



# ***Parent-Student Handbook***

## ***2017-2018***

***Tiffany D. Anderson-Dorsey, Principal***

***Clinton Bales, Assistant Principal***

***Courtney C. Collier, Assistant Principal***

***Kathiria Diaz, Assistant Principal***

## GATEWAY ENVIRONMENTAL K-8 LEARNING CENTER

955 SE 18<sup>TH</sup> AVENUE, HOMESTEAD, FL 33035

305.257.6000 (O) 305.257.6001 (F)

### School Profile

Grade	VPK-8 <sup>th</sup>	
Mascot	Crocodile	
Uniform Policy	Mandatory	
School Colors	Elementary	Hunter Green or White Top
	Middle	Gold or Brown Top
	All Grades	Khaki or Black bottoms
Voting District	9	
Region Center	South	
Feeder Pattern	Homestead Senior High School	

### **School Hours**

<u>Grades</u>	<u>Days</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	Monday – Friday	8:20 a.m. – 1:50 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Mon., Tues., Thurs., & Fri.	8:35 a.m. – 3:05 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Wednesday	8:35 a.m. – 1:50 p.m.

[HTTP://GATEWAYK8.DADESCHOOLS.NET](http://GATEWAYK8.DADESCHOOLS.NET)

## **I. ARRIVAL AND DISMISSAL**

### **A. PICK-UP AND DROP-OFF**

- Drop-off

<u>Grades</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	7:45 a.m. – 8:20 a.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	7:45 a.m. – 8:30 a.m.
- Pick-up

<u>Grades</u>	<u>Days</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	Monday – Friday	1:50 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Mon., Tues., Thurs., & Fri.	3:05 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Wednesday	1:50 p.m.
- DO NOT drop-off or pick-up students in areas not designated as official drop-off or pick-up locations. ALL drop-off and pick-up are in the front rotunda.
- Rainy Day Dismissal- To ensure a safe dismissal, parents are requested to enter building to pick-up child.

### **To Expedite SAFE Pick-Up and Drop-Off**

- Maintain your speed limit of 6 miles per hour approaching the front rotunda.
- NO CELL PHONE USE WHILE DRIVING ON CAMPUS
- Display car sign in your front passenger window. Extra copies are available upon request.
- Children enter/exit vehicles on passenger side only. Parents must remain in car. Staff will assist.
- Doors should be unlocked.
- Students load and unload vehicle only when stopped at the rotunda in front of school.

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

Dr. Lawrence S. Feldman, Chair

Dr. Marta Pérez, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Steve Gallon III

Ms. Perla Tabares Hantman

Dr. Martin Karp

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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**

*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 Schools

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**

Dr. Lawrence S. Feldman, Chair  
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Susie V. Castillo  
Dr. Steve Gallon III  
Perla Tabares Hantman  
Dr. Martin Karp  
Lubby Navarro  
Mari Tere Rojas

August 2017

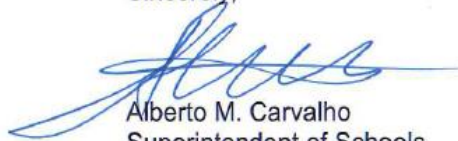
Dear Parent/Guardian,

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

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### **Message from the Principal**

I would like to welcome you to the 2017-2018 school year! Our theme this year is “Diving into the Seas of Knowledge.” The faculty and staff at Gateway are looking forward to attaining a strong partnership with you to ensure your child reaches their highest potential. Gateway Environmental K-8 Learning Center has high expectations for all students and look forward to working with you in the academic progress of your child. In order for your child to attain academic success, it is imperative that he/she: attends school regularly, completes home learning assignments, read daily, and adhere to all school rules and policies. The faculty and staff will continue to strive to promote the school’s vision and mission of providing a safe and nurturing environment while providing academic excellence. As we continue to embark on the challenge of preparing our students for the Florida Standards Assessment (FSA), Stanford Achievement Test (SAT), and End-of-Course (EOC) exams, we encourage parents to attend Community Outreach Events, and PTSA meeting that will be scheduled throughout the school year. Please consider joining our PTA as our school can greatly benefit from parent volunteers for school programs and activities. I look forward to working with you and your child to make the 2017-2018 school year a success!

**Message from the Assistant Principals**

Insert Text Here

## **GATEWAY ENVIRONMENTAL K-8 LEARNING CENTER**

### **School Mission Statement**

The vision of our school is to develop a safe, nurturing educational setting that instills rigor and relevance to learning; emphasizing our impact on environmental issues, promoting academic excellence and lifetime learning.

