

# FREDERICK DOUGLASS ELEMENTARY SCHOOL

## PARENT HANDBOOK

2013-2014



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**Miami, Florida 33136**  
**(305) 371-4687**

**Frederick Douglass Elementary School  
PARENTS UPDATES & REMINDERS FOR THE  
2013-2014 SCHOOL YEAR**

Dear Parents and Guardians,

We are looking forward to another great year at Frederick Douglass Elementary School. To facilitate the successful opening of the 2013-14 school year, we ask that you, the parent or guardian, help us meet the needs of your students by adhering to the following policies. **Your cooperation in these matters is greatly appreciated and will help your child on the road to success.**

**UNIFORMS:**

**Frederick Douglass is a Mandatory Uniform school, Monday – Friday, no exceptions.**

Wearing uniforms is rewarded through our Positive Behavior Support program by awarding points to students which can be used to purchase school supplies and prizes from the school store.

**Acceptable Uniform Dress Code:**

**Boys**

**Polo Shirts:**

White, Yellow, or Light Blue

**Slacks or Knee Length Shorts:**

Navy or Khaki

**With Belt**

**Girls**

**Polo Shirts or Blouses:**

White, Yellow, or Light Blue

**Dresses, Skorts, Slacks, Knee Length**

**Shorts:**

Navy or Khaki

**With Belt**

**Shoes:** Every student must wear appropriate shoes, NO open toe shoes or sandals are permitted.

All uniforms must adhere to proper guidelines. Any student not wearing a uniform, or wearing verbally or visually inappropriate or distracting garments, will be sent to the office.

Retail Suggestions: Neat Stuff, Wal-Mart, JC Penny, etc. (Flyers attached)

