

MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

# BENT TREE ELEMENTARY

4861 SW 140<sup>th</sup> Avenue  
Miami, FL 33175

(305) 221-0461

Office Hours: 8:00am – 4:00pm

After School Care Hours: 7:00am – 6:00pm



Website: <http://benttree.dadeschools.net>

Twitter: <https://twitter.com/btelementary>

Facebook: <https://www.facebook.com/BTEFalcons>

Instagram: [https://www.instagram.com/BTE\\_Falcons](https://www.instagram.com/BTE_Falcons)



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

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Dr. Steve Gallon III

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**Superintendent of Schools**

Mrs. Valtena G. Brown

**Deputy Superintendent/Chief Operating Officer, School Operations**



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **Vision Statement**

*We provide a world class education for every student.*

## **Mission Statement**

*To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.*

## **Values**

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

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

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

**Innovation** - *We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.*

**Accountability** - *We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.*



MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK



**Miami-Dade County Public Schools**

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**

Dr. Lawrence S. Feldman, Chair

Dr. Marta Pérez, Vice Chair

Dr. Dorothy Bendross-Mindingall

Susie V. Castillo

Dr. Steve Gallon III

Perla Tabares Hantman

Dr. Martin Karp

Lubby Navarro

Mari Tere Rojas

August 2017

Dear Parent/Guardian,

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On behalf of the School Board and the more than 40,000 employees of Miami-Dade County Public Schools, it is with much enthusiasm that I welcome you to the 2017-2018 school year. The school district's employees are energized and eager to greet your child and contribute their talents to imparting him/her with the knowledge and skills needed to thrive in an increasingly globalized society. Students will be provided with a world-class education that challenges them in a supportive environment that fosters creativity, curiosity, and celebration of improvement and success.

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This Parent/Student Handbook outlines the major policies and procedures that guide student life in our school system. I strongly encourage you to familiarize yourself with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein. Furthermore, it is my hope that you and your child will avail yourselves of the numerous resources available. As a parent/guardian, you are a vital partner in your child's education and are welcome to actively participate in school and district functions. For more information regarding specific resources and activities at your child's school, please contact the school directly.

Thank you for your partnership and continued support of Miami-Dade County Public Schools. It is our privilege to educate your child.

Sincerely,

Alberto M. Carvalho  
Superintendent of Schools

AMC:cg  
L36

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, Florida 33132  
305-995-1000 • [www.dadeschools.net](http://www.dadeschools.net)



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August 20, 2018

Dear Parents/Guardians,

It is with great excitement that we welcome you back to the 2018-2019 school year! It seems that in the blink of an eye summer has given way to a new and exciting school year. As we reflect back on last school year, we are so proud of the work done by our students, parents, and teachers. We hope to build on the support and successes of last year and look forward to our continued partnership. As your Principal, I will continue to cultivate a school culture where all educational programs are conducive to student learning and development. As we begin the 2018-2019 school year, we must continue to set the bar for our goals high and surpass our greatest expectations.

With the new school year comes a new sense of excitement and anticipation. Our academic focus will be classrooms that are guided by literacy, problem solving, critical thinking, and writing. In order to adequately prepare our students for secondary school and beyond, we feel strongly that these principles are necessary for student success.

We hope to continue collaborating with all of you to find ways to provide our students the finest educational experience in our school system. If we continue to find ways to come together in the name of our students to meet the challenges that face us each school year, then we know we will be in for another outstanding year.

I want to express my sincere appreciation to all of you for your pledge and commitment to Bent Tree Elementary School and the success of all our students. I am proud to lead the students and staff of Bent Tree Elementary through a wonderful school year!

Sincerely,

Emily Falcon  
Principal



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August 20, 2018

Dear Parents/Guardians,

Welcome back to Bent Tree Elementary for the 2018-2019 school year. The teachers and staff are energized, enthusiastic and prepared to provide quality educational opportunities for our students. I believe it will be an exciting, enriching and rewarding year of learning.

Remember, the school and home working together can produce successful students.

I look forward to having you as a partner in the education of your child during the 2018-2019 school year!

