

WEST HIALEAH GARDENS ELEMENTARY SCHOOL

“HOME OF THE LIONS”

*****THIS HANDBOOK CONTAINS
VERY IMPORTANT SCHOOL INFORMATION*****

STUDENT - PARENT HANDBOOK



WELCOME TO THE PRIDE!!!!

11990 NW 92nd Ave,
Hialeah, FL 33018
Telephone: 305-818-4000

Name: _____

Student I.D. _____

Homeroom Teacher: _____

Grade: _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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West Hialeah Gardens Elementary School

Mr. Hector L. Guerra, Principal
Ms. Massiel Lorenzo, Assistant Principal
Ms. Jenel Romero, Assistant Principal

August 17, 2023

Dear Parents & Students:

On behalf of the West Hialeah Gardens Elementary School family, it is my pleasure to welcome you to your school. We are looking forward to an exciting and productive year. We are convinced that a strong partnership between the home, school and community will positively contribute to the success of our students. We encourage parents to be a partner in their child's education.

Please read this handbook carefully and refer to it throughout the school year. It is designed to provide you with information on important school policies and procedures. School begins at 8:20 a.m. for Pre-K through 1st grade and 8:35 a.m. for grades 2nd through 5th. Help your child succeed by ensuring they have good attendance and by arriving to school on time each day. Set aside 30 minutes daily to read to and/or with your child. Information about our school can be found on our school's website at <http://www.whges.org>. It is important that you attend scheduled meetings for parents and teachers. We need your support to provide a stimulating environment full of successful experiences for your child.

Thank you for entrusting us with your children's education. We are committed to fostering an environment where they can flourish academically, emotionally, and socially. The WHGE School staff is ready to answer any questions and help you with all of your concerns. We continue to dedicate ourselves to reaching high standards of excellence in education. We will work tirelessly to ensure a nurturing and inclusive atmosphere where every student feels valued and empowered. Our doors are always open for your input and support. As a key stakeholder, your involvement is paramount to our accomplishments and desire to attain organizational performance excellence. Our goal is to enable your child to achieve success as a lifelong learner and future leader. If we can be of further assistance, please give us the opportunity to meet with you.

Sincerely,

Hector L. Guerra
Principal

ABSENCES

To ensure that all children acquire the necessary skills for success in adult life, school attendance is **mandatory**. There are probably no factors more important to a student's progress in school than regular and punctual school attendance. Students who are tardy or absent excessively from their instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school. Students should be in school every day unless they are ill. If a child is absent from school, Florida Law requires that parents provide a written note explaining the reason for each absence when the child returns to school. We are required by State law to check attendance daily.

Excused absences are categorized as follows:

1. Personal illness of the student: Students missing **5 or more** consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointments which cannot be arranged after school hours: a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal or designee.
3. Death of an immediate family member.
4. An approved school activity (absences recorded but not reported).
5. Attendance at a center under Department of Children and Families supervision.
6. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed. The religious holiday must be listed on the district's approved list of religious holidays.
7. **Military Connected Students** – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be preapproved by the school principal.
 - Students shall have a reasonable amount of time, to complete make-up work.
 - Attendance Correction Form (**FM-5556**) will be sent to the Federal and State Compliance Office, via Self Service at <http://selfservice.dadeschools.net>. for processing

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the

school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

8. School-sponsored event or activity previously approved.
9. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
10. Outdoor suspensions

Unexcused absences include:

Any absence that does not fall into one of the above excused categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within three school days upon the return to school will result in the absence remaining unexcused.**

1. Absences due to vacations, personal services, local non-school event, program or sporting activity.
2. Absences due to older students providing day care services for siblings.
3. Absences due to illness of others.
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Students are to be counted in attendance only if they are actually present for **at least two hours of the day**. Students granted an excused absence have the right to make up all missed work within a reasonable amount of time, up to three (3) school days, to submit make-up work. Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. **Vacations when school is in session are considered unexcused absences**. Unexcused absences do not require that the teacher provide make-up work for the student. All unexcused absences will result in a failing grade being issued for any work missed on the day(s) that the student was absent from school.

Parents are expected to:

- Report and explain an absence or tardiness to the school. Failure of the parent to provide required documentation within three (3) days upon the student's return to school will result in an unexcused absence. Submit absence notes via email at: 2371attendance@dadeschools.net.

➤ **Admits can be submitted electronically or in-person**

o Electronic submissions include emailing a statement of the cause for such absence directly to the school's attendance email address which is 2371@dadeschools.net . The email should include the Student's Full Name, Identification Number, Date of Absence, and the Reason for the absence; include the Student's Name and EXCUSED ADMIT on the subject line.

o Parents who wish to submit documentation for an excused absence to the school's attendance office in person may do so within three (3) days from the date of the absence. Failure to report and explain absence(s) shall result in unexcused absence(s).

- Ensure that the child has requested and completes make-up assignments for all excused absences/tardiness from their teachers upon their return to school or class.
- Appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

ABSENCES-EXCESSIVE

A student accumulating ten (10) or more unexcused absences in a school year will have grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student. However, the attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time. (Board Rule 6Gx13-5A-1.041)

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of four (4) designated times per year.
3. 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:
 - a. Issuing of final grades.
 - b. Temporary withholding of final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of final grades. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.

4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

ACCIDENT INSURANCE/REPORTS

The School Board of Miami-Dade County provides each parent the opportunity to purchase student accident insurance at reasonable rates. You can buy Student Accident insurance to provide coverage in the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room, or doctor's attention. The cost is reflected in the accident insurance literature. An envelope and application for coverage will be sent home with your child on the first week of school. Students purchase the coverage voluntarily at their own expense. Parents are encouraged to enroll online at www.K12StudentInsurance.com.

Any student who is involved in an accident in school or at any school-sponsored activity must report it to the nearest staff member immediately.

ADDRESS VERIFICATION

Current address verification must be on file for every student. Miami-Dade Public Schools requires that the following documents be in parent's/legal guardian's name:

- **Current warranty deed or a property executed lease** (bring original and the office staff will photocopy).
- **FPL bill** reflecting parent's name(s) and service address as home address.

AFTER-CARE PROGRAM

Students who remain after school is dismissed **must** be registered in the after-care program which is a Principal operated program. After-school supervision will be provided for those students registered with our school from dismissal until 6:00 p.m. Call the After School Care office at 305-818-4000 for more information concerning the times and cost of this program. **There will be NO SUPERVISION of your children before or after school hours unless they are registered in this program. It is extremely important that you pick up your child on time! A late fee of \$5.00 per 15 minutes will be charged for children not picked up on time. Consistent late pick up may result in the child being withdrawn from the program.**

ARRIVAL (MORNING) PROCEDURES

Although many teachers arrive earlier, they use the time before students arrive to prepare materials and activities for the day. All school bus students will be dropped off on the side of the school of the building. All other students are to enter the building through the main entrance of the school. Students are to proceed immediately to breakfast and/or go directly to the assigned area for each grade level. Teacher will pick up the students from the designated area at 8:15 a.m. (1st) or 8:20 a.m. (2nd-5th grade teachers). **The only exception is Pre-K and Kindergarten students who will be assigned to the Art room and the first grade students who are on the cafeteria stage.** On rainy mornings, all students will follow the same morning procedure. Please note that due to security precautions, access to all areas of the school building is restricted to students and school personnel only.

Students are expected to be ready to begin school promptly at 8:20 a.m. (PK-1) or 8:35 a.m. (2-5) when instruction begins. Students arriving after their assigned bell time must obtain a tardy pass. Parents dropping off students by the main office gate must drop off and leave. For security reasons the parents cannot linger by the main office gate.

ASSEMBLIES

The keynote of good behavior in the cafeteria is respect. Respect should be shown for property, performers, and fellow students. The better the behavior of the audience, the more one will gain from the program. Applause and laughter should occur at the proper times only and in appreciation of the performers. Students should enter the cafeteria quietly and sit in their assigned seats.

