

MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

# Norma Butler Bossard Elementary School



## Parent Handbook

### 2018-2019



**MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK**

**NORMA BUTLER BOSSARD ELEMENTARY SCHOOL**

**15950 SW 144TH STREET, MIAMI, FL 33196**

**(305) 254-5200**

**SCHOOL HOURS:**

Pre-K, Kindergarten and First Grade: 8:20 am – 1:50 pm

Grades Two through Five: 8:35 am – 3:05 pm

**Wednesdays:**

Pre-K, Kindergarten and First Grade: 8:20 am – 1:50 pm

Grades Two through Five: 8:35 am – 1:50 pm

**SCHOOL WEB ADDRESS**

**[HTTP://BOSSARD.DADESCHOOLS.NET](http://bossard.dadeschools.net)**

**BEFORE/AFTER SCHOOL HOURS**

7:15 am - 8:15 am.

1:50 pm - 6:00 pm

**SCHOOL LOGO**



**TWITTER ADDRESS**

**[https://twitter.com/nbb\\_elementary?lang=en](https://twitter.com/nbb_elementary?lang=en)**

MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

Miami-Dade County Public Schools  
The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

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Ms. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Josh Rios, Student Advisor

**SUPERINTENDENT OF SCHOOLS**

Mr. Alberto M. Carvalho

**SCHOOL OPERATIONS**

Mrs. Valtena G. Brown

**Deputy Superintendent/Chief Operating Officer**



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Vision Statement

*We provide a world class education for every student.*

## Mission Statement

*To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.*

## Values

**Excellence** - *We pursue the highest standards in academic achievement and organizational performance.*

**Equity** - *We foster an environment that serves all students and aspires to eliminate the achievement gap.*

**Student Focus** - *We foster an environment that serves all students and aspires to eliminate the achievement gap.*

**Innovation** - *We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.*

**Accountability** - *We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.*



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



## Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**  
Peña Tabares Hantman, Chair  
Dr. Martin Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Susie V. Castillo  
Dr. Lawrence S. Feldman  
Dr. Steve Gallon III  
Lubby Navarro  
Dr. Marta Pérez  
Mari Tere Rojas

August 2018

Dear Parent/Guardian,

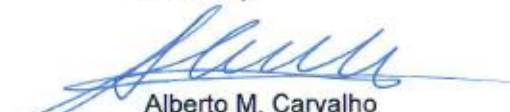
On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2018-2019 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in our increasingly globalized society. Students can expect to receive a world-class education that celebrates their uniqueness while fostering curiosity and creativity within a safe and secure learning environment.

This Parent/Student Handbook outlines the major policies and procedures that guide student life in our school system. I strongly encourage you to familiarize yourself with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein.

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

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

Sincerely,



Alberto M. Carvalho  
Superintendent of Schools

AMC:cg  
L68

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, Florida 33132  
305-995-1000 • [www.dadeschools.net](http://www.dadeschools.net)



MIAMI-DADE COUNTY PUBLIC SCHOOL  
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## Message from the Principal

Dear Parents/Guardians,

Welcome back to the 2018-2019 school year at Norma Butler Bossard Elementary School. I am very excited to be the principal of Norma Butler Bossard Elementary and I am looking forward to a very successful year as we continue to raise the level of excellence at our school!

As this new school year begins, we will continue to fortify our strong commitment to the academic achievement of all our boys and girls by continuing to provide our students with a meaningful and challenging educational experience. We need to continue working together to maximize the potential of our students through high expectations, critical thinking skills, and cooperative learning strategies. We encourage you to be involved in your child's education by monitoring his/her progress and maintaining contact with his/her teacher.

As parents and guardians of our students, I welcome you to participate in assisting us in teaching them how to make a difference in order to make a different world. Working together, we can ensure that our young "Buzzin' Bees" will discover that "**Knowledge is Power.**"

Our doors are always open to you and we encourage you to join the PTA and register to volunteer. Through the sponsorship of our PTA, we have a school phone app that will help us increase the way that we can communicate information with you. A flyer will be sent home with information on how to download this app. We look forward to future collaboration of home and school that will ensure a safe and positive learning environment that fosters each child's academic, social and emotional potential in the quest for lifelong learning and effective citizenship.

This handbook contains valuable information about our school. Parents and students should review the contents together. If there are any questions, please contact us. Quality communication between school and home is essential to the success of our students.

It is with pleasure that I look forward to being a part of your child's educational journey.

Sincerely,

Concepcion C. Santana  
Principal

*Norma Butler Bossard Elementary School • 15950 SW 144 Street • Miami, FL 33196  
Concepcion C. Santana, Principal • 305-254-5200 • 305-254-5201 (FAX) •  
<http://bossard.dadeschools.net>*



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**Norma Butler Bossard Elementary School**

**School Mission Statement**

Recognizing the uniqueness of every student, we will maintain high expectations for all, to foster success, respect, honesty, and trust. We will collaborate to provide a creative, high quality, student-centered education, empowering our future leaders to believe and achieve their dreams.

**Alma Mater**

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Norma Bossard Elementary  
It's the place where we love to read.  
We learn and we play  
We keep fit every day  
Norma Bossard Elementary!

Norma Bossard Elementary  
It's the place where we love to read.  
We learn and we play  
We keep fit every day  
Norma Bossard Elementary!

Our school's the very best, We're buzzin' with success  
We're reading, writing, math and music, too!  
Our bodies are strong, minds are fit, come see what we can do!

Norma Bossard Elementary  
It's the place where we love to read.  
We learn and we play  
We keep fit every day  
Norma Bossard Elementary!

*(chant)*

Norma Butler Bossard Elementary  
Where readers are achievers and achievers are believers!  
Read! Achieve! Believe you will succeed! Read! Achieve! Believe you will succeed!

*(chant)*

Norma Butler Bossard Elementary  
Where readers are achievers and achievers are believers!  
Read! Achieve! Believe you will succeed! Read! Achieve! Believe you will succeed!

Norma Bossard Elementary  
It's the place where we love to read.  
We learn and we play  
We keep fit every day  
Norma Bossard Elementary!



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## Norma Bossard Elementary! Hey! **Biography**



Norma Butler Bossard was born on May 25, 1939 in Washington, D.C. She was the daughter of Irene and Andrew Butler, Sr. and she attended D.C. Public Schools and then graduated from D.C. Teachers' College in 1961. Norma later earned a Master's Degree from the University of Miami. She spent her first years out of college teaching in D.C. Public Schools. Then she spent the next 18 years teaching elementary school in Tehran, Iran; La Paz, Bolivia; and Caracas, Venezuela; where she was the elementary school principal. In addition, she taught in Hong Kong International School and in Miami, Florida. In the early 1980s, Norma briefly taught at a private school in Miami before entering the Miami-Dade County Public School System. She was once quoted as saying, "the global experience

allowed me to learn new ideas and to shift gears quickly...it kept me stimulated."