### **School Vision Statement**

**The mission of our school is to establish a structured environment where students achieve their personal and academic potential while learning to protect and respect the environment.**

**Gateway Environmental K-8 Learning Center**

**2017-2018 Staff Roster**

**Gateway Environmental K-8 Learning Center  
2017-2018 Staff Roster**

PRE-KINDERGARTEN						
Section	Teacher Name	Grade	Subject	Room #	PA	EXT.
Pre-K 1	Ms. Schuab	Pre-K	All Subjects	117	1117	2166
	Ms. Bryant	Pre-K	All-Paraprofessional			
Pre-K 2	Ms. Rubley	Pre-K	All Subjects (Reverse Mainstream)	109	1109	2271
	Ms. P. Aldama	Pre-K	All (SPED)-Paraprofessional			
	Ms. Urueta	Pre-K	All (SPED)-Paraprofessional			

KINDERGARTEN						
Section	Teacher Name	Grade	Subject	Room #	PA	E
K01	Ms. MacKenzie	K	All Subjects (INC)	114	1114	2
K02	Ms. Morales	K	All Subjects (EFL)	106	1106	2
K03	Ms. Swensson	K	All Subjects (Co-Teaching)	103	1103	2
	Ms. Vilberg					
K04	Ms. M. Blake	K	All Subjects	120	1120	2
K05	Ms. Motta	K	All Subjects	118	1118	2
K06	Ms. Quinquilla	K	All Subjects	104	1104	2
K07	Ms. Linares	K	All Subjects	105	1105	2
K08	Ms. Greer	K	All Subjects	108	1108	2

1ST GRADE						
Section	Teacher Name	Grade	Subject	Room#	PA	E
101	Ms. Stinson	1	All Subjects (INC)	122	2122	2
102	Ms. Vinas	1	All Subjects	128	2128	2
103	Ms. Blanton	1	All Subjects (EFL Co-Teaching)	125	2125	2
	Ms. Funes					
104	Mr. Massa	1	All Subjects (Co-Teaching)	136	2136	2
	Ms. Baltodano					
105	Ms. Hernandez	1	All Subjects (Gifted)	124T	2124	2
106	Ms. Hager	1	All Subjects	126	2126	2

107	Ms. Fajardo	1	All Subjects	119	1119	2
108	Ms. Ruiz	1	All Subjects	139	2139	2
109	Ms. Arguello	1	All Subjects	116	1116	2
2ND GRADE						
Section	Teacher Name	Grade	Subject	Room #	PA	E
201	Ms. D'Angelo	2	English Language Arts (INC)	206	1206	2
202	Ms. Marrero	2	Math, Science, Social Studies	204	1204	2
203	Ms. Gachelin	2	English Language Arts	201	1201	2
204	Ms. Crawford-Harris	2	Math, Science, Social Studies	202	1202	2
205	Ms. An. Arguello	2	All Subjects (EFL Co-Teaching)	123	2123	2
	Mr. Ra. Reyes					
206	Ms. Gilbert	2	All Subjects	137	2137	2
207	Ms. L. Martinez	2	Self-Contained (Gifted)	203	1203	2
208	Ms. Henkel	2	All Subjects (Co-Teaching)	133	2133	2
	Ms. Julevich					
209	Ms. Cherry	2	English Language Arts	138	2138	2
210	Mr. Carmona	2	Math, Science, Social Studies	135	2135	2
3RD GRADE						
Section	Teacher Name	Grade	Subject	Room #	PA	E
301	Ms. Wilson	3	English Language Arts (RSC)	233	2233	2
302	Ms. Newberg	3	Math & Content Area (INC)	234	2234	2
303	Ms. Weber	3	English Language Arts (GIF)	236	2236	2
304	Mr. Cesaire	3	Math & Content Area	223	2223	2
305	Ms. Bermudez	3	English Language Arts (EFL)	221T	2221	2
306	Ms. Orovio	3	Math & Content Area (EFL)	219	2219	2
307	Ms. Tejera	3	English Language Arts	222	2222	2
308	Ms. Ford	3	Math & Content Area	224	2224	2
309	Ms. Alcolea	3	English Language Arts	215	1215	2
310	Mr. Webster	3	Math & Content Area	213	1213	2
312	Ms. Sequeira	3		216	1216	2
313	Ms. Banegas	3	English Language Arts (IA)	218	1218	2
314	Ms. Jackson	3	Math & Content Area (IA)	217	1217	2
315	TBA (not opened yet)			78	1078	2

