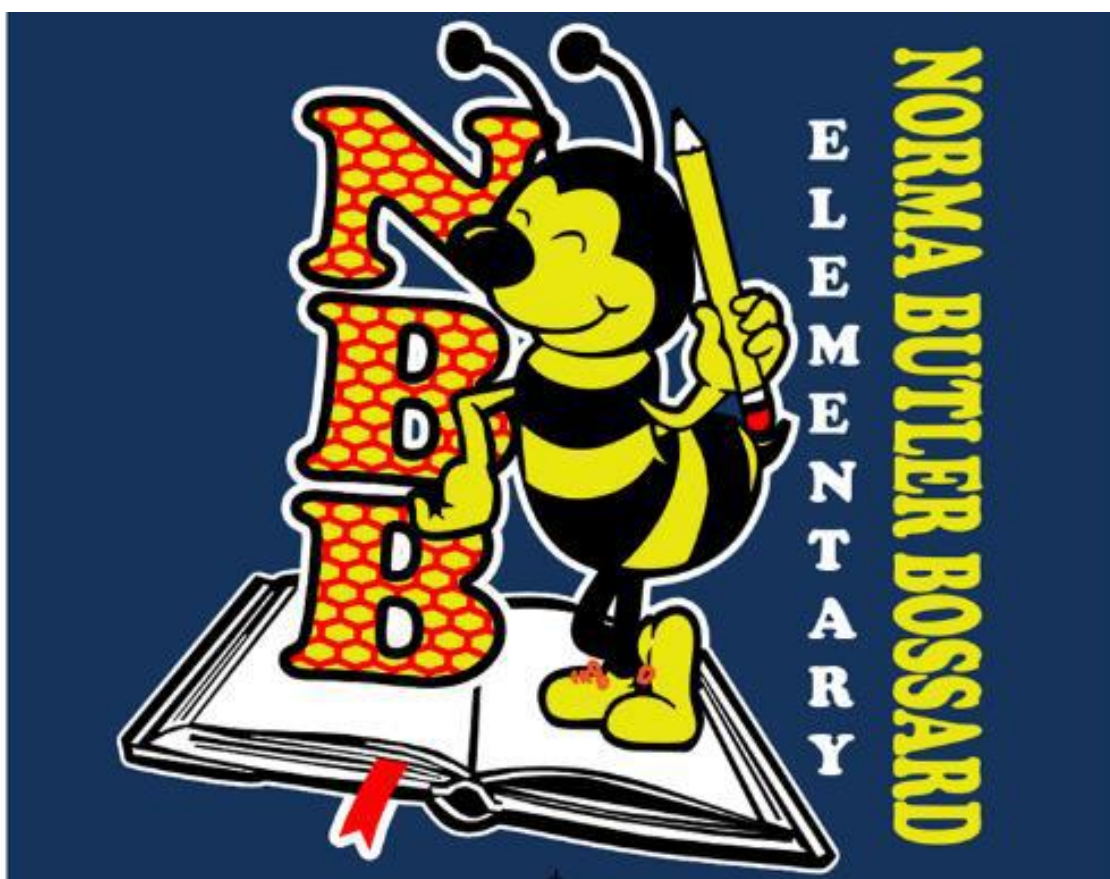


# **Norma Butler Bossard Elementary School Parent and Student Handbook**

**2023 – 2024**



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

**NORMA BUTLER BOSSARD ELEMENTARY SCHOOL**

**15950 SW 144<sup>TH</sup> STREET, MIAMI, FL 33196**

**(305) 254 – 5200**

**SCHOOL HOURS**

PRE-K, KINDERGARTEN, AND FIRST GRADE: 8:20 AM – 1:50 PM

GRADES TWO, THREE, FOUR AND FIVE: 8:35 AM – 3:05 PM

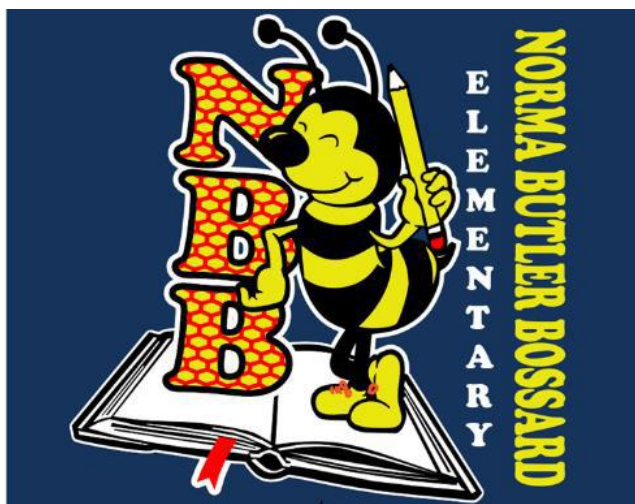
**WEDNESDAYS:**

ALL STUDENTS DISMISSED AT 1:50 PM

**[HTTP://NORMABUTLERBOSSARD.NET](http://normabutlerbossard.net)**

**AFTER SCHOOL HOURS**

1:50 PM – 6:00 PM



X @NBB\_Elementary

Instagram icon nbb\_elementary



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

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

Ms. Mari Tere Rojas, Chair

Mr. Danny Espino, Vice Chair

Mr. Roberto J. Alonso

Ms. Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Ms. Mary Blanco

Ms. Monica Colucci

Dr. Steve Gallon III

Ms. Luisa Santos

Student Advisor

Zahara-Marie Ronizi

**SUPERINTENDENT OF SCHOOLS**

Dr. Jose L. Dotres

**OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE**

Dr. John Pace III

**Deputy Superintendent**



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

## Vision Statement

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

## Mission Statement

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

## Values

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

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

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

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

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

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



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



## *Miami-Dade County Public Schools*

*giving our students the world*

*Superintendent of Schools*  
Dr. Jose L. Dotres

*Miami-Dade County School Board*

*Mari Tere Rojas, Chair*  
*Danny Espino, Vice Chair*

*Roberto J. Alonso*  
*Lucia Baez-Geller*

*Dr. Dorothy Bendross-Mindingall*  
*Mary Blanco*

*Monica Colucci*  
*Dr. Steve Gallon III*  
*Luisa Santos*

August 1, 2023

Dear Parent/Guardian:

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), I would like to welcome you and your child to the 2023-2024 school year. Students enrolled in M-DCPS can expect to receive a world-class education in an "A"-rated school district. M-DCPS celebrates students' unique abilities while fostering curiosity and creativity in a safe and secure learning environment, making it your best choice in education.

This Parent/Student Handbook outlines the major policies, procedures, and expectations that guide student life in our District. I encourage you to familiarize yourself and your children with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein. We have made every effort to ensure that this handbook contains the most up-to-date and accurate information. However, please note that changes or updates may occur throughout the school year. In such cases, we will communicate any revisions promptly to keep you well-informed.

