



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



**Academic Year Internship Program**  
*Invest in the future today*

**INTERNSHIP  
STUDENT TOOLKIT  
2024-2025**

**Student**



**FAMILY & COMMUNITY ENGAGEMENT**  
MIAMI-DADE COUNTY PUBLIC SCHOOLS

# *The School Board of Miami-Dade County, Florida*



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# *Introduction*

Are you looking to gain real-world experience in the workforce, as you plan your future career? An internship is one of the best ways to see firsthand what it really takes, while also enhancing your resume and making valuable connections.

Not sure which career path you plan to take? An internship is a great way to acquaint yourself with the opportunities and challenges of an industry, while also learning universal values like responsibility, accountability, and working with a team.

Since 1958, the Academic Year Internship Program has provided exciting opportunities for high school juniors and seniors in Miami-Dade County Public Schools. Through internships, you are paired with a community professional to gain experience and knowledge in your intended post-secondary field of study, and/or career. Internship providers who participate in the program share their time and talent to give you meaningful, career-related experiences.

The internship is designed for you take on the roles and responsibilities of a valued member of a company or organization. In turn, your attendance, punctuality, dress, and work ethic will reflect upon yourself, as well as your parents/guardians, teachers, school, and peers.

This handbook has been developed to help prepare you to successfully complete the internship program. It is your responsibility to read this handbook and understand the program rules and expectations.

Remember that your school internship coordinator and the Office of Family and Community Engagement (FACE) are here to support you. If you have any questions, concerns, or issues that arise, please contact your school-site coordinator.

Enjoy your internship!

# *Program Eligibility*

The Academic Year Internship Program is an honors elective course that can be taken for one or two annual credits, depending on your schedule. You earn local honors high school credit for your work at the internship site.

You must apply for the internship directly with your school internship coordinator in the Fall of your sophomore or junior year for placement in an internship for the upcoming school year.

If you participated in an internship as a junior, you may re-apply for placement with the same or a new internship provider during your senior year. If you would like to return to the same provider, you must express that to the internship provider and school-site coordinator.

To be eligible as an intern in this program, you must meet the following qualifications:

- Rising junior or senior
- Minimum un-weighted scholastic grade point average of 2.50
- Excellent school attendance
- Approval from your school internship coordinator
- Resume
- Public or private transportation

# *Student Roles & Responsibilities*

## **Pre-Internship**

1. Review eligibility criteria for the program.
2. Meet with your school's internship coordinator for requirements.
3. Apply at <https://aymiami.getmyinterns.org/Account/Register> before end of April 2024.
4. Complete all required forms for eligibility available through your school's internship coordinator.
5. Once approved by your school's coordinator, you may browse opportunities beginning April 2024.
6. SOLVE any transportation problems before considering a position.
7. Set up interviews with potential internship providers and clarify schedule in the interview.
8. Call to cancel any subsequent interviews once a position has been accepted.

## **Attendance**

You should not remain at the internship site after sundown, unless you have permission from the internship provider and a parent/guardian. Internship hours should be completed during the school week.

Regular attendance and punctuality are critical in this program. You should not miss scheduled days at the internship site and should always arrive on time. If a scheduled day is missed due to a Miami-Dade County Public Schools (M-DCPS) excused absence, as outlined in Board Policy 5200, you must provide this information to your internship provider in advance and you both must determine an appropriate time to make up the missed hours. (For example, making up missed hours by attending the internship on any day not regularly scheduled.) All make-up hours must be scheduled with the approval of the internship provider. You must notify the internship provider prior to any absence or late arrival to the internship site. Failure to do so will affect your grade.

You are not required to attend your internship on a scheduled day if it falls on a teacher planning day or school holiday. Please remind your internship provider of these days. However, you may choose to attend your placement on that day, if prior arrangements have been made with the internship provider.

In the event of an extended illness or absence, you and your internship provider may make alternative arrangements. You must notify your school internship coordinator of any changes in your schedule and/or proposed internship activities. You are also responsible for ensuring the internship provider always knows where you are while at the internship site.

Experience, knowledge, and course credit(s) are the benefits of the internship program. Time spent at the internship site may not be counted as community service hours, unless special arrangements are made to acquire those hours after the internship credit hours requirement is fulfilled.

## Required Course Hours:

- For one (1) honors credit the minimum number of required hours at the internship site is five (5) hours per week or forty-five (45) hours per quarter.
- For two (2) honors credits the minimum number of required hours at the internship site is ten (10) hours per week or ninety (90) hours per quarter.

