

OLIVER HOOVER ELEMENTARY

Home of the W.I.S.E. Owls!



Parent/Student Handbook

2016 – 2017

Mercy Aguilar, Principal

Maria G. López, Assistant Principal

We Instruct Students for Excellence!

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Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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Lubby Navarro
Raquel A. Regalado
Dr. Marta Pérez Wurtz

Superintendent of Schools

Mr. Alberto M. Carvalho

Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

Oliver Hoover Elementary School's

Vision Statement

To strive for the educational success of each student.

Mission Statement

To make learning an exciting, productive, and vital part of each child's life.



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Alberto M. Carvalho

Miami-Dade County School Board

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August 22, 2016

Dear Parents/Guardians:

It is with pleasure to welcome back all of our students and their families to the 2016-2017 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

*Oliver Hoover Elementary • 9050 Hammocks Blvd. • Miami, FL 33196. • Mercy Aguilar, Principal
305-385-4382 • 305-380-9609 (FAX) • ohes.dadeschools.net*

Main Campus



**9050 Hammocks Boulevard
Miami, Florida 33196
Phone: (305) 385-4382
Fax: (305) 380-9609**

Primary Learning Center (PLC)



**9600 SW 157 Avenue
Miami, Florida 33196
Phone: (305) 383-0915
Fax: (305) 383-3562**

School Website: <http://hoover.dadeschools.net/>



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2016-2017 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2016				
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

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016				
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

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
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		

December 2016				
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

January 2017				
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			

February 2017				
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			

March 2017				
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

April 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017				
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



New Teachers Report

Teacher Planning Day

Teacher Planning Day No Opt

Legal Holiday



Recess Day

Beg/End of Grading Period

Secondary Early Release

End of 1st QT/ Secondary Early Release

Days in Grading Period

1-45

2-45

3-42

4-48

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

Activities

Field Trips

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. See Appendix for Parent/Guardian Letter.

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

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

Students who are suspended or have continuous disciplinary action will not be allowed to go on a field trip.

Parties in School

Birthday parties are **NOT** allowed in school. Also, students must earn the right to attend special activities or receive treats by demonstrating good behavior in school.

Attendance Policy

Attendance – Board Rule 6Gx13-5A-1.041

There is probably no factor more important to a student's academic progress in school than regular school attendance. All our students are expected to be present at school each and every day, arrive at school on time, and demonstrate appropriate behavior and a readiness to learn. **Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for students.** Students missing five (5) or more consecutive days of school due to illness or injury are required to provide a written statement from a medical provider within three (3) days upon the return to school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a physician in order to receive excused absences from school. If a student is absent due to a medical appointment, a written statement from a medical provider indicating the date and time of the appointment must be submitted.

Attendance Review Committee (ARC)

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to: 1) Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course, or excessive accumulated unexcused tardies; and 2) Convene a minimum of six (6) designated times per year.

Absences - Excused and Unexcused

Excused absences include the following up to ten (10) cumulative days:

1. Illness.
2. Medical/dental appointment that cannot be scheduled when school is not in session.
3. Death in the family.
4. Observance of a religious holiday or service.
5. Participation in a school sponsored activity.
6. Emergencies beyond the control of the parent or student, as determined and approved by the school administrator and with proper documentation.

Students granted an excused absence have the right to make up all course work within three (3) days upon the return to school. After successful completion of all make-up assignments, the student cannot be penalized for the absence.

Any absence that does not fall into one of the above excused absence categories is to be considered **unexcused**. **Unexcused absences** include:

- No note from home.
- Illness in excess of ten (10) days unless verified by a doctor's note.
- Indoor/Outdoor suspensions or expulsion.
- Vacations other than on dates approved by the School Board.

Any student who has been absent from school will be marked unexcused until he/she submits required documentation, as specified above. **Failure to provide this documentation within three (3) days will result in an unexcused absence.**

A failing grade will be issued for any work missed during an **unexcused** absence.

Tardies

School is a child's place of business, and children should learn the importance of being punctual and having regular attendance. The cooperation of parents is vital in achieving this goal.



Pre-K, Kindergarten, and First Grade in the PLC and Main Campus must arrive at school between 8:05 a.m. and 8:15 a.m. Second Grade through Fifth Grade students must arrive between 8:20 a.m. and 8:30 a.m. **Pre-K, K, and First Grade students are considered tardy if they are not sitting in their homeroom at 8:20 a.m. and Second Grade through Fifth Grade students at 8:35 a.m. at the Main Campus.**

Tardy students who arrive at school after their designated time must report to the office with their parents, to get a tardy pass.