It is also my hope that you and your child will avail yourselves of the numerous resources we provide. As a parent/guardian, you are a vital partner in your child's education and are welcome to actively participate in school and district functions. I encourage you to stay connected by downloading the M-DCPS mobile application on your mobile device and by following us on social media (Twitter @mdcps, Facebook at Miami Schools, or Instagram @miamischools). For more information regarding specific resources and activities at your child's school, please contact the school directly and ensure that the school's staff is provided with your most updated contact information.

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

Sincerely,

Dr. Jose L. Dotres  
Superintendent of Schools

JLD:ga  
L0048

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



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

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

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

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

## Message from the Principal

Dear Parents/Guardians,

Welcome back to the 2023-2024 school year at Norma Butler Bossard Elementary School. I am very excited to be the principal of Norma Butler Bossard Elementary and I am looking forward to a very successful year as we continue to raise the level of excellence at our school!

As this new school year begins, we will continue to fortify our strong commitment to the academic achievement of all our boys and girls by continuing to provide our students with a meaningful and challenging educational experience. We need to continue working together to maximize the potential of our students through high expectations, critical thinking skills, and cooperative learning strategies. We encourage you to be involved in your child's education by monitoring his/her progress and maintaining contact with his/her teacher.

As parents and guardians of our students, I welcome you to participate in assisting us in teaching them how to make a difference in order to make a different world. Working together, we can ensure that our young "Buzzin' Bees" will discover that **"Knowledge is Power."**

Our doors are always open to you and we encourage you to join the PTA and register to volunteer. Through the sponsorship of our PTA, we have a school phone app that will help us increase the way that we can communicate information with you. A flyer will be sent home with information on how to download this app. We look forward to future collaboration of home and school that will ensure a safe and positive learning environment that fosters each child's academic, social and emotional potential in the quest for lifelong learning and effective citizenship.

This handbook contains valuable information about our school. Parents and students should review the contents together. If there are any questions, please contact us. Quality communication between school and home is essential to the success of our students.

It is with pleasure that I look forward to being a part of your child's educational journey.

Sincerely,

Dr. Concepcion C. Santana

Principal



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

## Norma Butler Bossard Elementary School

### School Mission Statement

Recognizing the uniqueness of every student, we will maintain high expectations for all, to foster success, respect, honesty, and trust. We will collaborate to provide a creative, high-quality, student-centered education, empowering our future leaders to believe and achieve their dreams.

### Alma Mater

© 2006 Charmyn M. Kirton

Norma Bossard Elementary

It's the place where we love to read.

We learn and we play

We keep fit every day

Norma Bossard Elementary!

Norma Bossard Elementary

It's the place where we love to read.

We learn and we play

We keep fit every day

Norma Bossard Elementary!

Our school's the very best. We're buzzin'  
with success.

We're reading, writing, math, and music,  
too!

Our bodies are strong, minds are fit, come  
see what we can do!

Norma Bossard Elementary

It's the place where we love to read.

We learn and we play

We keep fit every day

Norma Bossard Elementary!

*(chant)*

Norma Butler Bossard Elementary

Where readers are achievers and achievers  
are believers!

Read! Achieve! Believe you will succeed!

Read! Achieve! Believe you will succeed!

*(chant)*

Norma Butler Bossard Elementary

Where readers are achievers and achievers  
are believers!

Read! Achieve! Believe you will succeed!

Read! Achieve! Believe you will succeed!

Norma Bossard Elementary

It's the place where we love to read.

We learn and we play

We keep fit every day

Norma Bossard Elementary!

Norma Bossard Elementary!

Hey!



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

### Biography of Norma Butler Bossard



Norma Butler Bossard was born on May 25, 1939 in Washington, D.C. She was the daughter of Irene and Andrew Butler, Sr. and she attended D.C. Public Schools and then graduated from D.C. Teachers' College in 1961. Norma later earned a Master's Degree from the University of Miami. She spent her first years out of college teaching in D.C. Public Schools. Then she spent the next 18 years teaching elementary school in Tehran, Iran, La Paz, Bolivia, and Caracas, Venezuela, where she was the elementary school principal. In addition, she taught in Hong Kong International School and in Miami, Florida. In the early 1980s, Norma briefly taught at a private school in Miami before entering the Miami-Dade County Public School System. She was once quoted as saying, "the global experience allowed me to learn new ideas and to shift gears quickly...it kept me stimulated."

With over 20 years of teaching experience, Norma quickly climbed the ranks in Miami-Dade County Public Schools, and by 1993 she became the Executive Director of Language Arts/Reading, where her talents were applauded. As a result, she became District Director of Language Arts/Reading for the Miami-Dade County School District. Norma had a great love for poetry and other literary genre. "She is a Mistress of the Word," quotes Sabrina Walters of the Miami Herald. One of her favorite books was Patricia Polacco's, *Pink and Say*.

Norma Butler Bossard was the 1996-1997 President of the Organization of Teacher Educators in Reading. She received the Administrator of the Year Award from Phi Delta Kappa, was named the Administrator of the Year by the Miami-Dade Reading Council, and was honored as the University of Miami School of Education Distinguished Alumnus of the Year. She has also been featured in The Miami Herald.

Ms. Bossard's wish was to place a "Book in Every Child's Hand". To celebrate her dedication to this goal, donations of new books were accepted by the Dade Reading Council (DRC) and the Dade County Council of Teachers of English (DCCTE) from book publishers, teachers, principals, parents, and Writing Institute participants. The books became part of hospital libraries that have been placed in the Oncology Center at Miami Children's Hospital, the Pediatric Spinal Rehabilitation Center at Jackson Memorial Hospital, and the Pediatric Oncology Center at Baptist Hospital. Reading has provided an outlet to help children take an incredible journey into fantasy to relieve them of their pain and suffering.

Norma Butler Bossard left such a tremendous impact on how teachers teach reading and language arts that countless community members came together to make her vision a legacy. She loved people with such enthusiasm that you couldn't help feeling better about yourself around her.

***Even more than a "Book in Every Child's Hand," she put the joy of reading in every child.***



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

## Faculty Roster

### **PreKindergarten:**

Mayda Barquin-Cordero

Jennifer Forte

Cynthia Herrera

### **Kindergarten:**

Iliana Altuve

Gloria Castillo

Pura Garcia-Enriquez

Karen Martin

Aileen Sola

Christine Suau

Victoria Wood

### **First Grade:**

Melodie Davalos

Lizette Donis

Maria Fernandez

Jade Gonzalez

Lisbet Gonzalez

Alba Guimaraes

Guadalupe Hernandez

Giovanna Magnani

### **Second Grade:**

Nancy Campos

Giselle Frade

Ana Lopez

Lissette Machin

Dazheyra Padron

Maxine Rawls

Nayades Rasua

### **Third Grade:**

Marie Clement

Lilian Cruz-Greenfield

Ariana Fajardo

Susannah Florez

Paola Guardado

Patricia Olmedo

Carmen Perea-Andino

Karen Perez

Lisa Webster



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

## **Fourth Grade:**

Suray Alvarez  
Georgina Develasco  
Cristina Gagliano  
Damaris Gonzalez  
Ana Henao  
Jennifer Irastorza  
Megie Porras  
Julie Lopez

