



KILLIAN OAKS ACADEMY

Your Child's Path to Success

10545 Southwest 97th Avenue Miami, Florida 33176
Main Office: (305) 274-2221 Business Office: (305) 972-4153
Website: www.KillianOaksAcademy.com

Dear Families,

We are thrilled to have you return and are looking forward to another year filled with enriching experiences. Our goal at Killian Oaks Academy is to continue to build a strong partnership with you and to celebrate together as our students attain personal, academic, and social success through our researched-based, customized, and personalized program. We are committed to providing our students and families with a safe environment, an excellent educational experience, and social-emotional health through our in-person and remote learning programs.

During our annual Staff Development Program, the staff continues to receive extensive training in research-based educational strategies and techniques that support our students' personal learning styles. We have put in practice new technologies including individual laptops for in-school use and the virtual learning platform Schoology to further enrich our students learning experience. It is our privilege to work together as a team with the common goal of helping your child attain personal success. By fostering our students' creative ideas and providing them with the tools to express them, anything and everything is possible.

Included in this packet you will find the Opening Plan which articulates our process for keeping our school as safe as possible for our students. Our Opening Plan is based upon the current guidelines recommended by the CDC, our accrediting boards, and our governor. The flexibility in our plan will allow us to continually adapt and revisit our needs based upon current trends. There is no plan that will completely and wholly eliminate the risk of the COVID-19 pandemic; for this we have included a waiver which must be submitted via email to the business office prior to the first day of school. Our plan was developed in a thoughtful and balanced manner which promotes safety first as we remain proactive and committed to you.

Included in this packet you will find the following:

- Killian Oaks Academy 2020-2021 Opening Plan
- Health and Safety Guidelines
- School Calendar 2020-2021
- Supply List
 - Emailed requests for the office to order supplies are due by August 24, 2020
 - Supplies may be submitted to the main office beginning on August 24, 2020
- Uniform, Dress, and Grooming Policy
- Uniform Requirements
- Killian Oaks Academy's Emergency Procedures
- Department of Health and Department of Education School Entry Exam and Immunization Requirements
- Homework Club / A.M. Care / Tutorials Fee Schedule
- Assumption of Risk and Waiver of Liability Relating to COVID-19
- Transportation Authorization Form

The first day of school for the 2020-2021 academic year is Monday, August 31, 2020 and is a scheduled Half Day. Individual Half Day dismissal schedules will be provided to each family. Students should arrive to school every morning by 8:10 a.m. On the first day of school, students will receive a copy of the Killian Oaks Academy Student & Parent Handbook, and will briefly review the handbook in class. The Student & Parent Handbook contains important information regarding the rules, regulations, and procedures of Killian Oaks Academy. The homework assigned on the first day of school is for students to continue the review of this handbook with their parents, and to submit a signed copy of the Student & Parent Acknowledgment of School Rules and Regulations form to the school by Tuesday, September 1, 2020.

The first week of school will conclude with a Half Day Noon Dismissal on Friday, September 4, 2020. Please be reminded that students who remain on campus beyond 12:00 p.m. on Half Days, and beyond 3:00 p.m. on days with No After School Activities, will be billed a late pick up fee. Afterschool activities are not available on Half Days. Kindly review our school calendar for important dates.

We will be operating on a staggered schedule for arrivals and dismissals during at least the first quarter of this school year, and individual schedules will be provided to each family. Students arriving between 7:30 a.m. and 8:00 a.m. will be placed in A.M. Care, and students being dismissed after 3:00 p.m. will be placed in Homework Club; please review the Homework Club / A.M. Care / Tutorials Fee Schedule included in this packet. Our homeroom times are an integral part of the academic day, and it is important for students to arrive on time and to not be dismissed early. Homeroom serves as an academic enrichment class, and it is during this time that the student's materials are organized, the lifeskill of the week is discussed and modeled, and structure is set. Our experience has been that students who are in attendance during the full duration of their homeroom classes are more successful and focused as they begin and conclude the school day. Homework Club and scheduled Tutorial Sessions conclude no later than 5:00 p.m. on regular dismissal days. Students who remain on campus beyond 5:00 p.m. on regular dismissal days will be billed a late pick up fee. To gain access to our campus when the gates are secured, please ring the gate bell or call the main office and enter through the southernmost gate. Please be reminded that students must always be signed in and out with a staff member.

Students are expected to arrive to school in proper uniform every school day. The school uniform and uniform items must be purchased from Dennis Uniform, located at 8807 S.W. 132 Street (www.dennisuniform.com). All uniform items should be labeled with your student's name in indelible ink. Please review the Uniform Requirements for the 2020-2021 school year, located in this packet. For hygienic reasons, we strongly recommend that hair be tied in a bun. We are temporarily suspending our Uniform Recycling Program, and will be unable to receive uniform donations at this time.

We will be utilizing the digital platform Schoology for posting and submitting assignments for all students. Students attending classes in-person will be provided with a KOA laptop for their personal use in school. Parents must provide a device with internet access and Adobe Reader (or higher) for use at home. For the families that have elected to participate in our classes virtually, teacher instruction will be delivered from their classrooms. Virtual students will participate in lessons as well as learning activities with their teachers in class; a quiet, distraction-free environment should be provided. Virtual students must log in daily to view teacher instruction, participate in classroom activities and assessments, be seated at a table with a wall or piece of furniture behind them, and must wear their full uniforms at all times. Classwork, homework, essays, tests and quizzes must be completed by the posted due date or time established by the teacher. Virtual students must complete schoolwork with the same standards that are placed upon them in an in-person environment. Attendance will be taken during each virtual session and students will be marked absent if not present.

