

MIAMI-DADE COUNTY PUBLIC SCHOOL  
DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

**NORTH TWIN LAKES ELEMENTARY COMMUNITY SCHOOL**  
**625 WEST 74TH PLACE**  
**HIALEAH, FLORIDA 33014**  
**(305) 822-0721**

***SCHOOL HOURS/COMMUNITY SCHOOL HOURS***

**PRE-K 8:20 A.M. –1:50 P.M**  
**K-1 8:20 A.M. – 1:50 P.M**  
**2-5 8:35 A.M. – 3:05 P.M**

***ALL GRADES ARE DISMISSED AT 1:50 P.M. ON WEDNESDAY***  
**NTLELEMENTARY.NET**

**BEFORE/AFTER SCHOOL HOURS**

**Before Care: 6:30 A.M. – 8:00 AM**  
**After Care: 1:50 P.M. – 6:00 PM Pre-K thru 1st Grade**  
**After Care 3:05 P.M. – 6:00 P.M 2nd Grade thru 5th Grade**



**TWITTER: @NORTHTWINLAKES1**



MIAMI-DADE COUNTY PUBLIC SCHOOL  
DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

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

Ms. Perla Tabares Hantman, Chair

Dr. Steve Gallon III, Vice Chair

Ms. Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Ms. Christi Fraga

Dr. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Ms. Luisa Santos

Student Advisor

Andrea Pita

**SUPERINTENDENT OF SCHOOLS**

Dr. Jose L. Dotres

**OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE**

Dr. John Pace III

**Deputy Superintendent**



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **Vision Statement**

*Inspired, valued, educated, and empowered students thriving in and beyond the classroom*

## **Mission Statement**

*To provide relevant learning experiences that foster life-long curiosity and enable ALL students to achieve their full academic, personal, and civic potential.*

## **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 focus on meeting our students' diverse needs and supporting them in fulfilling their potential.

***Innovation*** - We encourage risk-taking, creativity and adaptability to new ideas and methods that will support and elevate student learning.

***Accountability*** - We celebrate our successes, learn from our failures, and embrace challenges as we strive towards continuous improvement.

***Joy*** - We accept individuals for who they are, encourage them to engage with one another authentically, and cultivate welcoming environments that promote fun and excitement



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK



## Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Dr. Jose L. Dotres

**Miami-Dade County School Board**  
Perla Tabares Hantman, Chair  
Dr. Steve Gallon III, Vice Chair  
Lucia Baez-Geller  
Dr. Dorothy Bendross-Mindingall  
Christi Fraga  
Dr. Lubby Navarro  
Dr. Marta Pérez  
Mari Tere Rojas  
Luisa Santos

August 2022

Dear Parent/Guardian:

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2022-2023 school year. Students enrolled in M-DCPS can expect to receive a world-class education in an "A"-rated school system that celebrates their unique abilities while fostering curiosity and creativity in a safe and secure learning environment.

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.

It is also my hope that you and your child will avail yourselves of the numerous resources we provide. 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. I encourage you to stay connected by downloading the M-DCPS mobile application on your mobile device and by following us on social media (Twitter, Facebook, Instagram, etc.). For more information regarding specific resources and activities at your child's school, please contact the school directly and ensure that the school's staff is provided with your most updated contact information.

Thank you for your partnership and for entrusting us with your child's education. I wish you and your child much success this academic year.

Sincerely,

Dr. Jose L. Dotres  
Superintendent of Schools

JLD:ga  
L082

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



MIAMI-DADE COUNTY PUBLIC SCHOOL  
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# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## Message from the Principal



Dear Guardians and Parents,

Welcome to the 2022-2023 school year. If the past school year is any indication of our steadfast prominence, there are no limits for the North Twin Lakes Elementary School Community. I am anxiously anticipating another successful and rewarding school year alongside the most devoted faculty and staff who provide the finest educational experiences for our young learners.

It is an honor that you have chosen to be a part of the North Twin Lakes Elementary Family. Our accomplishments consistently demonstrate why North Twin Lakes Elementary is the #1 choice of parents in our community. We are proud to be an elite school in an “A” rated District. Our reputation for overall excellence is a staple within the NTL community.

Our high achieving performance is attributed to our educational practices and the overwhelming support we receive from our stakeholders. Our academic excellence and unique school offerings have been featured on Univision’s Channel 23 and Telemundo’s Channel 51. Radio Mambi celebrated our academic accomplishments by highlighting and celebrating our Drama Performances Lion King Jr. (2018), Moana the Musical (2019), Sing Jr. (2022), First Place in the Parade of Stars Musical Competition (2018 and 2019), Lego Engineering, Robotics, Chorus, Drones, Dance and our Community School Programs.

North Twin Lakes Elementary is celebrating 61 years of academic excellence. Our accomplishments continue to be recognized on a large scale as they have spread globally. We received the international distinction of a Cambridge Center. We continue to strive for optimal excellence by providing one of the most rigorous and complete educational experiences in the country. We are on The Florida Department of Education List of Schools of Excellence.

We will continue to offer basic hands-on engineering experiences using the most modern technology and Lego Education. We will be implementing the iSwim: Learn to Swim Program for our students in grades prekindergarten through first grade. The General Obligation Bond Project was completed in 2018 and our facility is safe, secure, energy efficient and sleek. With a paint scheme that compliments the eye, “North Twin Lakes Elementary School is the Greatest School on Earth.”