## **Fifth Grade:**

Vanessa Aguilar  
Armando Alvarez  
Aida Heredia  
Janet Renteria  
Irene Puentes  
Maria Robinson  
Melissa Weber

## **Reading Coach**

Rachael Castro

## **Art:**

Paige Karaboyas  
Anthony Shagan

## **Music:**

Steven Raimundez  
Ana Baez

## **Physical Education:**

Matias Caroni  
Neil Stayton

## **Bilingual:**

Lucy Calvo  
Julia Marin  
Libia Medellin  
Jessica Sanchez  
Raquel Solorzano

## **Special Education:**

Carolina Arevalo  
Nancy Castedo-Parra  
Vanessa Miranda  
Michelle Moreira  
Richard Nest  
Jessica Ramos  
Aliany Romero

## **Counselors:**

Janette Puig  
Maria Rodriguez

## **Reading Coach:**

Rachel Castro

## **Media Specialist:**

Eleonora Fleitas



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

## Feeder Pattern Schools

### Elementary Schools:

Norma Butler Bossard Elementary School

Christina M. Eve Elementary School

Oliver Hoover Elementary School

Dr. Gilbert L. Porter Elementary School

Kendall Square K-8

### Middle Schools:

Jorge Mas Canosa Middle School

Hammocks Middle School

### Senior High School:

Felix Varela Senior High School

## School Information

- ***Bell Schedule***

- Pre-K, Kindergarten and First Grade:
  - Tardy Bell – 8:20 AM
  - Dismissal Bell – 1:50 PM
- Second through Fifth Grades:
  - Tardy Bell – 8:35 AM
  - Dismissal Bell – 3:05 PM
- Wednesdays
  - Dismissal Bell – 1:50 (School Wide)

- ***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 tardiness may result in loss of privileges, detention, parent conference, and/or suspension.





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

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

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

### **Attendance**

Student attendance is a means of improving student performance and is 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.

#### ***Absences***

Anytime a student returns to school after an absence, a note **MUST** be brought from home and given to his/her homeroom teacher; otherwise, the absence is marked **unexcused**. Excused absences include illness of the student, death in the family, school sponsored event, religious holiday, court appearance, subpoena by law enforcement, or other absences beyond the control of the parent or student (approved by the principal). Students will have three days for every **excused** absence to make up the work. **Students accumulating more than 10 excused absences during the school year MUST provide a doctor's note for all future absences to be considered excused.** All subsequent absences beyond the 10 will be unexcused without medical documentation. Five (5) or more unexcused absences will warrant a formal meeting with a school administrator, a student services representative (counselor), and/or the School Attendance Review Committee as per the Miami-Dade County Truancy Intervention Program. Ten or more unexcused absences in an annual school year may result in retention. Assignments missed because of an unexcused absence will not be allowed to be made-up and will result in a failing grade.

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

1. Student illness: Students missing 3 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be provided.
3. Death in the immediate family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal. The student must receive advance written permission from the principal or the principal's designee. Examples of special events include public functions, conferences, and regional, state and national competitions.





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

6. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
7. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal. The principal shall require documentation related to the condition.

### ***Unexcused School Absence***

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. **Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence.** Unexcused absences include:

1. Vacations, personal services, local non-school event, program or sporting activity
2. Older students providing day care services for siblings
3. Illness of others
4. Non-compliance with immunization requirements (unless lawfully exempted)

### ***Attendance Review Committee***

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences.
2. Convene a minimum of six (6) designated times per year.
3. Consider all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
  - a. Issuing of quarterly, semester or final grades.
  - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
    - i. Make-up assignments
    - ii. Attendance probation for the following grading period(s)
    - iii. Completion of a school service project
  - c. Permanent withholding of quarterly, semester, or final grades and credit. The student is to be informed of his/her right of final appeal to the area superintendent or designee.
4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

### **Before/After School Care Program**

For those parents considering going back to work and/or are presently working, there are 240 low cost Before and After School Care programs that serve both Elementary and K-8 Center students 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.



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

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

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. 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 \$60 per week or \$55 per week discounted rates for sibling or free/reduced lunch discounts; the cost of before school care is \$30 per week and the cost of Summer Camp is \$125.00 per week or \$115 per week discounted rates for sibling or free/reduced lunch discounts. These programs are offered by one of five providers:

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

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

Bring Your Own Device allows students, parents, staff and guests to utilize technology devices at specified times during the instructional day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets,

Mac laptops, Android tablets, and iPads. More information about the BYOD program as well as minimum device specifications for those that are considering purchasing a device can be found at <https://digital.dadeschools.net>

### **Bullying Prevention**

Miami-Dade County Public Schools is committed to providing a safe learning environment for all students and therefore all allegations of bullying/harassment are taken seriously. When concerned about bullying or harassment behaviors, contact your child's teacher immediately. You can verbally report your concerns and/or fill out the [Bullying and Harassment Reporting Form](#). If the problem should continue to persist, notify the school's principal. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services staff at the District office. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:30 a.m. - 4:00 p.m., Monday through Friday. Students and parents may also report bullying through our Districts anonymous online bullying reporting system available on the student and parent portals.



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

Additional information regarding bullying and harassment can be found on the Student Services [website](#).

### **Clinic**

Students who are feeling ill may be sent to the clinic until their parent or guardian is contacted to pick him/her up from school.

### **Closing of School**

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

### **Code of Student Conduct**

The School Board of Miami-Dade County, Florida, approved The Code of Student Conduct (COSC). The COSC focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.

A major consideration in the application of the COSC 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 COSC addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

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

Principals are authorized to take administrative action whenever a student's

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

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



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

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

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

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

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

### **Community School Program**

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

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

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



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

## **Comprehensive Student Services Program**

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

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-816-0436.

## **Detention Hall**

As one of the consequences for an infraction of the Code of Student Conduct, NBB has established a weekly detention hall. The detention hall is scheduled on Wednesdays from 1:50 pm to 2:50 pm.

The following are **some** of the reasons detentions may be issued:

- Student in an unauthorized location/failure to report to designated area
- Cafeteria disruption
- Tardies
- General disruption/misconduct in class
- Uniform violation

The following are the rules established in detention hall.

- Transportation is the responsibility of the parent.
- Students must report on time to detention hall. Students arriving late will not be admitted.
- If a student is absent on the day of their detention, they must make-up their detention on the following detention date.
- Failure to complete the detention or misbehavior in detention hall will result in additional/multiple detentions and/or additional disciplinary action.

Please note that multiple detentions may result in additional disciplinary actions or loss of privileges (field trips, reward day, class celebrations, etc.).

## **Discrimination/Harassment**

The School Board has a prohibition against discrimination and harassment based on age, 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. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of which prohibits all forms of sex discrimination and unwelcomes sexual conduct. Students are



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encouraged to promptly report incidents of discriminatory or harassing conduct to their principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, and persistent. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly.

