

MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

OLIVER HOOVER ELEMENTARY

MAIN SCHOOL:
9050 HAMMOCKS BLVD
MIAMI, FL 33196

PLC:
9600 SW 157 AVENUE
MIAMI, FL 33196

305-385-4382 (MAIN)
305-383-0915 (PLC)

SCHOOL HOURS/COMMUNITY SCHOOL HOURS

Pre-Kindergarten through First Grade:

8:20 AM – 1:50 PM

Second Grade through Fifth Grade:

8:35 AM – 3:05 PM (Mon., Tues., Thurs., and Friday)

8:35 AM – 1: 50 PM (Wednesday)

SCHOOL WEB ADDRESS

HTTP://hoover.dadeschools.net

AFTER SCHOOL HOURS

Pre-Kindergarten through First Grade:

1:50 PM – 6:00 PM

Second Grade through Fifth Grade:

3:05 PM – 6:00 PM (Mon., Tues., Thurs., and Friday)

1:50 PM – 6: 00 PM (Wednesday)



SOCIAL MEDIA ADDRESSES

TWITTER: OHESOWLS

FACEBOOK: OHESOWLS



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Susie V. Castillo

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Mr. Alberto M. Carvalho

Superintendent of Schools

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer, School Operations



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Vision Statement

We provide a world class education for every student.

Mission Statement

To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.

Values

Excellence - *We pursue the highest standards in academic achievement and organizational performance.*

Equity - *We foster an environment that serves all students and aspires to eliminate the achievement gap.*

Student Focus - *We foster an environment that serves all students and aspires to eliminate the achievement gap.*

Innovation - *We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.*

Accountability - *We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.*



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board

Dr. Lawrence S. Feldman, Chair
Dr. Marta Pérez, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Dr. Steve Gallon III
Perla Tabares Hantman
Dr. Martin Karp
Lubby Navarro
Mari Tere Rojas

August 2017

Dear Parent/Guardian,

On behalf of the School Board and the more than 40,000 employees of Miami-Dade County Public Schools, it is with much enthusiasm that I welcome you to the 2017-2018 school year. The school district's employees are energized and eager to greet your child and contribute their talents to imparting him/her with the knowledge and skills needed to thrive in an increasingly globalized society. Students will be provided with a world-class education that challenges them in a supportive environment that fosters creativity, curiosity, and celebration of improvement and success.

This Parent/Student Handbook outlines the major policies and procedures that guide student life in our school system. I strongly encourage you to familiarize yourself with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein. Furthermore, it is my hope that you and your child will avail yourselves of the numerous resources available. As a parent/guardian, you are a vital partner in your child's education and are welcome to actively participate in school and district functions. For more information regarding specific resources and activities at your child's school, please contact the school directly.

Thank you for your partnership and continued support of Miami-Dade County Public Schools. It is our privilege to educate your child.

Sincerely,

Alberto M. Carvalho
Superintendent of Schools

AMC:cg
L36

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, Florida 33132
305-995-1000 • www.dadeschools.net



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PARENT/STUDENT HANDBOOK

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Message from the Principal

Dear Parents/Guardians:

It is with pleasure to welcome back all of our students and their families to the 2017 – 2018 school year. The faculty and staff at Oliver Hoover Elementary School is committed to continuing to provide your children with the same level of academic excellence that you have experienced in previous years.

The accomplishments of our students are a product of hard work, perseverance, expectations that surpass basic standards and a quest for success. The staff of Oliver Hoover Elementary School takes great pride in the success of each of our students with the belief that each child will excel to the very best of their individual ability.

Together, with your help we will create a foundation for excellence that our students can build upon as they pursue higher levels of education.

The purpose of this Parent/Student Handbook is to provide important information regarding the school and should serve as a guide to assist you in understanding policies and regulations. Please take time to review this handbook carefully, share the information with your child, and keep it as reference to use during the year.

On behalf of all our staff, I extend an invitation to you to become involved in the school. Visit your child's classroom and meet his/her teacher. Become an active member of our Parent/Teacher Association (PTA) and serve as a volunteer.

We are very pleased that you are part of the Oliver Hoover family.

Sincerely,



Mercy Aguilar

Principal



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Message from the Assistant Principal

Dear OHES Family,

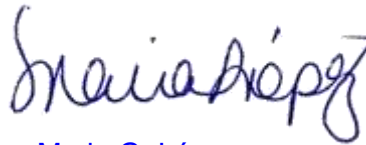
I would like to welcome you to a brand new and exciting school year!

Our commitment at Oliver Hoover Elementary School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and honest and responsible citizens. Our goal is to make learning an exciting, productive, and vital part of each child's life, while promoting and encouraging our students to care for each other.

