

# **HIVE Preparatory School Parent Handbook 2017-2018**



Revised April 4, 2017

# **HIVE Preparatory School -**

## **MISSION AND VISION STATEMENT**

### **Mission Statement**

The mission of HIVE Preparatory K- 8 School is to collaborate with stakeholders in creating a **Highly Inquisitive Versatile Education** that will facilitate a student-centered, adaptable learning environment. The School will provide students with a rigorous academic and social preparation that will promote dignity, courtesy, discipline, responsibility, and high expectations in order to achieve high academic standards and become productive citizens.

HIVE Preparatory School - establishes the following goals in achieving its mission:

1. Create a safe, nurturing academic environment where all students will achieve high academic standards and professionals are empowered to embrace accountability.
2. Ensure students are exposed to a broad swath of cultural and academic experiences as preparation for success in a global economy.
3. Furnish adequate resources to achieve the School's mission including the recruitment and retention of highly qualified teachers and motivated staff.
4. Deliver an instructional system that will be tailored to individual learning styles including; differentiated instructions, active learning, and learning centers.
5. Serve students with disabilities according to their IEP.
6. Provide a flexible and versatile approach that will ensure continuous improvement of all learners.
7. Maintain an effective level of parental involvement.

# SCHOOL HOURS

Teachers (Elementary)	7:30 a.m. - 3:30 p.m.
Teacher (Middle School)	8:30 a.m. - 4:30 p.m.
Special Area Teachers	7:30 a.m. - 3:30 p.m.
Students Kindergarten and 1 <sup>st</sup>	8:00 a.m. - 2:00 p.m.
Students 2 <sup>nd</sup> – 5 <sup>th</sup>	8:00 a.m. - 3:00 p.m.
Wednesdays (K - 5)	8:00 a.m. - 2:00 p.m.
Students 6 <sup>th</sup> – 8 <sup>th</sup>	9:00 a.m. - 4:00 p.m.
Wednesdays (6 <sup>th</sup> – 8 <sup>th</sup> )	9:00 a.m. - 4:00 p.m.
Academic Enrichment	2:45 p.m. - 5:15 p.m.
Office Hours	7:30 a.m. - 4:30 p.m.
Morning Care (Elementary)	7:00 a.m. - 7:30 a.m.
Morning Care (Middle)	7:00 a.m. – 8:30 a.m.
After Care	2:00 p.m. - 6:00 p.m.

# SCHEDULE

7:00 a.m. – 7:30 a.m.	Breakfast (Free to All)
7:30 a.m. – 7:55a.m.	Elementary Students Arrive
8:00 a.m.	Elementary School Day Begins*
	<i>*after this time students are considered tardy</i>
7:00 a.m. – 8:30 a.m.	Middle School Breakfast/Supervision
8:30 a.m. – 8:55 a.m.	Middle School Students Arrive
9:00 a.m.	Middle School Day Begins*
	<i>*after this time students are considered tardy</i>
10:00 a.m. - 1:00 p.m.	Lunch
2:00 p.m. - 2:30 p.m.	K-1 <sup>st</sup> grades Dismissal
3:00 p.m. - 3:30 p.m.	2 <sup>nd</sup> – 5 <sup>th</sup> grades Dismissal
4:00 p.m. – 4:30 p.m.	6 <sup>th</sup> – 8 <sup>th</sup> grades Dismissal
2:00 p.m. - 6:00 p.m.	After Care Program

*\* Car-line dismissals last 30 minutes each. At the conclusion of each car-line, dismissal will be conducted through the front office for an additional 30 minutes (\*excluding the middle school dismissal: at 4:30pm all remaining middle school students will be sent to the aftercare program)*

*\* Walking / Riding Bicycle to and from the school require administrative permission.*

# Parent/ Guardian Contract 2017-2018

I/We the undersigned parent/guardian of: \_\_\_\_\_ (student name), hereby agree to abide by the following policies and procedures of HIVE Preparatory School.

Attendance Policies: In accordance with School and [District Daily Attendance](#) policies, students must be physically present in school for a minimum of 2 hours in order to be counted as present for attendance purposes. Failure to be physically present for a minimum of 2 hours will result in an absence for the entire school day. In addition, please note that all policies regarding late arrivals and tardies still apply. Absences will only be excused for those reasons specified in the Student/Parent Handbook and/or Curriculum Bulletin. In addition, parents/guardians must submit supporting documentation of the absence as specified in the Student/Parent Handbook and/or Curriculum Bulletin, explaining your child's absence. Documentation submitted more than 3 days (72) hours after your child's return to school will not be accepted, and the absence(s) will be deemed unexcused. All tardies are unexcused. If your child arrives after the commencement of school, please do not send them to class. Students arriving after the commencement of school must report directly to the School's designated area. Excessive tardies and unexcused absences, as further defined Student/Parent Handbook and/or Curriculum Bulletin may result in sanctions including, but not limited to, the following: notification sent home to parents; disciplinary action; written referral; students may be required to meet with the administration/ Attendance Review Committee; and/or students' report card reflecting insufficient attendance for receiving a grade.