4TH GRADE						
Section	Teacher Name	Grade	Subject	Room #	PA	E
401 (W1)	Ms. Gonzalez	4	ELA & Social Studies (INC)	304	1304	2
402	Dr. Moreno	4	ELA & Social Studies (RSC)	302	1302	2
403	Ms. Yen	4	Mathematics & Social Studies	305	1305	2
404	Ms. Mendoza	4	Science & Social Studies	303	1303	2
405 (W2)	Ms. Matolcsy	4	English Language Arts & Social Studies	235	2235	2
406	Ms. Martin	4	English Language Arts & Social Studies	220	2220	2
407	Ms. Banos	4	Mathematics & Social Studies (GIF)	307	1307	2
408	Ms. Buquet	4	Science & Social Studies	301	1301	2
409	Ms. Moreta	4	English Language Arts & Social Studies (EFL)	232	2232	2
410	Ms. McCaffrey	4	Mathematics & Content Area	231	2231	2

5TH GRADE						
Section	Teacher Name	Grade	Subject	Room #	PA	E
501 (W1)	Ms. D. Zamudio	5	English Language Arts (RSC)	706	7060	
502	Ms. Aldama	5	English Language Arts	705	7050	
503	Ms. Lanctot	5	Mathematics	708	7080	
504	Ms. Sedano	5	Science(GIF)	707	7070	
505 (W2)	Ms. Arguelles	5	English Language Arts	701	7010	
506	Ms. Brown-Simmons	5	English Language Arts (INC)	702	7020	
507	Wolfson	5	Mathematics	704	7030	
508	Ms. C. Martinez	5	Science	703	7040	
509	Ms. Benavides	5	All Subjects (EFL)	709		
510	TBA (not opened yet)	5		710		

SECONDARY						
Section	Teacher Name	Grade	Subject	Room #	PA	E
BER	Ms. Bernard	6th	Language Arts & Mathematics	324	2324	2
FRI	Ms. Fritz	6th-8th	Intensive Reading	320T	2320	2
GAR	Ms. A. Garcia	7th-8th	Language Arts	323	2323	2
HAL	Ms. Hall	6th-8th	Language Arts	322	2322	2

WIL	Ms. Williams	7th	Language Arts	325	2325	2
SMI	Ms. Smith	6th	Mathematics	337	2337	2
JOG	Ms. Jogie	7th	Algebra / Mathematics	334T	2334	2
MIT	Ms. Mitchell	8th	Pre-Algebra / Geometry / Intensive Math	338T	2338	2
POR	Mr. Porter	7th	Mathematics/Arts	336	2336	2
LEO	Ms. Leon	6th	Science/Biology	319T	1319	2
MOR	Ms. Morejon	8th	Science/Physical Science	317	1317	2
NEL	Ms. Nelson-Shokar	6th	Science/Robotics	313	1313	2
SOD	Ms. Soderholm	7th	Science	315	1315	2
DRI	Mr. Driest	7th-8th	Civics / Mathematics	335T	2335	2
HAY	Ms. Hayes	6th-8th	Civics / Law Studies	332T	2332	2
ZAM	Mr. Zamudio	6th	U.S History	326	2326	2
JAR	Ms. Jara	8th	U.S. History	333T	2333	2
KEL	Coach Kelly	2nd-8th	Physical Education	500		2
KMA	Ms. K. Martinez	6th-8th	Band & Orchestra	35	1035	2
WHI	Ms. Whitters	6th-8th	Computer Applications	321	1321	2
	Ms. Bowers	6th-8th	Office Aide	55	1055	83 8
KRA	Ms. Kraus	6th-8th	Dance - Periods 1, 3, 5	37/38		213
			Intensive Reading - Periods 2, 4, 6	33	1033	2

SPECIAL EDUCATION						
Section	Teacher Name	Grade	Subject	Room #	PA	E
SPED	*Mr. Rodriguez	K-8	SPED CHAIR	23	1023	2
CAS	Ms. Castro	6th-8th	Upper Academy - SPED	316	1316	2
	TBA	6th-8th	Upper Academy - SPED	314	1314	2
ANG	Ms. Angry	6th-8th	Upper Academy - SPED	316	1316	2
BEZ	Ms. Beza	6th-8th	Upper Academy - SPED	314	1314	2
LEE	Ms. Lee	6th-8th	Mathematics / Upper Academy SPED	318T	1318	2
SPED	Y.Garcia	2nd	SPED (2nd)	115-R	1114	2
SPED	Ms. Williams	4th-5th	SPED	129-R	2125	2
SPED	Ms. Falcon	4th-5th	SPED (Travel)	115-R	1114	2