Sincerely,

Carmen Ruiz- Garcia  
Assistant Principal



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## Bent Tree Elementary



### **Vision Statement**

Bent Tree Elementary School advocates excellence through the provisions of high academic standards and the infusion of character education in an effort to create well-rounded individuals who will be an asset to the community and become exemplary citizens. The conveyance of the importance of goal-setting and home, school, community connections, and the relevance of technology and the internet are utilized as avenues to promote future success.

### **Mission Statement**

The mission of Bent Tree Elementary is to provide our students with a challenging educational program that will develop intellectual, social, emotional, and physical growth in a positive and supportive environment as we encourage, empower, and expect each student to become a productive member of society. All students will be given the tools needed to become active learners that access information and synthesize ideas to solve real world problems.



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Staff Roster

**Mrs. Emily Falcon, Principal**

VPK

Stephanie Otaño  
Michelle Skalski

Kindergarten

Davile Espinosa  
Diomarys Marrero  
Lourdes Roldan

First Grade

Stephanie Fonseca  
Margarita Bonachea  
Christina Diaz

Second Grade

Yamile Celado  
Tara Deloach

Second/Third Grade

Carla Ullivarri

Third Grade

Lourdes Bauza  
Natalie Robau  
Maria Zabala

Fourth/Fifth Grade

Maria Amador  
Kristine Christie  
Perla Lape  
Raiza Pou  
Yoanka Valdes

Special Area Teachers

Anne Barker-Lashley – Art  
Adriana Ortega – ESOL  
Antonio Farah – PE  
Maria Lima – Adaptive PE  
Idamari Fernandez – Spanish  
Claudia Cosgaya – Spanish  
Robert Rocha – Music  
Ana Rodriguez- Media Clerk

Office Staff

Maggie Gayoso - Registrar  
Alicia Martinez – ASC Secretary  
Graciela Peral – CIS  
Susan Stemmer – Secretary/Treasurer

**Mrs. Carmen Ruiz-Garcia, Assistant Principal**

SPED Self-Contained Teachers

Glenda Aliaga  
Lianne Batlle-Baez  
Johana Catano  
Ana Cheng  
Conchita De La Campa  
Jacqueline Escobar  
Leticia Fernandez  
Jany Garcia  
Raquel Hernandez  
Janet Martell  
Jorge Rodriguez  
Natalia Rodriguez  
Vivian Ruiz

VPK Paraprofessionals

Kimberly Kurland  
Margarita Olivera

SPED Paraprofessionals

Aida Arrieta  
Esther Iglesias  
Ofelia Madrigal  
Doris Maru  
Ramona Mirabal  
Maria Noda  
Andres Rodriguez  
Deborah Suarez  
Claudio Ulloa

SPED Resource/Inclusion Teachers

Ana Bravo  
Janet Egued  
Alexandra Hernandez  
Sarah Gomez

Support Personnel

Ana Castellanos – Speech Pathologist  
Arlen Correa - Counselor  
Detra Roberts - Interventionist

Custodial Staff

Frank Galvez – Head Custodian  
Jose Padron – Lead Custodian  
Jorge Acosta  
Yolanda Marin

Javier Perez

Security

Angela Lescano  
Esther Suarez     Anthony Montgomery



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## Feeder Pattern Schools

### Elementary Schools

Ethel K. Beckham Elementary  
Bent Tree Elementary  
Marjory S. Douglas Elementary  
Greenglade Elementary  
Joe Hall Elementary  
Zora Neale Hurston Elementary  
Royal Green Elementary  
Village Green Elementary

### Middle Schools

Paul Bell Middle School  
Howard McMillan Middle School  
W.R. Thomas Middle School

### Middle/High School

Miami Arts Studio 6-12 @ Zelda Glazer

### High School

G. Holmes Braddock Senior High School



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## School Information

- **Early Sign Out**  
The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness).
  
- **Late Arrival**  
Students who are tardy to school must report to the Main Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.
  
- **Lost and Found School Policy**  
Items, clothing, etc. found will be placed in a designated area located in the main office.
  
