

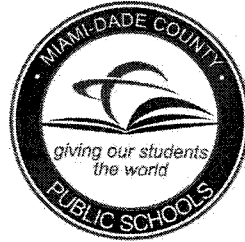
Providing Quality Programs Beyond School Hours



# COMMUNITY EDUCATION STUDENT HANDBOOK 2017 – 2018

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS



## SCHOOL BOARD MEMBERS

Dr. Lawrence S. Feldman, Chair  
Dr. Marta Pérez, Vice-Chair  
Dr. Dorothy Bendross-Mindingall  
Ms. Susie V. Castillo  
Dr. Steve Gallon III  
Ms. Perla Tabares Hantman  
Dr. Martin S. Karp  
Ms. Lubby Navarro  
Ms. Mari Tere Rojas

## SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

## A MESSAGE FROM ADMINISTRATION

Welcome to the North Twin Lakes Elementary Community School, a Principal-operated enhancement program provided through Miami-Dade County Public Schools. The Community School program is designed to be responsive to the educational, recreational, and social needs of the local community, by providing a wide range of activities and services to children and adults during the afternoon and evening hours and out-of-school time. You are encouraged to make suggestions as to what classes your children would like offered at the school site through our survey distributed at the beginning of the year.

## GENERAL INFORMATION

**DAYS AND HOURS OF OPERATION:** The Community School office is open Monday through Friday from 10:30 A.M. to 7:00 P.M. The Community School is closed on weekends, holidays, and recess days.

Please contact your Program Manager in the Community School office for the most up-to-date community school class schedule or go to [www.dadecommunityschools.net](http://www.dadecommunityschools.net) and do a course query for other classes that may be offered at an alternative location that may be more convenient to you. Miami-Dade County Public Schools Calendars are enclosed in this handbook.

**OFFICE PHONE NUMBER AND EMAIL ADDRESS:** The Community School office may be contacted at (305) 822-0721, Extension 2113 during its hours of operation. You may also email the Assistant Principal for Community Education, Dr. Isabel M. Siblesz, at [isiblesz@dadeschools.net](mailto:isiblesz@dadeschools.net) if you have any additional questions.

**PARKING FOR VEHICLES:** Parking is available in the circular driveway in front of the school except during dismissal times at 1:50 P.M. and 3:05 P.M. The faculty/staff parking lot is available after school hours.

**SKATES, SKATEBOARDS, ROLLERBLADES, BICYCLES:** Skates, skateboards, rollerblades, and bicycles are not allowed on the school campus

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

## **GENERAL INFORMATION - continued**

**VISITOR IDENTIFICATION BADGES:** Visitors (those whom are not current staff or students) must obtain a visitor's badge upon entering the school building(s). The badge may be picked up in the Community School office in Room 21 or the main office located at the front entrance of the school site.

**SUPERVISION OF STUDENTS:** Community School students are permitted to enter the classroom only when the teacher is present. Parents are responsible for the punctual arrival and departure of minor students attending Community School classes, and are not to drop off students at school prior to the scheduled community school class time.

**LOST AND FOUND:** If property is lost or found, please report it to the Community School office located in Room 21.

**REGISTRATION, PAYMENT OF FEES, LATE REGISTRATION:** Registration and payment of fees, including any fees for materials, must take place prior to commencement of the first class of a series, however, when late registration is approved by the administration, a prorated fee will be charged.

### **STUDENT WITHDRAWALS: COMMUNITY EDUCATION CLASSES ONLY**

Those who have registered for a class are entitled to a **full refund** up until the beginning of the second scheduled class meeting.

**ADMINISTRATIVE WITHDRAWALS:** If a student is withdrawn for disciplinary reasons, **no refund** will be granted. If the class must be closed due to low enrollment, the student may receive a proration to attend another class or receive a prorated refund for unused days.

**CLASS CANCELLATION FOR THE DAY:** When a class must be cancelled for the day, every effort will be made to contact each class member in advance. The instructor will schedule a make-up date and will inform class members of that date.

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

## GENERAL INFORMATION – continued

**FOOD AND BEVERAGES:** Food and beverages are not permitted in classrooms unless authorized by the school site principal.

