MIAMI-DADE COUNTY PUBLIC SCHOOL
DISTRICT'S UNIVERSAL 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:
8:00 AM – 1:30 PM

Second Grade through Fifth Grade:
8:00 AM – 2:30 PM (Mon., Tues., Thurs., and Fri.)
8:00 AM – 1:30 PM (Wed.)

SCHOOL WEB ADDRESS
http://hoover.dadeschools.net

AFTER SCHOOL HOURS
Pre-Kindergarten through First Grade:
1:30 PM – 6:00 PM

Second Grade through Fifth Grade:
2:30 PM – 6:00 PM (Mon., Tues., Thurs., and Fri.)
1:30 PM – 6: 00 PM (Wed.)

SOCIAL MEDIA ADDRESSES
TWITTER: OHESOWLS
FACEBOOK: OHESOWLS

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Steve Gallon III, Vice Chair

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Ms. Luisa Santos

Student Advisor

Cori'Anna White

SUPERINTENDENT OF SCHOOLS
Mr. Alberto M. Carvalho

SCHOOL OPERATIONS
Dr. John Pace III
Chief Operating Officer

Vision Statement

Inspired, valued, educated, and empowered students thriving in and beyond the classroom

Mission Statement

To provide relevant learning experiences that foster life-long curiosity and enable ALL students to achieve their full academic, personal, and civic potential.

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 focus on meeting our students' diverse needs and supporting them in fulfilling their potential.*

Innovation *- We encourage risk-taking, creativity and adaptability to new ideas and methods that will support and elevate student learning.*

Accountability *- We celebrate our successes, learn from our failures, and embrace challenges as we strive towards continuous improvement.*

Joy *- We accept individuals for who they are, encourage them to engage with one another authentically, and cultivate welcoming environments that promote fun and excitement*

Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Perla Tabares Hantman, Chair
Dr. Steve Gallon III, Vice Chair
Lucia Baez-Geller
Dr. Dorothy Bendross-Mindingall
Christi Fraga
Dr. Lubby Navarro
Dr. Marta Pérez
Mari Tere Rojas
Luisa Santos

August 2021

Dear Parent/Guardian:

It is with much enthusiasm that I welcome you to the 2021-2022 school year. As we continue responding to the COVID-19 pandemic, we recognize the critical role schooling plays in providing students and families with a sense of routine and comfort. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive and reach his/her full academic, personal, and civic potential. Students can expect to receive a world-class education in a school system that is committed to educating the whole child by fostering curiosity and creativity within a safe and secure learning environment.

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 we provide. As a parent/guardian, you are a vital partner in your child's education, and you are welcome to actively participate in school and district functions. I encourage you to stay connected by downloading the M-DCPS application on your mobile device and by following us on social media (Twitter, Facebook, Instagram, etc.). For more information regarding specific resources and activities at your child's school, please contact the school directly and ensure that the school's staff is provided with your most updated contact information.

Thank you for your partnership and for entrusting us with your child's education. I wish you and your child much success this academic year.

Sincerely,

Alberto M. Carvalho
Superintendent of Schools

AMC:ga
L088

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

TABLE OF CONTENTS

Message from Principal

Message from Assistant Principal

School's Mission Statement

Alma Mater (as applicable)

Biography of person the school is named after (as applicable)

Faculty Roster (as applicable)

Feeder Pattern Schools (as applicable)

School Information

- *Bell Schedule (as applicable)*
- *Early Sign Out*
- *Late Arrival*
- *Lost and Found School Policy (as applicable)*
- *Opening and Closing Hours of Schools (as applicable)*

Important Dates

- *Back to School Nights - Open House (as applicable)*
- *Interim Progress Report & Report Card Distribution*
- *School Calendar of Events (as applicable)*

Academic Programs – Student Progression Plan (SPP)

Before/After School Care Program & Middle School Enrichment After School Program

Bring Your Own Devices (BYOD)

Bullying Prevention

Clinic (full-service as applicable)

Closing of School

Community School Program

Comprehensive Student Services Program

Discrimination/Harassment

Dismissal

- *Bicycles/Skateboards (as applicable)*
- *Rainy Day Dismissal (as applicable)*
- *Students Drop-Off Pick-up (as applicable)*

Early Dismissal

EESAC

Elevator (as applicable)