**SCHOOL HOURS:**

**First day of school: August 19, 2013**

**Kindergarten-1<sup>st</sup> Grade**

Breakfast: 7:30 AM

Class Pick-up: 8:30AM

Class Starts: 8:35AM

Class Ends: 3:05PM

**2-5 Grade**

Breakfast: 7:30AM

Class Pick-up: 8:30AM

Class Starts: 8:35AM

Class Ends: 4:05PM

**New.....PARENT DROP-OFF / PICK -UP:**

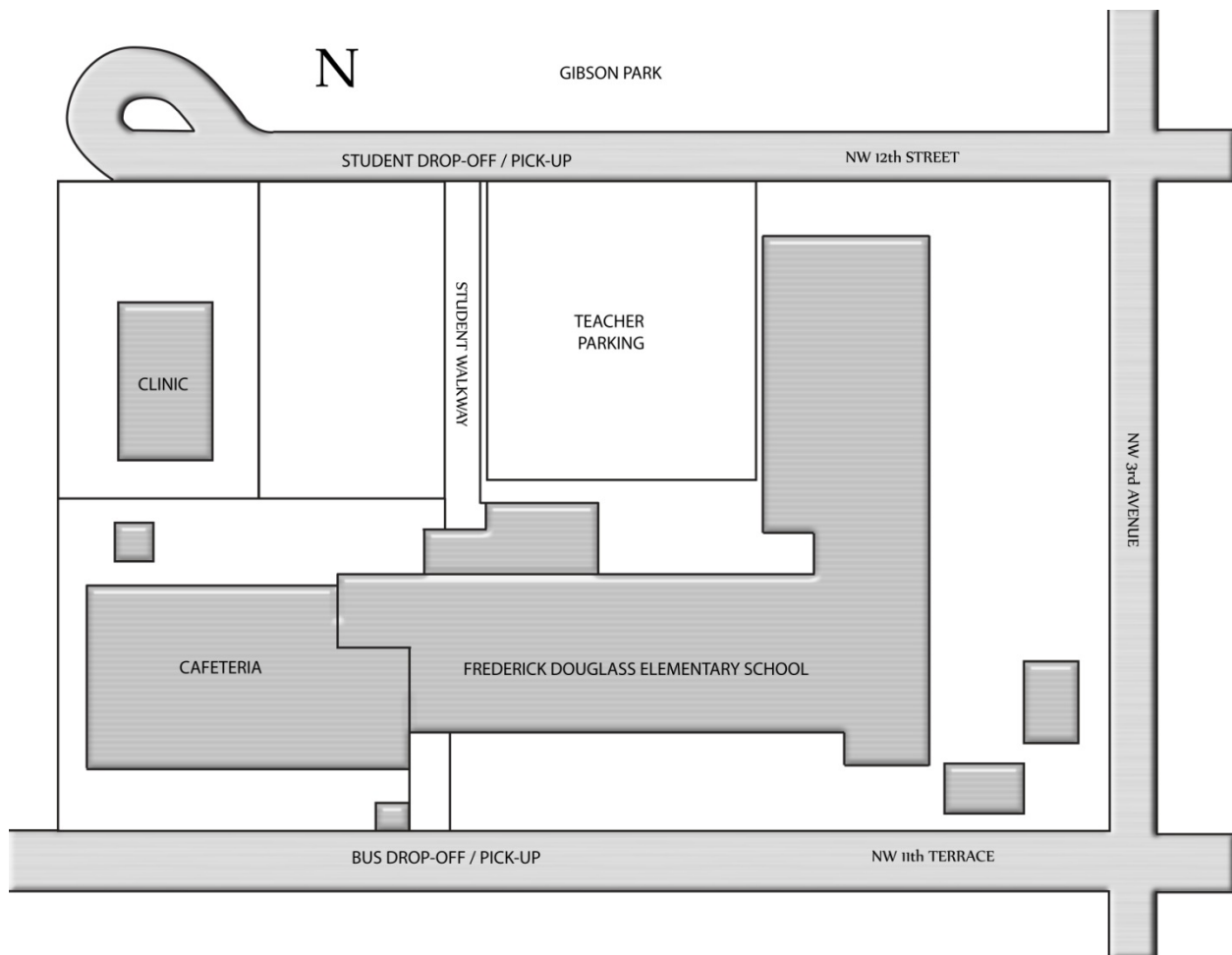
**Bus:**

Students who ride the bus will be dropped off and dismissed via the South Main Entrance on NW 11<sup>th</sup> Terrace.

**Parent Drop-Off:**

All students being escorted by parents with vehicles must be dropped off by the North Entrance of the school at NW 12<sup>th</sup> Street and may be escorted via the Student Walkway.

**For matters of safety, No Parents, Students, or Parent Vehicles are allowed in the Staff Parking lot.**



**Frederick Douglass Elementary School \* 314 NW 12 St. Miami, Fl. 33136 \* 305-371-4687**

## **HEAD START**

### Frederick Douglass Elementary Head Start Center

#### **Head Start is now accepting applications for the 2013-14 School Year**

Miami-Dade County's Head Start / Early Head Start Program is still accepting applications for FREE CHILDCARE for children ages three (3) and four (4) years old to participate in the 2013-2014 program year. To be eligible, children must be at least three years of age on or before September 1, 2013.

For additional information on Head Start or to locate a center accepting applications in your community contact Head Start at **786-469-4622** or by dialing **311** from any phone.

**<http://www.miamidade.gov/socialservices/head-start.asp>**

#### **How to Apply**

Welcome to the Head Start Program's recruitment page. This is your first step to enrolling your child in a nationally recognized program that stresses the importance of comprehensive child development and early learning for children.

The following items are needed before completing the Head Start/Early Head Start application process:

1. Children must be 3 or 4 years of age on or before September 1, 2013, or no more than five (5) years old after September 1, 2013.
2. Proof of parent's/legal guardian gross income for the **past 12 months or the last calendar year (2012)**. Documents include a signed Income Form Tax 1040, W-2 forms, pay stubs, pay envelopes, Unemployment Compensation, written statements from employers, or documentation showing current status as recipients of public assistance, Social Security Supplemental Income (SSI), TANF, or Child Support.
3. Picture identification of parent(s) / legal guardian - driver's license, state issued picture, employer issued I.D.
4. Proof of Miami-Dade County Residency.
5. If your child has a diagnosed disability, you must attach the Individualized Education Plan (IEP) or the Individualized Family Support Plan or evaluation report (IFSP). Disabled child are eligible for the Head Start Program on or after their third (3<sup>rd</sup>) birth date.

**Note:** In order to ensure that your child receives proper care and attention, inform the Head Start staff during registration, if your child has any allergies, special medical or dietary needs, or other areas of concern

2013-14 Head Start Application (English)

<http://www.miamidade.gov/socialservices/library/forms/head-start-2013-2014.pdf>

2013-14 Head Start Application (Spanish)

<http://www.miamidade.gov/socialservices/library/forms/head-start-2013-2014.pdf>

## **ARRIVAL AND DISMISSAL PROCEDURES**

Although many teachers arrive to school early, they use the time before students arrive to prepare materials and activities for the day. Children should not be left unattended, or in any classroom without school-site supervision. Upon arrival, students should proceed to the cafeteria for breakfast, **and should remain in the cafeteria until picked up by their teachers.** Teachers will escort the students to their classrooms.

