

# OLIVER HOOVER ELEMENTARY

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



## **Faculty & Staff Handbook 2023 - 2024**

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**We Instruct Students for Excellence!**

## A MESSAGE FROM THE PRINCIPAL

The Faculty and Staff Handbook provide you with important information so you can better understand your responsibilities during the school year. This handbook can be found online. Also, there are hard copies in the Main Office at both locations and in the Media Center at the main campus. All faculty and staff members are expected to read this document and be knowledgeable as to various outlined procedures and guidelines.

The information contained herein is revised regularly and you will be provided with periodic updates to keep you abreast of the latest developments. Please feel free to give the administration any feedback that would benefit our school so that we may consider your suggestions during the revision process. We would also be happy to address any questions or concerns about the content of this handbook.

In addition to this resource, a comprehensive handbook provided by Miami-Dade County Public School's District Office is available as a reference. Copies of this handbook can be found in the media center, the administrative offices and in the faculty lounge. Please be aware that the UTD Contract also provides you with pertinent information.

We all must strive to provide the best education possible for the children entrusted to our care. All of the above referenced resources will help you when concerns arise and provide you with guidelines and/or directions to assist you in this regard. Please see an administrator should you require clarification for situations which may arise.

We know this will be a rewarding year for all of us at Oliver Hoover and that we will continue to pursue high standards in order to achieve academic gains that will translate into success for our children. In doing so we will be empowering our professionals to continue a tradition of excellence!

We are ever at your service. Best of luck for a wonderful year!

Sincerely,

A handwritten signature in blue ink that reads "Mercy Aguilar". The signature is fluid and cursive, with a horizontal line extending to the right.

Mercy Aguilar  
Principal

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## ABSENCES FOR STAFF

1. The designee for obtaining emergency substitutes for the 2023-2024 school year is Mr. Edel Sotolongo. All staff members are expected to notify Mrs. Ferdinand in the mornings between **5:45 am and 7:00 a.m. and in the evening prior to 9:30 p.m.** Additionally, when you have been absent, you must notify Mrs. Ferdinand **no later than 30 minutes prior to the dismissal of your students** on the day of your absence so she will know if you are returning to work the following day. If the school does not hear from you 30 minutes prior to the dismissal of your students, a **substitute will be secured for the next school day.** Mrs. Ferdinand may be reached at 786-334-3768.
2. When an emergency substitute has been retained for the next work day and an absent teacher has not notified the supervising administrator (or designee) 30 minutes prior to the scheduled student dismissal time, the emergency substitute shall be the employee entitled to work and the absent teacher shall have the option to utilize sick leave, personal leave or leave without pay.
3. In an extreme emergency, contact the office so that your class may be covered.

## ACCIDENTS AND INJURIES

### **A. Staff Member:**

Any staff member who is injured while on the job is required to report the incident to the office immediately. The injured staff member must also **complete** a “Notice of Injury” report which will be provided by the office. Report all incidents for your protection and insurance purposes. If medical attention is required, you must notify Ms. Telma Sola, who will report the accident and give you the appropriate paperwork so you can be seen at a Worker’s Compensation site.

### **B. Students:**

When a student is injured, an accident report, which is provided by the office, must be filled out **by the supervising teacher** at the time of the accident. The accident form must be filled out in its entirety with a brief description of the incident, including your name and employee number as well. The office will call the student's parent or guardian immediately to report the injury. All injuries must be reported, e.g. pencil stabs, scratches, etc.

### **C. The supervising teacher is responsible for:**

1. Filling out the accident report at the time of the accident
2. Requesting assistance for coverage if necessary
3. Informing the administrator in charge of the accident or injury
4. Ensuring that the injured child is made as comfortable as possible (medication may NOT be administered).
5. The child must be sent to the school clinic so that any needed services may be provided.

## ADMINISTRATIVE TEAM

Your Administrative Team is here to support and assist you at all times. It is extremely important to inform the principal and/or an assistant principal of any situation or incident that may become a potential problem. Please be informed that it is not acceptable to leave a message with the secretary. Ms. Aguilar or an administrative designee must be reached if there is a problem to discuss or a message to convey.

## AIDS INFORMATION AND EDUCATION

As you are aware, Miami-Dade County Public Schools has conducted a comprehensive AIDS Education Program throughout the district for several years. Our school district has been among the first in Florida and nationally to formulate procedures which deal with AIDS related issues affecting students and employees. As part of the AIDS Comprehensive Education Program, a series of meetings and televised presentations have been offered to schools and written materials have been shared with each work site. Instructional units have also been developed, along with training in their use, provided to district schools.

A resource AIDS information packet is available in the professional section of our Media Center or in the Principal's Office. In addition, each teacher will be provided with grade-level appropriate AIDS Education materials. For more information, please visit: <http://aidseducation.dadeschools.net>.

### ALARM

The entire school is equipped with a sophisticated and sensitive alarm system to enhance security. Therefore, your cooperation is asked in closing all windows at the end of the day and not hanging mobiles or fixtures from the ceiling in the classrooms. Access to classrooms after school hours must be authorized by a member of the administration.

### AMERICANS WITH DISABILITIES ACT

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and strives affirmatively to provide equal opportunity for all as required by state and federal law. The Board attempts to identify and overcome real or potential artificial barriers to employment, training, or promotional opportunities for its staff and applicants.

In addition, the School Board of Miami-Dade County, Florida has established procedures to assure nondiscrimination in employment, and the elimination of harassment. It is the policy of the School Board that all employees will be treated with respect. Hostile treatment or violence against an employee because of his/her gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, will not be tolerated.

### ARRIVAL/DISMISSAL PROCEDURES

A supervision schedule is provided to all teachers designating assigned responsibilities for dismissal duty. Assigned teachers will provide supervision at the bus or parent zone and assist in loading the students. These assignments are made to assure the safety of the students. This year the administration is asking for the assistance of all faculty members. Teachers are reminded to adhere to the following procedures:

- **All assigned personnel should report to their post at either 1:50 p.m. or 3:05 p.m. and remain with the students until they have been picked up or 2:05 p.m./3:20 p.m., whichever comes first.**
- Teachers responsible for a particular group of students at dismissal are accountable for walking their students out of the building.
- Do not allow students to walk to dismissal alone.
- Teachers are being asked to assist by actively supervising students.
- Please do not stand with your back to the traffic.
- Please direct cars as necessary and supervise the students.
- Parents should not double park or walk their children across the traffic.

- Students should be directed to walk in an orderly manner at dismissal.

### **Walkers**

Students who walk home must provide the teacher with a note from the parents that states they allow their child to walk home. Also, students CANNOT walk to the corner to meet their parents, unless the parent provides a note.

**Please see the Appendix for a copy of the Arrival Dismissal Procedures and Map.**

## **BELLS**

The opening of school bell will ring at **8:20 a.m. for students in Pre-Kindergarten through First Grade and at 8:35 a.m. for all other students.**

- **All teachers must pick up their students by 8:10 a.m./8:25 a.m.**
- **All PLC teachers will open their doors at 8:10 a.m.**
- **At the MAIN CAMPUS, first grade through third grade teachers will pick up their students at 8:10 a.m./8:25 a.m. from the covered patio.**
- **At 8:25 a.m., fourth-fifth grade teachers will be pick up their class from the PE shelter.**
- The tardy bell rings at **8:20 am/8:35 am.**
- Students who are not inside the classroom door by exactly 8:20/8:35 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. for students in Pre-Kindergarten through First Grade.**
- **It will ring again at 3:05 p.m. in the MAIN BUILDING for second-fifth grade students.**

## **BULLETIN BOARDS**

The teacher and his/her students are responsible for maintaining the bulletin boards in their classrooms. Student work is to be displayed in a neat and attractive manner. Please use backing on all bulletin boards. You are encouraged to design original bulletin boards instead of using commercial (Learning City, Get Smart, etc.) materials.

Please **DO NOT** use tacks and staples on the wooden areas in the room, doors, or areas other than bulletin boards. Sticky tack may be used on areas other than bulletin boards but must be completely removed by the year's end. As per fire code requirements, no more than 20% of an individual wall may be covered with non-flame retardant material.

## **CAFETERIA PROCEDURES**

- A. Teachers are responsible for the following:
- Punctuality upon arrival/dismissal of the cafeteria.
  - Teachers are to escort their students into the serving line in accordance with the lunch schedule.
  - All students must be given an index card with their name and ID number if they are coming to eat in the cafeteria until they have memorized their meal identification number.
  - Discussing good cafeteria behavior with students according to the Rules and regulations outlined in the **Student Handbook**.
  - Reviewing rules with students and posting rules in the classroom.
  - Making sure the bathroom needs have been addressed before the students go to lunch.
  - Leaving the cafeteria at the designated time.



- Assigning two table monitors responsible for assisting with cleanliness.
- B. Students are responsible for the following items:
- Good cafeteria behavior should be displayed at all times.
  - Enter and exit the cafeteria in a quiet and orderly manner.
  - Get everything you want to eat when you first enter the line. No one will be allowed to reenter the line.
  - Remain seated unless you have permission to stand-up.
  - Be respectful of others, (adults and students).
  - Do not throw food
  - You may whisper with your neighbor after you finish, but you should not yell back and forth across or between tables.
  - Stay seated properly.
  - Make sure your area is kept clean.
  - Keep your hands to yourself at all times.
- C. Guidelines for Cafeteria Monitors
- Assist students in getting their trays from the serving line to their assigned tables.
  - Assist students who are in need of a napkin, straw, or anything else related to lunch.
  - Remind students to keep their table and surrounding area clean.
  - Check the tables after each class leaves.

**Cafeteria misbehavior will not be tolerated and may result in a detention.**

**CERTIFICATES**

It is the professional responsibility of each educator to provide the principal with a copy of a current, valid Florida Educator’s Certificate or copies of other documentation such as Statement of Eligibility and or college transcripts, as may be applicable (Florida State Board of Education Rule 6A-1.0503). For further information, please visit, <http://certification.dadeschools.net/>

**CHILD ABUSE**

Pursuant to Chapter 415, Florida Statutes, all employees or agents of the school Board of Miami-Dade County, Florida, have an affirmative duty to report all actual or suspected cases of child abuse or neglect. **There are no exceptions. Failure to report abuse can result in criminal or civil liability. When in doubt, report! 1 800 -96-ABUSE**

**A. INDICATORS FOR IDENTIFICATION:**

- Unexplained bruises or frequent bruises, burns, fractures, healing after return from frequent absences are among the signs of physical abuse.
- Neglect is possible when the child exhibits symptoms, such as: failure to thrive is underweight, consistently dirty or hungry, apathetic or inappropriately dressed.
- Sexual abuse and emotional mistreatment are more difficult to spot. However, poor peer relationships, behavior that seems excessively withdrawn, infantile, bizarre, sophisticated, or defiant are all emotional signs and should be observed.

**CHILDREN PLACED OUTSIDE OF THE CLASSROOM**

Placing students in the hallway outside of the classroom unsupervised is **NOT PERMITTED UNDER ANY CIRCUMSTANCES**. If you feel a child needs to be separated from the class due to total disruptive behavior, please send the student to the office with a Student Case Management Referral (SCM) Form. Do not place students outside your classroom for instructional purposes either.

**CLASSROOM EMERGENICES REQUIRING CUSTODIAL SERVICES**

All classroom emergencies, such as toilet overflows, spills or leaks, student vomiting, electrical problems, etc., are to be reported to the Main Office

## CLASSROOM MANAGEMENT PROCEDURES

### A. Coverage and Supervision

- **Daily Time:** At 8:10 a.m./8:25 a.m., All teachers are expected to be on campus. All teachers are expected to be at the designated area to pick up their students.
- **Dismissal of Students:** Teachers are responsible for walking students out of the building at dismissal time. Submit requests to the administration, in writing, at least 24 hours in advance of requested leave time. Teachers are not to dismiss students from the classroom to parents. Parents must go to the office to sign-out their child.
- **Supervision of Students:** Students must be supervised by adults at all times.
- **Teachers are responsible for walking students to and from physical education, art, music, media, and the computer lab.**
- In cases of emergencies, if you must leave students unattended, leave your door open and notify the teacher next door.
- **Supervised Play:** (Kindergarten and First Grade) Students should receive either 30 minutes of PE daily. Additionally, all students should receive 20 minutes of unstructured recess time every day. Students are to be supervised at all times.  
Teachers are responsible for their classes at this time and must remain with pupils to see that they play safely. No students are to be left in the classroom unsupervised. Games and/or activities should be chosen in the classroom before coming to the play area and each child should know in which activity he/she will participate.

### B. Student Behavior and Discipline

- **Code of Student Conduct** (Board Rule 6GX13-5D-1.08) This publication has been uploaded to our school website. Please download it and utilize it to assist in the maintenance of an environment which will help develop each student's potential for learning and to foster positive interpersonal relationships. The document specifies areas relative to:
  1. grounds for disciplinary action
  2. procedures to be followed for acts requiring disciplinary action
  3. responsibilities and rights of students

A thorough understanding of the details of this publication is essential!

See [M-DCPS Code of Student Conduct](#)

- **Discipline Plan:** Teachers should make every effort to handle routine classroom discipline problems by conferring with the student, contacting parents, and referring the student to the counselor when appropriate. If a serious violation of school rules has occurred, a "Student Case Management Referral Form" **MUST** be completed and forwarded to the administration. A response will be forthcoming.
- **Classroom Disruption:** Routine classroom behavior and/or conduct resulting in disruption to the educational process should be handled using the following disciplinary actions:
- **Initial Misbehavior**
  1. Teacher-student conference. Identify the behavior(s) or conduct causing problem and discuss alternative positive behavior. Try to get a commitment from the student. Use positive reinforcement if possible.
  2. In-class disciplinary action. e.g., loss of privileges.
  3. Detaining students after school - notification to parents. Parents must be notified in writing the day before the child is to be kept after school. Students will not be allowed to use the telephone to notify parents concerning detention after school. Parents should

return the signed detention form. A COPY OF THIS SIGNED DETENTION FORM IS TO BE SUBMITTED TO THE OFFICE.

4. If a student presents an immediate and serious discipline problem, use the emergency call button located in your room or send a reliable student to the office to summon an administrator. Office referrals should be used as a final resort in order to make it a significant experience.
- **Repeated Misbehavior**
    1. Parent contact (documented)
    2. Initiate an anecdotal record (SCM Form)
    3. Ask for guidance from the counselor. The counselor will refer students to administration except in cases of emergency.
  - **School Board Directive**

After-school detention is an authorized disciplinary measure for students. However, inherent in the implementation of the detention program is notification to the parent. So as to ensure the safe transportation to and from school following the detention, a parent should be given at least 24 hours notification in order that they may either make arrangements for transporting the student home at the conclusion of the detention period or contact the school to arrange for a “reasonable extension of time” to serve detention. It is your professional responsibility to wait until the student has been picked-up. Under no circumstance is a student to be left unsupervised.
  - Teachers are encouraged to use the District’s Assertive Discipline Plan in their classrooms to eliminate unacceptable behavior before sending the student(s) to the office. Once the plan has been implemented and the teacher has been unsuccessful in handling the problem, only then should students be sent to the office. Teachers sending students to the office will use the Student Case Management Referral Form. The student should also be given an assignment in case the problem cannot be handled immediately in the office. The first time a student is sent to the office, the student and counselor will discuss the problem and define the steps necessary to solve the problem. The teacher will be informed of the steps taken. At this time other school resources may be called upon for assistance. If the problem recurs, the teacher, assistant principal, counselor, or community involvement specialist will contact the parent to assist in assuming responsibility for solving the problem. Continued disruptive behavior may lead to more stringent action, such as indoor suspension, recommendation to an alternative school program or (based on the seriousness of the offense) to suspension, expulsion or exclusion as provided for in the School Board Policy.
  - **Student Case Management (SCM) Referral System (Referral to Administration):**

This District-Adopted Referral System must be used when referring any student to the administration for disciplinary action. All top sections of the form are to be filled out by the referring staff member. Note witnesses to behavior, if appropriate. Administration will determine if the behavior warrants entry into the student’s permanent record. The entry can be made at any time. The system is designed to record patterns of behavior, not isolated incidents. Administrative action can be determined by examining the Referral Action and Student Services Codes.
  - **Suggestions for Maintaining Good Student Behavior and Discipline:**

Good behavior and discipline are best thought of as being positive, not negative; of helping a student adjust, rather than to punish; of turning unacceptable conduct into acceptable conduct. Order and discipline may be described as the absence of distractions, frictions and disturbances that interfere with the functioning of the student, class and school.

**NOTE: The first day and first week of school are most important in defining behavioral expectations. After a holiday or recess, it is a good practice to review your rules with students to reset the tone and expectation.**

## **General Tips on Classroom Management**

### **Some Do's:**

1. Let students become aware of their rights and responsibilities in the classroom.
2. Permit students to grow towards independence and self-discipline.
3. Involve the students in the listing, discussing, and understanding of some basic behavior standards.
4. Limit the number of rules and post them for periodic review.
5. List rules in a positive manner. We \_\_\_\_\_; rather than Don't \_\_\_\_\_.
6. Use behavior episodes, open-ended situations, role playing techniques to help students analyze and understand reasons for having and observing standards of conduct.
7. Use self-evaluation techniques. Discuss with students the criteria for determining if the behavior is appropriate. Provide opportunities for them to evaluate their own behavior.
8. Be as consistent as possible from day to day and from student to student.
9. Learn and use students' names as soon as possible. Pronounce them correctly.
10. Speak in a low, well-modulated voice. Pause and wait, if necessary, for attention and quiet.
11. Vary classroom routine occasionally. Students, like adults, like variety.
12. Praise students. Expect them to behave well and praise them for their good performance. Everyone likes to hear that he/she is appreciated.
13. Reprimand, when you must, in private; never publicly.
14. Try to find out facts when an incident occurs in your classroom. Ask, "What happened?" before "Why?"
15. Get to know each student as an individual. Try to find out something special about each one.
16. Confer with parent. Let them know how important you feel school cooperation is.

### **Some Don'ts:**

1. Make threats or promises you are not able to keep.
2. Punish the entire class for the actions of a few. If the majority of the class is misbehaving, take time to re-examine the situation.
3. Assign lines for punishment.
4. Assign academic work as punishment.
5. Place student outside the classroom unsupervised. If student needs to be excluded from class, send him/her to the office with a note.

### **Suggestions in maintaining appropriate classroom management:**

1. Maximize the amount of time the student spends engaged in learning.
2. Use direct instruction techniques.
  - Motivate – Learning is more effective if the student sees a reason for learning. **NEVER** begin a lesson with "Open your books."
  - Share the objectives with the students so they understand the expectations. (Attention Organizers).
  - Relate to previous learning.
  - Teach to the objectives.
  - Provide independent practice.
  - Evaluate.
3. Plan tasks and activities, which have a high probability for success.
4. Provide immediate and specific feedback.
5. Maintain an orderly, warm classroom environment in which academic goals are given a high priority and positive reinforcement and incentives are used.

## **CLINIC**

When a child comes to the clinic because of an illness or an accident, a clinic pass or a note describing the problem should accompany him/her. The office will contact parents or persons named in the emergency contact information. No medication or treatment may be administered by any school

personnel. No child may bring or take any medication unless proper documentation is on file in the office, and then only under supervision of a trained personnel.

