Welcome

to the Kindergarten - Fifth Grade Orientation
at
Dr. Henry E. Perrine Academy of the Arts

Mrs. Barbara Leveille-Brown, Principal

Ms. Sonia Cruz, Assistant Principal

Dr. Henry E. Perrine Academy of the Arts
Striving for excellence in education by encompassing academics and the performing arts

MISSION STATEMENT

Dr. Henry E. Perrine Academy of the Arts is committed to providing a safe haven for young people's imagination in a professional learning environment. Dedicated to the arts in education, all students are inspired to strive for excellence and overcome barriers in order to ultimately achieve their potential as responsible adults. The nurturing of students into lifelong learners will enable them to excel in a global society through technology and a cooperative network of the community, parents, and school personnel for the next millennium.

- National Merit Magnet School of America Award Winning Program

- An "A-B" School for ten consecutive years

- Students at Dr. Henry E. Perrine Academy of the Arts are continuously placing in numerous County, State and International Contests

- Daily World Language and Extended World Language for Grades Kindergarten and First Grade

- Site based Gifted and ESE programs

- Before and After School Care Program operated by the Administration

SCHOOLWIDE EVENTS

- SMACK Night & Green Education Fair (Science & Math Activities Connecting Kids)
- Reading Around the World (Reading/Language Arts)
- Fiesta Latina
- Evening Under the Stars (Showcase Talent)
- Career Day/Truck Day

GRADE LEVEL STUDIES AND CULMINATING EVENTS

- Kindergarten- Spanish Speaking Countries

- First Grade- Africa

- Second Grade- Asia/Orient

EXTRACURRICULAR EVENTS

- Spelling Bee
- Theodore Gibson Oratorical Contest
- Community Parades
- Afterschool Clubs
- Sunshine State Young Readers

CLUBS

Clubs are available for students in grades Kindergarten through Fifth Grade:

S.T.E.A.M. Club	Integrating Science, Technology, Engineering, Art, and math with innovative activities focused on critical thinking and problem solving.
Cooking Club	Students are taught simple recipes that can be made at home for family and friends.
Freshville Community Gardening Club	Students will learn the techniques of gardening and healthy eating,. Additionally, the learners will also beautify the garden area.
Arts & Crafts Club	Students will be introduced to various types of arts and crafts while developing their own craftmanship ideas.
Drums Club	Students will work in groups and utilize traditional techniques to learn to play the drums.
Mindfulness Matters Meditation & Yoga Club	Students will learn the tools they need to be successful in their battle with anxiety and able to problem solve better on their own when using meditation and healthier coping mechanisms.
Board Games	Students will enjoy playing tabletop games, form camaraderie and friendly competition.
S.P.A.R.K. Club	Students Promoting Attitudes of Respect & Kindness. This club will inspire students to make a difference in the world. Some project ideas will include creating kindness stones, writing letters to veterans/elderly homes or hospital bound students.
Yarn Club	The students will learn the beginnings stages of knitting and complete a latch hook project.

CRITERIA/CONTRACT

The criteria for the Visual Performing Arts Magnet Program is:

- An average of "C" or "S" in each academic subject, World Language and in Conduct.
- 1 or 2 in Effort.
- 10 or more absences or/or tardies will affect a student's status in the program.
- The student will be placed on probation for a period of 9 weeks and the grades will be reviewed at the end of the grading period.
- In order to ensure continued enrollment in the Magnet program, beyond the Probationary Period, your child must meet and maintain the minimum requirements.
- If these requirements are not met the student will need to return to his/her home school at the end of the school year.
- We strongly encourage you to work with your child and his or her teachers.

Every child's continuing success results from a joint cooperative effort by parents, the child and the school.

MANDATORY UNIFORM POLICY

BOYS: Black or Khaki pants or shorts

GIRLS: Black or Khaki pants, shorts, jumper, skirt, or skort.

POLO SHIRTS: Black, White, Gold or Green with the school logo.

Parents may also view the uniform flyer attached which also lists the uniform vendors for our school:
Ibiley School Uniforms, Miami Uniforms & Embroidery, and All Uniform Wear.

VOLUNTEERING

WE WELCOME ALL OF OUR PARENTS TO VOLUNTEER!

Parents interested in volunteering at our school must comply with Miami-Dade County Schools policy and register through their parent portals every year as school volunteers. Once registered, parents must visit the school security desk.

SCHOOL HOURS

Kindergarten and First Grade
* 8:25 a.m. – 1:50 p.m.

Second through Fifth Grade
* 8:35 a.m. – 3:05 p.m.

All students
* Wednesdays: 8:35 a.m. – 1:50p.m.

Students in Grades K-2 report to the cafeteria and have breakfast. Teachers pick up their students between 8:20 a.m.– 8:25 a.m.

Students in Grades 3-5 have breakfast in the cafeteria and report to the hardcourt. Teachers pick up their students.

If a student is not in class by 8:35 a.m. when the teacher takes attendance, the student will be marked tardy.

BREAKFAST AND LUNCH

7:45 a.m. - 8:20 a.m. (Free to all students)
Student Lunch Price: $2.25
Reduced Price: $.40

Parents may apply for Free/Reduced Lunch through the parent portal. Lunch applications will also be sent home with your child the first week of school.

Parents may also pre-pay for their child's lunch meals via the parent portal (Apps/Services/Sites) using PayPams.

For the school menu please visit http://nutrition.dadeschools.net/menu.asp
Department of Food and Nutrition for Miami-Dade County Public Schools

Transportation

Parents of students eligible for transportation may view the bus information through their parent portal by August, 2022.

If a bus does not arrive by the scheduled time, who do you contact?

Bus # Begins With	Transportation Center	Telephone #
3	South	305-248-3380
5	Southwest	305-234-0046

Private Bus Service is available – Parents are responsible to come to the school at dismissal or arrival time to talk to the bus drivers. (We cannot give information of these services; it is the parent's responsibility).