With over 20 years of teaching experience, Norma quickly climbed the ranks in Miami-Dade County Public Schools, and by 1993 she became the Executive Director of Language Arts/Reading, where her talents were applauded. As a result, she became District Director of Language Arts/Reading for the Miami-Dade County School District. Norma had a great love for poetry and other literary genre. "She is a Mistress of the Word," quotes Sabrina Walters of the Miami Herald. One of her favorite books was Patricia Polacco's, Pink and Say.

Norma Butler Bossard was the 1996-1997 President of the Organization of Teacher Educators in Reading. She received the Administrator of the Year Award from Phi Delta Kappa, was named the Administrator of the Year by the Miami-Dade Reading Council, and was honored as the University of Miami School of Education Distinguished Alumnus of the Year. She has also been featured in The Miami Herald.

Ms. Bossard's wish was to place a "Book in Every Child's Hand". To celebrate her dedication to this goal, donations of new books were accepted by the Dade Reading Council (DRC) and the Dade County Council of Teachers of English (DCCTE) from book publishers, teachers, principals, parents, and Writing Institute participants. The books became part of hospital libraries that have been placed in the Oncology Center at Miami Children's Hospital, the Pediatric Spinal Rehabilitation Center at Jackson Memorial Hospital, and the Pediatric Oncology Center at Baptist Hospital. Reading has provided an outlet to help children take an incredible journey into fantasy to relieve them of their pain and suffering.

Norma Butler Bossard left such a tremendous impact on how teachers teach reading and language arts that countless community members came together to make her vision a legacy. She loved people with such enthusiasm that you couldn't help feeling better about yourself around her.

***Even more than a "Book in Every Child's Hand," she put the joy of reading in every child.***



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Faculty Roster

### **PreKindergarten:**

Ojeda, Naidiana

### **Kindergarten:**

Barquin-Cordero, Mayda

Forte, Jennifer

Garcia-Enriquez, Pura

Gonzalez, Lisbet

Magnani, Giovanna

Rasua, Nayades

### **First Grade:**

Campos, Nancy

Castillo, Gloria

Cruz-Greenfield, Lilian

Diaz, Claire

Donis, Lizette

Herrera, Cynthia

Medellin, Libia

Rawls, Maxine

Valenzuela, Katrina

### **Second Grade:**

Florez, Susannah

Frade, Giselle

Guimaraes, Alba

Hernandez, Guadalupe

Lopez, Ana



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Machin, Lissette

Ortiz, Ana

Sola, Aileen

Valenzuela, Katrina

## **Third Grade:**

Castro, Rachael

Guardado, Paola

Hammon-Mejia, Melissa

Heredia, Aida

Padron, Dazheyra

Pennacchio, Gleny

Perea-Andino, Carmen

Perez, Karen

Renteria, Janet

Tabares-Cabrera, Marisela

## **Fourth Grade:**

Abreu-Gonzalez, Mabel

Aguilar, Vanessa

Alvarez, Suray

Bodolay, Simone

Clement, Marie-Elizabeth

Fajardo, Ariana

Henao, Ana

Puentes, Irene

Solis, Mercedes

## **Fifth Grade:**

De Velasco, Georgina



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Gagliano, Cristina

Korallis, Kira

Nest, Richard

Olmedo, Patricia

Porras, Megie

Robinson, Maria

Roque, Caridad

Weber, Melissa

Webster, Lisa

## **Art:**

Karaboyas, Paige

Steinberg, Michael

## **Music:**

Barica, Michele

Morata, Lourdes

## **Physical Education:**

Caroni, Matias

Cordero, Angel

Green, Warnell

## **Bilingual:**

Calvo, Lucy

Leal-Machado, Aylin

Marin, Julia

Obando, Carmen

Solorzano, Raquel

## **Special Education:**

Arevalo, Carolina



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Castedo-Parra, Nancy

Davalos, Melodie

Escobar, Liza

Miranda, Vanessa

Ramos, Jessica

Romero, Aliany

## **Speech:**

Hernandez, Patricia

## **Reading Coach:**

Jessica Sanchez

## **Counselors:**

Puig, Janette

Rodriguez, Maria

## **Media Specialist:**

Fleitas, Eleonora

## **Feeder Pattern Schools**

### **Elementary Schools:**

Norma Butler Bossard Elementary School

Christina M. Eve Elementary School

Oliver Hoover Elementary School

Dr. Gilbert L. Porter Elementary School

### **Middle Schools:**

Jorge Mas Canosa Middle School

Hammocks Middle School

### **Senior High School:**

Felix Varela Senior High School

## **School Information**

- ***Bell Schedule***



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- Pre-K, Kindergarten and First Grade -Arrival bell- 8:20 am. Dismissal bell – 1:50 pm.
- Grades Two through Five- Arrival bell 8:35 am. Dismissal bell-3:05 pm, Wednesdays-1:50 pm.

- ***Early Sign Out***

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness). Whenever possible, please schedule appointments outside of school hours to avoid your child missing a learning opportunity. Early dismissals are recorded on the student's record. All efforts should be made for students to take part in a full instructional day. However, student illness or emergencies do occur. For this reason, parents/guardians or authorized individuals are to come to the main office to sign out the student. When signing out a student, parents or authorized individuals must present a valid form of picture identification and must appear on the Emergency Student Data Form under the *Authorization for Release of Student from School* section. The teacher will be contacted in the classroom, and the student will be escorted/accompanied to the main office by classmates or an adult staff member whenever applicable. **Parents will wait for students in the main office. No parent will be allowed to walk to the classroom or cafeteria to pick up students during school hours.**

- ***Late Arrival***

Students who are tardy to school must report to the Attendance Office in the school's Main Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

- ***Lost and Found School Policy***

Lost items are turned in to the office and kept for a reasonable amount of time. Items not claimed are donated to various charitable institutions. **Please clearly label your child's clothing and personal belongings so they may be returned when found.**

- ***Opening and Closing Hours of Schools***

Office Hours 8:00 am – 4:00 pm  
Before/After Care Office Hours 8:00 am – 6:00 pm

## Important Dates

- ***Back to School Nights – Open House***

| School Level         | Window Period              | School Date       |
|----------------------|----------------------------|-------------------|
| Elementary/K8 Center | September 4-7, 2018        | September 5, 2018 |
| Middle Schools       | September 12-14 & 17, 2018 |                   |
| Senior High          | October 3-4 & 8-9, 2018    |                   |
| Special Centers      | October 3-4 & 8-9, 2018    |                   |





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## *Interim Progress Report & Report Card Distribution*

| Grading Period | Interim Progress Report Distribution | Report Card Distribution |
|----------------|--------------------------------------|--------------------------|
| 1              | 9/21/2018                            | 11/09/2018               |
| 2              | 11/30/2018                           | 2/01/2019                |
| 3              | 3/01/2019                            | 4/12/2019                |
| 4              | 5/3/2019                             | 6/21/2019                |

- **School Calendar of Events:** Please refer to the Monthly Buzz Calendars sent home in our Take Home Tuesday Folders at the beginning of each month for scheduled school events.

### **Academic Programs – Student Progression Plan (SPP)**

Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. The information presented in this document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and Policies established by The School Board of Miami-Dade County.