Emergency Contact Information

Fieldtrips

Homework

Interscholastic Athletics/Intramurals (as applicable)

LGBTQ Support

Mealtime Environment

- *Free Breakfast*
- *Free/Reduced Price Lunch Program*
- *Meal Prices*
- *PAYPAMS*
- *Peanut-Allergies/Peanut-Free School*

Mental Health Services

Newsletter (as applicable)

Parent Toolkits

- Back to School Toolkit

Prekindergarten Programs

Protocols for Addressing Concerns

Public-Private Collaboration

Recess

Safety and Security

- Emergency Operations Plan
- Fire Drills
- Emergency Drills
- Lockdown Procedures
- Threat Assessments
- Visitors

School Activities/Clubs

School Center for Special Instructions (SCSI) (as applicable)

School Class Pictures Process

School Transportation

Special Education/Section 504

Student Records

Student Success Centers

The Parent Academy

Verification of Residency

Volunteer Program

Appendix A - School Calendars

Appendix B – Florida Statutes and School Board Policies

Appendix C – Disclosure at Time of Registration

Appendix D – Discrimination/Harassment Poster

Message from the Principal

Dear Parents/Guardians:

It is with pleasure to welcome back all of our students and their families to the 2021 – 2022 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

Message from the Assistant Principal

Dear OHES W.I.S.E. Owls,

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.

This handbook will provide important information regarding school policies and procedures. Please take the time to become familiar with our regulations and to discuss them with your child(ren). At any time, if you have questions or concerns, please feel free to contact me at 305-385-4382, or via email at mglopez@dadeschools.net.

I look forward to working with you and your children.

Sincerely,

Maria G. López

Assistant Principal

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.

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.

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.

Faculty Roster

All email addresses end @dadeschools.net	
Ms. Aguilar, Principal	MAguilar@
Dr. Lopez, A.P.	mglopez@
Pre-Kindergarten	
Ms. Badillo Ms. Orantes	mbadillo@
Ms. Contreras Ms. Calderon	mcontreras@
Ms. Ferdinand Ms. Perez-Amuchast	Mferdinand-fabre@
Ms. Rivera Ms. Magarino	bmrivera@
Dr. Vargas Ms. Ramirez	solisvargas@
KINDERGARTEN	
Ms. D.Garcia	dgarcia@
Ms.Garcia-Iniguez	mgarcia-iniguez@
Ms. Hernandez	jehernandez89
Ms. Lucky	dlucky@
FIRST GRADE	
Ms. Blanco	fblanco@
Ms. Munro	ymunro@
Mr. Rosello	jrosello@
Ms. Tassy	RachelleTassy@
SECOND GRADE	
Ms. Franco	elsiefranco@
Ms. Heistand	MHeistand@
Mr. Rodriguez	276232@
Ms. Rubio	jmallen-rubio@
THIRD GRADE	
Ms. Antingua	LAntigua@
Ms. Chavez	laurachavez@
Ms. Clements	LClements@
Ms. Sanchez	lissettesanchez@
Ms. Savin-Baker	csavin-baker@
FOURTH GRADE	
Ms. Bonnin	abonnin@
Mr. Cheney	rcheney@
Ms. Osorio	sosorio@
Ms. Patino	mpatino@

FIFTH GRADE	
Ms. Coolen	mrscoolen@
Ms. Ferguson	aferguson@
Ms. Korallis	kkorallis@
Ms. Vidal	mrosellovidal@
Special Education	
Ms. Calderon	Jcalderon1@
Ms. East	amollman@
Ms. Hernandez	rhernandez155@
Ms. Medina	TMedina@
Mr. Mejia	imejia@
Ms. Rosenik	Krosenik@
Mr. Sotolongo	esotolongo323576@
Ms. Williams	SClarington@
Special Areas	
Ms. Grimal, ESOL	ggdiaz@
Ms. Selma, Spanish	LSelma@
Ms. Thomas, Spanish	monicathomas@
Ms. J. Perez, Art	perezj@
Mr. Hoch, Music	StanleyHoch@
Mr. Cordero, PE	acordero@
Ms. Citrino, PE	miro_m@
READING	
Ms. Montero, Media Center	kmontero@
Ms. E. Rodriguez, Interventionist	ERodriguez2521@
Therapies	
Ms. Morgade, SLP	a_morgade@
Ms. Perez-Eguzabal, OT	Perez-Eguzabal@
Ms. Poli, OT	oriettapoli@
Paraprofessionals	
Ms. Diaz	322114@
Ms. Jarquin	326618@
IMPORTANT	
Ms. Perez, Counselor	sandraperez@
Ms. Burgos, CIS	BurgosMarilu@
Ms. Acevedo, ASC	anaacevedo@
Ms. Shah, Registrar	judyshah@
Ms. Sola, Treasurer	TelmaSola@
Ms. Leal, Cafeteria	acostae@

