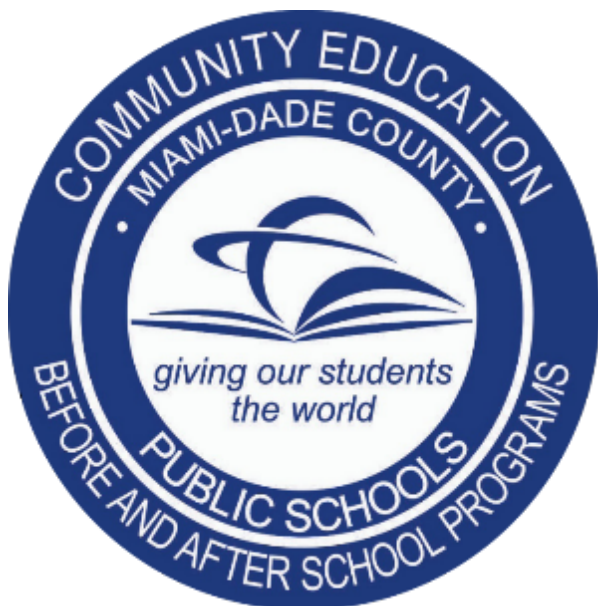


MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education



2023 - 2024 Community Education Parent/Student Handbook

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education and Before / After School Programs

INFORMATION HANDBOOK FOR STUDENTS TAKING COMMUNITY EDUCATION CLASSES

A MESSAGE FROM ADMINISTRATION

Welcome to the Pinecrest 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.

GENERAL INFORMATION

DAYS AND HOURS OF OPERATION: The Community School office is open Monday - Friday from 08:30 A.M. to 4:00 P.M. The Community School is closed on all School Holidays and will follow the same School Calendar provided by Miami Dade County Public Schools.

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 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) 667-5579 during its hours of operation. You may also email the Assistant Principal or Program Manager or Community Ed Specialist at zabala@dadeschools.net, mgarcia20@dadeschools.net and clundblad@dadeschools.net if you have any additional questions.

PARKING FOR VEHICLES: Parking is available in the front of the school on 57th avenue.

SKATES, SKATEBOARDS, ROLLERBLADES, BICYCLES: Skates, skateboards, rollerblades, and bicycles are not allowed on the school campus. (If applicable: Bicycles may be parked and secured prior to class at bike rack on SW 57th Avenue.

VISITOR IDENTIFICATION BADGES: Visitors (those whom are not current staff or students) must obtain a visitor badge upon entering the school building(s). The badge may be picked up in the Community School office or the main office located at the front of the school on 57th Avenue.

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.

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LOST AND FOUND: If property is lost or found, please report it to the Community School office in order to return the property or to report it as lost.

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.

CLASS BREAKS: Students enrolled in certain Community School Classes may be privy to class breaks. During these breaks, students may use restrooms that are located in or near the classrooms.

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

TELEPHONE POLICY: Students that are in need of a school site telephone for emergency purposes may use the phone in the Main Office.

GENERAL CONCERNS: Concerns about the Community School program or facility should be addressed to the Program Manager, Community Ed Specialist or the school site administrator.

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: Student 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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee Based Community Education and Before / After School Programs

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

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 MiamiDade 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

SITE PERSONNEL AND STUDENTS

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

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 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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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 schoolwork 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 MiamiDade County Bylaws and Policies 7540.03 – STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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 • Main line for the Division of Special Education and Student Support
Website: ESE.DADESCHOOLS.NET
Email address: ESE235@DADESCHOOLS.NET

305-817-0014 • Isabel Jimenez
Office of Community Education and Before/After School Programs

MEDICAL AUTHORIZATION: Should you or your child require self-medication during the hours that he/she attends the program, an authorization form must be filled out and vetted as per Florida statute 1006.062. Please notify a site administrator and the after-school program manager should that occasion arise. For more detailed information, please reach out to the M-DCPS Comprehensive Student Health Services office at (305) 995-4111.

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 – ANTIDISCRIMINATION/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/>

MIAMI-DADE COUNTY PUBLIC SCHOOLS

MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR: The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero-tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning.