Arrival/Dismissal: Please be familiar with your child's arrival and dismissal time. Unless otherwise stated in the Student/Parent Handbook and/or Curriculum Bulletin, arrival time for students is thirty (30) minutes prior to the start of school. Any student not in class at the commencement of the school day must receive a tardy pass. In accordance with the HIVE's attendance policy, as stated in the Student/Parent Handbook and/or Curriculum Bulletin, students arriving or departing outside of HIVE's designated times may be enrolled in an after-care program where available, including all applicable fees, and/or may be charged late-pickup fees. In addition, the school reserves the right to sanction students who arrive prior to the School's arrival time or remain on campus after the School's dismissal time, and who are not participating in: an after-care program; a school-sponsored educational activity; or other school-sponsored club, sport or activity. Please be advised: HIVE Prep is NOT responsible for a student arriving/departing outside of the school's designated times.

Early release: For a student to be dismissed early, parents must report to the designated office (as specified in the Student/Parent Handbook and/or Curriculum Bulletin). Excessive Early Dismissal, as further defined in Student/Parent Handbook and/or Curriculum Bulletin, may result in sanctions including, but not limited to, the following: notification sent home to parents, disciplinary action and/or written referral. Students receiving any three (3) referrals in a school year may be required to meet with administration/ Attendance Review Committee. Please note: As per [School Board Policy 5200](#), students will not be

dismissed 30 minutes prior to dismissal time.

Unauthorized Items Policy: Please note that students are not allowed to bring any toys, electronic devices, pets or animals to school. Cell phones are permitted, but may not be turned on inside of the school building at any time. In addition, cell phones may not be visible at any time during the school day, may not be displayed during school and must be left in the student's bag. The school will confiscate any visible or audible cell phones, and any other unauthorized items a student may bring to school. Confiscated items will only be returned to parents, at which time a parent/student conference may be required.

Notwithstanding the aforementioned the school may keep any such unauthorized items until the end of the school year. Continued violations of this policy may result in further sanctions, and may subject the student to disciplinary action and/or referral to the School's administration/discipline review committee. Please note that while the school will take every measure to protect such items, the school shall not be responsible for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of school year shall be disposed of without further liability to the school.

Transportation: Transportation must be provided or arranged by the parent or guardian. Transportation shall be provided in accordance with applicable law.

Uniform Policy: Uniforms, as further defined in the Student/Parent Handbook and/or Curriculum Bulletin must be worn every day. Students who arrive to school without proper uniform may be subject to sanctions including, but not limited to, the following: notification sent home to parents; disciplinary action; written referral; parents may be called and/or students may be sent home with parent/guardian, for proper attire; and/or students may be referred to the school's administration/discipline review committee. Student may be considered as unexcused absent until in proper attire.

Volunteer hours: Parents/Guardians are required to complete a minimum of ten (10) volunteer hours per academic year unless otherwise stated in the Student/Parent Handbook. All parent/guardian volunteer hours must be completed prior to the last day of school.

Satisfactory Academic Progress: If the school identifies your student as requiring additional instruction and/or remediation, including but not limited to: mandatory tutoring, summer school, and/or PMP etc., attendance at, and successful completion of such is mandatory. Please note: for secondary schools, students must maintain a minimum grade point average, as further defined in the Student/Parent Handbook and/or Curriculum Bulletin, in order to participate in any/all athletic and other school activities, and in order to meet the requirements for graduation.

Outstanding fees: Please be aware that all student accounts must be kept current and outstanding fees are not permitted. Failure to reconcile and maintain current accounts may result in the loss and/or suspension of co-curricular activity privileges (including, but not limited to, any and all end of year and/or grade specific activities.) Fees may include, but shall not be limited to, district approved course/all fees, lost books, late library fees, lunch accounts, before/after school care fees, late pickup fees, and any and all fees which may

accrue in normal course.

Internet and Media Use Policy: In addition to the [MDCPS technology and acceptable use policy](#), the school requires the following of all students and parents: No recording, either photographic or audio/visual in nature may be made on school property without the express authorization of the administration. No document or media existing now or in the future and which impacts the school and/or disrupts the learning environment, relating to the school, its staff or students, including but not limited to photographs, letters, yearbooks, and other material may be published without the express authorization of the administration. Furthermore, the unauthorized use of the HIVE Preparatory School name and/or any of its logos is expressly prohibited. For purposes of this section, the term “public forum or media includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources.”

The school may photograph and video tape school events which may include student images. These images may be projected on the school website and/or other media. If any parent wishes to exclude use of their child’s image or likeness, please contact the administration.

School specific policies: The school reserves the right to develop and enforce additional school-specific policies and forms, including but not limited to, the Student/Parent Handbook and/or Curriculum Bulletin, and any additional school policies or procedures.

