

HIVE Preparatory School

Parent-Student Handbook



2021 - 2022

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 st	8:00 a.m. - 2:00 p.m.
Students 2 nd – 5 th	8:00 a.m. - 3:00 p.m.
Wednesdays (K - 5)	8:00 a.m. - 2:00 p.m.
Students 6 th – 8 th	9:00 a.m. - 4:00 p.m.
Wednesdays (6 th – 8 th)	9:00 a.m. - 4:00 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.

Daily 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 st grades Dismissal
3:00 p.m. - 3:30 p.m.	2 nd – 5 th grades Dismissal
4:00 p.m. – 4:30 p.m.	6 th – 8 th 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 2021-2022

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. Cells 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 in 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.

Non-Discrimination Policy: The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

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

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin, for programs or activities receiving Federal financial assistance from the Department of Education.

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

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

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

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

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

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

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

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

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

School Board Rules 6Gx13-4A-1.01, 6Gx13-4A-1.32, and 6Gx13-5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 20

Admission, Registration and Immunization

ENTRANCE REQUIREMENTS

All future students must apply during the schools application period. Once lottery is held, all students who have been chosen will be called to register. The following documents and forms are to be provided upon initial registration:

- Enrollment package
- Original birth certificate
- Verification of age and legal name
- Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
- Two (2) verification of parent/legal current residence (address)

IMMUNIZATIONS

All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussistetanus (DTaP), hepatitis B, and varicella (chicken pox). Students with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend. A student who has not completed the required immunization will not be admitted to school.

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. This includes the bullying policy, zero tolerance policy, and academic integrity. Please access the entire student code of conduct at:

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

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. Students may not be given medication by volunteers.
3. Volunteers will not contact parents regarding student performance or behavior.
4. Classroom supervision and student discipline are the responsibilities of the teacher and school.
5. Permission for a student to leave the classroom must always be given by the teacher.
6. Volunteers are required to sign in and out.
7. For identification, volunteers are required to wear a name badge when helping with school activities.
8. Volunteers will be assigned only to staff members requesting assistance.
9. Punctuality and reliability are expected since teachers plan for volunteer assistance.
10. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
11. Volunteers should be in good physical and mental health.
12. Volunteers are expected to be well-groomed and dressed appropriately.
13. Volunteers should set a good example for students by their manner, appearance, and behavior.
14. 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

Volunteer Hours Q & A

1. **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.
2. **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.
3. **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.
4. **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:
 - Chaperoning field trips
 - Attending EESAC (Quarterly meeting dates are posted via website and meeting reminders are sent a week before.)
 - Attending Parent Academy meetings (2nd Tuesday of each month)
 - Assisting PTO activities and meetings (contact hivepreppto@gmail.com)
 - Assisting in classrooms
 - Assisting in the front office
 - Cafeteria duty (Always Needed!!)
 - Setting up and assisting at special events (i.e. Holiday Bazaar, Kindergarten Graduation, Field Day, Cross Country Day, etc.)
 - Classroom preparation (i.e. cutting things out, organizing materials)
 - Reading to a large or small group of children
 - Presenting to a group of children (i.e. Career Day)
 - Helping out with the Morning Care Program
 - Helping out with the After Care Program
 - Copying materials for teachers
5. **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).

6. **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.
8. **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.

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. If there is lightning, all dismissal must halt until the all clear is made by administration.

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 1st and 15th of each month.

SCHOOL MEALS

Children may bring their breakfasts or lunches from home or receive school meals daily. HIVE Prep participates in the National School Lunch Program <https://www.fns.usda.gov/nslp> which works closely with the school and the school's meal vendor to ensure that nutrition and safety are followed with the utmost importance. **No child will be denied a lunch.**

Meal Charges

- **Breakfast:** Free (all)
- **Lunch:** Free (all)
- **Snacks:** Free (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.

VISITORS

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will not be allowed in and will be escorted out.

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.**

- **Walk-In:** enter the front office, any time within school hours, and request to speak with an administrator or office employee. Alternatives or scheduling of an appointment may be required if the desired individual is not immediately available.
- **Phone:** Call the main office (305) 231-4888 during school hours
- **E-mail:** all faculty and staff e-mails are located within the About section of the school's website hiveprep.org
- **Blackboard:** utilize the discussion board, chat room, or e-mail sections within this platform
- **Class Dojo:** contact your classroom teachers directly to receive access to this application that allows for text messaging – like communication.
- **Parent Portal:** direct access to your child's academic gradebook as well as school district resources.

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.

ACADEMIC GRADES

Academic grades are to reflect the student’s academic progress. The grade must provide for both students and parents a clear indication of each student’s academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of “A,” “B,” “C,” “D,” or “F,” are not related to the student’s effort and conduct grades. Grades in all subjects are to be based on the student’s degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher’s best judgment after careful consideration of all aspects of each student’s performance during a grading period.

Grading Scale				
KINDER	GRADES 1-5	NUMERICAL VALUE	VERBAL INTERPRETATION	POINT VALUE
E	A	90% - 100%	Outstanding Progress	3.50 and above
G	B	80% - 89%	Above average progress	2.50 – 3.49
S	C	70% - 79%	Average Progress	1.50 – 2.49
M	D	60%- 69%	Lowest acceptable progress	1.00 – 1.49
U	F	0% - 59%	Failure	0.99 and below

EFFORT GRADES

Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher’s evaluation of a student’s effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student’s potential, study habits and attitude; including the students’ homework daily homework completion.

- An effort grade of “1” indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.
- An effort grade of “2” indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes

assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.

- An effort grade of “3” reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student’s ability.

CONDUCT GRADES

Conduct grades are to be used to communicate clearly to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

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.

HEALTH SCREENING

The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed. Vision, hearing, scoliosis and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical provider's office

SCHOOL EMERGENCY PLAN

HIVE Preparatory School has developed a school safety plan with the guidance of the Florida Department of Education's Office of School Safety.

The key components of this plan include:

- Creation of a School Safety Assessment Tool with the Florida Department of Education
- The staffing of a safe school officer or guardian throughout the entire school day
- The utilization of the FortifyFL mobile suspicious activity reporting tool
- A robust Mental health services department and training for faculty and staff
- Utilization of the State's standardized behavioral threat assessment instrument
- Monthly Threat Assessment Team meetings
- Facilities safety measures such as video camera, shatter-proof windows, and single point of entry.
- Implementation of monthly safety drills
 - Fire drill
 - Active Assailant Drill
 - Bomb / Hostage Drills

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
- A uniform insert in the opening of school Parent Packet

Nationwide Embroidery
869 NW 183rd 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.

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 After School Care 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 After School Care 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 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

Twitter: www.twitter.com/HIVEPrep

Instagram: www.instagram/HIVEPrep

MDCPS Portal: www.dadeschool.net