During scheduled arrival and dismissal times, vehicles are to enter through the southernmost gate, remain in one lane and be pulled as far forward as possible to allow space for other vehicles, and exit

through the middle gate. Driver's cell phones must be turned off prior to entering campus. For the safety of our students, staff will escort students to and from their designated vehicles. Students are not permitted to walk themselves to their vehicle and must remain in the inner courtyard behind the interior gate until they are escorted by a staff member. Students must remain on the sidewalk at all times, will only be permitted to enter on the passenger side of the vehicle, and will not be granted access to the driver's side or to the trunk. Drivers should not leave their vehicle during dismissal time. At this time, we are unable to receive or dismiss students outside of their scheduled arrival and dismissal times. Please make arrangements for your student to remain home on days when they are unable to attend the full school day.

Visitors are currently not allowed on campus due to health and safety precautions. Once current guidelines change, we will again welcome visitors and volunteers. Volunteers must be approved in advance by administration and complete a VECHS Florida Department of Law Enforcement (FDLE) background check. Background check results may take up to two weeks to be received. Anyone interested in providing volunteer services, such as chaperoning field trips, are encouraged to obtain the VECHS FDLE background check at the beginning of the school year. The Academy particularly requests the participation of homeroom parents and special activities coordinators. Only parents/legal guardians of current students may chaperone field trips.

E-mails are sent to families on a regular basis. This is the primary source of communication provided to parents regarding reminders, school events, field trips, and general information. All inquiries may be sent to the general school e-mail address at Cavaliers@KillianOaksAcademy.com. Inquiries regarding finance-related questions, including your FACTS Tuition Management account, may be directed to our business office email address at Aiken@KillianOaksAcademy.com. The primary source of parent-teacher communication is through the Schoology platform. Please check for emails and review your Schoology account. Additionally, telephone calls to our offices are always welcome.

Please be reminded that cellular phones, smart watches, laptops/tablets and other electronic devices may not be brought to school. However, students who will not be in the care of their parent/legal guardian after school hours may bring a cellular phone. Phones must be left with an office staff member when arriving on campus, and they may retrieve it from an office staff member upon being dismissed.

Students are expected to bring their lunch in a sealed and labeled disposable plastic or paper bag. Thermoses, Tupperware, or other non-disposable items are not permitted as all items will be removed and thrown away once our students have finished their lunch. We recommend that lunches consist of a sandwich and dry snack. Students should also bring a water bottle as water fountains will not be accessible. If a student forgets to bring lunch, the parent/legal guardian will be contacted and must furnish the lunch to the office. Food delivery may not be ordered for students and delivered to the school. Students may not bring candy, "fast food", foods or drinks requiring a microwave or refrigerator, glass jars, or any liquids other than water. Students may not share food. Please be reminded that **Killian Oaks Academy is a peanut-free, tree nut-free, and shellfish-free school**. Students who have specific food allergies should have their lunch bags labeled with the allergy information. Please also confirm that all school enrollment and registration materials are updated with the correct allergy information for students.

Students are required to have annually updated medical forms in their cumulative files. These forms include the Florida HRS Form #680 Part A, and the DH Form #3040, commonly referred to as the "blue and yellow forms". There is a portion of the DH Form #3040 that needs to be completed and signed by the parent; please make sure that this component is completed prior to submitting it to the school. In addition, all students entering the seventh grade must be screened for scoliosis and submit the results to the school. All original forms must be completed and submitted to the business office via email at Aiken@KillianOaksAcademy.com prior to the first day of school.

Our students' health is very important to us. We would like to remind you that if your child demonstrates symptoms such as fever, cough, sore throat, body aches, headache, chills, fatigue, diarrhea, or any other symptoms outlined in our Opening Plan, he or she should remain at home. If these symptoms are observed while a student is in school, the parent/legal guardian will be contacted to pick up the student immediately. The student will be placed in a separate room with a staff member until the parent/legal guardian or designee arrives. Please review our Opening Plan included in the packet for further details.

Please feel free to contact the school if you have any questions. We are on a committed journey together, working toward a common goal: the success of your child. Thank you for your ongoing support and for entrusting us with the education of your magnificent children. My doors are always open to you. It is through our strong partnership that miracles truly happen!

Warmly,

A handwritten signature in cursive script that reads "Mercedes Ricón". The signature is written in black ink and is positioned to the left of the typed name.

Mercedes Ricón
Director



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Killian Oaks Academy 2020-2021 Opening Plan

Given national, state, county, and association guidelines, we plan to open school with:

- All students and faculty on campus with health, safety, and social distancing protocols in place as outlined in this letter.
- A five-day schedule, allowing homeroom teachers to teach core subjects with a Study Skills class allowing for our personalized program.
- Class groups limited to no more than 9 students with 1 teacher.
- An established schedule for outdoor learning and activities.