Feeder Pattern Schools

Elementary Schools	Middle Schools	Senior High School
Norma B. Bossard Elementary	Hammocks Middle	Felix Varela Senior
Christina M. Eve	Jorge Mas Canosa Middle	School for Advanced Studies|Homestead, North, South, & Wolfson
Oliver Hoover Elementary		Academy for Advanced Academics|North & South
Dr. Gilbert L Porter Elementary		
Kendall Square K-8 Center		

School Information

- ***Bell Schedule***
  The opening of school bell will ring at **8:00 a.m.** for all students**.** Teachers will pick up their students by **7:50 a.m.** in the designated location. The tardy bell rings at **8:00 a.m. in the main building.** Students who are not inside the classroom door by exactly 8:00 a.m. must be marked tardy and sent to the office for a late pass. The dismissal bell will ring **at 1:30 p.m. for students in pre-kindergarten through first grade and for all students on Wednesdays. Students in second through fifth grades will be dismissed at 2:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays.**

- ***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 tardiness 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 8:00 a.m. for all students. **Students should NOT arrive at school earlier than 7:15 a.m., unless they are eating breakfast. There is no supervision prior to 7:15 a.m.** Pupils in pre-kindergarten, kindergarten and first grade (both campuses) are dismissed at 1:30 p.m. every day. Students in grades two through five are dismissed at 1:30 p.m. on Wednesday, and at 2:30 p.m. on Monday, Tuesday, Thursday, and Friday.

  Students who have not been picked up by 2:00 p.m. and/or 3:00 p.m. 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., 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/K-8 Centers	September 8 – 9, 13 -14, 2021	
Middle Schools	September 20 – 23, 2021	
Senior High Schools	September 27 – 30, 2021	
Special Centers	September 27 – 30, 2021	

- ***Interim Progress Report & Report Card Distribution***

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/24/21	11/12/21
2	12/3/21	2/4/22
3	2/18/22	4/14/22
4	5/6/22	6/24/22

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

Date	Event
08/20/2021	"Meet & Greet"
09/08/2021	EESAC Meeting
09/08/2021	PTA General Meeting
09/28/2021-09/30/2021	W.I.S.E. Owl of the Month
10/13/2021	EESAC Meeting
10/19/2021-10/21/2021	W.I.S.E. Owl of the Month
11/10/2021	EESAC Meeting
11/16/2021-11/18/2021	W.I.S.E. Owl of the Month
11/17/2021	PTA General Meeting
12/08/2021	EESAC Meeting
12/16/2021-12/16/2021	W.I.S.E. Owl of the Month
01/12/2022	EESAC Meeting
01/12/2022	PTA General Meeting
01/25/2022-01/27/2022	W.I.S.E. Owl of the Month
02/9/2022	EESAC Meeting
02/22/2022-02/24/2022	W.I.S.E. Owl of the Month
03/9/2022	EESAC Meeting
03/15/2022-03/17/2022	W.I.S.E. Owl of the Month

04/13/2022	EESAC Meeting
04/13/2022	PTA General Meeting
04/19/2022-04/21/2022	Student of the Month
05/11/2022	EESAC Meeting
05/24/2024-05/26/2022	W.I.S.E. Owl of the Month
05/25/2022	PTA General Meeting

Academic Programs – Student Progression Plan (SPP), School Board Policy 5410
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.

Before/After School Care Program & Middle School Enrichment After School Program
For those parents considering going back to work and/or are presently working, there are 224 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 62 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

This year, Miami-Dade County Public Schools will offer 286 After School programs on school days. Before-school care programs will be provided as needed.

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. Before-school care programs begin approximately one hour before school starts. Summer Camp operates from 7:00 a.m. until 6:00 p.m. Parents should check with their child's school for specific start times.