**TELEPHONE POLICY:** Students who need to use a telephone for emergency purposes may contact utilize the telephone located in Room 21 with staff permission.

**GENERAL CONCERNS:** Concerns about the Community School program or facility should be addressed to Dr. Isabel M. Siblesz, APCE, at 305-822-0721, Extension 2113 or by sending a message to [isiblesz@dadeschools.net](mailto:isiblesz@dadeschools.net).

**MATERIALS CONTAINING ADVERTISING:** This policy provides guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools. See the School Board of Miami-Dade County Bylaws and Policies 9700.01 – ADVERTISING AND COMMERCIAL ACTIVITIES.

**FUNDRAISING:** Fund-raising 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 fund-raising 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. See the School Board of Miami-Dade County Bylaws and Policies 5830 – STUDENT FUND-RAISING

**FUNDRAISING BY ORGANIZATIONS:** 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. See the School Board of Miami-Dade County Bylaws and Policies 9211 – PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES

**PRIVATE BUS COMPANIES:** The District Department of Transportation shall implement private school bus inspection and driver certification procedures for operators of private school buses under contract with the District. See the School Board of Miami-Dade County Bylaws and Policies 8600.01 – PRIVATE SCHOOL BUS COMPANIES UNDER CONTRACT WITH THE DISTRICT

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

## GENERAL INFORMATION - continued

**STUDENT RECORDS:** In order to provide appropriate educational services and programming, the Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records. See the School Board of Miami-Dade County Bylaws and Policies 8330 – STUDENT RECORDS

**BUSINESS PARTNERSHIPS:** Substantial educational benefits are available to students through the involvement of private sector organizations in public education, including, but not limited to, donations of in-kind services, time and business, and monetary resources. See the School Board of Miami-Dade County Bylaws and Policies 9555 – PARTNERSHIPS WITH BUSINESS

**PARTICIPATION IN COMMUNITY EVENTS:** The local community offers many programs and events that provide learning experiences that can help students become more literate, cultured, and productive human beings. The School Board authorizes the Superintendent to cooperate with the leaders of these organizations by making District facilities available and ensuring that members of the staff and student body are aware of the benefits that can be derived from education-related activities of the groups. Further, the Board encourages staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of educational activities in the community. See the School Board of Miami-Dade County Bylaws and Policies 9600 – STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENT

**HEALTH AND SAFETY:** The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following: See the School Board of Miami-Dade County Bylaws and Policies 8400 – HEALTH AND SAFETY ISSUES

**DRUG-FREE WORKPLACE:** The purpose of this policy is to: See the School Board of Miami-Dade County Bylaws and Policies 1124 – DRUG-FREE WORKPLACE

**COMPLIANCE WITH COPYRIGHT LAWS:** Copyrighted works shall only be used to the extent that copyright and fair use guidelines permit. The Superintendent shall provide administrative procedures regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the School Board's web site. See the School Board of Miami-Dade County Bylaws and Policies 2531 – COPYRIGHTED WORKS

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

## SITE PERSONNEL AND STUDENTS

**STUDENT SUPERVISION:** Protecting the physical and emotional well-being of students is of paramount importance. Each support 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. See the School Board of Miami-Dade County Bylaws and Policies 4213 – STUDENT SUPERVISION AND WELFARE

**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. See the School Board of Miami-Dade County Bylaws and Policies 8405 – SCHOOL SAFETY

**GIFTS TO THE SCHOOL DISTRICT:** On behalf of the School Board, the Superintendent may accept gifts or donations of money, equipment, supplies, and materials as indicated below. The Superintendent may accept the terms and conditions of any such gift or donation as appropriate and shall have the discretion to accept or deny the gift or donation on the basis of those terms and conditions. Lists of such gifts or donations shall be compiled quarterly. At the Superintendent's discretion, a gift or donation may be presented to or recognized by the Board.

See the School Board of Miami-Dade County Bylaws and Policies 7230 – GIFTS TO THE SCHOOL DISTRICT

**BACKGROUND SCREENING:** All non-instructional contractual personnel who are permitted access on school grounds when students are present, including contractual personnel whose performance of the contract is not anticipated to result in direct contact with students, and for whom any unanticipated contact would be infrequent and incidental, and those contractors who have access to or control of school funds shall be subject to a criminal background check.