Parent-Teacher Association (PTA)

The PTA at Dr. Henry E. Perrine Academy of the Arts is active. We have many parents, who give their time to assist with PTA events, school functions, and classroom activities that make the PTA run effectively and efficiently.

The PTA includes both parents and staff. Its purpose is to support the school, establish communication and cooperation within the school community, be an advocate for the school to the public, encourage parents and community involvement with regards to cross-cultural events, and fundraiser monies for the benefit of the students and school. The funds raised go towards students and curriculum enrichment as well as to support ongoing academic and social-emotional programs at the school.

Please join our wonderful PTA by becoming a member at the beginning of the school year. PTA will send home an envelope for your registration. The fee is $10.00 for every member. Once you are registered, you will receive a membership card. We thank you in advance for supporting Dr. Henry E. Perrine Academy of the Arts.

Apply Online Now for
Free or Reduced Price Lunch Benefits

Parents are encouraged to complete the application online at

freeandreducedmealapp.dadeschools.net

Dr. Henry E. Perrine Academy of the Arts

BASKETBALL COURT

BUS DEPOT
LINE UP (C)

P.E.
SHELTER

MAIN BUILDING

BUTTERFLY
GARDEN

*PARENT
PICK-UP
GR. K-3 &
OLDER
SIBLINGS*

MAGNET
BUILDING

Parents that walk
to pick up their child –
Pick-up by picnic tables

(A)

BUS LANE

(B) *PARENT
PICK-UP/
DROP-OFF
GR. 4-5*

FACULTY PARKING ONLY

168 STREET

← BUS LANE

Only

CHRIST FELLOWSHIP TENNIS COURTS

NE E SE
N   S
NW W SW

SCHOOL BUS TRANSPORTATION FOR STUDENTS OF
MIAMI-DADE COUNTY PUBLIC SCHOOLS

Parents/Guardians of students attending Miami-Dade County Public Schools.
Please review this important information pertaining to the rules, policies, and
procedures for transportation of students in the Miami-Dade County Public School
District.

PART 1
RESPONSIBILITIES OF PARENTS, GUARDIANS, AND STUDENTS RIDING ON SCHOOL BUSES OPERATED BY MIAMI-DADE COUNTY PUBLIC SCHOOLS

a. <u>Responsibilities of parents and guardians of students riding on school buses</u>.

Rule 6A-3.0121 of the State Board of Education addresses the responsibilities of parents and guardians of students who are transported at public expense. It states:

(1) Parents and guardians shall ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.

(2) Parents and guardians shall ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.

(3) Parents and guardians shall ensure that students are aware of and follow the district's adopted code of student conduct while students are at school bus stops and to provide the necessary supervision during times when the bus is not present.

(4) Parents and guardians shall ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's *Individual Education Plan* (IEP).

b. Bus Stop Rules.

(1) Students should be at their assigned bus stop at least ten (10) minutes prior to the scheduled pick-up time. This is because traffic is *unpredictable.* Our drivers will make every effort to arrive at bus stops in accordance with the established schedule, but we can not guarantee that the bus will always be able to arrive exactly on time.

(2) Drivers will not wait for tardy students.

(3) Students must stand off the roadway while awaiting the bus.

(4) Students must cross the road **only in front of the bus** when traffic has been completely stopped by means of the flashing red lights and stop arms on the bus. Students must **NEVER** cross the road in back of the bus.

(5) Students must enter and leave the bus at schools and student stops in an orderly fashion. This requires students to proceed at all times:

- Without haste and without loitering
- Without crowding, pushing, or shoving
- With each student showing due regard for his/her own safety *and* the safety of others.

(6) When a student has an Individual Education Plan (IEP) or "504" Plan that requires parental supervision at a bus stop, parents/guardians of such students must be at the bus stop at least ten (10) minutes prior to the scheduled drop-off time in the afternoon. Again, this is because traffic is *unpredictable.* Our drivers will make every effort to arrive at bus stops in accordance with the established schedule, but we can not guarantee that the bus will always be able to arrive exactly on time.

c. Rules for students while riding on the bus.
Students riding on school buses are required to observe the Miami-Dade County School Board Code of Student Conduct Policy, school bus safety rules, and the following policies of the Transportation Department.

(1) Students, upon boarding the bus, must go directly to an open seat and sit down as soon as possible. If specific seats have been assigned to students by the school principal (or the principal's designee) and/or the school bus driver, students must sit only in their assigned seats.

(2) School buses operated by the Miami-Dade County Public Schools Department of Transportation are equipped with lap belts. While school bus drivers can not compel students to buckle their lap belts, all students should fasten their lap belts and keep them fastened for the entire trip to and from their school.

(3) Students must remain seated for the entire trip to and from their school.

(4) Students must pay attention to the school bus driver and the school bus aide (if one is assigned to the bus route) and always follow their instructions and directions. They are responsible for the safety of the students entrusted to their care. School bus drivers have been instructed to pull over to the side of the road and park the bus anytime the driver feels misconduct on the part of any student endangers the safety of the students and/or the safe operation of the bus.

(5) Students must remain quiet enough so as to not distract the school bus driver's attention from the road. Students must, at all times:

- Refrain from shouting, yelling, and other boisterous activities
- Refrain from unnecessary conversation with the school bus driver
- Refrain from any activity that worries or distracts the school bus driver and which may put the student's own safety and the safety of others at risk

(6) When crossing railroad tracks – students must remain absolutely quiet.

(7) Students may play music devices when riding on school buses only while wearing "ear buds" or headphones.

(8) Students may NOT, eat, drink, or smoke when on the school bus.

(9) Students must **NEVER** extend hands, arms, heads, or other parts of the body out of the windows of the bus.