### Dismissal

- ***Bicycles/Skateboards***

Students are allowed to ride their bicycles to schools. Students are required to wear a helmet when riding their bicycle to school. Bicycles must be locked in the bicycle area. Bicycles are not allowed to be left on school grounds overnight. Skateboards and finger skateboards are NOT permitted in school.

- ***Rainy Day Dismissal*** (as applicable)

Please have an understanding with your child about what he/she is to do on rainy days. For example: wait for you, go home even if it is rainy. Whatever you decide, explain the plan fully to your child. In case of a heavy downpour at dismissal time, students will be dismissed according to the following plan:

1:50 PM and 3:05 PM Dismissal

- Bus students will be escorted to the PE shelter.
- After School Care students will be taken to the cafeteria.
- All other students (walkers and parent pick-up) will remain in the dismissal area or in the classrooms.
- At 2:10/3:25 PM, students remaining in the classrooms will be moved to a central location.

- ***Student Drop-Off and Pick-up***

#### ARRIVAL

Student Drop-Off will begin at 7:45 AM

DURING ARRIVAL TIMES, PARENTS ARE NOT ALLOWED IN THE BUILDING AND WILL DROP OFF STUDENTS AT THE SCHOOL ENTRANCE.

We ask that during morning arrival, you abide by the following procedures:

- Observe a speed limit of 10 MPH while in school roundabouts.
- Refrain from being on your cell phone until you have dropped off your child and left the car line.
- Give the right-of-way to pedestrians using the crosswalks.
- Cross at designated crosswalks. Do NOT cross between cars that are in the roundabout.



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

- Cars should not be left unattended in the driveway during morning drop off.
- **Parents must stay in their vehicles** when using the vehicle drop-off zone.
- Treat school staff with respect.

### **PLEASE NOTE THE FOLLOWING**

- The cafeteria will serve breakfast from 7:45 AM – 8:25 AM. Due to the start of their school day, breakfast service will stop at 8:15 for Pre-K, Kindergarten, and First Grade students.
- Students who have finished breakfast or arrive after 8:25 AM, will proceed to Building 2 and sit in the hallway in front of their classroom until classroom doors are opened.
- **Teachers will open their classroom doors NO LATER than:**
  - 8:10 AM for Pre-K, Kindergarten, and First Grade
  - 8:25 AM for Second through Fifth Grades

### **Drop-Off Options**

#### **Student Vehicle Drop Off Zone (Front Roundabout)**

- The front, northwest entrance along the circular driveway opens at 7:45 AM.
- Drop off should only occur from the RIGHT lane by the curbside.
- The LEFT Lane should ONLY be used to exit the roundabout once your child has exited the car.
- Students need to be ready to unload as soon as the vehicle stops at the curb. Backpacks, Water bottles, jackets, and lunch boxes should be easily accessible to your child to keep the flow of traffic moving.
- **Parents must remain in their vehicle when using the vehicle drop-off zones.**
- For the safety of students, students will open and close their own car doors to exit their vehicles.

#### **Student Vehicle Drop Off Zone (BACK Roundabout)**

- The back, southwest entrance along the circular driveway by the PE shelter opens at 8:00 AM.
- Drop off should only occur from the RIGHT lane by the curbside.
- The LEFT Lane should ONLY be used to exit the roundabout once your child has exited the car.
- Students need to be ready to unload as soon as the vehicle stops at the curb. Backpacks, Water bottles, jackets, and lunch boxes should be easily accessible to your child to keep the flow of traffic moving.
- **Parents must remain in their vehicle when using the vehicle drop-off zones.**





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- For the safety of students, students will open and close their own car doors to exit their vehicles.

**\*\* SUPERVISION WILL BE PROVIDED AT BOTH ENTRANCES\*\***

### **Student /Parent Walk-up**

- Parents who wish to park and walk their child(ren) to the front of the building, must **park across the street on the grass area on SW 144<sup>th</sup> Street** and use the crosswalk zones to safely walk their child to the designated point of entry. **NO PARKING IS ALLOWED ON SW 160<sup>th</sup> AVE.**
- Parents will NOT be allowed to enter the building.
- Only students will be permitted beyond the "STUDENTS ONLY" drop off sign.
- Parents must use the CROSSWALKS as the roundabouts will be in use for the Carline drop off.
- Due to SAFETY- NO Parents or children will be **PERMITTED TO WALK THROUGH THE FRONT PARKING LOT**

**The front and back staff parking lots are for staff only. The staff parking lots are not to be used as an area for dropping off and/or picking up students.**

### **BUS ARRIVAL**

If a student arrives on bus to school, be advised of the following:

- Students who ride a Miami-Dade County Public School bus to school will be dropped off at the **FRONT OF SCHOOL** in the bus zone. Security will be waiting at the drop off area to assist students in safely exiting the bus and entering the building.
- Private bus students will be dropped off at the **front** of the school in the bus zone as well.
- If bus students choose to eat breakfast, they will enter the cafeteria. After breakfast, they will report to their grade level's assigned area.

### **DISMISSAL**

Students will be dismissed from the following locations:

- **FRONT OF SCHOOL/MAIN ENTRANCE DRIVELINE** (Grades Pre-K-1<sup>st</sup> at 1:50 PM Dismissal). **Front gate will open at 1:00 PM for DRIVELINE Pickup ONLY.** (Do not park and leave your car in the driveway at any time.)
- **FRONT OF SCHOOL/MAIN ENTRANCE or BACK OF SCHOOL/PE SHELTER ROUNDABOUT DRIVELINE** (2<sup>nd</sup>-5<sup>th</sup> M, T, TH, F at 3:05 PM and Wed. at 1:50 PM). **Back gate will open at 2:30 PM every day except Wednesdays on 1:00 PM for DRIVELINE Pickup ONLY.**
- Student walker area (Main entrance Stairwell area)
- Parent Walk-up area (East side of front of school by Bike Rack)





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- Bus Zone (Students gather in Courtyard in front of Media Center and use designated crosswalks)

### **CAR DRIVELINE OPTION (HIGHLY RECOMMENDED):**

- Just like in the morning drop off, **PICK UP OF STUDENTS** should only occur from the **RIGHT** lane by the curbside (**AT BOTH THE FRONT AND BACK ROUNDABOUT AREAS**)
- PLEASE **STAY TO THE RIGHT AND PULL ALL THE WAY UP TO THE FRONT OF THE DRIVEWAY** WHERE THERE WILL BE A SIGN DESIGNATING WHERE TO STOP (WHICH IS JUST BEFORE THE BY THE BIKE RACK AREA.)
- The LEFT Lane should be used “ONLY” to exit once your child has exited the car.
- Students waiting in each pick-up area need to be ready to load as soon as your vehicle stops at the curb and are directed by supervising staff to load into their cars.
- Parents must remain in their vehicles when using the vehicle pick-up zones.
- Please be mindful to maintain a speed limit of no more than 5-10 MPH while in the driveways.
- Be mindful of students and pedestrians in the driveway crosswalks.

