

MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

COPE CENTER NORTH

9950 NW 19TH AVENUE; MIAMI, FL 33147

305-836-3300

9:00 AM – 4:00 PM

<http://copecenternorth.dadeschools.net/>



Instagram - #copecenternorth

Website - copecenternorth@gmail.com



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

Dr. Steve Gallon III

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Ms. Mari Tere Rojas

Bryce Febres, Student Advisor

Mr. Alberto M. Carvalho

Superintendent of Schools

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer, School Operations

Vision Statement



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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,

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.

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*



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MIAMI-DADE COUNTY PUBLIC SCHOOL
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Greetings Faculty, Staff & Students,

Welcome



WELCOME TO THE 2017-2018 SCHOOL YEAR!

I am Dr. Ebony N. Dunn, and I am elated to say that I am your new principal. As a new member of the Lioness Pride, I eagerly await meeting with each of you as we embark on our journey together this school year. This year will be full of excitement, hard work and dedication.

During my travels as an educator, I have come to realize a very important principle. We can only succeed at what we believe we can achieve. I believe that a successful educational institution has a culture of teamwork, dedication, and a venue to ensure that all stakeholders (staff, faculty, community partners, parents, etc.) are reaching a common goal and vision. ***WE can only succeed in what WE believe WE can achieve.*** If we are not together and on the same accord in believing what our vision and goals are, it will be very difficult to achieve them and to succeed.

Lions have been known for their Strength, Nobility, Bravery, and Royalty. More importantly, the lioness was known as a War Deity in ancient Egypt because of her ability to hunt with precision. Every move she makes while in pursuit of her goal has a purpose. As such, COPE Center North's Motto for this 2017/2018 School Year will be "**STRIVING FOR AND ACHIEVING SUCCESS VIA PRECISION**". This year, we will strive for success in every aspect of educating our students big and small.

Together ***WE will BELIEVE***, and ***together WE can ACHIEVE***. This will be an amazing year!

Educationally yours,

Dr. Ebony N. Dunn

Dr. Ebony N. Dunn, PRINCIPAL



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

What is COPE?

COPE (Continuing Opportunities for Purposeful Education) is a non-residential 6th -12th grade program established in 1968 by the School Board of Miami-Dade County, Florida to encourage pregnant/parenting teens to stay in school. This choice program provides continued learning opportunities for students who attend one of two centers in Miami-Dade. COPE Center North services students in grades 6th-12th (ages 12-18yrs). These students must reside between NW 12th Street to County Line Road.

GOAL



TO PROVIDE:

- ✓ **CONTINUED LEARNING EXPERIENCES FOR PREGNANT TEENS.**
- ✓ **A DROP-OUT PREVENTION PROGRAM FOCUSED ON GRADUATION WITH A HIGH SCHOOL DIPLOMA AND COLLEGE/CAREER READINESS**

PROGRAM

STUDENTS ARE:

- ✓ **ELIGIBLE TO REMAIN ENROLLED AT COPE WITH THEIR CHILD/ CHILDREN FROM AGES 4 WEEKS TO 3 YEARS OLD.**
- ✓ **OFFERED PARENTING EDUCATION**
- ✓ **ENCOURAGED TO SELECT A FAMILY PLANNING METHOD IN ORDER TO AVOID A SUBSEQUENT PREGNANCY WHILE STILL IN SCHOOL**
- ✓ **WHEN A CHILD REACHES 4 YEARS OF AGE AT THE END OF A CURRENT SCHOOL YEAR THE PARENT MUST RETURN TO THEIR HOME SCHOOL OR ADULT CENTER (WHICH EVER IS APPLICABLE) AND CHILD SHOULD BE REGISTERED IN A VPK PROGRAM.**
- ✓ **COPE CENTER NORTH DOES NOT ISSUE A HIGH SCHOOL DIPOLMA. AFTER STUDENTS, HAVE COMPLETED THEIR GRADUATION REQUIREMENTS, THEY RETURN TO THEIR HOME SCHOOL TO RECEIVE THEIR HIGH SCHOOL DIPOLMA OR CERTIFCATE OF COMPLETION DEPENDING ON WHICH APPLIES.**



COPE CENTER NORTH

Vision Statement

Given the leadership of the school and commitment by all staff members to make students succeed. COPE Center North will provide a culture for learning for middle and high school teen parents as well as a nurturing environment for infants and toddlers, aged four weeks to three years old, that is motivational, promotes social, emotional and personal growth and has the academic rigor to propel students to become productive citizens.