### **Attendance**

Student attendance is a means of improving student performance and is critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

### **Absences**

Anytime a student returns to school after an absence, a note **MUST** be brought from home and given to his/her homeroom teacher; otherwise the absence is marked **unexcused**. Excused absences include illness of self, death in the family, school sponsored event, religious holiday, court appearance, subpoena by law enforcement, or other absences beyond the control of the parent or student (approved by the principal). Students will have three days for every **excused** absence to make up the work. **Students accumulating more than 10 excused absences during the school year MUST seek a doctor's note for all future absences in order for the absences to be considered excused.** All other absences are unexcused. Five or more unexcused absences in a semester or ten or more unexcused absences in an annual course will warrant a formal meeting with a school administrator, a student services representative (counselor), and the School Attendance Review Committee as per the Miami-Dade County Truancy Intervention Program. Ten or more unexcused absences in an annual school year may



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result in retention. Assignments missed because of an unexcused absence will not be allowed to be made-up and will result in a failing grade. In an effort to maintain high student attendance our PTA will sponsor various Reward Days throughout the school year in which students may use “golden coins” earned for attendance to “purchase” various items. Also, the district provides perfect attendance letters every grading period for those students who are not absent. In addition, our school provides Perfect Attendance certificates for those students who have zero absences and have no more than four tardies or leave early in a grading period.

Norma Butler Bossard Elementary will be monitoring excessive absences once students reach five (5) or more consecutive absences (excused or unexcused) within a nine-week grading period; (7) cumulative absences (excused and/or unexcused) at any point in the school year; or (5) CUMULATIVE absences at any point in the school year. When students reach these monitoring points in reference to their school attendance, parents/guardians will receive phone calls and letters. If students continue to accumulate absences (excused and/or unexcused) a formal meeting will be conducted at the school site and may warrant referral to the District’s Truancy Intervention Program.

### **Excused School and Class Absences and Tardies**

1. Student illness: 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 appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the Principal.
3. Death in the immediate family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal or the principal’s designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
7. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the Principal. The Principal shall require documentation related to the condition.

### **Unexcused School Absence**

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused



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until they submit the required documentation as specified above. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Vacations, personal services, local non-school event, program or sporting activity
2. Older students providing day care services for siblings
3. Illness of others
4. Non-compliance with immunization requirements (unless lawfully exempted)

### **Attendance Review Committee**

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or 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 six (6) 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 quarterly, semester or final grades.
  - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
    - i. Make-up assignments
    - ii. Attendance probation for the following grading period(s)
    - iii. Completion of a school service project
  - c. Permanent withholding of quarterly, semester, or final grades and credit. The student is to be informed of his/her right of final appeal to the area superintendent or designee.
4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

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

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

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

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



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

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

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

### **Bring Your Own Device (BYOD)**

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

Wireless communication devices include two-way communication devices, such as cellular phones, mobile phones, MP3 players, electronic games, beepers, pagers, portable computers including but not limited to laptops, personal digital assistants (PDA), tablets, eReaders, iPads, personal organizers and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student shall not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device inappropriately.

When using electronic devices for the purposes of learning consistent with the educational objectives of the District during the instructional day, students must comply with Board Policy 7540.03, Student Network and Internet Acceptable Use and Safety.

The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before or after the instructional day.
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (i.e. ringer off, silent mode, etc.)
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel under the Bring Your Own Device initiative outlined in Board Policy 7540.03. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity, unless using its data



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access capabilities for instructional purposes as directed by their teacher and/or authorized school personnel as outlined in Board Policy 7540.03.

- Students may not use the broadband capabilities (3G, 4G, etc...) of personal devices for data access during school hours – students may only access data utilizing the school’s wireless network during this time.
- The school is not responsible if a student’s wireless communication or any electronic device is lost or stolen.

The possession of a cellular telephone is not a violation of the Code of Student Conduct. However, the possession of a cellular telephone that disrupts the educational process, the use of the cellular telephone capabilities during school hours, use of a cellular phone to commit a crime, and the possession or use of a cellular telephone that disrupts or interferes with the safety-to-life issue for students being transported on a Miami-Dade County Public Schools bus, are infractions of the Code of Student Conduct.

## **Clinic**

Students who are feeling ill may be sent to the clinic until their parent or guardian is contacted to pick him/her up from school.

## **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.

## **Detention Hall**

As one of the consequences for an infraction of the Code of Student Conduct, NBB has established a weekly detention hall. The detention hall is scheduled on Wednesdays from 2:00 pm to 3:00 pm.

The following are **some** of the reasons detentions may be issued:

- Student in an unauthorized location/failure to report to designated area
- Cafeteria disruption
- No homework
- Tardies
- General disruption/misconduct in class
- Uniform violation

The following are the rules established in detention hall.

- Transportation is the responsibility of the parent.
- Students must report on time to detention hall. Students arriving late will not be admitted.
- If a student is absent on the day of their detention, they must make-up their detention on the following detention date.
- Failure to complete the detention or misbehavior in detention hall will result in additional/multiple detentions and/or additional disciplinary action.



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Please note that multiple detentions may result in additional disciplinary actions or loss of privileges (field trips, reward day, class celebrations, etc.)

## Dismissal

- ***Bicycles/Skateboards***

Students are allowed to ride their bicycles to school. Students are required to wear a helmet when riding their bicycle to school. However, bicycles must be locked in the bicycle area. Bicycles are not allowed to be left on school grounds overnight. Skateboards and finger skateboards are NOT permitted in school.

- ***Rainy Day Dismissal***

Please have an understanding with your child about what he/she is to do on rainy days. (For example: wait for you, go home even if it is rainy). Whatever you decide, explain the plan fully to your child. In case of a heavy downpour of rain at dismissal time, students will be dismissed according to the following plan:

**1:50 pm & 3:05 pm Dismissal:**

- Bus students will be escorted to the PE shelter.
- After School Care students will be taken to the cafeteria.
- All other students, walkers and parent pick-up, will remain in the dismissal area or in the classrooms.
- At 2:05/3:20, students remaining in classrooms will be moved to a central location.

- ***Student Drop-Off Pick-up***

Parents will be allowed to drop off their children in their classroom for the **first week** of school. As of **August 27, 2018**, parents will **not** be allowed in the building. During morning arrival times, please drop off your children at one of the two entrances to the school –

- the front entrance along the circular driveway (northeast entrance of school)
- the side entrance along the circular driveway (west entrance of the school)

We will have supervision provided by both school staff and cleared parent volunteers at these locations as well as on campus in the areas where students are to report to have breakfast and where they report to wait for their teachers. Our school patrols will also be on-hand to assist with escorting younger students to class as needed.

We ask that you abide by the following procedures in order to ensure the safety of our students, parents and staff during morning arrival:

- Please drop off students at one of the two entry ways listed above;
- Please drive at slow speeds while in the school's driveway (5-10 mph speed zone);
- Drop off should only occur from the right lane by the curbside (NO DROP OFF FROM LEFT LANE);



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- The left lane is only for pulling out;
- Please give the right-of-way to pedestrians in the crosswalks;
- Slow down as you reach the crosswalks;
- If you are walking to school, please cross only at the crosswalks (do not cross in between cars);
- Please treat our staff and volunteers with respect, since they are looking out for your safety and that of your children.

