

MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK



PARENT HANDBOOK 2018-2019

VPK – 1st GRADE 8:20 a.m. – 1:50 p.m.
2nd – 8th GRADE 8:35 a.m. – 3:05 p.m.

Before School Care 7:00 a.m. – 8:15 a.m.
After School Care 1:50 p.m. – 6:30 p.m.
3:05 p.m. – 6:30 p.m.

Cecilia C. Sanchez
Principal

Marisol S. Lirio
Assistant Principal

4702 Southwest 143rd Court
Miami, Florida 33175
(305) 222-8161
beckham.dadeschools.net



Excellence in education



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

Dr. Steve Gallon III

Ms. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Josh Rios, Student Advisor

Mr. Alberto M. Carvalho

Superintendent of Schools

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer, School Operations



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Vision Statement

We provide a world class education for every student.

Mission Statement

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

Values

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

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

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

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

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

August 2018

Dear Parent/Guardian,

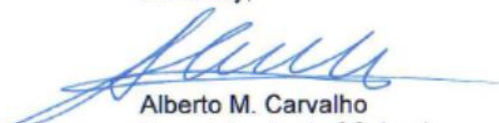
On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2018-2019 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in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

This Parent/Student Handbook outlines the major policies and procedures that guide student life in our school system. I strongly encourage you to familiarize yourself with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein.

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

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

Sincerely,



Alberto M. Carvalho
Superintendent of Schools

AMC:cg
L68

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, Florida 33132
305-995-1000 • www.dadeschools.net



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

TABLE OF CONTENTS

Message from Principal

Message from Assistant Principal

School's Mission Statement

Alma Mater

Biography of Ethel Koger Beckham

Faculty Roster

Feeder Pattern Schools

School Information

- *Opening and Closing Hours of Schools*
- *Arrival*
- *Dismissal*
- *Bell Schedule*
- *Attendance*
- *Early Sign Out*
- *Late Arrival*
- *Conduct and Discipline*
- *Curriculum*
- *Uniforms*
- *Lost and Found School Policy*
- *Classroom Celebrations/Social Events*
- *Telephones*
- *Ill Children*
- *Medication*
- *Insurance*
- *Florida Kidcare-Child Health Insurance*
- *PTA*

Important Dates

- *Back to School Night - Open House*
- *Interim Progress Report & Report Card Distribution*
- *School Calendar of Events*

Academic Programs – Student Progression Plan (SPP)

Before/After School Care Program



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Bring Your Own Devices

- *Wireless Devices*

Closing of School

Community School Program

Dismissal

- *Rainy Day Dismissal*
- *Students Drop-Off Pick-up*

Elevator

Emergency Contact Information

- *Change of Emergency Contact*

Fieldtrips

Flu Vaccine

Homework

- *Home Learning*

Mealtime Environment

- *Free Breakfast*
- *Free/Reduced Price Lunch Program*
- *Meal Prices*
- *PAYPAMS*
- *Peanut-Allergies/Peanut-Free School*

Parent Academy

Protocols for Addressing Concerns

- *Parent/Teacher Conference*

Recess

Safety and Security

- *Safety*
- *Code Yellow/Code Red*
- *Emergency Operations Plan*
- *Fire Drills*
- *Weapons*
- *Visitors*
- *Valuables*



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

School Activities/Clubs

School Class Pictures Process

Special Education

Student Records

Student Services

- *Guidance and Counseling*

Student Success Centers

Toolkits

- Back to School Toolkit

Transgender

Verification of Residency

Volunteer Program

Appendix A – School Calendars

Appendix B – School Board Policies and State Statutes



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Message from the Principal

Welcome to Ethel Koger Beckham K-8 Center. This handbook has been prepared to provide you with relevant information concerning procedures and guidelines for the school. With your support and cooperation, we will accomplish our mission to “Nurture Every Child’s Potential.” The predominant purpose of education is to provide the opportunity for each child to grow into his or her full capacity. Education is about opening doors, opening minds, opening possibilities. Building character in our children enables them to reach their potential: intellectually, physically, and morally. Our teaching is directed to the whole child; making our school a caring community, conducive to teaching and learning.