**CODE OF ETHICS OF THE EDUCATION PROFESSION FOR THE STATE OF FLORIDA**

- Education Standards Commission (See Appendix A for The Principles of Professional Conduct for the Education Profession in Florida).
- Standards of Competency (See Professional Performance 6B-5 in the Florida Administrative Code.)
- Copyright Laws; Teachers are obligated to comply with copyright laws concerning computer disks, video recordings and all printed materials.

**COFFEE/EATING IN PROCEDURES**

In order to maintain a safe and professional classroom environment, teachers are asked to refrain from making coffee in the classroom. Please use the Teacher’s Lounge for these activities. BREWING COFFEE IN STUDENT/TEACHER WORK AREAS, CLASSROOMS, OR CLOSETS ARE A SAFETY-TO-LIFE VIOLATION.

**COLLECTION OF MONIES**

Money collected for school pictures, insurance, or special activities must be submitted to the treasurer in the office each day. **No money should be kept by teachers overnight.** Plans involving collection of funds must be cleared with the principal before they are implemented. All monies collected must be submitted with a RECAP OF COLLECTION SHEET listing the students’ names and the amount collected. These forms are available in the office. See Mrs. Telma Sola, the Treasurer, if you have questions concerning these procedures.

**COMMITTEES**

The following is a list of Oliver Hoover Elementary School Committees:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| Multi-Cultural                | Attendance                        |
| Safety/School Wide Discipline | Professional Learning Communities |

The principal will be responsible for electing/selecting a chairperson. The chairperson will be responsible for scheduling meetings, setting up the agenda, and setting the pace of the meetings. They must also make sure that the outcomes of the meeting are disseminated to the staff. The chairperson must make certain that the goals of the committee are being met.

**The Committee Chairperson is responsible for maintaining a log with the Committee Minutes that can be found in the Appendix.**

**COMMUNICATIONS OUTSIDE OF THE SCHOOL**

**No letters or notices bearing the school's letterhead are to be sent to parents, agencies, organizations, or individuals within the school without being approved by the principal.**

Teachers and other personnel who send communications to the parents via the student or U.S. Mail such as bulletins, flyers, homework assignments, letters, notices, notes, progress reports, etc. are directed to proofread the written or printed material for grammatical errors, incorrect spelling and punctuation, and legibility before forwarding it. Written assignments placed on the whiteboard should be scrutinized by the same aforementioned process in order to avoid criticism and embarrassment. Communications generated, displayed, forwarded and distributed to parents, agencies and the school/community should depict a positive image of our school.

## CORPORAL PUNISHMENT

Under **NO** circumstances is corporal punishment to be administered at any Miami-Dade County Public School. Allegations of corporal punishment will be referred to the Department of Children and Families Services and the Miami-Dade County School Police for investigation.

## CUMULATIVE FOLDERS

All cumulative folders are to be kept in the office. Please see Mrs. Shah to check out any folder. The folders are NOT to be left in the classrooms. Each teacher is responsible for accurate and complete cumulative records for his/her students. They must be kept up-to-date at all times. Records for students who transfer to another location must be completed within three (3) days after the registrar informs the teacher of the student's withdrawal.

Check cumulative folders carefully (particularly of transfer students) for pertinent information (i.e. psychological evaluations, referral forms, etc.). Do this throughout the year as students transfer in and out. Please be cautious and aware of the following:

1. The information in the cumulative record folder is confidential.
2. Volunteers and students are not to handle cumulative record folders.
3. Cumulative records must never be taken from the school grounds nor are they to be left in the classroom overnight.
4. The cumulative records are located in the main office under the supervision of Mrs. Shah.

## CUSTODIAL PROCEDURES

### **A. The Custodial Staff:**

1. The custodial staff is responsible for daily cleaning of lavatories, emptying wastebaskets, vacuuming and routine cleaning. Scrubbing and waxing are done as necessary.
2. **At the end of each day, teachers please ask your students to put the chairs on their desk, or stack them.** This will assist our custodial team .
3. All requests for custodial/zone mechanic services are to be given first to an administrator for approval and then to either the Zone Mechanic or Head Custodian.
4. In an emergency, please contact the office and a custodian will be contacted.

### **B. Classroom Maintenance:**

1. Students should be encouraged and trained to develop an attitude of personal responsibility for careful use of their “home” at school. It is important to stop working before the end of the school day not only to evaluate the day’s work, but also to tidy up the instructional areas and to prepare for the next day. Chairs and instructional materials must be stacked or removed from floors to enable daily cleaning. White paper should be placed in the recycling box. Each student is responsible for his/her immediate seating area; furniture must not be written on, marred nor defaced in any way. No tape is to be used on carpets or chalkboards. ***PLEASE REFRAIN FROM EATING INSIDE THE CLASSROOMS.***

2. At the close of each school day, all desks, bulletin boards, shelves and tables are to be cleared and arranged neatly.
3. Complete the Custodial/Zone Mechanic Request form found in the back of this handbook if you need any issues addressed and submit to Mrs. Aguilar for approval.

Your cooperation is needed to keep our school clean and attractive. If you encounter problems with the cleaning of your rooms, notify an administrator in writing.

*You cannot make special/individual arrangements to have the building open for you after 6:00 p.m. or weekends without permission of the principal/designee.*

## **DETENTIONS**

Students in grades K-5 may be kept after school for detention. Make sure that a Detention Form is sent home and returned signed by the parent before holding a child for detention. Parents should be given at least twenty-four hours' notice so they can make special arrangements for transportation, if necessary. Any staff member assigning a detention will assume the responsibility of supervising the student until the time he/she is picked up by a parent or guardian. The Detention Form is available in the Appendix.

## **DRUG-FREE WORK PLACE**

Miami-Dade County Public Schools and its employees' unions recognize that substance abuse in our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, low productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. Miami-Dade County Public School Schools and its employees' unions share a commitment to solve this problem and to create and maintain a drug-free work place.

## **EMERGENCY PROCEDURES**

### **A. Rainy Day Plan**

Encourage your students to plan ahead with their parents so they will know exactly what to do if it is raining at dismissal time. It is impossible to allow students to call home to make arrangements on rainy days.

### **B. Procedures for Visitors**

All visitors to the school must report to the Main Office to receive a visitor's pass. Parent Conferences must be scheduled during non-instructional time. Instruction cannot be interrupted to meet with parents/guardians. All staff members share in the responsibility of questioning strangers in the building. The office is to be notified if problems arise.

### **C. Emergency Plans in Case of Disruption**

A public address system announcement, "**CODE RED**" or "**CODE YELLOW**" will alert staff members to any problems arising from outsiders entering the building. Refer the Appendix of this Handbook for the detailed procedures.

### **D. Fire Drills**

Monthly fire drills are held in accordance with state requirements. Pupils are asked to obey instructions, which are posted by the exit doors in each room. Teachers are to be familiar with the evacuation route for each of their classrooms. The signal for evacuation of the building is a continuous, high-pitched sound over the public address system. The signal to return to the building is a long ring of the bell. Procedures are as follows:

1. Children leave classroom immediately in single file and follow assigned route(s).

2. Teachers must check to make certain all children are out of the classroom, follow students out building, and close doors.
3. Silence is to be maintained during the entire fire drill.
4. Pupils will remain outside until the “all-clear” signal is rung.
5. Students who are in the resource center, lavatory, etc. at the sound of the fire alarm are to leave the building at the nearest exit and join the nearest group outside the building.
6. All school personnel participates in fire drills. This includes visitors in the building.
7. These instructions should be given to pupils on the first day of school.

### EMERGENCY PROCEDURES FOR SERIOUSLY ILL OR INJURED STUDENTS

It is imperative that every student in every homeroom have a completed **EMERGENCY STUDENT DATA FORM** on file in the office. All members of the school staff are expected to study the following procedures and fix clearly in their minds what is to be done in case of an emergency.

When a child is judged by the classroom teacher or person in charge of the activity to be seriously ill or injured, follow these procedures:

1. The teacher shall immediately use the Emergency Call Button to alert the office, principal and/or an assistant principal.
2. In cases of serious illness, make the child as comfortable as possible under the circumstances. Do not attempt to move the child until assistance arrives.
3. In case of an accident, take First Aid measures depending on the nature of the accident. (Each staff member should have a basic working knowledge of First Aid).
4. Office staff will notify the parent and/or relative listed on the Emergency Contact Card.
5. In cases where the parent or others listed on the Emergency Student Data Form cannot be reached and it is apparent that immediate professional help is needed, the administrator in charge shall contact the police for the purpose of summoning help.
6. All accidents are to be reported to the office staff by the teacher in charge of the group or activity in writing on Miami-Dade County School forms. **However, an injured student is not to be sent to the teacher where the incident originally occurred. The teacher receiving the report must complete the report based on student account of the event.**
7. If in doubt about the seriousness of an injury or illness, take action that assumes the worst. Don't assume all will be OK in time.
8. When a teacher must leave the room to bring a child to the office, notify the teacher closest to your room to monitor your students and later notify the main office.
9. An accident report must be completed by the supervising teacher and given to Mrs. Shah in the main office.
10. In more serious cases, an incident report must be completed by the administration, who will then fax it to Region and the District offices.

### EMERGENCY TEMPORARY INSTRUCTOR PLANS

Emergency plans should be developed with three days of work for students. **These are not regular substitute plans that you would prepare if you knew you were going to be out.** These will be used only in case of an emergency during your absence. Updated emergency substitute plans should be kept on **file in the Main Office and must be turned in to Mrs. Sola at the main building and Mrs. Acevedo at the PLC no later than the end of the day Wednesday, August 23<sup>rd</sup>.** It should include: attendance roster, all subject area work, seating chart, lunch numbers, dismissal procedures, daily schedule, school map, fire drill map, and a copy of the safety and security plan, including Code Red and Code Yellow Procedures.



## ENTRY INTO SCHOOL BUILDING AFTER THE SCHOOL DAY

Official permission must be obtained from the principal to enter the school building during hours that the school is not officially open for school business.

## EQUIPMENT/REMOVAL OF SCHOOL EQUIPMENT

All school equipment leaving the building must be signed out on the official **Approval of Off-Campus Use of School Board Property** (FM-2380) which is available online. This form must be approved by the principal or designee.

## EMPLOYEE ASSISTANCE PROGRAM

A wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance and/or attendance. Assistance will be provided to such employees through the Employee Assistance Program (EAP). The EAP is intended to help employees and their families who are suffering from such persistent problems that may tend to jeopardize an employee's health and continued employment. The program goal is to help individuals who develop such problems by providing for consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree which will prevent them from working effectively and result in a possible termination. Appropriate measures will be taken to ensure the confidentiality of records for any person admitted to the program, according to established personnel file provision, state statutes and federal regulations. Further details, e.g., job security and employee rights are furnished in both the School Board Regulations and the Union contracts.

**For further information, meet with the Principal.**

## ESOL RECORDS MAINTENANCE

**The maintenance and update of all Limited English Proficient Students is the responsibility of the assigned classroom teacher delivering the program.**

To ensure compliance with ESOL procedures, please ensure that:

1. There is evidence of alternative assessments appropriate for ELL students in content area courses, i.e. lesson plans, work folders, and/or gradebook.
2. Appropriate provisions as per grading codes are stipulated in the Student Progression Plan. See the [Student Progression Plan](#) on pages 59-64.

ELL STUDENTS WILL BE TESTED ONCE A YEAR DURING THE STATED MANDATED ACCESS TESTING DATES AND/OR UPON ENTRANCE TO THE SCHOOL SYSTEM WHERE A STUDENT HAS BEEN IDENTIFIED BY THE HOME LANGUAGE SURVEY.

**The ELL Committee must convene when:**

1. Student progress is in question,
2. A referral to a school support team is made,
3. An academic improvement plan is required, and/or
4. Any other time it becomes necessary due to lack of progress.

**It is the responsibility of the teacher to request an ELL Committee Meeting.**

## FACULTY MEETINGS

Except in a school emergency, no more than two faculty meetings shall be conducted each month, excluding meetings on planning/preparation days; teachers are required to extend the workday for the purpose of attending faculty meetings. Such meetings shall be of no more than one hour duration and shall begin no later than ten (10) minutes after students are dismissed. As an option, we may utilize one Wednesday per month as one of the two authorized faculty meetings. Our scheduled faculty meetings will be held on the first Wednesday of each month. Please note the dates on your calendar and plan to attend unless otherwise announced. Personal appointments and parent conferences should be scheduled around these dates. Attendance at faculty meetings is part of your professional responsibility. ***If you are unable to attend a scheduled meeting, you must advise the principal in writing.***

### FIELD TRIPS

Those students who have an outstanding lunch balance will not be able to attend any field trips or special activities. Neither will those with excessive absences and/or tardies. Please read the specific Field Trip Memorandum in the Appendix.

**Important: ALL CHAPERONES MUST BE CLEARED AS VOLUNTEERS.** Please remember that this takes a long time to process and no exceptions are allowed.

### FISCAL PROCEDURES

The responsibility of school funds, expenditures and receipts, is that of the principal. Under no circumstances should any member of the staff order materials, equipment and supplies or collect money from students without the approval of the principal.

### FLORIDA B.E.S.T. STANDARDS

Teachers in grades kindergarten through fifth grade are to use the Florida State Standards. Every teacher has access to the [Florida B.E.S.T Standards](#). Please follow the link for further information. This gives each teacher the framework for an instructional program, of which 70% mastery must be maintained. Time elements in the basic skills must be followed and addressed during the grade-level meetings. Accurate record keeping is essential. Every student must have a folder containing current and graded work. Samples of home learning should also be included. The number of folders should be determined by the amount of cross grouping each grade level does. ***Remember, your gradebook is a legal document!***

### FUND RAISING DRIVES - SELLING OF MERCHANDISE OR SERVICES

In order to provide its employees with the opportunity for united participation in the financial support of the services performed by the humanitarian agencies of this community, an annual United Way drive among school personnel is approved. Any other type of fund raising must be approved by the principal. No other fund raising drives are to be conducted among school personnel. Under no circumstances should a school employee capitalize on his/her position in the Miami-Dade County School System to sell merchandise or services. To do so is a violation of School Board Rules.

### GIFTED REFERRALS

Students exhibiting enhanced academic success and superior thinking skills may meet criteria for the gifted program. Children demonstrating these superior qualities should be identified and referred to Dr. López as early as possible.

## GRADEBOOK

**Your gradebook is a legal document!** All teachers are required to maintain their electronic gradebook indicating evidence of student performance.

1. The date and type of activity (objective) should be noted.
2. Sufficient grades upon which to determine the nine-week grade are to be included; a minimum of one grade per week, per subject is required.
3. Test grades and homework completion information are to be included.
4. Effort and Conduct grades are to be included.
5. Each entry should include a brief description of the objective and the date of the activity.
6. All grades must be inputted in the electronic gradebook.
7. A record of parent conferences must be maintained.
8. A record of attendance must also be kept in the gradebook.

## GRADE LEVEL/DEPARTMENT CHAIRPERSONS' DUTIES

As permitted by contract, there will be grade-level chairpersons at the elementary school level for each ten basic classroom teachers per school. To implement their primary goal, providing leadership in the development of quality instruction for students, the responsibilities of our grade-level chairpersons are outlined below.

- **Responsibilities**

The grade level chairperson shall be assigned one or more of the school level responsibilities listed below to the extent release time and duty free time permits. The responsibilities have been attached in the appendix.

- **Recommendations for Group Meetings**

Weekly grade level meetings are required for the purpose of:

1. Planning school and county events.
2. Updating records and sharing information.
3. Improving professional performance.
4. Suggestions for improving student performance/attendance.
5. Sharing teaching strategies and discussing concerns.
6. Discussing techniques for maintaining discipline.
7. Developing grade level objectives and plans.

- **Suggested Topics for Discussion and Planning**

1. School Improvement Plan
2. Comprehensive Research-based Reading Program
3. Grade Level Objectives
4. Scheduling
5. Student Progression Plan
6. Discipline Guidelines
7. Home learning Policy
8. ESOL articulation and classroom follow-up
9. Bilingual Curriculum Content Articulation (BCC Plans)
10. Human Growth and Development Curriculum (HGD)
11. Career Awareness

12. Special Events (assemblies, field trips, etc.)
13. Psychological referrals.
14. SPED referrals/placement
15. Cumulative Record review/update
16. Emergency Contact Information

▪ **Resources**

Please make sure that you have the following bulletins on hand and use them in planning meaningful learning activities for all students.

1. School Improvement Plan
2. Comprehensive Reading Plan
3. Student Progression Plan
4. Florida State Standards
5. Pacing Guides
6. S.T.A.R. Practice Tests and Schedule
7. F.A.S.T. Practice Tests and Schedule

**The Grade Level/Department Chairperson is responsible for maintaining a log with the attached Grade Level/Department Meeting Summary that can be found in the Appendix.**

**GRADING CRITERIA  
(SCHOOL BOARD RULE 6 G x 13-5B – 1.02)**

Student evaluation is an important aspect of the total instructional program. Evaluation devices are to be used for assessment purposes to show each student, the parent(s), as well as the student’s teacher(s), what the student has mastered, where the student needs help, and how to motivate the student for continued learning. Teachers’ oral and written tests, group discussions, written work, student folders, checklists, and observations are representative of the means used to determine student progress. Examinations or unit tests shall be averaged as a part of the grading period evaluation in which the examinations or unit tests are given.

**1. Grading and Checking Papers**

All written work assigned to students should be checked. Research indicates that the more immediate the feedback, the more effective it is. Students benefit from checking their own papers. However, this process needs close teacher supervision. Work going home or kept in work folders needs to be carefully checked by the teacher. Teachers must carefully review test papers. If several students miss the same question or if the class results are low, consideration needs to be given to the quality of instruction and validity of the test item or test. Tests should be reviewed with students and missed items should be corrected. Re-teaching may be necessary to correct identified areas of deficiency.

**2. Academic Grades**

By School Board directive, academic grades are to reflect the student’s academic progress. The grade must provide, for both students and parents, a clear indication of each student’s academic performance as compared to norms, which would be appropriate for the grade or subject. Students performing at a level in the basic skills which meets the requirements for promotion specified in the Student Progression Plan should receive academic grades of A, B, C, D, or F unrelated to the student’s effort or conduct. Grades in all subjects other than the basic skills are to be based on the student’s degree of mastery of the instructional objectives for the subject. The determination of the specific grade a student receives must be based on the teacher’s best judgment after careful consideration of all aspects of each student’s performance during a grading period. Documentation to substantiate a grade must be kept in the student’s folder.

**3. Academic Grading System**

The following is an explanation of the academic grading systems that are to be used in grades K-12.

1. **Kindergarten**

**E** = Excellent progress

Code “E” (90-100%) indicates that the kindergarten student has demonstrated mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a level above that which is expected in the kindergarten program.

**G** = Good progress

Code “G” (80-89%) indicates that the kindergarten student has demonstrated above average mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a high level in the kindergarten program.

**S** = Satisfactory progress.

Progressing toward grade level expectations Code “S” (70-79%) indicates that the kindergarten student has made satisfactory progress in mastering instructional objectives appropriate for the kindergarten program. The student is performing at a level which will permit him/her to successfully complete the essential objectives of the kindergarten program.