High standards and expectations for each student regarding academic performance and responsible citizenship are at the heart of everything we do. Oliver Hoover Elementary School is an exceptional learning community thanks to the contribution and collaboration of our teachers, staff members, students, and their families. We encourage you to become involved: Your participation and support will continue to keep Oliver Hoover Elementary School always a step ahead.

I look forward to working with you and your children.

Sincerely,



Maria G. López

Assistant Principal



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

OLIVER HOOVER ELEMENTARY

School Mission Statement

The mission of Oliver Hoover Elementary School is to make learning an exciting, productive, and vital part of each child's life. We foster an environment that promotes and encourages students to care for one another. We encourage truthfulness, sincerity and integrity to build honest and responsible citizens. We motivate our student body to work together toward common goals. We promote an environment that will create a society based upon democratic values.

Alma Mater

Oliver Hoover School Song

Oliver Hoover Elementary is the school for me.
Kindergarten, one, two, three, four, five it's the place to be.
The feeling that we all have here is the one of pride.
Each classroom has a special touch molding us inside.
At Hoover Elementary School we strive to be the best.
It's plain to me oh can't you see, we soar above the rest.



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Biography



The school is named after Oliver Hoover. Mr. Hoover was born in Miami and was a graduate of Dade County Public Schools: Shadowlawn Elementary, Miami Jackson Junior and Miami Edison Senior High. He worked for several years for the Florida East Coast Railway as a machinist before entering the University of Miami, where he earned a Bachelor of Arts Degree and a Master's Degree in Education.

Mr. Hoover accepted his first job as a substitute teacher at Miami High School and stayed for 17 years, 15 as Dean of Men from 1930-1945. He then became Principal of Coconut Grove Elementary School until his retirement. Mr. Hoover also assumed many leadership roles in the community, including positions with the Boys Scouts, the University Baptist Church and the Lions Club. Members asked the School Board to name a school after Oliver Hoover, who died in 1972 at the age of 84.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Faculty Roster

Mercy Aguilar, Principal MAguilar@dadeschools.net
 Maria G. Lopez, Assistant Principal mglopez@dadeschools.net

Pre-Kindergarten		
PLC 018	BAD	Badillo, Michelle
PLC 016	CON	Contreras, Melida
PLC 034	HOR	Horowitz, Janet
PLC 020	RIV	Marrero-Rivera, Barbara
Kindergarten		
PLC 023	FAB	Ferdinand-Fabre, Martine
PLC 032	GAR	Garcia, Daisy
PLC 021	INI	Garcia-Iñiguez
PLC 031	OJE	Ojeda, Ana
First Grade		
201D	GRI	Grimal, Gertrudis
201C	LUK	Lucky, Dale-Maria
501C	MNR	Munro, Yvonne
201B	RDZ	Rodriguez, Eva
201A	ROS	Rosello, Janet
Second Grade		
301D	CHA	Chavez, Laura
801A	HEI	Heistand, Michelle
401B	GRC	Garcia, Renee
501A	GOM	Gomez, Diana
501D	RUB	Mallen-Rubio, Jaimy
301A	THO	Thomas, Monica
Third Grade		
401D	BLA	Blanco, Nayari
601D	CLE	Clements, Lisa
601C	MED	Medina, Teresita
401A	DRO	Rodriguez, David
301B	SAV	Savin-Baker, Carol
501B	TAS	Tassy, Rachelle
Fourth Grade		
802B	BON	Bonnin, Ana
402A	CHE	Cheney, Richard
402C	PAT	Patiño, Monica
402D	SAN	Sanchez, Lissette
Fifth Grade		
302D	ANT	Antigua, Luz
802D	FER	Ferguson, Adrienne
302C	OSO	Osorio, Sandra
302A	PER	Perez, Xonia
802A	RYS	Reyes, Suzanne

802C	ROD	Rodriguez, Pamela
SPECIAL AREAS		
401C	SPED	Calderon, Jacqueline
302B	SPED	Mejia, Ivan
P-11	SPED	Pardey, Daniella
301C	SPED	Rosenik, Kristen
601B	SPED	Williams, Stacie
601A	SPED	Arguelles, Bertha
801C	Art	Perez, Jeanette
P-9	Music	Hoch, Stanley
Court	P.E.	King, Jody
Court	P.E.	Kontos, Anthony
P-3	Spanish	Blanco, Yadira
P-4	Spanish	Selma, Lourdes
P-6	Spanish	Franco, Elsie
401B	ESOL	Monagas, Elsie
P-10	Intervention	Blanco, Francesca
502	Media	Montero, Kimberly
401F	Speech	Morgade, Ana (MB) Zepeda, Guiselle (PLC)
801B	Computer Labs	Heistand, Michelle
801D	Computer Labs	Heistand, Michelle
801B	Comp. Spec.	Astorga, Roberto
MB/PLC	Counselor	Perez, Sandra
201E	OT/PT	Perez-Eguzabal, Patricia Poli, Orietta
FULL TIME PARAPROFESSIONALS		
Contreras, Melida	Ramirez, Miriam	
Badillo, Michelle	Orantes, Mayra L.	
Marrero-Rivera, Barbara PLC	Magarino, Mayerlin	
SPED Para P-14	Diaz, Maidel	
PART TIME PARAPROFESSIONALS		
Mitchell, Michelle	PLC Horowitz PK	
Montgomery, Clara - Badillo	PLC 3108 IDEA Pre-K	