Miami Dade County Public Schools: Please note that all students enrolled in the school are students of Miami-Dade County Public Schools, subject to applicable policies, including but not limited to, the Student Progression Plan and the Code of Student Conduct. Pursuant to MDCPS School Board Policy, violations of parent contracts shall not result to involuntary withdrawal of a student in the same school year of the violations.

Discipline: The school has adopted the Miami-Dade County Public Schools Code of Student Conduct. Students shall abide by the conduct standards and student responsibilities established in the Code of Student Conduct and the Student/Parent Handbook and/or Curriculum Bulletin. Students shall conduct themselves in a manner consistent with the mission and vision of the school. In accordance with the Student Code of Conduct, any infractions and violations of these policies shall be addressed by the administration/Discipline Review Committee and all appropriate sanctions shall be imposed up to, and including, recommendation to the District School Board for expulsion, where appropriate.

# STUDENT CODE OF CONDUCT

## **The HIVE Prep - Student Code of Conduct**

At HIVE Prep we encourage students to display positive character traits as fostered by our extensive character program, but in the event that they are not in compliance with the school rules and expectations, then we utilize the MDCPS elementary and secondary school code of conduct as referenced below. Please access the entire student code of conduct at:

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

## **If a Student Does Not Follow Our Student Code:**

### **Consequences**

- |                                   |   |
|-----------------------------------|---|
| <b>1<sup>st</sup> consequence</b> | Verbal warning - If negative behavior proceeds, refer child to guidance.  |
| <b>2<sup>nd</sup> consequence</b> | Time out / loss of privilege.   |
| <b>3<sup>rd</sup> consequence</b> | Parent contacted and a referral/letter is sent home - a referral/letter is sent home to make the parent aware that negative behavior has escalated past loss of privilege.                    |
| <b>4<sup>th</sup> consequence</b> | Child is sent to the Administration and the parent is called to schedule a conference regarding positive solutions to negative behavior.  |
| <b>5<sup>th</sup> consequence</b> | In School Suspension (ISS) / referral sent home and filed with the School Board of Miami Dade County.   |
| <b>6<sup>th</sup> consequence</b> | Out of school suspension / disciplinary hearing with the administration / referral sent home and filed with the Miami Dade County School Board.   |
| <b>SEVERE CLAUSE</b>              | Fighting, Profanity, Disrespect or Disruptive behavior <u>may</u> result in <u>immediate</u> suspension from school (OSS). Parent will be contacted and may be called to pick up the student. |

# VOLUNTEER SECTION

Thank you for your commitment to your child's education at HIVE Prep. This section is designed to help you complete your volunteer hours with us.

The best way to ensure that you complete your hours is to start right away. The first step to completion of your hours is to write a note to your child's teacher as soon as possible to find out what he/she needs done in his/her room. We do realize that many of you work; therefore you might also want to ask your child's teacher what you can do at home to help the class.

You may also contact the Principal to discuss creative options for volunteering. Please let us know if you have a particular talent or skill that you would like to utilize. Volunteer opportunities will also be included in our school's newsletter. Be sure to check your child's backpack and read the newsletter on a regular basis. Once an event is announced, there may be a limited number of volunteers required. Please be sure to sign up ahead of time in the front office to volunteer for an event. Please do not show up to volunteer for an event if you have not previously signed up and been called to confirm. We are always willing to work with you to make your volunteer hours as enjoyable and beneficial as possible. Please remember that in order for you to be a school volunteer you must be a cleared volunteer. You may fill out a [School Volunteer Program Registration Form](#) at the main office or through Parent Portal.

The entire HIVE Prep Staff looks forward to working with each and every one of you as we continue the journey through our student's education.

## Guidelines for Volunteers

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Individual student's grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:

academic work completed information	family background
standardized test scores	attendance records
health data	grades
interest inventory reports	teacher or counselor ratings
and reports of serious or recurrent	observations behavior patterns
3. Students may not be given medication by volunteers.
4. Volunteers will not contact parents regarding student performance or behavior.
5. Classroom supervision and student discipline are the responsibilities of the teacher and school.
6. Permission for a student to leave the classroom must always be given by the

- teacher.
7. Volunteers are required to sign in and out.
  8. For identification, volunteers are required to wear a name badge when helping with school activities.
  9. Volunteers will be assigned only to staff members requesting assistance.
  10. Punctuality and reliability are expected since teachers plan for volunteer assistance.
  11. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
  12. Volunteers should be in good physical and mental health.
  13. Volunteers are expected to be well-groomed and dressed appropriately.
  14. Volunteers should set a good example for students by their manner, appearance, and behavior.
  15. Volunteers should receive a receipt reflecting the amount of hours as well as a description of the work performed prior to leaving the office.