SPED	Ms. J. Rodriguez	K-1st	SPED (Travel)	115-R	1114	2
SPED	Ms. I. Martinez	2nd-3rd	SPED	127-R	2126	2
SPECIAL AREAS						
Section	Teacher Name	Grade	Subject	Room #	PA	E
Spanish	Ms. Cala	K-5	Spanish (Travel)	107-R	1108	2
Spanish	Ms. Coronado	K-5	Spanish (Travel)	107-R	1108	2
Spanish	Ms. Guaty	K-5	Spanish (Travel)	107-R	1108	2
Spanish	Ms. Navarrete	K-5	Spanish (Travel)	107-R	1108	2
HLAP	Ms. Morales	6th-8th	HLAP Tutor	TRAVEL		
	Teacher Name	Grade	Subject	Room #	PA	E
Art 1	Mr. Obregon	2nd-5th	Art	32	1032	2
Art 2	Ms. Ja. Gilbert	2nd-5th	Art	34	1031	2
Art 3	TBA	2nd-5th	Art	32	1032	2
Mus 1	Mr. Aragu	2nd-5th	Music	TRAVEL		
Mus 2	Mr. Neal	2nd-5th	Music	TRAVEL		
Mus 3	TBA	2nd-5th	Music	TRAVEL		
PE 1	Coach Llerena	2nd-5th	Physical Education	500		2
PE 2	Coach An. Garcia	2nd-5th	Physical Education	500		2
KEL-PE 3	*Coach Kelly	2nd-8th	Physical Education	500		2
COMPUTER LABS						
	LAB 205	205		2188		
	LAB 214	214		2191		

<b>SUPPORT PERSONNEL</b>				
	<b>Teacher Name</b>	<b>Room #</b>	<b>PA</b>	<b>EXT.</b>
SLP	Ms. G. Machado	111	1111	2162
SLP	Ms. Bowman	112		2163
PT/OT/ Vision	Ms. Diaz/Ms. Joy/ TBA Vision	109A		
CSI	Ms. Bowers	55	1055	8301/8302
Media Center	Ms. Camejo	Media Center	1075	2148/50/51



Cafeteria Manager	Ms. Bomate	Cafeteria		2138
Computer Tech	Ms. Peipert	55	1055	2155
Counselor PreK/K/1/2	Ms. Pedreira	20	1024	2120
Counselor 3/4/5	Ms. Luna	24	1025	2124
Counselor 6/7/8	Mr. Laguerre	25	1020	2125
CLS	Ms. Murillo	7	1007	2107
Math Coach	Ms. N. Harris	18	1018	2118
Reading Coach (K-4)	Ms. Bell	17	1017	2513
Reading Coach (5-8)	Ms. Vasallo	21	1021	2121
Science Coaches	(6-8) Ms. Nelson-Shokar & (K-5) Ms. Sedano			
Test Chair	Ms. Toirac	Media Center	Testing Room	2152
ESOL/Gifted	Ms. M. Machado	130		2170
Psychologist	Ms. Norona	136A		
Social Worker	Ms. Stewart	117A		2129
Interventionist	Mr. Taylor		Travel	

OFFICE STAFF				
	Teacher Name	Room #	General Assignment	EXT.
Secretary	Mrs. Matias	11	Treasurer	2111
Office Assnt.	Ms. Y. Gonzalez	Main Office	Transportation & Records	2102
Secretary	Ms. Stroud	Main Office	Attendance	2106
Media Ctr Clerk	Ms. Gutierrez	Media Center	Media Clerk	2150
Secretary	Mr. Matias	Main Office	Records & Gradebook	2103

School Secretary	Ms. Burgos	S.S. Office	Principal's Secretary	
Registrar	Ms. Green	Main Office	Registration	2109
Secretary	Ms. Raney	S.S. Office	Payroll & Substitutes	2105
Office Assnt.	Ms. Molinero	22	Records	2102
Before & After Care	Ms. Madrid	S.S. Office	After School Care	2127
Clerk	Ms. Walton	S.S. Office	Switchboard	2301
FLS		Main Office	Family Specialist	
	Teacher's Lounge			2145
	Clinic			8104

ADMINISTRATION				
	Teacher Name	Room #	PA	EXT.
PRINCIPAL	Ms. Anderson	12		
AP	Mr. Bales	16	1016	
AP	K. Diaz/Ms. Loriga	15	1015	
AP	Ms. Collier	19	1019	

# Homestead Feeder Pattern

Homestead Senior High

Air Base K-8

Campbell Drive K-8

Coconut Palm K-8

Gateway Environmental K-8

Irving & Beatrice Peskoe K-8

Leisure City K-8

Robert Morgan Educational Center

Laura C. Saunders Elementary

Mandarin Lakes K-8 Center

Florida City Elementary

Center for International Education: A Cambridge  
Associate

Neva King Cooper Educational Center

## School Information

<u>Grades</u>	<u>Days</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	Monday – Friday	8:20 a.m. – 1:50 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Mon., Tues., Thurs., & Fri.	8:35 a.m. – 3:05 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Wednesday	8:35 a.m. – 1:50 p.m.