I look forward to working with the Ethel Koger Beckham K-8 Center community as we continue to commit ourselves to excellence in education.

Sincerely,

Cecilia C. Sanchez

Cecilia C. Sanchez



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Message from the Assistant Principal

As we embark on this new school year, it is important to become familiar with all the policies and procedures set forth in this handbook. It is my goal take an active role in supporting our school's mission to "Nurture Every Child's Potential". It is the connection between home and school that truly helps educate our children to reach their full potential. Together, we can all provide a strong foundation for our students. I look forward to working with the students, parents, faculty and staff to continue to carry on our legacy of success.

Sincerely,

Marisol S. Lirio

Marisol S. Lirio



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

ETHEL KOGER BECKHAM K-8 Center

School Mission Statement

Every child comes to school with strengths and abilities.

The staff of Ethel Koger Beckham K-8 Center
is committed to connect these abilities
with deeper and wider ways of knowing . . .

finding the intelligence . . .
building character within our students . . .
seeing each child as an individual with unique hopes,
dreams, skills, and needs . . .

NURTURING **EVERY** CHILD'S POTENTIAL.

Alma Mater

Oh we're the Bears, The brave Beckham Bears
We're fearless when we take a big test.
We never quit or cry, we study hard and try.
We learn the most with our parents and teachers by our side.
We love our school, it's really neat and cool
from Pre-K all the way to 8th Grade.
We're ready for success because we are the best
At Ethel Koger Beckham K-8 Center School!

Biography

Ethel Koger Beckham 1923 - 2012

Mrs. Beckham was born in Paducah, Kentucky and moved to Miami in 1923. She attended Dade County Public Schools from Kindergarten at Riverside Elementary through her graduation from Miami High in 1973. She met Walter Beckham in Junior High and they married during the war. They had three children. After serving in volunteer work for the community, Ethel Koger Beckham served on the school board for 16 years and loved every minute of it. She said that "it seemed everything she had ever learned prepared her for the job." She took office at the time of the statewide teacher strike and then experienced court ordered desegregation. Those were turbulent times for the community.

Mrs. Beckham served as President on the Florida School Boards Association as well as the Southern Region of the National School Boards Association. She served on State Boards in various capacities and was appointed on the Board of National Career Education in Washington, D.C.

Mrs. Ethel Koger Beckham was known to say, "There is nothing to compare the feeling to when the feeling that what you do hopefully makes a difference to the next generation. What a privilege to have had the opportunity."



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Faculty Roster

GRADE LEVEL	TEACHER	GRADE LEVEL	TEACHER
PreKindergarten	Liliam Negrelli	Sixth Grade	Ana Cue
Paraprofessional	Ninfa Lopez	Sixth Grade	Ines Cruz
PreKindergarten	Ann Billiard	Sixth Grade	Natalie Romero
Paraprofessional	Comila Christful	Sixth Grade	Danett Perez
Kindergarten	EFL Yamile Castillo	Horizons	Karlyanne Delgado
Kindergarten	Kristine Quiles	Horizons	Angela Brusco
Kindergarten	Beatriz Zarraluqui	Horizons	Sylvia Perez-Llady
Kindergarten	Christina Merida Garcia		
First Grade	Gifted Julieta Davis	Counselor	Lourdes Pastor
First Grade	Kelly Scott	Resource	Ana Jacomino-Vasseur
First Grade	Jeanette Sangles	Resource	Patricia Coakley
First Grade	Carla Vasquez	Resource	Gracelynn Rosario
First Grade	EFL Iliana Leiva		
Second Grade	Cristina Gonzalez	Music	Jetzabel Suero
Second Grade	Odalys Allen		
Second Grade	Jennifer Berrios	Art	Linda Boone
Second Grade	Lazara Fonte-Paz	Physical Education	Anthony Griffin
Second Grade	Gifted Karina Fenton	Physical Education	Teresa Luis
Second Grade	Gifted Marisol Alvarez	Spanish	Maria Elena Hernandez
Third Grade	Cynthia Alvarez	Spanish	Marisella Fernandez
Third Grade	Orietta Adrian	Spanish	Giannina De La Cruz
Third Grade	Vivian Hernandez	ESOL/SPANISH	Raquel Casas
Third Grade	Gifted Cristina Perez-Ibañez	PRINCIPAL	Cecilia C. Sanchez
Third Grade	Melissa Yglesias	ASSISTANT PRINCIPAL	Marisol S. Lirio
Third Grade	Gifted Cosette Roura		
Fourth Grade	Maria Elena Necuze		
Fourth Grade	Barbara Trujillo		
Fourth Grade	Shara Wagner		
Fourth Grade	Jessica Sabina		
Fourth Grade	Gifted Katherine Rojas		
Fourth Grade	Gifted Ingrid Lucia		
Fifth Grade	Gifted Vivian Cordova		
Fifth Grade	Christina Sarria Merida		
Fifth Grade	Gifted Claire Aruajo		
Fifth Grade	Jessica Covas		
Fifth Grade	May Ling Padin		
Fifth Grade	Melissa Simril		