We are proud to be clean, inviting and welcoming. Our classrooms are visually stimulating with print rich materials and infused with technology to enhance student learning and reinforce the principles of the 21st century learner. We realize you have choices in the education of your child and we make it a priority to make it memorable. We can assure you that selecting North Twin Lakes Elementary School is the best decision in preparing your child for a successful future and guaranteeing a rich and plentiful elementary school experience.

Respectfully,

*Jose Fernandez*  
Jose R. Fernandez





# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## Message from the Assistant Principal

It is an honor and a pleasure to be a part of North Twin Lakes Elementary for the second year in a row. I am so excited because thanks to the efforts of our parents, students, teachers, faculty and staff, we are an "A" school again. Many generations of families come through our doors. We have had the pleasure to teach amazing students, and then teach their children as they grow. Many things have changed through the years, but one thing remains constant, the love and connection we have with our students.

One of our goals here at NTL is for teachers to engage our students in inquiry-based learning through our Cambridge Program. Our focus is to ensure that our students receive the best instruction, following the Florida Standards which are designed to be rigorous and relevant to the real world, reflecting the knowledge and skills that our students need to be successful in college, career, and life!

We recognize that social/emotional development is as essential to student success as academics. Please support us with our "Values Matter" initiative by instilling in your children the true meaning of citizenship, cooperation, fairness, honesty, integrity, kindness, respect, responsibility, and the pursuit of excellence. Together we can make the difference!

I thank you for entrusting us with your children. They are truly a gift to us! I'm looking forward to an amazing 2022-2023 school year!

Respectfully,

*Tonya Moorer*

Tonya Moorer



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## Message from the Assistant Principal

Welcome to North Twin Lakes Community School academic year 2022-2023. Our curriculum goals seek strong academic growth, as well as participation in the arts, music, Spanish, and physical education. In addition, our after-school program has diverse activities to support student interests and parental needs.

The after-school program further reinforces academic and group participation. Community education seeks to develop lifelong learners and of course our future leaders. The success of our community school includes the active, positive input of parents through our PTA. Parental constructive input helps us to achieve our expectations. We want and expect our students to maintain excellent attendance, positive attitudes towards learning, full participation in activities and solid relationships with our teachers, staff, and fellow students.

We expect parents to support our goals so that we can achieve all that we have set out to achieve. North Twin Lakes Community School has been a successful institution. It has a seasoned dedicated faculty and staff. We intend, with your help, to achieve even more. Keep in mind that lifelong learners begin on this important road in elementary school. Enjoy your travels.

Respectfully,

*Daniel H. Atlas*

Daniel H. Atlas



**MIAMI-DADE COUNTY PUBLIC SCHOOL  
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**North Twin Lakes Elementary Community School**

**School Mission Statement**

To produce world-class learners by building a network of learning communities

**Alma Mater**

**The Eagle Song**

**We are the North Twin Lakes eagles.**

**We want to spread our wings and fly.**

**We need the knowledge you can give us,**

**To make our wings grow strong and us wise.**

**We put in all our effort,**

**To reach our goals and dreams,**

**We are the future, so mold us , teach us well.**

**Reading, math and science,**

**Will help us to succeed.**

**Music, Art and P.E. will enrich our lives**

**So we can fly.**

**We are the North Twin Lakes eagles.**

**We want to spread our wings and fly.**

**We are the North Twin Lakes eagles.**

**Watch us spread our wings and soar.**



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## Faculty Roster

**Jose R. Fernandez, Principal**

**Tonya M. Moorer, Assistant Principal**

**Daniel H. Atlas, Assistant Principal Community Education**

### **PRE KINDERGARTEN**

Janet Cabana-Fernandez

Mindi Gorelick

Vielka Saavedra

### **KINDERGARTEN**

Roilan Figueredo

Maria Nino

Evelyn Martinez

Genissa Hernandez

### **FIRST GRADE**

Moses Vazquez

Vincent Burrola

Aline Garcia

Milidza Alvarez

### **SECOND GRADE**

Linda Williams

Trina Doret

Marisol Robledo-Mayor

Doris Pompa

### **THIRD GRADE**

Annia Sobrino

Jalitze Horta

Lileida Guerrero

Magela Sanchez

Rosa Herrera

### **FOURTH GRADE**

Trena Lopez

Laura Mendez

Marisol Capiro

### **FIFTH GRADE**

Marlen Paradoa

Maria Gonzalez

Marlen Vazquez



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **BILINGUAL EDUCATION**

Alexander Gomez (SPAN/CCHL)

Jeanette Alvarez (ELL)

Eddy Perez (SPAN/CCHL)

## **EXCEPTIONAL STUDENT EDUCATION**

Ana Hernandez (ESE PRIMARY)

Liset Padron (ESE INTERMEDIATE)

Vincent Burrola (ESE Primary)

## **ART**

Margaret Pellegrino

## **MUSIC**

Maria Barreiro-Futtermann

## **PHYSICAL EDUCATION**

Aliozka Alonso

## **SECURITY MONITORS**

Virginia Hechavarria

Juan Ramos

## **STUDENT SERVICES**

Victor Gonzalez (Counselor)