(10) Students must not throw or scatter waste paper and other refuse on the bus floor or out the windows of the bus.

(11) Students must keep book bags, lunch boxes, and other personal property on their laps. If there is sufficient room, these items may be placed on the seat alongside the student or on the floor underneath the seat where the student is sitting.

(12) Students must not purposely mark, deface, damage, or destroy any part of the bus, the equipment on it, or the area surrounding the bus stop location.

(13) No signs may be displayed from the bus.

(14) Students may not serve as bus monitors.

PART 2
FREQUENTLY ASKED QUESTIONS

a. *How do I find out which bus route my child will be riding?*

- The easiest way to get bus route information is to log on to the **PARENT PORTAL** at www.dadeschools.net. Once you have logged on to the **PARENT PORTAL**, you will see a tab at the top of the screen that says **BUS INFO**. Click on **BUS INFO** and you will be able to see information on your child's bus assignment, including stop location and stop times.

- The information for bus assignments is updated on the **PARENT PORTAL** every night. We encourage parents/guardians to check the information on the **PARENT PORTAL** on a regular basis, so they will always have the most up-to-date information on their child's bus transportation (stop times may change throughout the year, as student enrollment at our schools changes).

- If you do not have access to a computer or can not access the district's web site from a smartphone, then please contact your child's **school** for assistance.

b. *How do I request a change to my child's bus stop?*

- School bus drivers are <u>not</u> <u>authorized</u> to change bus stops. Your bus stop is placed for all the students who live in your neighborhood and, by rules of the State Board of Education, may be up to 1½ miles from your home. Most of our bus stops are 2 to 6 city blocks away. If you have questions concerning a bus stop please contact your child's <u>school</u>.

- Locations for school bus stops are determined by the School Bus Routing Offices of the Department of Transportation. Regular education students are assigned to a neighborhood stop that serves your child's school. The safety of students is the first consideration when determining bus stop locations, and the School Bus Routing Offices use several criteria for selecting locations. For example, we do not place school bus stops in locations where students would have to walk across certain multi-lane roads in order to get on or off a bus.

- Bus stops are changed only for reasons of safety. We do not change stops based on the proximity of the stop to a residence, the parent's ability to see a stop from their residence, the fact that a bus passes a house to get to a stop, the lack of sidewalks, or that it may be dark outside. As explained in <u>Part 1</u> of this Handout, it is the responsibility of parents and guardians to accompany their children to the bus stop and to supervise them until the bus arrives at the stop.

c. *What if I want my child to get off the bus at a different stop?*

- Students are assigned to the established neighborhood bus stop closest to their home address. Changes of bus stops for personal preferences such as getting on or off the bus sooner/later or being with friends in the neighborhood are not allowed.

d. Why can't my child receive a bus stop?

- Florida Statute and rules of the State Board of Education provide for transportation of regular education students <u>only</u> when the student lives <u>more than 2 miles</u> from the school they attend. The School Bus Routing Offices of the Department of Transportation make every possible effort to ensure distances from homes to schools are measured accurately and in accordance with the requirements of Florida Statute and the State Board of Education. Measuring distances using web applications such as *MapQuest* and *Google* Earth will produce varying results that are not used to consider eligibility for transportation.

- In cases where a student is not eligible for transportation on a public school bus, parents may request a *Space Available Bus Pass* from their child's school.

  ➢ *Space Available Bus Passes* can not be issued until <u>after</u> the tenth (10th) day of the school year (Tuesday, September 7, 2021).

  ➢ *Space Available Bus Passes* will be issued <u>only</u> when there is an open available seat on a bus that is not needed for a student who is eligible for transportation. Should the open seat become needed for an eligible student after the *Space Available Bus Pass* has been issued, the school will rescind the pass.

  ➢ Students riding buses on *Space Available Bus Passes* can use only existing stops established for eligible students. New stops can not be created to serve students riding on *Space Available Bus Passes*.

e. What if my child's bus is late in the afternoon?

- Parents/guardians may call the appropriate Transportation Center if the bus is more than ten (10) minutes late arriving at the bus stop. Please allow for a ten (10) minute window of time, because traffic is **unpredictable.** Our drivers will make every effort to arrive at bus stops in accordance with the established schedule, but we can not guarantee that the bus will always be able to arrive exactly on time.

- In order to know which Transportation Center to call you will need to know your child's **bus route number**. The bus route number is displayed on the sign next to the entrance door of the school bus. The chart below shows which bus route numbers are operated by each of the school district's seven Transportation Centers.

ROUTE NUMBERS	TRANSPORTATION CENTER	TELEPHONE NUMBER
2000 – 2999	North	305-825-9086
3000 – 3999	South	305-248-3380
4000 – 4999	Northeast	305-638-1658
5000 – 5999	Southwest	305-234-0046
6000 – 6999	Northwest	305-887-2383
7000 – 7000	Central-West	305-227-1995
9000 – 9999	John Schee	305-681-1576

How to Create a Parent Portal Account
How to Add a Student to the M-DCPS Parental Portal

To access the Parent Portal:

- Go to www.dadeschools.net
- Click on Parents tab
- Click on **Create Account**
- Read the **M-DCPS Acceptable Use Policy**
- If you agree with the terms, click **I Agree**
- Click **Next**
- Complete sections 1 through 4 and click **Register** (an email will be sent to the email address used to create account)
- On the "Thank You Page", click on **Click here to exit**
- Login into your email account to view the email message sent to you from M-DCPS to complete your registration. Click on the link on the email.
- Please wait while your parent portal account is created. A Thank you message will be displayed with your new username (Parent ID number). You will need this Parent ID number to login to your Parent Portal Account.
- Click **Click here to Login**
- Go to www.dadeschools.net
- Click on the **Parent Tab**
- Click **Login to Parent Portal**
- Type your **Parent Username** (begins with a P) and **Password**
- Click **Login**
- Click **Add/Remove Student**
- Type the **Student ID number** (**seven-digit** number obtained by a parent with photo identification in the main office)
- Type the **Parent PIN number (six-digit** number obtained by a parent with photo identification in the main office)
- Type **Home Zip Code**
- Type **Date of Birth** (mm/dd/yyyy)
- Click **Yes** or **No** if student was born in the U.S.
- Select **Birth State** (or Country if not born in the U.S.)
- Click the green **Click to add** arrow
- Allow 24 hours to process