Tardies may prevent a student from receiving attendance/punctuality awards and from participating in school activities such as Field Trips.

Arriva/Dismissal

If we are to keep our children safe, each of us must cooperate by being patient and cautious when we are around large numbers of children at arrival and dismissal times. On rainy days and Wednesdays, our dismissal time is especially hazardous. We encourage you to use your greatest skill as a driver!!!

School Hours

The school day begins at 8:35 a.m. for students in Second Grade through Fifth Grade and at 8:20 a.m. for Pre-Kindergarten, Kindergarten, and First grade students. **Students should NOT arrive at school earlier than 8:00 a.m., unless they are eating breakfast. There is no supervision prior to 8:00 a.m. at the main campus and 7:45 a.m. at the PLC.** Only minimal supervision is available from 8:00 a.m.-8:15 a.m. at the main campus and from 7:45 a.m.-8:00 a.m. at the PLC. Pupils in pre-kindergarten, kindergarten and first grade (both campuses) are dismissed at 1:50 p.m. every day. Students in grades two through five are dismissed at 1:50 p.m. on Wednesday, and at 3:05 p.m. on Monday, Tuesday, Thursday, and Friday.

Students who have not been picked up by 2:20 p.m./3:35 p.m. in the Main Campus and at 2:20 p.m. at the PLC will be allowed to use the school telephone to try to obtain transportation home. They will then be expected to wait for pick up in the outdoor covered hallway in front of the school office. **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.

Bell Schedule

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

Students Who Ride a M-DCPS School Bus

School bus transportation is provided without cost for pupils who live two miles or more from the school. Pupils are subject to the rules and regulations established by the Transportation Department. Bus passes are issued in the school office to eligible students. Students who miss their bus at dismissal time will **NOT** be permitted to walk home. The parent must pick the child up in the school office. Private busses/vans must follow the rules provided by administration.

Students Who Ride Bikes

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. All bicycles should be registered with Metropolitan Dade County, and parents must call the police to report a stolen bike.

Students Who Ride in Cars

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.

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.

Students Who Walk to School

Pupils who walk to and from school must be well informed about the route that they are expected to take. Parents are urged to walk the route with their children several times before the first day of school. Be certain that youngsters use sidewalks and marked crosswalks and know how to respond to traffic, signs and signals. Please let you child's teacher know that he/she is allowed to walk home alone from school.

Skates and Skateboards

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.

After School Care

Oliver Hoover Elementary School offers after school care (3:05 p.m.-6:00 p.m. for Second through Fifth Grade students and 1:50 p.m.-6:00 p.m. for students in Pre-Kindergarten through first grade). The program is available on all school days for a modest fee. After school care provides a structured program that includes rest, a snack, homework supervision, indoor/outdoor games, crafts activities, and special events. There is also a Story Hour

Program for one (1) hour at the Main Building and at the PLC – except on Wednesdays – designed for kindergarten and first grade students who wait for older siblings at dismissal time. Children are assigned to age groups and are supervised by Activity Leaders under the direction of the Principal and the After School Care Program Managers.

Application packages with current fee schedules and program rules/regulations are available at any time in the school office. Registration and payment for the After School Care Program must be made in advance in the school office between 8:00 a.m. and 4:00 p.m. **School insurance coverage is mandatory for all students who enroll in the After School Care Program.**

Early Dismissal Board Rule 6Gx13-5A-1.041

We will not dismiss children by phone. The parent must come into the office and sign the child out of school on the official sign-out sheet. The child will then be called to the office to meet the parent. **Only those persons listed on the back of the Emergency Student Data Form (emergency contact form) as authorized to take the child from school may pick up a child. Proper identification is required.**

The last half hour of school is an important time when teacher's complete classroom instruction, review important concepts presented during the day, give out homework assignments and distribute notices to go home. We do **NOT** interrupt classes at that time. Therefore:

Students may only be signed out early as late as 30 minutes before the regular dismissal time.

Parents should arrange doctor/dental appointments after school hours.

In order to ensure the safety of all children, students will be released from school only in the office. **Students will NOT be released from a classroom to any person, including a parent.**

Comprehensive Reading Plan

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. In addition to the time requirements noted above, **every student will read 30 minutes per day at home as part of his/her daily homework assignment.** The length of the books and the complexity of the content may be taken into account when satisfying the requirement. Parents are always encouraged to read to their children, but this should be in addition to – not a substitute for – independent reading.

Use of Telephones

The school's telephone is intended to help conduct the business of the school and our lines must be kept open for this purpose. **Children may not use the telephone except for emergencies as determined by school personnel.** Cellular phones are for emergencies only and must remain in the students' backpacks. If students are found using cellular phones during school hours, they will be confiscated.