All after-school care programs provide planned activities, which include homework assistance, indoor and outdoor games, arts and crafts, snack time and various recreational activities. Many programs offer reading and math tutoring, music, ceramics, chess, drama and other classes designed to provide participants with a variety of educational and enrichment experiences. Before-school care programs provide supervised, quiet activities for students.

The cost of Elementary and K-8 after school care is $40 per week; the cost of Middle School Enrichment after school care is $40 per week; the cost of before school care is $20 per week and the cost of Summer Camp is $100.00 per week. These programs are offered by one of seven providers:

- Miami-Dade County Public Schools Principal Operated Before After-School Programs
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)
- Family Christian Association of America (FCAA)
- Sunshine After-School Child Care (SASCC)
- South Florida After-School All Stars (SFASAS)

Bring Your Own Device (BYOD)

Bring Your Own Device allows students, parents, staff and guests to integrate the utilization of technology devices at specified times during the instructional 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.

Bullying Prevention

Miami-Dade County Public Schools is committed to providing a safe learning environment for all students and therefore all allegations of bullying/harassment are taken seriously. When concerned about bullying or harassment behaviors, contact your child's teacher immediately. You can verbally report your concerns and/or fill out the Bullying and Harassment Reporting Form. If the problem should continue to persist, notify the school's principal. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services staff at the District office. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:30 a.m. - 4:30 p.m., Monday through Friday. Information may be provided anonymously. Additional information regarding bullying and harassment can be found on the Student Services website.

Clinic

The school clinic is open for emergencies only. 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.

Community School Program

The Community School Program offers an opportunity for the public-school system to determine the needs of the community and provides a mechanism to meet those needs. The curriculum of the Community School Program is as wide and varied as the needs of the community it serves. Community schools provide programs that are funded by fees, tuition, grants, and donations, on community school sites, in adult centers, in satellite programs, and at off-campus, non-public school locations throughout Miami-Dade County.

Each of the 39 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today's world. Annually, thousands of people have taken advantage of these recreational and educational opportunities,

and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.

For more specific information on Miami-Dade County Public Schools Community Education and Before and After School Care programs or Middle School Enrichment After School programs, please log on to our website at www.dadecommunityschools.net or please call Mr. Victor Ferrante, Executive Director at 305-817-0014.

Comprehensive Student Services Program

The Division of Student Services implements the Comprehensive Student Services Program, serving students from Pre-K to Adult. Through collaborative efforts with community agencies, students' academic, personal/social and career development needs are addressed through a team-based approach. An integrated team of uniquely trained Student Services professionals deliver direct services to students. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready.

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-995-7338.

Discrimination/Harassment

The School Board has a prohibition against discrimination and harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, and persistent. For more information, please contact CRC at (305) 995-1580 or visit http://hrdadeschools.net/civilrights. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the Principal promptly.

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 "heelies" (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.

Early Dismissal

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

EESAC

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC's function is to bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs. Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are available in the Miami-Dade County Public Schools' Meeting Directory.

Elevator

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

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. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. 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. Any divorced or separated parent contesting the information in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

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. The District continues to follow pandemic, such as COVID-19, health and safety guidance from local health officials/experts, Center for Disease Control and Prevention (CDC), and the Florida Department of Education. The approval of out-of-country/out-of-state trips can be contingent on this guidance.

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 to 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 8:00 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 Plan**

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:

- 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).
- 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.

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	4.0 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

(*) 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

LGBTQ Support

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. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have equitable access to all aspects of school life in ways that preserve and protect their dignity. SAFE Network resources for students, educators, parents, and families may be found at http://studentservices.dadeschools.net/#!/fullWidth/3675

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 Student Meals***
  All students will receive free breakfast and free lunch for the 2021-2022 school year.

- ***Free/Reduced Meal Application***
  While all students will receive all meals at no charge, the application for free/reduced meals is still available as other benefits may be affiliated with an individual's free/reduced status. Parents of new students and those who have had a change in household income from last year are encouraged to complete an online application at the Department of Food and Nutrition's website at freeandreducedmealapp.dadeschools.net A school meal program

flyer informing parents regarding meal program information will be posted on the school's website.

- ***Meal Prices***

Breakfast	Lunch
All Students No Charge	All Students No Charge
Adults $ 2.00	Adults $ 3.00

- ***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.