## Finding Your Internship

You may utilize the search function on <https://aymiami.getmyinterns.org> to find different opportunities in Miami-Dade County, and must apply directly to the position. Once you have been selected to be considered for an interview, the provider will schedule the interview. Please be responsive to the notifications received from <https://aymiami.getmyinterns.org> and/or providers.

## Interviews

Once an interview has been scheduled, you must have a resume and dress in business attire. In the interview, you should discuss intended duties and schedule. The outcome of the interview must be relayed to the school's internship coordinator. If the provider approves you for the internship, he/she must click the "hired" button through the online system. Your internship will be finalized once your school internship coordinator makes the final approval of the match.

## Forms

Your school internship coordinator will provide you all necessary forms to submit to him/her to apply for the program. These forms are available on <https://aymiami.getmyinterns.org> and on pages 9, 10 and 11 as well as in the Appendix of this handbook.

- Required Student Procedures (Page 9) - Outlines how the program works.
- Intern Emergency Contact Information Sheet (Page 10) - Should be completed and submitted directly to internship provider with your parent/guardian's current home, work, and cellular phone numbers.
- Internship Timesheet - Online form is for you to record internship attendance hours and program activities each time you attend the internship. The timesheet must be approved by your internship provider, and you must submit it to your school internship coordinator by the deadline they give you.
- Parent/Guardian & Student Internship Cooperative Agreement (Appendix FM 7782) - Explains that you and your parent/guardian read and understand the purpose and intent of the Academic Year Internship Program.
- Parent/Guardian & Student Release Form & Liability Waiver (Appendix FM 7783) - Ensures that both you and your parent/guardian agree to the terms listed.
- Media Release and Parental Consent Form (Appendix FM 7489) - Allows our office to use photo/video content on our website and social media platforms.

## Performance Evaluation

Every nine (9) weeks, the Office of Family and Community Engagement will send a grade evaluation request directly to your internship provider who will evaluate you. The provider returns the completed grade evaluation directly to your school internship coordinator. All grade evaluations are due three weeks prior to the end of the quarter period. You are strongly encouraged to remind your provider to complete all grade evaluations by the deadlines.

Please refer to the Miami-Dade County Public Schools' master calendar, in the Appendix. Your school internship coordinator may also provide you with a log sheet, which must be signed by your provider to verify full completion of your required hours. Submit the log sheet directly to your internship coordinator by the deadlines they give you.

Toward the end of the academic year, you will be given the opportunity to evaluate your internship experience and internship provider. You are encouraged to complete the online survey, which the Office of Family and Community Engagement will send to you via email.

Your grade is based on your performance in the areas below:

- Attendance
- Punctuality
- Communication skills
- Interest level
- Motivation
- Reliability
- Accuracy
- Progress made toward development of projects
- Completion of all assignments

## Professionalism

Miami-Dade County Public Schools has a Code of Student Conduct (COSC) aligned with local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment in which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures.

Furthermore, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/ district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal.

Please refer to Board Policy 3210, [Standards of Ethical Conduct](#)



# Miami-Dade County Public Schools Academic Year Internship Program

## Required Student Procedures

1. Internship commitment is for the entire school year (August 2024 to May 2025).
2. Transportation difficulties or lack of interest cannot be an excuse to exit the program.
3. Please confirm transportation prior to committing to the internship.
4. Any changes in internship provider or student contact information must be approved by your internship coordinator and communicated to the coordinator of Office of Family and Community Engagement immediately. Changes are only accepted of exceptional circumstances.
5. Your coordinator may ask to maintain a timesheet signed by the internship provider.
6. Student must submit a copy of this form to the coordinator.
7. Student cannot participate in an internship if reporting to an immediate family member, or a residential business location.
8. Internship hours must be completed during the day.
9. Internship provider must submit a grade sheet directly to the internship coordinator before the end of the grading period.
10. Encourage your provider to submit your evaluation on time.

I have read and understand the Required Student Procedures. Non-compliance with the procedures may result in failure of a grading period and/or removal from the internship program.

Print Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Intern Emergency Contact Information

## Student Information:

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_

Alternative Contact Phone: \_\_\_\_\_

## Student Internship Schedule:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_



Academic Year Internship Program  
*Invest in the future today*



## **Student Checklist:**

### **Registration opens Friday, March 22, 2024**

- Complete all documents in the handbook & provide to your Coordinator:
  - Required Student Procedures
  - Emergency Contact Information Sheet
  - Parent/Guardian & Student Cooperative Agreement
  - Parent/Guardian & Student Release Form & Liability Waiver
  - Media Release
- Ensure you have Student Accident Insurance
- Apply for positions
- Participate in interviews
- Discuss with your coordinator which internship offers you would like to accept
- Be excited to invest in your future, today!