Students will not be permitted to use the school telephone when they forget or lose items, including homework, books, and lunches. Please help your child develop a sense of responsibility by reminding him/her to be sure that he/she has those items before leaving home in the morning.

We cannot interrupt the instructional program to accept or deliver personal messages for individual children. Please make all of your arrangements prior to the student's leaving home in the morning.

Lost and Found

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.

Cafeteria

Breakfast and lunch are served daily in our school cafeteria. The school cannot provide special food or menus. If a physician's letter indicates that an exceptional education student requires a special diet, the parent is responsible to pack the appropriate lunch and tell the child's teacher about it. Students who wish to bring lunch from home may do so.

Items sold in the cafeteria are:

Breakfast is served free, daily, to all students	
Full Lunch	\$2.25
Milk or Juice Only	\$.30
Juice Bars	\$.20
Snacks	\$.25 - \$.50

The cafeteria is equipped with an automatic garbage disposal. This machine will not accept metal or glass containers. Therefore, **please do not send metal or glass food or drink containers in your child's lunch.**

Breakfast Program

Our cafeteria serves free breakfast from 7:45 a.m. until 8:15 a.m. for all second-fifth grade students at the Main Campus and from 7:35 a.m. until 7:55 a.m. for all pre-kindergarten, kindergarten, and first grade students. No students are admitted into the cafeteria after 8:10 a.m. at the Main Campus and 7:55 a.m. at the PLC. Second-fifth grade students may be dropped off at the school at 7:45 a.m. at the Main Campus and pre-kindergarten, kindergarten, while first grade students may be dropped off 7:35 a.m. Second-fifth grade students will supervised until 8:20 a.m. and pre-kindergarten, kindergarten, and first grade students will be supervised until 8:05 a.m. Children will not be admitted into the cafeteria unless they are having breakfast.

Free/Reduced Price Meals

All students will receive applications for free or reduced price meals. Parents who apply for this program should complete and return the application to the office immediately. Eligibility will be determined by the District's pre-established criteria. Reduced price meal payments **must be paid for the week on the first school day of each week. Reduced Price Lunch: \$.40**

Lost Lunches/Money

It is the parents' responsibility to see that their children have a lunch or lunch money each day. However, children will, on occasion, forget or lose lunch money. **If a child leaves or forgets his lunch, the school will provide lunch and the parents have the responsibility to pay for the lunch on the following day.** If a child frequently comes to school without money or lunch, and if these meal charges are not repaid to the school in a timely manner, the child will not be permitted to participate in field trips, in special assemblies, (in chorus and bell ensemble) or be part of special honors such as Student of the Month. Also, fifth grade students will not be permitted to participate in the end of the year celebration. The teacher and/or an administrator will discuss the problem with the parent.

Visitors in the Cafeteria

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

Prepayments for Meals (PayPAMs - Parent Account Management System)

We encourage the weekly prepayment of meals in order to reduce the number of lost money incidents. Prepayments may be made for the week in the cafeteria on the first school day of each week. Checks should be made payable to Oliver Hoover Elementary School. Unused days may be carried forward from one week to the next until they are all used. Therefore, even those students who usually bring their lunch are encouraged to have a week of prepaid lunches as "insurance" for days when they may forget or lose their lunch.

You may also pay for your child's lunch by logging in the website nutrition.dadeschools.net utilizing your home computer and clicking on the PayPAMs icon. On this site, you will receive instructions on how to join the PayPAMS (Parent Account Management System) program that will allow you to monitor, from home, your child's meal account balance.

The infographic is titled "Miami-Dade County Public Schools Parents" and "Parent Portal It is as easy as 1, 2, 3, 4". It features a circular photo of a man and a child. The steps are as follows:

- 1** - Obtain your child(ren) Student Identification Number
- Obtain your 6 digit Parent Identification Number (PIN)
By visiting your child's school
- 2** Create a parent account, login to:
<http://myportal.dadeschools.net/parent>
- 3** It is recommended (after 24 hrs) to reset your password with password management P-Synch
- 4** Login to - Parent Portal
for student grades, attendance, and important information

www.dadeschools.net

Cafeteria Behavior

We believe that children should eat lunch in a pleasant atmosphere. Therefore, proper manners and good conduct are expected of all students. While in the cafeteria, students are under the supervision of Cafeteria Aides and our Security Monitors. They are expected to show these staff members the same courtesy and respect that they show their teachers.