BEFORE-SCHOOL CARE

Students should not arrive to school prior to 7:30 a.m., unless they are enrolled in the Principal Before-School Care Program. Supervision from 7:30 – 8:15 a.m. is provided in designated areas for those students who wish to have breakfast at school. Teachers are scheduled to be on duty at 8:10 a.m. Call the Before/After School Care Office at 305-818-4000 for more information concerning the time and cost of this program. **There will be NO SUPERVISION of your children before or after school hours unless they are registered in this program.**

BRINGING PETS TO SCHOOL

Students are not allowed to bring pets to school nor are pets allowed in the building at any time.

BUS TRANSPORTATION

Private Transportation: It is important that parents are properly informed when contracting for privately arranged transportation. Please be reminded that privately arranged transportation of students is not regulated nor certified by Miami-Dade County Public Schools. Parents are urged to request information regarding insurance, training and licensing of drivers and the maintenance of the vehicles used by their private company. Privately arranged transportation is the responsibility of the parents and Miami-Dade County Public Schools assumes no responsibility.

CAFETERIA MEALS & RULES

New applications must be made each year for free or reduced meals. This program is designed to serve those students whose family income is such that paying full price for school meals would result in a severe economic hardship to the family.

The Breakfast Program is offered to students daily from 7:30 a.m. to 8:15 a.m. **Breakfast will not be served after 8:15 a.m. Breakfast is free to all students.** Children may bring lunches from home or buy them at school.

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. **Miami-Dade County Public Schools offers**

breakfast at no charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

Food Cost

Breakfast	All Students= No Charge
Lunch	All Students= No Charge

Sodas and drinks in glass containers and cans will not be permitted in the cafeteria. Meals from places such as Burger King or McDonalds ARE NOT allowed in the school cafeteria. When parents bring lunches to school, they must come to the office first and the children will be called to receive the lunch. NO EXCEPTIONS.

Peanut Allergies/Peanut-Free School

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

CAFETERIA CONDUCT - Student behavior in the cafeteria should be based on courtesy and cleanliness. The following rules have been established to maintain order and ensure safety in the cafeteria:

1. Talk softly.
2. Remain seated at all times at assigned tables.
3. Talk only to those students seated in your table.
4. Enter and leave the cafeteria in a quiet and orderly manner.
5. Use good manners. Do not play with or throw food.
6. Respect all cafeteria personnel.
7. Keep floor and tables clean.
8. All food items must remain in the cafeteria.
9. Students are to remain seated in the cafeteria until they are picked up by their teachers.
10. Hall passes to leave the cafeteria will not be accepted. NO EXCEPTIONS.

These rules will be discussed with all students. If disobeyed, students will be assigned detentions with an "F" in conduct. Continuous disruptions will result in your child not being allowed to eat lunch with his/her peers.

CELEBRATION/PARTIES IN SCHOOL

Only school scheduled celebrations will be permitted for kindergarten and first grade students. Family celebrations, such as birthdays, anniversaries, congratulatory, etc. are not allowed at school. Parents, we would appreciate it if you do not send flowers, balloons, candy and/or any kind of deliveries to the school for celebration purposes, as they are not allowed in school. Also, students must earn the right to attend special activities or receive treats by demonstrating good behavior in school.

CELL PHONES

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone or smart watches which disrupts the educational process; the use of the cellular telephone during school hours; and the possession

or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the COSC. **Cell phones are not to be turned on or be visible AT ALL between 8:20 a.m. – 3:05 p.m. Cell phones will be confiscated and placed in a designated area of the classroom if the Code of Student Conduct is violated during school hours. In addition, cell phones will only be returned to a parent or guardian if the Code of Student Conduct is violated.**

CHILD ABUSE/BULLYING

Parents are informed that it is the duty of every Miami-Dade County School Employee to report to Children and Family Services any suspected case of child abuse for investigation. If bullying is suspected, teachers are to report it immediately to the school counselor.

CLASSROOM ASSIGNMENTS

All classroom assignments are made by the school. Our assignments may often be tentative and are made for the benefit of each child. Due to changes in enrollment, occasionally it is necessary to reorganize classes. We need your cooperation and understanding if it becomes necessary to reassign students. A child is placed in a learning situation that most nearly fits his/her needs with an aim toward seeking to provide for the achievement of goals commensurate with the child's potential.

Closing of School

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

CODE OF STUDENT CONDUCT

The schools are established for the benefit of all students. The educational purpose of our school is accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County endorses a zero-tolerance policy toward school related violent crime.

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action for bringing about positive student behavior. The violations are divided into five levels and a variety of administrative actions, dependent upon the severity of the misconduct, are recommended or mandated. Parents/guardians can access the Code of Student Conduct in English, Spanish and Haitian-Creole on the M-DCPS' website at ehandbooks.dadeschools.net/policies/90/index.htm or they may request a copy from their child's school.

Cellular phones, pets or items not related to instruction are not permitted. Possession of a cellular telephone is not a violation of the Code of Student Conduct; however, the possession of a cell phone disrupts the educational process. The use of a cell phone or smart watch during school hours and the possession of a cell phone that disrupts or interferes with the safety-to-life issue for students being transported on a school bus, would be a violation of the Code of Student Conduct. **Cell phones are not to be turned on or be visible AT ALL between 8:20**

a.m. – 3:05 p.m. Cell phones will be confiscated and only returned to a parent or guardian if the Code of Student Conduct is violated.

CURRICULUM: SCHOOL BOARD RULE 6Gx13- 6A-1.11

Elementary School: The curriculum of the Miami-Dade County elementary school is organized to provide instruction for all children in those areas which are considered essential to a sound general education. A good elementary school has the following characteristics:

- A. Emphasis on content and skills which each child needs to advance individual competence and to achieve a level of academic proficiency and social and emotional development which will enable him/her to progress to the next grade level. Progress through the public-school program and effectiveness in our democratic system require mastery of the fundamental tools of education.
- B. A well-planned and well-balanced series of learning activities appropriate to the needs of each child and closely related to the daily life of the children in the school and community.
- C. Emphasis on the child's understanding and development of individual potentialities--how to care for oneself; how to express oneself; how to use one's own powers to think and act.
- D. A program centered around the American way of life: its institutions, privileges, and responsibilities. The classroom is recognized as an important laboratory for the development of desirable social attitudes and skills.

The Florida Standards provide the basis for instruction at Meadowlane Elementary. Higher order thinking skills of application, analysis, synthesis, and evaluation are stressed in all subject areas. Students are expected to be active learners and to demonstrate their ability to use knowledge. Instruction is also provided in the areas of art, music, physical education and Spanish.

DETENTIONS

If at anytime throughout the year your child receives an after-school detention, a 24-hour notice will be sent home with your child. It will be the responsibility of the parent to arrange for transportation. Teachers for reasons they deem necessary may issue detentions. Failure to serve a detention will result in a more severe consequence. After three (3) detentions have been served and inappropriate behavior continues to occur, the student will be assigned to Saturday Detention.

DISCIPLINE

An orderly, friendly atmosphere in the classroom and in the school is essential if students are to learn to the maximum of their ability. Subject to law and School Board Rules, each teacher or other member of the staff shall keep good order in the classroom and in other areas of the school. When school rules are broken, the following procedures will be followed (the order may be changed, depending on the circumstances):

1. Verbal warning will be given to the student.
2. The teacher will contact the parent concerning the misbehavior.
3. If the student's behavior does not improve, the Principal or Assistant Principal will be notified, and other disciplinary measures will be considered.
4. Other disciplinary measures may include, but are not limited to work assignment, after school detention, indoor suspension, suspension from school and/or recommendation for expulsion.
5. The possession and/or use of weapons (**real or toy**) by students on school grounds will result in an **outdoor suspension and an automatic recommendation for expulsion.**

All students are expected to abide by the Miami-Dade County Public Schools Code of Student Conduct at all times. The use of abusive or profane language in school and/or at school activities is prohibited. Any student involved in a fight, including food fights, before school, after school, or when participating in a school-sponsored activity on or off campus will be suspended. The authority set forth in Florida Statutes vest school administrators with the power to establish rules for discipline, develop understandings for the enforcement of obedience, and to enforce classroom regulations. Teachers and administrators have the right to use such means to maintain discipline and to enforce school order and rules.

