

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

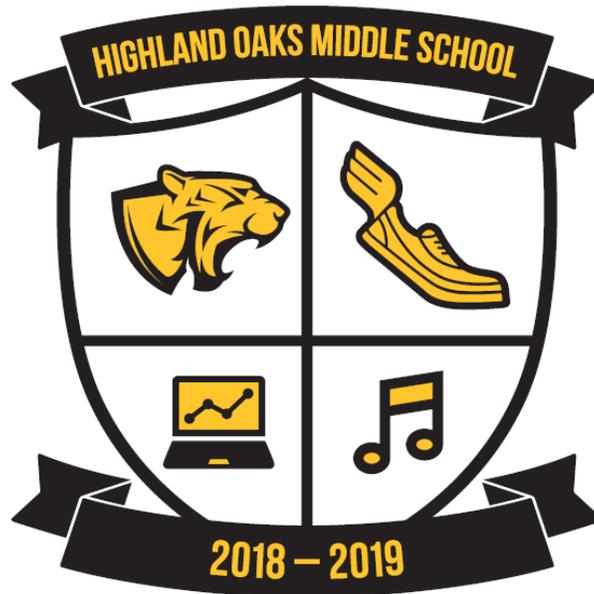
**HIGHLAND OAKS MIDDLE SCHOOL**

**2375 NE 203<sup>rd</sup> STREET MIAMI, FLORIDA 33108**

**(305) 932-3810**

**SCHOOL HOURS: 8:00 a.m. – 4:30 p.m.**

<https://highlandoaksmiddle.org>



HOMPANTHERS



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MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

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

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

Dr. Steve Gallon III

Ms. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Josh Rios, Student Advisor

**SUPERINTENDENT OF SCHOOLS**

Mr. Alberto M. Carvalho

**SCHOOL OPERATIONS**

Mrs. Valtena G. Brown

**Deputy Superintendent/Chief Operating Officer**



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## **Vision Statement**

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

## **Mission Statement**

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

## **Values**

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

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

**Student Focus** - *We singularly focus on meeting our students' needs and supporting them in fulfilling their potential.*

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



## Miami-Dade County Public Schools

*giving our students the world*

*Superintendent of Schools*  
Alberto M. Carvalho

*Miami-Dade County School Board*  
Peila Tabares Hantman, Chair  
Dr. Martin Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Susie V. Castillo  
Dr. Lawrence S. Feldman  
Dr. Steve Gallon III  
Lubby Navarro  
Dr. Marta Pérez  
Mari Tere Rojas

August 2018

Dear Parent/Guardian,

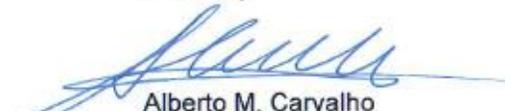
On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2018-2019 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in our increasingly globalized society. Students can expect to receive a world-class education that celebrates their uniqueness while fostering curiosity and creativity within 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.

Furthermore, it is 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 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,



Alberto M. Carvalho  
Superintendent of Schools

AMC:cg  
L68

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Message from the Principal

We are excited that you are a part of the Highland Oaks Middle School family. We look forward to seeing you excel in academics and work hard towards your goals that you set in middle school. Be sure to set aside time to study and complete your assignments every day. Practice being organized and responsible as you come prepared for school. Be sure to follow our district and school rules, guidelines, and procedures. It's so rewarding and engaging to get involved in after school clubs and sports at HOM as you make new friends and create new experiences. Challenge yourself to be the very BEST you as you practice kindness, generosity, patience, forgiveness, and respect. We look forward to seeing you do AMAZING things here at HOM and are available if you have any questions or need any assistance. Have a great school year!

Sincerely,  
Cheryl Kushi  
Principal



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Message from the Assistant Principal

Welcome to our school! It is our hope that you are truly happy here as you get the quality education that you deserve. Our teachers and staff are specifically trained to meet your needs, and assist you as you move through these exciting years. We are a full comprehensive middle school offering a wide variety of courses, with more sports and clubs than most other schools. We hope you make lasting friendships, earn good grades, and have a fulfilling experience that you will always remember.

If I, or any of the other administrators on our team can be of any assistance, please do not hesitate to reach out to us. We are here for you!

Sincerely,  
Fernando Diaz

It is with great pleasure to welcome you to Highland Oaks Middle School “Home of the Panthers”. The faculty and staff are committed to providing our students with a high-quality educational experience while, preparing them to excel in an ever-changing world. We provide opportunities for students to tap into their interests, through numerous clubs and sports. It is such a pleasure for us to be a part of your child’s educational experience. We sincerely hope that it is a wonderful one!

Sincerely,  
Marie Parker



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Highland Oaks Middle School School Mission Statement

The Highland Oaks Middle School team is committed to excellence by ensuring that our students develop the knowledge and skills needed to succeed in a global society by providing opportunities for lifelong learning.

## School Vision Statement

Highland Oaks Middle School envisions that our students are prepared to face the future with a set of moral values, academic and intellectual skills, a desire for knowledge, strong self-esteem, and a tolerance and respect for others. Highland Oaks Middle School provides our students with a quality education and ensures that parents, teachers, students, community, and administration work cohesively to achieve all the goals set forth. Highland Oaks Middle School's vision and mission are defined by high academic standards, the middle school philosophy, and the implementation of the most current educational practices so that all students become valuable and productive members of their community and society as a whole.