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

Feeder Pattern Schools

<u>Elementary Schools</u>	<u>Middle Schools</u>	<u>Senior High School</u>
Ethel Koger Beckham K-8	Miami Arts Studio 6-12 @Zelda Glazer	G. Holmes Braddock Senior.
Bent Tree Elementary	Howard McMillan Middle	
Marjory S. Douglas Elementary	Paul Bell Middle	
Greenglade Elementary	W.R. Thomas Middle	
Joe Hall Elementary		
Zora N. Hurston Elementary		
Royal Green Elementary		
Village Green Elementary		



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

School Information

Opening and Closing Hours of Schools

Pre-K, K, 1 st Grade	8:20 a.m. - 1:50 p.m.
2 nd – 8 th Grade	8:35 a.m. – 3:05 p.m.
Wednesday Dismissal	1:50 p.m. (all students)
Main Office Hours	8:00 a.m. – 4:00 p.m.
Before School Care	After School Care
7:00 a.m. – 8:35 a.m.	1:50 p.m. – 6:30 p.m.
Breakfast	Student Arrival
7:45 a.m. – 8:20 a.m.	8:05 a.m. – 8:30 a.m.

Teachers' Hours

8:05 a.m. – 3:10 p.m. and 8:20 a.m. – 3:25 p.m.

Arrival

Students participating in the breakfast program will be guided to the cafeteria by staff and patrols. **Please note that free breakfast is available for STUDENTS ONLY and is served between 7:45 am – 8:15 am.**

Students who are not participating in the breakfast program will be guided to report to their designated areas to wait until their homeroom teacher picks them up to begin the school day: **The designated areas are as follows:**

- PK-K: Music Room
- 1st - 2nd Grade: Media Center
- 3rd Grade: Art Room
- 4th - 5th Grade: Assigned Cafeteria Area
- 6th grade: Sixth Grade Wing

Dismissal

All Students will be dismissed at their designated afternoon dismissal area as follows:

- PK - 3rd grade: The rotunda in front of the school (north east entrance of the school)
- 4th - 5th grade: The rotunda area by the P.E. Shelter (south east entrance of the school).
- 6th grade: Students will be dismissed from their last period classroom and will exit the building by the P.E. Shelter (south east entrance of the school).

The entrance of the school will remain clear at the front of the school until all the students have arrived at their assigned dismissal location. **Parents utilizing the circular driveways may not leave their cars unattended.**



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Rainy Day Dismissal

In the event of rain, severe thunder and/or lightning storms, please note that students will not be dismissed until the weather subsides. It is recommended that all students carry a poncho/raincoat in their backpacks daily. To ensure student safety, the following dismissal procedures will be in effect during severe weather for the various dismissal plans once weather permits:

PARENT PICK-UP: Students will remain in their classroom. Parents will be allowed to pick up their child from the classrooms.