Mission Statement

In conjunction with the faculty, staff, parents, and community partners, our mission is to prepare infants and toddlers for school readiness through the use of creative design and to develop the academic potential of teen parents to reach their educational goals and become life-long learners through collaboration and the creation of student career pathways.



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HISTORY

Continuing Opportunities for Purposeful Education (COPE) was established in 1968 in order to provide an educational environment designed to meet the unique needs of school- age expectant mothers and adolescent parents.

Since its inception, COPE has provided services to more than 8,000 students, many of whom have excelled in professional careers. The curriculum includes core subjects, vocational courses in family and consumer sciences, health science, and parenting. Community- based services include health care, child care, parenting, family planning, legal information, group dynamics, and resource speakers.

The COPE Centers were leased on the properties of The Church of the Incarnation and St. Luke Baptist Church until new facilities opened in 1991 and 1992. COPE has experienced continued growth with respect to its curriculum, faculty, and administration and futuristic expectations.



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**COPE CENTER NORTH
FACULTY & STAFF LIST
2017/2018 SCHOOL YEAR**

DR. EBONY N. DUNN, PRINCIPAL

LANGUAGE ARTS/

READING

Grant, Hope
Baeza, Eduardo
Davis, Vincent
Jiminez, Serena
Rodriguez, Teresa

SOCIAL STUDIES

Clark, Deveraux

MATHEMATICS

Alejandro Alonso-Fuster
Targhi, Abbas K.

SCIENCE

Nwahiri, Juliet

ITS TECH

Oscar Ruiz - **Wednesday**

MEDIA SPECIALIST

Bryant-Clayton, Monique

REGISTRAR

Smith, Amina

STUDENT SERVICES

Braynon, Gia
Hamilton, Catherine
Saizdelamora, Peter

**VOCATIONAL
EDUCATION**

Judy Rodriguez
Samuels, Christine
Barnes, Mary

CLINIC

Lynette Taylor-Foster

CUSTODIAL STAFF

Smith, Travis (*Head*)
Hills, Byron (*Lead*)
White, Charlotte

SECRETARY/TREASUR.

Miller, Rhonda

**PARA STAFF-OFFICE /
CLASSROOM SUPPORT**

Belvin, Shaniqua
Offord, Deandra
Otero, Cynthia

CAFETERIA STAFF

Lattimore, Veronica
Alicia Sawyer
Lisa Black

CHILD CARE STAFF

Wilson, Kimberly
Martin-Grimley, Felicia
Barr, Deborah
Beck-Wells, Rosa
Brandon-Francis, Christina
Brown, Cassandra
Cleryeau, Lilia
Doughty, Katrina
Fontus, Georgette
Frasier, Andrea
Glover, Janice
Gore, Michelle

CHILD CARE STAFF

Continued

Grant, Nowkea
Green, Valerie
Haas, Brenda
Hernandez, Claudia
Jackson, April
Lazare, Marie
Lewis, Paula
McKinnon, Dashuna
Moorman, Kaneitha
Owens, Porsche
Parra, Gisela
Polite, Bernadette
Renzy, Shareka
Rock, Ginette
Mchayle, Demetria
Sands, Barbara
Smith-Welch, Arsula
Smith, Tangela
Williams, Sharlene

NURSING STAFF

Hermite Toussain

SECURITY STAFF

Milton, Delores
Glaster, Deborah
Singleton, Phyllis

ZONE MECHANIC

John Everett - **Thursday &
Friday**



**MIAMI-DADE COUNTY PUBLIC SCHOOL
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ADMISSION CRITERIA

A STUDENT IS CONSIDERED FOR ADMISSION TO COPE CENTER NORTH WHEN A REFERRAL IS INITIATED OR SELF REFERRAL.

