

# <u>Dr. William A. Charman ES</u> 2022–2023

# PARSIT INDROOM

27190 S.W. 140<sup>th</sup> Avenue Miami, Florida 33032 Phone: (305) 245-1055 FAX: (305) 245-1187

Carl Robinson, Principal Gelsys Di Lella, Assistant Principal

# **Connect With Us!**

Twitter: @wachapmanelem

Instagram: Wachapmanelem (Dr. William A. Chapman) Facebook: https://www.facebook.com/drwilliamachapman

Website: https://drwachapman.net



Miami-Dade County Public Schools

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

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# **Miami-Dade County Public Schools**

#### **Vision Statement**

Inspired, valued, educated, and empowered students thriving in and beyond the classroom.

#### **Mission Statement**

To provide relevant learning experiences that foster life-long curiosity and enable ALL students to achieve their full academic, personal, and civic potential.

#### **Core Values**

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

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

**Student Focus** - We focus on meeting our students' diverse needs and supporting them in fulfilling their potential.

**Innovation -** We encourage risk-taking, creativity, and adaptability to new ideas and methods that will support and elevate student learning.

**Accountability** - We celebrate our successes, learn from our failures and embrace challenges as we strive towards continuous improvement.

 $\emph{Joy}$  — We accept individuals for who they are, encourage them to engage with one another authentically, and cultivate welcoming environments that promote fun and excitement.



August 17, 2022

Dear Parents,

Welcome to Dr. William A. Chapman ES, Home of the Eagles, <u>A STEAM Magnet School!</u> The 2022-23 school year is finally here. We are looking forward to continuing our partnerships with returning parents and building relationships with our new parents. The past two years have been challenging, but with hard work, teamwork, and your support we made it through. We are back to being a "B" School. Congratulations to the teachers, students for job well done.

Our Theme for the 2022-23 school year is, "Accelerating Learning From The Inside Out." Our primary goal is, and will continue to be the social and emotional well-being of our students, faculty & staff.

The partnership between school and home will be important as we look to support children and families. I encourage you to become an active member of our school through the Parent Teacher Organization and/or volunteering. PTO dues are \$15 per family, which will also include a 1 Free Spirit Shirt. These dues can be paid from August 17, 2022, to October 1, 2022. Our goal is to get 100% participation. Together, we can foster positive relationships in order for our children to maximize their true potential.

Please read the attached handbook carefully as it contains important school information.

Sincerely,

Mr. Carl Robinson, Principal

# Dr. William A. Chapman Elementary School



### **Mission Statement**

Academically enriching, safe, social, and emotional learning environment for all students.

### **Vision Statement**

Working collaboratively to promote educational excellence, creativity, and inclusion as we prepare our students to become contributors to the global society.

# Welcome to Dr. William A. Chapman Elementary

The following information about Dr. William A. Chapman Elementary has been compiled for your convenience and assistance. The items below have been alphabetized for easy reference.

### ACADEMIC PROGRAMS – Student Progression Plan (SPP)

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

### **ACCIDENTS**

Accidents involving bodily injury are reported to the office, where immediate steps to call the parent is made. Therefore, it is most important to ensure that all phone numbers listed on the Emergency Contact Card are listed correctly and are up to date. When necessary, Fire Rescue may be called. No medical services other than basic first-aid are given by school personnel. Student accident insurance may be purchased. Please see the office staff for details.

# ACCIDENT INSURANCE

Student Protection Plan is designed to cover student injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on school premises. Participation in this program is voluntary. The school will forward the enrollment application and additional information to the parents.

# **ARRIVAL/DISMISSAL PROCEDURES**

#### **BELL SCHEDULE**

Elementary Schools: Headstart 8:15 a.m. – 3:05 p.m.

Pre-K, K, 1 8:20 a.m. – 1:50 p.m Grades 2-5 8:35 a.m. – 3:05 p.m.

(Wednesdays, all students in grades PK – 5th dismiss at 1:50 p.m.)

The safety and well-being of our students is a priority to all at our school. Please make sure that students log on to each of their Zoom sessions on time to avoid being marked tardy.

#### **ATTENDANCE**

# Attendance Policy - Board Rule 6Gx13- 5A-1.041

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

Outstanding student attendance is a priority at Dr. William A. Chapman Elementary School. Please assist our efforts by assuring your child's presence in school each day. A <u>written</u> note is required from parents whenever a child returns to school after an absence.