The cafeteria rules for students are as follows:

- 1) Get everything you want to eat when you enter the cafeteria. No one will be allowed to return to the serving line.
- 2) Students are not allowed to share food with one another.
- 3) Enter and exit the cafeteria in an orderly fashion. No running.
- 4) Be seated and stay seated until you are dismissed by the cafeteria aide or the Security Monitors. Walking around to visit brothers, sisters or friends is not permitted.
- 5) Talk quietly with your immediate neighbor.
- 6) Do not throw food. Anyone caught throwing food will help clean the cafeteria by picking up food and trash from the floor.

- 7) Keep your hands to yourself.
- 8) Clean up around your seat.

Cafeteria misbehavior will not be tolerated and may result in a detention or assigned supervised work detail.

Registration Procedures

Transfers/Withdrawals

Parents may transfer or withdraw students in the main school office between 8:00 a.m. and 4:00 p.m.

1. Notify the school at least one day in advance. It is necessary for the teacher to complete the report card and for the registrar to complete the transfer form and other applicable paperwork.
2. All textbooks, library books, and other instructional materials must be turned in, or paid for, prior to requesting a transfer. In addition, all cafeteria balances are due in full prior to withdrawal.
3. When students transfer to schools within Miami-Dade County, parents must apply for the transfer in person at the office of the main school campus of Oliver Hoover Elementary. Parents must provide verification of address change with a warranty deed, lease agreement, or a utility bill.
4. When students transfer to a school outside of Miami-Dade County, parents also have to fill out a withdrawal form. Verification of address is not necessary.

Confidential Information

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

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

Parent-Teacher Association (PTA)

Oliver Hoover Elementary has a very active Parent Teacher Association (P.T.A.). It assists us in working with the children and provides opportunities for parents to become acquainted with the school program. We hope that all of our parents will become active members in supporting the school and the association. Look for periodic bulletins and reminders during the school year.

P.T.A. membership dues are \$6.00 for the first adult and \$4.00 for each additional adult. We encourage all parents to join. General Meetings are held throughout the year. They are geared as informative meetings, specifically for parents. Check the monthly school calendar for dates and times.

The P.T.A. operates a School Store for the convenience of students needing to purchase basic school supplies. It is run by volunteers and the store hours will be posted when the school year begins.

The P.T.A. sponsors many fine activities for students and also holds several fundraising activities each year. Monies generated by fundraising events are used to supplement the purchase of costly materials and equipment such as maps, globes, calculators, science equipment and computers.

Emergency Student Data Forms - Emergency Contact Forms

Emergency Student Data Forms - Change of Address/Telephone/Employment

Each year, every parent must complete an emergency contact information form to ensure that parents and other designated individuals may be quickly notified in case of emergency or need. It is very important that we have the parents'/ guardians' correct telephone numbers and the name and telephone number for other designated emergency contacts. This is requested at the time of registration and should be kept up to date. **If you move, change your place of employment, change your telephone number, and/or if the name and telephone numbers given for other emergency contacts are changed, please notify the school office so that pupil records may be kept accurate.** Only individuals whose names are listed on the back of the card as "Authorized" and have proper identification will be permitted to sign the student out of school. If there is a court order that affects emergency contact information, please provide the school with a copy of the court order.

Estranged Parents and Guardians

The emergency contact form must indicate who has and does not have authorization to pick up the child during school hours. In case where a court order exists indicating who has custody, it is the responsibility of the parent to provide that information to the school staff in the office. In the absence of copies of official court orders, school personnel will respond to those names and relationships that appear on the emergency contact form.

Code of Student Conduct

The School Board has adopted a Code of Student Conduct that is applicable to all students in Grades K-5 while they are at school, at school-sponsored events, and on school buses. The Code helps provide and maintain a safe and positive learning environment, and it is also meant to standardize procedures in administering disciplinary action while assuring students' rights. The [Code of Student Conduct](#) can be found on the Miami-Dade County Public Schools website under the Parent Portal Tab or simply by following the link provided. Please discuss the Code of Student Conduct with your child in detail.

Behavior

Parents are responsible for providing the foundation of a child's social skills during the early years of life. When a child enters school, the parents, teachers and students all become partners in the continuing development of social and citizenship skills. Our emphasis is on positive, corrective measures that will lead toward growth in self-discipline.

Most of the students in Oliver Hoover Elementary School behave properly. We are proud of them and of our school's reputation. Occasionally, however, a student may disrupt the process of education or inflict injury to others. Such behavior is of serious concern and necessitates that prompt and firm action be taken when it occurs. Parents will be contacted to meet with school personnel when it is necessary.