Arrivals and Dismissals

- Arrival and dismissal times will be on a staggered schedule. Parents will be informed of their arrival and dismissal schedule before school commences.
- During arrival and dismissal times, vehicles are to enter through the southernmost gate, remain in one lane and be pulled as far forward as possible to allow space for other vehicles, and exit through the middle gate. Driver's cell phones must be turned off prior to entering campus. Drivers and passengers are asked to remain in their vehicles at all times, and staff will escort students to and from their designated vehicles.
- Students, as well as any other individuals in the student's vehicle, must be wearing a CDC compliant mask or secured face covering prior to a staff member approaching their vehicle.
- Students will have their temperature taken with an infrared thermometer every morning prior to exiting their vehicle. Students that appear sick or have a temperature of 99.5°F or higher will not be permitted on campus. Daily temperature reads will be documented.
- Students will maintain social distancing during dismissal by keeping appropriate spacing and observing floor markings.
- All visitors, including drivers and parents/legal guardians dropping off or picking up students, must remain in their vehicle.
- If a situation arises where a parent/legal guardian or visitor is permitted on campus, they must be wearing a CDC compliant mask or secured face covering prior to exiting their vehicle, and will have their temperature taken with an infrared thermometer. All visitors with a temperature of 99.5°F or higher will not be permitted on campus. Temperature reads will be documented.
- Every individual, including students, will be required to use hand sanitizer upon entering the campus.

Group Sizes and Cohorts

- To meet CDC guidelines, we will limit our class sizes to no more than 9 students.
- Students will remain in their assigned classroom/cohort, or outdoor meeting space when appropriate, with their same classmates and teacher for the entire school day.
- Students will eat lunch in their classrooms, within their cohort.
- Students and staff will be encouraged and reminded to wash their hands frequently throughout the day.

- Killian Oaks Academy will establish a schedule for outdoor learning and activities to avoid the commingling of classes. This includes physical education.
- Shared classroom supplies will be eliminated and students will receive personal materials for their use. Students attending classes in-person will be provided with a KOA laptop for their personal use in school.

Personal Protective Equipment

- Cloth masks for students must be purchased from Dennis Uniform in white, navy blue, or khaki, and clearly labeled with the student's name. Cloth masks should be washed regularly to ensure cleanliness. Alternatively, CDC compliant surgical masks in solid white/blue may be worn.
- All faculty, staff, students, and drivers/passengers will be required to wear masks during arrival and dismissal.
- All faculty and staff will be required to wear masks and face shields when in close contact with students.
- Masks/facial coverings must be worn by every individual while on campus, including students.
- Safety glasses or face shields are recommended.

General Health and Safety

- Killian Oaks Academy will monitor the health of its students and staff daily.
- Parents are to observe the child's health, take daily temperature readings and report any unusual symptoms that may be a cause of concern for the school community. Staff will have similar responsibilities.
- Parents should communicate any special instructions or information to the school.
- All classrooms have close proximity to restrooms stocked with sufficient soap and paper towels for thorough hand washing.
- All classrooms have easy access to hand sanitizing stations and/or sanitizing wipes.
- There will also be hand sanitizing stations in many of the public spaces, hallways, and entry points.
- KOA admissions tours and Parent & Teacher Conferences may be scheduled to take place virtually.

Symptoms and Illness during School

- Children who become ill at school or exhibit symptoms associated with COVID-19 will be isolated in a specifically-designated room at school. Caregivers will be contacted and expected to pick up students immediately.
- Parents must ensure their contact information at the school is correct and promptly updated if there is a change.
- The school will keep a record and immediately send home anyone in the school community exhibiting the following symptoms (as defined by the CDC):
 - A temperature at or above 99.5°F
 - Muscle or body aches
 - Sore throat
 - Cough
 - Runny nose
 - Congestion
 - Headache
 - Shortness of breath
 - Stomach cramping
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Loss of taste or smell

- Any individual exhibiting symptoms associated with COVID-19, including those described above, must self-quarantine at home until all of the following are true:
 1. No fever (without the use of fever-reducing medicine) for at least 72 hours.
 2. Other symptoms have fully improved (no cough, shortness of breath, fatigue, etc.).
 3. A medical doctor's note provided upon return.
- The school reserves the right to require COVID-19 testing from any student or staff member.
- CDC recommends that individuals at higher risk for severe illness from COVID-19 consult with their doctor to assess their risk and determine if they should stay home or not.

When Someone Tests Positive for COVID-19

- Anyone in the school community that tests positive for COVID-19 must remain home until Killian Oaks Academy, in consultation with local health authorities, determines it is safe to return to school.
- Should someone test positive, the campus or classroom may close temporarily to allow for cleaning and disinfecting.

Campus Cleaning

- All classrooms will be cleaned and disinfected daily.
- Every effort will be made to use CDC and EPA-approved cleaners.
- The school will reduce the soft materials in the classrooms and select materials based on how efficiently they can be sterilized.
- Frequently touched areas such as entryway doors and handrails will be disinfected regularly throughout the day.

Afterschool Care

- Children in afterschool care will be in groups of no more than 9 students per classroom.
- Social distancing guidelines will be maintained.
- Note that afterschool care students will be exposed to other students not in their regular school day classroom, and these students may vary day to day.

At Home Expectations

- Monitor and respond to the symptoms of COVID-19 at home.
- Self-quarantine for 14 days, if possible, before the commencement of school.
- Communicate with school about home-based symptom screening and results.