## Biography

Highland Oaks Middle School was built in 1978 and sits on 13.9 acres of land, along with the West Campus (opened in 2006), being approximately 58,000 square feet. The school is recognized because of its outstanding reputation in academic achievement, safe school environment, exceptional faculty and staff, and a strong parental involvement. The school, on two campuses, serves grades six, seven, and eight, located in northeast Miami-Dade County.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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**Faculty Roster**

| <b>Name</b>          | <b>Department</b>                         | <b>Email Address</b>            |
|----------------------|---|---------------------------------|
| Brian Bernstein      | Social Studies                            | bbernstein@dadeschools.net      |
| Linda Boehmer        | Cafeteria Manager                         | lboehmer@dadeschools.net        |
| Zoraida Brito-Miguez | Counselor (Chair)                         | zbrito@dadeschools.net          |
| Cecilia Campbell     | Language Arts                             | ceciliacampbell@dadeschools.net |
| Lori-Ann Caraccia    | Science                                   | 282871@dadeschools.net          |
| Connie Carr          | Reading (Chair)                           | C.S.Carr@dadeschools.net        |
| Odilie Castro        | ESOL/Reading                              | odiliecastro@dadeschools.net    |
| Rita Crawford        | Paraprofessional                          | Rita1990@dadeschools.net        |
| James Crowder        | Custodian                                 | Jcrowder523@dadeschools.net     |
| Suzanne Delius       | Paraprofessional/ESOL/Creole              | 323025@dadeschools.net          |
| Loretta Demberg      | Clerical                                  | ldemberg@dadeschools.net        |
| Fernando Diaz        | Administration/Assistant Principal        | fernandodiaz@dadeschools.net    |
| Carla Ewers          | Language Arts/Reading                     | 318738@dadeschools.net          |
| Danny Forsythe       | Social Studies                            | dforsythe@dadeschools.net       |
| Candace Fried        | Mathematics                               | 087226@dadeschools.net          |
| Miguel Garcia        | Counselor                                 | Megarcia924@dadeschools.net     |
| Zuri Gay             | Social Studies                            | ZGAY77@dadeschools.net          |
| Anna Goebel          | Music                                     | annamgoebel@dadeschools.net     |
| Daicy Gonzalez       | Mathematics/(Math Chair)                  | dgonzalez22@dadeschools.net     |
| Edith Green          | Language Arts/Test Chairperson (LA Chair) | egreen@dadeschools.net          |
| Michael Greenberg    | Language Arts                             | 181984@dadeschools.net          |
| Cheryl Kushi         | Administration/Principal                  | ckushi@dadeschools.net          |



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

| Marie Parker             | Administration/Assistant Principal          | marieparker@dadeschools.net   |
|--------------------------|---|-------------------------------|
| Name                     | Department                                  | Email Address                 |
| Susan Greenfield         | Science                                     | mrsgreenfield@dadeschools.net |
| Marcia Greenidge         | Social Studies                              | mgreenidge@dadeschools.net    |
| Alisa Griffin            | Part-Time Security                          | 128619@dadeschools.net        |
| Helane Hill              | Mathematics                                 | helanehill@dadeschools.net    |
| Miriam Ibarquengoitia    | Paraprofessional ESOL/Spanish               | 271684@dadeschools.net        |
| Jannette Jabbaar         | Clerical                                    | jjabbaar@dadeschools.net      |
| Dalia Jimenez-Ramirez    | Spanish                                     | dalianica@dadeschools.net     |
| Tabitha Johnson          | Security                                    | tdonaldson@dadeschools.net    |
| Kent Landon              | Science/ (Team Leader Grade 7 - A-L)        | LandonK@dadeschools.net       |
| Chanel Lindsey           | Language Arts                               | 124841@dadeschools.net        |
| Dionne Mays              | Paraprofessional                            | 309706@dadeschools.net        |
| Delbert McArthur         | Security                                    | Mac100@dadeschools.net        |
| Christina McDonald       | ESE/ Team Leader Grade 8 M-Z                | cmcdonald@dadeschools.net     |
| Robert McFarland         | ESOL/Language Arts (Chair)                  | rmcfarland@dadeschools.net    |
| Amy McMillan             | SCSI Coach                                  | amcmillan@dadeschools.net     |
| Gregorio Mendiz          | Custodian                                   | 193127@dadeschools.net        |
| E Messinger              | Language Arts (Gifted Chair & Team Leader)  | Emessinger@dadeschools.net    |
| Sally Michles            | ESE   | smichles@dadeschools.net      |
| Julio Miguez             | Science (Chair)                             | jmiguez@dadeschools.net       |
| Natalia Mitchell-Johnson | Social Studies/ (Team Leader - Grade 8 A-L) | nmj211@dadeschools.net        |
| Ronald Montalvo          | Custodian                                   | 311101@dadeschools.net        |
| Janice Moure-Geldres     | ESE   | jmoure@dadeschools.net        |
| Juan Munera              | Physical Education                          | munera@dadeschools.net        |
| Harvey Reichstein        | Counselor                                   | hreichstein@dadeschools.net   |
| Valda Robinson           | Science/ (Team Leader Grade 7 - M-Z)        | Vrobinson5051@dadeschools.net |



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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| Marcia Stein       | Mathematics                        | 188623@dadeschools.net        |
|--------------------|------------------------------------|-------------------------------|
| <b>Name</b>        | <b>Department</b>                  | <b>Email Address</b>          |
| Soraya Ron-Vivas   | Mathematics                        | sgarranchan@dadeschools.net   |
| Edlin Serrano      | Physical Education                 | Edlins@dadeschools.net        |
| Glenn Siebein      | Language Arts                      | gsiebein@dadeschools.net      |
| Sheila Smith       | Paraprofessional                   | dguirand@dadeschools.net      |
| Amanda Valencia    | Treasurer                          | amvalencia@dadeschools.net    |
| Melissa Stone      | Language Arts                      | 231467@dadeschools.net        |
| Robert TARRIER     | i-Prep Math                        | 191448@dadeschools.net        |
| Matthew Tomlinson  | Language Arts/ Team Leader Grade 6 | 170292@dadeschools.net        |
| Angel Torres       | i-Prep Math/ Technology            | madrid@dadeschools.net        |
| Luz Torres         | Clerical/Registration              | ltorres2@dadeschools.net      |
| Leonardo Valmana   | Social Studies (Chair)             | LValmana@dadeschools.net      |
| Cheryl Washington  | Security/Transportation            | cwashington42@dadeschools.net |
| Anna Weiss         | Art                                | a_weiss@dadeschools.net       |
| Lesli Weitzner     | ESE Program Specialist             | lweitzner@dadeschools.net     |
| Amanda Werner      | Science                            | AWerner@dadeschools.net       |
| Kimberly Wiley     | Computers/ Team Leader Grade 8 M-Z | kwiley@daeschools.net         |
| Leanay Williams    | Science                            | LWilliams@dadeschools.net     |
| Nathaniel Williams | Social Studies                     | williamsn@dadeschools.net     |
| TBA                | TBA ESE Math                       |                               |