- **Opening and Closing Hours of Schools**  
Miami-Dade County Public Schools opening and closing hours for students are as follows:

<u>GRADE</u>	<u>2018-2019 SCHOOL HOURS</u>
Pre-K, K, 1st	8:20 a.m. - 1:50 p.m.
2nd – 5th	8:35 a.m. – 3:05 p.m.
ALL Grades	DISMISSAL AT 1:50 P.M. ON WEDNESDAYS

## Important Dates

- **Back to School Nights – Open House**

School Level	Window Period	School Date
Elementary/K8 Center	September 4-7, 2018	September 5, 2018

- **Interim Progress Report & Report Card Distribution**

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/21/2018	11/09/2018
2	11/30/2018	2/01/2019
3	3/01/2019	4/12/2019
4	5/03/2019	6/21/2019



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Monthly Calendar of Events will be sent home with students and placed on the school website.

## **Academic Programs – Student Progression Plan (SPP)**

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

## **Birthdays**

No birthday parties are permitted.

## **Bring Your Own Device (BYOD)**

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

## **Clinic**

The clinic will be used for students who are ill. The nurse will contact parents or persons named in the emergency contact information. No medication or treatment may be administered by any school personnel. No child may bring or take any medication unless proper documentation is on file in the office, and only under supervision of trained personnel.

## **Closing of School**

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

## **Arrival/Dismissal**

### ***Morning Arrival/Supervision***

- **Parents are not permitted to drop off students at their classrooms.**
- Parents who drive students to school will use the drop off lane in front of the school. The movement in this lane **should be continuous**. Drivers should only stop long enough to safely allow passengers to disembark. **Parking in this area is not permitted.** Parents who walk students to school will drop off students at the front of the school or at the cafeteria.
- Pre-Kindergarten, Kindergarten, and First Grade students will wait in the Cafeteria at their designated tables. At 8:10 am students in Pre-K, Kindergarten and First Grade will be escorted to class by their teachers.
- Students in grades 2-5 will report to the patio after breakfast. At 8:25 am students in 2<sup>nd</sup>-5<sup>th</sup> grade will be escorted to class by their teachers.
- Bent Tree staff members as well as Safety Patrols will be located throughout the campus to assist student who arrive late.

### ***Breakfast***

- **Parents are not permitted in the cafeteria for breakfast with the exception of parents of children in the Explorer and Pre-K Program (with a special pass).**



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- The building will open at 7:30 am for student arrival for breakfast.
- Breakfast will only be available for students.
- Before School Care will continue to operate during their regularly scheduled times 7:00 am-8:20 am. Only Before School Care students will be permitted into the building prior to 7:30am.

## ***Dismissal***

- PK-1<sup>st</sup> Grade parents will be allowed to go to the designated gate area to pick up their child(ren) every day **EXCEPT Wednesdays**.
- Parents of students in grades 2- 5 will remain in their vehicles while in the Pickup lane in front of the school. Children will be taken to their appropriate vehicle. The movement in this lane **should be continuous at all times**. Drivers should only stop long enough to safely allow children in the vehicle.
- On **Wednesdays, all parents will remain in their vehicles** while in the Pickup lane in front of the school. Children will be taken to their appropriate vehicle. The movement in this lane **should be continuous at all times**. Drivers should only stop long enough to safely allow children in the vehicle.

All students who are not picked up by 2:05pm or 3:20pm will be taken to the office. Parents must park and come into the office to pick up their child.

The safety of our Bent Tree Elementary students is everyone's job. If students are to be kept safe, everyone (parents, staff, and students) must cooperate by following all school procedures and being patient and cautious at all times. **It is important to understand that there is no supervision for students prior to 7:30 am when the building opens for breakfast, unless your child is enrolled in the Before School Care Program. Please remember to use crosswalk when crossing the street.**

**Rainy Day Dismissal:** Students are to remain in their classrooms during a rainy day dismissal. Parents will be allowed to enter the building and pick up their children from their classrooms at dismissal.

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

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

- Per District Policy, students must be in school a minimum of two hours to be marked present.