Mental Health Services

Miami-Dade County Public Schools established The Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The programs in place provide prevention initiatives and also services for students with pre-existing mental health challenges. For assistance contact your child's school, the parent assistance line at (305) 995-7100 or visit http://www.mentalhealthservices.dadeschoools.net.

Parent Toolkits

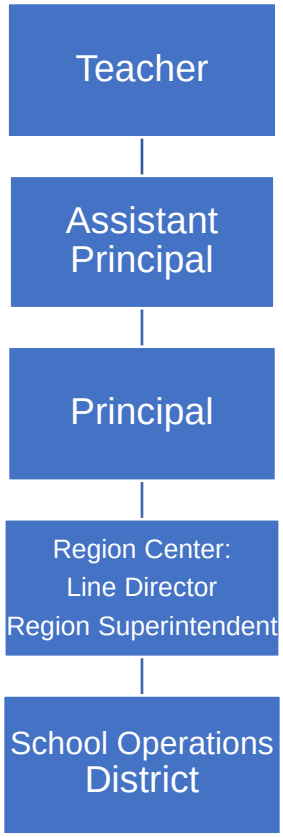
Visit http://toolkit.dadeschools.net for back-to-school information. Please note, for the opening of 2020-2021 school year, the site will direct you to http://reopening.dadeschools.net for the most updated information.

Prekindergarten Programs

M-DCPS offers a variety of prekindergarten programs throughout the District. Parents should contact their home school for the available options for Pre-K students. For additional information on VPK or Head Start/Early Head Start Programs, parents may contact the Department of Early Childhood Programs at 305-995-7632. For information on Pre-K ESE Programs, parents should contact 305-271-5701. Parents may also access information at earlychildhood.dadeschools.net.

Protocol for Addressing Parental Concerns

Parents may generally address their complaints or concerns to the school administration, which may be followed by Region and District department review by appropriate. For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order below.



Public-Private Collaboration
Requests for private instructional personnel to collaborate with public instructional personnel in the educational setting should be directed to the Principal for application of District procedures.

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

- ***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 emergency drills (active shooter, hostage, & bomb drills), , 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 MDSPD 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.

- ***Emergency Drills***
  Twenty-one emergency drills, to include one monthly active shooter drill and one hostage situation or bomb threat drill, will take place during the school year according to Florida Senate Bill 7026, also known as the Marjory Stoneman Douglas High School Public Safety Act. One additional active shooter drill must take place within the first 30 days of the opening of schools. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

- **Lockdown Procedures**
  Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with

all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

- **Threat Assessments**
  Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

- ***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 with the principal to view the school. Classroom visits require a request with 24-hour notice. All visitors must first register with security at the main 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.

School Activities/Clubs

All School Activities, clubs, and organizations must be approved by the principal and conform to the School Board 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 noncurricular-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, noncurricular-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurricular-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 and Bell Choir
- Environmental Club
- Future Educators of America (FEA)
- Legos Club
- Minecraft Club
- Robotics Club
- Safety Patrols
- Student Council
- W.O.H.E. TV Crew

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.

School Transportation

Miami-Dade County Public Schools will transport approximately 45,000 students a day this school year, using a fleet of 999 buses on 861 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for students with special needs in some instances.

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/Section 504

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.

Students who are not eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973.

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

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. 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 with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

Each school must provide to the parent(s), guardian(s) or eligible student(s) an 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.

Student Success Centers

Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) violating the Code of Student Conduct Level III-IV behaviors as well as habitual Level II infractions with Region Approval. .

The 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 or The Department of Family Support Services at 305-271-8257.

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
•Day chaperones for field trips •Classroom assistants •Math and/or reading tutors.	•Certified Volunteers •Mentors •Listeners •Athletic/Physical Education assistants •Overnight chaperones.

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.