Students are not expected or allowed to take the law into their own hands. Instead, they should notify the teacher or adult in charge whenever there is a problem so that appropriate disciplinary action may be taken. **Bullying will not be tolerated.**

General school rules are brief and applicable to all situations:

1. **Be polite.** (Fighting, play fighting, name-calling, and teasing are not polite behavior and will not be permitted.)
2. **Be respectful.** (Follow directions the first time they are given by all staff members, even if they are not your teachers.)
3. **Keep your hands, feet, and objects to yourself.**
4. **Walk slowly and talk softly.**
5. **Respect school property and other people's property.**
6. **Follow the rules that are posted in special areas.**

A computerized system of reporting student misbehavior is in effect throughout the school district. The Student Case Management System requires that all disruptive behaviors be recorded in a computer file by student name

and number. These files are cumulative and follow students from school to school just as their academic records do. Proper behavior is therefore very important for the student's best interest.

Students who are suspended from school at any time during the school year, have excessive absences or tardies, or who demonstrate a continuous pattern of poor behavior may not be allowed to participate in celebrations, field trips, or special class/school activities.

Dress Code

It is important for students to be aware of the importance of good personal grooming and appearance. School is a place of work and requires appropriate attire.

Clothing should be clean, appropriate for the weather and air-conditioning, comfortable and safe. All removable articles of clothing (sweaters, jackets, etc.) should have the child's name written within. Students should be able to button and zip their own clothing without teacher assistance. Shorts should be no shorter than three inches above the knee. Tap shoes, metal cleats, thongs, clogs, sandals, shoe skates (wheelies) or other shoes without back straps are not safe for physical activities and are not permitted. Socks are recommended. Hats are not allowed in school except for religious purposes, field trips or special events that have been pre-approved by an administrator.

Uniform Policy

OLIVER HOOVER ELEMENTARY IS A MANDATORY UNIFORM SCHOOL. ALL STUDENTS ARE EXPECTED TO WEAR THE AUTHORIZED UNIFORM.

Parents who do not want their children to wear the school uniform must submit a written request for exemption. Students who are exempt from wearing uniforms must comply with Miami-Dade County Public Schools dress code requirements. Written messages, pictures, or symbols on clothing, which portray ideas, which are harmful to the health, safety, and welfare of students, including messages relating to drugs, smoking, sex, or profanity, will not be permitted. In addition, clothing which causes a distraction and interferes with the orderly instructional process will not be permitted. If students come to school dressed inappropriately, parents will be called to bring a change of clothing to school.

Uniform Description

BOTTOM: Navy or khaki slacks, blue jeans, shorts (no shorter than 3 inches above the knee), or skorts – available from any store. **NO** leggings, prints or camouflage/pants are allowed.

TOP: **Polo shirt:** White or royal blue **with Oliver Hoover logo** – For your convenience, sold at Oliver Hoover PTA School Store

T-shirt: White, yellow or royal blue T-shirts **with Oliver Hoover emblem** – For your convenience sold at the Oliver Hoover PTA School Store OR any other school shirt (including class shirts, club shirts)

T-SHIRTS MAY ONLY BE WORN ON WEDNESDAYS.

Sweat Shirt: White, yellow or royal blue (Available at any store)

Field Trips: All students **MUST** have a school shirt for field trips.

All students must be in uniform for the school pictures (i.e., the blue polo shirt). If the child is not in uniform, you will be notified to bring him/her a change of clothes; otherwise, he/she will be provided with a shirt to take the picture in.

The **optional** emblem to sew or iron on plain shirts is available at the Oliver Hoover PTA School Store.

Shoes: Sneakers are recommended for safety and physical activities. No metal cleats on shoes. No clogs, thongs, sandals without straps or **“heelies”** shoes are permitted.

Hats: Only for religious purposes or school sponsored activities. **No other hats are allowed in the building** (see above).

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct. However, the possession of a cellular telephone which disrupts the educational process, the use of the cellular telephone during school hours, and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the Code of Student Conduct.

Internet Use Policy – Board Rule 6Gx13-6A-1.112

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal laws or regulations, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

HealthCare

Florida Kid Care – Child Health Insurance

Getting health insurance for your children before they become sick is very important. Florida KidCare is a comprehensive health insurance for children from birth to age 18 who are uninsured. **Any family can apply**; the amount you pay is based on income and family size. Most families pay \$15 or \$20 each month or **nothing at all**. **Many non-citizen children may qualify**.

Services Include:

Doctor Visits	Mental Health
Check-Ups	Prescriptions
Hospital and Surgery	Emergency Services
Vision/Hearing	Dental

Florida KidCare accepts applications all year. **No interview is required**. You can apply online at www.FloridakidCare.org and click “Apply Online Now.” **If you would like assistance, please ask to speak with the school’s KidCare liaison.**

For more assistance, please call The Parent Academy at (305) 995-1207.