Traveling

- CDC guidelines currently require all international travelers to self-isolate for 14 days.
- The State of Florida requires all travelers from New York, New Jersey, Connecticut, and Louisiana to self-isolate for 14 days.
- All families are required to report the destination visited by a traveler upon their return.
- All students who are exposed to a traveler from any of the mentioned locations, must self-isolate for 14 days.
- For the health and safety of our entire community, we strongly encourage students to limit their interaction with others for 14 days prior to returning to school. This helps ensure that we are promoting stable environments conducive to community health.
- Families that have traveled out of state or out of the country must quarantine for 14 days prior to returning to school.
- These policies are subject to change as the school receives more updated information from the CDC and local health officials.



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Health and Safety Guidelines

- All students, staff, parents/legal guardians, and visitors must be wearing a CDC compliant mask or secured face covering prior to exiting their vehicle while on campus.
- Face coverings should not be touched while in use, and hands should be washed frequently.
- Every individual arriving on campus will be required to have their temperature taken utilizing an infrared thermometer. Any individual with a temperature of 99.5°F or higher will not be permitted to remain on campus.
- Nonessential visitors and volunteers will be restricted from entering the campus.
- Students experiencing any cold symptoms should stay home.
- Students who appear sick upon arrival to campus will be asked to remain in their vehicle and return home for health monitoring.
- If a student appears sick and/or has a temperature of 99.5°F or higher during the school day, the parent/legal guardian will be contacted to pick up the student immediately. The student will be placed in a separate room with a staff member until the parent/legal guardian or designee arrives.
- Students will remain in the same group all day.
- Each student's belongings will be separated from others'.
- Desks and chairs will remain separated to meet an acceptable social distance standard.
- Surfaces (e.g. tables, door handles, sink handles) will be cleaned and disinfected daily. Cleaning products and supplies will be kept away from children.
- Shared drinking fountains will not be available for use.
- The lunch area will be closed in order to meet social distancing guidelines.
- Staff members experiencing any cold symptoms will be asked to stay home, and will not be permitted to return until they have met CDC guidelines.
- Any area used by a sick individual will be closed off, and will not be used again until it is cleaned and disinfected. Health Department guidelines will be followed.
- Those exposed to a person with COVID-19 will be advised to stay home, self-monitor for symptoms, and follow CDC guidelines if symptoms develop.
- A communication system for staff and families for self-reporting of symptoms and notification of exposures and closures is in place.
- In the event of a possible COVID-19 case, local health officials, families, and staff will be notified immediately while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- If it is determined that a person diagnosed with COVID-19 has been on our campus and poses a risk to the community, our campus will close for a short time (approximately 1-2 days) for cleaning and disinfection.



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Supply List 2020-2021

Below is a list of supplies that students should bring to school by the first day of classes. Students must acquire and submit the supplies listed under **All Students** as well as the supplies listed under student's **individual grade level**. These supplies are for the students' general use in the school, and are collected and distributed to their classes as needed. Kindly pack items neatly into a box or bag, and mark student's name on the box only; it is not necessary to put student's name on individual items. Virtual-only students should purchase applicable supplies for use at home.

For daily personal use, all students must have a zippered three-ring binder, commonly referred to as a "Trapper Keeper", with a zippered pencil pouch. Trapper Keepers should be placed in a backpack to transport to and from school. Please be reminded that backpacks with wheels are not permitted. Some subject teachers may request additional supplies on the first day of school.

If you would prefer to have our office order any or all of these supplies for you, please email your request by August 24, 2020, and we will gladly have your student's supplies delivered to the school. Fees will be billed through your FACTS Tuition Management account.

All Students		
✓	Quantity	Description
	1 box	12 count Blue Pens
	1 box	12 count Black Pens
	1 box	24 count #2 Pre-sharpened Pencils (Dixon brand recommended)
	3	Green 3-Hole Punched Plastic Folders with Pockets
	3	Blue 3-Hole Punched Plastic Folders with Pockets
	3	Yellow 3-Hole Punched Plastic Folders with Pockets
	3	Red 3-Hole Punched Plastic Folders with Pockets
	3	Purple or Gray 3-Hole Punched Plastic Folders with Pockets
	3	Black or White 3-Hole Punched Plastic Folders with Pockets
	4	Stretchable Fabric Book Covers
	1 package	Age-appropriate Lined Loose-Leaf Paper
	3 packages	White Ruled Index Cards (3x5 or 4x6)
	2	Avery Glue Sticks
	5	3-Ply Antibacterial Tissue Paper (Kleenex brand recommended)
	3 containers	Antibacterial Hand Wipes – 40 count minimum (Wet Ones brand recommended)
	3 containers	Disinfectant Wipes – 80 count minimum (Clorox or Lysol brand recommended)
	3	Rectangle-shaped Pencil Erasers
Items to be Kept in Student's Backpack or Desk		
	1	Zippered "Trapper Keeper" (minimum 3-inches)
	1	8GB (minimum) USB (electronic storage device/thumb drive)
	1	Ruler
	1	Rain Poncho
	1	Stylus (no pen) for Touch Screen Computers
	1	Pump-style Unscented Hand Sanitizer – 8 oz minimum (to be kept at student's desk)
	1	Black Headphones with attached Microphone (no earbuds)

Primary Program Students		
✓	Quantity	Description
	2 boxes	24 count Crayola Crayons
	1 box	8 count Crayola Broad Line Markers
	1 box	12 count Crayola Colored Pencils
	1 box	24 count Primary Jumbo Pencils
	3 packages	Primary Handwriting Paper (Pacon brand recommended)
	3	Primary Ruled Composition Notebooks (black & white marble)
	3 packages	Multicolored Construction Paper
	1 pair	Blunt-Tip Scissors (Fiskars brand recommended)