THE FOLLOWING CRITERIA APPLIES:

- 1. MEDICAL CONFIRMATION OF PREGNANCY OBTAINED SIGNED BY A HEALTH CARE PROVIDER.**

- 2. REQUIRED REGISTRATION DOCUMENTATIONS**

- 3. ORIENTATION MEETING WITH STUDENT AND PARENT/ LEGAL GUARDIAN WILL BE CONDUCTED WITH REGISTRAR, SOCIAL WORKER, SCHOOL COUNSELOR AND THE PRINCIPAL.**

- 4. AGREEMENT FORMS AND AUTHORIZATION FOR PLACEMENT ARE SIGNED BY THE PARENT/ LEGAL GUARDIAN.**

- 5. COURSE OFFERINGS THAT REQUIRED FOR GRADUATION FROM MIAMI DADE COUNTY PUBLIC SCHOOLS.**



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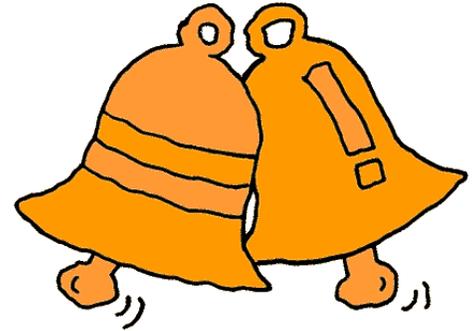
2017-2018
COPE CENTER NORTH BELL SCHEDULE

BLOCK DAY BELL SCHEDULE

ODD DAY: PERIODS 1,3,5,7

EVEN DAY: PERIODS 2,4,6,8

8:00 A.M. – 8:55 A.M.	BREAKFAST
9:00 A.M. – 10:28 A.M.	BLOCK I
10:28 A.M. - 10:38 A.M.	HOMEROOM
10:41 A.M. - 12:09 P.M.	BLOCK II
12:12 A.M. – 12:52 A.M.	LUNCH (40 Minutes)
12:56 P.M. – 2:24 P.M.	BLOCK III
2:27 P.M. – 3:55 P.M.	BLOCK IV
4:00 P.M.	DISMISSAL



TRADITIONAL DAY BELL SCHEDULE

9:00 A.M.–9:45 A.M. 1 ST PERIOD	12:51 P.M.–1:36 P.M. 5 TH PERIOD
9:48 A.M.–10:33 A.M. 2 ND PERIOD	1:39 P.M.–2:24 P.M. 6 TH PERIOD
10:36 A.M.–11:21 A.M. 3 RD PERIOD	2:27 P.M.–3:12 P.M. 7 TH PERIOD
11:24 A.M.–12:48 P.M. 4 TH PERIOD	3:15 P.M.–4:00 P.M. 8 TH PERIOD
12:12- 12:52 LUNCH	



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- **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).

Students signing out from school must always adhere to the school rules as follows:

a. When signing out and someone is coming to pick you up, make sure the person coming to COPE is on your emergency contact card. **If your legal guardian is not the one picking you up, your guardian will be called to verify that they are aware that you are leaving the school.** Identification of the person picking you up must be submitted. Students’ permission slip to leave school will be their admit to class for the following day. If only your child is being picked up, the person picking up the child must be on your card.

b. **When signing out for any appointment, students must show proof of appointment.**

c. When signing out for any reason other than an appointment, **the school social worker and/or counselor must call the** parent or legal guardian and/or person(s) authorized to sign out regardless of student age. This will be done by information on the emergency contact card. Make sure the information on the card is accurate and current, otherwise you must obtain approval from the principal to sign out from school.

- **Late Arrival**

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

Important Dates

- **Back to School Nights –COPE Center North Open House**

School Level	Window Period	School Date
Elementary/K8 Center	September 11-15, 2017	
Middle Schools	September 18-22, 2017	
Senior High	September 25-29, 2017	
Special Centers	September 25-29, 2017	COPE North September 26



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Dress Code – Board Policy 5511

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.

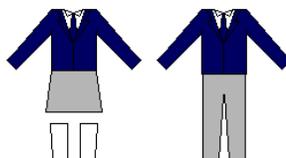
COPE Center North Mandatory Uniform Policy

The mandatory uniform policy of COPE Center North is as follows:

1. **Uniform Shirts** must be worn to school EVERYDAY and consist of a solid red, white or navy blue shirt with a collar and a three-button opening.
2. Students may wear khaki, or blue khaki cotton pants/ Bermuda shorts, or jeans.