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OFFICE STAFF	
Principal's Sec/Treasurer	Sola, Telma
Data Input	Shah, Judy
Elementary Assistant	Laden, Mauri
Community School	Acevedo, Ana
PT Clerical Main PLC	Vigueras, Sayda

Psychologist	Maria Elena Rodriguez
Speech - PLC	Guiselle Zepeda
Speech- M.B.	Ana Morgade

REGION ITINERANT PERSONNEL	
School Social Worker	Wendy Hernandez
Staffing Specialist	TBA

Custodial/Maintenance/Food Service Staff	
Head Custodian	
TBA	
Lead Custodian	
Paulino, Rafael	
CUSTODIANS	
Echevarria, Esperanza	
Leon, Michael	
Ramos, Mirislenin (Part-Time)	
Vazquez, Luis	
Villegas, Jose	
Yruretagoyena, Ruben	
ZONE MECHANIC	
Barimo, Steve	

LUNCH MONITORS	
Morales, Iris	Main
Perez, Rosa	PLC
SECURITY MONITORS	
King, Rosetta	Main – Full Time
Lopez, Nancy	PLC – Part Time
Pardey, Rosario	Main – Full Time
Perez, Rosa	PLC/Main – Part Time
FOOD SERVICES	
Food Service Manager	Diaz, Marlenes (Main)
Manager	Gomez Gloria (PLC)
Fernandez, Marietta – M.B.	Huezo, Rosa – M.B.
Henriquez, Ana – PLC	Nieto, Maria – M.B.
Rodriguez, Ana – M.B.	Villavicencio, Kruschenska – M.B.

AFTER SCHOOL CARE LEADERS	
Manager: Luz Antigua	
Castrillon, Nelly	Llanes, Nancy
Diaz-Conesa, Jennifer	Mekkri, Mariette
Garofalo, Hue	Miranda, Mercy
Gomez, Diana	Shah, Judy
Gutierrez, Margarita	Sola, Telma
Howe, Debra	



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Feeder Pattern Schools

Elementary Schools

Norma B. Bossard Elementary

Christina M. Eve

Oliver Hoover Elementary

Dr. Gilbert L Porter Elementary

Middle Schools

Hammocks Middle

Jorge Mas Canosa Middle

Senior High School

Felix Varela Senior

School for Advanced
Studies|Homestead,
North, South, & Wolfson

Academy for Advanced
Academics|North & South



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School Information

- ***Bell Schedule***

The opening of school bell will ring at **8:20 a.m.** for Pre-Kindergarten, Kindergarten, and First Grade students and at **8:35 a.m.** for students in Second Grade through Fifth Grade. Pre-Kindergarten, Kindergarten, and First Grade teachers will pick up their students by **8:10 a.m.** and Second Grade through Fifth Grade teachers will pick up their students by **8:25 a.m.** in the designated location. The tardy bell rings at **8:20 a.m. at the PLC** and at **8:35 a.m. in the main building.** Students who are not inside the classroom door by exactly 8:20 a.m. or 8:35 a.m. respectively must be marked tardy and sent to the office for a late pass. The dismissal bell will ring at **1:50 p.m. at the PLC** and at **1:50 p.m. and 3:05 p.m. in the MAIN BUILDING.**

- ***Early Sign Out***

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness).

- ***Late Arrival***

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

- ***Lost and Found School Policy***

There is a lost and found box in the main office. You or your child may come in to locate items as soon as they are missed. Staff members are not authorized to open classrooms after dismissal. If students leave items in their rooms, they will have to wait until the following day to retrieve them. Periodically, unclaimed items are donated to Goodwill.

- ***Opening and Closing Hours of Schools***

The school day begins at 8:35 a.m. for students in Second Grade through Fifth Grade and at 8:20 a.m. for Pre-Kindergarten, Kindergarten, and First grade students. **Students should NOT arrive at school earlier than 8:00 a.m., unless they are eating breakfast. There is no supervision prior to 8:00 a.m. at the main campus and 7:45 a.m. at the PLC.** Pupils in pre-kindergarten, kindergarten and first grade (both campuses) are dismissed at 1:50 p.m. every day. Students in grades two through five are dismissed at 1:50 p.m. on Wednesday, and at 3:05 p.m. on Monday, Tuesday, Thursday, and Friday.