**M** = Minimal progress

Code “M” (60-69%) indicates that the kindergarten student has mastered the minimal instructional objectives for the kindergarten program. The student consistently performs at the lowest acceptable level in the kindergarten program.

**U** = Unsatisfactory progress

Code “U” (59% and below) indicates that the kindergarten student has not mastered the minimal instructional objectives for the kindergarten program. The student consistently performs below acceptable levels in the kindergarten program.

Each parent is to receive an Interim Progress Report each grading period. **Parents are to be notified immediately when a student is in danger of failure or doing unsatisfactory work.**

1. **Grades 1-5**

The following factors should enter into the determination of grades:

- a. The level of mastery of instructional objectives
- b. Teacher-made tests
- c. Daily classwork
- d. Home learning
- e. Observation of oral classroom performance
- f. Progress in Diagnostic/Prescriptive programs
- g. Temporary social or emotional adjustments

2. **Numeric Equivalents**

When a numerical equivalent to an assigned letter grade of A, B, C, D, or F is used, the following applies, and shall be communicated to students:

A	90 - 100%	Outstanding
B	80 - 89%	Good
C	70 - 79%	Satisfactory
D	60 - 69%	Minimal; improvement needed
F	0 - 59%	Unsatisfactory

**NOTE: If a student is working below grade level, the appropriate comment (comment #21-Working Below Grade Level) must appear on the Report Card, with the exception of students enrolled in our Special Education program and whose IEP (Individualized Education Plan) indicates this; no student**

who is working below grade level (except **SWD**) should be earning grades “A” or “B” when this comment is given. **Please see the [Student Progression Plan](#) for more information on grading criteria for SWD.**

**HALL PASSES**

Students must have a hall pass and a buddy when leaving your classroom. **NO EXCEPTIONS.** All students found in the hall without a hall pass will be sent back to their classroom.

**HOLIDAYS**

On a school day which immediately precedes a holiday, the teacher’s day shall end at the close of their students’ day.

**HOME LEARNING POLICY**

The District objective for all Miami-Dade County students is as follows:  
Schools will continue to implement the School Board policy requiring that home learning be regularly assigned, reasonable in nature, reviewed by the teacher, and communicated to the parents. Furthermore, textbooks shall be available, as necessary, for students to complete such home learning. Home learning is important because it provides the opportunity for students to reinforce skills they have been taught. Even more important is the fact that home learning involves parents in the education of their children. The school’s compliance with this policy will be evaluated as part of the audit process and as part of the teacher’s evaluation.

Home learning provides an opportunity for remedial drill, for developmental practice, for enrichment activities, and for the development of study skills and self-discipline.

Parents and students need to be reminded that it is good training to set aside a special, quiet place and time either in the afternoon or early evening for a child to spend studying or reading for pleasure. This would help to foster good study habits and improve a child’s reading ability.

- **Home Learning provides the opportunity for:**
  1. Reinforcing skills already taught
  2. Making up work when a child has been absent
  3. Doing new and interesting special projects
  4. Utilizing skills learned in school, such as reading a book for enjoyment
  5. Seeking parental help with drills, such as number facts and spelling
  6. Viewing educational TV programsThe amount of time on home learning should be reasonable and should depend on the age of the child, his/her ability and grade level. At the beginning of the year, students and parent should receive a home learning policy established by your grade level.

- **Frequency and Quality of Home Learning Assignments**  
Each school, when implementing this home learning policy, should consider these guidelines as daily averages:

<b>GRADE LEVEL</b>	<b>FREQUENCY OF ASSIGNMENTS</b>	<b>TOTAL DAILY AVERAGE</b>
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

Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific home learning assignments are not given, or when the home learning assignment is completed in an

expeditious manner, every student will read, minimally for thirty minutes as specified in the Board Rule.

- Under no circumstances should home learning assignments be given as punishment. All assignments should be meaningful and not just “busy work.”
- It is the responsibility of the teacher to inform parents if home learning assignments are not completed. Seek administrative support if parent assistance does not yield the desired results.

**Home Learning Suggestions...**

- Make sure the child understands the concept. Give the child an opportunity to get started before they leave class. Home learning should be reinforcing and meaningful.
- Vary the types of assignments according to the needs of the child. The child who does not miss spelling words on the pretest should not be asked to write the words five times each. If five or 10 problems can serve as review, do not assign 30.
- Make use of Dolch Word Lists and number fact sheets. Discuss with parents the best way they can help. Assign projects in small segments and review with student. Monitor Home Learning assignments to ensure children understand.
- Grade levels will send home a Home Learning statement to parents explaining the expectation and stating ways parents can help. Submit a copy of the policy to me for review by the end of the second week of school. The length of Home Learning assignments should vary depending on grade level.

**HONOR ROLL**

Students who have a record of outstanding academic achievement are recognized each report card period. An Honor Roll Certificate will be given to each qualifying student at their grade-level honor roll assembly. The criteria, as approved by the school’s Educational Excellence School Advisory Council, for receiving these awards is as follows:

Grades 1-5	Grade	Efforts	Conduct
<b>Principal’s Honor Roll</b>	4.0 or higher-grade point average in academic grades	All 1’s in Effort	All A’s in Conduct
<b>Regular Honor Roll</b>	3.6 grade point average in academic grades	All 1’s in Effort	1 B in Conduct allowed, all other Conduct grades are A
<b>Citizenship Honor Roll</b>		All 1’s in Effort	All A’s in Conduct

**Attendance/Punctuality:** Perfect attendance (no absences) during the grading period. (Note: For purposes of attendance awards, students will not be penalized for absences for religious holidays.) No more than five (5) tardies in the grading period.

**Includes:** Art, Physical Education, Music, and Spanish, if applicable. Note that C, D or F grades are not allowed and will disqualify a student from receiving the award.

**INTERIM PROGRESS REPORTS**

Interim Progress Reports go home no later than the fifth week of the marking period. They are sent out at this time to inform parents and allow the student time for improvement before the report card grade is determined. These reports should be signed by the parent, and returned to the teacher to file in the student’s folder.

Grades in the gradebook and work folder samples are to reflect student progress. No student will be retained unless proper documentation is maintained throughout the school year and available for review.

Follow-up telephone calls may be necessary if Interim Progress Reports are not returned or if conferences requested are not scheduled. Send duplicate reports if necessary, or ask the counselor for assistance.

**INTERNET AS A LEARNING TOOL (based on School Board Rule 6Gx13-6A-1.112)**

The purpose of providing students and employees access to the Internet is to promote academic excellence in the District’s educational objectives. This computer technology provides resource sharing, innovation and communication that will help launch today’s schools into the information age. Utilization of the Internet by students and employees must be in support of, and consistent with, the educational objectives of the District. When utilizing the Internet all users must adhere to the provisions of this rule and the standards of conduct established in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4A-1.21, Responsibilities and Duties. Participation in district computer based programs at home extends and enhances daily instruction.

**LEAVING CAMPUS DURING THE SCHOOL DAY**

Staff members are permitted to leave the campus during their designated lunch period without administrative approval; however, they must sign in and out in the office. Persons who find it necessary to leave the campus at any other time during the work day, must have approval from the principal by **filling out Permission to Leave Form with a 24 hour notice** and must also sign in and out in the office.

**LESSON PLANS**

- A. Lesson Planning**  
Daily lesson plans are required in advance on a weekly basis. All plans must indicate the standards, instructional objectives, procedures, home learning assigned and evaluation procedure. Pages in teacher’s manuals, ditto or content unit pages should be included if applicable. Lesson plans will be reviewed periodically and are part of your IPEGS evaluation. Lesson plans must be available during classroom visits as well as during formal observations.
- B. B.E.S.T State Standards**  
The objectives should be included in the teacher’s lesson plans for teachers in grades kindergarten through fifth grade.
- C. Substitute Plans**  
Information for substitutes is to be included in the front of your plan book. A substitute folder containing alternative activities should be available on the teacher’s desk at all times. **Remember to include dismissal information, as well as any Emergency Information such as Fire Drill Procedures, Tornadoes, Code Red or Code Yellow Procedures.** This does not replace the three day Emergency Plans that are kept in the office. Emergency Substitute Plans will be kept in the Main Office and are to be used exclusively when an emergency arises. Please make sure to replace them should there be a need to use them.



## LOCATION OF POLICIES AND PROFESSIONAL INFORMATION

Rules, regulations, and procedures from the following documents are located in the principal's office: Florida Statutes (Chapters 120, 228-446), Labor Contracts, School Board Rules, and the Florida Administrative Code (state Board Rules).

**Additionally, B.E.S.T State Standards, Student Progression Plan, Standards of Excellence, Catalogue of State Adopted Material, School Board Rules, Code of Student Conduct, IPEGS, and professional magazines, etc. are part of the professional section in the Media Center.**

## MAILBOXES

Mailboxes should be checked and emptied upon arrival in the morning, and before leaving at the end of the day. All pertinent information for staff members will be posted on the bulletin board in the office. **Students are not allowed to retrieve items from staff mailboxes.**

## MATERIALS AND SUPPLIES

Basic supplies will be provided to teachers at the opening of school. If you need additional supplies, fill out the supply request form available in the office and leave it in the designated location. All supply requests will be filled within 48 hours, or as soon as possible.

## MEDIA CENTER

### A. PHILOSOPHY

- The goal of the media program is to support, complement, and expand the instructional, program of the school.
- Media services and resources permeate the entire curriculum and strive to meet the varying needs of all learners.
- The media center provides a learning environment that promotes inquiry, creativity, self-direction, and communication of ideas through both print and non-print media.

### B. AUDIO – VISUAL EQUIPMENT

- All audio-visual equipment will be assigned to the media center's inventory.
- Teachers may check out the equipment they need.
- Equipment will work better if it is kept clean and in its case when not in use.
- Malfunctioning equipment should be returned to the media specialist with an attached note explaining the problem.
- Missing or damaged equipment is to be reported to the media specialist immediately.
- Projector bulbs and audio lamps are available in the media center.
- Please ask for the media specialist for help if you need assistance in changing them.
- Students should not open electrical equipment or move televisions.
- If you are unfamiliar with the use of a particular piece of equipment, or need "brushing up," the media specialist will gladly give you a demonstration on the use of equipment.
- It will be the media specialists' responsibility to keep a record of all AV equipment that each teacher has checked out, and to help conduct periodical inventories of equipment.

### C. FILMS/VIDEOTAPES

- Films, videotapes must be on the approved list of the M-DCPS Media Catalog.
- If you would like to show a YouTube video to support or complement your instructional routine, please email the link to Administration for approval *prior* to showing it to your students.

**There will be no exceptions.**

## MEDIA RELEASES

There are instances when students may be recognized for any of a variety reasons via newspapers, television, websites, or other forms of media. In order for a student to be recognized in any school event that may have media coverage, it will be necessary to obtain parental consent from the parents/legal guardians. The consent form can be found online in Records and Forms, Media Release Parental Consent Form (FM-5737), and will be provided for you to send home with all students in your class at the beginning of the school year so that consent may be obtained well in advance of perspective events. If you have any questions, please see Mrs. Montero in the Media Center or an administrator.

## MEDICAL EMERGENCIES

If a student or staff member is seriously injured, the principal or designee must be notified at once and the proper forms must be completed. The principal or designee will make the decision to call 911. Remember the safety and welfare of everyone in the school is our number one concern.

## MONEY AND VALUABLES

- Do not leave any money in the building overnight.
- Do not leave money in or on your desk.
- No money is to be collected from students without the principal's approval.
- Do not leave purses or other valuables unattended.
- No money collected for any purpose shall be held overnight by the teacher.
- All monies collected must be turned in to the office and must be submitted WITH A RECAP SHEET listing the student's name, teacher's signature, amounts, and purpose of collection.
- ALL MONIES COLLECTED MUST BE TURNED IN TO MRS. SOLA BY 9:00 a.m.

## MORNING ANNOUNCEMENTS

Morning announcements will begin share via email. General announcements should be turned into the office with the date(s) when the announcement should be read. **Please turn these in one day in advance.** Announcements turned in at the last minute will not be broadcast. Forms are located in the Media Center. **Model the behavior you expect from your students. Please refrain from activities during the broadcast of morning announcements.**

## PARAPROFESSIONALS

### **Suggested Tasks for Paraprofessionals**

The paraprofessional should assist with the implementation of meaningful individualized and semi-independent reading activities as follows:

1. Flash word cards
2. Direct reading games
3. Discuss errors made on assignments
4. Listen to students read orally or discuss the story
5. Take small groups to the library to select appropriate books
6. Assist students with following assignments
7. Assist with drill work, e.g., phonics skills

8. Help students with make-up assignments
9. Correct students' papers
10. Assist students with notebooks
11. Read stories and poetry to the class
12. Assist the teacher by working with identified children
13. Supervise students working on special projects
14. Direct listening activities

## PARENT COMMUNICATION

### Teacher-Parent Conferences

Research has shown that keeping parents informed and involving them in the school's activities positively impacts learning. Article XX, Section of the UTD Contract requires teacher-parent conferences to occur when students display a "consistent pattern of disruption or demonstrate unacceptable academic achievement as a result of not exerting sufficient effort." It is also urged that conferences be scheduled when students are in need of academic strengthening and when they are determined to possess unique academic potential.

#### Guidelines

1. Teachers should log teacher-parent conferences in their official grade books and specify whether such contact was in person, by telephone, or through written correspondence.
2. When required parent contact is not achieved, evidence of attempts to contact parents should be recorded in the grade book on a log and referred to the guidance counselor for follow-up.
3. We are directed by the superintendent to communicate with parents and to keep records of all contacts.
4. Important contacts for documentation of student behavior or academic problems should also be recorded on Student Case Management Referral Forms (SCM). All SCM forms completed and sent to the office will be placed in the computer and become part of the student's permanent record. See the guidance counselor or administration for assistance if necessary.

#### School Communication

1. **Parent/Student Handbook:** Each year every student receives a Parent/Student Handbook with information concerning routines and regulations. Staff members should keep a copy on file.
2. **Annual Report of School Progress:** This report explains to parents the school's programs and accomplishments and is sent home each year in November.
3. **Home Learning Policy:** Each grade level distributes a grade level Home Learning Policy informing parents of expectations and daily assignments.
4. **Monthly Calendars**
5. **Special Bulletins**

**ALL PARENT COMMUNICATION LEAVING THE BUILDING, EXCEPT PERSONAL TEACHER NOTES MUST BE CLEARED WITH THE PRINCIPAL.**

## PARENTAL INVOLVEMENT

Parental involvement is greatly encouraged at our school. Parents are to report to the office before entering classrooms or any portion of the building. Teachers may not hold informal conferences with parents during the time when they are responsible for supervising students. Furthermore, **do not impart any information** to parents regarding any aspect of the school other than exactly what pertains to you

and your teaching. Please refer parents to an administrator instead. Never disclose or discuss information regarding students with anyone other than the parents/guardians responsible for a given pupil.

## PERSONNEL RECORDS

The following documents establish the procedures to be followed regarding personnel records: FLORIDA STATUTES 231, 291, MDCPS – UTD contract article XV (pp. 50 –52), and School Board rule. Basically, these documents provide safeguards in the form of due process provisions regarding what is (or is not) placed in an employee’s file and who may (or may not) read existing documents. Public access is denied for assessment records (prior to July 1, 1983), medical, psychological, psychiatric reports, payroll deductions, etc. assessment after July 1, 1983 will not be available until one year after the year of record. No anonymous information of any kind shall be placed in an employee’s personnel records.

## PHOTOCOPIES

All teachers will be responsible for submitting their copies to Ms. Alina Baldomero. Please allow 48 hours for copies to be returned to you. Additionally, only staff members are authorized to use the school equipment. Volunteers are not allowed to use copy machines.

## PLANNING DAY PROCEDURES

### A. Planning Days

On days scheduled for teacher planning, meetings will be kept to a minimum and you will be notified of such meetings in advance. However, these workdays provide an excellent opportunity to plan with your grade level teachers as well as with special area teachers, e.g., ESOL teachers, Spanish SL teacher, computer lab teacher, and media specialist. A conference with the guidance counselor or a teacher who also teaches your homeroom students is beneficial. Planning ahead will help you in ordering films, setting up field trips, or inviting guest speakers. Parent conferences can be scheduled on these days, around any required meetings. The office staff and other support personnel will assist you whenever possible. **Lunch is scheduled from 11:30 – 12:30.** Please clear any visitor on a planning day with the principal PRIOR TO THE PLANNING DAY.

### B. Professional Development Days

The transmittal of information, exchange of ideas, and staff interaction are vital to the educational process. Routine medical/dental appointments should not be scheduled on these days.

## PLANNING TIME FOR GRADE LEVEL

Grade Levels are required to meet at least once per month at their scheduled common planning time. The grade level chairpersons should notify their grade level administrator of their scheduled meeting days and time by the end of the first week of school. The first and third Wednesday of the month are excluded. Attendance at grade level meetings is considered to be part of your professional responsibility and a part of IPEGS.

## PRAYER IN SCHOOL

You are requested to refrain from Bible reading and prayer of any kind in the morning or at school related functions where students are assembled.

Board Rule 6GX13–6A – 1.27 permits a brief interval of silent meditation. Please adhere to this School Board Rule in conducting all school-related activities where staff and/or students are in attendance.

### **PROGRAMS FOR ASSEMBLIES**

Any assembly held throughout the school year must have a program developed by the grade group or teacher that is sponsoring the event. Programs for assemblies should include the date, names of administrative team, school name, purpose or title of assembly and School Board information on back. All additional information is left up to the teacher or grade group's judgment. **The program must be approved by the principal before it is duplicated and distributed.**

### **PROGRESS REPORTS/REPORT CARD DISTRIBUTION**

Interim progress reports must be sent home midway through the grading period. These will be printed and distributed by Ms. Heistand. A notice of failure must be sent home as soon as it is observed that a student is doing unsatisfactory work. Please follow all instructions given by Ms. Heistand concerning progress report and grade book deadlines.

### **PUBLIC RELATIONS**

Our public image as a faculty is important and each of us is in a position to enhance or detract from it by our actions. Hopefully our high degree of professionalism in all areas will serve to enhance it. Please adhere to the following:

- Strive to answer all correspondence from parents, whether phone calls or written notes, promptly. This is particularly true in the case of questions and request for conference that come back on report cards.
- Don't let an unpleasant encounter with a parent result in loss of composure on your part. Arrange a conference with the parent and give him/her an opportunity to voice his/her frustrations. Your patience and understanding in such cases will usually result in the parent working with you rather than against you.
- Never discuss a child's progress or behavior with another child's parent. Even though it is difficult, at times, do not indicate to a parent that you agree with him when he/she blames another child for his own child's problems.
- Avoid discussing problems within our program with parents. They cannot solve them, but we, as a faculty, can try to do so through our collective effort.
- All written communications sent home by anyone should first be cleared by the principal.

### **REFERRAL OF STUDENTS**

- Students experiencing difficulties in academic, social or emotional adjustment or those showing gifted characteristics should be brought to the attention of the counseling staff. Review cumulative folders carefully to get information from previous teachers. Determine if any previous referral or psychological evaluation has taken place.
- In cases where you suspect that a child may have a learning difficulty which interferes with his/her academic growth, you are to refer the child to the Response to Intervention (RtI) Team/RTI/SST only after classroom strategies have been implemented in an effort to correct a particular situation (refer to sample strategies listed below).