DISCIPLINE PLAN

A school-wide discipline plan is followed by all teachers. It will establish a classroom structure and routine that will provide the optimal learning environment. Appropriate behavior will be required so that the needs of all children will be met. The success of the program will depend on help from parents, teachers, students and administrative team.

High Five Expectations of Student Behavior

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. FOLLOW DIRECTIONS
4. KEEP HANDS AND FEET TO ONESELF
5. BE ON TIME AND PREPARED

SUSPENSIONS AND EXPULSIONS – Only the Miami-Dade County School Board, by law, has the right to expel a student from school. Suspensions and/or expulsions may be issued when a student has possessed, used, handled or transmitted a substance capable of modifying mood and/or behavior; possessed, used, handled, or transmitted a weapon, including but not limited to a gun (real or toy), knife, razor, explosive, ice pick or club; used any article as a weapon or in a manner reasonably calculated to threaten any person, committed a serious breach of conduct, including but not limited to, an assault on school personnel or another pupil; a lewd or lascivious act; arson, vandalism or any other act which disrupts the orderly conduct of the school or school activity; engaged in less serious but continuing misconduct, including, but not limited to, the use of profane, obscene or abusive language or other acts that are detrimental to the educational function of the school.

DISCIPLINE ACTION PLAN

This school-wide discipline action plan is used in an effort to reduce discipline problems. It has detailed steps that provide parents with information on the infraction that occurred, as well as

the response to intervention for the behavior. Parents will be asked to sign next to the action step their child has been placed on, to ensure information has been received regarding your child's behavior in school. Please keep open lines of communication with your child's teacher. You can help us by speaking with your child about appropriate school behavior. Teachers are available to meet with parents. All parent-teacher conferences are to be set up through the main office.

DISMISSAL PROCEDURES

Pre-K through 1st Grade Dismissal: All students must leave the school grounds immediately after dismissal with the exception of those students who have enrolled with the after-school program. Parents who walk to school to pick up students in Pre-K through 1st grade must wait and stay outside the building by the main entrance until the official school bell rings. Once the school bell rings, parents of students in PK through 1st grade will pick up the students in the designated area by gradelevels.

2nd-5th Grade Dismissal: Parents of students in 2nd-5th grade have two options to pick up their child-(1) park their car and walk to the front of the school as described below or (2) enter the circular drive-thru on NW 120th Street and wait inside the car until the dismissal bell rings and the drive-thru dismissal process begins.

Parents who walk to school to pick up students in 2nd-5th grade must wait in front of the school until the official school bell rings, then proceed to designated grade level pick up areas.

Drive-Thru Dismissal is available for students in Kindergarten-5th grade. Students in Kinder-5th grade who are picked up by car will be escorted to the designated drive-thru area. If you choose to pick up your child via car you are to enter the circular drive-thru on NW 120th Street and wait inside the car until the dismissal bell rings and the drive-thru dismissal process begins.

Note that no student, regardless of grade level, may leave school grounds until the official school bell rings.

Note: For parents with children in different grades levels that are dismissed at the same time and/or on Wednesdays together, the older sibling will be sent to the younger sibling's dismissal class. That way parents only have to pick up their children in one area.

Supervision will not be provided for students who are picked up late. Please do not expect younger children that are dismissed at 1:50 p.m to wait for siblings that will be dismissed at 3:05 p.m. Parents/Guardians are responsible for pick-up arrangements or securing enrollment in the After School Program. Students who are not engaged in scheduled after school activities such as tutoring, clubs, etc. are to leave the campus immediately after they are dismissed from school.

WALKING HOME:

Students walking home from school will be dismissed from their designated dismissal areas. Please emphasize to your child the dangers of loitering on the way home, accepting rides from strangers, or going to a home of a friend without your permission or

knowledge. Also, please discuss the route that they should take both to and from school; rainy day procedures as well as, all safety precautions they need to follow.

DRESS CODE- Board Policy 5511

West Hialeah Gardens Elementary School is a mandatory uniform school. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. To minimize the disruption of school or excessive maintenance of school property, all students should dress appropriately. Clothing should be neat, in good taste, and add to the dignity of the entire school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

The following mandatory uniform dress code has been adopted at West Hialeah Gardens Elementary:

PK-5th Grade:

- Red or Yellow polo shirt.
- Blue or Khaki Pants, skirts, and/or uniform shorts
- Sweaters must be black, navy blue with no hoods (solid colors only, no print).

Blue jeans are NOT acceptable. It is required that all students wear closed toe shoes or sneakers to school. No crocs are permitted.

The selected uniform or a generic option can be purchased from a variety of sources, such as uniform companies, department stores, catalogs, etc. School logos are not mandatory.

All students are required to wear the school uniform daily. Parents will be called if a student is not properly dressed. Appropriate clothing will need to be brought to the office for the child to return to class. Detentions will be issued for students not wearing the required uniform.

Our students will become productive citizens and leaders of the future. We want our students to “dress for success”.

Our dress code has the following restrictions:

1. No tube tops, see-through blouses without a covering underneath, midriff tops, halter tops, tank tops or spaghetti straps on tops.
2. No hats or head coverings (except for religious purposes).
3. No low cut apparel.
4. No mini skirts or tennis skirts.
5. No clogs, crocs, sandals or other shoes without back support.
6. No clothing with written messages.
7. No riding/cycling pants or leggings.
8. Dresses and skirts must be a length appropriate for the world of work.
9. Boys and girls must tuck in their shirts. Pants CANNOT be worn below the hips.
10. No radios, IPODS, or cellular phones.

11. No hats, sunglasses, scarves, or hair rollers.

EARLY DISMISSAL/SIGN-OUT-Board Policy 5200

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. Children may be excused before dismissal time only for a valid reason. Please make every effort to schedule medical and dental appointments after school or on planning days and recesses. Early dismissals are recorded on the student's record. If it is essential that a child be excused, send a note to the teacher in the morning. Notes should state the reason for the request. At no time should you report directly to the classroom to pick up your child. When the child leaves the school, parents must sign him/her out of the office. **A photo ID must be presented, and the child must be signed out officially from the main office.** At that time, the child will be called down to the main office for dismissal. **Only individuals listed on the Emergency Contact Card will be allowed to pick up students from school during the school day. A student who has 3 or more early dismissals per grading period will not meet criteria for participation in the Honor Roll.**

As per School Board Rule (6Gx13-5A-1.041), **students will not be dismissed 30 minutes prior to dismissal.** The last 30 minutes of each day is generally used by the teacher to highlight and review important information that is critical to the learning day. Students in grades K-1st will not be dismissed between 1:20 p.m. - 1:50 p.m. Students in grades 2nd - 5th will not be dismissed between 2:35 p.m. and 3:05 p.m. On Wednesdays, no student will be dismissed between 1:20 p.m. - 1:50 p.m. **NO EXCEPTIONS!** As an added security measure, students will not be dismissed to go home from the cafeteria or physical education area.

If a student becomes ill during the school day and needs to go home, he/she must report to his/her scheduled class, obtain an official hall pass from the teacher, and go to the clinic to contact a parent/guardian. Only the person(s) listed on the student's emergency contact card may sign the student out of school. In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

ELECTRONIC DEVICE POLICY

According to School Board Rules the use of electronic devices by students during school hours is strictly prohibited. The following policy will be in effect for all students who attend West Hialeah Gardens Elementary School:

- Cellular telephones must remain in the OFF mode during school hours.
- Electronic devices such as MP3 players, I-Pods, PSP and other such devices are not allowed in school.
- The school is not responsible for any electronic device that is either lost, stolen or broken since these items are not permitted in school.
- Any electronic device, including cellular telephones, that are confiscated by a staff member will be turned over to the principal or designee.
- Confiscated items will only be returned to a parent or legal guardian.