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Feeder Pattern Schools (as applicable)

Elementary Schools

Middle Schools

Senior High School

|   |                               |                                 |
|---|-------------------------------|---------------------------------|
| Virginia A. Boone/Highland Oaks Elementary School | Highland Oaks Middle School   | Dr. Michael M. Krop Senior High |
| Madie Ives K-8 Preparatory Academy                | Aventura Waterways K-8 Center |                                 |
| Ojus Elementary School                            |                               |                                 |



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## School Information

- *Bell Schedule*

| <b>6<sup>th</sup> , 7<sup>th</sup> , and 8<sup>th</sup> Grade</b> |                   |                 |
|---|-------------------|-----------------|
| <b>Class</b>  | <b>Start Time</b> | <b>End Time</b> |
| <b>Period 1</b>   | 9:10 AM           | 10:15 AM        |
| <b>Period 2</b>   | 10:20 AM          | 11:15 AM        |
| <b>Period 3<br/>(6<sup>th</sup> Grade)</b>                        | 11:20 AM          | 12:50 PM        |
| <b>Period 3<br/>(7<sup>th</sup> &amp; 8<sup>th</sup> Grade)</b>   | 11:20 AM          | 12:15 PM        |
| <b>Period 4<br/>(6<sup>th</sup> Grade)</b>                        | 12:55 PM          | 1:50 PM         |
| <b>Period 4<br/>(7<sup>th</sup> &amp; 8<sup>th</sup> Grade)</b>   | 12:20 PM          | 1:50 PM         |
| <b>Period 5</b>   | 1:55 PM           | 2:50 PM         |
| <b>Period 6</b>   | 2:55 PM           | 3:50 PM         |

| <b>Lunch Schedule</b> |                   |                 |
|-----------------------|-------------------|-----------------|
| <b>Lunch</b>          | <b>Start Time</b> | <b>End Time</b> |
| <b>Lunch #1</b>       | 11:20 AM          | 11:50 AM        |
| <b>Lunch #2</b>       | 12:20 PM          | 12:50 PM        |
| <b>Lunch #3</b>       | 12:50 PM          | 1:20 PM         |
| <b>Lunch #4</b>       | 1:20 PM           | 1:50 PM         |

### ***Important Things to Remember:***

|  |   |
|--|---|
| <b>Breakfast</b>   | <b>8:15 AM – 9:00 AM</b>                                      |
| <b>School Store</b>  | <b>8:30 AM – 9:00 AM</b>                                      |
| <b>School Doors Open to Enter Class</b>                            | <b>9:00 AM</b>  |
| <b>5 Minute Warning Bell</b>                                       | <b>9:05 AM</b>  |
| <b>Late to Class Bell</b>  | <b>9:10 AM</b>  |
| <b>Time to change from class to class</b>                          | <b>5 minutes</b>  |
| <b>After School Activities for students enrolled/participating</b> | <b>3:50 PM -5:00 PM<br/>check times with sponsors/coaches</b> |



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- **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**  
Lost items will be kept in the "Lost and Found" located in the Main Office. Students are encouraged to check the lost and found for missing items.
- **Opening and Closing Hours of Schools**  
School hours are from 8:30 a.m. – 4:00 p.m.
- **Replacement ID Badges**  
Students who have been issued an id badge for the current school year and have misplaced their required id badge must see a security monitor to purchase a replacement I.D badge at a cost of \$5.00 each.

### Important Dates

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

| School Level         | Window Period              | School Date                                 |
|----------------------|----------------------------|---|
| Elementary/K8 Center | September 4-7, 2018        |   |
| Middle Schools       | September 12-14 & 17, 2018 | September 13, 2018<br>6:30 p.m. – 8:30 p.m. |
| Senior High          | October 3-4 & 8-9, 2018    |   |
| Special Centers      | October 3-4 & 8-9, 2018    |   |

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- **School Calendar of Events**

Parents and students will be notified through daily *ConnectEd* messages, school website, marquee and school social media sites of all the upcoming events that will be taking place through the year.

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

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

## **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 224 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 62 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 286 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 seven 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)
- Sunshine After-School Child Care (SASCC)
- South Florida After-School All Stars (SFASAS)



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

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

## **Clinic**

Students who are not feeling well must notify their teacher and report to the clinic in the main office. Upon entering the main office, the student is to inform a secretary and call parent/guardian. Students are then to remain in the clinic until a parent/guardian reports to the school for pick-up.

## **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.

## **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 39 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.

## **Dismissal**

- ***Bicycles/Skateboards***

Students who ride a bicycle to and from school must park their bicycle on the Grid Bike Rack, located behind the school (near the school basketball court). Students are not allowed to ride skateboards on school grounds. All skateboards are to be kept in the main office and may be picked up at dismissal.

- ***Rainy Day Dismissal***



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

A staggered dismissal will take place on days when it is raining during dismissal. An administrator will announce, on the public-address system, sections within the building to be released in an orderly fashion to promote and ensure the safety of all students.