APPENDIX A – School Calendars

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2021-2022 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
o 16	o 17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
6	a 7	8	9	10
13	14	15	a 16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	a 24	25	26
29	30			

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	a 21
24	25	26	27	28
31				

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	a 15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	o 10
o 13	14	15	16	17
20	21	22	23	24
27	28	29	30	

New Teachers Report
Teacher Planning Day
Teacher Planning Day - (No Opt)
District-wide Professional Development Day

Recess Day
Beg/End of Grading Period
Legal Holiday
o Available to opt
a Teacher Planning Day available to opt

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

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2021-2022 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA

August 18, 2021	Teacher planning day; not available to opt; no students in school
August 19	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 20	Teacher planning day; not available to opt; no students in school
August 23	First Day of School; begin first semester
September 6	Labor Day; holiday for students and employees
September 7 *+#	Teacher planning day; no students in school
September 16*+#	Teacher planning day; no students in school
October 28	End first grading period; first semester
October 29	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 1	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 24*+#	Teacher planning day; no students in school
November 25	Thanksgiving; Board-approved holiday for students and employees
November 26	Recess Day
December 20-December 31	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
January 17, 2022	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 21*+#	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 21	All Presidents Day; holiday for students and employees
March 21 – 25	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
April 1	End third grading period; second semester
April 4	Begin fourth grading period; second semester
April 15*+#	Teacher planning day; no students in school
May 30	Observance of Memorial Day; holiday for students and employees
June 8	Last Day of School; end fourth grading period; second semester
June 9	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 11, 2021	June 9, 2022
Assistant Principals and 10-month clerical	August 11, 2021	June 16, 2022
Cafeteria Managers	August 13, 2021	June 9, 2022
Satellite Assistants	August 17, 2021	June 8, 2022
All Instructional Staff, Paraprofessionals & Security	August 18, 2021	June 9, 2022
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2021	June 8, 2022
Cafeteria Workers (part-time)	August 23, 2021	June 8, 2022

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 16, 17, 2021, or June 10, 13, 2022, in lieu of any one or two of the following days: September 7, 2021, September 16, 2021, November 24, 2021, January 21, 2022 and April 15, 2022. August 19, 2021 and October 29, 2021 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 10, 13, 2022, in lieu of any one or two of the following days: September 7, 2021, September 16, 2021, November 24, 2021, January 21, 2022 and April 15, 2022. August 19, 2021 and October 29, 2021 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 9, 10, 2021, or June 17, 20, 2022, in lieu of any one or two of the following days: September 7, 2021, September 16, 2021, November 24, 2021, January 21, 2022 and April 15, 2022. August 19, 2021 and October 29, 2021 are District-wide Professional Development Days and are not available to opt.

APPENDIX B – Florida Statues and School Board Policies

View all School Board Policies at: School Board Bylaws & 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.

- 2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
  - Additionally, 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. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

- 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 School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.

- 2510 - INSTRUCTIONAL MATERIALS AND RESOURCES
  - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accesses at http://im.dadeschools.net/.

- 2623 - STUDENT ASSESSMENT
  - Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.
  - State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
  - Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.

- 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 School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School 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 School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School 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.

- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE
  - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

- FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM
  - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and

employee portal pages. A link to FortifyFl has also been placed on each school site information page.

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-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
  - A student who has not completed the required immunization will not be admitted to school.
  - The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students 12 years and older receive the COVID-19 vaccine to help protect against the virus.

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.

Anti-Discrimination Policy

- 5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
  - The School Board shall comply with all Federal laws and regulations prohibiting discrimination/harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law and all requirements and regulations of the U.S. Department of Education. The School Board will enforce its prohibition against such discrimination/harassment against students in accordance with School Board Policies 5517, 5517.02 and 5517.03. 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 School 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, with bullying defined as systematically and chronically inflicting physical hour or psychological distress on one or more students.
  - The School Board is committed to providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, School Board employees, visitors, or volunteers.
  - This policy provides the steps to individual complaints of bulling and harassment and the process for addressing the complaints.

- 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).
  - All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school. For more information, please contact CRC at (305) 995-1580 or visit http://hrdadeschools.net/civilrights.
  - This policy provides the steps to individual complaints of discrimination and harassment based on protected categories 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, 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.
  - The parent – and in the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

- 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 Statute 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to Florida Statute 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 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 Code of Student Conduct (COSC) is aligned to local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect

for the rights of others is valued. It also 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, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students, including assignment to an interim alternative educational setting pursuant to the Code of Student Conduct and, in accordance with the student's due process rights.

- 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 schoolwork 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 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 School Board Policy.

- 5111.01 - HOMELESS STUDENTS
  - The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education (FAPE) in public schools and preschool education programs in the same manner as all other District students.
  - Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District's academic and extra-curricular activities for which they meet relevant eligibility criteria. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless.