Students who have not been picked up by 2:20 p.m./3:35 p.m. in the Main Campus and at 2:20 p.m. at the PLC will be allowed to use the school telephone to try to obtain transportation home. Security personnel will stay with the students in a designated classroom. Parents will be required to go to the assigned room to sign out their children. **However, there is no adult supervision for students beyond those hours. Parents are expected to pick up children promptly in order to ensure their safety after school hours.** If a child has not been picked up by 5:45 p.m.,



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staff will contact the local police precinct so that the child can be transported to the police station before the school closes at 6:00 p.m.

Important Dates

- Back to School Nights – Open House**

School Level	Window Period	School Date
Elementary/K8 Center	September 11-15, 2017	September 12, 2017 (PLC) September 13, 2017 (Main Building)
Middle Schools	September 18-22, 2017	
Senior High	September 25-29, 2017	
Special Centers	September 25-29, 2017	

- Interim Progress Report & Report Card Distribution**

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/22/17	11/13/17
2	12/1/17	2/2/18
3	2/23/18	4/13/18
4	5/4/18	6/22/18

- Honor Roll Qualifications**

At the end of the first, second, and third grading periods, students are recognized at an Honor Roll Assembly sponsored by the P.T.A. The criteria, as approved by the school's Educational Excellence School Advisory Council, for receiving these awards are as follows:

Grades 1-5	Grade	Efforts	Conduct
Principal's Honor Roll	3.8 or higher grade point average in academic grades (*)	all 1's in Effort	All A's in Conduct
Regular Honor Roll	3.6 grade point average in academic grades (*)	all 1's in Effort	1 B in Conduct allowed, all other Conduct grades are A
Citizenship Honor Roll		all 1's in Effort	all A's in Conduct



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(*) The numerical basis for the academic average is derived by awarding points for each letter grade as follows:

A	4 Points
B	3 Points
C	2 Points
D	1 Points
F	0 Points

- **School Calendar of Events (Tentative)**

Date	Event
08/31/17	EESAC Meeting
09/27/17	EESAC Meeting
10/05/17	PTA General Meeting
10/11/17	Student of the Month (PLC)
	EESAC Meeting
10/12/17	Student of the Month (Grades 1-3)
10/13/17	Student of the Month (Grades 4-5)
10/30/16- 10/31/17	Enchanted House
11/02/17	PTA General Meeting
11/07/17	Student of the Month (Grades 1-3)
11/08/17	Student of the Month (PLC)
	EESAC Meeting
11/09/17	Student of the Month (Grades 4-5)
11/17/17	Movie Night
12/06/17	Honor Roll (Grades 1-3)
12/07/17	Honor Roll (Grades 4-5)
	PTA General Meeting
12/13/17	Student of the Month (PLC)
	EESAC Meeting
12/14/17	Student of the Month (Grades 1-3)
12/15/17	Student of the Month (Grades 4-5)
01/11/18	PTA General Meeting
01/16/18	Student of the Month (Grades 1-3)
01/17/18	Student of the Month (PLC)
	EESAC Meeting
01/18/18	Student of the Month (Grades 4-5)



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	Movie Night
02/01/18	PTA General Meeting
02/07/18	Student of the Month (PLC)
02/08/18	Student of the Month (Grades 1-3)
02/09/18	Student of the Month (Grades 4-5)
	PTA Movie Night
02/14/18	EESAC Meeting
03/01/18	PTA General Meeting
03/07/18	Student of the Month (PLC)
03/08/18	Student of the Month (Grades 1-3)
03/09/18	Student of the Month (Grades 4-5)
03/14/18	Honor Roll (Grades 1-3)
	EESAC Meeting
03/15/18	Honor Roll (Grades 4-5)
03/16/18	Movie Night
04/05/18	PTA General Meeting
04/11/18	Student of the Month (PLC)
	EESAC Meeting
04/12/18	Student of the Month (Grades 1-3)
04/13/18	Student of the Month (Grades 4-5)
05/02/18	Honor Roll (Grades 1-3)
05/03/18	Honor Roll (Grades 4-5)
05/09/18	Student of the Month (PLC)
	EESAC Meeting
05/10/18	Student of the Month (Grades 1-3)
05/11/18	Student of the Month (Grades 4-5)

Academic Programs – Student Progression Plan (SPP)

Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. The information presented in this document is derived from requirements set forth by Florida Statues, State Board of Education Rules and Policies established by The School Board of Miami-Dade County.

Bring Your Own Device (BYOD)

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.