EMERGENCY CONTACT CARD INFORMATION

Each school year you must complete a card with information regarding who the school staff should contact in case of an emergency. The form must be carefully completed and returned. The form should be completed by the registering parent. In addition to parents, two other persons should be listed. If you change your address, phone number at home or at work at anytime throughout the year, it is very important that you notify the school. In addition, you will be asked to identify people who are authorized to take your child from school during the school day. **YOUR CHILD WILL NOT BE RELEASED TO ANY PERSON NOT LISTED ON THE CARD.** Please remember to list neighbors, babysitters, carpool members, or anyone that you would want to take your child out of school because of illness or other emergency. **We can not accept approval to release a student over the phone.** In addition, parents/approved adults must show a valid picture I.D. for the child to be released. This is a safety measure taken for your child's protection. **STUDENTS RELEASED FROM SCHOOL DURING THE SCHOOL DAY MUST BE SIGNED OUT AND PICKED UP FROM THE MAIN OFFICE.**

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>.

EXCEPTIONAL STUDENT EDUCATION

Through a resource room or inclusion approach eligible exceptional education students in grades KG-5 are serviced through a varying exceptionalities (VE) service delivery model. Students eligible for gifted placement can participate in our GIFTED program. Itinerant services to include speech, language, vision, hearing, and occupational therapy are provided as stipulated in each student's Individual Education Plan (IEP). ESE teachers use a differentiated curriculum in which they design the goals, instruction and materials that match the individual learning styles, strengths, and needs of each child within these programs.

EXTRACURRICULAR ACTIVITIES

We encourage student involvement in extracurricular activities. Students may become involved in one or more of the following clubs/teams: Agricultural club, Character club, Safety Patrol, Art Club, the Green Committee, and the Litter Patrol. These activities will be offered based on enrollment numbers.

FIELD TRIPS

Although field trips enrich the educational learning experiences of students, security alertness levels may limit the number of field trips that may be authorized. It is important that the following procedures that support greater supervision by teachers be followed.

The ratio of parent chaperones is one parent to every 10 students with a maximum of 4 chaperones per field trip. Each teacher will select parent chaperones on a first come basis. Only parents that have been cleared as volunteers through MDCPS will be selected to chaperone. Chaperones must ride on school buses accompanying students to and from the field trip site and must remain with the designated class at all times. For security purposes, parents not selected as designated chaperones will not be able to participate in field trip activities. However, opportunities will be provided for additional parents to participate on subsequent field trips. Siblings or persons under the age of 18 are not permitted to serve as chaperones or participate in school sponsored field trips. Please speak to the teacher prior to the field trip to make arrangements for chaperoning a field trip. It is very important that parents cooperate with the teachers when planning field trips. **For all in-county or out-of-county field trips, all students must ride with their class on the provided bus and must return on the same bus to the school.** Parents are not allowed to transport their child to the field trip destination. Small children may not accompany chaperones.

All field trip chaperones must be cleared as MDCPS volunteers. To receive clearance from MDCPS to serve as a chaperone, parents must register online at least three weeks prior to participation in the activity. MDCPS will run a background check and you will be notified as to whether or not you have been cleared through the district. Please be sure to contact Ms. Raisa Pardillo, our Volunteer Coordinator at 305-818-4000 to schedule an appointment. Trained staff is eager to assist interested parents in completing the online registration process.

PERMISSION BY PHONE WILL NOT BE ALLOWED, AND ONLY OFFICIAL FIELD TRIP FORMS ARE ACCEPTABLE. MONEY FOR A FIELD TRIP MUST BE TURNED IN TO THE TEACHER NO LATER THAN 5 DAYS PRIOR TO THE ACTUAL FIELD TRIP.

Please adhere to the deadline set by the teachers when paying the fees for the trips. Money received after deadlines will not be accepted. Field trip/bus confirmation must be made several days prior to trip date; therefore, field trip money is not refundable if a child is absent. Parents are not allowed to transport their child to the field trip destination. Small children may not accompany chaperones.

FINANCIAL OBLIGATIONS

All financial obligations incurred, i.e., school fees, textbook loss, or damage, overdue or lost library books, must be paid in the school's treasurer's office.

FIRE DRILLS

Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the

emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers, and staff must remain outside the building until permission is given to re-enter.

GRADE REPORTING - Academic Grades

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

Interim Progress Reports are issued every four-and-one half weeks prior to the end of each grading period. These reports notify parents if students are doing satisfactory or need to improve. Parents are to sign the progress report and return it to your child's homeroom teacher.

Report cards are issued at the end of each nine-week grading period. Students are assessed in all subject areas they are taught. The following is a letter and numerical interpretation of academic grades:

KINDERGARTEN GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

K-12 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Effort

Based upon the degree to which a student works up to his/her ability. These grades are independent of academic and conduct grades.

- 1 = Outstanding effort
- 2 = Satisfactory effort

3 = Insufficient effort

Conduct

Conduct grades are to be used to communicate to both students and their parents/guardians the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

A = Excellent behavior
B = Consistently good behavior
C = Satisfactory behavior
D = Improvement in behavior needed
F = Unsatisfactory behavior overall

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

A = 3.50 and above
B = 2.50 – 3.49
C = 1.50 – 2.49
D = 1.00 – 1.49

Academic grades are to reflect the student's academic progress. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgement after careful consideration of all aspects of the student's performance during a grading period. The principal reserves the right to review a student's academic performance to ensure continued academic progress.

GRAFFITI

Marking on any school property will result in a minimum three-day suspension, restitution, and a report to school police.

GUIDANCE COUNSELOR

West Hialeah Gardens Elementary School provides an organized guidance program for all students. This program will attempt to assist students in solving their social and personal problems and will help them in educational planning. Group counseling, peer group counseling, and occupational emphasis are also a part of our guidance program.

Conferences with the counselor are scheduled in several ways: (1) Counselor Initiated, (2) Student Initiated, (3) Teacher initiated, (4) Parent initiated.

HALL PASSES

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move

quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present a hall pass courteously when asked to do so. At no time is a student to be out of the classroom during class without an official Yellow Pass or teacher-made pass. Teachers are not to give verbal permission for a student to exit the classroom.

HEALTH SCREENING SERVICES

The Florida Primary Education Program stresses early identification of children at risk through a program of screening all kindergarten students and new entries in grades one, two and three. These children will receive the following screening services: vision screening, hearing testing, height and weight and general health appraisal. The School Health Services Act of 1974 mandates vision testing in grades 1,2,3 and 5 and hearing testing in grades 1, 2 and 3. Health appraisal and screening services such as vision, hearing, height and weight, nutrition and behavioral observations shall be provided to other students in all grade levels in accordance with priorities reflected in the local county health plan and subject to availability of staff and funds. It should be understood that such screenings do not substitute for a thorough examination in a doctor's office. It is requested that you provide the school with written notification if you do not want your child to participate in the screening programs.

HOME LEARNING POLICY

Home learning is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Home learning provides opportunities for practice of new knowledge or new skills, reinforcement, developing independent study skills, enrichment activities and should serve as a basis for further study and preparation for future class assignments (6Gx13-6A-1.23). Home learning assignments are aligned to standards and expectations for the grade of the student as well as their academic needs.

Your child will receive homework assignments every day, Monday through Friday. If the assignment is to be written, children are expected to return the completed assignment each day. Please review your child's homework every night. Older children may have longer assignments, which are due within a few days or a week. Homework forms part of your child's overall grade. An "F" will be assigned when homework is not returned.

Frequency and Quantity of Homework Assignments for All subject areas:

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

Students **MUST READ** 30 minutes daily at home above and beyond their assigned home learning. In addition to the **daily** home learning assignments, there will occasionally be projects or long-range assignments in subjects such as science and/or social studies, and book reports.

Parents should assist the home learning process by providing an appropriate place, a specific time and by checking over the child's work. During this study period students should not be interrupted by the telephone, television, errands, or chores. Parents who provide a definite time and place for study have the best results.