## **What School Volunteers Do**

**EXTEND** the teacher's teaching time:

- read stories assist in labs answer questions
- check student work create learning centers tutor in math and reading
- use audio-visual equipment find materials for classroom use
- help older children with research reinforce skills by providing extra drill work with non-English-speaking children
- play spelling, phonics language, math games
- assist child with make-up work and missed test

**ENRICH** the learning environment:

- dramatize stories assist with art projects
- make educational games help children choose books assist with creative writing tape record children's stories
- help children use video camera
- type and reproduce class newspapers
- record books for students who have reading difficulties

**EXPAND** the resources of the school:

- display special collections explore career opportunities
- add expert resources in special classes
- give performances or demonstrations in the arts
- show slides and comment on experiences in other cultures

**ENLIST** the community as partner with the school:

- provide a two-way bridge between school and community enable taxpayers to know school problems and successes stimulate understanding and support of all school programs

## **ANSWERS TO SOME QUESTIONS REGARDING HIVE PREPARATORY SCHOOL - VOLUNTEER HOURS**

1. **Do I have to do all of my hours?** Yes, you do. If all of your hours are not complete, you may be asked to meet with the administration and/or Board.
2. **By when must my hours be complete?** Your hours must be completed by the last day of school. Half of your volunteer hours should be completed by winter break. Volunteer hours completed over the summer will count for the next school year.
3. **Who can complete my volunteer hours for me?** Anyone with the following relation to HIVE Prep student may complete the 10 hours of service for that child: Mother, Father, Sister, Brother, Aunt, Uncle, or Grandparent. *Please Note: Siblings volunteering must be 18 years or older and not currently attending a public school.* Whoever is volunteering must make sure that the appropriate paperwork is filled out and signed in order to get credit.
4. **Do I have to take time off of work to come in during school hours and volunteer?** No, you do not. There are many activities that count as volunteer time that can be done at home or after school hours. Please contact your child's teacher or the principal for suggestions.
5. **What does count for volunteer time?** If you ever have a question, please call the campus office. The following activities have been approved for volunteer hours:
  - Working at a Festival
  - Making phone calls for teachers
  - Helping out with before and/or after care
  - Chaperoning field trips
  - Attending EESAC and Parent Academy meetings
  - Helping out in classrooms
  - Helping out in the front office
  - Cafeteria duty (Always Needed!!)
  - Setting up for special events (i.e. Holiday Bazaar, Kindergarten Graduation, Field Day, International Festival, etc.)
  - Classroom preparation (i.e. cutting things out, organizing materials)
  - Reading to a large or small group of children
  - Speaking to a group of children (i.e. on Career Day)
  - Helping out with the Academic Enrichment Program
  - Helping out with the Morning Care Program
  - Helping out with the After Care Program
  - Copying materials for teachers

*\* Please read newsletters and notes sent home throughout the year for announcements of special volunteer times, such as festivals, field day and graduation.*

6. **Is there any time that I spend at school that does not count as volunteer hours?** Yes, the following activities do not count as volunteer time:
- \* Having a birthday party for your child
  - \* Eating lunch with your child
  - \* Parent/Teacher conference
  - \* Attending a HIVE Prep - festival, but not working
  - \* Donating food items for classroom celebrations.
7. **If I am an employee of HIVE Prep, do I still have to complete my volunteer hours?** Yes, you do! Although your child knows that you are at his/her school on a daily basis, he/she does not interact with you daily as you have a specific job to do.
8. **Can I do something that was not requested (i.e. create material for class) and then get volunteer time for it?** No, you must get approval before doing volunteer hours. If there is something that you would like to do for a class and feel that it is worthy of volunteer time, simply ask your child's teacher if it will count. Remember, let us know if you have a particular skill or capability to help out (Example: If you have a truck you may be able to help us transport items).
9. **If I have already volunteered for my 10 hours, can I still volunteer?** By all means, please do! We encourage volunteerism throughout the year and Hope that all of our families spend countless hours with their children in the classroom. The hours, however, do not carry over to the following year.
10. **May I bring my other children with me when I do my volunteer hours?** For safety and practical reasons, we request that you not bring any other children with you while you are doing your volunteer hours. Please make your child care arrangements accordingly before your scheduled volunteer time.
11. **How do I prove that I have completed my volunteer hours?** Upon completion of a volunteer activity, make sure you sign in and out in the office and have hours approved and signed off by the teacher whom you assisted.

# WHAT TO DO IF.....

## **A Child is Injured:**

If a child should receive an injury while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

## **A Child Becomes Ill:**

If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.

## **You Are Injured:**

Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.

## **You Are Asked to Take the Class Alone:**

Because you are not a paid HIVE Prep employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

## **Someone Asks to See a Child:**

If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

## **Someone Asks You How a Child is Doing:**

As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires about the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

# Working Parents Can Help Too!

These suggestions are only a beginning. More volunteer roles for working parents will develop as teachers and volunteers work together.

Serve on a weekend beautification project; painting, landscaping, etc.

Count and sort Box Tops for Education tokens.

Research and write articles for the school newsletter.

Assemble articles for school newsletter using desktop publishing on a home computer.

Cut out items for bulletin board, or class activities.

Help prepare school grounds for special events.

Develop learning centers which teachers can use in the classrooms.

Make flash cards for individualized learning.

Take responsibility for one of our bulletin boards.

Copy materials for our teachers.

Transfer items with your truck.