## **Reminders:**

- Complete weekly timesheets in the AYIP portal
- Create a schedule with your provider for the days and times you will report
- Ensure you are professional throughout your internship
- Document moments throughout the year with your provider & send photos to our office
- Complete the end of year student survey

# TIMESHEETS

## Timesheets

Show 10 entries

[+ Add New Timesheet](#)

Week	IF	Internship Provider	Timesheet Status	Timesheet Total
No data available in table				

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

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[Back to top](#)

### New Timesheet

[X](#)

**Start Date** 03/11/2024 **Internship Provider** Dummy Account **Job** AYIP Testing **Total** 4.00

	Date	Start Time	Break 1 Start	Break 1 End	End Time	Description	Total
<input checked="" type="checkbox"/>	03/11/2024 Monday	01:30 PM	--:--	--:--	03:30 PM		02:00
<input type="checkbox"/>	03/12/2024 Tuesday	--:--	--:--	--:--	--:--		
<input checked="" type="checkbox"/>	03/13/2024 Wednesday	01:30 PM	--:--	--:--	03:30 PM		02:00
<input type="checkbox"/>	03/14/2024 Thursday	--:--	--:--	--:--	--:--		
<input type="checkbox"/>	03/15/2024 Friday	--:--	--:--	--:--	--:--		
<input type="checkbox"/>	03/16/2024 Saturday	--:--	--:--	--:--	--:--		
<input type="checkbox"/>	03/17/2024 Sunday	--:--	--:--	--:--	--:--		

Status: Draft

[Close](#)

[Save](#)

[Save And Submit](#)

# TIMESHEETS

Submit the timesheet for the week of 03/11/2024



Are you sure you want to submit the timesheet for the week of 03/11/2024?  
Please correctly and honestly enter your internship hours. Would you please REVIEW and VERIFY before you submit? Once you submit your hours, you will not be able to edit the hours after you submit. Please let your coordinator know it is pending your provider's approval.

Cancel

Submit

Show 10 entries

+ Add New Timesheet

Week	Internship Provider	Timesheet Status	Timesheet Total
03/11/2024 - 03/17/2024	Dummy Account	Pending Approval	4.00

Showing 1 to 1 of 1 entries

Previous 1 Next

# BEST PRACTICES FOR ONLINE INTERVIEWS



## FIND A QUIET ROOM OR SPACE

You want to avoid interruptions and distractions during your interview.

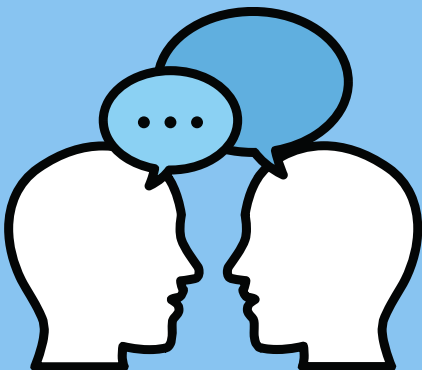


## DO A TEST RUN BEFORE THE INTERVIEW

A test run ensures you have time to work out the kinks and avoid issues at the time of the interview.

## PREPARE QUESTIONS

You should have a list of questions to ask before you begin interviewing.



## DRESS PROFESSIONALLY

You might not be meeting in person, but first impressions are still key.

## MAINTAIN EYE CONTACT

The best way to maintain eye contact during an online interview is to look directly at the camera and not the screen.

# Academic Year Internship Program

## Effective tips for working remotely

You will need to adhere to your employer's policies while conducting work from a remote location.

### Know Your Tools

Avoid frustration & maintain productivity by testing technology & accessing files remotely before you need it.



### Set Your Space

Find a comfortable, quiet spot where you can focus & maintain an ergonomically-sound work environment.



### Structure Your Day

As appropriate, keep your same work hours on a daily basis. It's important to maintain boundaries around ours. Plan for meal breaks just like you could in the office.



### Communicate

You won't "see" everyone in the hallways, but it's very important to stay connected with your Supervisor/Mentor. Stay connected via video calls, emails, and phone calls.



### Be proactive with your Manager

Keep your supervisor up to speed on your accomplishments, struggles & areas in which you need assistance. Plan to provide regular & frequent status reports as appropriate.



### Avoid Distractions

Plan your work space & schedule to minimize distractions. Limit interactions with family members, friends, & pets to break periods or after your work day ends.