## **Excused School and Class Absences and Tardies**

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the office.
3. Death in family



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4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee. The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

### **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

### **Fieldtrips**

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

### **Homework**

Principals are encouraged to work with teachers and parents to implement guidelines found in [Homework Policy 2330](#). Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).



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## **BENT TREE ELEMENTARY SCHOOL - HOMEWORK POLICY**

Bent Tree Elementary recognizes that one of the main purposes of the elementary school is to begin training in the habits of independent study by establishing good work habits and reinforcing skills. This can be done by making assignments that can be carried out without the supervision of the teacher. The responsibility becomes a threefold goal: teacher, student and parents.

### **Teacher Responsibilities**

- The teachers will show evidence of homework assignments in their lesson plans.
- The teachers will check and review the assigned homework. Homework assignments will not be given as punishment or as busy work.
- The teachers are to give homework assignments that are well within the capabilities of students, and can be adapted to individual needs, interests and capacities.
- The teachers are to make sure assignments are clearly understood by student and can be done by the student without help from others.
- Homework assignments will be checked, or graded, and recorded in the gradebook.

### **Student Responsibilities**

- The student is to ask questions pertaining to the assignment during the time the assignment is given or at the teacher's convenience.
- The student must put forth his/her best effort to do the homework assignment and to complete it by the due date.
- The student is to turn in the completed assignment in an acceptable manner to his/her teacher.
- The student is to copy all assignments in her/his assignment book, and bring home necessary books and materials.

### **Parent Responsibilities**

- The parent is to provide appropriate time and space free from interruption in order for the student to be able to concentrate without disturbance.
- The parent should encourage the child to finish the assignment or do the required amount of study for the evening.
- The parent should be available for advice or consultation; however, the student should assume the ultimate responsibility.

The homework policy of the Miami-Dade County School Board emphasizes the importance of reading and encourages parents to become involved in the implementation of the homework guidelines, which include a marked emphasis on reading.

One way that parents can support a renewed emphasis on meaningful homework is to ensure that their children read daily. Of course, parents or other family members should make every effort to read to students who cannot read on their own.

The recommended daily homework averages are as follows:

<u>Grade Level</u>	<u>Frequency</u>	<u>of Assignments</u>	<u>Total Daily Average (All Subjects)</u>
K – 1	Daily (5 days a week)		30 minutes
2 – 3	Daily (5 days a week)		45 minutes
4 – 5	Daily (5 days a week)		60 minutes

**All students must read 30 minutes daily in addition to regular homework assignments.**



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## **Mealtime Environment**

School lunchtime should be an opportunity to encourage healthy lifestyle, promote socialization that will affect early behaviors.

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

- **Free Breakfast**  
Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.
  
- **Free/Reduced Price Lunch Program**  
The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

- **Meal Prices**

Breakfast	School Lunch	Prices
All Students No Charge	Elementary Students	\$ 2.25
Adults \$ 2.00	Middle/Secondary Students	\$ 2.50
	Reduced Price lunch, all grade levels	\$ 0.40
	Adults	\$ 3.00

- **PAYPAMS**  
Miami-Dade County Public School’s Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child’s meals with a credit or debit card at [paypams.com](http://paypams.com). Parents/guardians create an account in PayPams for the child, and will be able to access the following:
  - a. view the account balance
  - b. schedule automatic payments
  - c. receive low-balance e-mail reminders
  - d. view a report of daily spending and cafeteria purchases
  
- **Peanut Allergies/Peanut-Free School**  
Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **Parent Academy**

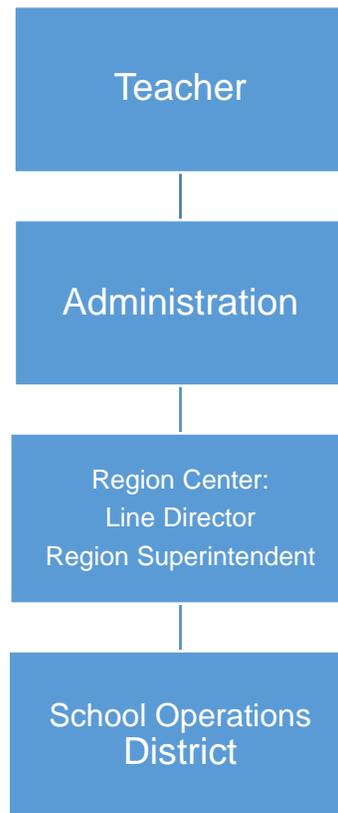
Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children’s lives, including helping children learn, parenting skills, financial management, and health and wellness.