At dismissal time, teachers will escort their students to the dismissal area (1<sup>st</sup> Place) for parent or bus pick up. We appreciate that students are picked up **promptly** after dismissal. If you are unable to pick up your child from school in a timely manner, please contact the school regarding the after school care program with the YWCA.

## **SCHOOL HOURS**

**Prekindergarten, Kindergarten and First Grade: 8:20 AM – 2:50 PM**

**Second, Third and Fourth Grade: 8:35 AM – 4:05 PM**

**On Wednesdays, all students are dismissed at 2:50 PM**

Arrival after 8:20 A.M. for Prekindergarten, Kindergarten and First Grade means the student is tardy. Arrival after 8:35 A.M. for Second through Fifth Grade means the student is tardy. **Students must stop by the main office to pick up a late pass before going to class. Students who arrive to class after the bell rings without a tardy / late pass will not be admitted to class, and will be asked to report to the main office.**

**For the safety of our children, please adhere to all arrival and dismissal procedures.**

## **ATTENDANCE**

There are no factors more important to a student's progress in school than regular and punctual school attendance. In the event your child must be absent from school, please be reminded that a written note must be submitted to the homeroom teacher within three days of the absence(s). The note must include the child's name, date(s) of absence(s) and reason for the absence(s). **A phone call is not a substitute for a written note; a written note is required in order for the absence(s) to be excused.**

M-DCPS School Board Rule, 6Gx13-5A-1.04, Student Attendance, defines excused school absences as:

- student illness
- medical appointment
- death in the family
- observance of a religious holiday
- school-sponsored event or educational enrichment activity approved by the principal
- subpoena by law enforcement agency or mandatory court appearance
- outdoor suspensions.

Any student who has been absent from school will be marked with an unexcused absence until the required note / documentation, as specified above, is received. Failure to provide required documentation within three days upon the student's return to school will result in an unexcused absence.

Unexcused School Absences include:

- absences due to vacation
- personal services
- local non-school event
- program or sporting activity
- absences due to older students providing day care services for siblings
- absences due to illness of others
- absences due to non-compliance with immunization requirements (unless exempt)

**No student will be permitted to leave the campus unless an authorized adult (18 years or older) signs them out in the Main Office. The adult must be listed as "authorized" on the**

student data card (Emergency Contact Card) and must present a valid picture identification. Anyone who is not listed on the card will not be permitted to take the student with him/her. School Board rule does not allow for early dismissals during the last thirty minutes of the school day.

## **EARLY DISMISSAL**

Parents are strongly **discouraged** from picking students up early. Students are completely engaged in the learning process all day. When they are picked up early they miss valuable instruction. Parents are encouraged to make doctor's appointments on teacher work days as well as after school hours. Parents will be asked to meet with an administrator when picking up students early.

### **Early Dismissal - Board Rule 6Gx13- 5A-1.041**

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 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness). If you need to pick up your child early for a planned doctor's appointment, please pick them up before the times listed below.

K-1 Students must be picked up by 2:35pm

2-5 Students must be picked up by 3:35pm

## **BEHAVIOR**

The Miami-Dade County Public Schools Code of Student Conduct is the mandated guide for student behavior at Frederick Douglass Elementary School. Infractions of the Code of Student Conduct will result in disciplinary actions. Students at Frederick Douglass Elementary show respect for themselves, for other students and for the faculty. Misbehavior on the part of students can be generally corrected when the home and school work closely together.

Frederick Douglass Elementary School promotes model behavior through its core values. Students who exemplify the school's core values are recognized for their behavior. The Core Values are: **Integrity, Respect, Responsibility, Cooperation, Compassion, Independence and Service.**

Students who break classroom and/or school rules will face a consequence as per the Code of Student Conduct. Consequences may range from a conference with the teacher and/or an administrator to detention or even suspension from school depending on the severity of the behavior.

In the event a teacher needs to issue a detention, the parent will be notified 24 hours in advance. The parent will be responsible for providing transportation.