***\* Please remember to get approval in advance for any undertaking for which you would like volunteer hours.***

# Volunteer Roles at the Elementary Level

These suggestions are only a beginning. You will think of other ways that volunteers can help.

1. Listen to children read/ read to children.
2. Conduct flash card drills.
3. Reproduce materials.
4. Play games at recess.
5. Assist with vision test.
6. Correct student worksheets.
7. Prepare bulletin boards.
8. Help with book fairs.
9. Demonstrate gardening skills.
10. Tell stories with puppets or drawings.
11. Assist with field trips.
12. Assist with lessons in photography, dramatics, knitting or square dancing.
13. Set up a “pretend” grocery store to practice math skills.
14. Practice vocabulary with non-English speaking students.
15. Discuss careers or hobbies.
16. Assist with sing-alongs.
17. Make puppets.
18. Become an EESAC Member.
19. Help children select library books.
20. Help with handwriting practice.
21. Drill spelling words.
22. Help with cooking projects.
23. Gather resource materials.
24. Help children with arts and crafts.
25. Help children learn to type.
26. Help arrange assembly programs.
27. Help children practice walking on a balance beam, jumping rope or skipping.
28. Share information about local history.
29. Help children learn a foreign language.
30. Listen to a child - be a friend.
31. Attend school-related meetings.
32. Join the Parent Teacher Organization.
33. Make and play instructional games.
36. Reinforce sight/vocabulary words.
37. Set up science experiments.

## **MORNING CARE PROGRAM**

The Morning Care Program will be located in a designated area at the campus. Free breakfast is available to all students during this hour. Teacher Assistants on staff will be supervising this program. Parents are to use the designated gate drop off area to enter this. There is no fee for this service.

## **DROP OFF PROCEDURES**

### **Elementary School**

Parents are to drop off their child at the designated entrances. Please do not drop your child off before 7:00 and leave them unattended. The designated entrances will remain open until 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy by the teacher. Students who arrive after 8:01 a.m. must be brought to the office and signed in late **by the parent**. Please do not drop off your child in the front parking lot and allow them to enter the building unattended--**they must be escorted in and signed in by an adult.**

### **Middle School**

Parents are to drop off their child at the designated entrances. Please do not drop your child off before 7:00 and leave them unattended. The designated entrances will remain open until 9:00 a.m. Students arriving after 9:00 a.m. will be marked tardy by the teacher. Students who arrive after 9:01 a.m. must be brought to the office and signed in late **by the parent**. Please do not drop off your child in the front parking lot and allow them to enter the building unattended--**they must be escorted in and signed in by an adult.**

## **PICK UP PROCEDURES**

During the designated dismissal times, students will **ONLY** be dismissed through the school's Car-Line. Before the first day of school each year, each grade level will be designated a specific line in which to enter. Please ensure that only designated individuals enter the car lines and that they have the proper identification within possession.

Each dismissal car-line lasts a total of 30 minutes. After the 30 minutes is completed, all remaining students will be dismissed through the front office (parents/guardians must park and enter the front office to collect their child).

Students picked up after their specific dismissals are completed will be enrolled in the Aftercare program for the day and a subsequent daily rate will be charged.

*Children not picked up by their designated dismissal times and that has an accrued debt due to previous infractions, will be reported to the Police in accordance with state law.*

***Please Note: Rainy day procedures may adjust the school's dismissal plans.***

## **ATTENDANCE POLICY**

In accordance with School and [District Daily Attendance](#) policies, students must be physically present in school for a minimum of 2 hours in order to be counted as present for attendance purposes. Failure to be physically present for a minimum of 2 hours will result in an absence for the entire school day. In addition, please note that all policies regarding late arrivals and tardies still apply. Absences will only be excused for those reasons specified in the Student/Parent Handbook and/or Curriculum Bulletin. In addition, parents/guardians must submit supporting documentation of the absence as specified in the Student/Parent Handbook and/or Curriculum Bulletin, explaining your child's absence. Documentation submitted more than 3 days (72) hours after your child's return to school will not be accepted, and the absence(s) will be deemed unexcused. All tardies are unexcused. If your child arrives after the commencement of school, please do not send them to class. Students arriving after the commencement of school must report directly to the School's designated area. Excessive tardies and unexcused absences, as further defined Student/Parent Handbook and/or Curriculum Bulletin may result in sanctions including, but not limited to, the following: notification sent home to parents; disciplinary action; written referral; students may be required to meet with the administration/ Attendance Review Committee; and/or students' report card reflecting insufficient attendance for receiving a grade.

## **EARLY DISMISSAL**

If you need to pick up your child during school hours, you must do so through the office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. Please note: As per [School Board Policy 5200](#), students will not be dismissed 30 minutes prior to dismissal time.

## **COMMITTEES**

HIVE Prep encourages parents to participate in the different committees that are available to them. There are two committees on which parents may sit:

- \* **Education Excellence Advisory Committee (EESAC)** - This committee meets once a quarter and is responsible for assisting the Principal in making various decisions regarding different aspects of the school's functioning. It is also in charge of long- range academic and capital planning.
- \* **Parent Teacher Organization**- This committee meets once a quarter and involves fundraising as well as event planning for the school.