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.

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.
  - The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.

- 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.
  - For School Year 2021-2022 all students will receive all meals for free under a Federal USDA waiver.

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 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
    - 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.
    - Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with written notification if you **do not** want your child to participate in the screening program.

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 programs/schools that are subject to specific admissions requirements and governed by School Board 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 AND OFFICIAL MOTTO OF THE STATE OF FLORIDA

- 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 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/Section 504

- 2260.01 SECTION 504 PROCUDURES FOR STUDENTS WITH DISABILITIES
  - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.

- 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.

- FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION
    - Parents who wish to request public-private collaboration in the educational setting should direct requests to the Principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

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 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
    - 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 – Schoolwide Program

- 2261 - TITLE I SERVICES
  - The School Board elects to augment the educational program of disadvantaged students through the use of Federal funds, in accordance with the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized under the Every Student Succeeds Act of 2015. The ESEA is based on four (4) basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on proven educational methods. Parents of participating students are encouraged to be involved in programs, activities, and procedures that are planned and implemented to support children's academic growth.

Technology

- 7540 – COMPUTER TECHNOLOGY AND NETWORKS
  - The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

- 7540.01 – TECHNOLOGY PRIVACY
  - All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system.

- 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.

- 7540.06 – STUDENT ELECTRONIC MAIL
    - This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts

Threat Assessments

- FLORIDA STATUTES, SECTION 1006.07(7)
    - The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff and students.

Visitors

- 9150 - SCHOOL VISITORS
    - Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.
    - 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. A visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.

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.

APPENDIX C – Disclosure at Time of Registration

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISCLOSURE AT TIME OF REGISTRATION

Chapter 1006.07 (1)(b), requires that any student seeking admission to a public school in the State of Florida will provide the following information at the time of initial registration:

1) **Has the student ever been expelled from any school, in or out of the State of Florida?**

   YES ☐ NO ☐

   If your answer to question 1 is "YES", please list each and every instance for which the student was expelled.

   _____

   _____

   _____

2) **Please state whether the student has ever been arrested where the arrest resulted in the student being formally charged. If your answer is "YES", please list each and every arrest which resulted in a formal charge.**

   _____

   _____

   _____

3) **Please state whether the student has ever been involved as a party in a case before the Juvenile Justice System? If so, state each action taken by the Juvenile Justice System which involved the student.**

   _____

   _____

   _____

4) **Please state whether the student has any corresponding referrals to mental health services related to your answers to Questions 1, 2 and 3. If yes, please list them.**

   _____

   _____

   _____

Student's Name_____ID. # _____
(Please Print)

Ethnic Hispanic_____(Y/N) (Check all that apply) Race: White ☐ Black ☐ Asian ☐ American Indian ☐ Native Pacific Islander ☐

Date of Birth_____Parent's/Guardian's Name _____

Address _____

Signature (Parent/Guardian) _____

Signature (Student)_____Date Signed _____

FM-5740E Rev. (07-19)

APPENDIX D – Discrimination/Harassment Poster and Policy

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENT

DISCRIMINATION / HARASSMENT

It is the policy of the School Board that all students and employees be treated with respect. The School Board affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by the School Board.

The School Board Policy Covers the Following Protected Categories:

AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.

CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.

COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

ETHNIC/NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestor/ place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.

GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.

GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

POLITICAL BELIEFS - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.

SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

SOCIAL AND FAMILY BACKGROUND - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.

Sexual Harassment will NOT be tolerated.

MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ANY EDUCATION PROGRAM OR ACTIVITY THAT IT OPERATES AS REQUIRED BY TITLE IX. M-DCPS ALSO DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ADMISSIONS OR EMPLOYMENT.

RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

Retaliation is an adverse action taken against an individual because they engaged in a protected activity, such as complaining about discrimination, threatening to file a charge of discrimination, or participating in investigative proceedings.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

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: https://www.hrdadeschools.net/civilrights/

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Division of Special Education
504 Coordinator
1501 N.E. 2nd Avenue, Suite 409
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: http://ese.dadeschools.net

Rev: 07/2020

Anti-Discrimination Policy

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. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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 years old.

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 race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/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 about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

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Executive Director/Title IX Coordinator
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Revised 07/2020