HONOR ROLL CRITERIA

Students who meet honor roll qualifications in grades two through five will be recognized at an assembly. The following criteria are used by all teachers at West Hialeah Gardens Elementary School:

PRINCIPAL'S HONOR ROLL

Academic: A's in all areas with a grade point average of 4.0.
Conduct: A's in all areas with an average of 4.0.
Effort: 1's in all areas.

ACADEMIC PRIDE-HONOR ROLL

Academic: A's and B's with a grade point average of 3.5 or above.
Conduct: A's in all areas with an average of 4.0 or above.
Effort: 1's in all areas.

CONDUCT HONOR ROLL (CITIZENSHIP RECOGNITION)

Conduct: A's in all areas with an average of 4.0.
Effort: 1's in effort.

Perfect Attendance

100% attendance for the grading period with **no more than 3 tardies or 3 early dismissals per nine weeks.**

ILLNESS/INJURIES

The health and physical well-being of all students is of great concern to us. Children should not come to school if they have a contagious disease, suffering from nausea, fever, sores with fluid, lice/nits, or sneezing and/or coughing so that others could be infected. When children become ill at school, they are sent to the Clinic with a hall pass where they are made comfortable until they are well enough to return to the classroom, or until arrangements can be made with parents to take them home. School personnel are not permitted to administer medicine of any kind without special forms completed by a doctor. Be sure that the school has emergency information as to how parents/guardians can be reached so that there is no delay in a child receiving prompt medical attention, should it become necessary. ALL CONTAGIOUS DISEASES MUST BE REPORTED TO THE SCHOOL.

INJURY

You are requested to notify the office of any accident or injury which your child has not reported to his/her teacher, which may have happened in school, going to or coming from school, or during school hours.

INSURANCE

Florida KidCare- Child Health Insurance You Can Afford!

Getting health insurance for your children before they become sick is very important. Florida KidCare is a comprehensive health insurance program for children birth to age 18 who are uninsured. **Any family can apply;** the amount you pay is based on income and family size. **Many non-citizen children may qualify.**

Services Include:

Doctor Visits
Check-ups and Shots
Hospital and Surgery
Vision/Hearing

Mental Health
Prescriptions
Emergency Services
Dental

Florida KidCare accepts applications all year. No interview is required. You can apply online at www.floridakidCare.org and click "Apply Online Now". If you would like assistance, please visit this school and ask to speak with the KidCare Liaison.

For more assistance, call 1-888-540-5437, or call The Parent Academy 305-995-2680.

INTERNET USE POLICY – Board Policy 7540.03

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

LIBRARY/MEDIA CENTER

We strongly encourage all students to develop the habit of a daily reading period for enjoyment and to reinforce the reading skills taught at school. Library-bound books are very expensive. Students are responsible for their care, and they are charged for lost or damaged books. The Media Center operates on a flexible schedule, which allows students to visit, with a pass during the school day. The Media Center provides a quiet and orderly place for students to study or conduct research.

Students may check out (2) books at a time, for a period of two (2) weeks. Students may renew materials if they are returned on time. Students may not check out library materials if they have overdue books or outstanding fines.

Volunteers are always welcomed to assist with check out, check in, shelve, repair, and process books. If interested in becoming a volunteer, please contact Ms. Raisa Pardillo at the school.

LOST AND FOUND

Please be sure your child's name is in his wallet, purse, coat, sweater, raincoat, lunch box, etc. Many of these articles are lost and unclaimed each year. Lost articles may be claimed in the office when properly identified. Unclaimed articles are donated to needy organizations at the end of the school year.

MEDICATION

The administering/dispensing of medicine(s) to students by employees of the school system is forbidden unless authorized by a licensed physician and the parent of the student. Self-administration of medication by the student is also forbidden. PLEASE DO NOT SEND ASPIRIN, COUGH MEDICINE, PILLS, ETC. FOR YOUR CHILD TO TAKE ON HIS/HER OWN WITHOUT CHECKING WITH THE OFFICE FIRST.

There are certain physical/medical conditions that require daily and periodic medication. Procedures to be followed for these unusual circumstances are stated in the Authorization for Medication form that will be sent home upon request. A new form must be completed every year. All medications must be sent to the school in the original container.

MONTHLY CALENDAR

Each month a calendar of information is sent home with your child. Please keep the calendar in a convenient place for reference. If you have not received a copy early in the month, please ask your child or call the office. PLEASE READ SCHOOL NOTICES. UNLESS YOU STRESS THEIR IMPORTANCE, YOUR CHILD MAY NOT BRING THEM TO YOU. This information can also be found on our website at: <https://whges.org/>

PARENT CONFERENCES

Parental involvement is an essential element in effective education. Studies show two major factors are necessary to improve learning: a sound instructional program and consistent involvement of parents and other influential adults. It is, therefore, the policy of Miami-Dade County Public Schools to bring together families, schools, and the community as active partners in the education of children. Parent-teacher conferences build a strong communication system with the parents of our student body. To request a conference, call the office or send a note to the teacher with the student. Parents may set up conferences with teachers before or after school. Conferences should be scheduled at least 24 hours in advance. At some time during the school year, you may have questions or concerns about the school's program, policies, or procedures. Please follow the procedure outlined below to facilitate the process:

- Level 1: Conference with the teacher(s)
- Level 2: Conference with the:
 - (a) counselor, about your child
 - (b) Assistant Principal, about policies and procedures or about your child
- Level 3: Conference with the Principal

We appreciate your cooperation in **refraining from** seeking "instant conferences" during school hours. Conferences *cannot* be held during teaching hours. A conference while children are in class, takes the teacher away from the children they are to be instructing.

PARENT TEACHER ASSOCIATION - (PTA)

Our P.T.A. will be planning programs and events throughout the year to help bring the school and community closer together. The PTA provides many services to students, enriching the school experience, and assisting teachers and administration. We encourage all our parents to join our PTA and be active in helping to build a better West Hialeah Gardens Elementary School. The PTA Board will be sending home membership forms during the first week of school. We thank you in advance for your participation and involvement in your child's education. Together, we can make a difference!!! **EVERY MEMBER COUNTS!**

PARENT TIPS

Every parent wants his/her child to grow up to be a healthy, happy successful adult. Parents are very important to their child's development. Here are some ideas to help you ensure your child's success in school.

1. Get to know your child's teacher.
2. Talk with your child's teacher/counselor about problems.
3. Make sure your child gets enough sleep so that he/she will be alert in school.
4. Find out what is expected of your child in each class.
5. Make sure that your child attends school each day.
6. Encourage your child to behave in school.
7. Praise your child for good work, good effort, and good behavior at home and at school.
8. Be sure that your child has materials (books, paper, and pencils) for school.

If a parent gives acceptance, encouragement, praise, help, time, trust, respect, and love then a child becomes self-confident, builds positive self-esteem, accepts responsibility and develops positive relationships with others.

PARENT PORTAL

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time, you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes them to sites such as Parent Academy, School of Choice, etc. you will also have access to electronic books for each subject and free and reduced lunch applications.



PARENT WORKSHOPS

Parent Workshops will be held throughout the school year. These workshops will cover different critical topics that will assist you in helping your child succeed. Please refer to the monthly calendar for the dates and times.

PHYSICAL EDUCATION

Physical Education is a required subject for elementary students. A student cannot be removed from physical education and placed in another subject. **State Law requires that no student be excused from physical education for more than three days unless a physical exemption form is completed by a physician.** Even that does not excuse the pupil from the total program. The physician is to list the restrictions or limits of the patient and the period of time for these restrictions and/or limitations. The form MUST be on file in the school and MUST be reviewed each year. A child may be excused for up to three school days if they have been sick with a written note from the parent. This request must be in writing from the parent to the teacher.

It is required that your child wear closed toe shoes or sneakers to school. If proper footwear is not worn, the child must go to physical education but, will not participate in the program. This non-participation could affect the grade received in the subject.