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Clinic

The school clinic is open for emergencies only. Oliver Hoover Elementary **does not have a nurse**, or other personnel, to staff the clinic. When a child is sent to the clinic because he/she does not feel well, the child may remain in the clinic only for a brief time until he/she feels well enough to return to the classroom or the parent arrives to pick the child up from school. We emphasize the importance of regular attendance, but children should not be sent to school when they are ill. **Pupils with communicable diseases or contagious disorders must not attend school.** If a child becomes ill enough to go home during the school day, school personnel will notify the parent.

Closing of School

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

Dismissal

- ***Bicycles/Skateboards***

Only students in grades 2-5 are allowed to ride and bring bicycles to school. Parents should be aware that bicycles are not monitored during the day to prevent theft and/or vandalism, and the school is not responsible for lost, stolen or vandalized bicycles, even if they are locked. **Because of safety concerns to themselves and others, students are NOT allowed to ride skates or skateboards, razors or scooters or use “heelines” (shoes with wheels on the heel) on school property.** In addition to safety issues, there is also no way to secure these items and they are frequently stolen. No exceptions will be made to this rule.

- ***Rainy Day Dismissal***

On rainy days, students will remain sitting under the covered walkway with the supervising teachers. Designated personnel will use umbrellas to escort the children to the cars. It would be useful for the students to bring their own ponchos or umbrellas. The parents of students who walk home should send the teacher notification of any special arrangements to be made on rainy days.

- ***Student Drop-Off Pick-up***

All automobile drivers at, and near, the school must use great caution to protect our youngsters. **Parents dropping off or picking up children are to use the drop-off lane in the front of the main school and on the side of the Primary Learning Center. Parents must remain in their cars and may never leave their vehicles unattended in these locations. They should never block the drop-off lane or enter the parking lot, especially at arrival and dismissal times.** Parents should display on their car's dashboard a sign with their child's name, grade level, and homeroom teacher's name. The school parking lots are for the use of faculty, staff and delivery personnel. Parents are not allowed in these lots. There are no parking facilities for parents or other visitors. Parents and visitors must find parking at other parking locations in the community.

Elevator

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs.



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Emergency Contact Information

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

Fieldtrips

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy.

Learning experiences appropriate for the students’ age may be offered to your child through field trips planned by the teacher. These field trips are extended classroom instruction and will be specifically related to subjects being studied. All trips are adequately supervised to provide a safe environment. **Teachers and/or administrators make the final decision as to who may attend a particular field trip.** Students must adhere to the school’s attendance/tardy policy in order to be eligible to participate in field trips.

In order for a child to participate, each parent must sign a Field Trip Permission Form and return it to the teacher by the due date. Fees for transportation, entry to events, and food must be provided by parents, and are assessed at the least possible amount. Transportation fees are non-refundable; other fees may or may not be refundable depending on the prearranged obligations of the school.

Deadlines for return of permission slips and payment of money will be noted on the field trip permission slip. **No field trip form will be accepted past 8:30 a.m. on the day listed as the deadline. NO EXCEPTIONS WILL BE MADE!**

Students who are excessively absent or tardy and/or who have continuous disciplinary action will not be allowed to go on a field trip.

Homework

Principals are encouraged to work with teachers and parents to implement guidelines found in [Homework Policy 2330](#). Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).

Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing knowledge or skills learned in class. Research indicates the following:



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- Elementary grade homework should focus on establishing study habits and learning skills.
- The amount of homework increases significantly as a student progresses through school.
- Homework should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents.
- Homework should have a clear purpose, be tied to current subject matter, assigned in amounts and levels of difficulty which students can complete successfully and should be checked quickly, with feedback to students.
- Giving homework on a regular basis may increase achievement and improve attitudes toward learning.

As such, homework is important to student learning at Oliver Hoover Elementary School, and the purpose of this Homework Plan is to guide teachers, parents and students in ensuring that homework is meaningful and supports the learning experience of all students.

Homework can be assigned for different purposes: (1) to PREPARE information or materials for future learning activities (e.g. gather resources, read something for a class discussion, or rehearse for a presentation), (2) to PRACTICE new knowledge or skills (e.g. read for pleasure, practice physical skills, practice a musical instrument, use knowledge to complete a project, or practice basic literacy and math skills.), and/or (3) to ENRICH students' understanding of a topic and apply it in new ways (e.g. research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).

Teacher Guidelines

- Review, discuss and return, if collected, homework in a timely manner.
- Whenever possible, communicate and coordinate assignments so that students do not receive an overload of homework.
- Explain homework assignments to the students prior to the assignment. Teachers shall communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board, require students to record it, and/or make available through emails, websites or hotlines. The use of a variety of strategies is encouraged.
- Teach techniques that can help students allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Communicate with parents to inform them about homework expectations, policies, and procedures.
- Communicate ways in which parents can best assist their children in doing homework independently.
- Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.

Parent Guidelines

- Provide a quiet space and basic materials for homework completion.
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Monitor time management and productivity.
- Review school provided materials (for example Binder Reminder, class handouts, and/or online resources).