### Keep Healthy

Make sure you periodically stretch, walk around, & frequently look away from your screen. Use your calendar if you need a reminder!



### Adhere to Policies

While you are working remotely, you are still "at work". Be sure to follow your employer's policies and guidelines to ensure you are being efficient with your time.



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FAMILY & COMMUNITY ENGAGEMENT  
MIAMI-DADE COUNTY PUBLIC SCHOOLS

1450 N.E. Second Avenue, Room 202  
Miami, Florida 33132



**Academic Year Internship Program**  
*Invest in the future today*

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Program Manager

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***FIND OUT MORE:***

@MDCPSCOMMUNITY

WWW.ENGAGEMENTMIAMIDADE.NET/INTERNSHIPS

CONTACT INFORMATION





**The School Board of Miami-Dade County, Florida**  
**Parent/Guardian and Student Internship Cooperative Agreement**  
**Academic Year Internship Program**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities of the student and parent/guardian that must be considered.

**The Student agrees to comply with all requirements found in the Student Internship Handbook:**

1. Adhere to rules, regulations, and safety protocols of the business and act in an ethical matter;
2. Provide his/her own transportation to place of internship, if applicable;
3. Inform the internship provider and the instructional supervisor in the event of illness or emergency that prevents attendance;
4. Be in attendance and punctual on the job and for all specified meetings;
5. Not voluntarily quit/resign a job without previous authorization from the internship provider and the instructional supervisor; and
6. Understand that the instructional supervisor is the recognized authority for making any adjustments or changes in the internship program. This principle applies regardless of whether or not the student obtained his/her own internship position.

**The Parent/Guardian agrees to:**

1. Ensure that their child follows internship provider/school expectations of the program, including adherence to the rules, regulations and safety protocols of the business;
2. Support the policy of requiring the student to complete the length of the internship program;
3. Understand that the student is responsible for his/her own transportation; and
4. Understand that Miami-Dade County Public Schools (M-DCPS) will not be held liable in case of accident/injury on the way to and from internship. Student must obtain M-DCPS Student Accident Insurance to be eligible for the program.
5. The internship provider may not be subject to the same background screening requirements as M-DCPS employees, and M-DCPS makes no representation and takes no responsibility for enforcement, verification or vetting of the same.
6. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.

We, the undersigned, agree that we have read and understand the purpose and intent of the Internship Program. The term of the Agreement shall not exceed one year from date of execution. The School Board reserves the right to terminate this Agreement without cause by giving the Student and/or Parent/Guardian thirty (30) days' written notice.

\_\_\_\_\_  
Student Name Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**The School Board of Miami-Dade County, Florida**  
**Parent/Guardian and Student Release Form and Liability Waiver**  
**Academic Year Internship Program (In-Person Internship)**

It is agreed and understood by \_\_\_\_\_ ("parent/guardian"), the parent/guardian of Miami-Dade County Public School's ("School Board") student \_\_\_\_\_ ("the Student"), that the Student will be participating in an *in person* internship from \_\_\_\_\_ to \_\_\_\_\_ (dates of internship) with \_\_\_\_\_ ("Internship Provider Company").

1. The School Board has been made aware that the Internship Provider Company and the Student have agreed to continue the above referenced internship on an in-person basis.
2. It is understood that Internship Provider Company is controlled, organized, contracted, staffed and insured independent of the School Board. The Internship Provider Company is an individual legal entity, separate and apart from the School Board of Miami-Dade County, Florida. The Internship Provider Company is not a part of, or under the care, custody or control of The School Board of Miami-Dade County, Florida.
3. As such, the School Board is unaware if this Internship Provider Company has taken all mandatory precautions in response to the COVID-19 pandemic. It is incumbent upon both the Internship Provider Company as well as the Student and Parent/Guardian to assure that safe practices are followed at all times during this internship.
4. It is further understood that the School Board will not be held responsible for the supervision of safety or sanitation practices or procedures at the Internship Provider Company, nor can the School Board be held responsible for the contraction or spread of any disease during the Student's internship. By participating in this internship on an in-person basis, the Student and/or Parent/Guardian assume the risk that the Student may unavoidably be exposed to a communicable disease such as COVID-19.
5. **I do hereby knowingly and voluntarily forever release the School Board from any and all claims for damages or personal or other injuries which may be suffered or experienced during this internship as a result of the COVID-19 pandemic or any other communicable disease.**
6. I do also agree to indemnify and defend the School Board against any claims brought by or on behalf of any person, known or unknown, for damages or personal injury or other injuries suffered during this internship or for any other claims related in any way to the internship and COVID-19 or any other communicable disease.
7. I do further agree to indemnify and defend the School Board against any and all claims for property damage or personal injuries alleged to have been caused by the participation in this internship. For purposes of this Release Form and Liability Waiver, the School Board includes all employees, agents, and trustees, and other representatives (past, present, or future).
8. I agree and understand that participation in the internship, as described above under the conditions set forth in this Release Form and Liability Waiver, are sufficient and adequate consideration for the release, hold harmless, and indemnification contained in this agreement.