- The primary purpose of the RtI/SST is to provide alternatives and strategies for students who demonstrate learning or behavioral problems that impede success in the classroom. Requests for evaluation by staff, administration or parents are to be processed using the RtI/SST procedures and a majority of the RtI/SST members must be in agreement before an evaluation is requested.
- Parent conferences should also be held to gain additional insight into the student's problem. If the problem persists, complete the initial RtI/SST Request for Assistance Form and set up an appointment with the guidance counselor and administrative staff to further discuss the problem.

**Under no circumstances are you to tell a parent that their child will be referred for psychological testing.**

### **ALTERNATIVE INSTRUCTIONAL STRATEGIES TO BE USED BEFORE INITIATING REFERRAL:**

- Critical in developing the necessary strategies for alternative instruction is the awareness that by some minor environmental or curricular adjustment, a student may be successfully accommodated within the regular educational program by the use of prescriptive teaching, programmed instruction and/or behavior modification; the student may be able to function within his/her class.

### **SAMPLE STRATEGIES**

1. Give preferential seating near the front of the class to minimize distractions.
2. Provide the student with positive reinforcement in the form of praise. An occasional phone call or a note to the child's parent may encourage acceptable behaviors.
3. Hold conferences with parent, teacher, and other pertinent school officials in order to establish a cooperative effort for the student's benefit.
4. Assist the student and parent in establishing a consistent study program at home in order to help organize the student with long term and short term assignments whenever possible.
5. Assign responsible duties in the classroom as a special incentive to the student.
6. Establish an after-school schedule whereby the student can receive small group or individualized assistance with specific tasks.
7. Implement and utilize anecdotal records in order to provide a more accurate appraisal of the student.
8. Whenever possible, provide the student with material that will enhance his/her understandings of the concepts being taught (high interest-low level books or magazines, tapes, filmstrips, field trips, manipulatives).
9. Consult with other teachers who are perhaps experiencing some success with the student in order to share ideas for effective approaches with regard to motivation and teaching.
10. Provide individualized diagnostic/prescriptive instruction in Reading and Language Arts.
11. Provide individualized diagnostic/prescriptive instruction in Mathematics.
12. Closely monitor progress, both academic and behavioral, in all classes and report to parents via "Progress Reports."
13. Reinforce behavior and work by praising child in front of class.
14. Offer a special incentive such as free time, no home learning, or a reading period as a reward for appropriate behavior.
15. Enhance student's self-concept by asking him/her to assist another student encountering difficulty with an assignment.
16. Utilize the student as a group leader if he/she demonstrated appropriate leadership qualities.
17. Initiate referral of the student for counseling and/or referral to the Response to Intervention (RtI)/School Support Team (SST).

## **PROCEDURES FOR REPOSE TO INTERVENTION (RtI)/SCHOOL SUPPORT TEAM (RTI/SST)**

1. The administration and counseling staff will set up an appointment with school psychologist, parent, and teacher. All parties will be informed as to the appointment time for the meeting. Coverage will be provided for teachers so they are available to attend the RtI/SST.
2. The RtI/SST will meet to consider the alternatives relative to the case.
3. *For the meeting, the teacher is expected to bring the following:*
  - Cumulative record
  - Reading Folder with documentation
  - Mathematics level
  - Work folders
  - Behavioral observation forms
  - Input from other teachers, e.g. Art, Music, ESOL, Media, Physical Education, Spanish
  - Assessment Folder
4. If it is determined by the RtI/SST that the course of action is a psychological evaluation the following will be completed by the appropriate personnel:
  - Referral for social history (emotional referrals)
  - Referral for speech and hearing evaluation
  - Referral for vision screening
5. Once all the mentioned paperwork is completed and collected, the case is sent to the Region Office, opened and assigned to the school psychologist. The case is evaluated and the results are disclosed to parents at a staffing.

## **PLEASE REFRAIN FROM INFORMING A PARENT OF MEDICAL DIAGNOSIS**

### **REQUEST TO LEAVE CAMPUS DURING SCHOOL HOURS**

When requesting permission to leave campus, please utilize the sign-out book in the Main Office. No authorization is required during your scheduled lunch time. **The principal or designee's signature is required on the permission form whenever a staff member requests to leave campus for any reason other than during their duty-free lunch. You must sign out in the book.**

### **SCHOOL DRESS CODE**

#### **A. Staff**

All persons employed by Miami-Dade County Public Schools are representatives of the school system and are highly visible examples to their students and should dress in a manner that sets a positive example and conveys to students that education is a serious and professional endeavor. As such, they are expected to conduct themselves in a manner that will reflect credit upon them and the system. Therefore, "neatness in dress and grooming" is an indicator of appropriate personal characteristics. School staff desiring to establish their own dress regulations that go beyond the district-wide dress code, or that deviates from it, must have such regulations approved by the Region Superintendent and adopted by the M-DCPS Board.

#### **B. Students**

The parents of this school voted for mandatory school uniforms. School Board Rule 6GX13-5C-1.031. establishes the framework by which schools will operate to enforce the mandatory school uniform policy.

## SCHOOL FINANCES

School Board regulations regarding school business are listed in 6GX1 3-3B. For limited classroom teacher involvement, the following information (regarding the collection of money) should be sufficient.

Money must be turned in to Mrs. Sola by 10:00 a.m. with a **Recap of Collections** (FM-1004). Please note that money must be turned in as it is collected. Teachers are not allowed to collect money and turn in their own personal check for the total amount. Transactions involving initial handling of money elsewhere than in the school's office must have prior approval of principal or designee.

### **DO NOT KEEP MONEY IN THE CLASSROOM UNATTENDED OR OVERNIGHT.**

Internal Accounting Procedures must be followed for the following money collecting activities:

- A. Book Club
- B. Field trips
- C. Any other activity approved by the Principal in accordance with established guidelines
- D. School/ Class Pictures

### **TEACHERS ARE NOT PERMITTED THE SALE OF ITEMS FOR PROFIT.**

## SCHOOL SECURITY

### **A. SCHOOL SECURITY PLAN WHILE SCHOOL IS IN SESSION**

- Teachers will keep all exterior doors closed and **LOCKED** at all times.
- **All staff must have their PHOTO ID at all times.**
- Classroom doors may be locked according to teacher discretion.
- In case of school wide danger, the following public address announcement will be made:
- **“CODE RED” ALL TEACHERS AND STUDENTS ARE TO REMAIN IN THEIR CLASSROOMS UNTIL FURTHER NOTICE.** This announcement will alert staff members to any possible danger. At this signal, the Head Custodian will report to the main office immediately for instructions. LOCK ALL DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. When the danger is over, we will announce, **“ALL CLEAR – Resume normal activities.”**

### **B. SCHOOL SECURITY PLAN WHEN STUDENTS ARE NOT IN SCHOOL** (Teacher Planning Days)

- Classroom doors will be closed and locked when pupils are not in school.
- Teachers who find it necessary **to stay after hours or return to school at night or on weekends should do so only after being given clearance by the principal.** The building is alarmed and police will be dispatched if you try to enter without prior authorization.

### **C. BREAK-INS AND THEFT OF SCHOOL PROPERTY**

- Please inform the office immediately of any items that are stolen or vandalized so that a Plant Security Report can be completed.

### **D. VISITORS**

- For the safety and protection of boys and girls, please do not admit any visitor to your classroom unless the visitor has received a pass from the office.
- In the event someone comes to your classroom without a note from the office or a pass, tactfully explain that you cannot interrupt your teaching to speak to them.
- Direct the visitor to the office or make an appointment to discuss the matter before or after school hours.
- Please discourage “drop-ins” and all unauthorized persons from entering your classroom (before and/or after school). Notify the office.



- No child will be permitted to leave the building with a visitor (this means parents, too) unless notification from the office has been obtained.
- All students must check out through the office. School Board employees visiting our building must sign the logbook in the office.

## SMOKING

No smoking is allowed anywhere in the building. Oliver Hoover Elementary School is a smoke-free workplace.

## STUDENT ATTENDANCE

There are probably no factors more important to a student's progress in school than regular and punctual attendance. Miami-Dade County Public Schools has a vision whereby each student engages in a rigorous course of study which prepares him/her for a myriad of successful post-secondary options. Students are expected to:

- be present at school each and every day;
- attend class as scheduled;
- arrive to school and class(es) on time; and
- demonstrate appropriate behavior and a readiness to learn.

Miami-Dade County Public Schools has the affirmative obligation to increase student attendance through a monitoring process that will classify all absences as excused or unexcused, to inform parent/guardians of student absences, and to see that the compulsory attendance laws are enforced as mandated by Florida Statutes. This obligation will be satisfied through the implementation of an attendance review procedure, which monitors the type and number of student absences as well as the impact of these absences on learning.

### I. Attendance Defined

- School Attendance - Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student for two hours of the day as per school board rule.
- Class Attendance - Students are to be counted in attendance if they are physically present in class or have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- Tardiness - It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). Accumulated unexcused tardies will be counted towards the threshold for initiating attendance review.
- Early Sign-outs – 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 30 minutes of the school day** unless authorized by the principal or principal's designee (i.e., emergency, sickness).

### II. Responsibilities Defined

#### The principal is expected to ensure that:

- Attendance/tardiness is taken and recorded by duly authorized persons at a designated time(s) every official school day.
- A review of classes that have excessive absences is made in order to determine if the quality of instruction is a factor in the failure of students to attend class on a regular basis. Should this be the case, he/she will initiate appropriate action to upgrade the quality of instruction in the classroom(s) in question.

- A duly authorized person(s) determines the status of each absence/tardiness. The steps outlined in Section 1003.26, Florida Statutes to ensure regular school attendance are implemented. An Attendance Review Committee is established and convened a minimum of six (6) times per year. Provide consideration to appeals made by students and/or parents regarding recommendations of the **Attendance Review Committee**.

**The classroom teacher is expected to:**

- Encourage good school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students.
- Take and record attendance/tardiness for the students enrolled in each class. The record should reflect excused or unexcused absences/tardies.
- Upon request of the student or the parent/guardian, provide make-up assignments for excused absences/tardies.
- Make recommendations to the Attendance Review Committee regarding quarterly, semester and final grades when the student has accumulated ten (10) unexcused absences in an annual course or five (5) unexcused absences in a designated grading period or semester course.

**The student is expected to:**

- Attend classes one hundred and eighty (180) days each school year.
- Request the make-up assignments for all excused absences/tardies from his/her teachers upon his/her return to school or class. It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed within three days of the return to school. Failure to make up all assignments will result in the lower assessment of the student's academic and/or effort grade.
- Be reported as present for the school day in order to participate in athletic and extracurricular activities.

**The parent/guardian is expected to:**

- Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
- Report and explain an absence or tardiness to the school.
- Ensure that the child has requested and completes makeup assignments for all excused absences/tardies from his/her teachers upon his/her return to school or class.
- Appear before the Attendance Review Committee at the scheduled time to provide information relating to his/her child's absences and to support prescribed activities.

**The Attendance Review Committee** is comprised 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:

- 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.
- Convene a minimum of six (6) designated times per year.
- Give consideration to all extenuating circumstances surrounding student absences.
- The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
  - Issuing of quarterly, semester or final grades.
  - Temporary withholding of quarterly, semester or final grades.
  - The following are among possible options:
    - Make-up assignments.
    - Attendance probation for the following grading period(s)
    - Completion of a school service project.

- Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
- Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

### III. Appeal Process

The parent or guardian who does not concur with decisions made by the Attendance Review Committee may petition to the principal or principal's designee. The final level of appeal will be processed by the Region Superintendent or designee.

### IV. Attendance Reporting Procedures

- The teacher electronic gradebook is the source document for attendance data.
- Attendance data is to be recorded in the electronic gradebook.
- Teachers will be responsible for accurate and prompt input of attendance no later than 9:00 a.m. each morning.
- The electronic recording codes must be the codes reflected in the electronic gradebook.
- It is imperative that we change absences from unexcused to excused as soon as parent notes are sent to you.

#### Gradebook Attendance Codes

**A – Excused Absence**

**T – Tardy**

**TU – Unexcused Tardy**

**U – Unexcused Absence**

**Reminder:** As per School Board Rule all absences will initially be reported as **unexcused** until appropriate documentation is submitted as outlined in the Student Attendance Board Rule.

### V. Attendance Change Forms

Teachers must complete an Attendance Change Form (see Appendix) every Tuesday and Friday and submit to Mrs. Shah no later than 9:00am. She, in turn, will enter the appropriate attendance codes in the computer.

### VI. Attendance Bulletin

Each school must maintain a log of Daily Attendance Bulletins as part of the audit trail for attendance and FTE reporting.

**IMPORTANT: IT IS REQUIRED THAT THE ATTENDANCE BULLETIN BE VERIFIED BY ALL INSTRUCTIONAL PERSONNEL DAILY. THE BULLETIN WILL BE POSTED BY THE SIGN IN SHEET FOR TEACHERS TO VERIFY ABSENCES AND INITIAL THAT THE ATTENDANCE IS CORRECT. PLEASE NOTIFY ATTENDANCE CLERK IF YOU NOTE AN ERROR.**

## STUDENT PROGRESSION PLAN

### General Procedures for Pupil Progression, Grades K-5

The Student Progression Plan for Miami-Dade County Public Schools is incorporated by reference into School Board Rule 6GX13-5B-1.04, Promotion, Placement, and Graduation – Grades K-12 and Adult, and contains the requirements and procedures for pupils to progress from one grade to the next, kindergarten through grade 12 and adult education. The complete document should be accessed at the MDCPS website through the e-handbooks link. It is the responsibility to implement the general

procedures of the Student Progression Plan as it relates to your grade level or job assignment. See District's [Student Progression Plan](#).

## **STUDENT RECORDS**

### **STUDENT WORK FOLDERS**

Each student is required to have a folder with samples of his/her work. This folder should include samples of penmanship, tests, weekly composition samples, and other work, which could give a parent or another teacher an indication of student progress. Papers should reflect all subjects covered during the grading period and must be kept on file for the school year. Another folder should be kept for all assessments (state, district and classroom).

### **CUMULATIVE RECORDS**

Cumulative records are kept in the office. Teachers may check them out from the office but they are never to be taken from the school grounds or kept overnight in their classrooms. Parents who want to examine their own children's cumulative records must make this request through the office, sign a statement, and receive an interpretation from the principal or principal's designee. Parents are never to review cumulative records without a school designee present. The following documents are part of the child's cumulative records:

- Health record
- Record of Access Card (white)
- Test Record Card (blue)
- SWD Folder (if applicable)
- Birth Certificate
- Proof of Address
- Disclosure Form
- Transmittal Form for Elementary Spanish as second language (yellow)
- Copies of Psychological referral Forms and/or Evaluation (if applicable)
- ELL Plan (if applicable)
- Information for Cumulative Guidance Record (for pupils who entered grade 1 or were new in the county)
- Summary comments of pertinent information should be recorded at the conclusion of each year or when a child transfers to another school. Information that is considered pertinent includes: special placement (e.g., psychological), or dramatic deficits that affect learning or behavior.

## **CENTER FOR PROFESSIONAL LEARNING**

The School Board and the Teachers' Union jointly agree that a Teacher Education Center (TEC)/ Center for Professional Learning shall be established to operate in the Miami-Dade County Public Schools. The Board and the Union jointly agree that the purpose of TEC/Center for Professional Learning is to provide teachers and paraprofessionals with a greater opportunity for involvement in the development of curricular programs, experimental programs, joint programs with universities, foundations, and related agencies, and provide an in-service education program to improve the effectiveness of teachers and paraprofessionals and the instructional program in Miami-Dade County.

Teachers are also reminded that TEC/Center for Professional Learning enables you to process certificate renewal using Master Plan Points (MPP). It takes 120 MPP's to renew a teaching certificate. College credit of up to three (3) semester hours may be combined with MPP's providing prior approval is obtained from TEC/Center for Professional Learning. Your TEC/Center for Professional Learning representative has a list of procedures regarding using MPP or you can contact our Professional Development Liaison.

## TEACHER EVALUATIONS

All school instructional personnel/student personnel will be evaluated with IPEGS. IPEGS information can be found on this [IPEGS](#) link.

## TEACHER HOURS AND SCHEDULES

The official hours of work for elementary teachers as set by Board policy and UTD contract are 8:05 a.m./8:20 a.m. to 3:10 pm/3:25 p.m. for all teachers. These times may be amended for individual teachers, in rare cases, as school emergencies warrant. Morning times are as follows:

**8:05 a.m./8:20 a.m.** Teachers are required to sign in each day by the start of your work day, beyond that time, you are considered tardy. Failure to sign in could result in disciplinary action under Category VII-Professional Responsibilities. Teachers arriving chronically tardy will meet with the principal to discuss patterns, causes, etc. Mailboxes should be checked when you arrive and before you leave each day.

**8:10 a.m.** Doors to the school opened for students. Teachers at the PLC will open their classroom doors at 8:10 a.m. First through third grade teachers will pick up their students at 8:10 a.m./8:25 a.m. from the covered patio, while fourth and fifth grade teachers will pick up their students at 8:25 a.m. from P.E. Shelter.

**8:20 a.m./8:35 a.m.** Morning exercises over the closed-circuit television system. Students and staff should be standing during the flag salute and through the meditation. Instruction begins!

Teachers must be present  $\frac{1}{4}$  of a school day in order to be declared present  $\frac{1}{2}$  day, and  $\frac{3}{4}$  of a school day to be declared present the whole day. This is carefully outlined in the UTD contract.

**Requests to leave school early or during your planning period must be approved in advance by the administration.** Request to Leave Early Permission Slips must be completed and signed by an administrator. These departures must be recorded on the Sign Out sheet, along with the reason for leaving, destination and time in and out. Sign Out sheets are in the binder located in the main office. It is your professional responsibility to comply with signing in and out of the building, including duty-free lunch period.

All appointments must be scheduled after school. No appointment prior to 3:10 p.m./ 3:25 p.m. will be honored unless previously arranged with the principal.

## TELEPHONE USAGE/MESSAGES/CELLULAR PHONES

The school telephones are for conducting school business. Personal telephone calls are to be limited for EMERGENCIES ONLY. **Calls will not be transferred to your room, unless it is a family emergency.** Charges for long distance calls to the school phones, requests for operator assistance, and operator requests to interrupt a call are prohibited. Telephone messages will be placed in your mailbox. You will be informed immediately should you receive an emergency phone call. **Telephones on secretaries' desks are not to be used by staff members.**

The telephones in the main office and classroom extensions are specifically for official school business. The use of the telephone by children will be confined to emergency calls only. Under no circumstances are

children to call their parents to make after school recreation arrangements, to bring forgotten home learning assignment to school, etc. Please carefully screen student requests to use the phone. If teachers feel it necessary for a child to call home, an office pass should be filled out and brought by the child to the office.

**Cellular Phones: Cellular phones may not be utilized during the time staff is assigned work duties and/or the supervision of students.** Students may have cellular telephones, but must be directed to turn them off while in class.