## **BIRTHDAY CELEBRATIONS**

Birthday celebrations are **NOT** allowed. Parents may bring cupcakes to be distributed by the classroom teacher at dismissal time. If you are considering bringing cupcakes to celebrate your child's birthday, please notify the teacher in advance, and bring enough for all the students in your child's class.

## **BRINGING PETS TO SCHOOL**

Students are not allowed to bring pets to school.

## **BREAKFAST AND LUNCH PROGRAMS**

The Breakfast Program is offered to students daily from 7:30 AM - 8:25 AM. Breakfast is free to all students. Adult breakfast is \$2.00

Students may purchase a nutritious lunch for \$2.25 per day. Reduced lunch is \$.40. As a service to families, prepayments can be made at the beginning of the school day in the cafeteria. Adult lunch is \$3.00.

Parents are encouraged to complete a Free or Reduced Meal Application and submit it in the main office for processing.

### **FREE/REDUCED LUNCH PROGRAM**

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of the next school year.**

### **PAYPAMS**

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

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

The following rules have been established to maintain order and ensure safety in the cafeteria:

1. Walk at all times, do NOT run.
2. Stay in your seats.
3. Raise your hand for assistance.
4. Always use a soft voice when talking, do not scream or talk loudly.
5. Keep your area clean.
6. Throw out your trash in the waste basket, never on the floor.

### **BUS TRANSPORTATION (CONDUCT ON THE SCHOOL BUS)**

Students who ride the Miami-Dade County Public School busses are to follow all safety rules and listen to the bus driver. If the rules are not followed, a student may be suspended from riding the bus. **Violations of the rules will result in a suspension of bus privileges as per the Code of Student Conduct.**

### **CONFERENCES**

Communication between the teacher and the parent is an integral part of a student's academic success. If you would like to schedule a conference with your child's teacher, please make an appointment by emailing, calling or writing a note to the teacher. We appreciate your cooperation in refraining from seeking "instant conferences" during school hours. Teachers are instructed NOT to conduct parent / teacher conferences during instructional time or during any time when they are responsible for supervising students. Conferences should be scheduled in

advance, and should take place before or after school, or at a time when the teacher is not responsible for students.

## DRESS CODE

Frederick Douglass Elementary School is a **mandatory uniform school**. All students are **required** to wear the school uniform. Students may wear yellow, blue, or white polo-style shirts and navy or khaki pants, shorts or skirts. If a student is not in uniform, a courtesy call will be made to the parent. We ask for your support and cooperation by sending your child to school in uniform every day.

## DRUGS and WEAPONS

Under no circumstances are students to bring drugs, cigarettes, mood-modifying substances, or any kind of weapons to school. Real or toy weapons, knives, guns or any device intended to harm others are strictly prohibited. **Violations of any of these rules will result in an automatic 10 day suspension and possible exclusion from school as per the Code of Student Conduct.**

## ELECTRONIC DEVICES

Electronic devices provide a distraction that interrupts the learning environment. As a result, portable electronic devices (video games, MP3 players, etc.) are **not allowed** in school. Students in possession of electronic devices will have them confiscated. Electronic devices will be returned to parents only.

Students are allowed to have cellular phones as long as they are turned off during school hours and stored in their backpacks.

## GRADING

Academic grades are to reflect the students' academic progress based on the competencies/benchmarks for the grade level. Academic grades in **Grades 1-5** are as follows according to the District's Student Progression Plan:

1-5 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct grades are used to communicate to the students and parents the teacher's evaluation of a student's behavior and citizenship development. The conduct grading scale is the following: A (excellent conduct), B (good conduct), C (satisfactory conduct), D (conduct needs improvement), and F (unsatisfactory conduct).

Effort grades are used to communicate the students' effort in relation to the instructional program considering potential, study habits and attitude. Effort grades are as follows: 1 (outstanding effort), 2 (satisfactory effort), and 3 (insufficient effort).

In **Kindergarten**, the academic grading scale evaluates a student's developmental progress in the subject areas taught. The conduct scale evaluates the student's behavior. The kindergarten code of development is as follows:



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

### GRADE POINT AVERAGE

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

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

Report Cards are sent home four times per year every nine week grading period. Students are assessed in all subject areas they are taught. Report cards reflect academic achievement and conduct for children in grades Kindergarten through Grade Five. Effort grades are also earned by children in Grades One through Five.