THE FOLLOWING ARE NOT ALLOWED

- Ripped or cut-off jeans
- Leggings
- Sweatpants
- Skirts



3. **Shoes** must cover both toes and heel except for Croc style Shoes in which the back strap must be worn at all times. NO sandals, slides, or house slippers are allowed.
4. **Hats, hoodies, hair bonnets, hair scarfs, sleeping caps, doo rags and head sweatbands are NOT PERMITTED.**
5. No written messages, pictures or symbols on clothing which portray messages related to drugs, alcohol, smoking, sex, inappropriate pictures or sayings, provocative language, racism, bullying or any other illegal activities.
6. No clothing or jewelry with metal studs, ornaments, or other objects which could scratch furniture, injure another person or causes damage may be worn.
7. There should be no clothing worn that reveals bust, bellies or buttocks (3 B's).



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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/22/17	11/13/17
2	12/1/17	2/2/18
3	2/23/18	4/13/18
4	5/4/18	6/22/18

- ***School Calendar of Events*** – Provided on a monthly basis.

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.

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

HEALTH SERVICES OFFICE

Medical services, including health education, and HIV counseling are available on-site at COPE Center North. At COPE Center North, these services are provided jointly by the Dr. Rosalyn H. Paschal M.D. and Associates and the COPE Center North school nurse. Students should use the school-based services by registering at COPE. The medical staff is available for walk-ins and emergencies.



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Recognizing the “special needs” of our student population, the following services are available with consent from enrolled students:

1. Physical examination and therapeutic management
 - a. Including breast, pelvic examination, etc.
 - b. Laboratory tests
2. Preconception education for prevention of pregnancy and disease
3. Prenatal care and management
4. Parenting education and counseling
5. Health maintenance and disease prevention education
6. HIV screening and counseling

Pediatric Health Services are available and include the following:

1. Well baby-child examination includes nutrition counseling, injury prevention, health maintenance and disease prevention
2. Immunizations
3. Management and treatment of acute and chronic illnesses
4. HIV screening and counseling
5. Laboratory tests

The service hours are 8:00 a.m. – 4:00 p.m., Monday through Friday. Students are encouraged to make appointments, but walk-ins are also welcome.

The medical office is staffed by a board certified nurse practitioner and additional support staff.

COPE Center North employs an Advanced Registered Nurse Practitioner to provide health care information and related services for the school. Students or parents who require information or assistance regarding health care are encouraged to see the school nurse practitioner. COPE'S medical office can be reached by calling (305) 691-4547.

Florida Kid Care

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

Go to www.Floridakidcare.org on enrollment procedures.

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.



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Dismissal

All COPE Center North students are provided school bus transportation

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).

Interscholastic Athletics/Intramurals

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools and high schools. At the middle schools, athletics consists of intramural and interscholastic programs. At the high school level, interscholastic programs are offered at most senior high schools.

For participation in interscholastic athletics at the middle school level, a student must have a 2.00 GPA in conduct and academics to participate. His or her parent must sign the M-DCPS *Middle School Athletic Program Consent and Release from Liability Certificate*. For participation in interscholastic athletics at the high school level, a GPA of 2.00 in conduct and academics is required except for incoming freshman. All participants must purchase athletic and/or football insurance to participate and must have a current physical form on file.

The parents and student must also sign the *Contract for Student Participation in Interscholastic Competitions or Performances*. The District also has policies concerning transfer students and



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participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities and Accreditation.

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 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. 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. 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



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- ***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.

Parent Academy

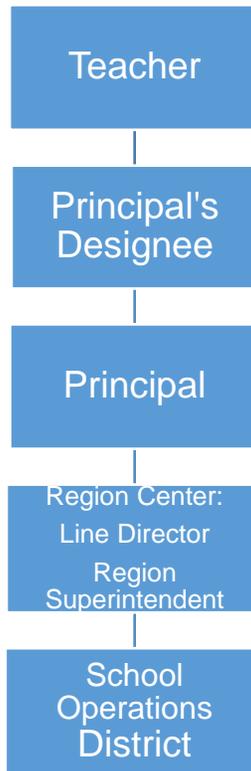
Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children’s lives, including helping children learn, parenting skills, financial management,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



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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.