- **Student Drop-Off Pick-up**
- Follow directions given by all staff. Be respectful of others. Mind your Manners!
- Be safe, watch for traffic. Do NOT be on your cell phone while crossing the street.
- Students are not permitted in the teacher's parking lot at any time of day.
- Students who arrive before 8:30 a.m. are unsupervised and are required to be in the school cafeteria sitting at one of the tables. They are NOT to be out front of the school, in the rear of the school, or wandering the hallways.
- From 8:15-8:55 a.m., breakfast is served daily in the cafeteria.
- From 8:35-9:00 a.m., students will wait in small groups outside in the front of the school building until the bell rings. They are to remain in one location. There will be NO running, playing, screaming/dramatics, rapping/ranking, etc. This is a great time to quietly and calmly socialize, read a book, play on an electronic device, and relax before the school day begins. **(A Good Morning, Means A Good Day!)**
- Students will not be allowed to go to ANY classroom unless a Specified PASS is given to the security desk by the teacher requesting to see them before school begins.
- On rainy days, students will remain seated in the cafeteria or will be seated in the auditorium until the bell rings to start school.
- A reminder that the school bus is like a classroom on wheels and students will be removed from the school bus should they not act appropriately, cause a disruption, or act in an unsafe way. We will implement and follow the student code of conduct.
- Students are to be picked up by parents behind the school at the "**circle**". Access to this is at the light at NE 2500 Block. The "circle" is located next to the tennis courts. **Parents must NOT enter at the light of NE 24th Avenue during the hours of 8:00 a.m. – 9:45 a.m. and 3:15 p.m. to 4:45 p.m. This is an entrance for faculty and staff only and it is also a faculty exit and bus exit**
- Parents should **NOT make U-turns on NE 24<sup>th</sup> Avenue** as it can cause an accident. Children cross this intersection and it poses a danger when making a U-turn.
- Parents should NOT have their child wait at the corner of **NE 24<sup>th</sup> Avenue and 199<sup>th</sup> Street** nor should parents pick up their child on **IVES Dairy Road**. This is unsafe and dangerous.
- Parents should NEVER allow their child to walk and cross the bridge located on **I-95**.
- **After 4:15 p.m.**, there is **NO adult supervision of students**. All students should be at home doing homework or Reading Plus. Any student on campus after this time must wait in designated areas for parent pick-up (this is not a recommended habit). Students who participate in after school clubs or sports **MUST** remain with their coach or sponsor until the activity is over and then wait in the designated areas for parent pick-up. Most activities end by 5:00 p.m. Please communicate with these coaches or sponsors regarding specific pick-up times.

### Elevator

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs. Students who are permitted to use the elevator will be given an elevator key in the



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main office. The elevator key must be returned to a secretary in the main office once they have been dismissed from school.

## **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. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. 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.

## **Flu Vaccine**

Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2018-2019 school year to provide **FREE** flu vaccines to students enrolled in M-DCPS. This years’ **“TEACH FLU A LESSON”** student vaccination campaign will begin **September 11 thru October 11**. Each school will have a specific clinic date.

Parents/guardians have the option of providing consent through the Parent-Portal using their digital devices or complete a paper consent form. Parents/Guardians **MUST** provide consent if they want their child to receive the flu vaccine. Parents/Guardians should contact their child’s school to determine when the flu vaccine will be offered at their child’s school.

## **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).

- **Homework Plan**

To provide meaningful and structured home learning, Highland Oaks Middle School teachers, administration, PTSA and EESAC committee have worked collaboratively to structure home-learning assignments and provide approximate time limits for students in grades 6<sup>th</sup>-8<sup>th</sup>. The following is an outline as to how teachers for each department will assign home-learning for students throughout the school year each week. It is important for students in middle school to have an organized and structured time to complete their home-learning and have a quiet location to complete their assignments. Our home-learning assignments will prepare, allow for practice, and include enrichment for students.



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If you have any questions, please do not hesitate to communicate with your child's teachers via email and/or telephone. A list of email addresses for our staff is available online on the school website and in the main office. Please feel free to communicate with us at 305-932-3810 for further assistance. Thank you!

| <u>Subject Area:</u>           | <u>Times Per Week Assigned:</u>            | <u>Duration of Assignment:</u>  |
|--------------------------------|--|---------------------------------|
| <u>Language Arts</u>           | <u>2-3 times per week</u>                  | <u>15-20 minutes</u>            |
| <u>Reading i-Ready</u>         | <u>3 completed lessons every two weeks</u> |                                 |
| <u>Reading (if applicable)</u> | <u>2-3 times per week</u>                  | <u>15-20 minutes</u>            |
| <u>Mathematics</u>             | <u>4 times per week</u>                    | <u>15-25 minutes</u>            |
| <u>Mathematics i-Ready</u>     | <u>3 completed lessons every two weeks</u> |                                 |
| <u>Science</u>                 | <u>3-4 times per week</u>                  | <u>15-20 minutes</u>            |
| <u>Social Studies</u>          | <u>2-3 times per week</u>                  | <u>15-20 minutes</u>            |
| <u>Civics</u>                  | <u>3-4 times per week</u>                  | <u>15-25 minutes (studying)</u> |
| <u>Electives</u>               | <u>1-2 times per week</u>                  | <u>15-25 minutes</u>            |
| <u>High School Course(s)</u>   | <u>3-4 times per week each</u>             | <u>30-40 minutes each</u>       |

- High school courses require additional time for studying and completion of assignments to include online activities.
- At times, students will be issued "special projects" to complete which will require additional time and attention.
- District iReady guidelines state that if a student is performing 2 or more years below grade level, must work on iReady at least one hour of lessons per week.

### **Interscholastic Athletics/Intramurals**

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

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



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A home education student must register his or her intent to participate in interscholastic extracurricular activities as a representative of the school before participation.