The Driveline system will be in place once again for the 2023-2024 school year.

Students will remain in their classrooms with their teacher. The APP- Driveline CharterAPP's will be accessed by each teacher. The program will be projected on the classroom Promethean Board. Every child has been assigned a family number which will link siblings to the same family unit. In this way, siblings will exit out the same area. **THE PARENT WILL HAVE THEIR FAMILY NUMBER DISPLAYED HANGING FROM THE REARVIEW MIRROR IN THE CAR.** As the parent drives up, assigned employees will type the family number into the APP and the classroom teacher will be immediately notified on the promethean board when to release the student.

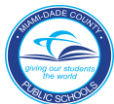
**DRIVELINE WILL BE ACTIVE FROM 1:50 – 2:10 PM and again from 3:05- 3:25 PM After queuing ends, you will be required to get out of your vehicle and present the DRIVELINE TAG to the security guard at the front gate.**

**Pre-K – 1<sup>st</sup>** grade students will be queued from the front of the school. All students will exit through the front doors and wait to load into their car at 1:50 PM Monday- Friday.

**2<sup>nd</sup> – 5<sup>th</sup>** grade students will be queued from the front roundabout, or the back/ PE shelter roundabout of the school based on parent preference, however, occasionally cars will be rerouted to alleviate traffic. Siblings will meet to load at one location. (M, T, TH, F 3:05 PM) W (1:50 PM)

### **PARENT WALK-UP AREA** (East side of front of school by Bike Rack)

Parents wishing to pick up their children by foot, may park across the street on the grass area on SW 144<sup>th</sup> Street, use the crosswalk zones to safely walk across the



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street, walk up on the northeast side of the school by the bike rack area, and stand in the parent pick up designated line/area. **PARENTS MUST DISPLAY/PRESENT THEIR FAMILY NUMBER TAG TO THE DESIGNATED STAFF MEMBER WHO WILL CUE THE STUDENT TO COME DOWN TO DISMISSAL. NO PARKING IS ALLOWED ON SW 160<sup>th</sup> AVE NOR IN THE ADJACENT NEIGHBORHOOD AREAS BLOCKING DRIVEWAY ACCESS TO RESIDENTS.**

### **AFTER SCHOOL CARE**

Pre-K-1<sup>st</sup> grade will be picked up from their classroom at 1:35 PM by an ASC leader. 2<sup>nd</sup>-5<sup>th</sup> grade will be dismissed at 2:55 PM (M, T, TH, F) and 1:40 PM (W) to meet their ASC leader in the cafeteria.

### **BUS DISMISSAL**

Bus students will be called down prior to the dismissal bell. They will wait in the courtyard area behind designated, labeled cones with their bus name. An adult will escort them to their designated bus through the crosswalk area.

If a student is not riding a bus for any reason, a written note must be sent to school with your child, and it must be given to the teacher at the beginning of the school day. **Please don't send e-mails to your child's teacher during instructional time regarding your child not taking the bus home that day, as they might not receive it prior to dismissal.**

### **Early Dismissal**

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

### **EESAC**

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC work together to accomplish the goals of the school by:

- Assisting in the preparation and evaluation of the schoolwide improvement plan (SIP)
- Approving the use of school improvement funds to support implementation of the SIP
- Assisting in the preparation of the school's annual budget.

Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are listed in the Miami-Dade County Public Schools' Meeting Directory.

### **Elevator**

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



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## **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 form should be completed by the registering parent. 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.

The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form with regard to pick up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. 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 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. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>.

## **Exceptional Student Education/Section 504**

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

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please



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contact your child's school and/or the Office of Educational Services and ESE at [ESE@dadeschools.net](mailto:ESE@dadeschools.net). Staff from the Office of Educational Services and ESE and/or your child's school site administrative team will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

### Field trips

All field trips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a field trip form signed by the parent/guardian to his/her teacher(s) in advance.

ALL FIELD TRIP CHAPERONES MUST BE APPROVED SCHOOL VOLUNTEERS

### 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).

#### **MISSION:**

At Norma Butler Bossard Elementary School (NBB), home-learning is a vital component to student learning, growth, and overall success. This home-learning plan serves as a guide for administration, teachers, parents, and students to ensure that homework is meaningful, will support the learning experience, and maximize each student's potential.

#### **PURPOSE:**

- **PREPARE** information or materials for future learning activities (e.g. gather resources, read something for a class discussion, or rehearse for a presentation).
- **PRACTICE** new knowledge OR new skills (e.g. read for pleasure, practice physical skills, practice a musical instrument, use knowledge to complete a project, or practice basic literacy and math skills.)
- **ENRICH** students' understanding of a topic and apply it in new ways (e.g. research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).

#### **RESEARCH INDICATES:**

- Schools in which home-learning is routinely assigned and graded tend to have higher achieving students.
- There is general agreement that the amount of home-learning increases significantly as a student progresses through school.
- Home-learning should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents.
- Home-learning should be tied to current subject matter, assigned in amounts and levels of difficulty which students can complete successfully and should be checked quickly, with feedback to students.
- Giving home-learning on a regular basis may increase achievement and improve attitudes toward learning.



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

## **EXPECTATIONS OF ADMINISTRATION:**

- Establish a school-wide approach to home-learning.
- Facilitate time for teachers to plan in order to coordinate testing days and assignments.
- Inform parents and families of the NBB School-Wide Home-Learning Plan.
- Be available to answer any questions or concerns regarding the home-learning plan.
- Promote home-school communication regarding home-learning.
- Ensure that all teachers adhere to the school-wide home-learning plan.
- Establish an opportunity before and after school for students to receive assistance with home-learning.
- Ensure that teachers are aware of the specific student needs such as the unavailability of a computer at home and provide accommodations for home-learning as necessary.

## **EXPECTATION OF TEACHERS:**

- Parent will be informed of any major changes to curriculum expectations.
- Let parents know they are partners in the student's education and that the sooner a good pattern of study is established, the better.
- Be sensitive to family time when assigning homework, specifically during recess/holidays.
- Consider the students' home-learning environment as it relates to homework assignments
- Make instructions related to homework clear and, when necessary, provide a short period of supervised study or a period of questioning to ensure that the students understand the assignments.
- Check, review, evaluate, and/or grade student homework in a timely manner, according to the teacher's individual methods, and in keeping with a system that is clearly explained to the students and parents.
- Home-learning will not be used to discipline or punish students, to introduce or practice skills the student does not understand, or to assess a students' learning without reference to other work.