Be Safe Anonymous Reporting System

The graphic is a composite of four panels. The top-left panel is blue with white text: "BeSafe: Anonymous Reporting System". The top-right panel is light blue with a red border, titled "TEXT Your Tip Via Cellphone!" and shows a hand holding a phone; it includes instructions: "Send text to 274637 (CRIMES) Then type in the word keyword: BeSafe. Then, type your tip. I.e. who, what, when, where. (Standard Text Message Rates Apply)". The bottom-left panel is light blue with a red border, titled "Submit Tip On-Line!" and lists "Go To www.dadeschools.net Or Use the Website! http://besafe.dadeschools.net" with icons of a laptop and a tablet. The bottom-right panel is blue with a red border, titled "Call In Your Tip!" and "305-995-2677 Remain Anonymous!" with a red rotary phone icon. Below these panels are three red-bordered boxes containing the text: "Report Crimes, Weapons, Drugs or Any Safety Concerns!", "Available 24 Hours a day / 7 days a Week!", and "Be Safe! Miami-Dade County Public Schools 'Committed to the safety of all of its students'".

- **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.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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 Club List** -School Clubs at COPE Center North availability varies each school year

School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. SCSI is designed to provide strategies and resources to students focused on learning new behavior skills. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in the removal from all classes.

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.

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. 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.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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.

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.



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

STUDENT SERVICES TEAM

Gia Braynon.....Student Services Department Chair/Counselor (Grades 6th - 10th)

Deandra OffordAttendance/Student Services Support

Amina Perry-SmithRegistrar

Peter Saizdelamora.....Counselor (Grades 11th & 12th)

Catherine Hamilton..... Social Worker

Shaniquah Belvin.....Curriculum & Testing Support/Testing

Kimberly Wilson.....Childcare Specialist

Fe'Licia Martin-Grimsley.....Assistant Childcare Specialist

Kaneisha Moorman.....Childcare Center Clerk/Registrar

Lynette Taylor-Foster.....School Nurse

Monique Bryant-ClaytonMedia Specialist



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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.

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"> •Day chaperones for field trips •Classroom assistants •Math and/or reading tutors. 	<ul style="list-style-type: none"> •Certified Volunteers •Mentors •Listeners •Athletic/Physical Education assistants •Overnight chaperones.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2017					August 2017					September 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29
October 2017					November 2017					December 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29
January 2018					February 2018					March 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2				1	2
8	9	10	11	12	5	6	7	8	9	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23	19	20	21	22	23
29	30	31			26	27	28			26	27	28	29	30
April 2018					May 2018					June 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6		1	2	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					28	29	30	31		25	26	27	28	29

<table border="0"> <tr> <td> New Teachers Report</td> <td> Recess Day</td> </tr> <tr> <td> Teacher Planning Day</td> <td> Beg/End of Grading Period</td> </tr> <tr> <td> Teacher Planning Day - (No - Opt)</td> <td> Secondary Early Release</td> </tr> <tr> <td> District-wide Professional Development Day</td> <td> Legal Holiday</td> </tr> </table>	New Teachers Report	Recess Day	Teacher Planning Day	Beg/End of Grading Period	Teacher Planning Day - (No - Opt)	Secondary Early Release	District-wide Professional Development Day	Legal Holiday	<table border="1" style="background-color: #e1eef6; width: 100%;"> <thead> <tr> <th style="background-color: #e1eef6;">Days In Grading Period</th> </tr> </thead> <tbody> <tr><td style="background-color: #ffff00;">1-46</td></tr> <tr><td style="background-color: #ffff00;">2-44</td></tr> <tr><td style="background-color: #ffff00;">3-43</td></tr> <tr><td style="background-color: #ffff00;">4-47</td></tr> </tbody> </table>	Days In Grading Period	1-46	2-44	3-43	4-47
New Teachers Report	Recess Day													
Teacher Planning Day	Beg/End of Grading Period													
Teacher Planning Day - (No - Opt)	Secondary Early Release													
District-wide Professional Development Day	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 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 17, 18, 2017	Teacher planning days; no students in school
August 21	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 21 *+##	Teacher planning day; no students in school
September 28	Secondary early release day
October 2	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observation of Veterans' Day; holiday for students and employees
November 22 *+##	Teacher planning day; no students in school
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 25-	Winter recess for students and all employees with the exception of Fraternal Order of
January 5, 2018	Police Employees
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	End first semester and second grading period
January 19 *+##	Teacher planning day; no students in school
January 22	Begin second semester; third grading period
February 15	Secondary early release day
February 19	All Presidents Day; holiday for students and employees
March 22	End third grading period; second semester
March 23 *+##	Teacher planning day; no students in school
March 26-30	Spring recess for students and all employees with the exception of Fraternal Order of
	Police Employees
April 2	Begin fourth grading period; second semester
April 19	Secondary early release day
April 20 *+##	Teacher planning day; no students in school
May 17	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 10, 2017	June 8, 2018
Assistant Principals and 10-month clerical	August 10, 2017	June 15, 2018
Cafeteria Managers	August 14, 2017	June 8, 2018
Satellite Assistants	August 16, 2017	June 7, 2018
All Instructional Staff, Paraprofessionals & Security	August 17, 2017	June 8, 2018
Assistant to Cafeteria Managers/MAT Specialists	August 18, 2017	June 7, 2018
Cafeteria Workers (part-time)	August 21, 2017	June 7, 2018