Per Miami-Dade County School Policy, the following excuses will be considered to be <u>Excused</u> Absences:

- 1. Illness of student- Students missing five or more consecutive days due to illness or injury are required to provide a written notice from a health care provider. This written statement must include all days the student was absent from school.
- 2. Medical Appointment of Student- A written statement from the health care provider indicating the date and time of the appointment must be submitted to the school.
- 3. Death in the Family
- 4. Religious Holiday
- 5. Subpoena by law Enforcement Agency or Mandatory Court Appearance.

# Examples of Unexcused Absences include:

- 1. Vacations or out of town visitations
- 2. Providing day care for younger siblings
- 3. Illness of others
- 4. Non-compliance with immunization requirements
- 5. Any other absence not identified as "excused"

All absences will be considered unexcused until appropriate documentation is provided.

**Procedures for Parents to Submit an Excuse Admit / Note to School:** Absences should be reported to the student's school by the parent/legal guardian no later than five (5) days from the date of the absence. Below are ways to submit excused absence notice:

VIA EMAIL – Parents can send an email to <u>0771attendance@dadeschools.net</u> stating the cause for the absence and attach any documents necessary. The email must include the Student's full name, ID number, date of absence, and the reason for the absence. The email subject line should read "Excused Admit".

IN-PERSON – Parents who wish to submit documentation in person, may do so at the school's main office.

Miami-Dade County Public Schools is committed to lessening the loss of instructional time to students. To this end, the School Board of Miami-Dade County has an established Attendance Review Committee (ARC) at each school site.

The ARC will begin to provide intervention once a student accumulates three (3) unexcused absences. In addition, the committee is charged with the responsibility of prescribing activities to mitigate the loss of instructional time and has the authority to recommend the following:

- Temporary withholding of quarterly, semester, or final grades pending make up assignments, probation, and/or completion of a school service project
- Permanent withholding of quarterly, semester, or final grades

# **CLOSING OF SCHOOL**

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

#### **CODE OF STUDENT CONDUCT**

Dr. William A. Chapman Elementary School follows the Miami-Dade County Public School's Code of Student Conduct. Appendix A includes an excerpt highlighting important points from the District's Code of Student Conduct for Elementary Students. Specifically:

- A list of inappropriate student behaviors along with corrective strategies that will be implemented as consequences for such behavior.
- Vital Alerts for Students and Parents
- Formal Corrective Strategies Recognized in the M-DCPS/Dr. William A. Chapman Elementary School Code of Student Conduct

The complete Code of Student Conduct document can be found at: http://ehandbooks.dadeschools.net/policies/90/index.htm

# <u>DRESS CODE</u> – *Board Rule 6Gx13- <u>5C-1.031</u>*

Students are expected to come to school/zoom session with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work will be required to make the necessary alterations to such attire or grooming before entering the classroom, or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

Dr. William A. Chapman Elementary School has a <u>mandatory school uniform policy</u>. Please note that this policy was voted and put into place by <u>the parents</u> of the students at Dr. William A. Chapman Elementary School, not the district, region, administration, or teachers.

Therefore, as a steward to the policy that has been put into place by the parents, Dr. William A. Chapman Elementary School conducts uniform sweeps on a regular basis.

During Distance Learning, School Uniforms students are expected to wear their school uniform to ensure routine, consistency, and uniformity.

As a reminder, below is a listing of appropriate uniform attire:

**Tops**: Plain polo shirts with sleeves in White, Yellow Gold, or Black. **School logos on the shirts are required.** All shirts are to be size-appropriate and tucked in neatly.

**Bottoms**: Khaki pants, shorts, skirts, or skorts. Shorts, skirts, or skorts should abide by the "fingertip rule"- no shorter than the tips of student's fingers when arms are brought down to one's side.

**Pants/Belts**: Belts are to be worn if pants have belt loops. Pants should fit appropriately. The display of undergarments is not permitted.

**Footware:** Socks and rubber soled shoes are required, as students participate in Physical Education or Recess daily. Sandals and/or open toe shoes are not allowed.