The parents and student must also sign the *Contract for Student Participation in Interscholastic Competitions or Performances*. The District also has policies concerning transfer students and participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities and Accreditation.

| Sport                          | Coach               | Season     |
|--------------------------------|---------------------|------------|
| Cheerleading/Dance             | Johnson             | Year Round |
| Volleyball (Boys and Girls)    | McMillan            | Fall       |
| Cross Country (Boys and Girls) | Tomlinson           | Fall       |
| Soccer (Boys and Girls)        | Caraccia & Landon   | Fall       |
| Swimming (Boys and Girls)      | Greenidge           | Fall       |
| Bowling (Boys and Girls)       | McMillan            | Winter     |
| Softball (Boys and Girls)      | Caraccia            | Winter     |
| Track & Field (Boys and Girls) | Tomlinson           | Winter     |
| Girls Flag Football            | McMillan            | Winter     |
| Wrestling (Boys and Girls)     | Landon              | Winter     |
| Basketball (Boys and Girls)    | Serrano             | Spring     |
| Tennis (Boys and Girls)        | Caraccia & Campbell | Spring     |
| Golf (Boys and Girls)          | Landon              | Spring     |
| Akido (Boys and Girls)         | Garcia              | Year round |

### **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.



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- **Free/Reduced Price Lunch Program**

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

- **Meal Prices**

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

- **PAYPAMS**

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

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

- **Peanut Allergies**

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

### **Parent Academy**

The Parent Academy (TPA) is part of the Department of Family Support Services, created to engage and support families in the educational process. TPA helps caregivers become more involved in their children's education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county. TPA also provides valuable training and information on



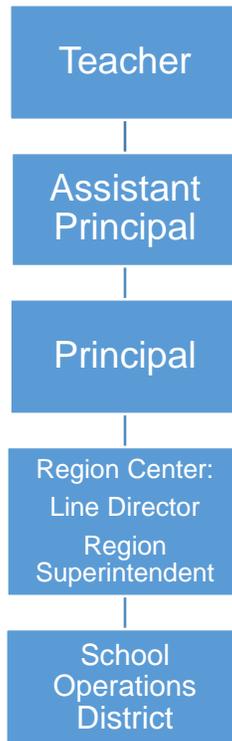
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relevant topics that impact children's lives, including helping children learn, parenting skills, financial management, health and wellness.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. For additional information, please call The Parent Academy at 305-271-8257.

## Protocol for Addressing Concerns

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



## Recess

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

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

## Safety and Security

- **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red)



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students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

- **Emergency Operations Plan**

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

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

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

BeSafe Anonymous Reporting System (Insert Flyer)

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

- **Fire Drills**

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

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to



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view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

### **School Activities/Clubs**

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

- **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or 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 noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.



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- **School Club List**

| <b>Name of Club</b>   | <b>Sponsor</b>          | <b>Meetings Days</b>                              | <b>Meeting Times</b>                      | <b>Location</b>       |
|---|-------------------------|---|---|-----------------------|
| 5000 Role Models  | Mr. Gay<br>Mr. Williams | Wednesdays  | 8:30 AM<br>4 <sup>th</sup> Wed. – 4:00 PM | Room 244              |
| Aikido Club   | Mr. Garcia              | Friday s  | 4:00 PM – 5:00 PM                         | Room 30               |
| Art   | Ms. Weiss               | Thursdays   | 3:50 PM – 4:50 PM                         | Room 230              |
| Cheerleaders/Dance  | Ms. Johnson             | Mondays & Fridays                                 | 4:00 PM – 5:00 PM                         | Spill-Out             |
| Club R.E.A.D.   | Ms. E. Green            | 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays        | 4:00-5:00 PM                              | Room 243              |
| CBC<br>(Cafeteria Beautification Club)  | Mr. Crowder             | Every day during<br>lunch                         | Assigned lunch times                      | Cafeteria             |
| Computer Club   | Ms. Wiley               | 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays       | 4:00 PM – 5:00 PM                         | Room 4                |
| Astronomy   | Ms. Greenfield          | Mondays   | 4:00 PM – 5:00 PM                         | Room 30               |
| Crime Watch<br>(Panther Patrol)   | Mr. Mac                 | 2 <sup>nd</sup> and 4 <sup>th</sup><br>Friday     | 8:00 AM – 8:30 AM                         | Cafeteria             |
| Drama Club  | Ms. Lindsey             | Mondays   | 4:00-5:00 PM                              | Room 204              |
| D.I.V.A.S<br>(Girls Club)   | Ms. Wiley               | 1 <sup>st</sup> and 3 <sup>rd</sup><br>Wednesdays | 4:00 PM – 5:00 PM                         | Room 4                |
| Earth Club<br>(Recycling)   | Ms. Greenidge           | Mondays-Thursdays                                 | 10:05 AM-10:25 AM                         | Room 259              |
| Future Educators of America   | Ms. Brito-Miguez        | 1 <sup>st</sup> and 3 <sup>rd</sup><br>Thursdays  | During Class                              | Counselor's<br>Office |
| Geography Bee Club  | Ms. Mitchell-Johnson    | Thurs   | 4:00-4:30 PM                              | Room 250              |
| Haitian Club  | Ms. Delius              | 1 <sup>st</sup> and 3 <sup>rd</sup><br>Thursdays  | 4:00 PM – 5:00 PM                         | Room 15               |
| Jazz Band   | Ms. Goebel              | Tuesdays  | 8:00 – 9:00 AM                            | Room 241              |
| Drum Line   | Ms. Goebel              | Thursdays   | 8:00 – 9:00 AM                            | Room 241              |
| Junior Optimist Service<br>Club/Kiwanis Builders Club                               | Ms. Greenidge           | Mondays   | 4:00 PM – 5:00 PM                         | Room 259              |
| Military Club   | Ms. Greenidge           | Thursdays   | 4:00 – 5:00 PM                            | Room 259              |
| Model UN  | Ms. Mitchell-Johnson    | Tuesdays  | 4:00- 4:30 PM                             | Room 259              |
| National Junior Honor Society   | Ms. Campbell            | 2 <sup>nd</sup> and 4 <sup>th</sup><br>Thursdays  | 4:00 PM – 5:00 PM                         | Media Center          |
| Photography Club  | Ms. Lindsey             | Tuesdays  | 4:00- 5:00 PM                             | Room 204              |
| Robotics  | Mr. Miguez              | Thursdays   | 4:00 PM – 5:00 PM                         | Room 221              |
| SECME/STEAM<br>(Science, Engineering,<br>Computer, Mathematics<br>Enhancement Club) | Ms. Werner              | Thursdays   | 4:00 PM – 5:00 PM                         | Room 235              |
| Spanish Club  | Ms. Jimenez             | Tuesdays  | 4:00 PM – 5:00 PM                         | Room 256              |
| Stock Market Club   | Mr. Bernstein           | Fridays   | 8:30 AM                                   | Room 264              |
| Student Government Council  | Ms. Caraccia            | Mondays 1x per<br>month                           | 4:00 PM – 4:45 PM                         | Room 220              |
| Tri-M Music Honor Society   | Ms. Goebel              | 1 <sup>st</sup> and 3 <sup>rd</sup> Mondays       | 4:00 PM – 5:00 PM                         | Room 241              |
| Tutoring  | Ms. Campbell            | Wednesdays  | 4:00 PM – 5:00 PM                         | Media Center          |