Hearing/Vision Screening - School Board Rule 6Gx13-5D-1.021

Hearing screenings are given annually to students in kindergarten and first grade and to students entering Florida schools for the first time in grades second through fifth. Vision screening is mandated for students in grades kindergarten, first, and third, as well as students entering Florida schools for the first time. The parents will be informed if a student appears to have a vision or hearing problem.

Illness/Clinic

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.

The school clinic is open for emergencies only. Oliver Hoover Elementary **does not have a nurse** or other personnel to staff the clinic. When a child is sent to the clinic because he/she does not feel well, the child may remain in the clinic only for a brief time until he/she feels well enough to return to the classroom or the parent arrives to pick the child up from school.

Medication

When students have illnesses that require prescribed medication, school personnel may assist students in taking the medication only under stringent, authorized conditions. A parent or guardian must sign a consent form and a

licensed physician must sign a written treatment plan that explains the necessity of the medication. These authorization forms must be renewed each school year. When a change in medication is required, the parent or guardian and the physician must renew the authorization forms. Should your child require medication at school, please contact the school registrar for specific directions. Authorized medications are locked in a cabinet in the school office. **Unless specifically authorized by a physician for life-threatening conditions, pupils are not permitted to bring and/or keep medicines of any kind in the classrooms.**

Immunizations

Requirements for School Entry:

1. A complete **Florida Certification of Immunization** – Blue Card Form DH 680 - according to grade level
2. **State of Florida School Entry Health Exam** – Yellow Form DH 3040 - no older than 12 months
3. **Tuberculosis Clinical Screening, PPD or Chest X-ray**

Exemption from Activities

Pupils are expected to be able to participate in the daily activities of the school program, including Physical Education. Therefore, it is extremely important that parents notify the school of any medical condition that requires a child's activities to be modified. Such conditions should also be noted on the emergency contact form. State law requires that no student be excused from physical education for more than three days unless a physical exemption form is completed by a physician, including an anticipated date when the student will be able to resume normal activities. The physician's letter should be given to a secretary in the office and it will be included in the student's cumulative record folder. Additionally, the secretary will give a copy to the child's teacher. A child may be excused from physical education for up to three school days by a parent's written letter.

Pediculosis (Head Lice)

Miami-Dade County Health Department regulations require us to send home students who have any traces of active or dormant lice. **After treating the child at home, the parent MUST accompany the child to the school office, where staff will recheck the student's hair and determine if there are any lice or nits remaining.**

Accident Insurance

You may buy student accident insurance that will provide coverage in the event that your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room, or doctor's attention. Twenty-four (24) hour coverage is also available. Information about this insurance is sent home with each student on the first day of school, and is available on line at www.k12studentinsurance.com.

Parent Portal

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this site, you can see and update personal information, see your child's information including grades, attendance and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

To set up your parent user account, you must visit your child's school to receive a 6 digit Parent Identification Number (PIN) available in the Main Office. Once you have obtained your PIN number, you will need to create your parent account by visiting the [Parent Portal](#) at www.dadeschools.net.

Grade Reporting

You are urged to discuss your child's progress with the teacher as often as is convenient. The teacher will be able to explain the requirements upon which the grade is based, and make recommendations for improvement. Send a note with your child or call the school to request a conference with the teacher.

Teachers send home 4 Interim Progress Reports which will inform you of your child's efforts and productivity at mid-point in the grading period. Additionally, unsatisfactory progress reports are sent as needed. They are to be signed and returned to school. **Report cards are issued at the conclusion of each nine-week period. Please see the list below for the dates of the Interim Progress Report and Report Card Dates.** These reports provide information on the pupil's academic progress, effort, and conduct.

Distribution Dates		
Interim Progress Reports	Interim Progress Reports	Report Card
1	TBA	11/16/16
2	12/08/16	02/14/17
3	02/23/17	04/18/17
4	05/04/17	06/27/17

The following interpretation of report card grades is provided for your convenience:

ACADEMIC GRADES		EFFORT		CONDUCT	
A	Excellent achievement; consistently higher than the typical student 90-100%, 4 grade point values	1	Successfully completes all assigned tasks	A	Consistently demonstrates outstanding behavior
B	Good progress; above than that of the typical student 80-89%, 3 grade point values.	2	Usually finishes assignments, usually works at his/her best level.	B	Consistently behaves well in class.
C	Satisfactory achievement 70-79%, 2 grade point values.	3	Does not pay sufficient attention to completing assignments on time or to the best of his/her ability.	C	Behaves satisfactorily.
D	Minimally acceptable achievement needs to improve; 60-69%, 1 grade point values.			D	Conduct needs improvement.
F	Unsatisfactory achievement; 0-59%, 0 grade point values.			F	Regularly violates school rules of conduct.