The staff parking lot is for staff use only. **The parking lot is never to be used as an area for dropping off and/or picking up students.** Please follow these procedures while driving your vehicle:

- Cars should stay next to the curb that is closest to the building.
- Cars should not be left unattended in the driveway from 7:00 am – 8:45 am.
- The driveway is for drop-off and pick-up only from 7:00 am – 8:45 am.
- In the afternoon, you may park next to the curb closest to the building (do not double park and block the driveway).
- If you would like to park and pick-up your child/children on the street outside of the school, please do not block private home driveways.
- **No parking in** the circular driveway in the morning between 7:00 am and 8:45 am. In the afternoon, you may park next to the curb closest to the building. (Do not double park and block the driveway)
- **No parking or entering** in the Bus Loading Zone located at the south side of the building.

### Elevator

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

### Emergency Contact Information

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the form after presenting a picture identification. **The dismissal of students during the school day will only be granted to those individuals listed as parents and those listed in the Authorized to Pick Up section of the Emergency Student Data Forms.** No persons, other than school staff, will have access to the information submitted.

### Fieldtrips

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her



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teacher(s) in advance. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy. Students may be excluded from any fieldtrips and/or special activities due to behavior issues.

## **Flu Vaccine**

Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2018-2019 school year to provide **FREE** flu vaccines to students enrolled in M-DCPS. This year’s **“TEACH FLU A LESSON”** student vaccination campaign will begin **September 11 thru October 11**. Each school will have a specific clinic date.

Parents/guardians have the option of providing consent through the Parent-Portal using their digital devices or complete a paper consent form. Parents/Guardians **MUST** provide consent if they want their child to receive the flu vaccine. Parents/Guardians should contact their child’s school to determine when the flu vaccine will be offered at their child’s school.

## **Homework**

Principals are encouraged to work with teachers and parents to implement guidelines found in [Homework Policy 2330](#). Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s). (SEE APPENDIX C FOR THE NORMA BUTLER BOSSARD ELEMENTARY HOMEWORK/HOME LEARNING PLAN)

## **Mealtime Environment**

School lunchtime should be an opportunity to encourage a healthy lifestyle, and promote socialization that will affect early behaviors.

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

- **Free Breakfast**  
Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.
- **Free/Reduced Price Lunch Program**  
The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. **Parents are encouraged to complete an online application at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net).** Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is





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valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

## **Meal Prices**

| <b>Breakfast</b>       | <b>School Lunch</b>                   | <b>Prices</b> |
|------------------------|---------------------------------------|---------------|
| All Students No Charge | Elementary Students                   | \$ 2.25       |
| Adults \$ 2.00         | Middle/Secondary Students             | \$ 2.50       |
|                        | Reduced Price lunch, all grade levels | \$ 0.40       |
|                        | Adults                                | \$ 3.00       |

- **PAYPAMS**

Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child's meals with a credit or debit card at [paypams.com](http://paypams.com). Parents/guardians create an account in PayPams for the child, and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

- **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.

## **Parent Academy**

Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children's lives, including helping children learn, parenting skills, financial management, and health and wellness.

The Parent Academy supports parents in becoming more involved in their children's education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The



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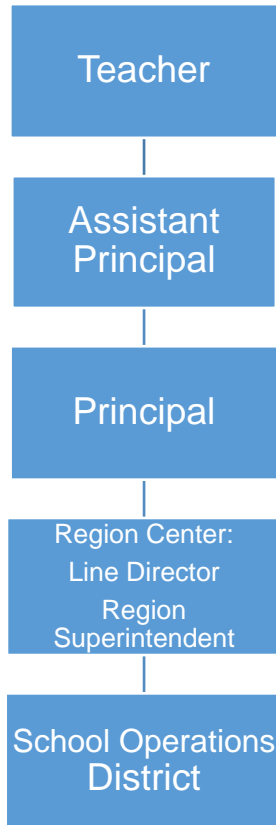
Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call The Parent Academy at 305-995-2680.

## Parties/Social Events in School

Special recognition ceremonies for students can only be authorized by the administration. Individual birthday parties ARE NOT PERMITTED in the classrooms. ONLY cupcakes may be given to the teacher to be distributed in the cafeteria during lunch time in order to avoid disruption to the learning environment. Parents who are cleared volunteers may sign in at the main office, receive a volunteer badge and assist in the distribution of the cupcakes in the cafeteria. Balloons are not allowed on school grounds for safety purposes.

## Protocol for Addressing Concerns

For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order below.



## Recess

Recess is supervised, unstructured playtime where children have choices, develop rules for play and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.



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Schools shall provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5, so that there are at least 20 consecutive minutes of free-play recess per day.

## **Safety and Security**

- **Code Yellow/Code Red**

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

- **Emergency Operations Plan**

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

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

BeSafe Anonymous Reporting System

[http://hoover.dadeschools.net/portable\\_doc/68128\\_Be\\_Safe\\_Anonymous\\_Reporting\\_System\\_Flyer.pdf](http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf)

- **Fire Drills**



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Ten fire drills will take place during the school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome, and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

### **School Activities/Clubs**

All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 – Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

- **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

- **School Club List**

The following clubs are offered at our school:

- Broadcasting Team (fourth grade students for the upcoming school year, students are selected based on auditions)
- Student Council (fifth grade students run as candidates to be elected by fifth grade students)
- Chorus Bell Canto Singers (second through fifth grade students are selected based on auditions)
- Green Team
- Patrols (fifth grade students are recommended by teachers)



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Our Afterschool Care program provides the following fee supported clubs to students:

- Drama Club (second through fifth grade students are selected based on auditions)
- Dance Club (pre-kindergarten through fifth grade students)
- Cheerleading Club (pre-kindergarten through fifth grade students)
- Running Club (fourth and fifth grade students)
- Team Sports (pre-kindergarten through fifth grade students)
- Nutrition/Cooking Club (third through fifth grade students)
- Chorus Bel Canto Singers (third through fifth grade students are selected based on auditions)
- Art Club (third through fifth grade students)
- Robotics Club (third through fifth grade students)
- Reading Club (pre-kindergarten through fifth grade students)

## **School Class Picture Process**

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff.

At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies. School picture money will be given to the photographer on the day school pictures are taken. School pictures will be taken on September 27, 2018, for this school year.

- ***Student Identification Badges***

District guidelines recommend students wear an identification badge in elementary school. Students will receive an ID from the company that takes school pictures. If students misplace their ID, one replacement ID will be issued free of charge. However, if students misplace their ID again, they will be charged a fine of \$2.00 for a replacement ID.

## **School Transportation**

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick-up and delivery. Information on student bus assignments will be posted on the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). The information on bus assignments on the [Parent Portal](#) is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact their child's school for information. Please contact Ms. Saliva or Dr. Gebara in the Main Office.



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## **Special Education**

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement.