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 15, 16, 2017, or June 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 8, 9, 2017, or June 18, 19, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, are District-wide Professional Development Days and are not available to opt.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017 - 2018 TESTING CALENDAR, GRADES PreK-12 Tentative: July 31, 2017

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
July 10 – 20	Florida Standards Assessments: End-of-Course Assessments Algebra 1 CBT*	FSA EOC	Grades 9-12, eligible	Federal and State
	Florida Next Generation Sunshine State Standards End-of-Course Assessments Algebra 1 Retake CBT*	NGSSS EOC		
July 27 – 28	Alternative Assessment for Grade 3 Promotion (SAT-10)	AAGTP	Grade 3, retained	State ¹
August 21 - September 29	Galleo Baseline Assessment for Head Start Students	Galleo	Head Start students	Federal ¹
August 21 – September 15	Interim Assessment Tests (Baseline): Science	BBA	Grades 5, 8	State ¹
August 21 – September 19	Florida VPK Assessment (AP1)	VPK	Prekindergarten	State
August 21- October 4	Florida Kindergarten Readiness Screener (STAR Assessment)	FLKRS	Kindergarten	State
August 21- November 3	Florida Assessments for Instruction in Reading* Assessment Period 1 (AP1)	FAIR-FS	Grades 9-10**	State
August 28 – September 29	I-Ready Diagnostic Test* (AP1)	I-Ready	Grades K-8**	State ¹
September 11 - 22	Florida Standards Assessments: End-of-Course Assessments Algebra 1, and Geometry, CBT*	FSA EOC	Grades 6-12, eligible	Federal and State
	Florida Standards Assessments English Language Arts Grade 10 Retake CBT* Writing Component	FSA ELA RETAKE	Grades 10+, 11, 12, eligible	
September 11 - 29	Reading/Listening Component			
September 18 - 29	Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT*	NGSSS EOC	Grades 6-12, eligible	Federal and State
	Florida Comprehensive Assessment Test 2.0 Reading Retake CBT*	FCAT 2.0 RETAKE	Grades 10+, 11, 12, eligible	
September 25– January 26	Preliminary SAT 8/9	PSAT 8/9	Grades 8 & 9, optional	Nationally Offered
October 2 – 31	FITNESSGRAM Pretest	FITNESSGRAM	Grades 4-12, enrolled in PE courses	District
October 3 - 31	District ELA Writing Test	DWT	Grades 4-10, optional	District offered
October 11	Preliminary SAT / National Merit Scholarship Qualifying Test	PSAT / NMSQT	Grade 9, Optional	Nationally Offered
			Grade 10	State
			Grade 11, Optional	Nationally Offered
November 6 – February 9	Florida Assessments for Instruction in Reading* Assessment Period 2 (AP2)	FAIR-FS	Grades 9-10**	State
November 8 – 9	Grade 3 Mid-Year Promotion (ITBS)	GTMYP	Grade 3, retained	State ¹
November 13 – December 15	Mid-Year Assessments English Language Arts, Algebra 1, Geometry	MYA	Grades 9-10, EOC enrolled	State ¹
November 27- December 15	Florida Standards Assessments: End-of-Course Assessments Algebra 1, and Geometry, CBT*	FSA EOC	Grades 6-12, eligible	Federal and State
	Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT*	NGSSS EOC		
December 1 – 22	I-Ready Diagnostic Test* (AP2)	I-Ready	Grades K-8**	State ¹
January 10 – February 2	Florida VPK Assessment (AP2)	VPK	Prekindergarten	State
January 22 – February 16	Mid-Year Assessments Science, Biology 1, United States History, and Civics	MYA	Grades 5, 8, EOC enrolled	State ¹
January 22 – May 4	Grade 3 Reading Student Portfolio	GTRSP	Grade 3	State ¹
January 29 – March 9	National Assessment of Educational Progress Reading, Mathematics, and Science	NAEP	Grades 4, 8, 12, selected schools	Federal
January 29 – March 23	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs 2.0)	ACCESS	Grades K-12, all current ELLs	Federal and State