## **ATTENDANCE POLICY**

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 instruction time to students.

Absences will initially be recorded as "unexcused" and will be changed, if appropriate, upon receipt of reason for absence. Parents/guardians must provide a written notice to the school as to why the student was absent within three (3) days upon the return of the student to school. Failure to provide required documentation within three (3) days upon the return of the child to school will result in an unexcused absence. Students who accumulate 5 or more excused or unexcused absences will generate a Student Case Management Referral to be placed in their permanent record along with a Truancy Letter sent home. Students who accumulate (10) absences in annual course will be subject to withholding of grades and credit for unexcused excessive absences pending an attendance review.

School Attendance Defined: Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity that constitutes a part of the instructional program for the student.

### Excused Absences/Tardiness

- Illness of Student
- Medical Appointment of Student - A written statement from the health care provider indicating the date and time of the appointment must be submitted to the school.
- Death in Family
- Religious Holiday
- School-sponsored Event or Educational Enrichment Activity
- Law Enforcement Agency or Mandatory Court Appearance
- Outdoor Suspensions

## Unexcused Absences/Tardiness

- Any absence that does not fall into one of the excused absence categories will be considered unexcused.
- **Early Sign Out**  
The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness).
- **Late Arrival**  
Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

## **LOST AND FOUND**

Lost textbooks should be returned immediately to either the student's homeroom teacher or the subject area teachers. Inquiries for lost textbooks, therefore, should be made in those areas. Students should also check the main office for lost textbooks before paying for them. Articles and garments of any type should be turned in to the main office. Articles may be claimed from the main office during school hours. During the months of December and May, all garments in the Lost and Found will be donated to a community agency. The agency will, in turn, give them to individuals in need.

## **BEFORE/AFTER SCHOOL CARE**

The safety and supervision of our students is of primary concern to the faculty and staff of this school. Adult supervision of students on campus is available 30 minutes before and 15 minutes after our normal school hours, which are Pre-K, K, and 1<sup>st</sup> 8:20 a.m.-1:50 p.m. and Grades 2-8<sup>th</sup> 8:30 a.m.-3:05 p.m.. If a student is enrolled in a specific program or class which requires him/her to report before the aforementioned times or stay after school, we are requesting that you adhere to the hours of that program. Before and After School Care Program is available for all students for a specified fee and hours. For more information please contact the main office at (305) 257-6000. No student is permitted on campus before or after school hours without being placed immediately in our after/before care program for the safety and security of the student and a fee will be assessed. All students must be signed in and out by parent(s) or approved adult on file.

At the end of the school day, all students who are not involved in after-school activities are to leave the school grounds promptly after dismissal. Students are not permitted to leave campus and then return for any reason (i.e.: tutoring, sports, clubs, detentions, bathroom, etc). Only if a student is in danger are they allowed to return back onto campus.

## Important Dates

- **Back to School Nights – 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	XXXXXXXXXXXXXXXXXXXX
Special Centers	September 25-29, 2017	

- **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**

### **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**

**The Children's Trust of Miami-Dade County, Florida Department of Health in Miami-Dade County and Miami-Dade Public Schools have joined together with Community Health of South Florida, Inc. (CHI) to provide a School Health Program at our school. The school health program is designed to improve access to quality health care through a delivery of**

comprehensive services in the public schools and appropriate connections to community care and resources. Our school's health team consists of a Physician Assistant (PA) at selected schools, Registered Nurse (RN), a Licensed Practical Nurse (LPN) in elementary schools and Licensed Clinical Social Worker (LCSW) at selected schools.

The school health services range from basic services that do not require parental consent to clinical services which require parental consent. The key services include: nursing assessment and intervention, health education and nutritional counseling, medication administration and chronic disease management, and state mandated health screenings such as vision. Additional health screenings conducted included body mass index and oral health. Behavioral health assessments conducted by the LCSW. With parental consent the PA at selected schools can complete the annual well child check-up, diagnose, treat and electronically prescribe medications for care.

In order for your child to receive clinical health services, it is imperative that the General Consent for Clinical Treatment Form is read, signed and returned to the school. This will ensure your child is able to receive services when they are needed and without any delay. Parents will not be billed for school health services.