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

## **Student Records**

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

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

## **Student and Parent Responsibilities**

Students are responsible for the proper use and care of school property such as computers and/or laptops, textbooks, and media center books. Parents are responsible for ensuring their child does not have any outstanding balances and/or fines from Afterschool Care, the cafeteria, and media center books, and computers and/or laptops. Students who have pending fines due to damaged or lost computers and/or laptops, textbooks, media center books may not be eligible to participate in classroom celebrations.

## **Student Services**

The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilinguistic populations enrolled in Miami-Dade County Public Schools.

## **Student Success Centers**



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The Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) exhibiting Level III-IV behavior and (with Region approval) habitual Level II infractions of the Code of Student Conduct.

## **Take Home Tuesday Folders (Blue Parent Communication Folders)**

Take Home Tuesday Folders/Blue Parent Communication Folders will be sent every Tuesday with all school-wide and important notices. These folders must be returned on Wednesdays.

Students in Grades 2- 5 will also be issued a planner. In an effort to communicate more effectively, students must have the planner in school every day. Please use this planner to communicate with your student's teacher. The planner should also be used at all parent/teacher and/or administrative conferences. In the event the student loses the planner, they will be required to purchase a new one for \$ 5.00.

## **Telephone Messages**

Instructional time will not be interrupted to deliver telephone messages to students. Only in an emergency would we feel justified in interrupting a classroom to deliver a message. Since the identity of a caller cannot be verified over the telephone, in the interest of your child's safety and protection, we will not deliver messages or changes in directions about going home. Any changes to the dismissal of your child must be given in writing to your child's teacher. Students are not permitted to use the office telephone unless an emergency arises or they have been requested by their teacher to do so.

## **Toolkits**

- [Back to School Toolkit](#)

## **Transgender**

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students; and best practices to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular and social) in ways that preserve and protect their dignity.

## **Uniforms**

Norma Butler Bossard Elementary School is a mandatory uniform school. The uniform for boys is as follows:

- Khaki shorts or pants
- Navy blue or gold solid polo shirts with school emblem or, Navy blue/gold blocked polo shirts with school emblem



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- Shoes or sneakers (no sandals)

The uniform for girls is as follows:

- Khaki shorts, pants, skirts and skorts
- Navy blue, gold or solid polo shirts with school emblem or, Navy blue or gold blocked polo shirts with school emblem
- Shoes or sneakers (no sandals)

Boys and girls are also required to wear the school’s t-shirt every Friday. The Friday shirt may be worn with jeans. The shirt must also be worn when participating in Field Trip Activities unless stated otherwise by the classroom teacher. ALL Field Trip Activities require students to be dressed in their school uniform.

### **Verifications of Residency**

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

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

### **Volunteer Program**

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

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

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

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

Any parents who would like assistance with becoming a volunteer should contact Ms. Aquino in the Main Office.





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## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

| <b>July 2018</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>2</td><td>3</td><td><del>4</del></td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>   | M  | T                   | W             | T                    | F | 2                               | 3            | <del>4</del>                               | 5  | 6            | 9          | 10 | 11                        | 12 | 13                      | 16 | 17            | 18  | 19                     | 20 | 23            | 24   | 25   | 26   | 27 | 30 | 31 |    |    |  | <b>August 2018</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>                                  | 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 | <b>September 2018</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td><del>1</del></td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>   | M | T | W | T | F | <del>1</del> | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24            | 25            | 26            | 27            | 28            |               |               |               |               |               |
|---|--|---------------------|---------------|----------------------|---|---------------------------------|--------------|--|--|--------------|------------|----|---------------------------|----|-------------------------|----|---------------|---|------------------------|----|---------------|------|------|------|----|----|----|----|----|--|--|---|---|---|---|---|--|--|---|---|---|---|---|---|---|----|---------------|----|----|----|----|---------------|----|----|---------------|---------------|---------------|----|----|----|----|---|---|---|---|---|---|--------------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 2   | 3  | <del>4</del>        | 5             | 6                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 9   | 10   | 11                  | 12            | 13                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 16  | 17   | 18                  | 19            | 20                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 23  | 24   | 25                  | 26            | 27                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 30  | 31   |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 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                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>1</del>  | 4  | 5                   | 6             | 7                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 10  | 11   | 12                  | 13            | 14                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 17  | 18   | 19                  | 20            | 21                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 24  | 25   | 26                  | 27            | 28                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <b>October 2018</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>  | 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 |    |  | <b>November 2018</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td><del>12</del></td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td><del>22</del></td><td><del>23</del></td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> | M | T | W | T | F |  |  |   | 1 | 2 | 5 | 6 | 7 | 8 | 9  | <del>12</del> | 13 | 14 | 15 | 16 | 19            | 20 | 21 | <del>22</del> | <del>23</del> | 26            | 27 | 28 | 29 | 30 | <b>December 2018</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td><del>24</del></td><td><del>25</del></td><td><del>26</del></td><td><del>27</del></td><td><del>28</del></td></tr> <tr><td><del>31</del></td><td></td><td></td><td></td><td></td></tr> </table> | M | T | W | T | F | 3            | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> | <del>31</del> |               |               |               |               |
| 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                  |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   |  |                     | 1             | 2                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 5   | 6  | 7                   | 8             | 9                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>12</del>   | 13   | 14                  | 15            | 16                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 19  | 20   | 21                  | <del>22</del> | <del>23</del>        |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 26  | 27   | 28                  | 29            | 30                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 3   | 4  | 5                   | 6             | 7                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 10  | 11   | 12                  | 13            | 14                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 17  | 18   | 19                  | 20            | 21                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>24</del>   | <del>25</del>                              | <del>26</del>       | <del>27</del> | <del>28</del>        |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>31</del>   |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <b>January 2019</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td><del>1</del></td><td><del>2</del></td><td><del>3</del></td><td><del>4</del></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td><del>21</del></td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | M  | T                   | W             | T                    | F |                                 | <del>1</del> | <del>2</del>                               | <del>3</del>   | <del>4</del> | 7          | 8  | 9                         | 10 | 11                      | 14 | 15            | 16  | 17                     | 18 | <del>21</del> | 22   | 23   | 24   | 25 | 28 | 29 | 30 | 31 |  | <b>February 2019</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td><del>18</del></td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table>                          | M | T | W | T | F |  |  |   |   | 1 | 4 | 5 | 6 | 7 | 8  | 11            | 12 | 13 | 14 | 15 | <del>18</del> | 19 | 20 | 21            | 22            | 25            | 26 | 27 | 28 |    | <b>March 2019</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td><del>25</del></td><td><del>26</del></td><td><del>27</del></td><td><del>28</del></td><td><del>29</del></td></tr> </table>                | M | T | W | T | F |              |   |   |   | 1 | 4  | 5  | 6  | 7  | 8  | 11 | 12 | 13 | 14 | 15 | 18            | 19            | 20            | 21            | 22            | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> | <del>29</del> |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | <del>1</del>                               | <del>2</del>        | <del>3</del>  | <del>4</del>         |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 7   | 8  | 9                   | 10            | 11                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 14  | 15   | 16                  | 17            | 18                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>21</del>   | 22   | 23                  | 24            | 25                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 28  | 29   | 30                  | 31            |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   |  |                     |               | 1                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 4   | 5  | 6                   | 7             | 8                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 11  | 12   | 13                  | 14            | 15                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>18</del>   | 19   | 20                  | 21            | 22                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 25  | 26   | 27                  | 28            |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   |  |                     |               | 1                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 4   | 5  | 6                   | 7             | 8                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 11  | 12   | 13                  | 14            | 15                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 18  | 19   | 20                  | 21            | 22                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>25</del>   | <del>26</del>                              | <del>27</del>       | <del>28</del> | <del>29</del>        |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <b>April 2019</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>  | 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 |    |    |  | <b>May 2019</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td><del>27</del></td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>                          | M | T | W | T | F |  |  | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13            | 14 | 15 | 16 | 17 | 20            | 21 | 22 | 23            | 24            | <del>27</del> | 28 | 29 | 30 | 31 | <b>June 2019</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>   | 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            |               |               |               |               |               |
| 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   |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| M   | T  | W                   | T             | F                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   |  | 1                   | 2             | 3                    |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 6   | 7  | 8                   | 9             | 10                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 13  | 14   | 15                  | 16            | 17                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 20  | 21   | 22                  | 23            | 24                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <del>27</del>   | 28   | 29                  | 30            | 31                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 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                   |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| <table border="0"> <tr><td></td><td>New Teachers Report</td></tr> <tr><td></td><td>Teacher Planning Day</td></tr> <tr><td></td><td>Teacher Planning Day - (No Opt)</td></tr> <tr><td></td><td>District-wide Professional Development Day</td></tr> </table>   |  | New Teachers Report |               | Teacher Planning Day |   | Teacher Planning Day - (No Opt) |              | District-wide Professional Development Day | <table border="0"> <tr><td></td><td>Recess Day</td></tr> <tr><td></td><td>Beg/End of Grading Period</td></tr> <tr><td></td><td>Secondary Early Release</td></tr> <tr><td></td><td>Legal Holiday</td></tr> </table> |              | Recess Day |    | Beg/End of Grading Period |    | Secondary Early Release |    | Legal Holiday | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="background-color: #cccccc;">Days In Grading Period</th></tr> <tr><td style="background-color: #ffff00;">1-46</td></tr> <tr><td style="background-color: #ffff00;">2-44</td></tr> <tr><td style="background-color: #ffff00;">3-43</td></tr> <tr><td style="background-color: #ffff00;">4-47</td></tr> </table> | Days In Grading Period |    | 1-46          | 2-44 | 3-43 | 4-47 |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | New Teachers Report                        |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | Teacher Planning Day                       |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | Teacher Planning Day - (No Opt)            |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | District-wide Professional Development Day |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | Recess Day                                 |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | Beg/End of Grading Period                  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | Secondary Early Release                    |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
|   | Legal Holiday                              |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| Days In Grading Period  |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 1-46  |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 2-44  |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 3-43  |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |
| 4-47  |  |                     |               |                      |   |                                 |              |  |  |              |            |    |                           |    |                         |    |               |   |                        |    |               |      |      |      |    |    |    |    |    |  |  |   |   |   |   |   |  |  |   |   |   |   |   |   |   |    |               |    |    |    |    |               |    |    |               |               |               |    |    |    |    |   |   |   |   |   |   |              |   |   |   |   |    |    |    |    |    |    |    |    |    |    |               |               |               |               |               |               |               |               |               |               |