Student Print Name:

Student Signature:

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF PARENT OR GUARDIAN IF UNDER 18 YEARS OF AGE**

Guardian Print Name

Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MEDIA RELEASE PARENTAL CONSENT FORM**

\_\_\_\_\_  
(Date)

Dear Parent:

Please be advised that during the year your child may be photographed, videotaped, or interviewed at various school sponsored events. With your consent, the photograph, video or interview may be reproduced and released for use in the media, i.e., newspapers, brochures, videos, television, the internet, and Miami-Dade County Public Schools websites and social media platforms such as Facebook, Twitter, etc.

Please indicate your preference below.

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Student's ID)

Yes.

My child's photograph/video/interview **may** be reproduced and released for use in the media.

No.

My child's photograph/video/interview **may not** be reproduced and released for use in the media.

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

\_\_\_\_\_  
(Date)

Return this signed form to:

CONTACT PERSON: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL TELEPHONE: \_\_\_\_\_



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2024-2025 SCHOOL CALENDAR

### ELEMENTARY AND SECONDARY



JULY 2024				
M	T	W	T	F
1	2	3	<del>4</del>	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024				
M	T	W	T	F
			1	2
<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
(12)	(13)	(14)	(15)	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	T	F
<del>2</del>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	T	F
	1	2	(3) <sup>a</sup>	4
7	8	9	10	11
14	15	16	17	(18)
(21)	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	T	F
				1
4	(5)	6	7	8
<del>(11)</del>	12	13	14	15
18	19	20	21	22
<del>25</del>	<del>26</del>	<del>27</del>	(28)	29

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20) <sup>a</sup>
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
<del>30</del>	31			

JANUARY 2025				
M	T	W	T	F
		<del>1</del>	<del>2</del>	<del>3</del>
6	7	8	9	10
13	14	15	(16)	(17) <sup>a</sup>
<del>(20)</del>	(21)	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
<del>(17)</del>	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
(31) <sup>a</sup>				

APRIL 2025				
M	T	W	T	F
	(1)	2	3	4
7	8	9	10	11
14	15	16	17	(18) <sup>a</sup>
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<del>(26)</del>	27	28	29	30

JUNE 2025				
M	T	W	T	F
2	3	4	(5)	(6)
<del>9</del>	<del>10</del>	11	12	13
16	17	18	<del>(19)</del>	20
23	24	25	26	27
30				

- New Teachers Report
- Teacher Planning Day
- District-wide Professional Learning Day
- Teacher Planning Day available to opt
- Recess Day (10 month)

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Legal Holiday (12 month)
- Available to opt

DAYS IN GRADING PERIOD	
1 - 45	
2 - 46	
3 - 43	
4 - 46	

*180 Days Total*

For information on employee opt days, please refer to the back of calendar.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2024-2025 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

August 12, 2024	Teacher planning day; not available to opt; no students in school
August 13	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 14	Teacher planning day; not available to opt; no students in school
August 15	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
October 3 *+##	Teacher planning day; no students in school, available to opt
October 18	End first grading period; first semester
October 21	Begin second grading period; first semester
November 5	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 20*+##	Teacher planning day; no students in school, available to opt
December 23 – January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End second grading period; first semester
January 17*+##	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
February 17	All Presidents Day; holiday for students and employees
March 21	End third grading period; second semester
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*+##	Teacher planning day; no students in school, available to opt
April 1	Begin fourth grading period; second semester
April 18*+##	Teacher planning day; no students in school; available to opt
May 26	Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school

**NOTE:** Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 5, 2024	June 6, 2025
Assistant Principals and 10-month clerical	August 5, 2024	June 13, 2025
Cafeteria Managers	August 7, 2024	June 6, 2025
Satellite Assistants	August 9, 2024	June 5, 2025
All Instructional Staff, Paraprofessionals & Security	August 12, 2024	June 6, 2025
Assistant to Cafeteria Managers/MAT Specialists	August 13, 2024	June 5, 2025
Cafeteria Workers (part-time)	August 15, 2024	June 5, 2025

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 8, 9, 2024, or June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 1, 2, 2024 or June 16, 17, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.