**TESTING ON RELIGIOUS HOLIDAYS**

School Board rules contain the following statements relative to testing during holidays:  
" . . . In establishing classroom test schedules, teachers, wherever feasible in terms of course objectives, should avoid scheduling tests or other evaluation activities during religious holidays on which students may be granted permissible excuses for the observance of the holiday. Students who are absent in order to observe a religious holiday, which is considered to be a permissible absence, are to be permitted to make up all school work missed."  
All teachers have been requested to comply with the intent of this Board Rule. Tests are not to be scheduled on these dates and these dates are to be given consideration when scheduling all school activities. Furthermore, it has been suggested that an attempt be made to reduce the number of tests given on the day immediately following a holiday period. This is also applicable to a Monday following a weekend holiday. Please use your current calendar to identify religious holidays.

**TEXTBOOK MANAGEMENT**

In the event a student loses or severely damages a book, the Assistant Principal can inform you of the cost. Students should keep the receipt issued from the office, for this is an audit requirement if the book is found and the student requests to be reimbursed.

Periodically, additional textbooks need to be reordered. Teachers will make requests by grade level and include the following information: stock number, order quantity, title of book, and price.

**TITLE IX REGULATIONS**

Elementary schools are required to implement the necessary actions to fully comply with Title IX regulation prohibiting sex discrimination in schools. Physical Education classes will be organized according to ability rather than sex except for certain contact sports. Consider some of your established classroom responsibilities that cast sex stereotypes. The intent of the requirement is to ensure equal opportunities and remove many cultural biases, which limit aspirations due to sex.

**USE OF SCHOOL FACILITIES DURING NON-SCHOOL HOURS**

Use of school Plant facilities after regular school hours must be approved in writing by both the principal and the Department of Operations.

**VALUABLES/MONEY**

No money or valuable personal objects are to be left in the classroom at any time. Children should be instructed not to bring unnecessary money or articles of value to school. No pets – snakes, rats, gerbils, etc. are to be brought to school except with prior approval of the teacher.

### **VIDEOS**

Teachers may not show videos in the classroom without prior authorization from the administration. The memorandum distributed at the beginning of the year is available in the back of the handbook.

### **VISITORS**

All visitors for students or staff must check into the main office and display their identification VISITOR PASS tags at all times.

### **VOLUNTEERS**

The School Board and the Union strongly encourage active, volunteer participation in PTA, the Citizens Advisory Committees, and other established community organizations. School volunteers, parents, alumni, and other interested members of the community are special people willing to give of their time and talent to provide teachers and children with supportive assistance. Volunteers perform a wide variety of tasks and there is training for volunteers to meet our specific needs. Teacher participation in the school volunteer program is, of course, optional; but such participation does enhance school-community relations. In order to be able to volunteer at Oliver Hoover Elementary School, M-DCPS policy requires clearance and a volunteer number. Under no circumstance is someone to volunteer unless he/she has been cleared by M-DCPS.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
**OLIVER HOOVER ELEMENTARY SCHOOL**

**APPENDIX**



**OLIVER HOOVER ELEMENTARY SCHOOL  
Committee Minutes**

**Name of Committee:**

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**Time/Date of**

**Meeting:**

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**Agenda (Attached)**

**Minutes:**

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**Action**

**Taken:**

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**Follow-**

**up:**

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**Next Meeting Date:**

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**OLIVER HOOVER ELEMENTARY SCHOOL**

**CUSTODIAL REQUEST/NEEDS**

TEACHER \_\_\_\_\_ ROOM \_\_\_\_\_ DATE \_\_\_\_\_

**My room was not:**

\_\_\_\_\_ Mopped and/or Vacuumed

\_\_\_\_\_ Trash Removed

\_\_\_\_\_ Dusted

**My room needs:**

\_\_\_\_\_ Paper Towels

\_\_\_\_\_ Light Bulbs

\_\_\_\_\_ To be Mopped

\_\_\_\_\_ Broken Furniture

\_\_\_\_\_ Sink Cleaned

\_\_\_\_\_ Erasers

\_\_\_\_\_ Chalk

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**NOTE: Custodians should dust, mop, clean sinks, empty trash, and clean bathrooms on a daily basis. Rooms should be dusted once a week.**

**\* Please place in the Head Custodian's mailbox. Retain copy for your files.**

**OLIVER HOOVER ELEMENTARY SCHOOL  
DETENTION FORM**

Dear Parent:

\_\_\_\_\_ has been issued a detention because of reason # \_\_\_\_\_  
(Student's Name)  
described below.

1. Student was late to school five (5) times in a nine-week period.
  2. Fighting on school grounds.
  3. Student was in an unauthorized area before or after school.
  4. Missing too many homework assignments.
  5. Disruptive behavior in class.
  6. Disruptive behavior in hallways.
  7. Disruptive behavior in cafeteria.
  8. Other:
- \_\_\_\_\_

The detention is to be served on \_\_\_\_\_ and will be from 1:50-2:50 p.m. in room \_\_\_\_\_.  
(Detention Date)

Parents are expected to arrange prompt transportation home for a child who serves a detention. The student will be dismissed from detention at the front of the school at 2:50 p.m. Please authorize your child to serve this detention by signing below and returning this form to the homeroom teacher the next morning.

Thank you for your cooperation in helping us teach your child that good behavior is expected in school and that bad behavior has unpleasant consequences.

\_\_\_\_\_  
(Teacher/Administrator issuing detention)

\_\_\_\_\_  
Date

\* \* \* \* \*  
\* \* \* \* \*  
\*

Parents,  
Please sign and return this form to the teacher giving the detention. If you have any questions or concerns about this detention, contact the teacher listed above at (305) 385-4382.  
Thank you for your cooperation.

My child will:  
\_\_\_\_\_ walk home \_\_\_\_\_ picked up by me  
\_\_\_\_\_ go home with \_\_\_\_\_  
(Name of person picking up child)

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

**SCHOOL-BASED CRITICAL RESPONSE TEAM – MAIN CAMPUS**

Administrator:	Mercy Aguilar
Cafeteria Manager:	Elaine Leal
Office Manager:	Telma Sola
Student Services Chairperson:	Sandra Perez
Head Custodian:	Rafael Paulino
Parent:	Kendy Senalada
P.E. Instructor:	Angel Cordero
Security Monitor:	Rosetta King
Teacher:	Luz Antigua

**ROLES & RESPONSIBILITIES**

Critical Incident Response Coordinator  
 Campus Security  
 Instructional Support  
 Clerical Services  
 Counseling Services  
 Custodial Services  
 Parent/Child Reunification  
 First Aid/CPR Services  
 Food and Nutrition  
 IT Support  
 Media Liaison  
 Memorial Services/Activities

**COORDINATORS**

<b>PRIMARY</b>	<b>ALTERNATE</b>
Mercy Aguilar	Maria Lopez
Rosetta King	Rosario Pardey
Kim Montero	Sandra Perez
Telma Sola	Judy Shah
Sandra Perez	
Rafael Paulino	Oscar Arce
Kim Montero	Sandra Perez
Judy Shah	Luz Antigua
Elaine Leal	Rosa Huevo
Elyssa Diaz	Michelle Heistand
Mercy Aguilar	Maria Lopez
Sandra Perez	Maria Lopez

**SCHOOL-BASED CRITICAL RESPONSE TEAM – PRIMARY LEARNING CENTER**

Administrator: Mercy Aguilar  
Cafeteria Manager: Rosa Huevo  
Office Manager: Telma Sola  
Student Services Chairperson: Sandra Perez  
Head Custodian: Rafael Paulino  
Parent: Kendy Senalada  
P.E. Instructor: Angel Cordero  
Security Monitor: Nancy Lopez  
Teacher: Barbara Rivera

**ROLES & RESPONSIBILITIES**

Critical Incident Response Coordinator  
Campus Security  
Instructional Support  
Clerical Services  
Counseling Services  
Custodial Services  
Parent/Child Reunification  
First Aid/CPR Services  
Food and Nutrition  
IT Support  
Media Liaison  
Memorial Services/Activities

**COORDINATORS**

<b>PRIMARY</b>	<b>ALTERNATE</b>
Mercy Aguilar	Aydyl Llaguno
Nancy Lopez	Rosario Pardey
Martine Ferdinand	Barbara Rivera
Ana Acevedo	Telma Sola
Sandra Perez	
Oscar Arce	Rafael Paulino
Kim Montero	Sandra Perez
Ana Acevedo	Luz Antigua
Elaine Leal	Rosa Huevo
Elyssa Diaz	Michelle Heistand
Mercy Aguilar	Aydyl Llaguno
Sandra Perez	Aydyl Llaguno

## **SAFETY/ SECURITY PLAN**

All exterior gates and doors leading onto the campus will be locked after the start of the school day. There will be one entrance for visitors to use during the school day: that is, the main entrance by the front office. All visitors will be required to sign in upon entering the campus and sign out upon exiting.

During times of emergency, the primary responsibility of all school personnel is to provide for the personal safety of students, to isolate the problem area, and keep the school organized and under control. The Principal shall be the one person making the decisions on campus. In the event that the Principal is off campus, the Assistant Principal will be the sole decision maker.

To avoid alarming the student body and to offer a rationale for certain personnel leaving class areas, the public address system will be used to convey a prearranged signal notifying all personnel that an emergency exists and assigned posts and/or actions should be taken. Staff members are asked to check their e-mail for possible updates.

This document should be kept with the teacher at all times. It is recommended that teachers keep this document in a place where they can access it immediately

In addition, temporary teachers (substitute teachers) should also have a copy of these responsibilities; therefore; it is recommended that teachers place a copy of these guidelines in the emergency lesson plans.

This is a reminder that Florida Statute 119.07 exempts all school security critical incident plans from public record.

## SCHOOL SECURITY

### A. SCHOOL SECURITY PLAN WHILE SCHOOL IS IN SESSION

- Teachers will keep all exterior and classroom doors locked at all times.
- In case of school wide danger, the following public address announcement will be made:
- **DURING A LOCKDOWN ALL TEACHERS AND STUDENTS ARE TO REMAIN IN THEIR CLASSROOMS UNTIL FURTHER NOTICE.** This announcement will alert staff members to any possible danger. "Safety Zones" should be implemented as necessary. At this signal, the Head Custodian will report to the main office immediately for instructions. MAKE SURE ALL DOORS ARE LOCKED AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. When the danger is over, we will announce, "**ALL CLEAR – Resume normal activities.**"

### B. SCHOOL SECURITY PLAN WHEN STUDENTS ARE NOT IN SCHOOL

- Classroom doors will be closed and locked when pupils are not in school.
- Teachers who find it necessary **to stay after hours or return to school at night or on weekends should do so only after being given clearance by the principal.** The building is alarmed and police will be dispatched if you try to enter without prior authorization.

### C. BREAK-INS AND THEFT OF SCHOOL PROPERTY

- Please inform the office immediately of any items that are stolen or vandalized so that a Plant Security Report can be completed.

### D. VISITORS

- For the safety and protection of our students, please do not admit any visitor to your classroom unless the visitor has received a pass from the office.
- In the event someone comes to your classroom without a note from the office or a pass, tactfully explain that you cannot interrupt your teaching to speak to them.
- Direct the visitor to the office or make an appointment to discuss the matter before or after school hours, or during your planning time.
- Please discourage "drop-ins" and all unauthorized persons from entering your classroom. Notify the office.
- No child will be permitted to leave the building with a visitor (this means parents, too) unless notification from the office has been obtained.
- All students must check out through the office.
- School Board employees visiting our building must sign the logbook in the office.

## EMERGENCY PROCEDURES – GENERAL

### A. Rainy Day Plan

Encourage your students to plan ahead with their parents so they will know exactly what to do if it is raining at dismissal time. It is impossible to allow students to call home to make arrangements on rainy days.

### B. Procedures for Visitors

All visitors to the school must report to the Main Office to receive a visitor's pass. Parent Conferences must be scheduled during non-instructional time. Instruction cannot be interrupted to meet with parents/guardians. All staff members share in the responsibility of questioning strangers in the building. The office is to be notified if problems arise.

### C. Emergency Plans in Case of Disruption

A public address system announcement, will be made to alert staff members to any problems arising from outsiders entering the building. Refer the Appendix of this Handbook for the detailed procedures.

### D. Fire Drills

Monthly fire drills are held in accordance with state requirements. Pupils are asked to obey instructions, which are posted by the exit doors in each room. Teachers are to be familiar with the evacuation route for each of their classrooms. The signal for evacuation of the building is a continuous, high-pitched sound over the public address system. The signal to return to the building is a long ring of the bell. Procedures are as follows:

1. Children leave classroom immediately in single file and follow assigned route(s).
2. Teachers must check to make certain all children are out of the classroom, follow students out of the building, and close the doors.
3. Silence is to be maintained during the entire fire drill.
4. Pupils will remain outside until the "all-clear" signal is rung.
5. Students who are in the hallways, lavatory, etc. at the sound of the fire alarm are to leave the building at the nearest exit and join the nearest group outside the building.
6. All school personnel participate in fire drills. This includes visitors in the building.
7. These instructions should be given to pupils on the first day of school.



## EMERGENCY PROCEDURES – SERIOUSLY ILL OR INJURED STUDENTS

It is imperative that every student in every homeroom have a completed **EMERGENCY STUDENT DATA FORM** on file in the office. All members of the school staff are expected to study the following procedures and fix clearly in their minds what is to be done in case of an emergency.

When a child is judged by the classroom teacher or person in charge of the activity to be seriously ill or injured, follow these procedures:

1. The teacher shall immediately use the Emergency Call Button to alert the office, principal and/or an assistant principal.
2. In cases of serious illness, make the child as comfortable as possible under the circumstances. Do not attempt to move the child until assistance arrives.
3. In case of an accident, take First Aid measures depending on the nature of the accident. (Each staff member should have a basic working knowledge of First Aid).
4. Office staff will notify the parent and/or relative listed on the Emergency Student Data Form.
5. In cases where the parent or others listed on the Emergency Data Form cannot be reached and it is apparent that immediate professional help is needed, the administrator in charge shall contact the police for the purpose of summoning help.
6. All accidents are to be reported to the office staff by the teacher in charge of the group or activity in writing on Miami-Dade County School forms. **However, an injured student is not to be sent to the teacher where the incident originally occurred. The teacher receiving the report must complete the report based on student account of the event.**
7. If in doubt about the seriousness of an injury or illness, take action that assumes the worst. Don't assume all will be okay in time.
8. When a teacher must leave the room to bring a child to the office, notify the teacher closest to your room to monitor your students and later notify the main office.
9. An Accident Report Form must be completed by the supervising teacher and given to Mrs. Telma Sola in the main office.
10. In more serious cases, an AIRS report must be completed by the administration.

### ACCIDENT REPORT FORMS

Please be advised that the Accident Report Form must be filled out in its entirety as required by Risk Management Procedures. There are specific instructions to follow for each section.

- A detailed explanation of the accident should be written on the space provided.
- The accident investigator's name must be filled in. This may be the teacher, administrator, or other M-DCPS employee handling the accident.
- For section 36-47, when the response is indicated as 99 – Other, please write in.
- All Yes or No boxes (sections 48-57) must be checked. **PARENTS MUST ALWAYS BE NOTIFIED.**
- The Accident Report Form must be signed and turned into Mrs. Telma Sola by the teacher, or employee submitting the report, by the end of the day.

## EMERGENCY PROCEDURES – BOMB THREAT

### When a Bomb Threat Call Is Received

The person receiving a call about a bomb will record the exact telephone conversation and time of incident. The person will notify an administrator immediately.

If possible, the person receiving a bomb scare call should attempt to do the following:

1. Keep the caller on the line as long as possible. Ask the caller to repeat the Message. Record the time and every word spoken by the caller, if possible.
2. Listen closely to the voice – male, female, youthful or elderly sounding, excited speech, slurred, accent or speech impediments.
3. Ask the caller for the location of the bomb and time of possible explosion.
4. Listen for strange or peculiar background voices or sounds indicative of certain locations or types of employment.
5. Obtain the caller's name, if possible.
6. Notify the Principal, who shall be responsible for notifying the Miami-Dade County Public School Police, 305-995-COPS, or after normal business hours the Alarm Center, 305-995-1550, immediately after receiving the above information. The Principal shall also notify the policy agency with civil jurisdiction for the school location.

### When a Suspicious Object Is Found

Anyone finding a suspicious object should immediately report the information to an administrator. **Under no circumstances should a student or staff member touch it, pick it up, jar it or disengage it from any other object.** Removal and/or disarming of a bomb must be left up to professionals.

- Follow orders for personal safety as directed by the Administrator or designee in charge and emergency response personnel.
- Do NOT use cell phone, hand radio or public address system.
- If directed by the Administrator or designee in charge, calmly request your students to leave the classroom in an orderly manner and follow you to a temporary site of safety that is supervised by M-DCPS personnel.
- Follow orders for personal safety as directed by the Administrator and emergency response personnel.

When such an object is found, the principal will:

1. Call the proper authorities.
2. Identify the danger area.
3. Evacuate the building.

**Keep the building evacuated until given clearance by the proper authorities.**

## **EMERGENCY PROCEDURES – LOCKDOWN CAMPUS CRISIS**

During a campus crisis, the primary responsibility of all school personnel is to provide for the personal safety of students and staff, to isolate the problem area (s), and to keep the school organized and under control. As authorized in the M-DCPS/UTD Contract, Article XVIII Section 3.A., in case of serious emergencies which affect the safety and welfare of the student body, employees may be required by the Principal or designee to stay longer than the ordinary workday in order to assist in the supervision of students.

In the event of a campus crisis, the standard lock down code for all M-DCPS schools is:

### **LOCKDOWN**

#### **Imminent, proximal threat to student and staff safety exists on campus**

- School administrator (or designee) will make an announcement
- Contact 911 and the Miami-Dade Schools Police Department (305) 757-2677)
- Notify Region Office Operations
- Staff and students located in open areas should immediately report to the nearest secured area
- Teachers stand outside their door and direct students, or staff, and visitors to the nearest secured area (until hallways are clear)
- Classroom doors should be closed and locked; open windows should be closed
- Turn off all audio-visual equipment
- Students should quietly remain in their seats
- Secure school perimeter as best possible
- Disregard the bell system
- Cellular phone use will be limited to the reporting of emergency information and should be utilized by school staff only
- Follow directions of emergency personnel and school administrators throughout the emergency period
- Lockdown update announcements should be made every 30 minutes, or sooner if indicated – consider using electronic mail as a form of communicating with staff
- “Safety Zones” should be implemented, as necessary
- All staff and students/visitors should remain in Lockdown, Code Red mode until “All Clear” announcement is made
- Once the “All Clear” announcement has been delivered, regular school activity may resume
- School administrator should conduct a debriefing meeting with members of the School Critical Incident Response Team, in order to assess the effectiveness of the lockdown
- Whenever possible do not utilize areas that are enclosed with glass
- School administrator is encouraged to review the lockdown response at a faculty/staff meeting

## SECURE

### **Potential known threat to student and staff safety exists within the community**

- School administrator (or designee) will announce “Lockdown: Code Yellow, Lockdown, Code Yellow”
- If indicated, call 911 and the Miami-Dade Schools Police Department (305) 757-2677)
- Notify District School Operations and Region Office
- Staff and students located in open areas should immediately report to the nearest secured area
- Teachers should stand outside their door and direct students, staff and visitors to the nearest secured area
- Disregard bell system
- Secure school perimeter, if necessary
- Critical Incidence Response Team members should report to the main office for briefing
- Classroom doors should be closed and locked; open windows should be closed
- Turn off all audio-visual equipment
- Cellular phone use will be limited to the reporting of emergency information
- Teachers should continue with regular classroom activity
- Follow directions of emergency personnel and school administrators during the emergency period
- Lockdown update announcements should be made every 15 minutes, or sooner if indicated
- All students, staff and visitors should remain in Secure Mode until the “All Clear” announcement is made
- Once the “All Clear” announcement has been delivered, regular school activity may resume
- School administrator should conduct a debriefing meeting with members of the School Critical Incident Response Team, in order to assess the effectiveness of the lockdown
- School administrator is encouraged to review the lockdown response at a faculty/staff meeting.