## **STUDENT AWARDS**

Each quarter HIVE Prep will showcase all students receiving Honor Roll, Superior Honor Roll, Principal's Honor Roll, Perfect Attendance, and Students of the Month. At the end of the year we hold our HIVE Prep Award Ceremony at which time select students receive a personalized award.

## **RETENTION**

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference. Please refer to Miami Dade County Student Progression Plan.

## **SCHOOL PICTURES AND YEARBOOKS**

School pictures are taken at least twice a year. Information is sent home for you to fill out and return if you wish to order the pictures. In the spring, we also take class pictures which can also be ordered. Yearbooks are sold in the spring. Information will be sent home regarding yearbook sales.

## **LOST AND FOUND**

In order to avoid problems before they occur, we ask that you label everything that belongs to your child. We also request that you do not send valuable items (e.g. jewelry, family heirlooms) to school with your child. Please write a note to your child's teacher and report to the front office if your child is missing something. All lost and found items will be donated to charity the 1<sup>st</sup> and 15<sup>th</sup> of each month.

## **SCHOOL LUNCHES**

Children may bring their lunch from home or purchase a school lunch daily. If you would like to eat lunch with your child, you are encouraged to do so, simply sign in at the front office to receive a visitor's tag. Students may not be removed from the campus for lunch. We encourage healthy eating habits, so please limit the sugar intake in your child's lunch. There are to be no cans of soda, no carbonated drinks and no glass bottles in school. School lunches will be provided and can be purchased weekly or monthly. If a student forgets his/her lunch, we will notify the parent and request that a lunch be provided. If needed, we will allow the student to charge a hot lunch. **No child will be denied a lunch.**

### WEEKLY COST:

Lunch (including milk)

**Free to All**

## **FEES**

Any fees accrued **must** be paid to the front office, via the website, or through the phone app. If writing a check please make it out to HIVE Preparatory School. Please indicate what the fee is for in the memo portion of the check. If you ever have any questions about your account, please call the front office.

## **SCHOOL SUPPLIES**

Each teacher will distribute a list of the necessary school supplies for the class. The list can also be found on the web site; <http://www.hiveprep.com>. Some items will be used for the entire community and some may be for your particular child. Please make sure that your child is prepared for class each day with several sharpened pencils, crayons and anything else requested by the teacher.

## **TEACHER CONFERENCES**

Parent-Teacher Conferences are available Mondays and Thursdays after school. In order to schedule a conference please contact the front office. We encourage you to have conferences more often as effective communication is one of the cornerstones of education.

## **COMMUNICATION**

You can contact the Main Office (305-231-4888) during the hours of 7:00 a.m. - 4:30 p.m. Our Voice Mail system can be reached at any time throughout the day or night. Through this system, you can call your child in absent, contact the after-care program (786-219-9465); leave a message for anyone on our staff including your child's teacher. Please feel free to use this number whenever you feel it is necessary as teachers and other staff members check their messages regularly. **Please remember to check your child's backpack daily for letters and bulletins announcing upcoming events.**

## **IMMUNIZATIONS**

Please make sure that all of your child's immunizations are kept up to date. For the current MDCPS Immunization requirements, please visit the [Comprehensive Health Services website for Dadeschools](#).

## **STUDENT ACCIDENTS**

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and a STUDENT ACCIDENT REPORT completed.

## **MAKE-UP WORK**

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to complete make-up work for excused absences. Principals may grant extensions to the make-up time limit for extenuating circumstances. Regarding make-up of the work missed as a result of unexcused absences, the principal shall establish site-specific policies that encourage both regular attendance and high academic achievement, and shall review and modify these policies from time-to-time as required to maintain and improve their effectiveness.

## **FIELD TRIPS**

The HIVE Preparatory School's Governing Board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

## **WITHDRAWALS**

A Withdrawal Slip is necessary when a child leaves school during the school year. If you will be withdrawing from HIVE Prep, please contact the main office. Be sure that all school property has been turned in by the child before he or she leaves the school.

## **REPORT CARDS**

Report cards will go home every quarter. The chief purposes of this report are:

- to help parents understand the child's progress in relation to the school's objectives;
- to help parents share in planning for future progress; and
- to help the child grow through an evaluation of his habits, attitudes, and achievements.

## **BIRTHDAY CELEBRATIONS**

Birthday celebrations must be approved by the teacher and Principal at least 48 hours in advance. Birthday celebrations will only be celebrated during the student's lunch time. **As per Federal**

**Regulations, only store bought food (with visible ingredients may be served.** This allows the school to monitor each food or drink item for allergies or concerns. No soda may be served in school at any time. Only juice boxes, water and milk are acceptable drinks.

Due to liability, no individual under the age of 18 may attend the celebrations. Only two adults for each birthday celebration will be permitted.