1 st and 2 nd Grades		
✓	Quantity	Description
	1 box	8 count Crayola Broad Line Markers
	1 box	12 count Crayola Colored Pencils
	6	Wide Ruled Composition Notebooks (black & white marble)
	3 packages	Beginning Handwriting Paper (Pacon brand recommended)
	1 package	1 Inch Rule Graph Paper
	3 packages	Multicolored Construction Paper
	1 pair	Blunt-Tip Scissors (Fiskars brand recommended)

3 rd through 5 th Grades		
✓	Quantity	Description
	1 box	8 count Crayola Broad Line Markers
	1 box	12 count Crayola Colored Pencils
	6	Wide Ruled Composition Notebooks (black & white marble)
	3 packages	Beginning Handwriting Paper (Pacon brand recommended)
	3	Cursive Primary Ruled Composition Notebooks
	1 package	½ Inch Rule Graph Paper
	3 packages	Multicolored Construction Paper
	1 pair	Blunt-Tip Scissors (Fiskars brand recommended)

6 th through 12 th Grades		
✓	Quantity	Description
	1 box	8 count Crayola Thin Line Markers
	1 box	12 count Crayola Colored Pencils
	6	College Ruled Composition Notebooks (black & white marble)
	1	¼ Inch Rule Graph Paper
Items to be Kept in Student's Backpack or Desk		
	1	Five Subject Spiral Notebook
	1	<i>Mathematics Concepts and Pre-Algebra Students:</i> Texas Instrument Scientific Calculator
	1	<i>Algebra and above Students:</i> TI-83 Plus or TI-84 Plus Graphing Calculator
	1	Non-Scientific Calculator: Casio MS-80B
	1	Plastic Swing Arm Protractor (clear or blue)
	1	Plastic Compass with pencil (blue, silver/gray, or black)



Uniform, Dress, and Grooming Policy

Please read and review this brief overview of the Killian Oaks Academy uniform policy. Students will receive the Student & Parent Handbook on the first day of school, which provides further details on all of our policies and procedures. Please also refer to the [Uniform Requirements](#) located in this packet for more information regarding the school uniform.

All students at Killian Oaks Academy are required to wear uniforms and must be in uniform at all times. The dress code is designed to promote focused study habits, to encourage neatness, to provide safety, and to avoid distractions as well as competition. Parental cooperation and participation is needed to provide guidance for the students to meet this prerequisite.

The dress code for all activities will be the Killian Oaks Academy uniform unless otherwise announced. Killian Oaks Academy white t-shirts (white with the navy blue Killian Oaks Academy logo) are permitted as part of the Physical Education dress code, and should be worn under the polo uniform shirt. Cloth masks must be purchased from Dennis Uniform in white, navy blue, or khaki. Alternatively, CDC compliant surgical masks in solid white may be worn. Killian Oaks Academy cannot be responsible for lost or misplaced clothing. Please make sure all uniform clothing and items are marked clearly with the students' names using indelible ink.

Uniforms must fit properly; clothing may not be over-sized, tight-fitting, sheer, mid-drift bearing or revealing. Pants and shorts must be worn at the waist. Shorts worn must be at least knee length. Girls who choose to wear shorts under the school jumper may only wear khaki shorts. Girls' jumpers and skirts may be no shorter than two inches above the knee. Shirts must be tucked in at all times. If an undershirt is worn, it must be solid white. Solid black leather belts are mandatory, not an option, for all students above the Primary Program. Jeans of any type are not permitted on campus at any time. Students' attire, hair, and overall appearance must be neat, tidy, and clean. For hygienic reasons, we strongly recommend that hair be tied in a bun.

On Formal Fridays, as well as during special occasions, both boys and girls must wear solid black penny loafers purchased at Dennis Uniform. On other school days New Balance style 623 or 624 sneakers in solid black, or Stride Rite Cooper sneakers in solid black, should be worn. Shoes that have lights or jingle, high tops, Sketchers, Crocs, Converse type sneakers, or Heelys (sneakers with wheels) are not allowed. Flip-flops, slip-ons, or sandals of any kind are not permitted. Socks must be in solid white or solid black.

Strapless, sleeveless, or "spaghetti strap" tops may not be worn. Jeans and sweatpants/joggers of any type are not permitted on campus at any time. Clothing should always contain appropriate images and verbiage. Students are not allowed to change clothes at school in order to attend outside activities.

Students may wear a maximum of one thin chain necklace no thicker than 1/8th inch with one pendant worn inside the shirt. Girls may wear no more than one small silver or gold stud earring in each ear. Girls may wear headbands or bows (no more than 2 pieces at a time) in navy blue, white, khaki, or any combination of these three colors; hair accessories should be ribbons only. One bracelet in silver or gold and no thicker than 1/8th inch may be worn; rubber bracelets or "costume jewelry" are not permitted. Watches must not have beeping capacity. Students should not have washable tattoos. Colored contacts may not be worn.

Should a student come to school out of the dress code, he or she will be asked to return home to obtain proper attire. Parents must arrive within thirty minutes of being notified.

School uniforms and shoes must be purchased Dennis Uniform, located at 8807 Southwest 132 Street, (305) 254-0000, www.dennisuniform.com. All uniform items must carry the Dennis Uniform insignia.