1. **Go to www.dadeschools.net and Click on the Parents Tab**

2. **Click the Create Account link**
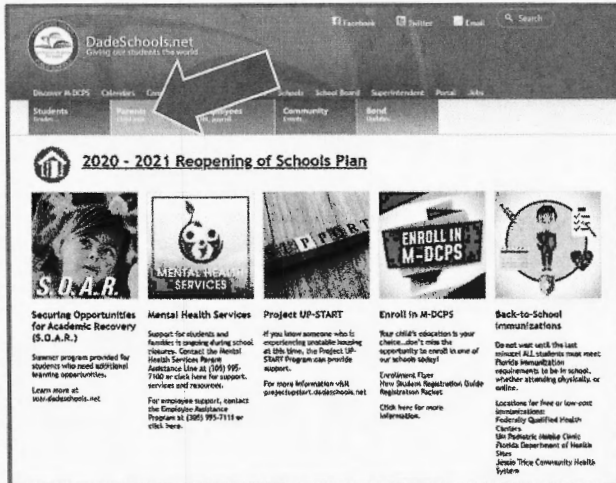
3. **Review the M-DCPS Acceptable Use Policy, then select "I agree" from the options below, then click Next.**
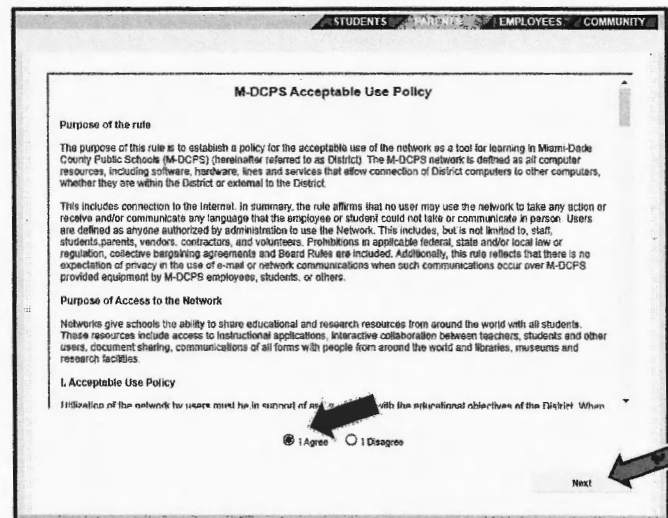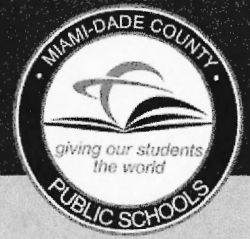
4. Enter your information to complete your registration

STUDENTS   PARENTS   EMPLOYEES   COMMUNITY

Attention School Volunteers: If you have already registered to be a School Volunteer please use your previous account to login. If you have forgotten the Username or Password of your old account click here to have it emailed to you. Thank you!

Parent Portal Account Registration System

Please enter the following:
* Required Fields

1
Parent First Name
Parent Middle Name (optional)
Parent Last Name

> Enter your First and Last Name

2
Create parent account password (must be exactly 8 characters)
Re-enter password

> Create your Password (Must be exactly 8 characters in length

3
Email (ex: myemail@dadeschools.net)
Re-enter Email

> Enter your Email Address

4
For security purposes, please type the code from the image. Can't read it? click here.

C L M G

> Type the Code from the Image shown in the field below

Register

> Click Register

5. Your registration is submitted and a confirmation Email will be sent to the Email address that you provided during the registration process

STUDENTS   PARENTS   EM

Thank You

To complete your registration, an email has been sent to.

Click here to exit.

M-DCPS Portal Account Registration - Account Confirmation   Inbox x

mdcpsportalregistrations@dadeschools.net
to me ▾
7/29/2020

Dear

Thank you for registering for an account on the M-DCPS Portal.
Please click on the following link to complete your registration:

https://webapps.dadeschools.net/wprs/EmailConfirmation.aspx?reg=PAR-3

If the URL above does not appear as a link, please copy and paste into address bar.

Miami-Dade County Public Schools
Portal Account Registration

← Reply   → Forward

> Open your email and click on the link in the email to complete your registration
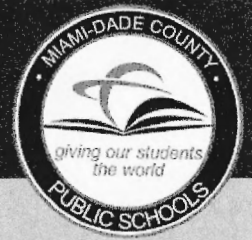
Creating your Parent Portal account (Continued)