Additionally, Interim Progress Reports are sent to all students midway through the grading period. These reports notify parents if students are doing satisfactory work or need to improve. **Parents are asked to sign the Progress Report, and return it to the teacher the following day.**

Parents have access to the Electronic Grade Book through the District's Parent Portal in order to stay abreast of their children's academic grades.

### COMPREHENSIVE READING PLAN

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

### HOME LEARNING POLICY

The Miami-Dade County School Board follows the Student Progression Plan when determining the amount of home learning assigned. Below you will find the guidelines used for assigning home learning.

- Kindergarten and Grade One: 30 minutes per night, five days per week, including Fridays
- Grades Two and Three: 45 minutes per night, five days per week, including Fridays
- Grades Four and Five: 60 minutes per night, five days per week, including Fridays.

**These times do not reflect the additional 30 minutes of required reading for all students K-5. Participation in the Gifted Program often requires additional home learning assignments on a daily basis.**

## HONOR ROLL CRITERIA

	Principal's Honor Roll	Superior Honor Roll	Honor Roll
<b>GPA</b>	4.0	3.60-3.99	3.00-3.59
<b>Academic Grades</b>	A's only	A's and B's only	A's and B's only
<b>Conduct Grades</b>	A's only	A's and B's only	A's and B's only
<b>Effort Grades</b>	All 1's	1's and 2's	1's and 2's

**Perfect Attendance** - 100% attendance for the grading period **with no more than 3 tardies**.

## ILLNESS and INJURIES

If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately, and if you cannot be contacted, we will contact the person you have listed on your child's Emergency Contact Card. Please make sure that your emergency contact information is current and updated every time it changes.

In the event of a serious or life-threatening emergency, the school will call 911 in addition to contacting the parent or an emergency contact.

## MEDICATION

The administering/dispensing of medication to students by employees of the school system is forbidden unless authorized, in writing, by a licensed physician and the parent of the student. **PLEASE DO NOT SEND ANY TYPE OF MEDICATION FOR YOUR CHILD TO TAKE ON HIS/HER OWN.**

There are certain medical conditions that require daily and periodic medication. In these instances, an "Authorization for Medication" form will be provided to the parent. The parent and the child's physician are to complete and sign the form. The form is to be submitted to an administrator. This form allows school personnel to administer medication as prescribed by the doctor. A new form must be completed every year. All medications must be sent to the school in the original container labeled with the prescription and the child's name.

## OBJECTS TO LEAVE AT HOME

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

1. Chewing gum and candy
2. **Baseball bats, yoyos, rubber bands, knives and other sharp objects, guns and bullets (including toy guns).** Bringing any potential weapon will **automatically result in a (10) day suspension** and may include a recommendation for expulsion, as per the Code of Student Conduct
3. Money in amounts beyond what the student may need for lunch
4. Toys, including game boys, virtual pets, and radios
5. Pokeman cards, or any other type of collectable cards
6. All pets
7. Valuable jewelry and irreplaceable or valuable articles.

## PARENT ASSOCIATIONS

The Parent Teacher Association (PTA) is an important part of our school community. Parents and staff work together in this organization to promote understanding and continual improvement of the educational, social and physical climate of the school community.

## THE PARENT ACADEMY

The Parent Academy is a free, year-round, parent engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians.

Within this framework, The Parent Academy offers classes and workshops developed around the five subject area strands listed below:

- Help Your Child Learn (*Example: Passport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Personal Growth (*Example: Parent Portal*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy’s Web site at [www.theparentacademy.net](http://www.theparentacademy.net). The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

## RAINY DAY PROCEDURES

Our rainy day dismissal plan will go into effect whenever severe weather is imminent. Students will be escorted to the dismissal area in the front of the building (1<sup>st</sup> Place). From there, students will either take the school bus, or will wait for parent pick up. Rainy Day Procedures may be adjusted if necessary.

## VISITORS

All persons (**including parents and school volunteers**) are required to sign the Visitor’s Log and report to the main office to secure a visitor’s pass. This is a Miami-Dade County Public Schools policy and will be strictly enforced. Strict observance to this rule will enable us to protect your children. **For the safety of all students and faculty members, the administrative staff requests that all visitors use the main entrance located on NW 1<sup>st</sup> Place.**

### 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 and produce photo identification, and then proceed to the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

## ELEVATOR

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

## VOLUNTEERS

School Volunteers are an integral part of Frederick Douglass Elementary School's success. All volunteers must complete, sign, and date a Miami-Dade County Public Schools' School Volunteer Program Registration Form (FM 1764E) and successfully complete a background check, before being placed in a school, or beginning service as a school volunteer. A driver's license or an appropriate photo identification card (passport, school ID, etc.,) must be provided at the time of registration. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service. **All volunteers must have an approved volunteer number.**

All volunteers must sign the Volunteer Log located in the main office and wear an identification tag. Volunteers will be assigned specific duties and responsibilities as identified by the school staff.