See the School Board of Miami-Dade County Bylaws and Policies 8475 – CRIMINAL BACKGROUND SCREENING OF VENDORS, INDIVIDUALS, OR ENTITIES UNDER CONTRACT WITH THE SCHOOL BOARD

**SCHOOL VOLUNTEERS:** Providing opportunities for students to participate in appropriate co-curricular and extra-curricular activities enhances their education. Community members who have special knowledge and skills that add to the District's program are an excellent resource for these activities. Principals are authorized to contact local businesses and government agencies to recruit

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES - continued

## SITE PERSONNEL AND STUDENTS - continued

mentors. Employees of the District are also encouraged to volunteer. See the School Board of Miami-Dade County Bylaws and Policies 2430.01 – SCHOOL VOLUNTEERS

**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. See the School Board of Miami-Dade County Bylaws and Policies 9150 – SCHOOL VISITORS

**STUDENT ACTIVITIES:** All clubs and organizations approved by the principal to operate within the school must comply with the following: See the School Board of Miami-Dade County Bylaws and Policies 5845 – STUDENT ACTIVITIES

**PUBLIC ATTENDANCE OF SCHOOL EVENTS:** Members of the community are welcome to attend athletic and other public events at schools. The School Board may, however, prohibit the attendance of or remove any person whose conduct may disrupt a school event. The Principal may call law enforcement officials if a person violates posted regulations or does not leave school property when requested. A Principal may also use detectors and other devices as necessary for the safety of participants and visitors. If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded. See the School Board of Miami-Dade County Bylaws and Policies 9160 – PUBLIC ATTENDANCE AT SCHOOL EVENTS



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

## STUDENTS

**DRESS CODE:** Students shall come to school clean and appropriately groomed and dressed. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make necessary alterations before entering the classroom or be sent home by the Principal. 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 including suspension. See the School Board of Miami-Dade County Bylaws and Policies 5511 – DRESS AND GROOMING

**CONFIDENTIALITY:** State and Federal law require that student education records, including health records, be confidential. (See Policy 8330) State law also exempts certain information and records from public disclosure (see Policy 8310). The Board shall maintain this information and records as confidential. See the School Board of Miami-Dade County Bylaws and Policies 8350 – CONFIDENTIALITY

**ACCIDENTS:** Accidents involving injury, even if small, must be reported to the school site administrator. See the School Board of Miami-Dade County Bylaws and Policies 8442 – REPORTING ACCIDENTS

**ACCEPTABLE USE POLICY FOR THE INTERNET AS A TOOL FOR LEARNING:** This policy establishes responsible and acceptable use of the network as a tool for learning in the District. The District Network is defined as all computer resources, including software, hardware, lines and services that allow connection of District computers to other computers, whether they are within the District or external to the District. This includes connection to the Internet while on school property. In this policy, Users are defined as students. No user may use the Network to take any action and/or communicate any language that the employee or student could not take or communicate in person. Prohibitions in applicable Federal, State, and/or local law or regulation, collective bargaining agreements and School Board policies are included. Additionally, this policy reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over District provided equipment. (See Board policies concerning privacy and e-mail). See the School Board of Miami-Dade County Bylaws and Policies 7540.03 – STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

### STUDENTS – continued

**SPECIAL NEEDS:** If there are special needs by way of accommodations pursuant to the Americans with Disabilities Act, please consult with your school site administrator. Parents or guardians that are in need of additional information or resources may call the Miami-Dade County Public Schools Division of Special Education and Student Support or the Office of Community Education and Before/After School Programs using the following phone numbers or by going to the following website found at <http://ese.dadeschools.net>:

- 305-995-2707 • Ms. Robin J. Morrison, Executive Director, Division of Special Education and Student Support  
[RMORRISON@DADESCHOOLS.NET](mailto:RMORRISON@DADESCHOOLS.NET)
- 305-995-2707 • Ms. Kelli Hunter-Sheppard, District Director, Division of Special Education and Student Support  
[KHUNTER@DADESCHOOLS.NET](mailto:KHUNTER@DADESCHOOLS.NET)
- 305-995-2707 • Ms. Ava Goldman, Administrative Director, Division of Special Education and Student Support  
[AGOLDMAN@DADESCHOOLS.NET](mailto:AGOLDMAN@DADESCHOOLS.NET)
- 305-995-2707 • Main line for the Division of Special Education and Student Support
- 305-817-0014 • Mr. Victor Ferrante, Executive Director, Community Education and Before/After School Programs  
[VICFERRANTE@DADESCHOOLS.NET](mailto:VICFERRANTE@DADESCHOOLS.NET)