Ofelia Diaz (Social Worker)

Jeanette Concepcion (Speech)

Kristina Rivera (Staffing Specialist)

Carly Andres (School Psychologist)

Kaylin Miller (Student Services Support Personnel)

## **OFFICE STAFF**

Angela Cainas (Treasurer)

Liliana Ortiz (Comm. Sch. Specialist)

Maria Perez-Pons (Registrar)

Luz Rivera (Title I-CIS)

## **CUSTODIAL STAFF**

Mayumis Cruz (Custodian)

Yuneidys Perez-Gonzalez (Lead Custodian)

Javier Hernandez (Head Custodian)



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **CAFETERIA**

Elaine Ales (General Worker)

Maria Arrendondo (General Worker)

Elizabeth Caballero (General Worker)

Paule Moise (General Worker)

TBA (Cafeteria Manager)

## **CAMBRIDGE Coordinator**

Trina Doret

## **SUPPORT SERVICES**

Luz Rivera Title I – CIS

## **TECHNOLOGY**

Andrew Singer

## **COMMUNITY SCHOOL STAFF**

Yamilka Chamizo Martinez (PT Activity Leader)

Thalia Rogel (Activity Leader)

Jose Sardinas (PT Activity Leader)

## **GIFTED**

Aline Garcia (1<sup>st</sup> Grade)

Marisol Robledo-Mayor (2<sup>nd</sup> Grade)

Lileida Guerrero (3<sup>rd</sup> Grade)

Marisol Capiro (4<sup>th</sup> Grade)

Marlene Vazquez (5<sup>th</sup> Grade)

## **EXTENDED FOREIGN LANGUAGE**

Rosa Herrera

Vielka Saavedra



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## Feeder Pattern Schools

### Hialeah-Miami Lakes Senior High School Feeder Pattern

Bunche Park Elementary  
John G. Dupuis Elementary  
Golden Glades Elementary  
Dr. Robert B Ingram Elementary  
North Dade Center for Modern Languages  
North Twin Lakes Elementary  
Palm Lakes Elementary  
Rainbow Park Elementary  
Twin Lakes Elementary  
Nathan B. Young Elementary  
Miami Lakes K-8 Center  
Marcus A. Milam K-8 Center  
Miami Lakes Middle  
North Dade Middle  
Palm Springs Middle  
Hialeah Miami Lakes Senior

### School Information

- *Bell Schedule*

<u>PRE-K</u>	8:20 A.M. – 1:50 P.M.
<u>K-1</u>	8:20 A.M. – 1:50 P.M.
<u>2-5</u>	8:35 A.M. -- 3:05 P.M.

All grades are dismissed at 1:50 p.m. on Wednesdays

- ***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 School Policy***

Please be sure your child's name is in his wallet, backpack, coat, sweater, raincoat, lunch box, etc. Many of these articles are lost and unclaimed each year. Lost articles may be claimed in the office when properly identified. Periodically lost items will be put on display for students to claim.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

- **Opening and Closing Hours of Schools**

School will open at 7:45 for breakfast. Parents may utilize the car to drop off students in the front entrance located on West 74<sup>th</sup> Place. **Under no circumstances should children be dropped off before 7:45 a.m.** If before care is necessary, arrangements can be made with Community School. At 8:15 a.m. (Pre-K, K, and 1<sup>st</sup>) teachers will pick up their classes from the cafeteria and take them to their classrooms. Students arriving after 8:20 a.m. will be marked tardy. At 8:30 a.m. (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>) teachers will pick up students from the P.E. Court and take them to their room. Students arriving after 8:35 a.m. Will be marked tardy. Students in Pre-Kindergarten, Kindergarten, and First Grade will be dismissed at 1:50 p.m. Students in second, through fifth grade will be dismissed at 3:05 p.m. except for Wednesdays. On Wednesday dismissal time for the entire school will be at 1:50 p.m.

Students going home in car must be picked up at the loop located on West 74<sup>th</sup> Place. at their designated areas. Students that walk home with their parent must be picked up at the entrance of West 7<sup>th</sup> Avenue. If students are picked up late, they will be sent to Community School Aftercare. Aftercare charges may apply. Please arrange to pick up your child on time or make adequate accommodations with Community School. The Main Office will be open from 8:00 a.m.- 4:30 p.m.

Community School offers before and after school programs Monday through Friday for a nominal fee. Before Care is hours are 6:30 a.m. to 7:45 a.m. Our Aftercare program hours are 1:50 p.m. - 6:00 p.m. It includes recreational activities, homework assistance, dance, piano, guitar and snack is included. For further information please contact the program director after 11:00 a.m. at 305 822-0721 or visit the media center.

## Important Dates

- Back to School Night = **Open house September 13, 2022**

School Level	Window Period	School Date
Elementary/K-8 Centers	September 12 – 15, 2022	<b>September 13, 2022</b>

## Interim Progress Report & Report Card Distribution

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/23/2022	11/4/2022
2	12/2/2022	2/3/2023
3	2/17/2022	4/21/2023
4	5/12/2022	6/23/2023





# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

- **School Calendar of Events may be accessed via website:** [ntlelementary.net](http://ntlelementary.net)

## **Academic Programs – Student Progression Plan (SPP), School Board Policy 5410**

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.