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## **School Center for Special Instructions (SCSI)**

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

## **School Class Picture Process**

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

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

## **School Transportation**

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

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

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

## **Special Education**

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

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

## **Student Records**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records and are provided the right to challenge the accuracy of these records. These laws provide that



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without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

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

A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, as identified in s. 1007.27(2), meets the requirements of this paragraph and does not have to take the EOC assessment for the corresponding course.

## **Student Services**

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

## **Student Success Centers**

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

## **Toolkits**

- [Back to School Toolkit](#)

## **Transgender**

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

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

## **Verifications of Residency**

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



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

### **Volunteer Program**

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

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

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

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



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## APPENDIX A – School Calendars



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

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

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

| September 2018 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
| <del>1</del>   | 4  | 5  | 6  | 7  |
| 10             | 11 | 12 | 13 | 14 |
| 17             | 18 | 19 | 20 | 21 |
| 24             | 25 | 26 | 27 | 28 |
|                |    |    |    |    |

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

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

| December 2018 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
| 3             | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 |
| 17            | 18 | 19 | 20 | 21 |
| 24            | 25 | 26 | 27 | 28 |
| 31            |    |    |    |    |

| January 2019 |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| M            | T            | W            | T            | F            |
|              | <del>1</del> | <del>2</del> | <del>3</del> | <del>4</del> |
| 7            | 8            | 9            | 10           | 11           |
| 14           | 15           | 16           | 17           | 18           |
| 21           | 22           | 23           | 24           | 25           |
| 28           | 29           | 30           | 31           |              |

| February 2019 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    |    | 1  |
| 4             | 5  | 6  | 7  | 8  |
| 11            | 12 | 13 | 14 | 15 |
| 18            | 19 | 20 | 21 | 22 |
| 25            | 26 | 27 | 28 |    |

| March 2019 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    |    |    | 1  |
| 4          | 5  | 6  | 7  | 8  |
| 11         | 12 | 13 | 14 | 15 |
| 18         | 19 | 20 | 21 | 22 |
| 25         | 26 | 27 | 28 | 29 |

| April 2019 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 1          | 2  | 3  | 4  | 5  |
| 8          | 9  | 10 | 11 | 12 |
| 15         | 16 | 17 | 18 | 19 |
| 22         | 23 | 24 | 25 | 26 |
| 29         | 30 |    |    |    |

| May 2019 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          |    | 1  | 2  | 3  |
| 6        | 7  | 8  | 9  | 10 |
| 13       | 14 | 15 | 16 | 17 |
| 20       | 21 | 22 | 23 | 24 |
| 27       | 28 | 29 | 30 | 31 |

| June 2019 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 3         | 4  | 5  | 6  | 7  |
| 10        | 11 | 12 | 13 | 14 |
| 17        | 18 | 19 | 20 | 21 |
| 24        | 25 | 26 | 27 | 28 |
|           |    |    |    |    |

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li> New Teachers Report</li> <li> Teacher Planning Day</li> <li> Teacher Planning Day - (No Opt)</li> <li> District-wide Professional Development Day</li> </ul> | <ul style="list-style-type: none"> <li> Recess Day</li> <li> Beg/End of Grading Period</li> <li> Secondary Early Release</li> <li> Legal Holiday</li> </ul> |
|--|---|

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

|                  |  |
|------------------|--|
| August 16, 17    | Teacher planning days; no students in school   |
| August 20        | First Day of School; begin first semester  |
| September 3      | Labor Day; holiday for students and employees  |
| September 10*+ # | Teacher planning day; no students in school  |
| September 19*+ # | Teacher planning day; no students in school  |
| September 27     | Secondary early release day  |
| October 25       | End first grading period; first semester   |
| October 26       | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school |
| October 29       | Begin second grading period; first semester  |
| November 6       | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school |
| November 12      | Observation of Veterans' Day; holiday for students and employees   |
| November 21*+ #  | Teacher planning day; no students in school  |
| November 22      | Thanksgiving; Board-approved holiday for students and employees  |
| November 23      | Recess Day   |
| December 24-     | Winter recess for students and all employees with the exception of Fraternal Order of Police Employees;        |
| January 4, 2019  | End first semester and second grading period   |
| January 17       | Teacher planning day; no students in school  |
| January 18*+ #   | Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees                       |
| January 21       | Begin third grading period; second semester  |
| January 22       | All Presidents Day; holiday for students and employees   |
| February 18      | Secondary early release day  |
| March 14         | End third grading period; second semester  |
| March 22         | Spring recess for students and all employees with the exception of Fraternal Order of Police Employees         |
| March 25-29      | Begin fourth grading period; second semester   |
| April 1          | Secondary early release day  |
| April 11         | Teacher planning day; no students in school  |
| April 19*+ #     | Secondary early release day  |
| May 9            | Observance of Memorial Day; holiday for students and employees   |
| May 27           | Last Day of School; end fourth grading period; second semester   |
| June 6           | Teacher planning day; not available to opt; no students in school  |
| June 7           |  |