AFTER SCHOOL CARE PROGRAM: Students will report to their regularly assigned area once the weather permits.

BUS: Students will be escorted to the designated bus pick-up area once the weather subsides.

WALKERS: Students will follow the procedures set forth by their rainy weather dismissal plan.

Bell Schedule

Day of the Week	Period	Start Time	End Time
Monday through Friday	Homeroom	8:35 am	8:44 am
	1	8:47 am	10:41 am
Monday/Thursday (A Day)	3	10:44 am	1:08 pm
	5	1:11 pm	3:05 pm
	2	8:47 am	10:41 am
Tuesday/Friday (B Day)	4	10:44 am	1:08 pm
	6	1:11 pm	3:05 pm

Day of the Week	Period	Start Time	End Time
Wednesday	Homeroom	8:35 am	8:44 am
	1	8:47 am	9:30 am
	2	9:33 am	10:16 am
	3	10:19 am	11:02 am
	4	11:05 am	11:48 am
	5	11:51 am	1:04 pm
	6	1:07 pm	1:50 pm

- **Attendance**

Regular, prompt attendance is essential if a child is to be successful in school. Please be certain that your child attends school daily except in the case of illness. Being on time is a habit your child should develop now to carry throughout life. If your child is absent or tardy, be sure to send an explanatory note to the teacher. Medical reasons, religious holidays, and school related activities are the only excused absences. EVERY absence must be followed by a note of explanation indicating the nature of the absence or the absence will be counted as an unexcused absence. A student accumulating ten (10) or



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Your child must be present in school for a minimum of 2 hours in a school day in order to be marked present. Students with 5 or more tardies in a grading will be referred to the principal or the principal's designee and the student's opportunity to participate in extracurricular activities and/or intermural sports will be affected. It is not necessary to call the office on the first day of a child's absence; however, if the child is ill for three or more days, please notify the office. On occasion, emergency trips are necessary. However, withdrawing a student for a vacation, during the school year, interrupts the continuity of the instruction and, under most circumstances, is considered an unexcused absence.

- **Early Sign Out**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. As per School Board Rule 6Gx13-5A-1.041, no student shall be released within **the final 30 minutes of the school day** unless authorized by the principal or principal's designee.

- **Late Arrival**

All students who are tardy to school must report to the Attendance Office to secure a late pass. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

- **Conduct and Discipline**

Each student is expected to behave acceptably and not interfere with the educational opportunities of classmate. Parents have the primary responsibility for their child's conduct. We will request that parents/guardians come to school when a student has a disciplinary problem. Florida law states that schools must have a CODE OF STUDENT CONDUCT. An updated copy of the Code is online at beckham.dadeschools.net. Please read and discuss the Code with your child. THE CODE OF STUDENT CONDUCT identifies specific violations for which administrative discipline is mandated. Students are expected to conduct themselves in accordance with school and classroom rules. Students are expected to be courteous and respectful towards others at all times.

- **Curriculum**

The instructional program at Ethel Koger Beckham K-8 Center includes a broad range of curricular offerings, in support of the Florida Standards across the subject areas. Instruction is tailored to meet individual student needs. Additional information is available at our school website at beckham.dadeschools.net.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- **Uniforms**

The following dress code has been approved for Ethel Koger Beckham K-8 Center by the Miami-Dade County School Board. Students will wear the following uniforms to school: Lower Academy (PK-5th Grade): Khaki uniform pants or shorts, white, burgundy or jade polo shirts; belt and closed shoes. Upper Academy (6th – 8th Grade) Khaki uniform pants, navy blue and gray polo shirts; belt and closed shoes. Shirt must be tucked in at all times throughout the school day. Dark color shoes or sneakers (black, brown, navy, dark gray) are recommended. All shoes should be closed-toe (no sandals) and soles appropriate for recreation.