## **Before/After School Care Program & Middle School Enrichment After School Program**

For those parents considering going back to work and/or are presently working, there are 240 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 54 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

This year, Miami-Dade County Public Schools will offer 294 After School programs on school days. Before-school care programs will be provided as needed.

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. Before-school care programs begin approximately one hour before school starts. Summer Camp operates from 7:00 a.m. until 6:00 p.m. Parents should check with their child's school for specific start times.

All after-school care programs provide planned activities, which include homework assistance, indoor and outdoor games, arts and crafts, snack time and various recreational activities. Many programs offer reading and math tutoring, music, ceramics, chess, drama and other classes designed to provide participants with a variety of educational and enrichment experiences. Before-school care programs provide supervised, quiet activities for students.

The cost of Elementary and K-8 after school care is \$40 per week; the cost of Middle School Enrichment after school care is \$40 per week; the cost of before school care is \$20 per week and the cost of Summer Camp is \$100.00 per week. These programs are offered by one of five providers:

- Miami-Dade County Public Schools Principal Operated Before After-School Programs
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)
- Family Christian Association of America (FCAA)
- South Florida After-School All Stars (SFASAS)

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

Bring Your Own Device allows students, parents, staff and guests utilize technology devices at specified times during the instructional 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. More information about the BYOD program as well as minimum device specifications for those that are considering purchasing a device can be found at <https://digital.dadeschools.net>



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **Bullying Prevention**

Miami-Dade County Public Schools is committed to providing a safe learning environment for all students and therefore all allegations of bullying/harassment are taken seriously. When concerned about bullying or harassment behaviors, contact your child's teacher immediately. You can verbally report your concerns and/or fill out the [Bullying and Harassment Reporting Form](#). If the problem should continue to persist, notify the school's principal. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services staff at the District office. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:30 a.m. - 4:30 p.m., Monday through Friday. Students and parents may also report bullying through our Districts anonymous online bullying reporting system available on the student and parent portals. Additional information regarding bullying and harassment can be found on the Student Services [website](#).

## **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.

## **Code of Student Conduct**

Miami-Dade County School Board approved a revised Code of Student Conduct (COSC). The 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.

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places – including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities – where appropriate school administrators have jurisdiction over students.

Principals are authorized to take administrative action whenever a student's off-campus conduct poses a threat or danger to the safety of other students, staff, School Board members, any other members of the District Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.



## MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression and assembly; and publications. It also outlines parents' rights in regard to assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the District.

The Code of Student Conduct can be accessed by going to the following website: <http://ehandbooks.dadeschoolgbtols.net/policies/90/index.htm>. If you do not have access to the Internet, you may go to your child's school and request to review the Code of Student Conduct manual.

Please take the time to review and discuss the importance of the *Code of Student Conduct* with your child or children. After reviewing the *Code of Student Conduct*, you and your child/children must sign, date, and return the *accompanied* Parent Receipt and Acknowledgement Form to your child's school within 5 school days.

### **Community School Program**

The Community School Program offers an opportunity for the public-school system to determine the needs of the community and provides a mechanism to meet those needs. The curriculum of the Community School Program is as wide and varied as the needs of the community it serves. Community schools provide programs that are funded by fees, tuition, grants, and donations, on community school sites, in adult centers, in satellite programs, and at off-campus, non-public school locations throughout Miami-Dade County.

Each of the 17 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today's world. Annually, thousands of people have taken advantage of these recreational and educational opportunities, and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.

For more specific information on Miami-Dade County Public Schools Community Education and Before and After School Care programs or Middle School Enrichment After School programs, please log on to our website at [www.dadecommunityschools.net](http://www.dadecommunityschools.net) or please call Mr. Victor Ferrante, Executive Director at 305-817-0014.

### **Comprehensive Student Services Program**

The Division of Student Services implements the Comprehensive Student Services Program, serving students from Pre-K to Adult. Through collaborative efforts with community agencies, students' academic, personal/social and career development needs are addressed through a team-based approach. An integrated team of uniquely trained Student Services professionals deliver direct services to students. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready.

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-995-7338.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **Discrimination/Harassment**

The School Board has a prohibition against discrimination and harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, and persistent. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly.

## **Dismissal**

- ***Rainy Day Dismissal***

During rainy days students will be picked up at the loop on West 74<sup>th</sup> Street. All students will be sheltered for their safety.

- ***Student Drop-Off/ Pick-up***

PK-K students must be dropped off and picked up at the 7 avenue gate. 1<sup>st</sup> grade through 5 grade students must be dropped off at the main entrance of the school. Parents are encouraged to use the car loop to drop off children. Students will be picked up at designated areas according to their grade level. Parents must display sign provided by the school with their child's name and their child's teacher's name in the front view mirror of the car. Please review dismissal map on school website under parent tab.

## **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).



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## LGBTQ Support

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. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have equitable access to all aspects of school life in ways that preserve and protect their dignity. SAFE Network resources for students, educators, parents, and families may be found at <http://studentservices.dadeschools.net/#!/fullWidth/3675>

## 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 Student Meals**

All students enrolled in district managed sites will have access to school meals at no charge.