The Parent Academy supports parents in becoming more involved in their children’s education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call The Parent Academy at 305-995-2680.

## **Protocol for Addressing Concerns**

For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order below.



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## **Recess**

Recess is supervised, unstructured playtime where children have choices, develop rules for play and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.

Schools shall provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5, so that there are at least 20 consecutive minutes of free-play recess per day.

## **Safety and Security**

- ***Code Yellow/Code Red***

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

- ***Emergency Operations Plan***

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.



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BeSafe Anonymous Reporting System (Insert Flyer)

[http://hoover.dadeschools.net/portable\\_doc/68128\\_Be\\_Safe\\_Anonymous\\_Reporting\\_System\\_Flyer.pdf](http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf)

- **Fire Drills**

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

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. 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 be considered a trespasser and is subject to arrest.

## **School Activities/Clubs**

All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 – Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

- **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

## **School Class Picture Process**

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff.

At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **School Transportation**

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick up and delivery. Information on student bus assignments will be posted on the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact their child's school for information.

## **Special Education**

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

## **Student Records**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **Student Services**

The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilinguistic populations enrolled in Miami-Dade County Public Schools.

## **Student Success Centers**

The Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) exhibiting Level III-IV behavior and (with Region approval) habitual Level II infractions of the Code of Student Conduct.

## **Toolkits**

- [Back to School Toolkit](#)

## **Transgender**

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students; and best practices to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular and social) in ways that preserve and protect their dignity.

## **Uniform Policy**

To promote a safe and supportive learning environment and improve school safety and discipline, all students in K-8 schools shall participate in a mandatory uniform program.

### Tops

White, Green, or Red polo shirt

- Shirts must be neatly tucked-in.
- Tank tops and shirts exposing the stomach area are not allowed.

### Bottoms

Navy blue or khaki slacks/pants (loose fitting), skorts, or shorts.

- Slacks/pants must be worn at the waistline with a belt.

### Shoes

- CLOSED shoes and socks are required as students participate in Physical Education and/or Recess daily.

### Students will not be allowed to wear the following articles of clothing:

- Spandex material pants/ or skirts
- Hats, bandanas or sweat bands
- Flip-flop sandals, clogs, or other shoes without back straps



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- Written messages, pictures or symbols on clothing that portrays ideas which are inimical to the health, safety and welfare of students e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
- Clothing with metal studs, chains, ornaments, or other objects which can scratch furniture, damage property, or cause bodily harm.
- Halter tops, tube tops, tank tops, see-through blouses or shirts, bare backs, bare midriiffs, sleeveless t-shirts
- Shorts, sweat pants, biker shorts, or Capri pants
- Short dresses or skirts rise above the knee.
- Denim or jean pants or skirts, and overalls
- Accessories and/or gloves that cover hands, wrists, and/or neck are prohibited

### Verifications of Residency

If verification is not provided or acceptable, the Superintendent may verify the student's residence.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under [F.S. 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [F.S. 95.525](#).

### Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none"> <li>•Day chaperones for field trips</li> <li>•Classroom assistants</li> <li>•Math and/or reading tutors.</li> </ul>	<ul style="list-style-type: none"> <li>•Certified Volunteers</li> <li>•Mentors</li> <li>•Listeners</li> <li>•Athletic/Physical Education assistants</li> <li>•Overnight chaperones.</li> </ul>

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.



MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

**APPENDIX A – School Calendars**



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2018					August 2018					September 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	X	5	6			1	2	3	X	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					
October 2018					November 2018					December 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	18	19	20	21	
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	29				
January 2019					February 2019					March 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	X	X	X	X					1					1
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15
20	22	23	24	25	19	20	21	22	18	19	20	21	22	
28	29	30	31		25	26	27	28		23	24	25	26	27
April 2019					May 2019					June 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				28	29	30	31						

<table border="0"> <tr> <td style="text-align: center;"></td> <td>New Teachers Report</td> </tr> <tr> <td style="text-align: center;"></td> <td>Teacher Planning Day</td> </tr> <tr> <td style="text-align: center;"></td> <td>Teacher Planning Day - (No Opt)</td> </tr> <tr> <td style="text-align: center;"></td> <td>District-wide Professional Development Day</td> </tr> </table>		New Teachers Report		Teacher Planning Day		Teacher Planning Day - (No Opt)		District-wide Professional Development Day	<table border="0"> <tr> <td style="text-align: center;"></td> <td>Recess Day</td> </tr> <tr> <td style="text-align: center;"></td> <td>Beg/End of Grading Period</td> </tr> <tr> <td style="text-align: center;"></td> <td>Secondary Early Release</td> </tr> <tr> <td style="text-align: center;"></td> <td>Legal Holiday</td> </tr> </table>		Recess Day		Beg/End of Grading Period		Secondary Early Release		Legal Holiday
	New Teachers Report																
	Teacher Planning Day																
	Teacher Planning Day - (No Opt)																
	District-wide Professional Development Day																
	Recess Day																
	Beg/End of Grading Period																
	Secondary Early Release																
	Legal Holiday																

Days In Grading Period	
1-46	
2-44	
3-43	
4-47	

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 16, 17	Teacher planning days; no students in school
August 20	First Day of School; begin first semester
September 3	Labor Day; holiday for students and employees
September 10*+##	Teacher planning day; no students in school
September 19*+##	Teacher planning day; no students in school
September 27	Secondary early release day
October 25	End first grading period; first semester
October 28	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 29	Begin second grading period; first semester
November 6	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 12	Observation of Veterans' Day; holiday for students and employees
November 21*+##	Teacher planning day; no students in school
November 22	Thanksgiving; Board-approved holiday for students and employees
November 23	Recess Day
December 24-	Winter recess for students and all employees with the exception of Fraternal Order of
January 4, 2019	Police Employees;
January 17	End first semester and second grading period
January 18*+##	Teacher planning day; no students in school
January 21	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22	Begin third grading period; second semester
February 18	All Presidents Day; holiday for students and employees
March 14	Secondary early release day
March 22	End third grading period; second semester
March 25-29	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 1	Begin fourth grading period; second semester
April 11	Secondary early release day
April 19*+##	Teacher planning day; no students in school
May 9	Secondary early release day
May 27	Observance of Memorial Day; holiday for students and employees
June 6	Last Day of School; end fourth grading period; second semester
June 7	Teacher planning day; not available to opt; no students in school



MIAMI-DADE COUNTY PUBLIC SCHOOL  
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**APPENDIX B –Commonly Referenced School Board Policies**

Please refer to <http://www.dadeschools.net/schoolboard/rules/> to  
view full policies

**Academics**

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
  
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
  
- 2370.01 – VIRTUAL INSTRUCTION
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
  
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
  
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
  
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
  - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
  - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 5410 - STUDENT PROGRESSION PLAN
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

## **Accident Reports/Incident Reports/School Safety**

- 3213 - STUDENT SUPERVISION AND WELFARE
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
- 5540 - INVESTIGATIONS INVOLVING STUDENTS
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- 5772 - WEAPONS
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 7217 - WEAPONS
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 8405 - SCHOOL SAFETY
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURESThe District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

## **Admission, Registration and Immunization Requirements**

- 5112 - ENTRANCE REQUIREMENTS
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - 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)
- 5114 - FOREIGN STUDENTS
  - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.
- 5320 – IMMUNIZATION
  - All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

## **Animals on District Property**

- 8390 - ANIMALS ON DISTRICT PROPERTY
  - Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
  - All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
  - Students are not allowed to bring pets to school.

## **Anti-Discrimination Policy**

- 3362 - ANTI-DISCRIMINATION/HARASSMENT
  - The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation,



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.