### **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.

### **Dismissal**

- Pick-up

<u>Grades</u>	<u>Days</u>	<u>Time</u>
Pre-K, K, & 1 <sup>st</sup>	Monday – Friday	1:50 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Mon., Tues., Thurs., & Fri.	3:05 p.m.
Grades 2 <sup>nd</sup> – 8 <sup>th</sup>	Wednesday	1:50 p.m.
- DO NOT drop-off or pick-up students in areas not designated as official drop-off or pick-up locations. ALL drop-off and pick-up are in the front rotunda.
- Rainy Day Dismissal- To ensure a safe dismissal, parents are requested to enter building to pick-up child.
- Maintain your speed limit of 6 miles per hour approaching the front rotunda.
- NO CELL PHONE USE WHILE DRIVING ON CAMPUS
- Display car sign in your front passenger window. Extra copies are available upon request.
- Children enter/exit vehicles on passenger side only. Parents must remain in car. Staff will assist.
- Doors should be unlocked.
- Students load and unload vehicle only when stopped at the rotunda in front of school.

### **Elevator**

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs.

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

- **Sports Activities**
  - STEP Team
  - Flag Football
  - Soccer
  - Cheerleading



## Mealtime Environment

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

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

- **Free Breakfast**

Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

- **Meal Prices**

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

- **PAYPAMS**

Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child's meals with a credit or debit card at [paypams.com](http://paypams.com). Parents/guardians create an account in PayPams for the child, and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments

- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases
- ***Peanut Allergies/Peanut-Free School***  
Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.

### **CAFETERIA RULES**

1. Use indoor voices
2. Stay in your place in-line
3. Keep your hands and feet to yourself
4. Stay seated until your table is called
5. Keep your area clean

### **CODE OF STUDENT CONDUCT**

Schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning. (*Excerpt from Board Rule 6Gx13-5D-1.08*).

The Code of Student Conduct (COSC) identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents, and school staff. Students and parents can access the English, Spanish, and Haitian/Creole versions of the document on the M-DCPS website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. It is of the utmost importance that parents review this document and discuss it with their son/daughter.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

The rights and responsibilities presented in the Code of Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

### **DISCIPLINE PLAN**

Gateway Environmental K-8 Learning Center expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

In order to provide students with a safe and nurturing learning environment, at Gateway Environmental

K-8 Learning Center students must:

- Follow directions at all times
- Be punctual to school and be prepared to learn

- Walk quietly throughout the school campus
- Be courteous to others
- Keep hands, feet and objects to themselves

Major Disruptive Behavior: Certain infractions call for an immediate referral to an administrator without previous teacher intervention. An immediate referral to an administrator is mandatory when a student violates any of the infractions from the Code of Student Conduct listed below:

- Fighting
- Bullying
- Threatening or directing violence toward others
- Possessing or using any object as a weapon to inflict bodily harm or destruction of property
- Stealing
- Possessing a controlled substance or cigarette

*Violation of these infractions may result in suspension to alternative to suspension program.*

A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. This includes disobedient, violent, abusive, uncontrollable, or disruptive students.

Engaging in unsuitable, intimate, inappropriate affectionate behavior (like kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairwells, classrooms, school buses, etc. is against board policy.

Miami Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment for all students. To this end, M-DCPS is dedicated to eradicating 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, school board employees, visitors, or volunteers.

It is the policy of M-DCPS that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment, as defined herein, is prohibited.

#### Definitions

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of a school

Bullying means systematically and chronically, inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing

gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliations; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

Bullying may involve, but is not limited to:

Cyberbullying, Cyberstalking, Destruction of Property, Intimidation, Physical Violence, Public humiliation, Physical violence, Sexual, Religious, or Racial harassment, Social exclusion, Stalking, Teasing, Theft or Threats

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.

Cyberstalking is defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of an individual through the use of electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person.

Students may report bullying or harassment incidents to any administrator, teacher, counselor, or security personnel.

### **DETENTIONS**

Detentions will be given for the following infractions, but not limited to:

1. Uniform infractions
2. Not following classroom rules and expectations. When a student misbehaves, the teacher will provide the student with a verbal or written warning. When the student receives a second warning, the teacher will again warn the student and notify the parent that further misconduct will result in a detention.
3. Certain misconduct or misbehavior may warrant an immediate detention.

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 rule shall be subject to appropriate disciplinary measures including suspension.

### **UNIFORM POLICY**

Students are expected to wear the mandatory school uniform on a daily basis. Being out of uniform will only be permitted on administration approved special activity days.

#### **Elementary School Students**

- Hunter green or white collar shirt with the school emblem
- Khaki pants or blackd/skirts/skorts/bermuda shorts

#### **Middle School Students**

- Brown or gold collar shirt with the school emblem
- Khaki or black pants/skirts/skorts/bermuda shorts

Shirts have to be tucked in and belts worn at the natural waist. Closed toe and heel shoes with socks must be worn at all times. We recommend sneakers or flat dress shoes. (NO flip flops or sandals allowed) If at any time the temperature drops, students may wear solid dark, colored sweatshirts and/or jackets of their choice on top of their school uniform while outside. Only sweatshirts and/or jackets without hoodies are permitted. No jeans or sweatpants are to be worn. No hats, caps, beanie, or nonreligious headgear allowed. At no time are students to

wear anything offensive, immodest, or deemed inappropriate by administration. Teeth may not be adorned with distractive materials, such as gold teeth.