- **Meal Prices**

Breakfast	School Lunch	Prices
All Students No Charge	All Elementary Students	No Charge
Adults \$ 2.00	Adults	\$ 3.00

- **PAYPAMS**

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

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

- **Peanut Allergies/Peanut-Free School**

Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **Mental Health Services**

Miami-Dade County Public Schools established The Department of Mental Health Services to expand school and community-based mental health services and resources and to ensure ongoing coordination of services to further support the emotional and mental well-being of students. The programs in place provide prevention initiatives, intervention services for students and family support for students who may be experiencing a mental health challenge. Students in need of intensive services can receive support from contracted agencies at no cost to families. For assistance contact your child's school, the Parent Assistance Line at (305) 995-7100 or visit

<https://mentalhealthservices.dadeschools.net/#!/fullWidth/3939>.

## **Newsletters**

Parents can view our month calendar and new letters @ [ntlelementary.net](mailto:ntlelementary.net)

## **Prekindergarten Programs**

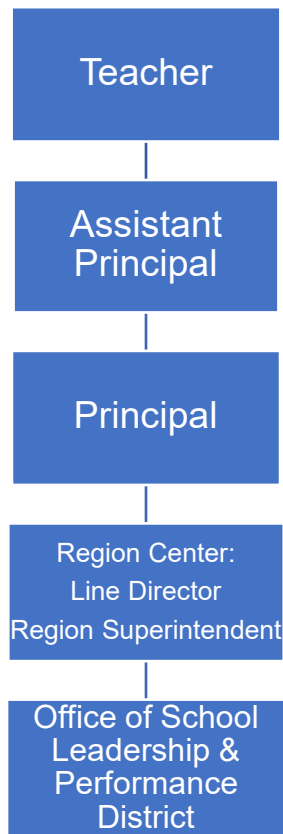
M-DCPS offers a variety of prekindergarten programs throughout the District. Parents should contact their home school for the available options for Pre-K students. For additional information on VPK or Head Start/Early Head Start Programs, parents may contact the Department of Early Childhood Programs at 305-995-7632. For information on Pre-K ESE Programs, parents should contact 305-271-5701. Parents may also access information at [earlychildhood.dadeschools.net](http://earlychildhood.dadeschools.net).

## **Protocol for Addressing Parental Concerns**

Parents may generally address their complaints or concerns to the school administration, which may be followed by Region and District department review by appropriate. For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order below.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK



## Public-Private Collaboration

Requests for private instructional personnel to collaborate with public instructional personnel in the educational setting should be directed to the principal for application of District procedures.

## 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

- **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





## MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

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 emergency drills (active shooter, hostage, & bomb drills), 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 MDSPD 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

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

- **Fire Drills (Evacuation Drills)**

Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, 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 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.

- **Emergency Drills**

Twenty-one emergency drills, to include one monthly active shooter drill and one hostage situation or bomb threat drill, will take place during the school year according to Florida Senate Bill 7026, also known as the Marjory Stoneman Douglas High School Public Safety Act. One additional active shooter drill must take place within the first 30 days of the opening of schools. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

- **Lockdown Procedures**

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.





# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

- **Threat Assessments**

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. Schools must establish a Threat Assessment Team (TAT) comprised on an administrator, counselor, teacher, and law enforcement officer. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a TAT shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

- **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 with the principal to view the school. Classroom visits require a request with 24-hour notice. All 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 School Board 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 noncurricular-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, noncurricular-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurricular-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **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 approximately 35,000 students a day this school year, using a fleet of 999 buses on 800 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for students with special needs in some instances.

Before school begins, parents/guardians of all students eligible for bus transportation should log on the BusPlannerWeb and view the bus assignment. The information is updated nightly, and a link is provided on the parent portal. Parents/guardians are encouraged to check the BusPlannerWeb 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/Section 504**

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.

Students who are not eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973.

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/>.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **Student Records**

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. 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 with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

Each school must provide to the parent(s), guardian(s) or eligible student(s) an 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 Success Centers**

Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) violating the Code of Student Conduct Level II and III behaviors as well as habitual Level II infractions with Region Approval.

## **School Volunteer Program**

The School Volunteer Program matches the resources of members of the community with the needs of our schools to support the District's goal of student achievement. School Volunteers bring with them many diverse skills and talents that are tailored to the needs of the students and the community. Each year, more than 30,000 volunteers share their time and talents enriching the lives of students in our schools.

### Be a School Volunteer

Directly assist the staff at our school. .

- [Level 1 Activities](#)
- [Level 2 Activities \(fingerprinting required\)](#)
- Guest Presenter/ Speaker - Inspire, enlighten or challenge students to reflect upon their own life and take a specific action.

To Become a School Volunteer:

1. Visit <https://www.engagemiamidade.net/volunteers>
2. Complete the online volunteer registration ([Raptor](#)).
3. Receive email approval from the School Volunteer Office.



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

Once you're approved, *CHECK-IN* at your school as a *VOLUNTEER* to track your time and school volunteer activity.

## [Steps to Managing Your Volunteer Hours](#)

Who Can Volunteer?