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### **STUDENTS – continued**

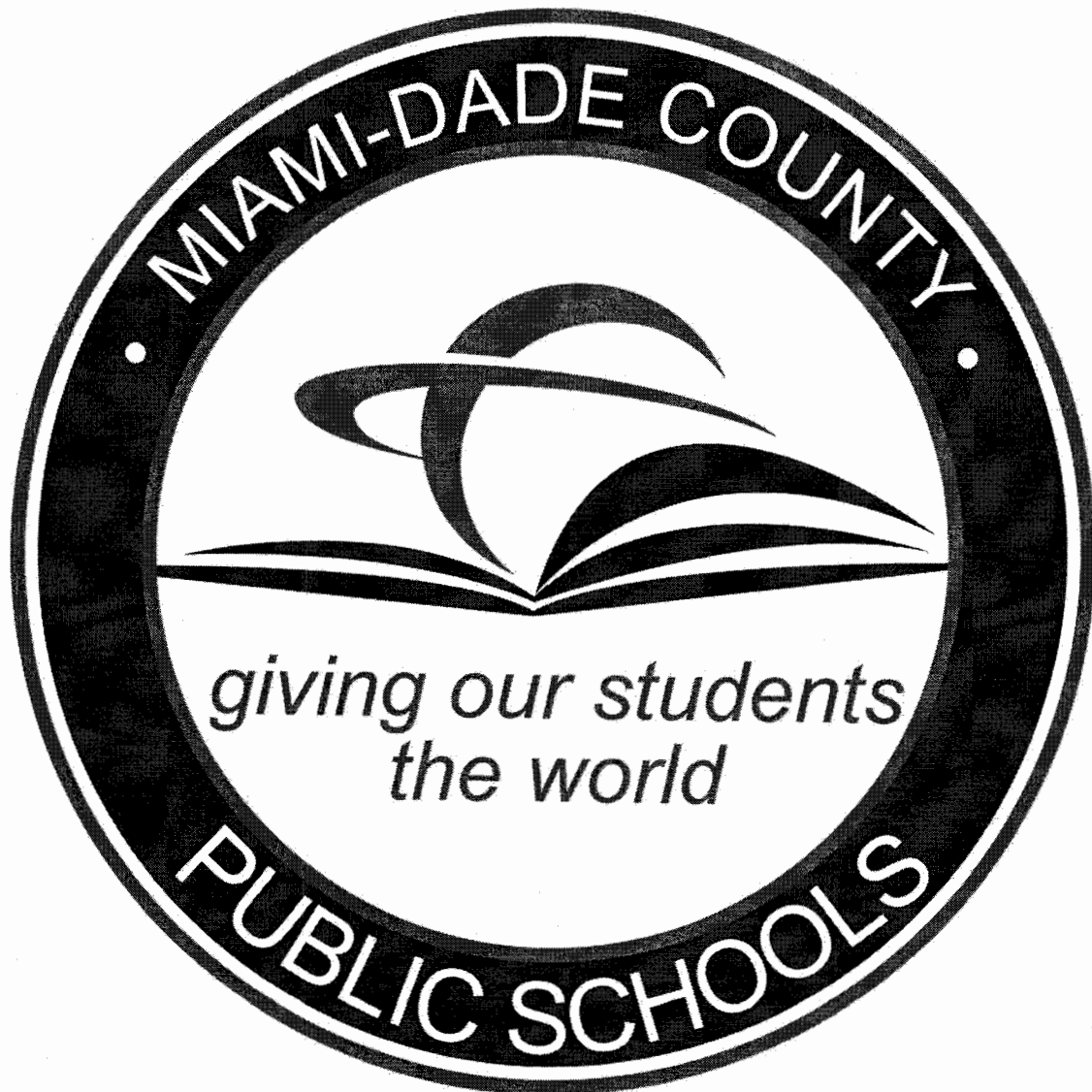
**DISCRIMINATION / HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS:** The School Board has established procedures to fulfill the letter and intent of anti-discrimination laws. The CRC is responsible for investigating complaints and/or charges of discrimination and illegal harassment, including sexual harassment and retaliation filed by employees, students and their parents, or applicants. The CRC office accepts complaints of prohibited discrimination/harassment directly from any member of the District community. Upon receipt of a written complaint, the Compliance Officer will designate a specific individual within the CRC office to conduct an investigation. See the School Board of Miami-Dade County Bylaws and Policies 1362.02 – ANTI-DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