The School Board Dress Code for Elementary Schools is as follows: Board Policy 5511

- \*No jeans
- \*No clogs, thong sandals, sandals or other shoes without back straps
- \*No written messages, symbols or pictures on clothing which portray ideas which are contrary to the best interests of the health, safety and welfare of students
- \*No clothes with metal studs, etc. that could scratch furniture
- \*No tube tops, see-through blouses, backless tops, tops with bare midriffs, or sleeveless undershirts
- \*No hats, except those worn for religious purposes
- \*Students who wear inappropriate attire to school will be asked to call home for proper clothing
- \*No skate shoes
- \*No hair beads.

<u>Cold days are no exception to the school uniform.</u> On days of inclement weather, we encourage all students to wear their khaki uniform pants, a uniform shirt, and a warm sweatshirt or jacket of their choice on top. Winter bottoms may include khaki corduroy pants or sweat pants. A jacket in accordance with our school colors is encouraged, but is not mandatory.

Student uniforms are also mandatory attire for all field trips and a prerequisite to being a school safety patrol, on the news team, or any other extra-curricular activity which constitutes as a school privilege.

Please remember that the wearing of the school uniform aids in the safety of the students, reduces socioeconomic disparities among students, and reduces disciplinary issues in the classroom, *even during Distance Learning*.

Below is an excerpt of the M-DCPS School Uniform Guideline dated August 2008, explaining the reasonable and allowable measures that a school may take in order to enforce the mandatory school uniform policy:

# How may a school's uniform policy be enforced?

Each school shall develop incentives and <u>positive reinforcement measures</u> to encourage full compliance with the uniform policy. The school should resort to <u>disciplinary action</u> only when positive measures fail to ensure compliance. If a student is non-compliant, the school should communicate with his or her parents so that expectations, rationale and benefits are fully understood by the student and his or her family. Disciplinary action is initiated only after all other means of securing support and cooperation have not succeeded.

Can a student receive a detention for not complying with the school uniform policy?

Yes, a student may be issued a detention if all other means of securing support and cooperation have not succeeded. Failure to serve detentions assigned may result in suspension for defiance of authority.

# EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

This elected group of parents, staff, and community members meets regularly to discuss pertinent school issues related to the School Improvement Plan (SIP). For additional information please contact the main office or the EESAC Chairperson.

# **EMERGENCY CONTACT INFORMATION**

During Distance Learning, Emergency Contact Student Forms will be sent to you to complete via email. It is expected that the form be carefully completed and submitted upon receipt. The information on the Emergency Contact Student Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency or to disseminate information during Distance Learning. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parent contesting the information in the Emergency Contact Student Forms may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

### **GRADE REPORTING**

#### **Academic Grades**

Academic grades reflect the student's academic progress based on the state standards for the grade level/course in which the student is enrolled.

The academic grade must not be based upon student's effort and/or conduct.

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

#### Conduct

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

# **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

# **GRADES - REPORT CARD AND PROGRESS REPORT DISTRIBUTION:**

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	09/23/22	11/04/22
2	12/02/22	02/03/23
3	02/17/23	04/21/23
4	05/12/23	06/23/23

Report cards will be available via the parent portal approximately two weeks after the end of each marking period.

Progress reports will be available via the parent portal in the 5<sup>th</sup> week of every Marking Period or at any time during the grading period when evidence indicates that the student is not performing at a satisfactory level. This notification should be used as an opportunity to discuss your child's academic needs with the teacher within ample time for students to demonstrate improvement before the end of the Marking Period.

### **HOMEWORK**

Homework will be assigned as a means of encouraging independent study, practicing skills learned, establishing good work habits, and reinforcing basic subject skills. Home Learning will be assigned five (5) nights per week; Monday through Friday. Additionally, please note that Miami-Dade County Public Schools requires students to read a minimum of 30 minutes nightly above and beyond what is assigned as Home Learning. Parents are expected to supervise the completion of Home Learning.

### **HONOR ROLL**

The Honor Roll is an effective means of motivating and recognizing effort, citizenship, and academic performance.

# Principal's Honor Roll

• Students in Grades 1-5 earning A1A in all subject areas.

#### **Eagle Honor Roll**

- Students in Grades 1-5 earning letter grades of A or B in all subject areas.
- All 1's in effort
- All A's and B's in conduct

#### **IMMUNIZATIONS**

The following is a requirement for school entry:

- 1. A complete Florida Certification of Immunization Blue Card Form DH 680 according to grade level
- 2. State of Florida School Entry Health Exam Yellow Form DH 3040 no older than 12 months
- 3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

# **INTERNET USE POLICY Board Rule 6Gx13-6A-1.112**

Access and use of the Internet is a privilege, not a right; and its use must support the educational objectives of the District. Students must obtain permission from their teacher prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material, materials protected by trade secret, and the use of the Internet for product or political advertisement, commercial activities, political campaigning or solicitation.