RAINY DAY PROCEDURES

In the morning, students will follow the regular arrival procedures and wait in the designated area. In the afternoons, students who go home on bus will assemble in a nearby classroom. Students in PK through first grade will be picked up at their usual dismissal areas once the dismissal bell rings. Students in grades 2nd -5th will be dismissed via the drive-thru area. During heavy rain, dismissal will be coordinated over the public address system. Students will be escorted safely to their cars once the weather permits.

Decide with your child what he/she is to do at dismissal time when it is raining. **DO NOT ASK YOUR CHILD TO CALL YOU.** The phone cannot service all students. Classes will not be interrupted to relay messages to individual students. Make your “rainy day” arrangements in advance. During the rainy season it is helpful to prepare your child in the morning with a raincoat and hat (name inside, please) and plastic bag for books and papers.

Students should have a raincoat/poncho available for use on rainy days. Instruct your child as to what procedures to follow on rainy days at dismissal time. Whatever is decided, make sure that your child understands it fully and it is communicated to his/her teacher. During lightning storms, student will be kept indoors at dismissal until the storm ceases.

REPORTING PERIOD AND REPORT CARD DISTRIBUTION

School report cards will be distributed on specific dates throughout the school district. Parents should expect students to bring home a report card usually two weeks after the end of each grading period. The grading periods for the 2023-2024 school year are as follows:

1 st grading period.....	August 17, 2023-October 26, 2023
2 nd grading period	October 30, 2023- January 18, 2024
3 rd grading period.....	January 22, 2024-April 9, 2024
4 th grading period.....	April 11, 2024-June 6, 2024

RESPECT FOR PROPERTY

Children should be taught to respect school property. They should respect the property of their classmates. If they find money or articles that other children have lost on the school grounds, they should take these articles to the office.

RETENTIONS

Parents will be informed at the beginning of the third grading period if their child is not meeting the performance standards. A parent/teacher conference will follow. Retention is used as a last resort. It is not a punitive measure, but helpful to most students. It is more beneficial to feel secure at a lower grade level than insecure at a higher one.

SAFETY MEASURES

Our children's safety is a primary concern to all of us. We urge all parents to help us in the following ways:

1. Caution children again and again not to talk to strangers.
2. See that children DO NOT arrive at school before 7:30 a.m.
3. Find out from the bus driver at what time he/she picks up your child! REMEMBER they are unsupervised after dismissal.
4. Remind children to go home immediately after being dismissed from school.
5. Insist that your child use all pedestrian traffic signals properly.
6. Drop children off in the parent drop-off areas only.

Emergency Drills

Six emergency drills, to include active shooter, hostage situations, bomb threats, and other potential emergencies will take place during the school year in accordance with Florida Administrative Code 6A-1.0018(15). All occupants of the building where an emergency drill is held are required to participate. The first emergency drill must take place within the first 10 days of the opening of schools, whereas all remaining drills must occur at least every 45 days that school is in session. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

Fire Drills (Evacuation Drills)

Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the

hallway or the restroom must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

Lockdown Procedures

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response

Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

THREAT Assessments

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessments. Schools must establish a Threat Assessment Team comprised of an administrator, counselor, teacher, and law enforcement officer. The schools utilize a problem-solving approach to harm prevention that involves assessment and intervention with students who threaten violence or harm. When a preliminary determination is made, that a student poses a threat of violence the team shall further convene to determine the best course of action. Authorized members of the team may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services as applicable. Threat assessments and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

SAFETY PATROL

The School Safety Patrol has been organized and members are visually placed throughout the school to ensure the safety and well-being of our Meadowlane Family. Our Safety Patrols are here to assist both parents and the community upon their visits to our school. The Safety Patrol members are chosen by the Patrol sponsor from recommendations by teachers. Reliable and trustworthy students with satisfactory schoolwork and citizenship are eligible for selection and appointment. All students must obey and demonstrate respect for the members of the Safety Patrol when they are on duty. Although the patrol is a group of selected children, they are still children and may only remind students of the rules. The Safety Patrol needs the support of all!

SCHOOL HOURS

Grades Pre-K, K and First 8:20 a.m.-1:50 p.m.
Grades 2 through 5 8:35 a.m.-3:05 p.m.
Early dismissal on Wednesday for all grade levels 1:50 p.m.

NOTE: Please do not expect younger children who are dismissed at 1:50 p.m. to wait for older children who are dismissed at 3:05 p.m. **There is no provision for supervision.**

STUDENT IDENTIFICATION BADGE

All students will be issued a student ID badge at the beginning of the school year. Once the ID badge has been issued, it is the student's responsibility to wear the ID badge every day to school. For safety reasons, all students must wear their ID badge upon entry to the school. It is recommended, that students place their ID badge inside their book bag at the end of each day to avoid losing it or leaving it at home. Only one (1) ID badge will be issued annually. If the ID badge is lost at any time during the school year, the parents/guardians will have to call Fox-Mar's customer service to order an ID card replacement for \$5.00.

STUDENT RECORDS ACCESS

Parents are guaranteed the right to inspect and review their children's records and to obtain copies of them under Public Law 94-142 and the Buckley Amendment to the Family Education and Privacy Rights Act (20 U.S.C. Statute 1233g) and SBE Rule 6A-1.955. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

TARDY TO SCHOOL

It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). A child who is not in his/her classroom at 8:20 a.m. (Pre-K - 1) or 8:35 a.m. (2nd -5th) is considered tardy. School is a child's place of business, and we strongly encourage the habit of punctuality. If tardy, students must proceed as follows:

1. Report directly to the security desk in front of the school for a tardy pass.
2. Bring a note of explanation signed by the parent/guardian.

Students who are consistently tardy do not fully benefit from the instructional environment. It is vital that your child is on time and ready to learn every day. It is the parent's responsibility to explain **in writing** any tardiness to school. Failure to provide a written explanation will automatically be considered an unexcused tardy. Accumulated unexcused tardies will be counted towards the threshold for initiating an attendance review. Excessive tardies will result in the students losing privileges, detention, parent conference, and/or suspension.

The following steps will be followed should students be tardy to school for unexcused reasons.

- | | |
|-------------------------|--|
| • 1 st tardy | Warning issued |
| • 2 nd tardy | Warning issued |
| • 3 rd tardy | Teacher will contact parent |
| • 4 th tardy | Letter will be sent to the parent; Students with perfect |

attendance and **more than three tardies will not be awarded certificates of recognition for perfect attendance.**

- 5th tardy A SCAM will be written
- 6th tardy Student's ability to participate in school performances or extracurricular activities such as Art, Dance, Safety Patrols, etc., may be affected.
- 7th tardy School social worker will be sent to the home.
- 8th tardy Student's conduct and/or effort grade(s) may be lowered in the subject(s) missed; Students on out-of area transfers will be returned to their home school.
- * 9th tardy An Attendance Review will be initiated by the Attendance Review Committee.

TELEPHONE

The school telephone is always busy with the normal operation and functioning of school business. Children may not use the school telephone except for emergency calls. Please see that arrangements for extra activities are made before your child leaves home. For your child's protection, telephone messages can not be delivered to children in classrooms except in emergencies. We can not adequately identify parents or relatives over the telephone.

TEXTBOOKS

Textbooks are issued to each student. According to Florida Law, **parents are responsible for loss, destruction or unnecessary damage to textbooks.** Please assist the school by instilling in your child a sense of responsibility toward taking care of the textbooks issued to him/her. Charges will be made for lost or damaged books. For any lost textbook, the student will be charged for the replacement cost, which is the cost of a new book. Lost and/or damaged textbooks will be handled according to Miami-Dade County Public Schools' textbook guidelines. New/replacement books can be issued only after payment has been made.