[Students](#) Anyone who is currently an M-DCPS student

[Parents](#) Guardians, primary caregivers

[Employees](#) Administrators, teachers, staff of M-DCPS

[Community Members](#) Individuals of businesses, local organizers, community and faith-based organizations, M-DCPS Alumni, and non - M-DCPS students.

## **The 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 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, neighborhood centers, and community agencies across the county.

Parents can participate in virtual and in-person sessions 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 305-271-8257.

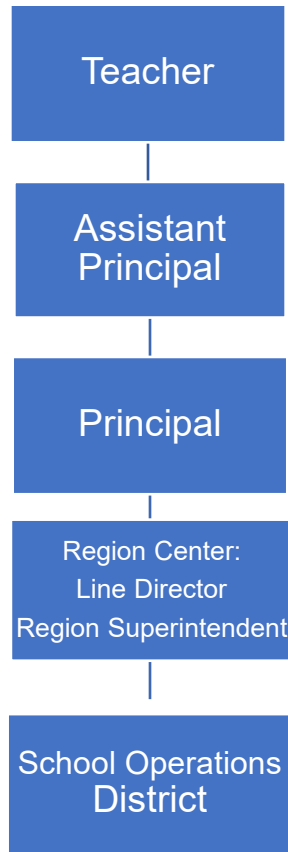
## **Verifications of Residency**

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 [Florida Statute 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [Florida Statute 95.525](#)



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK



## **Public-Private Collaboration**

Requests for private instructional personnel to collaborate with public instructional personnel in the educational setting should be directed to the Principal for application of District procedures.

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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.

## Be a School Volunteer

Directly assist the staff at the school of your choice, regional center, or district office.

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# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2022					August 2022					September 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5 <sup>a</sup>				1	2
<del>8</del>	5	6	7	8	8 <sup>a</sup>	9 <sup>a</sup>	10 <sup>a</sup>	11 <sup>a</sup>	12 <sup>a</sup>	<del>8</del>	6	7	8	9
11	12	13	14	15	15 <sup>a</sup>	16 <sup>a</sup>	17 <sup>a</sup>	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26 <sup>a</sup>	27	28	29	30
October 2022					November 2022					December 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5 <sup>a</sup>	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8 <sup>a</sup>	9	10	<del>10</del>	5	6	7	8	9
17	18	19	20	21 <sup>a</sup>	14	15	16	17	18	12	13	14	15	16
24 <sup>a</sup>	25	26	27	28	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	19	20	21	22	23 <sup>a</sup>
31					28	29	30			<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
January 2023					February 2023					March 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
<del>16</del>	17	18	19	20 <sup>a</sup>	13	14	15	16	17	13	14	15	16	17
23 <sup>a</sup>	24 <sup>a</sup>	25	26	27	<del>20</del>	21	22	23	24	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
30	31				27	28				27	28	29	30	31
April 2023					May 2023					June 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6 <sup>a</sup>	7 <sup>a</sup>	1	2	3	4	5				1	2
10 <sup>a</sup>	11	12	13	14	8	9	10	11	12	5	6	7 <sup>a</sup>	8 <sup>a</sup>	9 <sup>a</sup>
17	18	19	20	21	15	16	17	18	19	12 <sup>a</sup>	13	14	15	16
24	25	26	27	28	22	23	24	25	26	<del>19</del>	20	21	22	23
					<del>29</del>	30	31			26	27	28	29	30
New Teachers Report Teacher Planning Day District-wide Professional Development Day Legal Holiday (12 month) Recess Day (10 month)					Recess Day Beg/End of Grading Period Legal Holiday Available to opt Teacher Planning Day available to opt					<b>Days in Grading Period</b> 1- 45 2- 46 3- 47 4- 42				

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





# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 12, 2022	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 26 *+ #	Teacher planning day; no students in school
October 5*+ #	Teacher planning day; no students in school
October 21	End first grading period; first semester
October 24	Begin second grading period; first semester
November 8	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11	Observance of Veterans' Day; holiday for students and employees
November 21-23	Fall Recess for 10 month employees
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 23*+ #	Teacher planning day; no students in school
December 26- January 6	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
January 16, 2023	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 23*+ #	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 20	All Presidents Day; holiday for students and employees
March 20 – 24	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
April 6	End third grading period; second semester
April 7*+ #	Teacher planning day; no students in school
April 10	Begin fourth grading period; second semester
May 29	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 5, 2022	June 8, 2023
Assistant Principals and 10-month clerical	August 5, 2022	June 15, 2023
Cafeteria Managers	August 9, 2022	June 8, 2023
Satellite Assistants	August 11, 2022	June 7, 2023
All Instructional Staff, Paraprofessionals & Security	August 12, 2022	June 8, 2023
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2022	June 7, 2023
Cafeteria Workers (part-time)	August 17, 2022	June 7, 2023

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2022, or June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 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 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 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 3, 4, 2022, or June 16, 20, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.