Developed by Student Assessment and Educational Testing. Updated: July 31, 2017



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017 - 2018 TESTING CALENDAR, GRADES PreK-12 Tentative: July 31, 2017

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
February 12 – June 8	<i>Florida Assessments for Instruction In Reading* Assessment Period 3 (AP3)</i>	FAIR-FS	Grades 9-10**	State
February 26 – March 2	<i>Florida Standards Assessments English Language Arts Grade 10 Retake - Writing Component CBT*</i>	FSA ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
February 26 – April 13	<i>Florida Standards Alternate Assessment English Language Arts and Mathematics Writing</i>	FSAA	Grades 3-8***	Federal and State
	<i>Science</i>		Grades 4-8***	
	<i>End-of-Course Assessment (Civics)</i>		Grade 5 and 8	
			Grade 7	
March 1-9	<i>Florida Standards Assessments English Language Arts – Writing Component – CBT*</i>	FSA	Grades 8-10	Federal and State
March 5-9	<i>English Language Arts – Writing Component - Paper</i>		Grades 4-7	
March 12 – April 27	<i>Florida Standards Alternate Assessment English Language Arts Writing</i>	FSAA	Grade 9 and 10***	Federal and State
	<i>End-of-Course Assessments: Algebra 1, Biology 1, Geometry, and U.S. History</i>		Grade 9 and 10***	
			Grade 9-12 enrolled***	
March 19 – April 6	<i>Florida Standards Assessments English Language Arts Grade 10 Retake-Reading Component CBT*</i>	FSA ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	<i>Algebra 1 Retake CBT*</i>	FSA EOC ALGEBRA 1 RETAKE	Grades 6- 12, eligible Retake only	
	<i>Florida Comprehensive Assessment Test 2.0 Reading Retake CBT*</i>	FCAT 2.0 RETAKE	Grades 10+, 11, 12, eligible	
April 2 – 30	<i>FITNESSGRAM Posttest</i>	FITNESSGRAM	Grades 4-12, enrolled in PE courses	District
April 4 – 10	<i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i>	SAT-10	Grades K-2	District
April 9 – 13	<i>Florida Standards Assessments English Language Arts - Reading - Paper</i>	FSA	Grade 3	Federal and State
April 16 – May 11	<i>Florida Standards Assessments English Language Arts – Reading CBT*</i>	FSA	Grades 4 – 10	Federal and State
	<i>Mathematics CBT*</i>		Grades 3 – 8	
April 16 – May 11	<i>Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT*</i>	FSA EOC	Grades 6-12, eligible	Federal and State
	<i>Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT*</i>	NGSSS EOC		
April 27 – May 18	<i>International Baccalaureate External Written Examinations</i>	IB	Grades 11-12, enrolled and registered	Internationally Offered
April 30 – May 4	<i>Florida Comprehensive Assessment Test 2.0 Science</i>	FCAT 2.0	Grades 5 and 8	Federal and State
April 30 – June 14	<i>Cambridge Advanced International Certificate of Education Examinations</i>	AICE	Grades 9 -12, enrolled and registered	Internationally offered
May 7 – 18	<i>Advanced Placement Exams</i>	AP	Grades 8-12, enrolled and registered	Nationally Offered
May 7 – June 1	<i>I-Ready Diagnostic Test* (AP3)</i>	I-Ready	Grade K-2, 4-8**** eligible	State†
May 9 – May 25	<i>Florida VPK Assessment Assessment Period 3 (AP3)</i>	VPK	Prekindergarten	State
May 21 – June 1	<i>Alternative Standardized Reading Assessment (I-Ready or ITBS)</i>	ASRA	Grade 3**** eligible	State†