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

|                  |  |
|------------------|--|
| August 16, 17    | Teacher planning days; no students in school   |
| August 20        | First Day of School; begin first semester  |
| September 3      | Labor Day; holiday for students and employees  |
| September 10*+## | Teacher planning day; no students in school  |
| September 19*+## | Teacher planning day; no students in school  |
| September 27     | Secondary early release day  |
| October 25       | End first grading period; first semester   |
| October 26       | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school |
| October 29       | Begin second grading period; first semester  |
| November 6       | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school |
| November 12      | Observation of Veterans' Day; holiday for students and employees   |
| November 21*+##  | Teacher planning day; no students in school  |
| November 22      | Thanksgiving; Board-approved holiday for students and employees  |
| November 23      | Recess Day   |
| December 24-     | Winter recess for students and all employees with the exception of Fraternal Order of                          |
| January 4, 2019  | Police Employees;  |
| January 17       | End first semester and second grading period   |
| January 18*+##   | Teacher planning day; no students in school  |
| January 21       | Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees                       |
| January 22       | Begin third grading period; second semester  |
| February 18      | All Presidents Day; holiday for students and employees   |
| March 14         | Secondary early release day  |
| March 22         | End third grading period; second semester  |
| March 25-29      | Spring recess for students and all employees with the exception of Fraternal Order of Police Employees         |
| April 1          | Begin fourth grading period; second semester   |
| April 11         | Secondary early release day  |
| April 19*+##     | Teacher planning day; no students in school  |
| May 9            | Secondary early release day  |
| May 27           | Observance of Memorial Day; holiday for students and employees   |
| June 6           | Last Day of School; end fourth grading period; second semester   |
| June 7           | Teacher planning day; not available to opt; no students in school  |

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

| Job Category  | Beginning Date  | Ending Date   |
|---|-----------------|---------------|
| Teachers new to the system                            | August 9, 2018  | June 7, 2019  |
| Assistant Principals and 10-month clerical            | August 9, 2018  | June 14, 2019 |
| Cafeteria Managers                                    | August 13, 2018 | June 7, 2019  |
| Satellite Assistants                                  | August 15, 2018 | June 6, 2019  |
| All Instructional Staff, Paraprofessionals & Security | August 16, 2018 | June 7, 2019  |
| Assistant to Cafeteria Managers/MAT Specialists       | August 17, 2018 | June 6, 2019  |
| Cafeteria Workers (part-time)                         | August 20, 2018 | June 6, 2019  |

\*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 14, 15, 2018, or June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, 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 7, 8, 2018, or June 17, 18, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

| August 2018 |    |    |    |    |
|-------------|----|----|----|----|
| 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 |

| September 2018 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
| X              | 4  | 5  | 6  | 7  |
| 10             | 11 | 12 | 13 | 14 |
| 17             | 18 | 19 | 20 | 21 |
| 24             | 25 | 26 | 27 | 28 |

| October 2018 |    |    |    |    |
|--------------|----|----|----|----|
| 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 |    |    |

| November 2018 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| X             | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | X  | X  |
| 26            | 27 | 28 | 29 | 30 |

| December 2018 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
| 3             | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 |
| 17            | 18 | 19 | 20 | 21 |
| X             | X  | X  | X  | X  |

| January 2019 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
|              | X  | X  | X  | X  |
| 7            | 8  | 9  | 10 | 11 |
| 14           | 15 | 16 | 17 | 18 |
| X            | 22 | 23 | 24 | 25 |
| 28           | 29 | 30 | 31 |    |

| February 2019 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    |    | 1  |
| 4             | 5  | 6  | 7  | 8  |
| 11            | 12 | 13 | 14 | 15 |
| X             | 19 | 20 | 21 | 22 |
| 25            | 26 | 27 | 28 |    |