## **EXPECTATIONS OF PARENTS:**

- Contact teacher early if the student begins to develop a pattern of late or incomplete home-learning.
- Contact the teacher to clear up any misunderstandings, troubleshoot problems and be better informed about the students' learning progress.
- Provide a quiet space and basic materials at home for completion of home-learning.
- Encourage your child to take ownership and pride in their home-learning, to allocate their time wisely, meet deadlines, and develop good student habits.
- Encourage independent daily reading.
- Make every effort to read to students who cannot read on their own.
- Review and monitor home-learning in student's agenda or home-learning packet daily.



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- Inspect book bags and “Take Home Tuesday” folder regularly.

## **EXPECTATIONS OF STUDENTS:**

- Complete home-learning to the best of your ability in a timely manner.
- Take pride and ownership of your home-learning.
- Record all home-learning assignments in the student agenda neatly and clearly when assigned in class by the teacher.
- Seek clarification from your teacher when home-learning is unclear or if you have any questions.
- Use class time provided for completing classwork and/or starting home-learning wisely.
- Speak to your teacher if you are having trouble completing home-learning assignments.

## **HOME-LEARNING TIME EXPECTATIONS:**

Grade Level	Total Daily Average (All Subjects)
K-1	30 minutes
2-3	45 minutes
4-5	60 minutes

### **PLEASE NOTE:**

- These times do not reflect:
  - the additional 30 minutes that are to be devoted to independent reading daily.
  - technology program requirements for i-Ready or Reflex Math.
  - project-based, long-term assignments (ex. science fair, research papers, models, special presentations)
  - additional course work for Gifted courses.
- Every effort will be made to stagger testing days.

## **IN-HOUSE HOME-LEARNING ASSISTANCE BEFORE AND AFTER SCHOOL:**

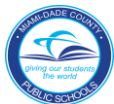
- Students enrolled in our After School Care Program will have daily scheduled time to complete home-learning assignments after school.

## **STUDENT HOME-LEARNING TIPS:**

- Copy your home-learning assignments each day before leaving school in your school agenda (grades 2-5).
- Set aside the same time of the day to complete your home-learning.
- Have a quiet area at home designated to complete your home-learning. Keep a dictionary, pencils and paper available in this area.
- Ask a friend for their telephone number so you can call them in case you have any questions about an assignment.
- Let your teacher know if you have any difficulty completing a home-learning assignment.

## **RESOURCES TO HELP PARENTS HELP STUDENTS WITH HOME-LEARNING:**

Dial-a-Teacher Available Monday – Thursday 5:00 pm to 8:00 pm - 305-995-1600



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## **MAKEUP ASSIGNMENTS:**

If you anticipate your child being out sick for an extended period of time, then contact your child's teachers directly. Anything over 5 days should be directed to the Attendance Office.

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**While not required**, students who miss schoolwork because of unexcused absences **may** be given the opportunity to make up missed work for full or reduced credit. (NOTE: Please try to avoid unexcused absences, as these may result in missed assignments and failing grades.)

Teachers will assign such make up work as necessary to ensure academic progress, not as a punitive measure.

## **Instructional Materials**

Should a parent find Parents that would like to express concerns regarding any educational/library materials may file on objection regarding non-adopted instructional and library/media center and other educational materials by visiting the Instructional Materials link under the parent tab at their school's website or by clicking on the Instructional Materials link on the Dadeschools website.

## **LGBTQ Support**

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation. 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. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have access to all aspects of school life in ways that preserve and protect their dignity.





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## Mealttime 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 Student Meals**

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

- **Meal Program Information**

All school meal program flyer with information for parents will be posted on the school's website and at [nutrition.dadeschools.net](http://nutrition.dadeschools.net).

- **Meal Prices**

Breakfast	Lunch
All Students No Charge	All Students No Charge
Adults \$ 3.00	Adults \$ 5.00

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

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

## Mental Health Services

Miami-Dade County Public Schools established The Department of Mental Health Services to expand school and community-based mental health services and resources to ensure ongoing coordination of services to further support the emotional and mental well-being of students. The programs in place provide prevention initiatives, intervention services for students and family support for students who may be experiencing a mental health challenge. Students in need of intensive services can receive support from contracted agencies at no cost to families. For assistance contact your child's school, the Parent Assistance Line at (305) 995-7100 or visit <https://mentalhealthservices.dadeschools.net/#!/fullWidth/3939>.

School principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination and school or law enforcement personnel must make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, except where there is an imminent danger to the student or others.





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## Parties/Social Events in School

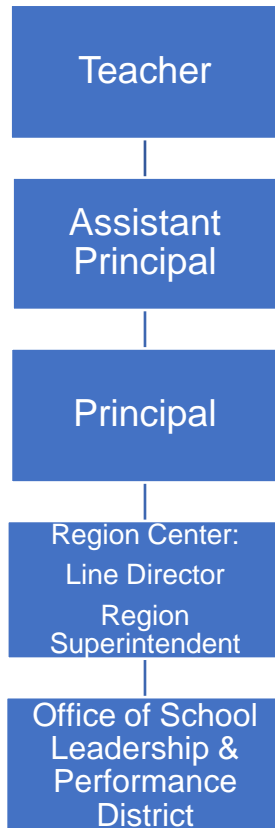
All special recognition ceremonies for students can only be authorized by the administration. Individual birthday parties **ARE NOT PERMITTED** in the classrooms. ONLY store-bought cupcakes, doughnuts, or cookies may be given to the teacher to be distributed in the cafeteria during lunch time to avoid disruption to the learning environment. Balloons are not allowed on school grounds for safety purposes.

## Prekindergarten Programs

M-DCPS offers a variety of prekindergarten programs throughout the District. Parents should contact their home school for the available options for Pre-K students. For additional information on VPK or Head Start/Early Head Start Programs, parents may contact the Department of Early Childhood Programs at 305-995-7632. Parents may also access information at <https://earlychildhood.dadeschools.net/#!/fullWidth/3451>. For information on Pre-K ESE Programs, parents should contact 305-271-5701 or visit [prekese.dadeschools.net](http://prekese.dadeschools.net) to learn more about programming for children with disabilities.

## Protocol for Addressing Parental Concerns

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



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## **Public-Private Collaboration**

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

## **Recess**

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

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

## **Safety and Security**

- ***Emergency Drills***

Six emergency drills, to include active shooter, hostage situations, bomb threats, and other potential emergencies will take place during the school year in accordance with Florida Administrative Code 6A-1.0018(15). All occupants of building where an emergency drill is held are required to participate. The first emergency drill must take place within the first 10 days of the opening of schools, whereas all remaining drills must occur at least every 45 days that school is in session. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

- ***Emergency Operations Plan***

Student and employee safety is an utmost priority of the Miami-Dade County Public School (M-DCPS) System. The District Emergency Operations Plan (EOP) was created to provide District staff, school administration and personnel with the 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 emergency drills (active shooter, hostage, & bomb drills), the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:



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- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- Students will not be released during a lockdown. If you need to pick up your child wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all MDSPD Police officers have been provided 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](#))

FortifyFL (flyer in Appendix D)

- ***Fire Drills (Evacuation Drills)***

Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- **Lockdown Procedures**

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

- **Threat Assessments**

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



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- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. All visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