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 9, 2018  | June 7, 2019  |
| Assistant Principals and 10-month clerical            | August 9, 2018  | June 14, 2019 |
| Cafeteria Managers                                    | August 13, 2018 | June 7, 2019  |
| Satellite Assistants                                  | August 15, 2018 | June 6, 2019  |
| All Instructional Staff, Paraprofessionals & Security | August 16, 2018 | June 7, 2019  |
| Assistant to Cafeteria Managers/MAT Specialists       | August 17, 2018 | June 6, 2019  |
| Cafeteria Workers (part-time)                         | August 20, 2018 | June 6, 2019  |

\*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 14, 15, 2018, or June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, 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 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, 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 7, 8, 2018, or June 17, 18, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

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

| September 2018 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
| <del>1</del>   | 4  | 5  | 6  | 7  |
| 10             | 11 | 12 | 13 | 14 |
| 17             | 18 | 19 | 20 | 21 |
| 24             | 25 | 26 | 27 | 28 |
|                |    |    |    |    |

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

| November 2018 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| <del>12</del> | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

| December 2018 |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|
| M             | T             | W             | T             | F             |
| 3             | 4             | 5             | 6             | 7             |
| 10            | 11            | 12            | 13            | 14            |
| 17            | 18            | 19            | 20            | 21            |
| <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> |
| <del>31</del> |               |               |               |               |

| January 2019  |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|
| M             | T             | W             | T             | F             |
| <del>1</del>  | <del>2</del>  | <del>3</del>  | <del>4</del>  | <del>5</del>  |
| 7             | 8             | 9             | 10            | 11            |
| 14            | 15            | 16            | 17            | 18            |
| <del>21</del> | <del>22</del> | <del>23</del> | <del>24</del> | <del>25</del> |
| 28            | 29            | 30            | 31            |               |

| February 2019 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    |    | 1  |
| 4             | 5  | 6  | 7  | 8  |
| 11            | 12 | 13 | 14 | 15 |
| <del>18</del> | 19 | 20 | 21 | 22 |
| 25            | 26 | 27 | 28 |    |

| March 2019    |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|
| M             | T             | W             | T             | F             |
|               |               |               |               | 1             |
| 4             | 5             | 6             | 7             | 8             |
| 11            | 12            | 13            | 14            | 15            |
| 18            | 19            | 20            | 21            | 22            |
| <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> | <del>29</del> |

| April 2019 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 1          | 2  | 3  | 4  | 5  |
| 8          | 9  | 10 | 11 | 12 |
| 15         | 16 | 17 | 18 | 19 |
| 22         | 23 | 24 | 25 | 26 |
| 29         | 30 |    |    |    |

| May 2019      |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| <del>27</del> | 28 | 29 | 30 | 31 |

| June 2019 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 3         | 4  | 5  | 6  | 7  |
| 10        | 11 | 12 | 13 | 14 |
| 17        | 18 | 19 | 20 | 21 |
| 24        | 25 | 26 | 27 | 28 |
|           |    |    |    |    |

| July 2019 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 1         | 2  | 3  | 4  | 5  |
| 8         | 9  | 10 | 11 | 12 |
| 15        | 16 | 17 | 18 | 19 |
| 22        | 23 | 24 | 25 | 26 |
| 29        | 30 | 31 |    |    |

| August 2019 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
|             |    |    | 1  | 2  |
| 5           | 6  | 7  | 8  | 9  |
| 12          | 13 | 14 | 15 | 16 |
| 19          | 20 | 21 | 22 | 23 |
| 26          | 27 | 28 | 29 | 30 |

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

| Days In Grading Period |
|------------------------|
| 1- 81                  |
| 2- 62                  |
| 3- 73                  |

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

### HOLIDAYS 2018

|             |                  |
|-------------|------------------|
| September 3 | Labor Day        |
| November 12 | Veterans' Day    |
| November 22 | Thanksgiving Day |

### HOLIDAYS 2019

|             |  |
|-------------|--|
| January 21  | Observance of Dr. Martin Luther King, Jr.'s Birthday |
| February 18 | All Presidents' Day                                  |
| May 27      | Observance of Memorial Day                           |

| Number of School Days in TRIMESTER 1              |      |     |     |     | Number of School Days in TRIMESTER 2 |     |     |     | Number of School Days in TRIMESTER 3 |     |      |      |     |
|---|------|-----|-----|-----|--------------------------------------|-----|-----|-----|--------------------------------------|-----|------|------|-----|
| Aug   | Sept | Oct | Nov | Dec | Jan                                  | Feb | Mar | Apr | Apr                                  | May | June | July | Aug |
| 10  | 17   | 22  | 17  | 15  | 17                                   | 19  | 16  | 10  | 11                                   | 22  | 19   | 21   | 0   |
| TOTAL: 81   |      |     |     |     | TOTAL: 62                            |     |     |     | TOTAL: 73                            |     |      |      |     |
| TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216 |      |     |     |     |                                      |     |     |     |                                      |     |      |      |     |

\*Teachers may opt to work one or two days, August 14, 15, 2018, in lieu of any of the teacher planning days except August 17, 2018, and the designated District-wide Professional Development Days, October 26, 2018 and November 6, 2018. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

\*\*August 1, 2019 is a Teacher planning day; not available to opt.