Developed by Student Assessment and Educational Testing. Updated: July 31, 2017



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017 - 2018 TESTING CALENDAR, GRADES PreK-12 Tentative: July 31, 2017

TESTS GIVEN ON AN AS-NEEDED BASIS			
DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
<i>Acuscreen</i> Screening for Head Start Students new to the program, or students requiring further interventions; conducted within the first 45 calendar days from the date of entry.	Acuscreen	Head Start students	Federal ¹
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs	APRENDA	Grades K-12, eligible (gifted placement)	State
<i>Battelle Developmental Inventory Second Edition (Initial)</i> Administered to SPED students within 30 calendar days of student entering PreK program. Administered March 1 – 15 for SPED students exiting the PreK program.	BDI-2	PreK SPED	State
<i>e-Deca2</i> Screening for Head Start students new to program must be completed within the first 45 calendar days from the date of entry.	DECA	Head Start students	Federal ¹
<i>Florida Standards Alternate Assessment (FSAA) – Datafolio</i> Data Collection Periods: September 2017, November 2017, and February 2018	FSAA	SPED, eligible	Federal and State
English Language Arts – Reading & Writing		Grades 3–10	
Mathematics		Grades 3– 8	
NGSSS Science		Grades 5 and 8	
End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry, U.S. History)		Grade 9-12 eligible enrolled	
<i>Industry Certification Examination</i> Federal or state regulatory agency-developed assessment instruments leading to licensure.	ICE	Grades 8-12, eligible enrolled students	Federal and State
<i>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i> Placement decisions for Gifted Program ACCEL Option	ITBS/ITED	Grades K-12, eligible	Federal and State
<i>Miami-Dade County Oral Language Proficiency Scale Revised</i> Placement decisions for ESOL Exit ESOL Program (only if exiting KG via an ELL Committee prior to Spring administration of ACCESS for ELLs 2.0)	M-DCOLPS-R	Grade K, eligible	Federal and State
<i>Online Comprehensive English Language Learning Assessment</i> Placement decisions for ESOL Extension of services for ESOL Program	Online CELLA	Grades 1-12, eligible	Federal and State
<i>Florida's Postsecondary Education Readiness Test</i> Dual Enrollment Placement, Comparative Score for Algebra 1 EOC	PERT	Grades 9 – 12	State

COLLEGE ENTRANCE EXAMINATIONS NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS			
SAT and SAT Subject Test Dates*		ACT Test Dates	
August 26, 2017	March 10, 2018 (SAT Only)	September 9, 2017	April 14, 2018
October 7, 2017	May 5, 2017	October 28, 2017	June 9, 2018
November 4, 2017	June 2, 2018	December 9, 2017	July 14, 2018
December 2, 2017		February 10, 2018	

*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

Notes:

¹District-selected assessment to comply with state and/or federal mandate.

^{*}Designates computer-based testing only, with paper-based accommodations available for eligible students with disabilities.

^{**}The following students in all schools must participate in progress monitoring, as specified in the calendar:

- Grades K-8: i-Ready, all students
- Grades 9-10: FAIR, Levels 1 and 2.

^{***}Only includes ESE students exempted from standardized testing at these grade levels.

^{****}ELA only required for:

- students in Reading grades K-2,
- students with FSA Reading Levels 1 and 2 in grades 3-8

Developed by Student Assessment and Educational Testing. Updated: July 31, 2017



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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

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, 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.



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- 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 PROCEDURES**

The 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.



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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, 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.

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



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prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.

- 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.



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Code of Student Conduct

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
 - 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



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improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology 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.



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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 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.



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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, 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 (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 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.



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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.
- 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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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 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.



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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 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.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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 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.



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

Rev: 08/2017