The following is a list of girls' uniform violations:

- Make-up, including lip gloss or lipstick
- Perfume
- Multiple earrings
- Dyed hair or shaved heads
- Fingernail polish or false nails
- Shoes with heels or platforms
- Feathers, "wraps", or any type of hair extension
- "Scrunchies", "banana" clips, or any plastic clips
- Rhinestones, jewels, or beads of any type in hair or on hair accessories
- Knee high socks, other than solid white
- Charm bracelets (or bracelets that jingle)
- Body jewelry, including gauges
- Hoop style, long, dangling, or colorful earrings

Boys' hair must be cut above the collar and have a minimum length of two inches. The following is a list of boys' uniform violations:

- Earrings
- Shaved heads or fade/buzz cuts
- Blow out hair styles
- Punk cuts, including Mohawks
- Dyed hair
- Cologne
- Body jewelry
- Facial hair
- Ponytails / buns

Formal Friday Uniform

Students must wear their Formal Friday Uniform every Friday, on all school trips, and on special occasions, unless otherwise specified. Shorts may not be worn on Formal Fridays. This uniform consists of the following:

- White oxford long sleeve shirt
- Navy blue blazer or blue vest
- Navy/white necktie or bowtie
- Black penny loafers
- Black leather belt
- Khaki slacks for boys, and khaki skirt or slacks for girls. Shorts may not be worn.

Cold Weather

In the event of cold weather (when the temperature drops below 55°F), students may wear a uniform jacket. Sweaters and jackets must be purchased at Dennis Uniform. Non-uniform items, including hooded sweaters and jackets, are not permitted. On very cold days girls may wear white, navy, or black tights. White turtlenecks may be worn under the uniform shirt during cold weather days only.

Students in the Primary Program

Primary Program students should wear bottoms with an elastic waist. This facilitates the process of using the restroom with greater independence. Primary students should not wear belts.

High School Students

Girls: High school girls may wear clear lip gloss without liner, eye shadow and blush of natural skin-tone colors, and black or brown mascara without eyeliner. Any makeup worn must be applied lightly and have a "natural" appearance. Traditional manicures in light pink or white, a traditional French manicure, or natural fingernails are allowed.

Please be reminded that the appropriateness of our students' attire and professional appearance is at the discretion of the school administration. If you have any questions about the dress code and/or grooming policies, please do not hesitate to call the school for clarification. We hope to encourage our students to develop a more formalized approach to the professional setting of our school.



KILLIAN OAKS ACADEMY

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Uniform Requirements 2020-2021

All Students		
Masks	White, Navy, or Khaki	Purchased at Dennis Uniform
Knit Top	White or Navy	Short or long sleeve with embroidery
Oxford Top	White	Long sleeve with embroidery
Oxford Top	White	Short sleeve with embroidery – <i>Monday-Thursday</i>
Blazer	Navy	Must be embroidered
Sweater Vest	Navy	Must be embroidered
Cardigan	Navy	Must be embroidered
Pullover Sweater	Navy	Must be embroidered
Necktie / Bowtie	Navy/White	Purchased at Dennis Uniform
Leather Belt	Black	Purchased at Dennis Uniform Pre-K through 3 rd : Velcro belt recommended
Primary Program through 3rd Grade		
Slack	Khaki	Elastic waist
Short	Khaki	Elastic waist
Girls Only		
Jumper	Khaki	Drop waist with embroidery
Blouse	White	Round Collar – <i>worn with jumper only</i>
Culottes	Khaki	Elastic waist
Skort	Khaki	Low Rise or Long
4th through 12th Grade		
Slack	Khaki	Purchased at Dennis Uniform
Short	Khaki	Purchased at Dennis Uniform
Girls Only		
Culottes	Khaki	Elastic waist
Skort	Khaki	Low Rise or Long
Hair Accessories		
Girls Only		
Headbands or bows (no more than 2 pieces at a time) may be worn in Navy Blue, White, Khaki, or any combination of these three colors. Hair accessories should be ribbons only: <ul style="list-style-type: none"> • No rhinestones, jewels, or beads of any type in hair or on hair accessories • No “scrunchies”, “banana” clips, or any plastic clips • No feathers, “wraps”, or any type of hair extension • Please visit Dennis Uniform for all options available. 		
Shoe Requirements		
All Students		
Sneakers worn Monday-Thursday	All Black	New Balance style 623, New Balance style 624, or Stride Rite Cooper Sneaker
Girls		
Primary through 3 rd Grades	Black	Mary Jane
4 th through 12 th Grades	Black	Penny Loafer
Boys		
Primary through 12 th Grades	Black	Penny Loafer



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Killian Oaks Academy Emergency Procedures

At Killian Oaks Academy, the safety of each and every student is of vital concern. Every effort is made to ensure that all students are in a safe and comfortable environment. We would like to thank you as parents for doing your part to ensure the safety of all students while on campus. Below, please find the school procedures in the case of an emergency.

Should it be necessary to close The Academy due to weather or any other emergency, The Academy will usually follow the decisions of the Miami-Dade County Public Schools for closing. A message will be placed on the school answering machine, and families will be updated via email. Keep in mind that The Academy will not necessarily follow the Public Schools decisions about re-opening.

Hurricane Watch: A hurricane watch indicates that there is a danger of a hurricane striking within the next 48 hours. The Academy will remain open during a hurricane watch, unless otherwise stated. Parents should feel free to pick up students in the event of this type of notification.

Hurricane Warning: A hurricane warning indicates that a hurricane may strike within 36 hours. Should a hurricane warning be issued, The Academy will be closed in order to prepare for the storm.