## **School Activities/Clubs**

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

- **Clubs**

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

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

- **School Club List**

- Broadcasting Team (Fourth Grade students for the upcoming school year. Students are selected based on auditions)
- Student Council (Fifth grade students run as candidates to be elected by fifth grade students)
- Green Team
- Patrols (Fifth grade students are recommended by teachers)
- Robotics Club (selected Third through Fifth grade students)

After School Care provides the following fee supported clubs:

- Drama Club (Second through Fifth grade students are selected based on auditions)
- Dance Club (Pre-Kindergarten through Fifth Grade students)
- Chorus Bel Canto Singers (Third through Fifth Grade students are selected based on auditions)



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## **School Class Picture Process**

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

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

## **School Transportation**

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

Before school begins, parents/guardians of all students eligible for bus transportation should log on the BusPlannerWeb and view the bus assignment. The information is updated nightly, and a link is provided on the parent portal. Parents/guardians are encouraged to check the BusPlannerWeb throughout the school year to obtain the most current information on their children's bus assignment.

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

## **Special Education/Section 504**

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

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

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

## **Student Records**

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws



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provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

### **School Volunteer Program**

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

#### **ONLY APPROVED SCHOOL VOLUNTEERS ARE ABLE TO CHAPERONE FIELD TRIPS**

To Become a School Volunteer:

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

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

### **Steps to Managing Your Volunteer Hours**

#### **Who Can Volunteer?**

- Students- M-DCPS students; college/university students charter/private school students
- Parents - Guardians, primary caregivers
- Employees - Administrators, teachers, and staff of M-DCPS;
- Community Members and Organizations - businesses, retirees, local organizers, community and faith-based organizations, alumni, and college students

#### **Telephone Messages**

Instructional time will not be interrupted to deliver telephone messages to students. Only an emergency would justify interrupting a classroom to deliver a message. Since the identity of a caller cannot be verified over the telephone, in the interest of your child's safety and protection, we will not deliver messages or changes in directions about going home. Any changes to the dismissal of your child must be given in writing to your child's teacher by the beginning of the school day. Students are not permitted to use the office telephone unless an emergency arises or they have been requested by their teacher to do so.



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## **The M-DCPS Parent Academy**

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

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

Parents can participate in virtual and in-person sessions that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on the M-DCPS Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call the M-DCPS Parent Academy at 305-271-8257 and follow them on Facebook and Instagram "Parent Academy Miami" and on Twitter "@ParentAcadMiami".

## **Uniforms**

Norma Butler Bossard Elementary School is a mandatory uniform school.

The uniform for boys is as follows:

- Khaki shorts or pants
- Navy blue or gold solid polo shirts with school emblem or, Navy blue/gold blocked polo shirts with school emblem
- Shoes or sneakers (no sandals)

The uniform for girls is as follows:

- Khaki shorts, pants, skirts and skorts (dress jumpers allowed in PK-1<sup>st</sup> only)
- Navy blue, gold or solid polo shirts with school emblem or, Navy blue or gold blocked polo shirts with school emblem
- Shoes or sneakers (no sandals)

Boys and girls may choose to wear the school's t-shirt every Friday. The Friday shirt may be worn with jeans. School uniform attire must also be worn when participating in **ALL** Field Trip Activities unless stated otherwise by the classroom teacher.

## **Verifications of Residency**

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

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





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

## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2023				
M	T	W	T	F
3	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>
(14)	(15)	(16)	(17)	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>

JANUARY 2024				
M	T	W	T	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
8	9	10	11	12
<del>15</del>	16	17	18	(19)
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	

MARCH 2024				
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 2024				
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 2024				
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 2024				
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

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Available to opt
	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	





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## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA (Revised – 06/26/23)

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 5, 2024	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 15	End first semester and second grading period
January 18	Teacher planning day; no students in school
January 19*+ #	Begin third grading period; second semester
January 22	All Presidents Day; holiday for students and employees
February 19	Teacher planning day; no students in school
March 22*+ #	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 25-29	End third grading period; second semester
April 9	Teacher planning day; no students in school
April 10*+ #	Begin fourth grading period; second semester
April 11	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 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 11, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, 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, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.



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

**View all School Board Policies at: [School Board Bylaws & Policies](#)**

**Academics**

- **2235 - MUSIC, ART, AND PHYSICAL EDUCATION**
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- **2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION**
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- **2370.01 – VIRTUAL INSTRUCTION**
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- **2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**
  - No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information.
  - Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.



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- 2417 – REPRODUCTIVE HEALTH AND DISEASE EDUCATION
  - The School Board shall provide comprehensive reproductive health and disease education to secondary students.
  - Parents will be notified in advance when the reproductive health and disease lessons will be taught in the classroom and encouraged to review the program content and instructional materials.
  - Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.
  
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
  
- 2432 – DRIVER EDUCATION
  - The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.
  
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
  
- 2510 - INSTRUCTIONAL MATERIALS, SCHOOL LIBRARY/MEDIA CENTER, AND OTHER EDUCATIONAL MATERIALS
  - Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.
  - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain a list of materials



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available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.

- **2623 - STUDENT ASSESSMENT**

- Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.
- State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
- Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.

- **5410 - STUDENT PROGRESSION PLAN**

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

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

- **1139 – EDUCATOR MISCONDUCT**

- Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

- **3213 - STUDENT SUPERVISION AND WELFARE**

- Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.
- Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- Staff members shall provide proper instruction in safety matters.
- Any parent with a concern regarding the implementation of the provisions of F.S. 1001.42(8)(c) may file a written complaint with the principal of their child's school.



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- 5540 - INVESTIGATIONS INVOLVING STUDENTS
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- 5772 - WEAPONS
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned or private vehicle.
- 7217 - WEAPONS
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned or private vehicle.
- 8405 - SCHOOL SAFETY
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. Parents have the right to access SESIR data and to receive timely notification of threats, unlawful acts, and significant emergencies, certain arrests of employees. Student identification cards issued by the District to students in grades 6 through 12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines. Drills for active assailant and hostage situations shall be conducted at least as often as emergency drills and fire drills.
- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE
  - The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and



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emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms (see Policy 8420.01); and exposure as a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.

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

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

- **5112 - ENTRANCE REQUIREMENTS**
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - Original birth certificate
    - Verification of age and legal name
    - Proof of a physical examination by an approved health care provider including a tuberculosis health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
    - Verification of parent/legal current residence (address)
  - Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.
  - The school shall abide by information provided by the parent who completes the initial registration documents or “registering parent”. Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Parents have the right to change the registering parent by agreement. Any subsequent change to the registering parent listed in the District’s student information system must be verified by both





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parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another District school. Any parent contesting the information on the initial registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an *Agreement to Change of Registering Parent Form* (FM-7600) at any time.

- **5114 - FOREIGN STUDENTS**

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

- **5320 – IMMUNIZATION**

- All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
- A student who has not completed the required immunization will not be admitted to school.
- The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine including COVID-19 vaccine booster shots to help protect against the virus.