| March 2019 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    |    |    | 1  |
| 4          | 5  | 6  | 7  | 8  |
| 11         | 12 | 13 | 14 | 15 |
| 18         | 19 | 20 | 21 | 22 |
| X          | X  | X  | X  | X  |

| April 2019 |    |    |    |    |
|------------|----|----|----|----|
| 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 2019 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          |    | 1  | 2  | 3  |
| 6        | 7  | 8  | 9  | 10 |
| 13       | 14 | 15 | 16 | 17 |
| 20       | 21 | 22 | 23 | 24 |
| X        | 28 | 29 | 30 | 31 |

| June 2019 |    |    |    |    |
|-----------|----|----|----|----|
| 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 |

| July 2019 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 1         | 2  | 3  | X  | 5  |
| 8         | 9  | 10 | 11 | 12 |
| 15        | 16 | 17 | 18 | 19 |
| 22        | 23 | 24 | 25 | 26 |
| 29        | 30 | 31 |    |    |

| August 2019 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
|             |    |    | 1  | 2  |
| 5           | 6  | 7  | 8  | 9  |
| 12          | 13 | 14 | 15 | 16 |
| 19          | 20 | 21 | 22 | 23 |
| 26          | 27 | 28 | 29 | 30 |

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)  
District-wide Professional Development
- Recess Day
- Beg/End of Grading Period
- Legal Holiday

| Days In Grading Period |
|------------------------|
| 1- 81                  |
| 2- 62                  |
| 3- 73                  |

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

### HOLIDAYS 2018

|             |                  |
|-------------|------------------|
| September 3 | Labor Day        |
| November 12 | Veterans' Day    |
| November 22 | Thanksgiving Day |

### HOLIDAYS 2019

|             |  |
|-------------|--|
| January 21  | Observance of Dr. Martin Luther King, Jr.'s Birthday |
| February 18 | All Presidents' Day                                  |
| May 27      | Observance of Memorial Day                           |

| Number of School Days in TRIMESTER 1              |      |     |     |     | Number of School Days in TRIMESTER 2 |     |     |     | Number of School Days in TRIMESTER 3 |     |      |      |     |
|---|------|-----|-----|-----|--------------------------------------|-----|-----|-----|--------------------------------------|-----|------|------|-----|
| Aug   | Sept | Oct | Nov | Dec | Jan                                  | Feb | Mar | Apr | Apr                                  | May | June | July | Aug |
| 10  | 17   | 22  | 17  | 15  | 17                                   | 19  | 16  | 10  | 11                                   | 22  | 19   | 21   | 0   |
| TOTAL: 81   |      |     |     |     | TOTAL: 62                            |     |     |     | TOTAL: 73                            |     |      |      |     |
| TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216 |      |     |     |     |                                      |     |     |     |                                      |     |      |      |     |

\*Teachers may opt to work one or two days, August 14, 15, 2018, in lieu of any of the teacher planning days except August 17, 2018, and the designated District-wide Professional Development Days, October 26, 2018 and November 6, 2018. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

\*\*August 1, 2019 is a Teacher planning day; not available to opt.



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**APPENDIX B –Commonly Referenced State of Florida House Bills  
and School Board Policies**

View all policies at <http://www.dadeschools.net/schoolboard/rules/>

**Academics**

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
  
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
  
- 2370.01 – VIRTUAL INSTRUCTION
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
  
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
  
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
  
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
  - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
  - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.



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- **5410 - STUDENT PROGRESSION PLAN**
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

## **Accident Reports/Incident Reports/School Safety**

- **3213 - STUDENT SUPERVISION AND WELFARE**
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
- **5540 - INVESTIGATIONS INVOLVING STUDENTS**
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- **5772 - WEAPONS**
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- **7217 - WEAPONS**
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- **8405 - SCHOOL SAFETY**
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



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- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES

The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

## **Admission, Registration and Immunization Requirements**

- 5112 - ENTRANCE REQUIREMENTS

- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:

- Original birth certificate
- Verification of age and legal name
- Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
- Two (2) verification of parent/legal current residence (address)

- 5114 - FOREIGN STUDENTS

- Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.

- 5320 – IMMUNIZATION

- All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

## **Animals on District Property**

- 8390 - ANIMALS ON DISTRICT PROPERTY

- Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
- Students are not allowed to bring pets to school.

## **Anti-Discrimination Policy**

- 3362 - ANTI-DISCRIMINATION/HARASSMENT



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- The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
- This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- **5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**
  - A parent may request a Hope Scholarship for a student who was subjected to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offense, assault, threat, intimidation, or fighting at school.
- **5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**
  - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.
- **5517.01 – BULLYING AND HARASSMENT**
  - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- **5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
  - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

### **Attendance Policy/School Hours**

- **5200 – ATTENDANCE:**
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public





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Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## **Ceremonies & Observances**

- 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
  - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

## **Class Size**

- CLASS SIZE STATE STATUTE
  - Florida citizens approved an amendment that set limits on the number of students in core academic classes in public schools. The amendment requires classes to be in compliance at the class level. However, pursuant to language passed by the 2013 Florida Legislature in HB 7009 and subsequently approved by the Governor, amending Florida Statutes 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to s. 1003.03 for a school or program that is a public school of choice is measured by the average number of students at the school level.

## **Clinic**

- 5330 – USE OF MEDICATIONS



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- The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

## **Code of Student Conduct**

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- 5136.02 - SEXTING
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- 5500 - STUDENT CONDUCT AND DISCIPLINE
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
- 5511 - DRESS CODE AND SCHOOL UNIFORMS
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal



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to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

## **Digital Conversion/Social Media**

- 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

## **Equal Opportunity**

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
- 5111.01 - HOMELESS STUDENTS
  - Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

## **Fieldtrips/School Social Events**

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
  - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.
- 5850 - SCHOOL SOCIAL EVENTS
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS



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- Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

## **Financial Obligations**

- 6152 - STUDENT FEES
  - The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction.

## **Food & Nutrition/Wellness Policy**

- 8500 - FOOD SERVICES
  - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- 8531 - FREE AND REDUCED-PRICE MEALS
  - All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

## **Fundraising**

- 5830 – STUDENT FUNDRAISING
  - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
  - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- 6605 – CROWDFUNDING
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with



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the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

## Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
  - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed. Vision, hearing, scoliosis and growth and development screenings are conducted based on mandated grade levels.
  - Screenings do not substitute a thorough examination in a medical provider's office.

## Homework

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

## Internship

- 2424 - STUDENT INTERNSHIPS
  - Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.

## Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE



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- The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- **5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

## **Parent Involvement**

- **2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP**
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- **9210 - PARENT ORGANIZATIONS**
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

- **8810 - THE AMERICAN FLAG**
  - The Pledge of Allegiance shall be recited at the beginning of the day in every school.
  - A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

## **Privacy**

- **2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**
  - Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

## **Schools of Choice/Magnet Schools**

- **2370 - MAGNET PROGRAMS/SCHOOLS**
  - Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve



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the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.