- **Lost and Found School Policy**

Lost and found items are stored in the Main Office. Students should check to office for missing items. Please label all personal items for easy identification. Monthly, unclaimed items are donated to charity.

- **Classroom Celebrations/Social Events**

Yearly, two classroom celebrations will be planned by the teachers, winter recess and end-of-the-year. Teachers will conduct room parents for assistance as needed. Details of time and other arrangements will be in keeping with School Board policy and will be communicated in writing to parents. BIRTHDAYS **WILL NOT** BE CELEBRATED IN SCHOOL. Birthday celebrations may not take place in cafeteria during lunch time or in the classrooms. Students may not be signed out to attend sibling events in the classroom due to limited space and disruption of the learning day.

- **Telephone**

The office telephone is for business and emergency calls. Student access to the phone is limited. Change in dismissal arrangements should be clarified before leaving home. Each student must have a “plan of action” in the event of rain at dismissal. Other than for an emergency, students will not be called out of class for phone calls.

- **Ill Children**

If your child appears to be ill in the morning, please do not send him/her to school. Our clinic is not staffed, and is for short-term, emergency use only. In case of a serious emergency, in which we are unable to reach any member of the family, “911” will be called.

- **Medication**

School Board Policy has strict guidelines on possession and use of medication. If your child, while under a doctor’s care, requires medication during the school day, the Authorization of Medication Form must be on file in our office. NO prescribed or over-the-counter medication can be dispensed unless this form has been completed.

- **Insurance**

School insurance for your child may be purchased by completing the Insurance Information Form and mailing it to the appropriate insurance underwriter. Insurance applications are available in the After School Care Office. The school is not responsible for medical bills



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

which arise as a result of an accident. Parents should give serious consideration towards the purchasing of Student Accident Insurance. All students enrolled in Before and After Care must purchase Student Accident Insurance, at a cost of \$15.00 for the year, or 24 hour coverage at a cost of \$73.00 a year.

- **Florida Kidcare-Child Health Insurance**

Getting health insurance for you child before they become sick is very important. Florida Kidcare is a comprehensive health insurance for children from birth to age 18 who are uninsured. Any family can apply; the amount you pay is based on income and family size. Visit www.floridakidcare.org for more information.

- **PTA**

The Ethel Koger Beckham K-8 Center PTA Board meets throughout the school year. The purpose of the association is to promote positive lines of communication between parents and the school and to provide programs, functions, and services for the supplemental need of our students. Every family is encouraged to join the PTA and actively support its goals.

Important Dates

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

School	Window Period	Ethel Koger Beckham K-8 Center
Elementary/K8 Center	September 4-7, 2018	September 5, 2018

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/21/18	11/9/18
2	11/30/18	2/1/19
3	3/1/18	4/12/19
4	5/3/19	6/21/19

- **School Calendar of Events**

Visit our website at beckham.dadeschools.net for information on monthly activities.

Academic Programs – Student Progression Plan (SPP)

Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. The information presented in this document



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

is derived from requirements set forth by Florida Statutes, State Board of Education Rules and Policies established by The School Board of Miami-Dade County.

Before/After School Care Program

This year, Miami-Dade County Public Schools (M-DCPS), will offer approximately 300 after-school care programs that will be implemented at all public elementary schools and K-8 Centers and at some middle schools on school days. After-school care programs are conducted from the time of school dismissal until 6 p.m. Parents should check with their child's school for specific start times. Before-school programs are offered at the principal's discretion and begin approximately one hour before school starts.

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, STEM activities, music, computer lab, 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 after-school care is \$40 per week; the cost of before-school care is \$20 per week. All after-school care payments can now be paid online by using the Online School Payment (OSP) link found on the M-DCPS Parent and Student portal. Visit our website at beckham.dadeschools.net for more information.

Bring Your Own Device (BYOD)

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

- ***Wireless Devices***

Student must ensure that cellular telephones and any other wireless devices are turned off during the instructional day in order to avoid disruptions. Electronic devices utilized within the school day will be confiscated from the student by the school staff. The school is not responsible for any devices that are lost or stolen.