Interested parties may refer to the following Miami-Dade County Public School guides:

- Code of Student Conduct
- Procedures for Promoting and Maintaining a Safe Learning Environment
- Local Education Agency (LEA) Implementation Guide”

FOCUS AND PAYMENTS

REGISTERING IN FOCUS: (using the Chrome web Browser): all students enrolled in a fee-based community ed. must fully register in FOCUS and have reviewed and digitally signed the following “Registration Documents” found in:

FOCUS SIS / STUDENTS / STUDENT INFO / EMERGENCY CONTACT INFORMATION:

- Influenza Brochure
- Distracted Adult
- Student Receipt and Acknowledgement Form
- Media Release Parental Consent Form
- Student Accident Insurance: Payments must be confirmed prior to program participation.

This can be found once you log into your Parent Portal and clicking on the FOCUS link found on the:

M-DCPS Parent Portal website:

- <http://www.dadeschools.net/parents.asp>
- Remember: Prior to adding a student to your M-DCPS Parent Portal account, you must obtain a Parent PIN number for each child, from their day school’s front office. Activation of the Parent PIN may take up to 48 hours. See your day school office staff for more details.
- Once in the Parent Portal, click on the “FOCUS” link:

MIAMI-DADE COUNTY PUBLIC SCHOOLS



FOCUS – Registration and Online Payment System for Before / After School Care Program and Community Education Classes
Fee Based Community Education and Before / After School Programs

Emergency contact Information: Must be completed before a student can participate in a program. Failure to complete your child's emergency contact information can result in your child being excluded from the program.

Program Fee Payments:

Please remember to schedule and pay for each of your children if you have more than one and especially if they are assigned to a different school / grade / teacher / program / course / section / class.

Online credit card payments made on "FOCUS" are applicable to your child's school based and/or district offered Community Education enhancement classes. All program payments must be paid prior to the start of the payment service period or start of class. Payments must be paid in full; no partial payments are accepted. **Payments must be made through the parent portal and FOCUS via credit card.**

- District offered Community Education enhancement classes have a short window for parents / students to pay online (usually a week prior to the start date and time).
- ***No Child will be allowed to Attend a Program or Class for Which a Service Period Payment Has Not Been Made Unless Approved by the Principal.***

MIAMI-DADE COUNTY PUBLIC SCHOOLS

M-DCPS Parent Portal website:

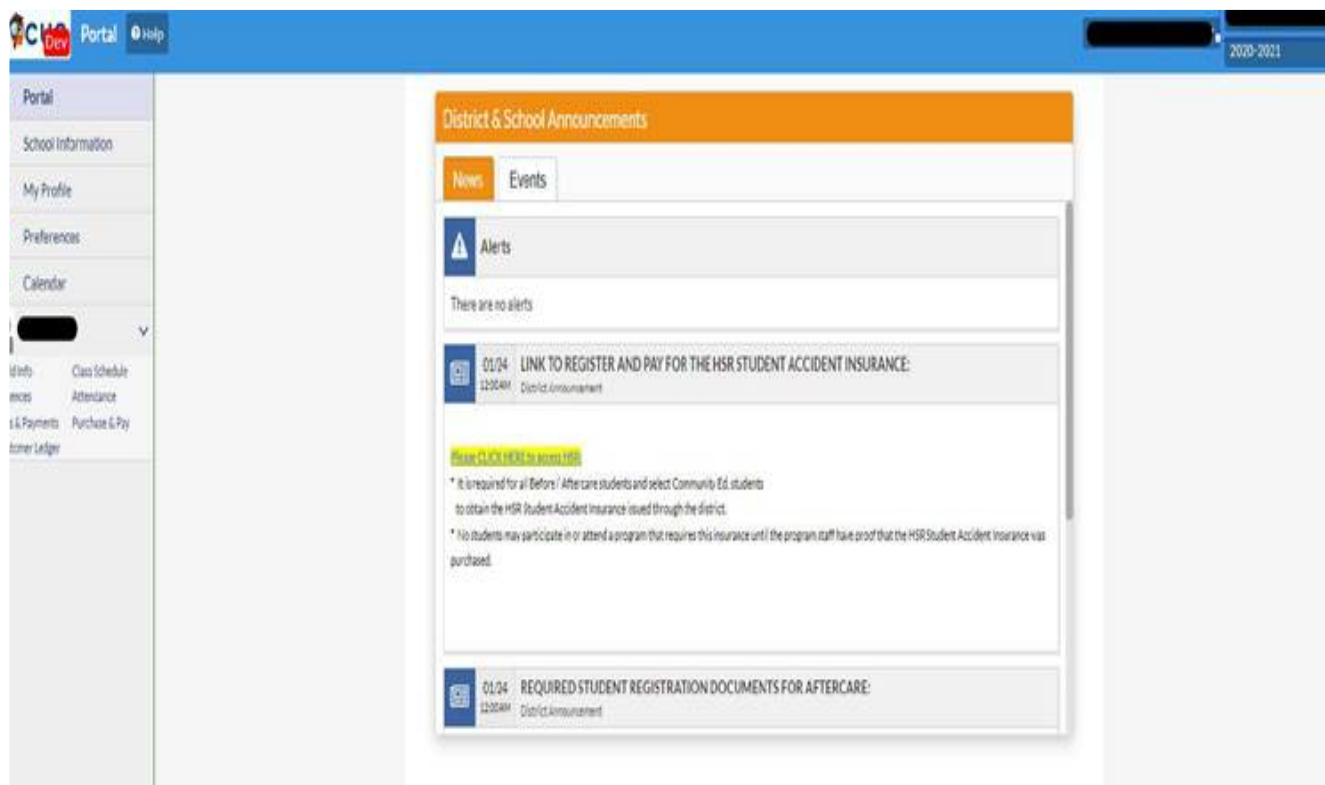
Fee-Based Community Education and Before / After School Programs