Honor Roll Qualifications

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

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

(*) 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

Homework/Make-up Assignments

Regular, purposeful homework is an essential component of the instructional process. Homework assignments are given to reinforce and apply skills and concepts previously taught in the classroom. Homework will be checked by the teacher, and pupil mistakes will be corrected.

Responsibility for homework in the elementary school gradually increases from grades K through 5. In many cases, students will have long-range assignments in the intermediate grades.



The following School Board guidelines pertain to the frequency and quantity of homework assignments:

GRADE LEVEL	FREQUENCY OF ASSIGNMENTS	TOTAL DAILY AVERAGE
K-1	Daily (5 days a week)	30 minutes
2-3	Daily (5 days a week)	45 minutes
4-5	Daily (5 days a week)	60 minutes

Parental Assistance

We suggest that parents establish a consistent daily time and place for homework to be completed. To be most beneficial, homework should not become the cause of family conflict.

Homework is intended to meet the individual needs of students and is never to be done by the parent. However, parents may help in these ways by:

- Showing an interest in the child's work;
- Providing a place and time for quiet study without TV interference;
- Assisting in practice on spelling words, number combinations, and sight words;
- Encouraging home reading and listening to the child read;
- Reviewing the homework for neatness and completeness;
- Refraining from doing the work for the child;
- Contacting the Dial a Teacher program at 305-995-1600; and
- Discussing with the teacher any problems related to home study.

Textbooks

The school provides all textbooks needed by your child for school and homework. We urge youngsters to realize that these books and materials are expensive and that they should be properly cared for. Charges are made for damaged or lost books and materials. Your cooperation in helping your child learn to be responsible for caring for personal and school belongings will be most appreciated.

Student Records

Miami-Dade County Public Schools maintains the records of students in PK-12. Parents can set up an appointment with the Assistant Principal to review their child's permanent records and may request copies by signing the appropriate forms. Parents will be charged 15 cents per copy, and records that require more than 15 minutes to search and/or to copy will be charged the current hourly clerical salary for the amount of time required to complete the request. Additional information about a parent's rights as to the inspection, amendment, and release of their child's educational records may be found at www.dadeschools.net.

Procedures for Addressing Concerns

Parents who wish to discuss school procedures and/or the academic progress or discipline of their children should first contact the classroom teacher. If concerns are not addressed or the problems are not resolved, parents should then contact the Counselor, then Assistant Principal and then the Principal.

Oliver Hoover Elementary is assigned to the South Region Office Kendall Annex located at 18180 SW 122 Avenue; Miami, FL 33177. The phone number is (305) 252-3041.

Transportation Eligibility

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

Safety and Security

The Emergency Operations Plan

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

Accident Reports

When an accident, injury, or emergency involves a student at school or during a school authorized activity, school officials immediately notify one of the parents. If neither parent can be contacted, a relative or friend who is designated on the emergency contact form is called. If the student's illness or injury is serious, the Emergency Rescue Squad and/or the police may be called to the school. For every incident, an accident report will be completed and filed by the supervising employee.

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

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.

Code Yellow/Code Red

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

Fire Drills

All schools are required to have ten fire drills during the school year. At the sound of the emergency bell, all staff and students must proceed to the nearest exit and remain outside the building until permission is given to re-enter.

Visitors

The school is a community center and visitors are welcome. However, for the safety and protection of students, between the hours of 8:20 a.m. to 6:00 p.m., **all visitors - including parents - must enter through the office and obtain a pass before proceeding to a classroom or any other location on the campus.** Visitors are expected to observe the fire, smoking, clothing, and safety regulations of the school and to conduct themselves in such a manner that they do not interfere with the instructional program. Any unauthorized person on school property will be requested to leave. Failure to do so may result in an arrest for trespassing.

For security purposes, teachers will not permit a student to leave the building with a visitor, including parents. If an office staff member authorizes the child to leave the building, the child will be called to the office over the P.A. system. For additional information, please see the Attendance/Leaving School Early section of this Handbook.

Visitors in Classrooms

We do not permit parents to enter the classrooms during the day unless they are scheduled volunteers or are specifically authorized for other purposes. Visitors/parents "dropping by," "popping in," or "just observing" disrupt the routines, distract students, and interrupt instruction. If you would like to schedule a parent/teacher conference, please call the school and leave a message for the teacher.