6. The system will create your Parent Account, This will take a few Minutes
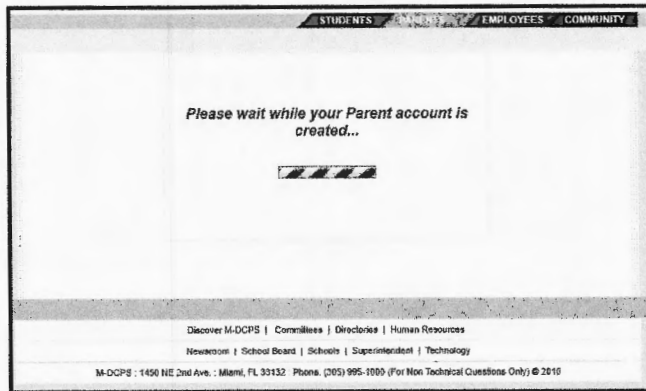
7. When complete, you will receive a Thank you message with your Parent Portal ID (write the ID# for your records) and a link to login. Click the link to Login
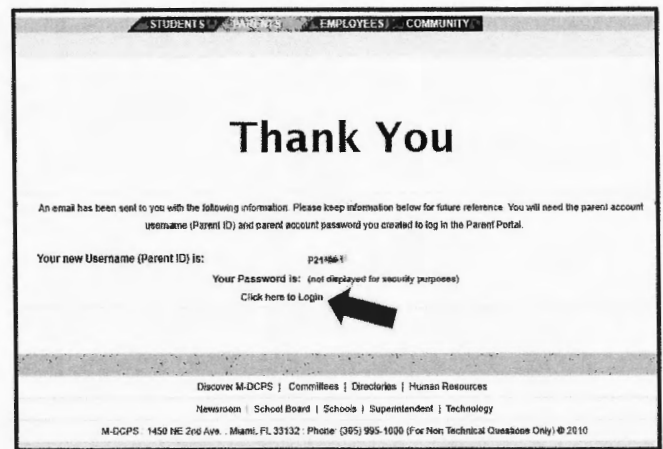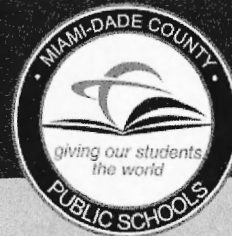

8. Click the Login to Parent Portal button.
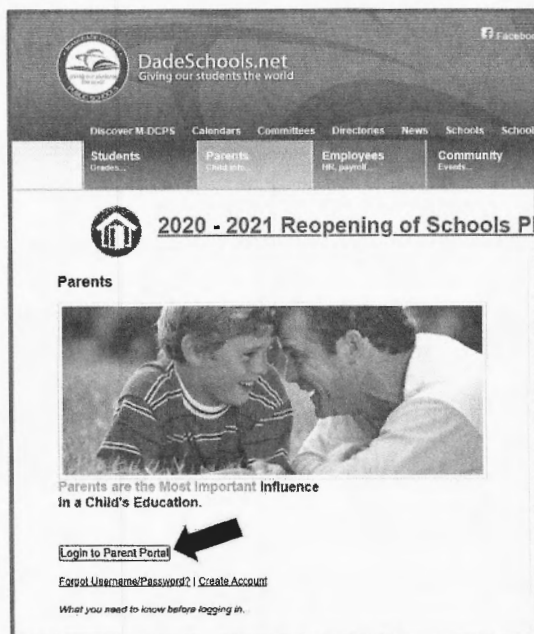
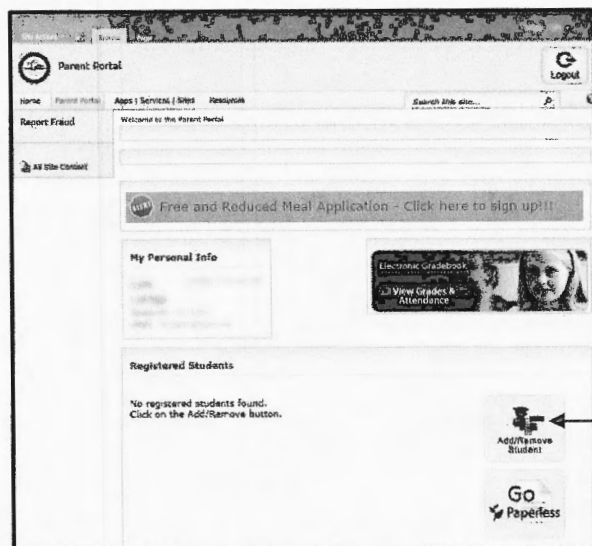**9.** Enter your new Parent Portal ID and the password you created, then click the Login Button

10. You have now accessed your Parent Portal

Click here to add your child to your Parent Account. This can be done 24 hours after completing your registration.

You will also need to obtain the Parent Pin from your child's school in order to link your child's account to your parent account

11. Enter all of your child's information, including the Parent PIN provided to you by your child's school, then click <u>Add Student</u>

Click on the X to close this window after you are done

After clicking Add Student your child's name will appear here if all the information was entered correctly

These steps can also be followed to add your child with the Dadeschools Mobile App
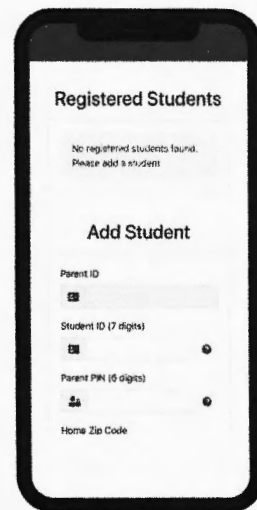
Community Education and/or Before & After School Care Program Registration Procedures in order to Register and Pay Online using "FOCUS" software.

Web Browsers to use:
*Chrome *Firefox *Safari

Helpful
Tips

1. Go to www.dadeschools.net
2. Click on "**Parents**" tab
3. Click on Login to Parent Portal
4. Log into your Parent Portal using your username and password **(if you do not have a Parent Portal account follow the instructions on the back to create one).** Please note, it may take up to **48 hours** to be linked to your child
5. Click **Login**
6. Click **Apps/Services/Sites on the top**
7. Click **Focus-Registration and Online Payment for Community Education/Before & After School**
8. Click **Purchase and Pay** – it will send you to the Emergency Contact Information to be complete per child(ren). If you have an additional child, select the correct child from the home screen on the top right-hand side and follow steps 8-15.
9. On the **school dropdown**, Select your school name.
10. Search for the Before and/or After Care Program that you would like to Purchase. **Double check the dates you want to purchase** (service period)
11. Click the green tab to **Add to Cart**
12. Make sure the program(s) you select appear on the right. If all is correct, click on the **green Checkout tab**
13. Verify the following:
    - ✓ Program (s) you are purchasing
    - ✓ Name of School of your child(ren)
    - ✓ Service Period Date (s) you are purchasing (After Care)
    - ✓ Service Period Date (s) you are purchasing (Community Ed Course)
    - ✓ Student Name
    - ✓ Cost of Program
14. Click **Continue to purchase**
15. Complete all fields marked with an *
16. Click on the green tab **Complete Checkout**
17. Print receipt (the receipt will reflect the student's schedule)