- <http://www.dadeschools.net/parents.asp>

Once in the Parent Portal, click on the “FOCUS” link:



FOCUS – Registration and online payment system for Before / After School Care Programs and Community Education Classes.



Student Accident Insurance: It is mandatory to obtain the HSR student accident insurance issued through the district. No child may participate in or attend the community education classes without this insurance. This is a supplemental insurance plan, and it is required even if you already have family or individual medical insurance coverage. This supplemental insurance plan **does not** take the place of family or individual medical insurance coverage. It is your responsibility to become familiar with any insurance limitations and other information provided through this insurance. If you have any questions about student accident insurance, please contact the M-DCPS Office of Risk & Benefits Management at (305) 995-7129.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education and Before / After School Programs

Students that wish to enroll in community education classes without verified proof of the required Health Special Risk, Inc. (HSR) Student Accident Insurance will not be considered registered for a program or class even if they have paid for the program or class. Students without the HSR Student Accident Insurance will not be able to participate or attend the program if the program they have paid for or signed up for requires it.

To login or to open a new account and pay online for the required Health Special Risk, Inc. (HSR) Student Accident Insurance please go to the following website.

- https://www.hsri.com/K12_Enrollment/Main/newAccount.asp

Please make sure that you or your child uploads the paid HSR receipt in the FOCUS portal.

It is extremely important that you immediately notify the before and/or after school care program manager if you have made any changes on your child's online registration.

Registration Documents: Must be completed before a student can participate in a program. Failure to complete your child's registration information can result in your child being excluded from the program.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education and Before / After School Programs

2023 - 2024

SCHOOL CALENDARS



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education and Before / After School Programs



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

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

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25) ^a	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	(27) ^a
(30)	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22) ^a
25	26	27	28	29

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	(19) ^a
(22)	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22) ^a
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	(9)	(10) ^a	(11)	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	(6)	(7)
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	New Teachers Report		Recess Day
	Teacher Planning Day		Beg/End of Grading Period
	District-wide Professional Development Day		Legal Holiday
	Legal Holiday (12 month)		Available to opt
	Recess Day (10 month)		Teacher Planning Day available to opt

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

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education and Before / After School Programs

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 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 third grading period; second semester
February 19	All Presidents Day; holiday for students and employees
March 22*+ #	Teacher planning day; no students in school
March 25-29	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
April 9	End third grading period; second semester
April 10*+ #	Teacher planning day; no students in school
April 11	Begin fourth grading period; second semester
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 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 13, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

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

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Parent / Guardian Signature Form for the Receipt and Acknowledgment of the Community Education Student Handbook

SCHOOL NAME: Pinecrest Elementary

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the Community Education and Before/After School Care program 2023-2024 Student Handbook.

I understand that in order to support the viability of this community education program:

- All fees must be paid on time and in full before the start date of each school club.
- Emergency Contact Information must be filled out during the registration process on FOCUS.
- All students must adhere to the M-DCPS Code of Student Conduct.
- The Student Accident Insurance that is issued through the district is mandated for all students who wish to enroll in the M-DCPS community education classes.
- I verify that I have purchased the HSR Student Accident Insurance for my child for the 2023-2024 school year.
- I understand that this signature form will be kept in my child's file or the FOCUS file as an official document.

STUDENT NAME: _____ STUDENT ID #: _____
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN NAME: _____ DATE: _____
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Anti-Discrimination Policy

Fee-Based Community Education and Before / After School Programs

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, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
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