Tornado Watch: A tornado watch indicates that weather conditions are favorable for the development of tornados. The Academy will remain open during a tornado watch, unless otherwise stated. Parents should feel free to pick up students in the event of this type of notification.

Tornado Warning: A tornado warning indicates that a tornado has actually been sighted. Should that warning be issued for our area, students will be taken to the inside hall of the north building and away from the windows. If this is impossible, students will be asked to sit under desks and tables, and as far away from windows as possible.

Health Pandemic/Epidemic: In the case of a health-related pandemic or epidemic, Killian Oaks Academy will usually adhere to the policies of the Miami-Dade County Public Schools for closing. We recommend that you call Killian Oaks Academy in such a case to ensure that you are following the correct procedure.

Fire: Killian Oaks Academy conducts fire drills on a regular basis during different times of the day so that students may become familiar with this emergency procedure. A rapid, orderly evacuation of the building has always been accomplished during these drills. Each classroom has an evacuation plan posted by the door, and both teachers and students are responsible for knowing and practicing this exit route.

National Emergency: In the event of a national emergency, parents should monitor local news to determine the best course of action. However, Killian Oaks Academy recommends that parents pick up students at the earliest possible moment.



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Department of Health and Department of Education School Entry Exam and Immunization Requirements

In accordance with [Florida Statute 1003.22*](#), the Department of Health and the Department of Education require that each of the following forms be submitted before students' first day of attendance at Killian Oaks Academy:

- School Entry Exam form, DH 3040 (**original** form)
 - Parent must complete and sign Part I
 - Physician must complete and sign Part II
- Florida Certification of Immunization, Form 680 (**original** form)
- Scoliosis screening results (applicable only to students entering the seventh grade)

Please complete and submit these forms to our business office via email at Aiken@KillianOaksAcademy.com prior to the first day of school. Please feel free to contact us should you have any questions regarding these forms.

*[Florida Statute 1003.22\(1\)](#): Each private school shall require that each child who is entitled to admittance to kindergarten, or is entitled to any other entrance into a public or private school in this state, present a certification of a school-entry health examination performed within 1 year before enrollment in school.

*[Florida Statute 1003.22\(3\)](#): The Department of Health may adopt rules necessary to administer and enforce this section. The Department of Health, after consultation with the Department of Education, shall adopt rules governing the immunization of children against, the testing for, and the control of preventable communicable diseases.

*[Florida Statute 1003.22\(4\)](#): Each district school board and the governing authority of each private school shall establish and enforce as policy that, prior to admittance to or attendance in a public or private school, grades kindergarten through 12, each child have on file with the school a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health and further shall provide for appropriate screening of its students for scoliosis at the proper age. Such certification shall be made on forms approved and provided by the Department of Health and shall become a part of each student's permanent record.

*[Florida Statute 1003.22\(6\)\(b\)](#): No member of a district school board, or any of its employees, or member of a governing board of a private school, or any of its employees, shall be liable for any injury caused by the administration of a vaccine to any student who is required to be so immunized or for a failure to diagnose scoliosis pursuant to the provisions of this section.

*[Florida Statute 1003.22\(7\)](#): The parents of any child admitted to or in attendance at a Florida public or private school, grades prekindergarten through 12, are responsible for assuring that the child is in compliance with the provisions of this section.

*[Florida Statute 1003.22\(10\)\(a\)](#): Each district school board and the governing authority of each private school shall refuse admittance to any child otherwise entitled to admittance to kindergarten, or any other initial entrance into a Florida public or private school, who is not in compliance with the provisions of subsection (4).

*[Florida Statute 1003.22\(10\)\(b\)](#): Each district school board and the governing authority of each private school shall temporarily exclude from attendance any student who is not in compliance with the provisions of subsection (4).



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Homework Club / A.M. Care / Tutorials Fee Schedule

To enroll your student in an after school activity, send an email to our business office at Aiken@KillianOaksAcademy.com with your student's name and desired activity; for Tutorial Sessions, please include the days of the week and session length. Student's enrollment will roll over each month during the school year until a withdrawal request is received via email. Weekly fees are reflected below and selections will be billed in advance through your FACTS Tuition Management account on a monthly basis.

Please be reminded that students arriving between 7:30 a.m. and 8:00 a.m. will be placed in A.M. Care, and students being dismissed after 3:00 p.m. will be placed in Homework Club. Tutorial Sessions require pre-registration through the business office.

Activity	Time*	Weekly Fees
A.M. Care	7:30 a.m. - 8:00 a.m.	\$25.00
Homework Club	3:00 p.m. - 3:30 p.m.	\$40.00
Homework Club	3:00 p.m. - 4:00 p.m.	\$60.00
Homework Club	3:00 p.m. - 4:30 p.m.	\$80.00
Homework Club	3:00 p.m. - 5:00 p.m.**	\$90.00

*Afterschool activities are not available on Half Days. A \$2.00 per minute late fee will be assessed for each minute after 12:00 p.m. on these days, and after 3:00 p.m. on days with No After School Activities.