Making Online Payments for Student Trips and Fees

Step 1 – Login to your student's MDCPS Student Portal

Step 2 – Select the "Apps/Services/Site" tab at the top of the page. Scroll down to select the "OSP" (Online School Payment) application.
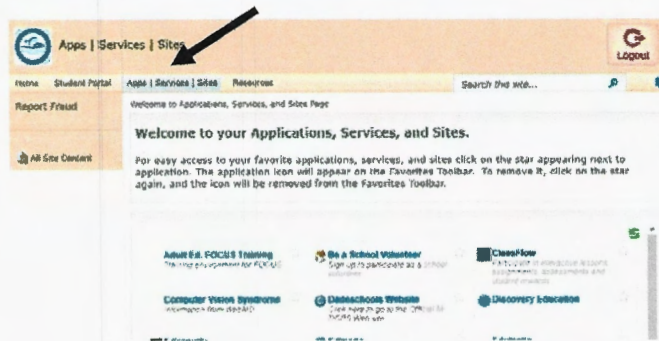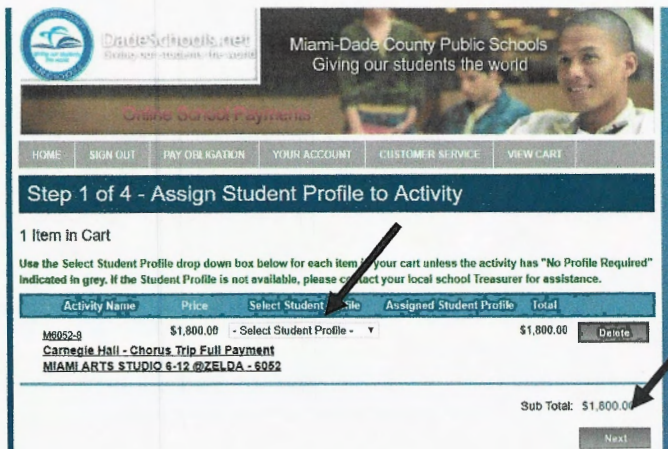

Step 3 – In the OSP site, select Middle School, scroll down to select Miami Arts Studio 6-12 @ Zelda Glazer. All available trips and fees will appear listed. **Make sure to select the correct trip or fee you need to make a payment for.**
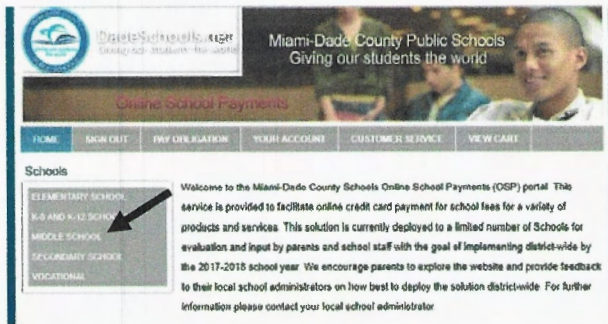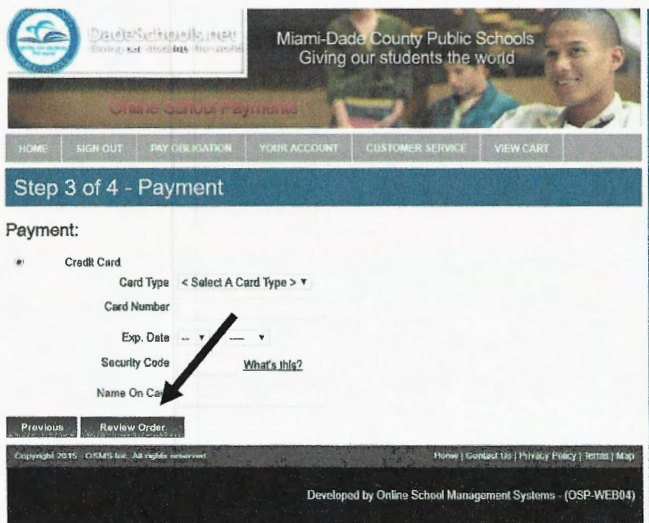
Step 4 – Add the selected trip or fee payment to your cart. In the next screen select CHECKOUT.

5- In the drop down menu, select your student's name and select NEXT.

6- Complete your Credit Card Billing Address information, click NEXT.

7- Input your credit card information. Click REVIEW ORDER. Once you finalize your order, print 2 copies of the confirmation. One copy for your child to turn-in as a confirmation to their teacher, and the second copy keep for your records. If you have more than one child you are making a payment for, you will need to login to each individual child's student portal to make their payment.

Miami-Dade County Public Schools' School Volunteer Program Policies and Guidelines are as follows:

1. All volunteers must successfully complete the registration and background check process. The registration process can be found at: http://www.engagemiamidade.net/community-volunteer-regist;

   *Statement of Collection, Use or Release of Social Security Numbers as it relates to volunteers
   The School Board of Miami-Dade County is authorized to collect, use or release social security numbers (SSN) of employees, employee dependents, and other individuals*** for the following purposes, which are noted as either required or authorized by law to be collected. Board Policy 8332

2. Once approved (level 1 or level 2) *{Fla Stat 119.071(5)(a)6,} all volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site. This is required for the purposes of liability and to know the location of a volunteer in case of an emergency.