MIAMI-DADE COUNTY PUBLIC SCHOOL  
DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

**APPENDIX B – Florida Statutes and School Board Policies**

View all School Board Policies at: [School Board Bylaws & 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.
- 2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
  - 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. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.
- 2417 – REPRODUCTIVE HEALTH AND DISEASE EDUCATION
  - Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.
- 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.
- 2432 – DRIVER EDUCATION



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- The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.
- 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 School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 - INSTRUCTIONAL MATERIALS AND RESOURCES
  - Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.
  - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain a list of materials available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.
- 2623 - STUDENT ASSESSMENT
  - Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.
  - State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
  - Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.
- 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**

- 1139 – EDUCATOR MISCONDUCT
  - Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school



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principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

- 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.
- Parents have the right to receive notification if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student.
- Parents have the fundamental right to make decisions regarding the upbringing and control of their children and may utilize procedures to notify the principal, or designee, regarding concerns.

- 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 School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School 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 School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School 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. Parents have the right to access SESIR data and to receive timely notification of threats, unlawful acts, and significant emergencies, certain arrests of employees. Student identification cards issued by the District to students in grades



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6 through 12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines. Drills for active assailant and hostage situations shall be conducted at least as often as emergency drills and fire drills.

- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE
  - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.
- FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM
  - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFI has also been placed on each school site information page.

## **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 health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
    - Verification of parent/legal current residence (address)
  - Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.
- 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-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
  - A student who has not completed the required immunization will not be admitted to school.



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- The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine to help protect against the virus.

### **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**

- 5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
  - The School Board shall comply with all Federal and state laws and regulations prohibiting discrimination/harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation for engaging in a protected activity under District civil rights policies, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law and all requirements and regulations of the U.S. Department of Education. The School Board will enforce its prohibition against such discrimination/harassment against students in accordance with School Board Policies 5517, 5517.02 and 5517.03. 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 School 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, with bullying defined as systematically and chronically inflicting physical harm or psychological distress on one or more students.
  - The School Board is committed to 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.
  - This policy provides the steps to individual complaints of bullying and harassment and the process for addressing the complaints.
- 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).



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- All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the District's Title IX Sexual Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.
- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

### **Attendance Policy/School Hours**

- 5200 – ATTENDANCE
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
  - Student absences for religious purposes, as identified on the approved holidays listed in the Student Attendance Reporting Procedures PK-12 Handbook, may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 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.
  - The registering parent –shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters.
- 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 CEREMONIES AND MOMENT OF QUIET REFLECTION





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- 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. The principal of each school shall require teachers in the first class period of the school day in all grades to set aside at least one (1) minute, but not more than two (2) minutes, daily, for moment of silence, during which time students may not interfere with other students' participation. The amendments prohibit a teacher from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence and require each teacher in the first class period of the day to encourage parents and guardians to discuss the moment of silence with their children and make suggestions as to how their children can best use this time.

## 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 Statute 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to Florida Statute 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



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- 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 Code of Student Conduct (COSC) is aligned to local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures.
- Furthermore, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students, including assignment to an interim alternative educational setting pursuant to the Code of Student Conduct and, in accordance with the student's due process rights.

- **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 schoolwork 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.





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## 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 School Board Policy.
- 5111.01 - HOMELESS STUDENTS
  - The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education (FAPE) in public schools and preschool education programs in the same manner as all other District students.
  - Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District's academic and extra-curricular activities for which they meet relevant eligibility criteria. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless.

## 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



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- 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.
  - The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.
- 8531 - FREE AND REDUCED-PRICE MEALS
  - Starting School Year 2022-2023, all students will receive school meals (breakfast and lunch) at no charge as the district has adopted the United States Department of Agriculture's Community Eligibility Provision.

## **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 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS



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- 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.
  - Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with consent for health services.
  - School principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination and school or law enforcement personnel must make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, except where there is an imminent danger to the student or others.

## 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



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- The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet programs/schools that are subject to specific admissions requirements and governed by School Board 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. Controlled open enrollment transfers are subject to approval by the Region Superintendent.

## 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.
- 5780 – PARENTS’ BILL OF RIGHTS
  - The Parents’ Bill of Rights contains information about School Board policies to support strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. See also <https://parentsbillofrights.dadeschools.net/>.
- 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 AND OFFICIAL MOTTO OF THE STATE OF FLORIDA
  - 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



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- 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/Section 504**

- 2260.01 SECTION 504 PROCUDURES FOR STUDENTS WITH DISABILITIES
  - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.
- 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 (SP &P).
- FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION
  - Parents who wish to request public-private collaboration in the educational setting should direct requests to the principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

### **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.



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## **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 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 – Schoolwide Program**

- 2261 - TITLE I SERVICES
  - The School Board elects to augment the educational program of disadvantaged students through the use of Federal funds, in accordance with the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized under the Every Student Succeeds Act of 2015. The ESEA is based on four (4) basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on proven educational methods. Parents of participating students are encouraged to be involved in programs, activities, and procedures that are planned and implemented to support children's academic growth.

## **Technology**

- 7540 – COMPUTER TECHNOLOGY AND NETWORKS
  - The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

- 7540.01 – TECHNOLOGY PRIVACY
  - All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system.
- 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.
- 7540.06 – STUDENT ELECTRONIC MAIL
  - This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts

## **Threat Assessments**

- FLORIDA STATUTES, SECTION 1006.07(7)
  - The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff and students.

## **Visitors**

- 9150 - SCHOOL VISITORS
  - Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.
  - 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. A visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.