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- Communicate with teachers at the earliest possible opportunity once the child has demonstrated consistent inability to complete homework. If necessary, parents shall attempt to reach accommodation with their child's teachers regarding homework.

Student Guidelines

- Complete homework as assigned.
- Record homework when assigned in class by the teacher.
- Seek clarification and assistance from teachers when unclear about homework.
- Use class time provided for completing classwork and/or starting homework.

Homework Time Expectations

The recommended minutes include assignments for all subject areas and teachers collectively per school day:

- Grade K-1: thirty (30) minutes
- Grades 2-3: forty-five (45) minutes
- Grades 4-5: sixty (60) minutes

Make-Up Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within three (3) school days upon the return to school. After successful completion of all make-up assignments, the student cannot be penalized for that absence. **Please note that parent/guardian must request make-up assignments. Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade.**

Excused absences include the following:

- **Student Illness** – Parent note is sufficient; however, students missing five (5) or more consecutive days of school due to illness or injury are required to provide a written statement from a healthcare provider. The written statement must include all days the student has been absent from school.
- **Medical Appointments** – A written statement from healthcare provider indicating the date and time of the appointment must be submitted.
- **Death in Family**
- **Religious Holiday** (only holidays on District's approved list are excused)
- **Subpoena by Law Enforcement Agency or mandatory court appearance**

All absences that do not fall into one of the above excused categories are to be considered UNEXCUSED (i.e. vacations, trips out of the country, illness of others, etc.).

ALL UNEXCUSED ABSENCES WILL RESULT IN A ZERO (0) BEING ISSUED FOR ANY WORK MISSED ON THE DAY OF THE UNEXCUSED ABSENCE.



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Mealtime Environment

School lunchtime should be an opportunity to encourage healthy lifestyle, promote socialization that will affect early behaviors.

The Department of Food and Nutrition serves healthy meals daily. Please visit nutrition.dadeschools.net for details on menus, programs, and services.

- **Free Breakfast**

Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at freeandreducedmealapp.dadeschools.net. Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

- **Meal Prices**

Breakfast	School Lunch	Prices
All Students No Charge	Elementary Students	\$ 2.25
Adults \$ 2.00	Middle/Secondary Students	\$ 2.50
	Reduced Price lunch, all grade levels	\$ 0.40
	Adults	\$ 3.00

- **PAYPAMS**

Miami-Dade County Public School’s Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child’s meals with a credit or debit card at paypams.com. Parents/guardians create an account in PayPams for the child, and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases



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- ***Peanut Allergies/Peanut-Free School***

Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.

Parent Academy

Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children's lives, including helping children learn, parenting skills, financial management, and health and wellness.

The Parent Academy supports parents in becoming more involved in their children's education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county.

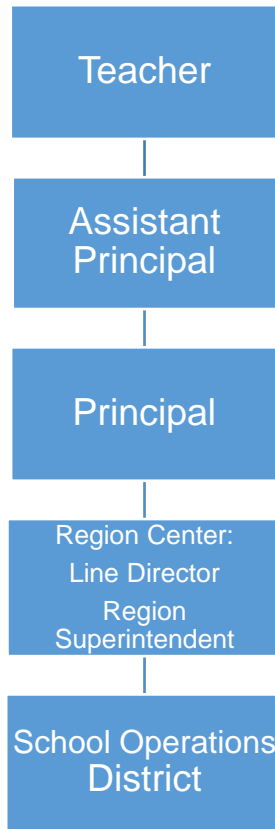
Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at parentacademymiami.com. For additional information, please call The Parent Academy at 305-995-2680.

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.



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Recess

Recess is supervised, unstructured playtime where children have choices, develop rules for play and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.

Schools shall provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5, so that there are at least 20 consecutive minutes of free-play recess per day.

Safety and Security

- ***Code Yellow/Code Red***

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident



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Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

- **Emergency Operations Plan**

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

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

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

BeSafe Anonymous Reporting System (Insert Flyer)

http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf

- **Fire Drills**

Ten fire drills will take place during the school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher’s instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main



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entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Because of limited space, security concerns and health reasons, parents may not visit the cafeteria during breakfast or lunch. Students of school age are expected to be able to eat a meal independently with their class in the cafeteria. Parents may not visit the cafeteria to feed a child or monitor the child's food intake. Teachers do not eat with the students, but cafeteria aides are available to help children open containers and to provide other supervisory assistance. Parents who have medical concerns about their child's meals should discuss the problem with a physician and the teacher.

School Activities/Clubs

All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 – Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

- **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

- **School Club List**

- Art Club
- Chess Club
- Chorus
- Environmental Club
- Future Educators of America (FEA)
- Safety Patrols
- Student Council

School Class Picture Process

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff.

At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies.