**CODE OF STUDENT CONDUCT:** Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The Code of Student Conduct Elementary, Code of Student Conduct Secondary, and the Code of Student Conduct Adult/Vocational Education, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center. See the School Board of Miami-Dade County Bylaws and Policies 5500 – STUDENT CONDUCT AND DISCIPLINE

For additional information on the Code of Student Conduct you can go to the following website:

- <http://ehandbooks.dadeschools.net/policies/90/>

**2017 - 2018**  
**SCHOOL CALENDARS**



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2017				
M	T	W	T	F
3	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	<del>10</del>	<del>11</del>
<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>
	22	23	24	25
28	29	30	31	

September 2017				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	<del>21</del>	22
25	26	27	<del>28</del>	29

October 2017				
M	T	W	T	F
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	<del>26</del>	<del>27</del>
	31			

November 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	<del>10</del>
13	14	15	16	17
20	21	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	

December 2017				
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>

January 2018				
M	T	W	T	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
8	9	10	11	12
<del>15</del>	16	17		<del>19</del>
	23	24	25	26
29	30	31		





February 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	<del>15</del>	16
<del>19</del>	20	21	22	23
26	27	28		





March 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21		<del>23</del>
<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>

April 2018				
M	T	W	T	F
	3	4	5	6
9	10	11	12	13
16	17	18	<del>19</del>	<del>20</del>
23	24	25	26	27
30				

May 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	<del>17</del>	18
21	22	23	24	25
<del>28</del>	29	30	31	

June 2018				
M	T	W	T	F
				1
4	5	6		<del>8</del>
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

-  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
1-45
1-44
1-43
4-47

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

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 17, 18, 2017	Teacher planning days; no students in school
August 21	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 21 *+##	Teacher planning day; no students in school
September 28	Secondary early release day
October 2	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observation of Veterans' Day; holiday for students and employees
November 22 *+##	Teacher planning day; no students in school
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 25-	Winter recess for students and all employees with the exception of Fraternal Order of
January 5, 2018	Police Employees
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	End first semester and second grading period
January 19 *+##	Teacher planning day; no students in school
January 22	Begin second semester; third grading period
February 15	Secondary early release day
February 19	All Presidents Day; holiday for students and employees
March 22	End third grading period; second semester
March 23 *+##	Teacher planning day; no students in school
March 26-30	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 2	Begin fourth grading period; second semester
April 19	Secondary early release day
April 20 *+##	Teacher planning day; no students in school
May 17	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; not available to opt; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 10, 2017	June 8, 2018
Assistant Principals and 10-month clerical	August 10, 2017	June 15, 2018
Cafeteria Managers	August 14, 2017	June 8, 2018
Satellite Assistants	August 16, 2017	June 7, 2018
All Instructional Staff, Paraprofessionals & Security	August 17, 2017	June 8, 2018
Assistant to Cafeteria Managers/MAT Specialists	August 18, 2017	June 7, 2018
Cafeteria Workers (part-time)	August 21, 2017	June 7, 2018

\*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 15, 16, 2017, or June 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, 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 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, 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 8, 9, 2017, or June 18, 19, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

August 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

February 2018				
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		

May 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2018				
M	T	W	T	F
			2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 2018				
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

June 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017				
M	T	W	T	F
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	
30	31			

January 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		

April 2018				
M	T	W	T	F
2	3	4	5	
8	9	10	11	12
16	17	18	19	20
23	24	25	26	27
30				

July 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 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	
1-82	
2-56	
3-78	