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## **Volunteer Program**


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





# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## APPENDIX C – Parents' Bill of Rights



# PARENTS' BILL OF RIGHTS

## P

### arent Rights and Responsibilities Under Florida Statutes:

1. Pursuant to s. 1002.20(3)(d) and Board Policy 2417, *Reproductive Health and Disease Education*, a parent has the right to opt his or her minor child out of any portion of the school district's comprehensive health education required under s. 1003.42(2)(n) that relates to sex education instruction in acquired immune deficiency syndrome education or any instruction regarding sexuality. The exemption forms for parents to opt-out can be accessed here for [grades 6-8](#) and for [grades 9-12](#).
2. Pursuant to s. 1002.20(6) and Board Policies 2370, *Magnet Schools* 5131, *Student Transfers and Controlled Open Enrollment*, and 9800, *Charter Schools*, parents are provided with school choice options, including open enrollment.
3. In accordance with s. 1002.20(3)(b) and Board Policy 5320, *Immunization*, a parent has the right to exempt his or her minor child from immunizations.
4. In accordance with s. 1008.22 and Board Policy 2623, *Student Assessment*, a parent has the right to review statewide, standardized assessment results.
5. In accordance with s. 1003.57 and Board Policy 2460, *Exceptional Student Education and Exceptional Student Education Policies and Procedures (SP&P)*, incorporated by reference, a parent has the right to enroll his or her minor child in gifted or special education programs.
6. In accordance with s. 1006.28(2)(a)1. and Board Policies 2510, *Instructional Materials* and 2540, *Instructional Use of Audiovisual Materials*, a parent has the right to inspect school district instructional materials.
7. In accordance with s. 1008.25 and Board Policy 5410, *Student Progression Plan*, a parent has the right to access information relating to the school district's policies for promotion or retention, including high school graduation requirements.
8. In accordance with s. 1002.20(14) and Board Policies 5410, *Student Progression Plan* and 5200, *Attendance*, a parent has the right to receive a school report card and be informed of his or her minor child's attendance requirements.
9. In accordance with s. 1002.23 and Board Policies 2215, *Program of Instruction*, 2510, *Instructional Materials and Resources*, 2540, *Instructional Use of Audiovisual Materials*, 5410, *Student Progression Plan*, and 5200, *Attendance*, a parent has the right to access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.
10. In accordance with s. 1002.23(4) and Board Policy 2125, *Educational Excellence School Advisory Council* and Board Policy 9210, *Parent Organizations*, a parent has the right to participate in parent-teacher associations and organizations that are sanctioned by a district school board or the Department of Education.
11. In accordance with s. 1002.222(1)(a) and Board Policy 2416, *Student Privacy and Parental Access to Information*, a parent has the right to opt out of any district-level data collection relating to his or her minor child not required by law.

Parental rights do not authorize a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law. The parental rights listed above do not prohibit or impede child welfare activities, or any other statutory or legal duties or rights, when performed by a court of competent jurisdiction, law enforcement officer or employees of a government agency.

## APPENDIX D – Discrimination/Harassment Poster and Policy



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENT

## DISCRIMINATION / HARASSMENT

It is the policy of the School Board that all students and employees be treated with respect. The School Board affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by the School Board.

### The School Board Policy Covers the Following Protected Categories:

<b>AGE</b> - This category prevents denial of employment and/or educational opportunities because of a person's age.	<b>MARITAL STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.
<b>CITIZENSHIP STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.	<b>POLITICAL BELIEFS</b> - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.
<b>COLOR</b> - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.	<b>PREGNANCY</b> - This category prevents denial of employment and/or educational opportunities for women who are pregnant.
<b>DISABILITY</b> - This category prevents denial of employment and/or educational opportunities because of a person's physical, mental, or emotional impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.	<b>RACE</b> - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.
<b>ETHNIC/NATIONAL ORIGIN</b> - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.	<b>RELIGION</b> - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.
<b>GENDER</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.	<b>SEX</b> - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.
<b>GENDER IDENTITY</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.	<b>SEXUAL ORIENTATION</b> - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.
<b>GENETIC INFORMATION (GINA)</b> - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.	<b>SOCIAL AND FAMILY BACKGROUND</b> - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.
<b>LINGUISTIC PREFERENCE</b> - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.	

### Sexual Harassment will NOT be tolerated.

MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ANY EDUCATION PROGRAM OR ACTIVITY THAT IT OPERATES AS REQUIRED BY TITLE IX. M-DCPS ALSO DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ADMISSIONS OR EMPLOYMENT.

### RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

Retaliation is an adverse action taken against an individual because they engaged in a protected activity, such as complaining about discrimination, threatening to file a charge of discrimination, or participating in investigative proceedings.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

**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: <https://www.hrdadeschools.net/civilrights/>

For information on Section 604 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

**Division of Special Education**  
504 Coordinator  
1501 N.E. 2nd Avenue, Suite 409  
Miami, Florida 33132  
Phone: (305) 995-2037 TDD: (305) 995-2400  
Email: [ese@dadeschools.net](mailto:ese@dadeschools.net)  
Website: <http://ese.dadeschools.net>

Rev: 07/2020



# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## Anti-Discrimination Policy

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. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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 years old.

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 race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/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 about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

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: <https://dadeschools.net/civilrights>

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