### **ILL CHILDREN**

Sick children belong at home so they can recuperate and not spread their illness to others! Children who become ill or injured will be escorted to the office. A pass must be filled out properly each time a child is sent to the office. Children are allowed to lie down in the office for fifteen (15) minutes. If a longer rest period is necessary, the parents will be called to pick up the child.

### **MEDICATIONS**

All medications must be administered through the office. The proper paperwork must be completed and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever are not allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

### **EMERGENCY PLAN**

**We ask that you please take a moment to review the seriousness of these drills with your child.**

#### **Fire Drill (Specific Campus Plan)**

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room and at least sixty feet (30 steps) away from the building.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Do not lock your doors so that the fire crews have access. The lights and air conditioning should be turned off. In case of an emergency, the teacher may use his/her discretion as to whether the lights may be turned off.

Fire drills are required by State Law at least once each quarter. HIVE Preparatory School feels that the students and staff need to be prepared, so our drills are practiced monthly. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again.

#### **Bomb Threat/Serious Threat or Endangerment**

Turn off radios! No exceptions. Radio transmissions can activate devices. Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, and evacuation

signal will be issued. The signal will be the fire alarm signal. All students and staff members, with the exception of the Administrative staff, MUST evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the walkie-talkie system. Upon leaving the classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags or packages. 911 will be called by the Administrative staff and the Bomb Squad will be sent to investigate. The Principal or site designee will meet in the office to begin the search pattern. A staff member may volunteer to assist with the search, but is not required to do so. If no foreign object is found, students and staff will remain outside the building until the Bomb Squad permits access back into the building. No student or staff member should re-enter the building until the all clear signal is given.

### Tornado (Hurricane) Drill

A tornado warning will be given verbally over the walkie-talkie system or by a message carrier. All students and teachers are to enter the designated area and crouch on the floor with their arms covering their heads. If there is imminent danger, the teacher should instruct the pupils to lie face down, draw their knees up under their body and cover the back of their heads with their hands or a book. The pupils should take protective cover under a desk and away from windows or glass if at all possible. Those who cannot get under their desk will crouch at an interior wall with their heads covered.

### Serious Incident

Should a situation occur where student/staff safety is concerned, an announcement will be made over the walkie-talkie. Make sure you are on channel one. The announcement will say, "We are in Code Red Lock Down Mode, remain inside until further notice."

At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from all windows. When there is no longer an emergency, the following announcement will be made over the intercom system, "Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine."

### Bio-hazardous Threat

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to a designated area (Appendix C). All air conditioning units are to be turned off immediately. In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

### Emergency Evacuation

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. A walkie-talkie announcement will be made by Administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. ALL students and faculty will leave their classrooms, and proceed in an orderly fashion toward the designated location. This event is not practiced, so it's imperative that all students are aware of procedures.

## **GRIEVANCE PROCEDURES FOR PARENTS**

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- Parent presents problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to the Administration or designee, or any other member of the Board.
- Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.
- Parent presents problem to the Administration or designee of HIVE Preparatory School, in writing, within 5 school days, if problem is unresolved.
- The Administration or designee reviews and considers problem. The Administration or designee and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Administration or designee informs parent of decision within 5 school days.

Parents may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Administration at least 24 hours before a Board meeting.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

## HIVE PREPARATORY SCHOOL - UNIFORM GUIDELINES

### **Official Uniform**

The official vendor for the school uniforms is Nationwide Embroidery. You must purchase the school polos through this vendor. A detailed list of uniform styles may be found at:

- [www.hiveprep.com](http://www.hiveprep.com)
- A uniform insert in the opening of school Parent Packet

Nationwide Embroidery  
869 NW 183<sup>rd</sup> ST  
Miami, FL 33169  
Call for store hours: 786-493-1117

We expect compliance with the uniform requirements and it will be strictly enforced. If your child is out of uniform, we will call you to bring in the appropriate uniform.

- The colors of the school polos are yellow, grey and black.
- The bottoms must be black or khaki uniform style bottoms and all pants, shorts and skorts must adhere to these guidelines.
  - Must be kept neat and with no holes
  - No skinny-style allowed
  - Must be sized appropriately
  - Shorts/Skorts must be longer than the fingertips of an outstretched arm.
- The official uniform must be worn every day.
- Please prepare for the cooler weather with an approved HIVE Prep sweat shirt or cardigan.

### **Jeans Days**

On certain Fridays, students may opt out of wearing their school uniforms bottoms and wear jeans. The jeans must adhere to the same requirements as uniform bottoms. Jean shorts, skirts and skorts are not acceptable. Uniform shirts must be worn with the jeans as well as uniform shoes. Any student who participates in Jean Day must bring in the \$1.00 cash. A detailed payment schedule will be sent out the first week of school. Parents may choose to pay weekly, quarterly or yearly.

## **Parental Agreement** **After School Care Program**

Each participating parent must acknowledge in writing having received, read, and understood the parental agreement, behavior agreement and payment schedule. Each parent and child agrees to abide by the policies set forth for the after school program.