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

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

#### HOLIDAYS 2017

September 4	Labor Day
November 10	Veterans' Day
November 23	Thanksgiving Day

#### HOLIDAYS 2018

January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 19	All Presidents' Day
May 28	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
9	19	20	18	16	16	19	16	5	15	22	20	20	1
TOTAL: 82					TOTAL: 56				TOTAL: 78				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

\*Teachers may opt to work one or more days, August 15, 16, 2017, in lieu of any of the teacher planning days except August 18, 2017, and the designated District-wide Professional Development Days, October 2, 2017, and October 27, 2017. 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 2, 2018 is a Teacher planning day; not available to opt.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

# 2017 - 2018

### STUDENT/PARENT/GUARDIAN SIGNATURE FORM FOR THE RECEIPT OR ACKNOWLEDGEMENT OF THE COMMUNITY EDUCATION STUDENT HANDBOOK

NAME OF SCHOOL: North Twin Lakes Elementary School

LOCATION #: 3981

I have received or read the 2017-2018 Community Education Student Handbook. I agree to abide by the policies published therein.

**ADULT STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(ONLY IF 18 OR OLDER) LAST, FIRST

**ADULT STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**SIGNATURE**

● OR ●

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(ONLY IF UNDER 18) LAST, FIRST

**PARENT/GUARDIAN NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
LAST, FIRST

**PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**SIGNATURE**

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## COMMUNITY EDUCATION PROGRAMS

### Anti-Discrimination Policy

#### Federal and State Laws

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

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

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

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

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

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

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

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

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

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

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

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

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

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

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



#### **In Addition:**

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, 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. Retaliation for engaging in a protected activity is also prohibited.

Rev. (07-14)

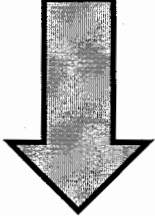

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS  
ELEMENTARY AND K-8 CENTERS

## 2017 – 2018 ANNUAL PROGRAM 10 DAY SERVICE PERIODS – ANNUAL PAYMENT SCHEDULE

OPERATES FROM MONDAY, AUGUST 21, 2017 THROUGH THURSDAY, JUNE 07, 2018

SCHOOL NAME: \_\_\_\_\_

PAYMENT DUE DATES 	 <b>10 DAY</b> SERVICE PERIODS	NUMBER OF SERVICE DAYS PER SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			BEFORE SCHOOL PROGRAM <u>BEFORE CARE</u> \$4.00 RATE MTWTF	AFTER SCHOOL PROGRAM 5 DAY STORY HOUR \$4.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$7.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>REGULAR</u> \$8.00 RATE MTWTF
MONDAY, AUGUST 21	AUG. 21 TO SEPT. 01	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, AUGUST 28	SEPT. 05 TO SEPT. 18	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, SEPTEMBER 11	SEPT. 19 TO OCT 04	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, SEPTEMBER 25	OCT. 05 TO OCT. 18	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, OCTOBER 16	OCT. 19 TO NOV. 02	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, OCTOBER 30	NOV. 03 TO NOV. 17	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, NOVEMBER 13	NOV. 20 TO DEC. 06	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, DECEMBER 04	DEC. 07 TO DEC. 20	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, DECEMBER 18	DEC. 21 TO JAN. 18	10	\$40.00	\$40.00	\$70.00	\$80.00
TUESDAY, JANUARY 16	JAN. 22 TO FEB. 02	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, JANUARY 29	FEB. 05 TO FEB. 16	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, FEBRUARY 12	FEB. 20 TO MAR. 05	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, FEBRUARY 26	MAR. 06 TO MAR. 19	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, MARCH 12	MAR. 20 TO APR. 10	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, APRIL 02	APR. 11 TO APR. 25	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, APRIL 23	APR. 26 TO MAY 09	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, MAY 07	MAY 10 TO MAY 23	10	\$40.00	\$40.00	\$70.00	\$80.00
MONDAY, MAY 21	MAY 24 TO JUNE 07	10	\$40.00	\$40.00	\$70.00	\$80.00
	<b>18 SERVICE PERIODS</b>	<b>180 SERVICE DAYS</b>	REGULAR STUDENT RATE IS \$4.00	REGULAR STUDENT RATE IS \$4.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00