## **School Transportation/Bus Safety Conduct**

- 8600 – TRANSPORTATION
  - Students living more than two miles from their home school will be eligible for District-provided bus transportation. Students who attend school out of their home school zone will not be eligible for District-provided transportation.

## **Special Education**

- 2460 – EXCEPTIONAL STUDENT EDUCATION
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

## **Student Activities**

- 5845 - STUDENT ACTIVITIES
  - All clubs and organizations approved by the principal to operate within the school must comply with this district policy. A student who wishes to represent the school through interscholastic competitions or performance must comply with the criteria set forth in policy.

## **Student Records/Access to Student Records**

- 8330 - STUDENT RECORDS
  - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
  - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

## **Student Services**

- 2290 - CHARACTER EDUCATION
  - The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens



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at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

- 5530 - DRUG PREVENTION

- Schools shall strive to prevent drug abuse and help drug abusers through educational means.
- The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

### **Title I School-wide Program**

- 2261 - TITLE I SERVICES

- The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

### **Visitors**

- 9150 - SCHOOL VISITORS

- Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
- The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

### **Volunteer Program**

- 2430.01 - SCHOOL VOLUNTEERS

- The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent or his/her designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.





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**APPENDIX C: School-Wide Homework/Home-Learning Plan**

**Norma Butler Bossard Elementary School**

**School-Wide Home-Learning Plan**

**MISSION:**

At Norma Butler Bossard Elementary School (NBB), home-learning is a vital component to student learning, growth, and overall success. This home-learning plan serves as a guide for administration, teachers, parents, and students to ensure that homework is meaningful, will support the learning experience, and maximize each student's potential.

**PURPOSE:**

- **PREPARE** information or materials for future learning activities (e.g. gather resources, read something for a class discussion, or rehearse for a presentation).
- **PRACTICE** new knowledge OR new skills (e.g. read for pleasure, practice physical skills, practice a musical instrument, use knowledge to complete a project, or practice basic literacy and math skills.)
- **ENRICH** students' understanding of a topic and apply it in new ways (e.g. research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).

**RESEARCH INDICATES:**

- Schools in which home-learning is routinely assigned and graded tend to have higher achieving students.
- There is general agreement that the amount of home-learning increases significantly as a student progresses through school.
- Home-learning should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents.
- Home-learning should be tied to current subject matter, assigned in amounts and levels of difficulty which students can complete successfully and should be checked quickly, with feedback to students.
- Giving home-learning on a regular basis may increase achievement and improve attitudes toward learning

**EXPECTATIONS OF ADMINISTRATION:**

- Establish a school-wide approach to home-learning.
  - Facilitate time for teachers to plan in order to coordinate testing days and assignments.
  - Inform parents and families of the NBB School-Wide Home-Learning Plan.
  - Be available to answer any questions or concerns regarding the home-learning plan.
  - Promote home-school communication regarding home-learning.
  - Ensure that all teachers adhere to the school-wide home-learning plan.



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- Establish an opportunity before and after school for students to receive assistance with home-learning.
- Ensure that teachers are aware of the specific student needs such as the unavailability of a computer at home and provide accommodations for home-learning as necessary.

## **EXPECTATION OF TEACHERS:**

- Parent will be informed of any major changes to curriculum expectations.
- Let parents know they are partners in the student's education and that the sooner a good pattern of study is established, the better.
- Be sensitive to family time when assigning homework, specifically during recess/holidays.
- Consider the students' home-learning environment as it relates to homework assignments
- Make instructions related to homework clear and, when necessary, provide a short period of supervised study or a period of questioning to ensure that the students understand the assignments.
- Check, review, evaluate, and/or grade student homework in a timely manner, according to the teacher's individual methods, and in keeping with a system that is clearly explained to the students and parents.
- Home-learning will not be used to discipline or punish students, to introduce or practice skills the student does not understand, or to assess a students' learning without reference to other work.

## **EXPECTATIONS OF PARENTS:**

- Contact teacher early if the student begins to develop a pattern of late or incomplete home-learning.
- Contact the teacher to clear up any misunderstandings, troubleshoot problems and be better informed about the students' learning progress.
- Provide a quiet space and basic materials at home for completion of home-learning.
  - Encourage your child to take ownership and pride in their home-learning, to allocate their time wisely, meet deadlines, and develop good student habits.
  - Encourage independent daily reading.
  - Make every effort to read to students who cannot read on their own.
  - Review and monitor home-learning in student's agenda or home-learning packet daily.
  - Inspect book bags and "Take Home Tuesday" folder regularly.

## **EXPECTATIONS OF STUDENTS:**

- Complete home-learning to the best of your ability in a timely manner.
- Take pride and ownership of your home-learning.
- Record all home-learning assignments in the student agenda neatly and clearly when assigned in class by the teacher.
- Seek clarification from your teacher when home-learning is unclear or if you have any questions.
- Use class time provided for completing classwork and/or starting home-learning wisely.
- Speak to your teacher if you are having trouble completing home-learning assignments.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **HOME-LEARNING TIME EXPECTATIONS:**

| <b>Grade Level</b> | <b>Total Daily Average<br/>(All Subjects)</b> |
|--------------------|---|
| K-1                | 30 minutes                                    |
| 2-3                | 45 minutes                                    |
| 4-5                | 60 minutes                                    |

## **PLEASE NOTE:**

- These times do not reflect
  - the additional 30 minutes that are to be devoted to independent reading daily
  - technology program requirements for i-Ready or Reflex Math
  - project-based, long term assignments (ex. science fair, research papers, models, special presentations) are not reflected in these times or
  - additional course work for Gifted courses.
- Every effort will be made to stagger testing days.

## **IN-HOUSE HOME-LEARNING ASSISTANCE BEFORE AND AFTER SCHOOL:**

- Students enrolled in our After School Care Program will have daily scheduled time to complete home-learning assignments after school.

## **STUDENT HOME-LEARNING TIPS:**

- Copy your home-learning assignments each day before leaving school in your school agenda (grades 2-5).
- Set aside the same time of the day to complete your home-learning.
- Have a quiet area at home designated to complete your home-learning. Keep a dictionary, pencils and paper available in this area.
- Ask a friend for their telephone number so you can call them in case you have any questions about an assignment.
- Let your teacher know if you have any difficulty completing a home-learning assignment.

## **RESOURCES AVAILABLE TO HELP PARENTS HELP STUDENTS WITH HOME-LEARNING:**

Dial-a-Teacher Available Monday – Thursday 5:00 pm to 8:00 pm - 305-995-1600

## **MAKEUP ASSIGNMENTS:**

If you anticipate your child being out sick for an extended period of time, not more than 5 days, then contact your child's teachers directly. Anything over 5 days should be directed to the Attendance Office.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily



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identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**While not required**, students who miss school work because of unexcused absences **may** be given the opportunity to make up missed work for full or reduced credit. (NOTE: Please try to avoid unexcused absences, as these may result in missed assignments and failing grades.)

Teachers will assign such make up work as necessary to ensure academic progress, not as a punitive measure.