THINGS TO LEAVE AT HOME

In order to avoid accidents and protect the health and welfare of the children, we ask your cooperation in seeing that the following items do not come to school:

1. Chewing gum and candy.
2. Baseballs, bats, rubber bands, knives and other sharp objects, toy guns, etc. Bringing a knife, gun (real or toy) or any potential weapon will automatically result in a 10-day suspension and may include a recommendation for expulsion.
3. Money in large amounts. Please send only what your child needs for the day.
4. Toys, including game boys and virtual pets, unless prearranged with the teacher.
5. All pets, except on the invitation of the teacher.
6. Heirlooms, valuable jewelry and irreplaceable or valuable articles.
7. Electronic devices such as cellular telephones, MP3 players, etc.
8. Audio visual equipment to include radios, CD players, tape recorders, computer games.
9. Baseball or any other trading cards and spray cans.

All items confiscated will be returned to parents only. The administration is not responsible for lost, stolen or broken property.

VANDALISM

Neighbors are requested to supervise the buildings during the night hours or during weekends and are requested to call the police for immediate assistance. It is forbidden for youngsters to be inside the building at unauthorized hours. Writing on walls, damaging, or stealing school property is considered a misdemeanor and will be penalized up to one year in the County Jail and/or paying a fine. Students are to keep away from the buildings after school hours and during weekends.

Verifications of Residency

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

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

VISITORS

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome, and tours may be arranged to view the school. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest. Visitors are expected to leave promptly when their school business is completed. **Smoking is not permitted on school grounds at any time.**

VOLUNTEER PROGRAM

We LOVE our volunteers!!! If you have any free time during the school day we can use your assistance as a library assistant, field trip chaperone, teacher assistant, cafeteria monitor, reading or math tutor and/or office assistant. We value the assistance that our volunteers provide.

To Become a School Volunteer:

1. Visit <https://www.engagemiamidade.net/volunteers>
2. Complete the online volunteer registration (Raptor).

3. Receive email approval from the School Volunteer Office.

Once you're approved, CHECK-IN at your school as a VOLUNTEER to track your time and school volunteer activity.

For more information, please contact our volunteer liaison, Ms. Raisa Pardillo, at 305-818-4000.

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

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

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

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

WEBSITE

The school's web page is located at <https://whges.org/> . Our website contains important information for our parents and community. The monthly calendar will be uploaded on the 1st day of each month to our school's website. You may also follow us on class dojo and Instagram at whges.

WITHDRAWALS AND TRANSFERS

A student who transfers from one school to another within the county must secure a transfer from the sending school before he can be admitted to the new school. A parent must apply for the transfer in person and must provide two of the following items as verification of a change of residence:

- a. Broker's or attorney's statement of parents' purchase of residence or properly executed lease agreement.
- b. Current Homestead Exemption Card
- c. FPL deposit payment receipt or electric billing statement showing name and new service address.

Parents unable to furnish the school with one of the above documents must be referred to the Region office for verification of address. Only the parent who enrolls the student and completes

the Emergency contact card may withdraw or transfer the student Transfers will not be processed during testing window.

If it becomes necessary to withdraw your child, please notify the school at least one day in advance in order to complete the necessary paperwork. At this time, all necessary procedures will be explained. We must be certain that all textbooks and library books are accounted for, and that no money is owed for lunch charges prior to approving a withdrawal or transfer from our school.

ZERO TOLERANCE POLICY (FOR SCHOOL RELATED VIOLENT CRIME)

The State Board of Education has established a zero tolerance policy on school violence, crime, and the use of weapons as a part of a comprehensive approach to reducing school violence. It is an effort to provide an environment that is drug-free and protects students' health, safety, and civil rights as stated in goal five of the state education goals. The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal.

This policy requires school districts to invoke the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts, such as homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, use or sale of any firearm; or possession, use or sale of any explosive device on school property, on school sponsored transportation, or during school sponsored activities.

Anti-Discrimination Policy

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

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

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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

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

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

Revised 07/2020

Appendixes

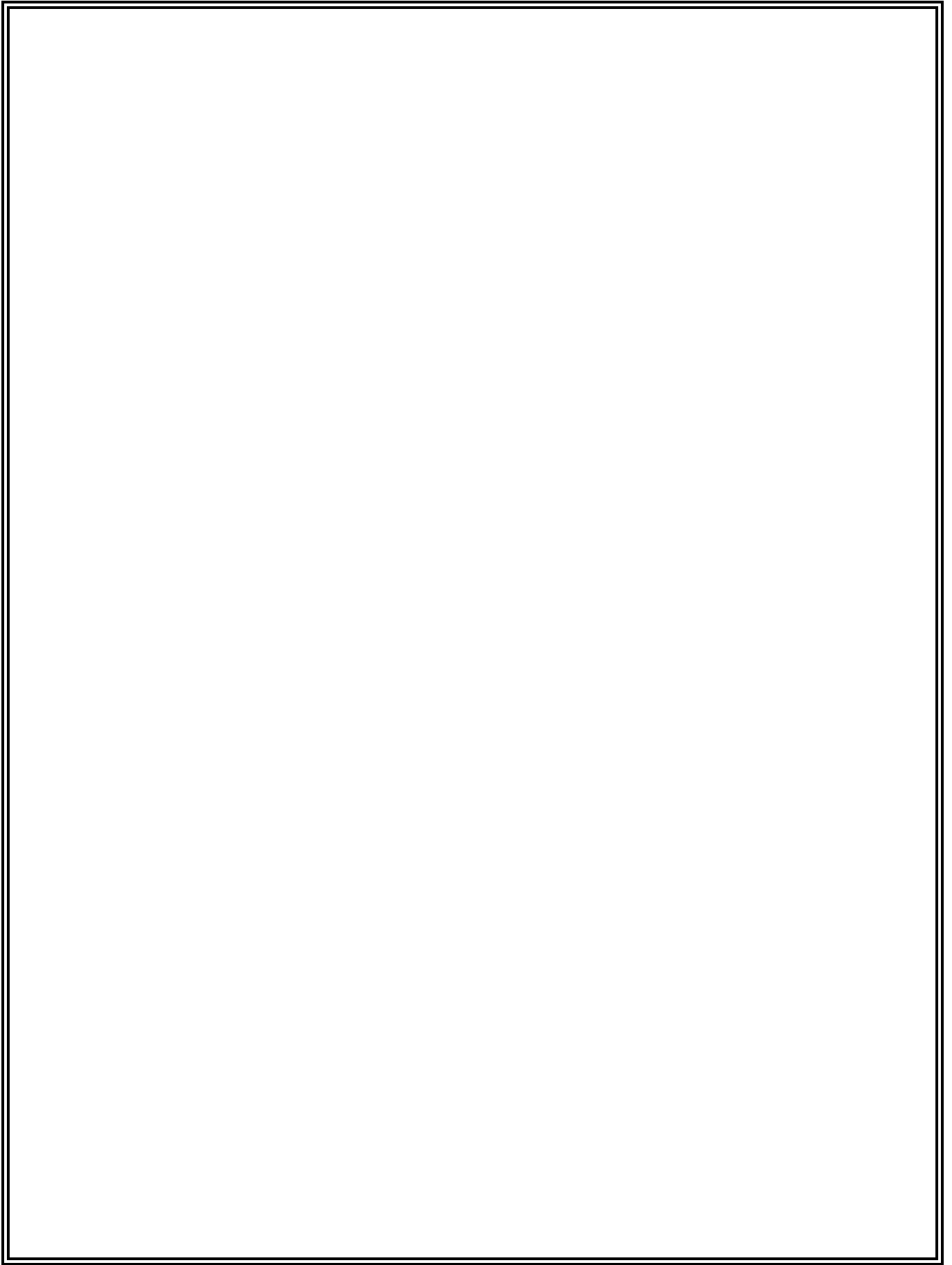
101 WAYS TO SAY “VERY GOOD”