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School Transportation

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick up and delivery. Information on student bus assignments will be posted on the Parent Portal at www.dadeschools.net. The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact their child's school for information.

Special Education

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/ guardian consents to initial placement.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

Student Records

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.



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Student Services

The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilinguistic populations enrolled in Miami-Dade County Public Schools.

Student Success Centers

The Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) exhibiting Level III-IV behavior and (with Region approval) habitual Level II infractions of the Code of Student Conduct.

Toolkits

- [Back to School Toolkit](#)

Transgender

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students; and best practices to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular and social) in ways that preserve and protect their dignity.

Verifications of Residency

If verification is not provided or acceptable, the Superintendent may verify the student's residence.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under [F.S. 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [F.S. 95.525](#).

Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none"> •Day chaperones for field trips •Classroom assistants •Math and/or reading tutors. 	<ul style="list-style-type: none"> •Certified Volunteers •Mentors •Listeners •Athletic/Physical Education assistants •Overnight chaperones.



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Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.



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APPENDIX A – School Calendars



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2017					August 2017					September 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	X	5	6	7		1	2	3	4	X	5	6	7	8
10	11	12	13	14	7	8	9	10	11	11	12	13	14	15
17	18	19	20	21	14	15	16	17	18	18	19	20	21	22
24	25	26	27	28	21	22	23	24	25	25	26	27	28	29
31					28	29	30	31						
October 2017					November 2017					December 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	X	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	X	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29
January 2018					February 2018					March 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
X	X	X	X	X				1	2				1	2
8	9	10	11	12	5	6	7	8	9	5	6	7	8	9
X	16	17	18	19	12	13	14	15	16	12	13	14	15	16
22	23	24	25	26	X	20	21	22	23	19	20	21	22	23
29	30	31			26	27	28			26	27	28	29	30
April 2018					May 2018					June 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6		1	2	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					X	29	30	31		25	26	27	28	29

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	Teacher Planning Day																
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	District-wide Professional Development Day																
	Recess Day																
	Begin/End of Grading Period																
	Secondary Early Release																
	Legal Holiday																

Days in Grading Period
1-46
2-44
3-43
4-47

For information on employee opt days, please refer to back of calendar.



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MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 17, 18, 2017	Teacher planning days; no students in school
August 21	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 21 *+#	Teacher planning day; no students in school
September 28	Secondary early release day
October 2	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 22 *+#	Teacher planning day; no students in school
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 25-	Winter recess for students and all employees with the exception of Fraternal Order of
January 5, 2018	Police Employees
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	End first semester and second grading period
January 19 *+#	Teacher planning day; no students in school
January 22	Begin second semester; third grading period
February 15	Secondary early release day
February 19	All Presidents Day; holiday for students and employees
March 22	End third grading period; second semester
March 23 *+#	Teacher planning day; no students in school
March 26-30	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 2	Begin fourth grading period; second semester
April 19	Secondary early release day
April 20 *+#	Teacher planning day; no students in school
May 17	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 10, 2017	June 8, 2018
Assistant Principals and 10-month clerical	August 10, 2017	June 15, 2018
Cafeteria Managers	August 14, 2017	June 8, 2018
Satellite Assistants	August 16, 2017	June 7, 2018
All Instructional Staff, Paraprofessionals & Security	August 17, 2017	June 8, 2018
Assistant to Cafeteria Managers/MAT Specialists	August 18, 2017	June 7, 2018
Cafeteria Workers (part-time)	August 21, 2017	June 7, 2018

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 15, 16, 2017, or June 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 8, 9, 2017, or June 18, 19, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

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	New Teachers Report
	Teacher Planning Day
	Teacher Planning Day - (No Opt)
	District-wide Professional Development
	Recess Day
	Begin/End of Grading Period
	Legal Holiday

Days in Grading Period	
1-82	
2-56	
3-78	

For information on employee opt days, please refer to back of calendar.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

HOLIDAYS 2017	
September 4	Labor Day
November 10	Veterans' Day
November 23	Thanksgiving Day

HOLIDAYS 2018	
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 19	All Presidents' Day
May 28	Observance of Memorial Day

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
9	19	20	18	16	16	19	16	5	15	22	20	20	1
TOTAL: 82					TOTAL: 56				TOTAL: 78				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

*Teachers may opt to work one or more days, August 15, 16, 2017, in lieu of any of the teacher planning days except August 18, 2017, and the designated District-wide Professional Development Days, October 2, 2017, and October 27, 2017. At the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**August 2, 2018 is a Teacher planning day; not available to opt.