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

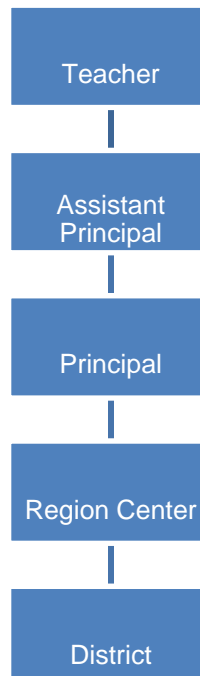
Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none"><li>•Day chaperones for field trips</li><li>•Classroom assistants</li><li>•Math and/or reading tutors.</li></ul>	<ul style="list-style-type: none"><li>•Certified Volunteers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

## PROCEDURES FOR ADDRESSING CONCERNS

For issues involving an individual teacher concerns to the following individuals in



or class, parents address their the order below.

## **SAFETY REMINDERS**

- **Students may NOT be on campus before 7:30 A.M. or after 4:15 P.M. unless they are enrolled in the after school program. The school will not open until 7:30 A.M.**
- Please, do not ask your child to alter or deviate from the established dismissal procedures.
- At dismissal time, students are not allowed to wait for parents in an area where there is no adult supervision (including parking lot and sidewalk areas).
- All visitors and volunteers are to report to the main office and obtain a pass before proceeding to any area on campus. School personnel will not allow anyone in a classroom without a pass.

### **THE 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 parent/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.

### **ACCIDENT REPORTS**

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

### **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.

### **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.

## **FIRE DRILLS**

Ten fire drills will take place 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. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

## **SCHOOL ACTIVITIES/PROGRAMS**

### **Big Brothers Big Sisters:**

Big Brothers Big Sisters of Miami is the premier mentoring organization of South Florida, helping thousands of children each year through professionally supported, one-on-one relationships with caring adult volunteers.

### **Overtown Music Project:**

The Overtown Music Project (OMP) celebrates the music, history and spirit of Overtown in its heyday. The Overtown Music Project brings back some of the areas historic luster with a series of multisensory concerts in historic Overtown landmarks as well as in venues all over the City. OMP has partnered with UM's Frost School of Music and Los Angeles's The Harmony Project to conduct an after school program at Frederick Douglass Elementary school where graduate students from UM teach K-4th graders to play musical instruments.

### **Strong Women, Strong Girls:**

The mission of Strong Women, Strong Girls is to utilize the lessons learned from strong women throughout history to encourage girls and young women to become strong women themselves. By building communities of women committed to supporting positive social change, Strong Women, Strong Girls works to create cycles of mutual empowerment for women and girls.

Strong Women, Strong Girls is built on a foundation of six core values:

- **Love & Support:** Building positive and consistent relationships that support each other, even when we make mistakes.
- **Integrity & Respect:** Recognizing and role modeling that everyone deserves to be treated with respect, including girls, community members, volunteers, staff and ourselves.
- **Discovery:** Seeking out and appreciating the unique talents and abilities of others and ourselves, as well as being open to new experiences, learning and growing.
- **Balance:** Knowing when to offer and accept help to maintain a healthy life-style.
- **A Diverse Female Community:** Honoring our commonalities and differences while recognizing the unique power of a diverse all-female community.
- **SPARKS!** Feeling the magic, inspiration and excitement of working toward a common goal in Strong Women, Strong Girls

### **YMCA:**

The YMCA provides excellent before and after school programs in many elementary and middle schools throughout Miami-Dade County. Daily activities include homework help, physical fitness activities, healthy snacks, character values and more!

### **Overtown Youth Center:**

The GOAL of the Overtown Youth Center is to be an integral part of the community by delivering enrichment services that foster hope and promote life-long learning and success for our inner-city youth and citizens. Our goal is to help build a child who is resilient. A resilient child is a child

who can live in an environment that is loaded with risk factors, including drugs and crime/violence, a chance at growing into a competent and productive member of society