### **Animals on District Property**

- **8390 - ANIMALS ON DISTRICT PROPERTY**

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





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## Anti-Discrimination Policy

- 5517 – PROHIBITION ON DISCRIMINATION AND HARASSMENT AGAINST STUDENTS BASED ON PROTECTED CATEGORIES
  - 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 and 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. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972.
  - This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.
- 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.
  - This policy is also incorporated by reference into the *Code of Student Conduct*, and supersedes any existing policy, guideline, or Board policy regarding bullying and harassment that may be inconsistent with this policy. These policies apply to all students in the District.
  - This policy does not replace the District's current policy prohibiting harassment on the basis of 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, and pregnancy.
- 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



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the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).

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

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

- **5200 – ATTENDANCE**

- Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.
- Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

- **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



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counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.

- The registering parent –shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters.
- 8220 - SCHOOL DAY
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

### **Ceremonies & Observances**

- 8800 - RELIGIOUS CEREMONIES/OBSERVANCES AND MOMENT OF QUIET REFLECTION
  - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program. The principal of each school shall require teachers in the first class period of the school day in all grades to set aside at least one (1) minute, but not more than two (2) minutes, daily, for moment of silence, during which time students may not interfere with other students' participation. The amendments prohibit a teacher from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence and require each teacher in the first class period of the day to encourage parents and guardians to discuss the moment of silence with their children and make suggestions as to how their children can best use this time.

### **Class Size**

- CLASS SIZE STATE STATUTE
  - Florida citizens approved an amendment that set limits on the number of students in core academic classes in public schools. The amendment requires classes to be in compliance at the class level. However, pursuant to language passed by the 2013 Florida Legislature in HB 7009 and subsequently approved by the Governor,



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amending Florida Statute 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to Florida Statute 1003.03 for a school or program that is a public school of choice is measured by the average number of students at the school level.

## Clinic

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

## Code of Student Conduct

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- 5136.02 - SEXTING
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. 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
  - Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The *Code of Student Conduct Elementary*, *Code of Student Conduct Secondary*, and the *Post-Secondary Code of Student Conduct*, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.
  - The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student



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Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for the maintenance of appropriate student behavior are issued by memorandum from District administration.

- The Superintendent shall make the Code of Student Conduct available to all students and their parents.

- **5511 - DRESS CODE AND SCHOOL UNIFORMS**

- Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

### **Digital Conversion/Social Media**

- **7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**

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

### **Equal Opportunity**

- **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

- The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.

- **5111.01 - HOMELESS STUDENTS**

- The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". Homeless children and



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youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education (FAPE) in public schools and preschool education programs in the same manner as all other District students.

- Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District's academic and extra-curricular activities for which they meet relevant eligibility criteria. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness and shall remove barriers identifying homeless children and youth.

## Field Trips/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. These vehicles shall be owned or approved by the District and driven by approved drivers.

## Financial Obligations

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



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## Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
  - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
  - The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.
- 8531 - STUDENT MEALS
  - All students will receive school meals (breakfast and lunch) at no charge during School Year 2023-2024 as the district will continue with the United States Department of Agriculture's Community Eligibility Provision.

## Fundraising

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





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the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

- 9211 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

## Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
  - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.
  - Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with **written notification** if you **do not** want your child to participate in the screening program.

## Homework

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. While homework should provide opportunities for students to reinforce what is taught in the classroom, the assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge. Homework assignments should engage students in purposeful, relevant learning that meets their academic needs, with assignments emphasizing quality and depth over length and repetition. Homework is not to be assigned as punishment.

## 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.



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## Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
  - The District's program of interscholastic athletics shall include 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. Middle school/K-8 center athletic teams may not play out-of-county or against out-of-county teams within the county. All students shall be permitted to select their own school team sports activities without duress or interference by any employee.
  - All high schools may become members of and be governed by the Florida High School Athletic Association (FHSA) rules and regulations.
  
- 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 programs/schools that are subject to specific admissions requirements and governed by School Board Policy 2370, Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year. Controlled open enrollment transfers are subject to approval by the Region Superintendent.

## Parent Involvement

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for



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implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.

- 5780 – PARENTS' BILL OF RIGHTS
  - The Parents' Bill of Rights contains information about School Board policies to support strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. See also <https://parentsbillofrights.dadeschools.net/>.
- 9210 - PARENT ORGANIZATIONS
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

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

## **Privacy**

- 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
  - 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 expand school choice, address declining enrollment, reduce overcrowding, comply with Federal and State mandates, meet parent/student interests, enhance education quality, and foster diverse student enrollments. These unique educational programs operate within the District, with extra resources and services offered 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.

## **Exceptional Student Education/Section 504**

- 2260.01 SECTION 504 PROCEDURES FOR STUDENTS WITH DISABILITIES
  - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.
- 2460 – EXCEPTIONAL STUDENT EDUCATION
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures (SP &P).
- FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION
  - Parents who wish to request public-private collaboration in the educational setting should direct requests to the principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

## **Student Activities**

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

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

- 8330 - STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS
  - In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records.



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

### **Student Services**

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

### **Title I – Schoolwide Program**

- 2261 - TITLE I SERVICES
  - The School Board elects to augment the educational program of disadvantaged students through the use of Federal funds, in accordance with the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized under the Every Student Succeeds Act of 2015. The ESEA is based on four (4) basic principles: stronger accountability for results, increased flexibility and local control, expanded



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options for parents, and an emphasis on proven educational methods. Parents of participating students are encouraged to be involved in programs, activities, and procedures that are planned and implemented to support children's academic growth.

## Technology

- 7540 – COMPUTER TECHNOLOGY AND NETWORKS
  - The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.
- 7540.01 – TECHNOLOGY PRIVACY
  - All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system.
- 7540.06 – STUDENT ELECTRONIC MAIL
  - This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts

## Threat Assessments

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

## Visitors

- 9150 - SCHOOL VISITORS
  - Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be



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processed through the District's RAPTOR system prior to being permitted entry into the school grounds.

- The principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual. A visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.

### **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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## APPENDIX C – Parents' Bill of Rights



# PARENTS' BILL OF RIGHTS

## Parent Rights and Responsibilities Under Florida Statutes:

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

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



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

## APPENDIX D – FortifyFL



# FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

## QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

### Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

### Convenient

Submitting a tip is quick and easy using our mobile app or website.

### Include Photos and Video

You can also include photos or video with your tip report.

## QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



### Your School Officials

The tip report goes to your local school officials when submitted.

### Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.

### State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

# #FORTIFYFL GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org



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

## APPENDIX E – Discrimination/Harassment Poster and Policy

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

### DISCRIMINATION / HARASSMENT

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

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

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

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

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

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

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

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

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

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

Rev: 07/2020



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

## Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

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

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

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

Boy Scouts of America Equal Access Act of 2002 - No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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

### In Addition:

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

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

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

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