For detail on the Internet Use Policy please refer to the included excerpt pages (Appendix A) from the Miami-Dade County Code of Student Conduct, the page stating, "ALERT: UTILIZATION OF THE INTERNET AND INAPPORPRIATE USE OF COMPUTERS."

#### **MAKE-UP ASSIGNMENTS**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student/parent to request the assignments from the teacher(s).

# PROTOCOL FOR ADDRESSING PARENTAL CONCERNS

Parents may generally address their complaints or concerns to the school administration, which may be followed by Region and District department review by appropriate. For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order indicated.

# **PARENT PORTAL**

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at www.dadeschools.net. Click the link PARENTS. In order to access the information in the portal, parents must first establish a parent user account by acquiring a 4 digit PIN number from the Main Office at 305-245-1055. At this time you can see and update personal information, see student information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes you to sites such as Parent Academy, School of Choice, etc.

Assistant
Principal

Principal

Principal

Region Center:
Line Director
Region
Superintendent

School Operations
District

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability and access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal. Parents also have access to the Parent resource link, which allows parents to visit sites such as the Parent Academy.



# PARENT RESPONSIBILITIES

The single most important factor in raising student achievement is parental involvement and support for education. Parents may not always agree with an individual teacher or with the administration, but differences should never be a matter of public knowledge to the child. It is most important for your child to clearly see that you value his/her education. Specifically, parents should:

- ❖ Inspect book bags and materials each evening in order to determine the home learning assignment. Also, it is important to check daily for any important communication from the school.
- ❖ Monitor home learning and assist if necessary.
- ❖ Communicate closely with the classroom teacher.
- Support school programs and activities by attending meetings, chaperoning field trips, and volunteering services whenever possible.
- ❖ RESTRICT THE NUMBER OF HOURS THAT YOUR CHILD WATCHES TELEVISION AND/OR PLAYS VIDEO GAMES.
- \* Register at the Public Library in your area. Schools instruct children in the skill of reading, but the only way to become a good reader is to read on a daily basis for extended periods of time.
- Supervise attendance and ensure that a child is not excessively absent or tardy.
- Provide appropriate after-school activities and supervision for your child.

# PARENT TEACHER ORGANIZATION (PTO)

All parents are strongly encouraged to join the PTO and support PTO sponsored events. PTO's concerns include parent involvement, academic achievement, safety, and the general welfare of all students who attend Dr. William A. Chapman Elementary School. PTO fees are \$15.00 per family. Join our PTO by October 1<sup>st</sup>, 2021 and receive 1 Free Spirit Shirt.

#### **SAFETY AND SECURITY**

### • 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 emergency drills/active shooter drills, the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- o Remain calm;
- o Monitor media outlets for updates and official messages from M-DCPS;

- o 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 MDSPD Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children. BeSafe Anonymous Reporting System (Insert Flyer)

<a href="http://hoover.dadeschools.net/portable\_doc/68128\_Be\_Safe\_Anonymous\_Reporting\_System\_Flyer.pdf">http://hoover.dadeschools.net/portable\_doc/68128\_Be\_Safe\_Anonymous\_Reporting\_System\_Flyer.pdf</a>

#### • Fire Drills

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

#### • Lockdown Procedures

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

#### Threat Assessments

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

# **SCHOOL MESSENGER**

School Messenger is a communications system that allows schools and the school district to send important messages to parents and staff quickly and efficiently. It is imperative that all calls

from the school or school messenger be answered as it is a way for us to communicate important news and developments about upcoming events, meetings, etc.

#### **SCHOOL PROPERTY**

All of the furniture and equipment at Dr. William A. Chapman Elementary School is public school property. It is expected that care in the use of this property will be exercised by all students. Respect for school property is as important as respect for and care of personal property. Parents are held responsible when children are involved in incidents resulting in deliberate damage, vandalism, destruction, or defacing of school property.

### **SCHOOL RULES**

Dr. William A. Chapman Elementary School has established general rules for student behavior which work in conjunction with the District Code of Student Conduct.