## **STANDARD RESPONSE PROTOCOL – SPECIAL CONSIDERATIONS**

Public Address Systems: Classroom and other areas of the facility may not be equipped to receive announcement via public address system. In such cases staff will be directed to alert teachers of the lockdown status, and an e-mail will be sent to all faculty and staff.

Physical Education & Other Outdoor Activities: Staff members and students involved in outdoor activities must be advised during a lockdown. School administrators have designated staff members to alert those staff members and students in these outdoor locations.

Cafeteria, Auditorium, and Media Center: Once a lockdown has been announced, all staff and students in the aforementioned areas should remain lockdown in these areas.

Special Needs: During a Secure response the designated staff may deliver prescribed medications to students previously identified with such needs.

School Entry, Class Change, and Dismissal: Staff and students in transition should enter the nearest secure area until the “All Clear” announcement is made.

Administrative Duties: Teachers and staff not assigned to a classroom site during a lockdown will direct students in open areas to the nearest secure area and then seek shelter.

Temporary Teachers: A copy of these lockdown procedures should be placed within the emergency lesson plan folder. Each grade level chairperson will be responsible for advising a temporary instructor in their grade level of the lockdown procedures.

### **CLASSROOM ASSIGNMENTS FOR P.E. CLASSES**

FROM \_\_\_\_\_ TO \_\_\_\_\_

PE to the Nearest Classroom

## STANDARD RESPONSE PORTROCOLS – RESPONSIBILITIES

### Teacher Responsibilities during a LOCKDOWN:

- Teachers in room 201 A and 201 B will alert the P.E. teachers
- Teachers in room 201 C and 201 D will alert any teacher/students in the playground.
- Check corridors for any students, staff or visitor
- Close and lock your classroom doors and windows
- Do not open doors or windows-for any reason
- Implement “Safety Zones” as needed
- Do not permit any student, staff or visitors to leave your classroom-for any reason
- Listen carefully to all announcements and check emails regularly
- Keep class roster secure and on hand \*\*

\*\* In case of any emergency, teachers must have possession of their class roster.

### Custodian Responsibilities during a LOCKDOWN:

- Immediately lock all bathrooms
- Lock and close all doors and gates leading into the building
- Move throughout the building collecting and disposing of any instruments, which might be used as weapons (bottles, boards, etc.)
- Move into the cafeteria area and help cafeteria workers secure cafeteria against any outsiders

### Cafeteria Workers during a LOCKDOWN:

- Close and lock all doors and secure cafeteria against outsiders
- Remain inside the cafeteria until emergency is over (until “All Clear is announced on the P.A. system)
- Ensure that all students remain in the cafeteria
- Do not allow any students to leave the cafeteria for any reason
- Do not open the cafeteria doors for any reason

### LOCKDOWN ASSIGNMENTS

Area	Checked by:
P.E. Shelter & Field Building 201	Sola/Senalada
Building 301 Building 401	Pardey
Building 501 Building 601	King
Building 801 Covered Patio Cafeteria	Aguilar/Dr. Lopez

Area	Checked by:
Office	Shah
Building 302 Building 402	Paulino
Building 502 / Bathrooms Building 802	Gonzalez

## EMERGENCY PROCEDURES – HURRICANE

The custodians have numerous responsibilities for preparing the building and grounds for the approaching storm and for use of shelter. They will be unavailable to assist with the tasks described below. Therefore, teachers will have to use student assistance at their discretion. Please notify the office if there are problems that cannot be solved in the classroom. Upon notification from the administration, teachers are to immediately implement the following safety and security procedures:

### TEACHERS IN THE MAIN BUILDING

1. If there is a secure storage space close to the classroom, lock up all AUDIO-VISUAL EQUIPMENT WITH THE EXCEPTION OF TVS. Nothing should be stored on the floor, since it will be vulnerable to flooding damage. Make sure that everything is on a shelf, table, desk, chair, etc.
2. Cover all computers, TVs and Audio-Visual Equipment with the plastic bags provided by custodians.
3. Unplug all cords from the wall for electrical and internet access. **DO NOT REMOVE ANY CORDS FROM THE BACK OF YOUR COMPUTERS.**
4. Detach all keyboards, mice and speakers. Lock up these items, along with all printers, loose computer programs, and any other valuable material. If there is no secure area, clearly label all items and send them to the Media Center.
5. Be sure that all furniture is in the classrooms. Do not leave anything in the hallways.
6. See additional instructions for all teachers.

### ALL TEACHERS

1. Move books and other materials away from windows to the furthest point from potential damage. Nothing should be stored on the floor, since it will be vulnerable to flooding damage. Make sure that everything is on a shelf, table, desk, chair, etc.
2. Take home your lesson plans and anything else of great importance to you or lock them in the safest location.
3. Students and teachers should take home all important supplies and other items from their desks. Items that are left will be vulnerable to theft or tampering.
4. If you have any questions regarding procedures, see an administrator.
5. After the storm, report losses and damages to the administration as requested. The Media Specialist will come to your room to photograph the damages for insurance purposes.

## EMERGENCY PROCEDURES – RAIN/LIGHTNING

Teachers are to encourage students to plan ahead with their parents so that both students and parents will know exactly what to do if it is raining at dismissal time. It is impossible to allow students to call home to make arrangements on rainy days.

If there is lightning with the rain, students are not to begin walking home. Students who normally walk home are to remain in front of the school with students who are waiting to be picked up. They will remain under the supervision of the teachers on duty until the parents come to pick up the students, or the lightening stops and safe conditions resume, or alternate arrangements are made by the Principal or a designee.

During the first week of school, teachers should also review the following lightning safety rules recommended by the National Weather Service:

1. School Building
  - a. Stay indoors unless it is absolutely necessary to go out.
  - b. **Do not** stand close to windows, electrical light circuits, plumbing and metal objects until the storm has passed.
  - c. **Do not** use electric equipment. Turn off television sets and computers.
  - d. **Do not** use the phone. Lightening could hit the wires outside.
2. Outdoors
  - a. Get out of an open area or high ground as quickly as possible upon the approach of the storm.
  - b. Seek shelter in thick timber, a ravine or ditch or in an enclosed vehicle if possible.
  - c. **Do not** seek shelter under isolated trees or the tallest tree in a stand. If a grove of trees or woods is the only available protection, go there but pick the smallest tree for shelter.
  - d. **Do not** seek shelter close to wire fences, playground equipment, or shelters located in exposed locations.
  - e. If caught in the open with no shelter in sight, crouch low where you are until the storm passes.
  - f. If your hair stands on end or your skin tingles, lighting is lethally close. Immediately lie on the ground and stay there until the storm passes.
  - g. The decision to move indoors when students are involved will be made by the respective teacher who will act in accordance with these guidelines.
3. In transit – in you are in a bus or car, stay in it. **Do not** park the vehicle under electrical lines or isolated trees.
4. Swimming Areas – Leave the water and go to the closest shelter, preferably an enclosed shelter.



## EMERGENCY PROCEDURES – TORNADOES

### PRE-PLANNING

All teachers should plan appropriate lessons for students on preparedness for tornadoes and other national emergencies. Age appropriate discussions should include:

- importance of school procedures in case of emergency;
- importance of listening and acting quickly;
- the scientific explanation of tornadoes;
- related anecdotal stories of other emergency situations with safe outcomes.

### TORNADO WATCH – PROCEDURES

1. Classes on the first floor **should prepare** to receive students from the second floor or the portables if directed to do so by an administrator.
2. Classes on the second floor **should prepare** to move directly below to classrooms on the first floor if directed to do so by an administrator.
3. Physical Education classes **should prepare** to move to nearest classroom/classrooms.
4. Keep inside doors that lead into corridors **UNLOCKED, even if you will be leaving your classroom unoccupied**. Exterior doors must not be locked from the inside.
5. Close windows and outside doors on all sides of the building.
6. Group furniture for maximum protection against expected hazards, especially falling walls and flying glass.
7. Check for additional interior hazards.

### TORNADO WARNING – POSSIBILITY OF TORNADO IN AREA

1. Classroom teachers will be alerted to the condition on the public address system. Physical Education teachers will be notified by walkie-talkie.
2. When there is a tornado **“WARNING,”** physical education classes will quickly move indoors to nearest classroom/classrooms. If the tornado occurs before shelter can be reached, pupils should assume a prone position with their hands protecting the back of their head and neck.
3. Instruct students to seek cover where floors and walls meet and to place themselves in a protected position with their heads and faces covered by their hands and arms when directed to do so.
4. Refrain from placing persons in large areas that have a wide roof span such as the cafeteria, covered patio, or physical education shelter.

### CLASSROOM ASSIGNMENTS FOR P.E. CLASSES

Move PE students to the nearest classroom.

### POST EMERGENCY ACTIONS

1. Provide first aid for those injured and call for medical assistance if required.
2. Report to administrators the status of your situation and begin making a damage assessment.

## EMERGENCY PROCEDURES – FIRE/ EVACUATION

Everyone participates in emergency evacuation drills, including all school personnel and all workers/visitors.

The signal for evacuation of the building is a pulsating horn and red flashing strobes. The pulsating signal may start and stop several times. Occupants must never return to the building when there is a pulsating horn or flashing strobes.

The all-clear signal to return to the building is one uninterrupted sound of the horns. Occupants must wait to hear this signal before returning to the building, regardless of how long it takes before the all-clear is sounded.

1. Leave the classroom immediately in single file and follow assigned route to assembly area. **DO NOT USE ELEVATORS.** Teachers must assist in the evacuation of physically disabled students.
2. Teachers are to appoint a student to open the primary exit door and lead the line out of the classroom. If the primary exit is blocked, the teacher should immediately appoint another student close to the secondary exit to lead the line out of the classroom.
3. Teachers are to (A) check to make certain that all children are out of the classroom and the classroom bathroom; (B) bring their class list; (C) close, but not lock, all doors; and (D) follow students out of the building.
4. Silence is to be maintained during the entire fire drill. This is to include teachers, parents, and any other adults exiting the building. Teachers must have full control of all students at all times.
5. Students who are in the cafeteria are to exit under the supervision of the cafeteria aides and any other adults exiting the building. The homeroom teacher is to locate and join the class in the cafeteria to assist with the evacuation.
6. Students who are with the Art, Music, and P.E. teachers are to exit under the supervision of the special subject area teacher. The homeroom teacher is to locate and join the class outside the building as soon as possible. Students who are with the Counselor, Media Specialist, or SPED teachers are to exit with these teachers. They will be relayed to their homeroom teacher by the special area teachers. Students who are with the Bilingual Program Teachers will remain with the Bilingual Programs Teachers until further notice.
7. Students who are in the halls are to leave the building at the nearest exit and join the nearest group outside the building. When conditions permit, they will be relayed to their class assembly area by the special subject area teachers.
8. The staff members assigned to emergency assembly areas are to account for each designated class and report the status to the main office via a two-way radio.
9. All persons will remain outside the building at the assigned assembly area until the uninterrupted all-clear signal is rung.

### **How to Evacuate a Burning Building**

1. Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if you have to.
2. If possible, cover your mouth and nose with a damp cloth to help you breathe.
3. Once in the stairwell, proceed down to the first floor. **NEVER GO UP.**

## **What to Do If Trapped in a Burning Building**

1. If you are trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal cracks around the doors and vents with anything available.
2. If trapped, use the emergency button in the classroom to notify the main office and/or look for a nearby telephone and call the fire department, giving them your exact location.
3. If breathing is difficult, try to ventilate the room.

## STAFF EMERGENCY STATIONS

<u>OFFICE</u>	<u>PERIMETER COMMUNICATIONS</u>	
Mercy Aguilar (Coordinator)	Rosetta King	Front North
Maria G. López (Perimeter Communications)		Front South
Judy Shah (Office)	Angel Cordero	Gate 1
	Sandra Perez	Gate 2
	Telma Sola	Gate 3
	Alina Baldomero	Gate 4
	TBA	Gate 5

## ASSISTANCE FOR SELF-CONTAINED CLASSES

All bilingual program teachers

Speech teachers

All Occupational and Physical Therapists

## PLC

Mercy Aguilar	(Coordinator)	Front of School
Aydyl Llaguno	(Perimeter Communications)	Hallway
Ana Acevedo		Main Office
Daniel Menendez		Perimeter
Esperanza Echevarria		Back of School

## FIRE DRILLS/EVACUATIONS CHECKLIST

### Front North

801A  
 801B  
 801C  
 801D  
 802A  
 802B  
 802C  
 802D  
 Cafeteria  
 Office

### Front South

201A  
 201B  
 201C  
 201D

### Gate 1

301A  
 301B  
 301C  
 301D  
 302A  
 302B  
 302C  
 302D

### Gate 2

401A  
 401B  
 401C  
 401D  
 402A  
 402B  
 402C  
 402D  
 401F

### Gate 3

601A  
 601B

### Gate 4

501A  
 501B  
 501C  
 501D  
 501E  
 601C  
 601D

### PLC

#### Front-East

016  
 018  
 020  
 021  
 023  
 024  
 026

#### Back-West

034  
 032  
 031  
 029

## DISMISSAL DURING AN EMERGENCY

For school dismissal during an emergency, all classrooms teachers are to walk their students to the dismissal areas and remain there. The teachers listed below are responsible for the areas indicated. It is expected that all personnel will assist in maintaining conditions of safety for all students. Teachers must remain on campus until all students are gone.

**FRONT OF BUILDING:** Bilingual Teachers  
SWD Teachers and Paraprofessionals

**BUS LOADING AREA:** Art Teacher  
Psychologist  
Speech Teacher

**FIELD AND P.E. AREA:** Physical Education Teacher  
Music Teacher  
Counselor

**MEMORANDUM**

**August 14, 2023**

**TO:** Faculty of Oliver Hoover Elementary School

**FROM:** Mercy Aguilar, Principal  
Oliver Hoover Elementary School

**SUBJECT: FIELD TRIP PROCEDURES 2023-24**

Homeroom teachers will be permitted to arrange a maximum of two field trips for the 2023 – 2024 school year in order to lessen the amount of lost instructional time for students. (One field trip at the beginning of the year, and one after FCAT) Each special area teachers may arrange one field trip per year which must be agreed upon by the homeroom teacher/teachers it will impact. Exceptions will only be made under special circumstances. If you would like to plan more than your allotted number of field trip, you must submit your special request in writing to me in order to be considered.

Those students who have an outstanding lunch balance will not be able to attend any field trips or special activities. A letter detailing attendance is included in the **Parent/Student Handbook**.

When planning a field trip, please adhere to the following procedures:

1. All field trips **MUST** be educationally related to the instructional program. Complete the **FIELD TRIP PERMISSION REQUEST FORM (FM-2431)** must be completed in its entirety and presented to Ms. Senalada for approval by Ms. Aguilar at least four weeks prior to the trip. The Miami-Dade County Fair and Exposition (Youth Fair) will be the only exception to this time requirement. Please indicate the departure and return time within the Dates of Trip section.
2. Approval for **ALL** field trips must be secured from Ms. Aguilar prior to making any arrangements.
3. Complete and submit a **FIELD TRIP ROSTER FORM (FM-3530)** at the same time you submit the above mentioned Field Trip Permission Request Form.

Suggestion: Prepare one roster and update throughout the year for Field trips, class lists, etc.

4. Transportation must be provided by an approved transportation provider. Mrs. Sola will order buses and inform the sponsoring teacher what the cost per bus will be.
5. Each student attending the field trip must have a signed **PARENT PERMISSION FORM (FM-4573)** indicating parental approval for participation. **THIS FORM MUST INCLUDE ALL EMERGENCY CONTACT/MEDICAL INFORMATION.** Please keep in mind that this form is prepared by Mrs. Sola once the field trip has been approved.

6. Once the field trip is approved by **Ms. Aguilar** you will be responsible for notifying and obtaining a signature from Ms. Elaine Leal (Cafeteria Manager), Art/Music, PE teacher, assistant principal, Speech, OT/PT, etc. with the **Field Trip Notification Form** attached to this document. Mrs. Senalada will then generate a **Parent Permission Form (FM-4573)**. The field trip Notification form is due to Mrs. Senalada **four weeks prior** to the field trip.
7. Secure approved school volunteers as chaperones (ratio 1:10 is required).
  1. Verify with Ms. Burgos/Ms. Shah/Ms. Acevedo that all chaperones have approved volunteer status.
  2. Submit the **FIELD TRIP CHAPERONE LIST (FM-6802)** to the treasurer 4 weeks prior to the field trip.
  3. Upon securing chaperones, ensure that the appropriate information is available to chaperones during the trip:
    - A. Field trip roster identifying which students are with which chaperones.
    - B. Copy of Parent Permission form for each student signed.
    - C. Any other information which may assist them in their responsibilities for students during the trip.
8. When collecting money from students, school personnel are **required** to complete a **RECAP OF COLLECTIONS FORM** and turn in the money to the treasurer on the day the money is collected by 10:00 a.m. (**FM-1004**).
9. **On the day of the trip, you MUST submit an updated copy of the Field Trip Roster along with the names of the chaperones to Ms. Shah.** Please indicate on the Field Trip Roster which students will **not** be participating and where they will be assigned for the day. The sponsor teacher must provide a total count of students attending the field trip so that a Purchase Order can be made out for the teacher sponsor to provide to the vendor.
10. Before you leave on the field trip, make sure your attendance is completed in the computer.

If you have any questions and/or concerns, please do not hesitate to contact an administrator in charge **or** Mrs. Senalada.