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APPENDIX B –Commonly Referenced School Board Policies

Please refer to <http://www.dadeschools.net/schoolboard/rules/> to
view full policies

Academics

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
 - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
 - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- 2370.01 – VIRTUAL INSTRUCTION
 - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
 - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- 2440 - SUMMER SCHOOL
 - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
 - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
 - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 5410 - STUDENT PROGRESSION PLAN

- Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

Accident Reports/Incident Reports/School Safety

- 3213 - STUDENT SUPERVISION AND WELFARE

- Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property

- 5540 - INVESTIGATIONS INVOLVING STUDENTS

- School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.

- 5772 - WEAPONS

- Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

- 7217 - WEAPONS

- Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

- 8405 - SCHOOL SAFETY

- The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



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- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES

The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

Admission, Registration and Immunization Requirements

- 5112 - ENTRANCE REQUIREMENTS

- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
 - Original birth certificate
 - Verification of age and legal name
 - Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
 - Two (2) verification of parent/legal current residence (address)

- 5114 - FOREIGN STUDENTS

- Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.

- 5320 – IMMUNIZATION

- All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

Animals on District Property

- 8390 - ANIMALS ON DISTRICT PROPERTY

- Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
- Students are not allowed to bring pets to school.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Anti-Discrimination Policy

- 3362 - ANTI-DISCRIMINATION/HARASSMENT
 - The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
 - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

- 5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
 - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.

- 5517.01 – BULLYING AND HARASSMENT
 - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.

- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS
 - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
 - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
 - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

Attendance Policy/School Hours

- 5200 – ATTENDANCE:
 - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students,



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parents and the community must make every effort to lessen the loss of instructional time to students.

- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
 - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
 - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
 - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
 - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

Ceremonies & Observances

- 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
 - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

Class Size

- CLASS SIZE STATE STATUTE
 - Florida citizens approved an amendment that set limits on the number of students in core academic classes in public schools. The amendment requires classes to be in compliance at the class level. However, pursuant to language passed by the 2013 Florida Legislature in HB 7009 and subsequently approved by the Governor, amending Florida Statutes 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to s. 1003.03 for a school or program that is a public school of choice is measured by the average number of students at the school level.

Clinic

- 5330 – USE OF MEDICATIONS
 - The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a



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student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Code of Student Conduct

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
 - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.

- 5136.02 - SEXTING
 - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.

- 5500 - STUDENT CONDUCT AND DISCIPLINE
 - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
 - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
 - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

- 5511 - DRESS CODE AND SCHOOL UNIFORMS
 - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness



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as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Digital Conversion/Social Media

- 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS
 - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

Equal Opportunity

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
 - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
- 5111.01 - HOMELESS STUDENTS
 - Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Fieldtrips/School Social Events

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
 - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
 - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.
- 5850 - SCHOOL SOCIAL EVENTS
 - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
 - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.



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Financial Obligations

- 6152 - STUDENT FEES
 - The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction.

Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
 - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students, and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
 - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
 - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- 8531 - FREE AND REDUCED-PRICE MEALS
 - All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

Fundraising

- 5830 – STUDENT FUNDRAISING
 - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
 - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- 6605 – CROWDFUNDING
 - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING



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ACTIVITIES

- The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
 - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.

Homework

- 2330 - HOMEWORK
 - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

Internship

- 2424 - STUDENT INTERNSHIPS
 - Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.

Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
 - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
 - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
 - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS
 - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions



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requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.

- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents' indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

Parent Involvement

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
 - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- 9210 - PARENT ORGANIZATIONS
 - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

Pledge of Allegiance

- 8810 - THE AMERICAN FLAG
 - The Pledge of Allegiance shall be recited at the beginning of the day in every school.
 - A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

Privacy

- 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
 - Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

Schools of Choice/Magnet Schools

- 2370 - MAGNET PROGRAMS/SCHOOLS
 - Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary



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services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.

School Transportation/Bus Safety Conduct

- 8600 – TRANSPORTATION
 - Students living more than two miles from their home school will be eligible for District-provided bus transportation. Students who attend school out of their home school zone will not be eligible for District-provided transportation.

Special Education

- 2460 – EXCEPTIONAL STUDENT EDUCATION

The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

Student Activities

- 5845 - STUDENT ACTIVITIES
 - All clubs and organizations approved by the principal to operate within the school must comply with this district policy. A student who wishes to represent the school through interscholastic competitions or performance must comply with the criteria set forth in policy.

Student Records/Access to Student Records

- 8330 - STUDENT RECORDS

Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
 - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

Student Services

- 2290 - CHARACTER EDUCATION
 - The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.
- 5530 - DRUG PREVENTION



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- Schools shall strive to prevent drug abuse and help drug abusers through educational means.
- The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

Title I – School wide Program

- 2261 - TITLE I SERVICES
 - The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

Visitors

- 9150 - SCHOOL VISITORS
 - Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
 - The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

Volunteer Program

- 2430.01 - SCHOOL VOLUNTEERS
 - The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent or his/her designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.



Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>