# General (ALL AREAS OF THE SCHOOL)

- 1. Respect yourself.
- 2. Respect others, including classmates and adults.
- 3. Respect the environment.
- 4. Keep your hands and feet to yourself.
- 5. Resolve arguments peacefully and notify the teacher of any concerns.
- 6. Walk quietly in the hallways.
- 7. Wear your school uniform every day.
- 8. Use appropriate language.

### **VERIFICATION OF RESIDENCY**

If verification is not provided or acceptable, the Superintendent may verify the student's residence. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under <u>F.S. 837.06</u>. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under <u>F.S. 95.525</u>.

# **VISIT**ORS

All visitors MUST have proper identification as well as a school visitor's pass in order to enter the building. In order to provide the safest atmosphere possible and to allow for an instructional period free from interruptions, parents are requested to contact teachers for parent conferences prior to visiting classrooms. While parent visits are not expressly prohibited, parents are asked to see the main office prior to reporting to a classroom so that you may be issued you a visitor's pass which is mandatory for all guests. It is noted that visits are not parent conferences and are intended to be short in nature. Parents are asked to schedule conferences if more information is desired. This will limit classroom interruption and ensure that you receive the time and attention necessary to discuss important issues regarding your child's progress and education.

# **VOLUNTEER PROGRAM**

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	Level 2 - complete a fingerprint background
check	check
•Day chaperones for field trips	Certified Volunteers
•Classroom assistants	•Mentors
•Math and/or reading tutors	•Listeners
	•Athletic/Physical Education assistants
	Overnight chaperones

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.

Parents, guardians, family and community members must be approved and registered as a volunteer in order to chaperone a school related function or field trip (INCLUDING FIELD DAY).

# WITHDRAWALS/TRANSFERS FROM SCHOOL

Parents who wish to withdraw or transfer a child from school should contact the school office at least one day before the child is withdrawn or transferred. Time may be saved when parents have all of the necessary information to complete the request to Withdraw/Transfer. Any lost or damaged books must be paid for prior to issuance of a transfer.

# **SCHOOL CALENDAR**



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

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Teacher Planning Day				Beg/End of Grading Period				Day	s in Gra Period	ding					
District-wide Professional Development				nt Day	Legal Holiday					1- 45					
Legal Holiday (12 month)					Available to opt				2-46						
Recess Day (10 month)					Teacher Planning Day available to opt					3-47					
						_		available	орг			4-42			

#### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 12, 2022 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 5 Labor Day; holiday for students and employees
September 26 \*+# Teacher planning day; no students in school
October 5\*+# Teacher planning day; no students in school
October 21 End first grading period; first semester
October 24 Begin second grading period; first semester

November 8 Teacher planning day; District-wide Professional Development Day - not available to opt; no

students in school

November 11 Observation of Veterans' Day; holiday for students and employees

November 21-23 Fall Recess for 10 month employees

November 24 Thanksgiving; Board-approved holiday for students and employees

November 25 Recess Day

December 23\*+# Teacher planning day; no students in school

December 26- Winter recess for students and employees with the exception of Fraternal Order of Police

January 6 and select 12 month employees

January 16, 2023 Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees

January 20 End first semester and second grading period January 23\*+# Teacher planning day; no students in school January 24 Begin third grading period; second semester

February 20 All Presidents Day; holiday for students and employees

March 20 – 24 Spring recess for students and employees with the exception of Fraternal Order of Police and select

12 month employees

April 6 End third grading period; second semester
April 7\*+# Teacher planning day; no students in school
April 10 Begin fourth grading period; second semester

May 29 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

Beginning Date	Ending Date
August 5, 2022 August 5, 2022	June 8, 2023 June 15, 2023
August 9, 2022	June 8, 2023
August 11, 2022	June 7, 2023
August 12, 2022	June 8, 2023
August 15, 2022 August 17, 2022	June 7, 2023 June 7, 2023
	August 5, 2022 August 5, 2022 August 9, 2022 August 11, 2022 August 12, 2022 August 15, 2022

<sup>\*</sup>Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 10, 11, 2022, or June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 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, 2022, or June 16, 20, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

<sup>+</sup>Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.



# Parent Handbook Acknowledgement

I have read and understand the policies and procedures outlined in the Dr. William A. Chapman Elementary Parent Handbook for the 2022-2023 school year. As a parent/guardian, I will keep this manual and use it for future reference.

Student's Name:	 	 
Homeroom Teacher:	 	
Parent Name:	 	 
Parent Signature:	 	 
Date:		