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

**APPENDIX B –Commonly Referenced State of Florida House Bills  
and School Board Policies**

View all policies at <http://www.dadeschools.net/schoolboard/rules/>

**Academics**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- 5410 - STUDENT PROGRESSION PLAN

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

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

- 3213 - STUDENT SUPERVISION AND WELFARE

- Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property

- 5540 - INVESTIGATIONS INVOLVING STUDENTS

- School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.

- 5772 - WEAPONS

- Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

- 7217 - WEAPONS

- Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

- 8405 - SCHOOL SAFETY

- The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES

The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

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

- 5112 - ENTRANCE REQUIREMENTS

- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:

- Original birth certificate
- Verification of age and legal name
- Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
- Two (2) verification of parent/legal current residence (address)

- 5114 - FOREIGN STUDENTS

- Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.

- 5320 – IMMUNIZATION

- All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

## **Animals on District Property**

- 8390 - ANIMALS ON DISTRICT PROPERTY

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

## **Anti-Discrimination Policy**

- 3362 - ANTI-DISCRIMINATION/HARASSMENT

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



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

- This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT

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

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

- 5200 – ATTENDANCE:
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## **Ceremonies & Observances**

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

## **Class Size**

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

## **Clinic**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

## **Code of Student Conduct**

- **2451 - ALTERNATIVE SCHOOL PROGRAMS**
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
  
- **5136.02 - SEXTING**
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
  
- **5500 - STUDENT CONDUCT AND DISCIPLINE**
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
  
- **5511 - DRESS CODE AND SCHOOL UNIFORMS**
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.



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## **Digital Conversion/Social Media**

- 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

## **Equal Opportunity**

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

## **Fieldtrips/School Social Events**

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



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## **Financial Obligations**

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

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

- 8500 - FOOD SERVICES
  - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- 8531 - FREE AND REDUCED-PRICE MEALS
  - All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

## **Fundraising**

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



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- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

## Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
  - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed. 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 provider's office.

## Homework

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

## Internship

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

## Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.



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- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

## **Parent Involvement**

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- 9210 - PARENT ORGANIZATIONS
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

- 8810 - THE AMERICAN FLAG
  - The Pledge of Allegiance shall be recited at the beginning of the day in every school.
  - A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

## **Privacy**

- 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
  - Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

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

- 2370 - MAGNET PROGRAMS/SCHOOLS
  - Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.



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

- 8600 – TRANSPORTATION
  - Students living more than two miles from their home school will be eligible for District-provided bus transportation. Students who attend school out of their home school zone will not be eligible for District-provided transportation.

## **Special Education**

- 2460 – EXCEPTIONAL STUDENT EDUCATION
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

## **Student Activities**

- 5845 - STUDENT ACTIVITIES
  - All clubs and organizations approved by the principal to operate within the school must comply with this district policy. A student who wishes to represent the school through interscholastic competitions or performance must comply with the criteria set forth in policy.

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

- 8330 - STUDENT RECORDS
  - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
  - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

## **Student Services**

- 2290 - CHARACTER EDUCATION
  - The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.
- 5530 - DRUG PREVENTION
  - Schools shall strive to prevent drug abuse and help drug abusers through educational means.
  - The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide



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an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

## **Title I School-wide Program**

- 2261 - TITLE I SERVICES
  - The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

## **Visitors**

- 9150 - SCHOOL VISITORS
  - Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
  - The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

## **Volunteer Program**

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



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## MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 (as amended)

### AMERICANS WITH DISABILITIES ACT (ADA) OFFICE

Process and respond to requests for accommodations from M-DCPS employees with medical disabilities.

Convene and facilitate the ADA District Consultative Committee which is responsible for determining whether an employee is a qualified individual with a disability and is entitled to reasonable accommodations.

Facilitate the provision of accommodations to qualified individuals with a disability, as directed by the ADA District Consultative Committee.

Provide system-wide training to employees regarding the guidelines, rules, and regulations concerning the ADA and related issues.

**For more information, please contact the following office:**



**Americans with Disabilities Act (ADA) Office**  
305-995-7116 ♦ TDD: 305-995-2400  
[adaoffice@dadeschools.net](mailto:adaoffice@dadeschools.net)

### DIVISION OF FACILITIES ADA COMPLIANCE

Survey M-DCPS' facilities and make recommendations to ensure compliance with ADA guidelines, rules, and regulations.

Serve as a resource to M-DCPS staff with respect to ADA accessibility requirements.

Receive, process, investigate, and respond to complaints from employees and members of the public regarding ADA accessibility compliance.

Serve as M-DCPS' ADA Accessibility Coordinator and as a member of the ADA District Consultative Committee.

Communicate with local, state, federal, and educational agencies regarding the implementation of ADA accessibility requirements.

**For more information, please contact the following office:**



**Division of Facilities ADA Compliance**  
305-995-4650 ♦ TDD: 305-995-2400  
[Ada-facilities@dadeschools.net](mailto:Ada-facilities@dadeschools.net)

### OFFICE OF CIVIL RIGHTS COMPLIANCE (CRC)

Receive, process, and investigate internal complaints from employees alleging discrimination and/or harassment on the basis of disability.

Receive, process, and investigate complaints from employees, students, and applicants alleging that M-DCPS is not meeting its obligations under the provisions of ADA.

Serve as a resource to M-DCPS staff on the requirements of the ADA and as a member of the ADA District Consultative Committee.

Provide system-wide training regarding local, state, and federal compliance issues.

Respond to state and federal agencies regarding complaints of discrimination filed against M-DCPS on the basis of disability.

**For more information, please contact the following office:**



**Office of Civil Rights Compliance**  
305-995-1580 ♦ TDD: 305-995-2400  
[crc@dadeschools.net](mailto:crc@dadeschools.net)