Thank you for your cooperation concerning this matter.

cc: Dr. López  
Ms. Llaguno  
Cafetería Manager  
Mrs. Sola



**OLIVER HOOVER ELEMENTARY SCHOOL  
FIELD TRIP NOTIFICATION FORM**

You are hereby notified that I have obtained permission from Ms. Aguilar to sponsor the following field trip:

**DATE OF FIELD TRIP:** \_\_\_\_\_

**TEACHER'S NAME:** \_\_\_\_\_

**GRADE LEVEL:** \_\_\_\_\_

**TIME OF DEPARTURE:** \_\_\_\_\_

**EXPECTED TIME OF RETURN:** \_\_\_\_\_

**Required Staff Signatures:**

Cafeteria Manager \_\_\_\_\_

Music Teacher \_\_\_\_\_

Art Teacher \_\_\_\_\_

PE Teacher \_\_\_\_\_

Spanish Teacher \_\_\_\_\_

Ms. Shah \_\_\_\_\_

**This form is to be submitted to Mrs. Senalada two weeks prior to the field trip.**

**OLIVER HOOVER ELEMENTARY SCHOOL  
FIELD TRIP CHECKOFF LIST  
2023-2024**

	<b>Form Name</b>	<b>Timeline</b>
<input type="checkbox"/>	Field Trip Permission Request Form ( <b>FM-2431</b> )	4 Weeks Prior
<input type="checkbox"/>	Field Trip Roster Form ( <b>FM-3530</b> )	4 Weeks Prior
<input type="checkbox"/>	Parent Permission Form ( <b>FM-4573</b> )	Prepared by Mrs. Senalada
<input type="checkbox"/>	Field Trip Chaperone List ( <b>FM-6802</b> )	4 Weeks Prior
<input type="checkbox"/>	Recap of Collections (for money collected - <b>FM-1004</b> )	Daily
<input type="checkbox"/>	Field Trip Reconciliation ( <b>FM-7235</b> )	3 Days Prior to Field Trip
<input type="checkbox"/>	Field Trip Notification Form ( <b>ATTACHED</b> )	4 Weeks Prior
<input type="checkbox"/>	All Permission Forms (signed and returned with emergency contact and medical information)	
<input type="checkbox"/>	Updated Copy of Field Trip Roster on the day of field trip ( <b>FM-3530</b> )	<b>Day of the Field Trip give to Mrs. Shah</b>

**PLEASE NOTE:  
IN ORDER TO FACILITATE PROPER PROCESSING, PLEASE ADHERE TO  
TIMELINES.**

**MEMORANDUM**

August 14, 2023

**TO:** Grade Level/Department Chairpersons

**FROM:** Mercy Aguilar, Principal  
Oliver Hoover Elementary School

**SUBJECT: GRADE LEVEL CHAIRPERSON RESPONSIBILITIES**

As grade level chairpersons, you are entrusted with the responsibility of monitoring and supervising all aspects of your grade groups. This is a key position in the school, since you assume a leadership role within your respective departments. Please familiarize yourself with the outline of responsibilities that are attached. As chairperson you may be called upon on occasion to assist the administration in fulfilling the educational objectives at Oliver Hoover Elementary School.

Attached you will also find a list of recommendations for conducting successful and productive grade level meetings. Grade level meetings should be held at least once a month. Minutes of your weekly meetings are to be submitted to me by the end of the day on Friday.

**Your dedication to the Oliver Hoover Elementary School students and staff is greatly appreciated.**

## RECOMMENDATIONS FOR GRADE GROUP MEETINGS

Weekly grade group meetings are strongly advised for the purpose of:

- Planning school and county events.
- Updating records and sharing information.
- Improving professional performance.
- Suggestions for improving students/performance/attendance.
- Sharing teaching strategies and discussing concerns.
- Discussing techniques for maintaining discipline.
- Developing grade level objectives and plans.

Please submit to the principal a copy of the grade group minutes by the end of the day on Friday. Minutes should be typed and should include the following information:

- Names of staff members present
- Brief summary of topics discussed
- Action taken proposed
- Issued and/or concerns

Suggested topics for discussion and planning:

- Major System/School Objectives
- Grade Level Objectives
- Curriculum/ Standards/ Pacing Guides
- Schedule
- Student Progression Plan
- Discipline Guidelines
- Homework Policy
- ESOL articulation and classroom follow-up
- Bilingual Curriculum Content Articulation (BCC Plans)
- Human Growth and Development Curriculum (HGD)
- Career Awareness
- Special Events (assemblies, field trips, etc.)
- Psychological referrals
- SPED referrals/placement
- Cumulative Record review/update
- Emergency Contact Information

Please make sure that you have the following bulletins on hand and use them in planning meaningful learning activities for all students:

- Student Progression Plan
- B.E.S.T. State Standards
- Instructional Focus Calendar/Pacing Guide

**OLIVER HOOVER ELEMENTARY SCHOOL**  
**Grade Level Meeting Summary**

Grade Level: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Level Chairperson: \_\_\_\_\_

Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

**Curriculum Focus:**

\_\_\_\_\_

**Data Trends:**

\_\_\_\_\_

**Best Practices Shared:**

\_\_\_\_\_

**Strategies for Lowest 25%:**

\_\_\_\_\_

**Textbooks/ Materials Needed:**

\_\_\_\_\_

**Questions, Concerns, & Suggestions:**

\_\_\_\_\_

**Next Meeting Date:** \_\_\_\_\_

**OLIVER HOOVER ELEMENTARY SCHOOL  
GRADE LEVEL/DEPARTMENT CHAIR RESPONSIBILITIES  
2023-2024**

**Grade Level Positions**

- Pre-Kindergarten/Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade

**Duties**

- Compile, maintain and oversee textbook inventory
- Attend Administrative Grade Level and Leadership Team Meetings on a monthly basis
- Plan and oversee grade level meetings and data chats
- Distribute materials and disseminate pertinent information to the grade level.
- Assist in curriculum planning and grade level planning.
- Plan and complete all required documentation for grade level field trips
- Write all objectives, strategies and assessment goals for the SIP during the entire school year. Oversee the collection of data and work on the preparation of the SIP and required reviews. Assist in the completion of the School Improvement Plan during each required due date.
- Identify students to target for improved assessment scores or any standardized test for that particular grade level. Identify students in need of tutoring. Maintain a spreadsheet of all students enrolled in tutoring programs with Pre, Mid-Year and End-of-Year results to show progress. These should also include baseline assessments and any indicator utilized in the total population.
- Assess grade level needs and act as the liaison to the administration
- Make sure teachers in your grade level conduct academic reviews.
- Proficient in the use of File Download Manager, Excel, etc. for data collection.
- Attend district workshops and disseminate information or conduct training at the school site.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines

**SWD Department Chair**

- Compile and maintain an Excel spreadsheet of all ESE students taking either the Florida Alternate Assessment or F.A.S.T/S.T.A.R. Fill in the results from each year. This list should include name, grade, disability, and homeroom teacher and scores notated by the year. Include F.A.S.T/S.T.A.R. Math and Reading Scores by year. If a student takes the

F.A.S.T/S.T.A.R. or Alternate Assessment indicate the scores by year. Enter the score from the Florida Alternate Assessment Practice Test. Each student must have Pre and Mid-Year scores to show academic growth. Alternate Assessment Students must have evidence of growth as designated by the principal. This spreadsheet should be provided to all SWD teachers, the SIP Writing Team and Administration as it is updated upon completion of testing at designated times of the year.

- Write all SWD objectives, strategies and assessment goals for the SIP during the entire school year. Oversee the collection of data and work on the preparation of the SIP and required reviews. Assist in the completion of the School Improvement Plan during each required due date.
- Identify students to target for improved FAST scores. Identify students in need of tutoring. Maintain a spreadsheet of all students enrolled in tutoring programs with Pre, Mid-Year and End of Year results to show progress. These should also include baseline assessments and any indicator utilized in the total population.
- Proficient in the use of File Download Manager, Excel, etc. for data collection.
- Act as the liaison to make sure all targeted students taking the F.A.S.T. FAA participate in all school assessment tools.
- Attend RTI/SSTs or designate SWD teacher.
- Perform specified tasks of the Program Specialist in the event the school is not allocated this position.
- Attend district workshops and disseminate information or conduct training at the school site.
- Attend Department Chair meetings with Administration and disseminate information.
- Plan all school events related to the SWD program including recognition of SWD Week. Some of these events may be in conjunction with the administration. This includes department field trips.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines

### **Mathematics Chairperson**

- Write all Mathematics objectives, strategies and assessment goals for the SIP during the entire school year. Oversee the collection of data and work on the preparation of the SIP and required reviews. Assist in the completion of the School Improvement Plan during each required due date.
- Maintain a spreadsheet of all students in grades 3-5 with the F.A.S.T. Mathematics Score, the Baseline Mathematics Assessment Score, and the Mid-Year Mathematics Assessment Score. After each assessment, enter the student score in the spreadsheet. Compute gains or losses. Maintain this spreadsheet all year and make it available to the SIP Writing Team upon request.
- Attend district workshops and disseminate information or conduct training at the school site.
- Train and assist teachers in utilizing GIZMOS.
- Proficient in the use of File Download Manager, Excel, etc. for data collection.

- Plan and implement school-wide math competitions such as competitions between grades, V-Math Live and World Math Day.
- Maintain a list of all math and activities at school including name of activity, date of activity and number of students participating.
- Assemble and train Math Bowl team. Attend Math Bowl competition.
- Attend Department Chair meetings with Administration and disseminate information.
- Identify students to target for improved F.A.S.T. scores. Identify students in need of math tutoring. Maintain a spreadsheet of all students enrolled in math tutoring programs with Pre, Mid-Year and End of Year results to show progress. These should also include baseline assessments and any indicator utilized in the total population.
- Act as the liaison to make sure all targeted students taking the F.A.S.T. participate in all school assessment tools.
- Develop a Spiral Curriculum for Mathematics in grades K-5.
- Develop an assessment tool to be utilized in the fall and middle of the year in Math. This should be done in conjunction with the grade level chairs.
- Develop and distribute Crunch-Time Calendars for Math.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines.

### **Science Chairperson**

- Write all Science objectives, strategies and assessment goals for the SIP during the entire school year. Oversee the collection of data and work on the preparation of the SIP and required reviews. Assist in the completion of the School Improvement Plan during each required due date.
- Maintain a spreadsheet of all students in grade 5 with F.A.S.T. Math Scores to identify Level 1 and 2 students that need to be targeted because of the relation between math scores and science scores. Distribute to the math and science teachers. Identify students to target for improved F.A.S.T. scores.
- Proficient in the use of File Download Manager, Excel, etc. for data collection.
- Maintain a list of all science activities at school including name of activity, date of activity and number of students participating.
- Attend district workshops and disseminate information or conduct training at the school site.
- Attend Department Chair meetings with Administration and disseminate information.
- Act as the liaison to make sure all targeted students taking the F.A.S.T. participate in all school assessment tools.
- Identify students in need of science tutoring. Maintain a spreadsheet of all students enrolled in science tutoring programs with Pre, Mid-Year and End-of-Year results to show progress. These should also include baseline assessments and any indicator utilized in the total population.
- Develop a Spiral Curriculum for Science in grades K-5.
- Develop an assessment tool to be utilized in the fall and middle of the year in science. This should be done in conjunction with the grade level chairs.
- Develop and distribute Crunch-Time Calendar for Science.



- Plan and oversee the School Science Fair.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines.

### **Technology Chairperson**

- Maintain a spreadsheet of all classes in grades K-5 utilizing i-Ready. Keep track of the number of students who are working on the program in each class. Notify all teachers on a monthly basis of students who are not meeting the required time expectations. Print out progress reports on a monthly basis. Set up i-Ready assessments. Schedule the classes for i-Ready testing during the three assessment window periods. Post and update completion charts and provide information for the School Improvement Plan review.
- Proficient in the use of File Download Manager, Excel, etc. for data collection. Assist in the completion of the School Improvement Plan during each required due date. Write all technology based objectives, strategies and assessment goals for the SIP during the entire school year. Oversee the collection of data and work on the preparation of the SIP and required reviews.
- Attend Department Chair meetings with Administration and disseminate information.
- Maintain a spreadsheet of grade two classes with completion rates for Academy of Reading.
- Attend district workshops and disseminate information or conduct training at the school site.
- Act as the liaison to make sure all targeted students taking the F.A.S.T. participate in all school computer programs.
- Set up and maintain iReady for students in first through fifth grade and provide weekly progress reports to teachers and administration. Provide information for the School Improvement Plan Mid-Year Review.
- Assist the school principal with completion of required district computer based reports.
- Maintain records and distribute passes for staff parking spaces.
- Assist the school with the development of PowerPoint Presentations for staff parties, retirement, school presentations, principal’s presentations, region requests and the kindergarten orientation.
- Collect information, develop database and prepare spreadsheet for the distribution of A+ Money.
- Maintain and update all Property Control records for audit. Complete transfer or disposition of property forms for the office.
- Assist with all property audits and conduct pre-audit inventory of school equipment.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines.

## **Reading/Writing & Language Arts Chairperson**

- Write all Reading objectives, strategies and assessment goals for the SIP during the entire school year. Oversee the collection of data and work on the preparation of the SIP and required reviews. Assist in the completion of the School Improvement Plan during each required due date.
- Provide all teachers with a spreadsheet with the names of all students to enter monthly writing prompt scores, as applicable. This spreadsheet must be made available to administration and the SIP writing team upon request. Collect and analyze monthly writing prompts to identify strengths and weaknesses during the school year.
- Identify students in need of reading tutoring. Maintain an Excel spreadsheet of all students enrolled in Reading Horizon tutoring program with Pre, Mid-Year and End-of-Year results to show progress. These should also include baseline assessments and any indicator utilized in the total population.
- Proficient in the use of File Download Manager, Excel, etc. for data collection.
- Act as the liaison to make sure all targeted students taking the F.A.S.T participate in all school assessment tools.
- Attend Department Chair meetings with Administration and disseminate information.
- Attend district workshops and disseminate information or conduct training at the school site.
- Maintain an Excel Spreadsheet of all students including baseline assessments, i-Ready diagnostics, STAR and any indicator utilized in the total population.
- Oversee textbook inventory.
- Develop and distribute Crunch-Time Calendar for Reading.
- Develop school schedule and create these schedules in Excel format. Provide these schedules to the administration, teachers and the office.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines.

## **Bilingual Chairperson**

- Maintain a list of all students, ESOL Levels 1-4, Teacher, Grade Level, Self-Contained, Pull-Out, Instructors for Services. List all testing Pre, Mid-Year and End of Year to indicate progress. Indicate if child takes the F.A.S.T. If the child took the F.A.S.T., indicate all scores for Reading and Math in previous years. Include F.A.S.T. Scores, i-Ready and District and School-wide Assessments. This must be compiled in a spreadsheet.
- Proficient in the use of File Download Manager, Excel, etc. for data collection.
- Follow up with classroom teachers to make sure students take assessments if possible.
- Act as the liaison to make sure all targeted students taking the F.A.S.T. participate in all school assessment tools.
- Attend district workshops and disseminate information or conduct training at the school site.
- Attend Department Chair meetings with Administration and disseminate information.

- Maintain an Excel spreadsheet of all students enrolled in ELL tutoring programs with Pre, Mid-Year and End of Year results to show progress. These should also include baseline assessments, i-Ready and any indicator utilized in the total population.
- Assist in the completion of the School Improvement Plan during each required due date by working on the preparation of the SIP and required reviews.
- Oversee setup and use of Imagine Learning.
- Schedule training for Bilingual Programs for all teachers that need new or updated training.
- Work with administration and companies to extract data reports on student progress.
- Plan Hispanic Heritage Activities.
- Organize field trips for the students in the bilingual program.
- Organize entries different contests such as the Cervantes Awards and ESOL Creative Writing at the Youth Fair.
- Organize and develop list of textbook needs for the Bilingual Department.
- Prepare and maintain all paperwork as per audit requirements.
- Attend WIDA/ ACCESS training and oversee the administration of the test to designated students.
- Organize and participate in ELL committee meetings.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines.

**Social Media Chairperson**

- Maintain school website.
- Maintain all social media accounts including Facebook and Twitter
- Proficient in the use of File Download Manager, Excel, etc. for data collection.
- Attend district workshops and disseminate information or conduct training at the school site.
- Execute any other responsibility as assigned by the principal within stipulated contractual guidelines.

**OLIVER HOOVER ELEMENTARY SCHOOL  
REQUEST FOR MAINTENANCE SERVICE  
(ZONE MECHANIC)**

TO: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

FROM: \_\_\_\_\_ ROOM NO.: \_\_\_\_\_

TIME CLASSROOM IS VACANT: \_\_\_\_\_

Please check my room for the following:

- \_\_\_\_\_ Lights    \_\_\_\_\_ Exposed Wires    \_\_\_\_\_ Sink    \_\_\_\_\_ Outlets  
\_\_\_\_\_ Clocks    \_\_\_\_\_ Faucet    \_\_\_\_\_ Air flow    \_\_\_\_\_ Cabinets  
\_\_\_\_\_ Drain    \_\_\_\_\_ Air temperature    \_\_\_\_\_ Door Lock    \_\_\_\_\_ PA System

Other \_\_\_\_\_

(Please print and give as much detail as possible)



**OLIVER HOOVER ELEMENTARY SCHOOL  
REQUEST FOR MAINTENANCE SERVICE  
(ZONE MECHANIC)**

TO: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

FROM: \_\_\_\_\_ ROOM NO.: \_\_\_\_\_

TIME CLASSROOM IS VACANT: \_\_\_\_\_

Please check my room for the following:

- \_\_\_\_\_ Lights    \_\_\_\_\_ Exposed Wires    \_\_\_\_\_ Sink    \_\_\_\_\_ Outlets  
\_\_\_\_\_ Clocks    \_\_\_\_\_ Faucet    \_\_\_\_\_ Air flow    \_\_\_\_\_ Cabinets  
\_\_\_\_\_ Drain    \_\_\_\_\_ Air temperature    \_\_\_\_\_ Door Lock    \_\_\_\_\_ PA System

Other \_\_\_\_\_

(Please print and give as much detail as possible)



**MEMORANDUM**

**August 14, 2023**

**TO:** All Full Time Teachers and Full Time Paraprofessionals

**FROM:** Mercy Aguilar, Principal  
Oliver Hoover Elementary

**SUBJECT: SUBSTITUTE PROCEDURES**

The procedures for contacting emergency daily substitutes are extremely important. The following procedures are also outlined in the Oliver Hoover Faculty and Staff Handbook.

For the 2023 – 2024 school year, Mr. Edel Sotolongo will be contacting emergency daily substitutes. He can be reached at (786) 334-3768. During the school day, please see him in person or text him. If you are calling after business hours, please call prior to 10:30 p.m. If you are calling on the day of your absence, please call after 6:00 a.m. and before 7:00 a.m. If Mr. Sotolongo does not answer, please **do not** leave him a message. He will return your call. Mr. Sotolongo prefers that you text her. **Please do not email Mr. Sotolongo if you need a substitute, please contact him by phone or in person.**

If necessary, please update your substitute lesson plans that are in the office. Ms. Sola can help you locate the substitute plans. Please remember, we need to have a 3-day supply of Emergency Lesson plans in the office (submit in a folder to Ms. Sola by **Wednesday, August 23, 2023**).

According to the UTD contract Article XIV, Section 2A (page 41), if you are going to be absent, Mr. Sotolongo should be notified as soon as possible **but no later than one hour before the start of the scheduled workday.**

Likewise, according to the UTD contract Article XIV, Section 2B (page 41) on the day you are absent Mr. Sotolongo **needs to be notified no later than 30 minutes prior to the scheduled student dismissal time** as to whether or not you will report to work the next workday. **If the school is not contacted, an emergency substitute will be secured for the next workday.**

If your absence is due to a workshop, please make sure to send Mr. Sotolongo the registration information. Also, submit a copy of the agenda for payroll purposes after you have attended the workshop.

Your cooperation with these procedures should contribute to the smooth operation of the school.

**CC:** Dr. Lopez  
Ms. Llaguno

**OLIVER HOOVER ELEMENTARY SCHOOL  
SUPPLY REQUEST FORM**

**TEACHER:** Use this form to order supplies you will need. Place the completed form in the treasurer's mailbox, and she will have it filled for you. Please do not send students to the office for last minute emergency supplies, and allow for a 48 hour turnaround.