Not adhering to this policy would result in the following:

- 1<sup>st</sup> Offense- Verbal warning and note home from teacher
- 2<sup>nd</sup> Offense- Visit to office and call home by CLS
- 3<sup>rd</sup> Offense- Loss of privilege (such as a monthly activity or event)
- 4<sup>th</sup> Offense- After school detention with a notice home

## **ELECTRONIC DEVICES**

An electronic device is defined as any mechanical or electrical contrivance that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of common electronic devices include cell phones, iPods, MP3 players, CD players, tablets, media players, PDA's, computers, and calculators. It is strongly recommended that students secure all electronic devices in a safe place. M-DCPS or its representatives assume no responsibility for devices that are lost, stolen, or confiscated. The use of electronic devices by a student when school is in session is not allowed.

Possession of a cellular telephone is not a violation of the Code of Student Conduct. If student possess a cellular telephone, it should be kept out of sight and it may not be allowed to emit any ring tone or vibrations on school grounds during school hours. The possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with safety-to-life issues, would be a violation of the M-DCPS Code of Student Conduct, subjecting violators to progressive discipline.

Devices that are not picked up by parent or legal guardian within 30 days will be donated to a local charity. Repeated violations of this policy will subject the student to progressive disciplinary action as defined in school and district rules. Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to full administrative proceedings.

## **USE OF TELEPHONES**

Passes will be given to students to use the telephone in the main office during school time for emergencies only. After 3:05 p.m. a school provided telephone will be available in the main office for emergency use. The use of cell phones is not allowed during school hours or on school grounds.

## **INTERNET USE POLICY**

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret,

which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation. Board Rule 6Gx13-6A-1.112

### **HALLS/HALL PASSES**

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Students must not push, run or loiter in the halls. Students must cooperate with security in the exercise of their duties and present a hall pass courteously when asked to do so. At no time a student is to be out of the classroom during class without a pass. Teachers are not to give verbal permission for a student to exit the classroom.

### **HEALTH SCREENING**

School Board Rule 6Gx13 – 5D-1.021 mandates hearing screening for students in grades kindergarten, first, second, fourth, sixth, and for students entering Florida schools for the first time in grades three and five. Also, vision screening is mandated for students in grades kindergarten, first, fourth, sixth, and for students entering Florida schools for the first time in grades two, three and five. Sixth grade students will receive scoliosis screening. Additional grade levels may be provided with a health appraisal and screening services such as vision, hearing, growth and development, and nutrition in accordance with priorities reflected in the local county health plan, subject to the availability of staff and funds.

It should be understood that such screenings do not substitute for a thorough examination by a health care provider, but are tests that can be given with ease to large numbers of apparently healthy children in an attempt to identify those children who are in need of a more thorough examination. It is requested that you provide the school with written notification if you do not want your child to participate in the screening program.

### **FINANCIAL OBLIGATIONS**

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office. The treasurer is located in the Main Office.

### **GRADING STUDENT PERFORMANCE**

By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period, including such factors as class attendance, homework, and participation.

#### **Grades K-1**

E- Excellent

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

#### **Grades 2-8**

90-100% = A (Outstanding Performance)

80-89% = B (Above Average Progress)

70-79% = C (Average Progress)

60-69% = D (Unsatisfactory Progress)

0-59% = F (Failure)

## **HOMEWORK**

Regular home learning provides your child with opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. The suggested guidelines for daily home learning gradually increase for students in grades kindergarten through seventh as follows:

<u>Grade Level</u>	<u>Total Daily Time</u>
Kg – First	30 minutes
Second – Third	45 minutes
Fourth – Fifth	60 minutes
Sixth – Eighth	75 minutes

Note: These times do not reflect the additional 30 minutes that are to be devoted to reading.

In general, home learning assignments will be completed for the following day; however, long-range assignments (e.g. special projects) may take extra periods of time as assigned by the teacher.

### **Student Responsibility**

- Completing assigned homework as directed and in the spirit in which it was assigned.
- Return homework to the teacher by the designated time.
- Submit homework assignments that reflect careful attention to detail and quality.
- Devote a minimum of 30 minutes daily to reading as an additional part of homework.

### **Parent Responsibility**

- Provide an environment conducive to study.
- Provide continued interest and concern for your child's successful performance in school.
- Indicate an interest in assignments and assisting whenever possible.
- Supporting the school in regards to your child being assigned homework.
- Request make-up assignments when your child is absent from school.
- Assure your child reads 30 minutes daily in addition to his/her regular assigned homework.