- This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- **5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**
  - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.
- **5517.01 – BULLYING AND HARASSMENT**
  - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- **5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
  - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

## **Attendance Policy/School Hours**

- **5200 – ATTENDANCE:**
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## **Ceremonies & Observances**

- 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
  - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

## **Class Size**

- CLASS SIZE STATE STATUTE
  - Florida citizens approved an amendment that set limits on the number of students in core academic classes in public schools. The amendment requires classes to be in compliance at the class level. However, pursuant to language passed by the 2013 Florida Legislature in HB 7009 and subsequently approved by the Governor, amending Florida Statutes 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to s. 1003.03 for a school or program that is a public school of choice is measured by the average number of students at the school level.

## **Clinic**

- 5330 – USE OF MEDICATIONS
  - The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

## **Code of Student Conduct**

- 2451 - ALTERNATIVE SCHOOL PROGRAMS



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- The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- 5136.02 - SEXTING
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- 5500 - STUDENT CONDUCT AND DISCIPLINE
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct 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, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
- 5511 - DRESS CODE AND SCHOOL UNIFORMS
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

## **Digital Conversion/Social Media**

- 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

## **Equal Opportunity**

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
  
- 5111.01 - HOMELESS STUDENTS
  - Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

## **Fieldtrips/School Social Events**

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
  - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.
  
- 5850 - SCHOOL SOCIAL EVENTS
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
  
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

## **Financial Obligations**

- 6152 - STUDENT FEES
  - The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction.

## **Food & Nutrition/Wellness Policy**

- 8500 - FOOD SERVICES
  - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students, and provide school food services



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

that contribute to the student's educational experiences and the development of desirable eating habits.

- 8510 - WELLNESS POLICY
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
  
- 8531 - FREE AND REDUCED-PRICE MEALS
  - All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

## **Fundraising**

- 5830 – STUDENT FUNDRAISING
  - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
  - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
  
- 6605 – CROWDFUNDING
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
  
- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

## **Health Screening**

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
  - 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,



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to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.

## Homework

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

## Internship

- 2424 - STUDENT INTERNSHIPS
  - Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.

## Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSA) rules and regulations and shall comply with the eligibility requirements established by the FHSA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
-  5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents' indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

## Parent Involvement

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.



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- 9210 - PARENT ORGANIZATIONS

- The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

- 8810 - THE AMERICAN FLAG

- The Pledge of Allegiance shall be recited at the beginning of the day in every school.
- A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

## **Privacy**

- 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

- Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

## **Schools of Choice/Magnet Schools**

- 2370 - MAGNET PROGRAMS/SCHOOLS

- Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.

## **School Transportation/Bus Safety Conduct**

- 8600 – TRANSPORTATION

- Students living more than two miles from their home school will be eligible for District-provided bus transportation. Students who attend school out of their home school zone will not be eligible for District-provided transportation.

## **Special Education**

- 2460 – EXCEPTIONAL STUDENT EDUCATION

The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

## **Student Activities**

- 5845 - STUDENT ACTIVITIES

- All clubs and organizations approved by the principal to operate within the school must comply with this district policy. A student who wishes to represent the school



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through interscholastic competitions or performance must comply with the criteria set forth in policy.

## **Student Records/Access to Student Records**

- **8330 - STUDENT RECORDS**

Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.

- **8350 - CONFIDENTIALITY**

- A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

## **Student Services**

- **2290 - CHARACTER EDUCATION**

- The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

- **5530 - DRUG PREVENTION**

- Schools shall strive to prevent drug abuse and help drug abusers through educational means.
- The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

## **Title I – School wide Program**

- **2261 - TITLE I SERVICES**

- The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

## **Visitors**

- **9150 - SCHOOL VISITORS**

- Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
- The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or



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creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

## **Volunteer Program**

- 2430.01 - SCHOOL VOLUNTEERS
  - The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent or his/her designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.



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## Anti-Discrimination Policy

### Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities 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.

**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 gender 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.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or



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discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

## In Addition:

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E  
Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <http://crc.dadeschools.net>

Rev: 08/2017