Closing of School

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

Community School Program

Our Community School Program offers a variety of community school classes. Visit our website at beckham.dadeschools.net to view our seasonal offerings.

Elevator

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs. Arrangements to be able to utilize the elevator must be made at the main office.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Emergency Contact Information

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

- ***Change of Emergency Contact***

Our first concern is for the health and safety of our students. In the event of an illness or injury to your child, it is essential that we be able to reach you immediately. Therefore, please be certain that we have “current” emergency information. This must include names of persons authorized to take your child from school.

Fieldtrips

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy.

Flu Vaccine

Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2018- 2019 school year to provide FREE flu vaccines to students enrolled in M-DCPS.

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

Homework

Principals are encouraged to work with teachers and parents to implement guidelines found in [Homework Policy 2330](#). Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).

- ***Home Learning***

Home learning is an extension of the instructional program and is assigned on a regular basis. The purpose of home learning is to reinforce material previously learned. It is one means whereby students are helped to develop a sense of responsibility for their learning. Parental assistance and support are essential, especially in the early years. Parents are expected to encourage children to work independently. If a student has no specific home learning assignment, it is expected that they spend time reading. Should



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

there be any questions concerning home learning assignments, please contact your child's teacher.

Mealtime Environment

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

The Department of Food and Nutrition serves healthy meals daily. Please visit nutrition.dadeschools.net for details on menus, programs, and services.

- **Free Breakfast**
Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch. Breakfast is available daily from 7:45 a.m.- 8:20 a.m.
- **Free/Reduced Price Lunch Program**
The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application freeandreducedmealapp.dadeschools.net. Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year
- **Meal Prices**

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

- **PAYPAMS**
Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child's meals with a credit or debit card at paypams.com. Parents/guardians create an account in PayPams for the child, and will be able to access the following:
 - a. view the account balance
 - b. schedule automatic payments



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

Parent Academy

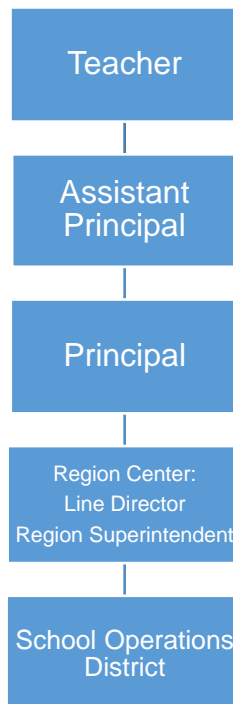
Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children’s lives, including helping children learn, parenting skills, financial management,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

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

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at parentacademymiami.com. For additional information, please call The Parent Academy at 305-271-8257.

Protocol for Addressing Concerns

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- ***Parent/Teacher Conference***

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with the teachers regarding their child's progress. If you have a concern about your child, please contact the teacher to schedule a mutually convenient conference time.

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

- ***Safety***

Traffic around school poses a danger to our students. The parking lot is for faculty use only, and should not be used as a drop-off/pick-up area for students. Students are to use the sidewalks, stay out of the parking lot, cross at the crosswalks, and obey the crossing guard. Parking is not permitted in the grassy areas, the parking lots or any of the rotundas (during arrival and dismissal). The decision as to whether a child should walk or bike to school is the parents'. If you believe your child is mature enough to do so, please review safety procedures with your child. Bicycles must be secured at the bike racks provided with a sturdy lock and chain during school hours. All members of the Ethel Koger Beckham K-8 Center family should follow these safety guidelines. Inconsiderate and unsafe practices constitute a severe threat to student safety.

- ***Code Yellow/Code Red***

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

- ***Emergency Operations Plan***

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

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

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

BeSafe Anonymous Reporting System (Insert Flyer)

http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf

- **Fire Drills**

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

- **Weapons**

The School Board rule on possession of weapons is very stringent and requires suspension and recommendation for expulsion from school for violators. Weapons are defined as firearms, knives, explosives, flammable material, or any other item that may cause bodily injury or death.