3. All volunteers must have identification and wear an identifying badge whenever volunteering.

4. Volunteers are to always serve as positive role models. A school volunteer MUST ALWAYS:
   a. Use appropriate language;
   b. Discuss age-appropriate topics;
   c. Refrain from inappropriately touching students;
   d. Refrain from disciplining students (behaviors needing discipline must be referred to the appropriate teacher or staff member);
   e. Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission; Board Policies 3213, 3380, 5517

5. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.

6. Volunteers may not be left alone to supervise students. The visual and auditory presence of a Miami-Dade County Public Schools' employee or legal guardian must be maintained at all times including on field trip or virtual related activities. Board Policy 2340

7. Volunteers **MUST** keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority. Board Policy 8330

8. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.

9. The dress code for volunteers should be appropriate at all times.

10. Volunteers should exercise appropriate and responsible use of school and District technology, ZOOM, social media, and information systems. Board Policy 7540

11. Volunteers must report suspected child abuse per Florida Statue 39.201. Board Policy 8462

12. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service **may be terminated** at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.

13. Miami-Dade County Public School's Employment Standards applies to all volunteers.

School Volunteer Neola Bullets and Back-up Documents (attached)

Rational for updates:
- Neola language is reader friendly and provides a summative outline as it relates to the school volunteer guidelines, definitions and process.

District Adjustments:
- Integration of a check box on the school volunteer portal. During the registration process volunteers can review and acknowledge that they have reviewed the School Volunteer policies and guidelines.
- Policies and Guidelines will are available on the School Volunteer web page.

General Facts:
- Each school is encouraged to have a school volunteer liaison to manage the School volunteer program which includes providing orientation(s) to new volunteers
- A School Volunteer Liaison training conducted at the beginning of every school year. (Communications Briefing #19658 –attached)

(1) All Volunteers must successfully complete the registration and background check process.
- Board Policy 8332 - Collection of Personal Information
- ***Statement of Collection, Use or Release of Social Security Numbers as it relates to volunteers**

The School Board of Miami-Dade County is authorized to collect, use or release social security numbers (SSN) of employees, employee dependents, and other individuals*for the following purposes as it relates to volunteers, 10. **Criminal history, Level 1 and level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement/, if SSN is available** [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a) 6] 11. **Registration information regarding sexual predators and sexual offenders** [Authorized by Fla. Stat. § 943.04351 and required by Fla. Stat. § 119.071(5) (a) 2 & 6

(4) Volunteers are to always serve as positive role models.
- Board Policy 3213 - **Student Supervision and Welfare**
- Board Policy 3380 - **Threatening Behavior towards Staff Members**
- Board Policy 5517 - **Anti-Discrimination / Harassment (students)**

(6) Volunteers may not be left alone to supervise students. The visual and auditory presence of a Miami-Dade County Public Schools' employee must be maintained at all times including on field trip related activities.
- Board Policy 2340 – **Field and other District Sponsored Trips** - Parents are permitted to assist in such supervision, if appropriately approved as volunteers (Policy 2430.01). The adult/student ratio shall be 1:15 or less.

(7) Volunteers **MUST** keep confidential any information about a student or any school-related incident.
- Board Policy 8330 – **Student Records**

(10) Volunteers should exercise appropriate and responsible use of school and District technology, social media, and information systems.
- Board Policy 7540 – **Computer Technology and Networks**

(11) Volunteers must report suspected child abuse per Florida Statue 39.201.
- Board Policy 8462 – **Student Abuse and Neglect** - In addition, any person, including teachers, administrators, support personnel, and other District and school personnel who knows, or has reasonable cause to suspect that a child or student is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, shall report such knowledge or suspicion to the Department of Children and Families.

School Volunteer Registration Process Español Kreyòl

School Volunteers and Mentors

1. After registering and logging into one of the portals (Student, Parent, Employee, Community), follow these steps:
2. Click the Apps/Services/Sites tab at the top
3. Click on **Be a School Volunteer**
4. Fill out the personal information and click Submit

Returning School Volunteers and Mentors

You will need to re-register each year to become a volunteer or mentor. Login to your portal using your username and password and update the information in your application including school(s), and activity(ies) and click Submit.

Level 1 volunteers will require a new background check every year.
Level 2 volunteers will require a new fingerprint check every five years.

Retired/Former Employees

If you are a retired or former employee of M-DCPS and registered to be a volunteer through the Employee portal while still employed, you will need to create a new Community portal account and register to be a volunteer through the community portal.

Fingerprinting Process (Level 2 Volunteers Only)

For identified high-security positions, Level 2 Volunteers must undergo a full fingerprint check with Miami-Dade County Public Schools. Please note, you may **not begin** service until you are cleared at Level 2 and have met the requirements for that position indicated. Your school or work location will contact you once you have been cleared.

Level 2 Volunteers are listed as the following:

- District or Region Office Volunteer (District training required, 305-995-2995)
- Listeners/ Oyentes (Listeners training required, 305-995-2995)
- Mentor (Mentor Training Required)
- Overnight Chaperone (all grade levels, school site signature required)
- Physical Education Assistant (all grade levels, school site signature required)

*Volunteers not listed above are considered Level 1 Volunteers and do not require fingerprinting.
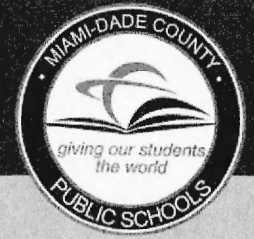
Schedule an appointment with the Fingerprinting Department at least 24 hours prior to your requested date by emailing Smiles@dadeschools.net. Please arrive approximately ten minutes prior to appointment time at 1450 NE 2nd Avenue, Room 110 Miami, Florida 33132.