Media Center

Access

The Media Center is located at the Main Building and students will be able to access the Media Center during school hours from 9:00 a.m. to 3:00 p.m. every day except Wednesdays. The hours on Wednesday are 9:00 a.m. to 1:50 p.m.

Checkout of Books

Students will be able to check out books during the school day when their classroom has assigned Library Time. The students will be responsible for returning any books that they check out by the due date. If they do not return the items by the due date, they will incur a minimal fee for late charges.

Special Education/Students with Disabilities

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 consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Child Study Team (CST), the Student Support Team (SST) or the Student Development Team (SDT).

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent may request to receive a copy.

Other rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

Valuables and Personal Property

All students' personal property should have the child's name in ink! Teachers will inform parents about necessary school supplies. A student cannot bring toys, sports equipment, scooters/razor skateboards or pets to school. Items interfering with instruction will be removed and returned to parents.

Please do not let children bring valuable items (jewelry, heirlooms, watches, calculators, electronic games, cameras, clothing, etc.) to school. The school staff cannot be responsible for the safekeeping of such items. Children need money only for meals and/or items to be purchased from the P.T.A. School Store. "Spending money" should not be brought to school. For security and staffing reasons, classrooms will be locked after dismissal time. Students who have forgotten homework or personal property will be required to wait until the next school day to retrieve all items.

Volunteer Program

Authorized volunteers provide much needed help for students and teachers. Volunteers may be listeners, one-to-one tutors, do clerical work, run an after school club, work with groups of children, assist in the clinic or media center, or help in other ways. The work of the volunteer depends on the interests, training and the needs of the teacher. In order to minimize distractions and avoid disrupting classroom routines, parents typically do not volunteer in their children's classrooms.

Parents, students, employees, and community members who wish to volunteer at a school, regional, or district office MUST register online as follows:

- Parents and community members must create a portal account.
- Parents log into the Parent Portal, community members log into the Community Portal.
- M-DCPS students log into the Student Portal.
- M-DCPS employees log into the Employee Portal.
- After portal login, individuals wishing to volunteer should follow these steps:
 1. Click the **APPS/SERVICES/SITES** tab at the top.
 2. Click on the **Be a School Volunteer!** link.
 3. Choose their school(s) and activity(ies) for which they wish to volunteer.
 4. Go to their selected school/location and show their identification for final approval.
 5. Additional information about volunteer registration can be found at <http://community.dadeschools.net/svp/school-vol.asp>.

Principals are encouraged to designate a staff member to be the school's volunteer liaison.

Any adult who can volunteer an hour, two, or more each week should contact the assistant principal or the PTA. **Please note that volunteers are not allowed to bring young children who are not enrolled in our school, or pets.** This is for student safety and to minimize distractions in the classroom. If a volunteer is unable to make arrangements for their youngsters at home, there are many things that they can do at home to help our school.

There are two different levels of volunteerism.

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



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Alberto M. Carvalho

Miami-Dade County School Board

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Lubby Navarro
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Dr. Marta Pérez Wurtz

August 22, 2016

Dear Parents/Guardians:

Improving student attendance is a priority for everyone at Oliver Hoover Elementary School. Students need to be in school each and every day to receive the necessary instruction required to attain grade level mastery. Therefore, our Attendance Review Committee decided the following:

In order for your student/s to participate in field trips or extra-curricular activities, it is imperative that they meet the criteria listed below:

- Two or more behavioral issues that warrant being sent to the office or Administrative discretion. Behavioral issues may include, but are not limited to, any of the following: misconduct in the cafeteria, morning line up, hallways, media center, dismissal, or special areas; disrespecting authority; damaging school property; incomplete home learning and class work; stealing; fighting
- Poor conduct grades (D or F) for any grading period
- More than 10 excused absences and/or more than 5 unexcused absences, in the school year
- More than 15 tardies in the school year
- Repeatedly coming to school out of uniform
- Having outstanding balances owed to the Cafeteria, Media Center, or After School Care program

All decisions regarding student's participation on field trips will be reviewed by an administrator. We at Oliver Hoover truly appreciate what you as parents do to encourage your children to be in school and on time every day.

Sincerely,

Mercy Aguilar
Principal

_____ I understand the field trip/activity policy as stated above.

Print Name of Parents/Guardians

Date

Signature

*Oliver Hoover Elementary • 9050 Hammocks Blvd. • Miami, FL 33196
305-385-4382 • 305-380-9609 (FAX) • ohes.dadeschools.net*