## **MAKEUP WORK**

It is the student's responsibility to ask for and complete make-up work within two school days unless specific arrangements are made with the teacher. If a long absence is anticipated, the parent or guardian may contact the student's counselor to request assignments. Students assigned to indoor/outdoor suspension must make up work missed. Students with unexcused absences will receive a zero (Z) for the day's work.

## **EMERGENCY CONTACT INFORMATION**

Please keep your child's emergency contact card updated. Emergency Contact Cards are distributed the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the



Emergency Contact Card will enable us 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 emergency contact card after presenting picture identification. Students who do not return an emergency card will not be permitted to participate in any extracurricular activity (field trips, sports, dances, and etc...).

### **Parent Academy**

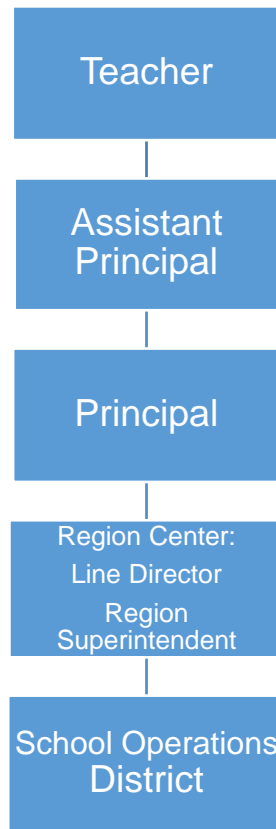
Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children's lives, including helping children learn, parenting skills, financial management,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

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

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

### Protocol for Addressing Concerns

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



### Recess

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

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

### Safety and Security

- **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade

County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

- ***Emergency Operations Plan***

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

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

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

BeSafe Anonymous Reporting System (Insert Flyer)

<http://hoover.dadeschools.net/portable doc/68128 Be Safe Anonymous Reporting System Flyer.pdf>

- ***Fire Drills***

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

- ***Visitors***

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to

register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

### **School Activities/Clubs**

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

- **Clubs**

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

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

- **School Club List**

- Art
- Chess
- Film
- Garden
- Journalism
- Violin

- **Special Programs**

- **Acceleration Courses**
- **Before/After School Tutoring**
- **Before/After School Care**
- **Band**
- **Business Technology**
- **Chorus**
- **Dance**
- **Fairchild Challenge**
- **Florida Virtual School**
- **Future Educator of America**
- **Law Studies**
- **Morning TV Crew**
- **National Junior Honor Society**
- **Orchestra**
- **Piano**
- **Robotics**
- **SECME**
- **Social Sciences**
- **Student Mentoring**

- *Safety Patrol*
- *Student Council*
- *Theodore Gibson Oratorical Competition*
- *Youth Crime Watch*

### **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](http://www.dadeschools.net). The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

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

### **Special Education**

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

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

## **Student Records**

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

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

## **Student Services**

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

## **Student Success Centers**

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

## **Toolkits**

- [Back to School Toolkit](http://toolkit.dadeschools.net) - <http://toolkit.dadeschools.net>

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

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

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

## APPENDIX A – School Calendars



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

	New Teachers Report		Recess Day
	Teacher Planning Day		Begin/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 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	Observance 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 SCHOOLS  
2017-2018 SCHOOL CALENDAR  
ADULT/VOCATIONAL EDUCATION

August 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

	New Teachers Report
	Teacher Planning Day
	Teacher Planning Day - (No Opt)
	District-wide Professional Development
	Recess Day
	Begin/End of Grading Period
	Legal Holiday

Days in Grading Period	
1-82	
2-56	
3-78	

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2017-2018 SCHOOL CALENDAR  
ADULT/VOCATIONAL EDUCATION**

**HOLIDAYS 2017**

September 4	Labor Day
November 10	Veterans' Day
November 23	Thanksgiving Day

**HOLIDAYS 2018**

January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 19	All Presidents' Day
May 28	Observance of Memorial Day

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
9	19	20	18	16	16	19	16	5	15	22	20	20	1
TOTAL: 82					TOTAL: 56				TOTAL: 78				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

\*Teachers may opt to work one or more days, August 15, 16, 2017, in lieu of any of the teacher planning days except August 18, 2017, and the designated District-wide Professional Development Days, October 2, 2017, and October 27, 2017. At the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

\*\*August 2, 2018 is a Teacher planning day; not available to opt.

## **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.

- 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.

- 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.

## **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

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.



## **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 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.

## **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.

## 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.



## **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

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.

## **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.

## 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.*

#### **In Addition:**

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

For additional information contact:

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