- Payment must be made in full and on time by the first Friday of every month or as listed in the payment schedule. Failure to make payments may result in the child being withdrawn from the program.
- A late payment fee of \$5 will be charged automatically for payments not received by the due date of the service period.
- Parents that pick-up their child after 6:15 p.m. will be subject to late fee charges. After 6:15 p.m., a fee of \$1.00 per minute per child will be charged for late pick-ups.
- Any returned checks and bank service charges must be paid in cash within 24 hours of notification or the child may be withdrawn from the program.

### **PROGRAM**

A variety of activities, including homework assistance, indoor/ outdoor games, music, and arts & crafts have been planned for your child's time in our program.

### **SNACKS**

Each day a snack will be provided for your child after the end of the regular school day. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided by after school program, please contact our office. You will be responsible for providing a nutritious snack.

### **FEES**

Fees must be paid in advance, on a monthly basis, based on the payment schedule specified in the chart provided. Fees may be paid by credit/debit card, check, or money order at the front office or aftercare front desk. Front office hours are Mon.-Fri. 7:00 a.m. to 4:00 p.m. and ASC hours are 2:00 p.m. to 6:00 p.m. Fees may be paid through our online Web Store, Web App or school webpage. There will be no partial payments for partial use of services.

### **RELEASE OF CHILDREN**

Children may be picked up any time prior to 6:00 p.m., but they must be picked up **NO LATER THAN 6:00 p.m.** If an emergency arises you are expected to make arrangements so that your child will be picked up before 6:00 p.m. and to notify the program manager accordingly.

After 3 late pick-ups or if excessive late pick-ups occur (after 6:00 PM) the child may be removed from our program. Please be advised that our program is only designed to meet the needs of parents in our community that need their child(ren) to be in school until 6:00 p.m.. Therefore, if you anticipate any conflict with our schedule, you need to consider other means of after-school care.

**PAYMENT SCHEDULE**

Payments are due, in full, by 11:59 p.m. on the first Friday of each month (except for identified months). If the monthly payment is not received by this deadline, the student will not be allowed to attend the after school care program for the specific month.

**DISMISSAL PROCEDURES**

**PICK-UP**

Each child must be signed out from the after school program by an AUTHORIZED PERSON listed on the child’s registration form. Photo identification will be required until the staff is familiar with that person or persons. If necessary a pass will be issued to pick up the child from outdoor play area. Any other person not listed will be asked for photo identification and parent will be contacted by the program manager to verify if the child may be released.

**AUTHORIZED PERSONS**

ONLY those persons listed on your child's registration form and/or the school's official authorized list are considered authorized. Even family members if not listed, are not considered authorized to pick up your child. Verification by the program manager will be made with you before any child is released to a person not listed on the registration form. It is EXTREMELY IMPORTANT that you notify the program manager if there are any changes in the parent contact and/or emergency contact. Official changes to authorized pick list must be made in person with Front office staff during scheduled hours of operation.

**CHANGES IN PROCEDURES**

If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the office in person or in writing immediately. This will help ensure the safety of your child. If you pick up your child early from the regular day school program please notify the aftercare program.

**PROGRAM HOURS**

After School Care                      2:00 p.m. - 6:00 p.m.

If we can be of assistance, please do not hesitate to call us at (786) 219-9465. Our fax number is (305) 231-4881; please make fax attention to Before/After Care.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**HIVE Preparatory School**  
After School Care Program Behavior Contract

Date: \_\_\_\_\_

I understand that participation in the After School Care Program is not a right of students attending the school, but a privilege. As such, the school reserves the right to cancel participation in the program for any student based on behavior concerns.

I understand that my child will be afforded only three chances in response to inappropriate behavior prior to dismissal from the program. The first will be a warning, the second will necessitate a suspension from the program for a period of one to three days, and finally, the third infraction will necessitate automatic and permanent removal of my child from the Enrichment Program for the remainder of the school year. A severe infraction (e.g. fighting) may result in an immediate dismissal from the program.

I understand that if my child is removed from the Enrichment Program, then I will be required to provide transportation for them from school at 2:30 p.m. (Grades K-1) at 3:30 p.m. (Grades 2-5) and at 4:30 p.m. (Grades 6-8).

I agree to the contents of this contract and will ensure my child obeys the rules and policies of HIVE Preparatory School.

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Student Signature)

# CURRICULUM

Please refer to the **HIVE Preparatory School Curriculum Bulletin** found at [www.hiveprep.com](http://www.hiveprep.com) for more information.

## Social Media / Communication

Be sure to utilize the many different communication mediums utilized by HIVE Preparatory School. Each medium serves its own purpose, so be sure to register/download each one.

Facebook: [www.facebook.com/HIVEPrep](http://www.facebook.com/HIVEPrep)

Twitter: [www.twitter.com/HIVEPrep](http://www.twitter.com/HIVEPrep)

Instagram: [www.instagram/HIVEPrep](http://www.instagram/HIVEPrep)

MDCPS Portal: [www.dadeschool.net](http://www.dadeschool.net)