**A \$3.00 per minute late fee will be assessed for each minute after 5:00 p.m.

Tutorial Sessions			
\$50.00 per 30-minute session	\$70.00 per 45-minute session	\$90.00 per 60-minute session	\$130.00 per 90-minute session

Please note: Emailing your request to Killian Oaks Academy indicates that you understand that the fees selected will be reflected on your FACTS Tuition Management account. Selected fees shall be paid in full through FACTS within ten (10) days from the order date; please confirm all fees are cleared through FACTS prior to your student's first date of attendance in selected clubs. Any fees billed not paid by that date will incur a billing late fee equal to 7% of the total amount due or \$5.00, whichever is greater. Please do not remit payment directly to Killian Oaks Academy. Fees are non-refundable. **Credit will not be applied if a student is absent and misses a club or tutorial session.**



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Assumption of Risk and Waiver of Liability Relating to COVID-19

All students, families, staff, and faculty of Killian Oaks Academy have been provided with a copy of our Opening Plan for the 2020-2021 school year. Our Opening Plan provides detailed guidance regarding the rules and regulations we have implemented, as well as your personal obligations, in the midst of the ongoing COVID-19 pandemic. All students, families, staff, and faculty must follow the stated guidelines at all times to be permitted on campus. Killian Oaks Academy cannot guarantee that individuals studying or working at the school will not be exposed to COVID-19. In line with our Opening Plan, this form must be completed and submitted to our business office via email at Aiken@KillianOaksAcademy.com prior to our first day of school.

By completing and signing this form, you acknowledge and accept that you have thoroughly read and understood this waiver and our Opening Plan, that you will abide by the stated guidelines, and that you acknowledge and accept the potential risks.

In consideration of my/our child, _____, being allowed to participate in classes at Killian Oaks Academy and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Killian Oaks Academy cannot guarantee that you or your child will not become infected with COVID-19, and attending school could potentially increase the risk of you or your child contracting COVID-19.
2. I/We voluntarily assume the risk that my child and I/we may be exposed to or infected by COVID-19 by attending school and that such exposure or infection may result in personal injury, illness, permanent disability, and death.
3. I/We understand that the risk of becoming exposed to or infected by COVID-19 at Killian Oaks Academy may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Killian Oaks Academy employees, volunteers, and program participants and their families.
4. I/We voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my/our child or to myself including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I/we or my/our child may experience or incur in connection with my child's attendance during the 2020-2021 school year or participation in Killian Oaks Academy programming.
5. On my/our behalf, and on behalf of my/our child, I/we hereby release, covenant not to sue, discharge, and hold harmless Killian Oaks Academy, its officers, employees, agents, and representatives, from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.
6. I/We understand and agree that this release includes any claims based on the actions, omissions, or negligence of Killian Oaks Academy, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any activity during the school year.

For my/our child and I/us, I/we have read this Assumption of Risk and Waiver of Liability and Opening Plan documents, fully understand the terms, understand that I/we have given up substantial rights by signing, and sign freely and voluntarily without any inducement.

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Electronic/Scanned Signatures: Documents executed and transmitted electronically and electronic and/or scanned signatures shall be deemed original signatures for purposes of this document and all matters related thereto, with such electronic and/or scanned signatures having the same legal effect as original signatures.



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Transportation Authorization Form 2020-2021

Student Name: _____

Throughout the school year, you may choose to utilize a transportation company to transport your student to and from Killian Oaks Academy. Please be advised that if any student in the vehicle is experiencing cold symptoms or has a fever of 99.5°F or higher, none of the students in the vehicle will be permitted on campus. While selecting these services, we encourage families to:

- Request background checks and driving histories of drivers, copies of insurance policies, and copies of vehicle maintenance reports and logs for all companies and drivers that will be transporting your student.
- Ask specific questions such as: How long is the route to and from home to school? How much time will my child spend on the route roundtrip? How many stops will you visit after picking up my child from home or school? What other schools will you be visiting while my child is traveling with you?
- Only contract with drivers that are personally known to you.
- Verify quality and cost of service.

Please note that Killian Oaks Academy does not recommend or endorse any transportation company and is not liable for any services related to any transportation companies you may choose to utilize, nor do we advocate or partner with any transportation companies. Additionally, Killian Oaks Academy is not liable or responsible for any student or school property, or for student's conduct, during student's commute to or from school. Ridesharing services, including but not limited to Uber and Lyft, will not be permitted to transport students to or from Killian Oaks Academy; these companies have policies that require minors to be accompanied by an adult.

It is the responsibility of the parent to organize and communicate with designated transportation services. Please communicate your student's arrival and dismissal times with your transportation company, as well as dismissal procedures: vehicles are to enter through the southernmost gate, remain in one lane and be pulled as far forward as possible to allow space for other vehicles, and exit through the middle gate; driver's cell phones must be turned off prior to entering campus; drivers must sign students in and out with a staff member; students are not permitted to walk themselves to their vehicle; staff will escort students to their designated vehicles; drivers should not leave their vehicle during dismissal time.

If you will be utilizing transportation services at any time throughout the school year, please complete this form and submit to the business office via email at Aiken@KillianOaksAcademy.com. Killian Oaks Academy will not be able to release or accept any students to or from any transportation company without this completed form.

Company Name: _____

Contact Name: _____ Phone Number: _____

I hereby authorize the company listed above to transport my student to and from Killian Oaks Academy at any time throughout the 2020-2021 school year, and understand and agree to all stipulations stated within this notice.

Parent Name: _____

Parent Signature: _____ Date: _____

Electronic/Scanned Signatures: Documents executed and transmitted electronically and electronic and/or scanned signatures shall be deemed original signatures for purposes of this document and all matters related thereto, with such electronic and/or scanned signatures having the same legal effect as original signatures.