.net**](mailto:Rigney@dadeschools.net) and [1041attendance@dadeschools.net](mailto:1041attendance@dadeschools.net)

**School Attendance**

* taken at the beginning of the day
* std must be online or engaged in school approved activity

**Class Attendance**

* taken at the beginning of each live session class
* std’s who complete their daily assignments but do NOT log into live sessions are considered ABSENT from class.
* Std’s MUST enable camera function to be identified or they are absent

**Student Expectations:**

* be in class/online and be on time everyday!
* be in a school uniform
* eat before or after class instruction
* listen carefully
* follow directions
* do your best to your ability
* be nice to each other

**Parents Expectations:**

* ensure that you sign your child on to a laptop with camera
* ensure that your child knows their username & password (FOR WHATEVER REASON DO NOT CHANGE ID & PASSWOR) and encourage participation
* maintain communication with the teacher & school counselor (if needed)
* engage your child in conversations regarding assignments and grades
* monitor time spent engaging in online and offline learning
* support your child/s emotional balance by providing time for physical activity & play
* please adhere to teacher’s hours of communication (TEACHER’S HOURS ARE 2:00-3:00 PM )
* **CHECK YOUR CHILD’S GRADES WEEKLY ON YOUR CHILD’S PORTAL!**

**Rules:**

* Find a quiet place to work away from distractions
* Be on time & be prepared
* Mute yourself and video ON
* Raise your hand to talk
* No talking while teacher or classmates are talking
* Eat before or after Zoom
* Be respectful and kind

**Reminders:**

Please, make sure to UPDATE all telephone numbers and EMERGENCY CONTACT numbers including email addresses.

**Remind App**:

The best way to reach me is through my Remind App. PLEASE SIGN UP & FOLLOW THE STEPS BELOW)

* Send a text to 81010
* Text this message @4dfc6h2
* Make sure to put your child’s first and last name and then the guardian information.
* Also, moms and dad’s can sign up individually. Just make sure to add your child’s first and last name and then the guardian’s information.

**Parent Conferences:**

* Fastest way to reach me is by sending me a message through the **Remind app**
* Make sure to update important information like phone numbers, and emails on the Emergency contact at school and Shutterfly
* Parent Conferences can be set after 2:00 on Zoom PM Monday-Friday