**..... PLEASE DO NOT SEND A STUDENT INTO THE OFFICE FOR SUPPLIES .....**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Binders</b>	<b>Size:</b> _____
<b>Crayons</b>	<b>Large:</b> _____ <b>Small:</b> _____
<b>Dry Erase Cleaner</b>	_____
<b>Dry Erase Markers</b>	_____
<b>Dry Eraser</b>	_____
<b>Folder</b>	<b>Legal:</b> _____ <b>Letter:</b> _____
<b>Gloves</b>	<b>Medium:</b> _____ <b>Large:</b> _____
<b>Glue</b>	<b>Stick:</b> _____ <b>Bottles:</b> _____
<b>Index cards</b>	<b>Large:</b> _____ <b>Small:</b> _____
<b>Paper Clips</b>	<b>Large:</b> _____ <b>Small:</b> _____
<b>Pencils</b>	_____
<b>Pens</b>	<b>Felt Tip/Ball Point:</b> _____ <b>Color:</b> _____
<b>Post It</b>	<b>Large:</b> _____ <b>Small:</b> _____
<b>Rubber Bands</b>	_____
<b>Scissors</b>	<b>Student:</b> _____ <b>Teacher:</b> _____
<b>Scotch Tape Dispenser</b>	_____
<b>Sentence Strips</b>	_____
<b>Tape:</b>	<b>Masking:</b> _____ <b>Scotch:</b> _____
<b>Other:</b>	

**MEMORANDUM**

August 14, 2023

**TO:** All Staff  
**FROM:** Mercy Aguilar, Principal  
Oliver Hoover Elementary School  
**SUBJECT: SHOWING OF VIDEOS IN THE CLASSROOM**

On April 26, 2002, the Superintendent of Schools released a memorandum concerning the use of video recordings in the schools. The memorandum explains the following:

M-DCPS encourages and supports the use of a wide variety of instructional materials to engage the students in teaching and learning; however, materials selected must be age appropriate, used in a manner that is consistent with Federal Copyright Laws and is related to classroom instruction (lesson objectives).

The only video recordings authorized for use in M-DCPS are those obtained from these sources, and used under the following conditions:

- Video materials that have a specific and direct relationship to the content under the goals of classroom instruction;
- Video recordings obtained from the M-DCPS Film and Video Library;
- Video recordings purchased specifically for use in classroom instruction by individual schools and circulated from school library media centers;
- Video recordings viewed on, or copied from broadcasts on WLRN-TV, Chanel 17 or Teacher’s Choice;
- Original video recordings produced by teachers or students that do not make more than a minimal use of copyrighted visuals or music;
- Video recordings obtained from rental sources only if used in direct teaching.

The use of a video recording as a reward, or for any purpose not related specifically to the course objectives and content, is both inappropriate and a violation of copyright law which could subject those using, or permitting the use of the video recording, to both criminal and civil penalties. Any use of a rental video recording other than the use specifically authorized is prohibited.

Please do not view any type of video recording without the approval of administration. This includes YouTube videos. If would like to show a YouTube video to support or complement your instructional routine, please email the link to Administration for approval *prior* to showing it to your students. Thank you for your cooperation.

**OLIVER HOOVER ELEMENTARY SCHOOL**  
Attendance Data Changes

- A - Excused**
- U - Unexcused**

Teachers: Please complete when a change from unexcused to excused or excused to unexcused if necessary.

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Room #: \_\_\_\_\_

<b>NAME</b>	<b>ID NUMBER</b>	<b>DATES OF ABSENCE</b>	<b>CHANGE FROM</b>	<b>TO</b>



**MEMORANDUM**

August 14, 2023

**TO:** All Instructional Staff

**FROM:** Mercy Aguilar, Principal  
Oliver Hoover Elementary School

**SUBJECT: SCHEDULE FOR INTERIM PROGRESS REPORTS AND REPORT CARD DISTRIBUTION**

Below, please find the schedule for the distribution of interim progress reports and report cards. Distribution will take place on or before the dates below. Please prepare accordingly and adhere to the schedule.

<b>INTERIM PROGRESS REPORT SCHEDULE</b>	
<b>Grading Period</b>	<b>Distribution Date</b>
<b>1</b>	<b>09/22/23</b>
<b>2</b>	<b>12/01/23</b>
<b>3</b>	<b>02/23/24</b>
<b>4</b>	<b>05/17/24</b>

<b>REPORT CARDS SCHEDULE</b>		
<b>Grading Period</b>	<b>End Of Grading Period</b>	<b>Distribution Date By</b>
<b>1</b>	<b>12/26/23</b>	<b>11/08/23</b>
<b>2</b>	<b>01/18/24</b>	<b>01/31/24</b>
<b>3</b>	<b>04/09/24</b>	<b>04/24/24</b>
<b>4</b>	<b>06/06/24</b>	<b>06/21/24</b>

Please be reminded that the Gradebook upload will be conducted at the end of the grading period. Therefore, ALL grades must be inputted on a regular basis. If you have any questions, please feel free to see an administrator.

As always, your cooperation is greatly appreciated.

cc: Dr. López

# ARRIVAL & DISMISSAL PROCEDURES

Student behavior tends to be significantly and positively impacted by the presence of teachers and/or adults. It is imperative that staff members be visible throughout the building during arrival and dismissal of students. All classroom teachers should pick up students at the Covered Patio area and escort them to class each morning promptly. First grade teachers should pick up their class by 8:10 a.m. and second-fifth grade teachers should pick up by 8:25 a.m. Each morning, Ms. Pardey will supervise students who are waiting in the Covered Patio. Ms. Baldomero will supervise the students who are waiting in the PE Shelter.

At dismissal, classroom teachers will escort students to the appropriate pick-up area. Classroom teachers should be visible in the hallway and supervise students as they exit the building or report to After School Care.

## DISMISSAL PROCEDURES

A supervision schedule is provided to all teachers designating assigned responsibilities for dismissal duty. Assigned teachers will provide supervision at the bus or parent zone and assist in loading the students. These assignments are made to assure the safety of the students. This year the administration is asking for the assistance of all faculty members. Teachers are reminded to adhere to the following procedures:

- All assigned personnel should report to their post at either 1:50 p.m. or 3:05 p.m. and remain with the students until they have been picked up or 2:05 p.m./3:20 p.m. whichever comes first.
- Teachers responsible for a particular group of students at dismissal are accountable for walking their students out of the building.
- Do not allow students to walk to dismissal alone.
- Teachers are being asked to assist by actively supervising students.
- Please do not stand with your back to the traffic.
- Please direct cars as necessary and supervise the students.
- Parents should not double park or walk their children across the traffic.
- Students should be directed to walk in an orderly manner at dismissal and **SIT** in their assigned area.

### Walkers

Students that walk home must provide the teacher with a note from the parent that states they allow their child to walk home. Also, students CANNOT walk to the corner to meet their parents unless the parent provides a note.

## BELLS

The opening of school bell will ring at **8:20 a.m. for students in grades PK, K and one** and **8:35 a.m. at the MAIN BUILDING for grades two through five.**

- **All teachers at the PLC must pick up their students by 8:10 a.m.**
- **At the MAIN CAMPUS, first grade teachers will pick up their students at 8:10 a.m. from the covered patio.**

- **At 8:25 a.m., second-fifth grade teachers will be pick up their class from their designated location.**
- **The tardy bell rings at 8:20 a.m. in the PLC and for first grade in the MAIN BUILDING.**
- **The tardy bell for second-fifth grade will ring 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. for first grade in the MAIN BUILDING.**
- **The bell will ring again at 3:05 p.m. in the MAIN BUILDING for second-fifth grade students.**
- **Teachers are expected to walk their students out of the building and monitor the dismissal of students as per the Arrival/Dismissal Supervisory Schedule provided weekly.**

**Parent Pick-up Dismissal**

Teachers will walk their students and **sit them quietly** to the designated sidewalk areas to dismiss students for parent pickup. After most students have been safely picked up, teachers may bring any student who has not been picked up to the main office. No child is to be left outside, or unattended. When a parent is late to pick up the student systematically, the teacher and the Assistant Principal will have a meeting with the parent to encourage parent to place the student in the After School Care.

**Rainy Day Dismissal**

On rainy days, all teachers will walk students to the covered area in front of the main office. Students will sit behind their designated grade level cone and wait to be picked up. Grade chairs are responsible for assisting with dismissal on rainy days. In addition to the scheduled teachers, Grade chairs will assist supervising students and ensure students are sitting down and behaving appropriately.

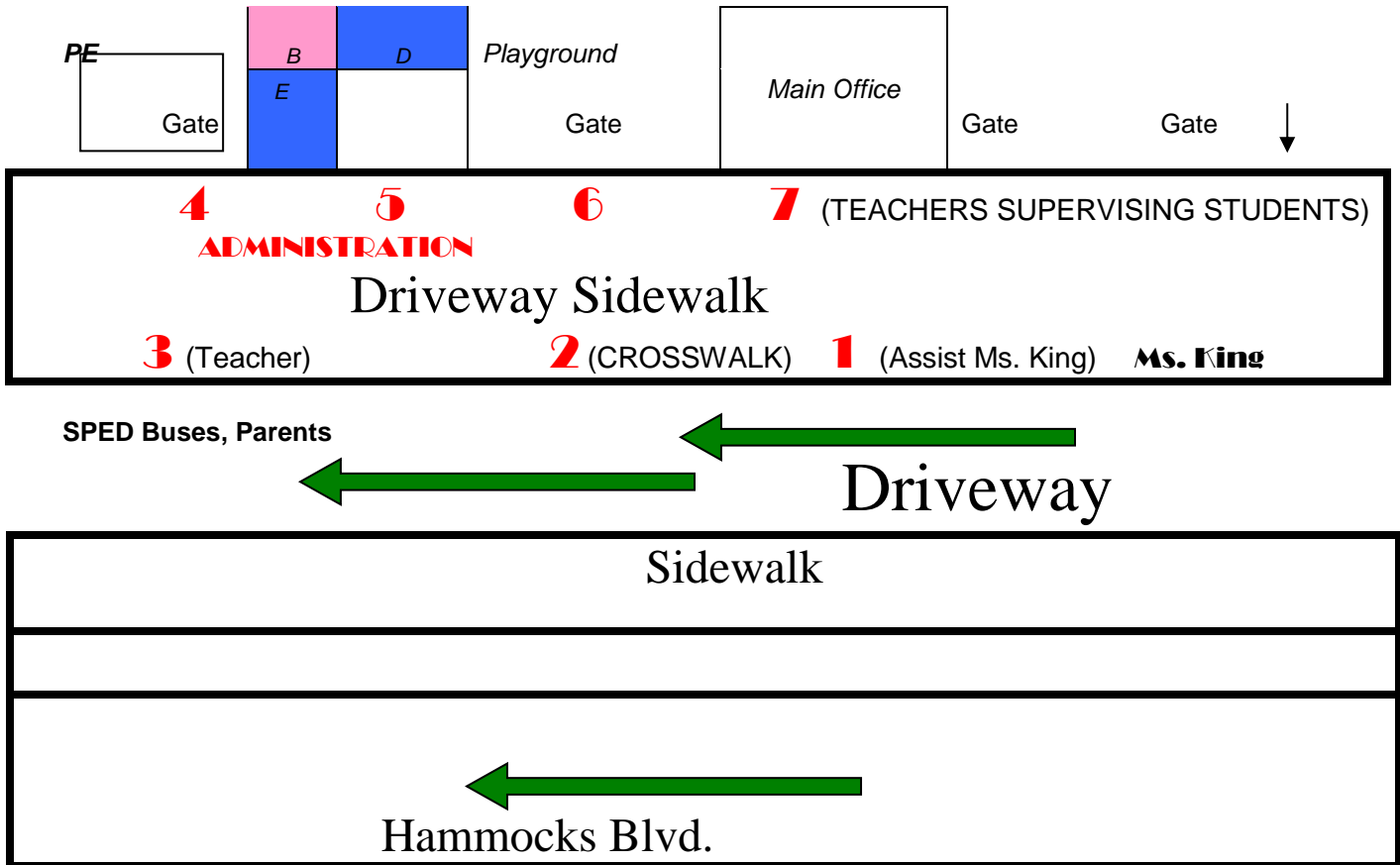
**After School Care**

Teachers will have a list of students who attend After School Care. They will be dismissed at 1:47 or 3:02 and picked up in the hallway by ASC personnel.

**Please remember:**

If you are unable to provide the requested supervision for ANY reason (meeting, absence), please advise your self-selected “Buddy” to cover for you. You or your designated coverage must be at the front of the school to ensure student safety. ALL teachers are responsible for walking the students they are assigned to the front of the school (outside the gate) at dismissal time.

# Oliver Hoover Elementary Main Campus Arrival/Dismissal Map



## **DISMISSAL DUTIES & ASSIGNMENTS**

1. Teacher supervising the driveway by the main office and assisting Ms. King.
  - a. Ms. Rubio / Ms. Bonnin
2. Teacher supervising the Crosswalk with Patrols.
  - a. Ms. Clements/ Ms. Sanchez
3. Teacher assisting with loading zone.
  - a. Ms. Savin-Baker/ Ms. Osorio
4. Teachers supervising 2nd-5th Grade Students sitting in the designated area.
  - a. Ms. Tassy/ Ms. Ferguson
5. Teachers supervising 2nd-5th Grade Students sitting in the designated area.
  - a. Ms. Heistand/ Ms. Korallis
6. Teachers supervising 2nd-5th Grade Students sitting in the designated area.
  - a. Ms. Vidal/ Ms. Coolen
7. Teachers supervising 2nd-5th Grade Students sitting in the designated area.
  - a. Ms. Chavez/ Ms. Antigua

## **DISMISSAL SCHEDULE**

Week of	Front of the School	Bus Area
August 17	All classroom Teachers	All ESE & Special Area Teachers
August 21	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
August 28	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
September 4	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
September 11	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
September 18	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
September 25	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
October 2	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
October 9	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
October 16	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
October 23	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
October 30	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
November 6	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
November 13	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
November 27	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
December 4	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
December 11	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
December 18	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
January 8	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
January 15	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
January 22	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
January 29	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
February 5	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
February 12	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
February 19	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
February 26	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
March 4	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
March 11	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
March 18	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
April 1	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
April 8	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
April 15	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
April 22	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
April 29	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
May 6	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
May 13	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
May 20	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers
May 27	2 <sup>nd</sup> -3 <sup>rd</sup> Grade Teachers	ESE Teachers
June 3	4 <sup>th</sup> -5 <sup>th</sup> Grade Teachers	Special Area Teachers

## COVID-19 Guidance

### **REVISED 8/12/2022 COVID-19 RELATED GUIDELINES FOR WORKSITE SUPERVISORS**

As the 2022-2023 school year continues to unfold, Miami-Dade County Public Schools (M-DCPS) continues to closely monitor the latest developments concerning the ongoing COVID-19 pandemic to determine how to best support our employees and students. The following updated guidance is provided to worksite supervisors as you address employees who may be exposed to, develop symptoms of, or test positive for COVID-19. These guidelines replace previously issued documents.

These procedures are subject to change and will be revised as needed.

#### **EMPLOYEES WHO TEST POSITIVE FOR COVID-19**

- Inform the employee that, in accordance with guidelines from the Florida Department of Education, if they test positive for COVID-19, they must stay home from work for five days and may return to work on day 6 if their symptoms have improved and they have remained fever-free without the use of fever reducing medication for a period of 24 hours. Upon returning to work, the employee should continue wearing a face covering on days 6-10 as recommended by the CDC.
- Complete the 2022-2023 Confidential COVID-19 Employee Advisory Alert – Contact Investigation/Tracing Form which includes information on the employee who tested positive and identifies individuals who came in Direct Contact with the employee. • Determine if the employee who tested positive works full-time or part-time in another M-DCPS work location/school.
- If so, immediately notify that work location administrator.
- Additionally, include information for the employee who tested positive on the NEW 2022-2023 COVID-19 Employee Advisory Alert – Contact Investigation/Tracing Form. The work location administrator who has been notified should advise his/her employee(s) that he/she has been identified as coming in contact with someone that tested positive. The work location administrator will inform the employee that if he/she is asymptomatic, he/she may remain at work and monitor his/her symptoms up to 10 days.
- If the employee that was identified as a close contact develops symptoms, he/she will be required to self-isolate for five days and may return to work on day six (6) if the employee's symptoms have improved and they have remained fever-free for 24 hours without the use of fever-reducing medication. Upon returning to work, the employee should continue wearing a face covering on days 6-10 as recommended by the CDC. • Determine if the employee had Direct Contact with any other individual such as relatives or friends who work for Miami-Dade County Public Schools (M-DCPS).
- If there is an employee who is identified, notify that work location administrator and include this information on the NEW 2022-2023 COVID-19 Employee Advisory Alert – Contact Investigation/Tracing Form.
- The NEW 2022-2023 COVID-19 Employee Advisory Alert – Contact Investigation/Tracing Form is available at:  
<http://attachmentManagerFiles.dadeschools.net/getFile.ashx?id=t0N4ZJsWqji33g/i/aOAuABLM>

~!06NxRVRKM6/hc8JSesQIH9cMd0G3o2~!j01g5FwBLuVIIRKncF7HT/iQ9KVWLroL3tkAYMM&app=AttachmentManager

- This form should be sent to covid19-employees@dadeschools.net, with a copy to mfox@dadeschools.net, bwilder@dadeschools.net, and to your designated Region/District Supervisors. The subject should read COVID-19 Employee Advisory Alert – Contact Investigation/Tracing Form.

- Share information regarding the Employee Assistance Program (EAP) with the employee if you feel they are experiencing increased anxiety, fear, or emotional stress. This service is confidential and free for all employees and their immediate family members. The program is available for telephone assessments for individuals under self-isolation and will arrange for referral, therapeutic assistance, and case/care management. The EAP office may be contacted at 305 995-7111. Additionally, employees may seek behavioral/mental health virtual care by scheduling an appointment online at myCigna.com or calling MDLive directly at 888 726-3171.  
**HEALTH CARE RESOURCES**

- The M-DCPShealth plan administered through Cigna will waive any co-pays for all diagnostic testing related to COVID-19 performed at a hospital, medical office, or an approved laboratory. Additionally, prior authorization is not required for diagnostic tests for COVID-19.

- M-DCPS offers telemedicine visits. Employees may access telemedicine through the MDLive mobile app. This app is available under the tools and resources section of the District's Benefits website, through the Apple App Store or through Google Play.

- Employees may also contact MDLive by phone at 888-726-3171.

- Individuals with chronic health conditions who are concerned about access to medications may obtain a 90-day supply with free delivery directly to their home through Cigna's Express Scripts Pharmacy by calling 800-835-3784.

- Individuals experiencing stress, anxiety, or feeling overwhelmed can call Cigna's 24-hour toll-free help line at 866-912-1687 and speak with qualified clinicians who can provide support and guidance.

- For questions about healthcare benefits and coverage, employees can call Cigna at 800-806-3052 or visit <https://www.cigna.com/>

#### COMPENSATION GUIDELINES

The compensation guidelines previously communicated remain in place.