- **Visitors**

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- **Valuables**

Students are not permitted to bring electronic devices, sports equipment, unnecessary money, expensive jewelry, or any other valuable personal items to school.

School Activities/Clubs

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

- **Clubs**

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

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

School 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.

Special Education

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

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

Student Records

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

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

Student Services

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

- ***Guidance and Counseling***

The Guidance and Counseling Program is designed as an integral part of the total instructional program and is under the direction of a certified, professional counselor. The program provides students with a sense of belonging, self-respect, emotional security, and helps to provide a school environment in which effective learning and appropriate behavior exists.

Toolkits

- [Back to School Toolkit](#)

Transgender

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

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

Verifications of Residency

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

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

Volunteer Program

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

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

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

- Show a current valid government-issued identification with picture.
- Complete a background check.
- Upon clearance, attend an orientation at the school.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

APPENDIX A – School Calendars



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

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

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

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

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

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

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

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

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

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

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

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

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

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
District-wide Professional Development Day

- Recess Day
- Beg/End of Grading Period
- Secondary Early Release
- Legal Holiday

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

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

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

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

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

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 7, 8, 2018, or June 17, 18, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.



MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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

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

Academics

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
 - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.

- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
 - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.

- 2370.01 – VIRTUAL INSTRUCTION
 - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.

- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
 - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

- 2440 - SUMMER SCHOOL
 - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.

- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
 - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
 - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 5410 - STUDENT PROGRESSION PLAN
 - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

Accident Reports/Incident Reports/School Safety

- 3213 - STUDENT SUPERVISION AND WELFARE
 - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
- 5540 - INVESTIGATIONS INVOLVING STUDENTS
 - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- 5772 - WEAPONS
 - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 7217 - WEAPONS
 - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 8405 - SCHOOL SAFETY
 - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- **8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES**

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

Admission, Registration and Immunization Requirements

- **5112 - ENTRANCE REQUIREMENTS**

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

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

- **5114 - FOREIGN STUDENTS**

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

- **5320 – IMMUNIZATION**

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

Animals on District Property

- **8390 - ANIMALS ON DISTRICT PROPERTY**

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Anti-Discrimination Policy

- **3362 - ANTI-DISCRIMINATION/HARASSMENT**
 - The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
 - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

- **5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**

A parent may request a Hope Scholarship for a student who was subjected to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offense, assault, threat, intimidation, or fighting at school.

- **5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**
 - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.

- **5517.01 – BULLYING AND HARASSMENT**
 - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.

- **5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**
 - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
 - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
 - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Attendance Policy/School Hours

- 5200 – ATTENDANCE:
 - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
 - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
 - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
 - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
 - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

Ceremonies & Observances

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

Class Size

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Clinic

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

Code of Student Conduct

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Digital Conversion/Social Media

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

Equal Opportunity

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

Fieldtrips/School Social Events

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
 - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

Financial Obligations

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

Food & Nutrition/Wellness Policy

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

Fundraising

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
 - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed. Vision, hearing, scoliosis and growth and development screenings are conducted based on mandated grade levels.
 - Screenings do not substitute a thorough examination in a medical provider's office.

Homework

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

Internship

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

Parent Choice Student Transfers

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

Parent Involvement

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

Pledge of Allegiance

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

Privacy

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

Schools of Choice/Magnet Schools

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

School Transportation/Bus Safety Conduct

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

Special Education

- 2460 – EXCEPTIONAL STUDENT EDUCATION

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

Student Activities

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

Student Records/Access to Student Records

- 8330 - STUDENT RECORDS

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

Student Services

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

Title I – School wide Program

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

Visitors

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

Volunteer Program

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Anti-Discrimination Policy

Federal and State Laws

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

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

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

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

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

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

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

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

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

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

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

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

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

In Addition:

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

For additional information contact:

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

Rev: 08/2017