For TEACHERS and PARENTS

1. Super!
2. That's RIGHT! ! !
3. You're on the right track now!
4. That's exactly right!
5. That's good!
6. You're really working hard today.
7. I'm proud of the way you worked today.
8. You're doing a good job!
9. You are very good at that.
10. That's coming along nicely.
11. That's much better!
12. GOOD WORK!
13. I'm happy to see you working like that.
14. You are doing that much better today.
15. Now you have it!
16. Not bad.
17. You've just about got it.
18. That's the best you have ever done.
19. THAT'S it!
20. Congratulations!
21. I knew you could do it.
22. That's quite an improvement
23. Now you've figured it out.
24. You are learning fast.
25. Keep working on it, you're getting better.
26. GREAT!
27. Good for you!
28. I couldn't have done it better myself.
29. You make that look easy.
30. You really make my job fun.
31. That's the right way to do it.
32. One more time and you'll have it.
33. Nice going.
34. You've got it made in the shade.
35. SENSATIONAL!
36. That's better.
37. Nothing can stop you now!
38. You're getting better everyday.
39. You did it that time!
40. That's not half bad!
41. WOW!
42. That's the way!
43. You haven't missed a thing.
44. That's the way to do it!
45. Keep up the good work.
46. TERRIFIC!
47. FINE!
48. PERFECT!
49. That's the best ever.
50. Your brain is in gear today.
51. EXCELLENT!
52. That was fine class work
53. Much better!
54. You've just about mastered that!
55. That's better than ever.
56. You're really going to town!
57. Nice going.
58. OUTSTANDING!
59. WONDERFUL!
60. FANTASTIC!
61. TREMENDOUS!
62. Now that's what I call a fine job.
63. You did that very well.
64. You must have been practicing!
65. You're doing beautifully.
66. You're really improving.
67. How right you are!
68. That's great!
69. Superb!
70. Good remembering!
71. Keep it up!
72. Congratulations. You got # right!
73. You have that down pat.
74. You did a lot of work today!
75. Way to go!
76. Well, look at you go!
77. That's IT!
78. I like that.
79. Good going!
80. Now you have the hang of it!
81. You certainly did well, today.
82. You're doing fine!
83. Good thinking!
84. You are really learning a lot.
85. Keep on trying.
86. You outdid yourself today!
87. I've never seen anyone else do it better.
88. DOOM! DOOM!
89. I think you've got it now.
90. MARVELOUS!
91. That's a good (boy/girl).
92. I'm very proud of you.
93. It's a pleasure to teach you.
94. Good job _____. (name of student)
95. You figured that out fast.
96. You remembered!
97. That's really nice.
98. That kind of work makes me happy.
99. That really pleases me.
100. That's A-number one.
101. What a CLASS ACT!

80 Words of Encouragement for Children.

1. You're on the right track now!
2. You're doing a good job!
3. Now you've figured it out.
4. That's RIGHT!!!
5. Now you have the hang of it!
6. That's the way!
7. You're doing fine.
8. Now you have it!
9. That's carrying along nicely.
10. That's great.
11. You did it that time!
12. GREAT!
13. FANTASTIC!
14. TERRIFIC!
15. TREMENDOUS!
16. How did you do that?
17. That's better.
18. EXCELLENT!
19. That's a good (boy/girl).
20. That's the best you've ever done.
21. Keep it up!
22. That's really nice.
23. WOW!
24. Keep up the good work.
25. Much better!
26. Good for you!
27. Good thinking!
28. Exactly right!
29. SUPER!
30. Nice going.
31. You make it look easy.
32. Way to go!
33. You're doing much better today.
34. I've never seen anyone do it better.
35. SUPERB!
36. You're getting better every day.
37. WONDERFUL!
38. I knew you could do it.
39. Keep working on it, you're getting better.
40. You're doing beautifully.
41. That's the way to do it!
42. You're the best!
43. Keep on trying!
44. Nothing can stop you now!
45. You've got it made.
46. You're very good at that.
47. You certainly did well today.
48. I'm very proud of you.
49. You're learning fast.
50. You've just about got it.
51. That's good!
52. I'm happy to see you working like that.
53. That's the right way to do it.
54. You're really learning a lot.
55. That's better than ever.
56. That's quite an improvement.
57. Now you've figured it out.
58. PERFECT!
59. FINE!
60. That's IT!
61. You figured it out fast.
62. You remembered!
63. You're really improving.
64. I think you've got it now.
65. Well, look at you go!
66. You've got that down pat.
67. Good work!
68. OUTSTANDING!
69. I like that.
70. Couldn't have done it better myself.
71. Now that's what I call a fine job.
72. You did that very well.
73. CONGRATULATION!
74. SENSATIONAL!
75. That's the best ever.
76. You haven't missed a thing.
77. You've just about mastered that!
78. One more time and you'll have it.
79. You must've been practicing!
80. You should be very proud of yourself.





MIAMI-DADE COUNTY PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY



JULY 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
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
(14)	(15)	(16)	(17)	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
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

OCTOBER 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			

NOVEMBER 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	

DECEMBER 2023				
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

JANUARY 2024				
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		

FEBRUARY 2024				
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	

MARCH 2024				
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

APRIL 2024				
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			

MAY 2024				
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

JUNE 2024				
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

	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
	Available to opt
	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2023-2024 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA
(Revised – 06/26/23)**

August 14, 2023	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 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 5, 2024	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 15	End first semester and second grading period
January 18	Teacher planning day; no students in school
January 19*+ #	Begin third grading period; second semester
January 22	All Presidents Day; holiday for students and employees
February 19	Teacher planning day; no students in school
March 22*+ #	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 25-29	End third grading period; second semester
April 9	Teacher planning day; no students in school
April 10*+ #	Begin fourth grading period; second semester
April 11	Observance of Memorial Day; holiday for students and employees
May 27	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school
June 7	

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 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 11, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, 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, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, 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, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

West Hialeah Gardens Elementary School
Hector L. Guerra, Principal
REMINDER-DATES WHEN STUDENTS ARE NOT IN SCHOOL
(FECHAS DE DIAS QUE NO HABRA CLASES)

2022-2023 School Year/Año Escolar	
September 4 Septiembre 4	Labor Day Día del Trabajo
September 25 Septiembre 25	Teacher Planning Day Día de Planeación para Maestros
October 27 Octubre 27	Teacher Planning Day Día de Planeación para Maestros
November 10 Noviembre 10	Veterans Day Holiday Día de los veteranos
November 20-24 Noviembre 20 al 24	Thanksgiving Holiday Días Festivos – Día de Acción de Gracias
December 22 Diciembre 22	Teacher Planning Day Día de Planeación para Maestros
December 25 – January 5 Diciembre 25 a Enero 5	Winter Recess Vacaciones de Invierno
January 15 Enero 15	Observance of Dr. Martin Luther King, Jr.'s Birthday Celebración de Natalicio de Dr. Martin Luther King Jr.
January 19 Enero 19	Teacher Planning Day Día de Planeación para Maestros
February 19 Febrero 19	All Presidents Day Holiday Día de los Presidentes
March 22 Marzo 22	Teacher Planning Day Día de Planeación para Maestros
March 25 – March 29 Marzo 25 a Marzo 29	Spring Recess Vacaciones de primavera
April 10 Abril 10	Teacher Planning Day Día de Planeación para Maestros
May 27 Mayo 27	Memorial Day En observación del "Memorial Day"
June 7 Junio 7	Teacher Planning Day Día de Planeación para Maestros



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

Convenient

Submitting a tip is quick and easy using our mobile app or website.

Include Photos and Video

You can also include photos or video with your tip report.

QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



Your School Officials

The tip report goes to your local school officials when submitted.

Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.

State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

#FORTIFYFL
GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

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

DISCRIMINATION / HARASSMENT

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

The School Board Policy Covers the Following Protected Categories:

AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.	MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.
CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.	POLITICAL BELIEFS - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.
COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.	PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.
DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person's physical, mental, or emotional impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.	RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.
ETHNIC/NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.	RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.
GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.	SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.
GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.	SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.
GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.	SOCIAL AND FAMILY BACKGROUND - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.
LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.	

Sexual Harassment will NOT be tolerated.

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

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

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

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

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

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

Division of Special Education
504 Coordinator
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Miami, Florida 33132
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