PLEASE BRING THE FOLLOWING TO YOUR SCHEDULED APPOINTMENT

1. Fingerprint Fee Waiver Request (signed the school Principal or work site administrator)
2. A current government-issued photo identification (Non-expired driver's license, passport, etc.)
3. Social Security Card (If the card is lost, a pay stub, W-2 or insurance card showing the entire SSN is acceptable. You may also obtain a social security number verification form for a lost card by contacting 1-800-772-1213 or visiting the office nearest you. In case you were not issued a Social Security Number, please notify the the Fingerprinting Department at the time the appointment is made.)
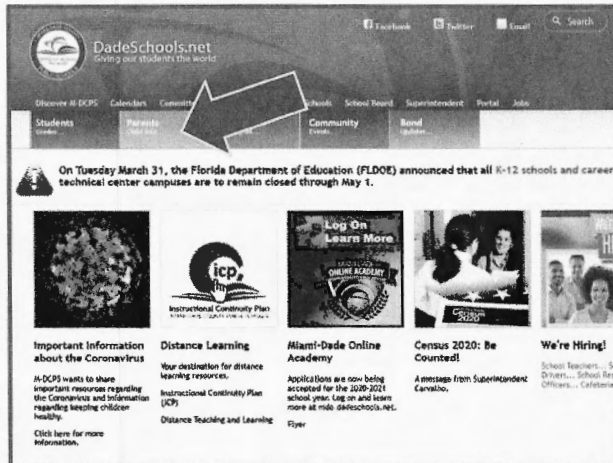
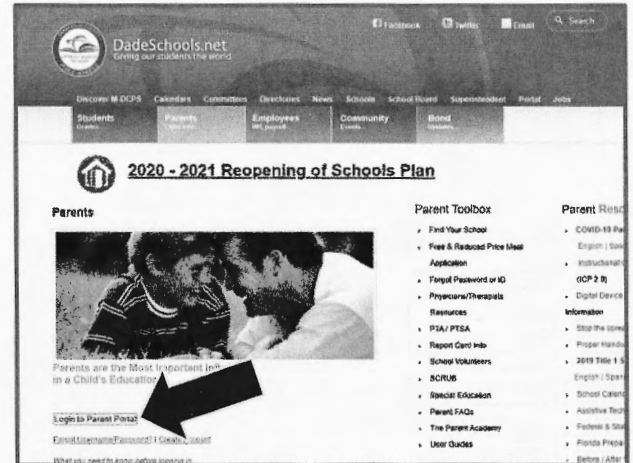Please allow 5 business days for fingerprint results.

1. Go to www.dadeschools.net and click on the Parents Tab
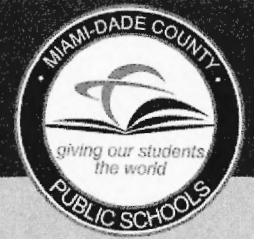

2. Click the Login to Parent Portal Button

3. Type in your Username (Parent Portal ID#) and Password

PARENT PORTAL NAVIGATION GUIDE

Navigating Parent Portal Resources

Click here to access Apps/Services/Sites

Click here to access current grades and attendance

Click here to access your child's Report Card information

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2022-2023 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2022

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

August 2022

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

September 2022

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

October 2022

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

November 2022

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

December 2022

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

January 2023

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

February 2023

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

March 2023

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

April 2023

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

May 2023

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

June 2023

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

Legend

Symbol	Description
△	New Teachers Report
○	Teacher Planning Day
●	District-wide Professional Development Day
⊠	Legal Holiday (12 month)
⊠	Recess Day (10 month)
⊠	Recess Day
■	Beg/End of Grading Period
⊠	Legal Holiday
o □	Available to opt
a	Teacher Planning Day available to opt

Days in Grading Period

Period	Days
1-	45
2-	46
3-	47
4-	42

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2022-2023 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA

August 12, 2022	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 26 *+#	Teacher planning day; no students in school
October 5*+#	Teacher planning day; no students in school
October 21	End first grading period; first semester
October 24	Begin second grading period; first semester
November 8	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 21-23	Fall Recess for 10 month employees
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 23*+#	Teacher planning day; no students in school
December 26-	Winter recess for students and employees with the exception of Fraternal Order of Police
January 6	and select 12 month employees
January 16, 2023	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 23*+#	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 20	All Presidents Day; holiday for students and employees
March 20 – 24	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
April 6	End third grading period; second semester
April 7*+#	Teacher planning day; no students in school
April 10	Begin fourth grading period; second semester
May 29	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; not available to opt; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 5, 2022	June 8, 2023
Assistant Principals and 10-month clerical	August 5, 2022	June 15, 2023
Cafeteria Managers	August 9, 2022	June 8, 2023
Satellite Assistants	August 11, 2022	June 7, 2023
All Instructional Staff, Paraprofessionals & Security	August 12, 2022	June 8, 2023
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2022	June 7, 2023
Cafeteria Workers (part-time)	August 17, 2022	June 7, 2023

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 10, 11, 2022, or June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2022, or June 16, 20, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

SCHOOL UNIFORMS K-5TH

HUNTER GREEN	WHITE	NAVY BLUE	GOLD

POLOS

Boys and Girls

KHAKI OR NAVY BLUE

PANTS & SHORTS

Boys and Girls

KHAKI OR NAVY BLUE

SKORTS

SKIRTS

JUMPERS

Girls

VENDORS

Ibiley School Uniforms
11530 SW 120 Street
Miami, 33176

All Uniform Wear
18705 S. Dixie Hwy.
Cutler Bay, 33157

Miami Uniforms & Embroidery
9851 E. Fern Street.
Palmetto Bay, 33157

Logo (Required)

DR. HENRY E. PERRINE ACADEMY OF THE ARTS