Henry S. West Laboratory School

A New School Year Fostering . . .

EXPLORATION

COLLABORATION

INNOVATION

Ideas to Last a Lifetime!

Parent/Student Handbook

2019-2020

Barbara Soto Pujadas
Principal

Michelle Sanchez-Perez
Assistant Principal
HENRY S. WEST LABORATORY SCHOOL
5300 CARILLO STREET, CORAL GABLES, FL 33146
305-661-7661
www.westlabschool.org
Twitter: @westlabschool

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

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SCHOOL OPERATIONS
Mrs. Valtena G. Brown
Deputy Superintendent/Chief Operating Officer
M-DCPS Vision Statement

We provide a world class education for every student.

M-DCPS 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.

M-DCPS 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.
August 2019

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 2019-2020 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 in an “A”-rated school system 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
L005

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

Welcome back to what promises to be another exceptional year for all of our stakeholders.

The Florida Standards Initiative will continue to be the catalyst for us to develop a Curriculum, Instructional and Assessment plan that includes 1) innovative lesson planning with activities that allow our students to take ownership of their learning, 2) structured vertical planning and collaboration sessions that occur at least once every nine weeks and 3) a data analysis component that guides our next steps.

The three guiding practices that will ensure a successful implementation of the Florida Standards are: Standards-Based Instruction, Teaching for Deep Understanding and Creating a Learning Environment that Encourages Accountable Talk.

The continued implementation of the Science, Technology, Engineering, Arts, and Mathematics (STEAM) curriculum and our unique partnership with the University of Miami will ensure that our students have access to a world-class education that capitalizes on their strengths and prepares them to become proficient in Digital Literacy.

Let’s work towards developing a school culture that promotes well-rounded children who feel safe, are happy and excited to learn. Thank you for all you do for our students, families, and school community.

Sincerely,

Barbara Soto Pujadas
Principal
Dear West Lab Family,

It is with great excitement that I welcome all of you to Henry S. West Laboratory School. We embark on the 2019-2020 school year with one thing in mind: our students. The administrative team, teachers, and staff are committed to cultivate a school culture in which all educational programs are conductive to student learning and development.

As a community (i.e.: teachers, support staff, parents, and administration) we all share a pivotal role in encouraging and supporting our students to achieve their potential. We will continue to implement the STEAM curriculum and expand upon our partnership with the University of Miami. Thus, our students will be enabled to become active learners in which they will be able to problem solve, think critically, and be active participants of diverse learning experiences.

We believe in collaborating with all stakeholders and coming together in the name of our children, so we can provide our students with the finest educational experience that they can have. Henry S. West Laboratory School is steadfast to providing an environment that will not only encourage student growth, but also develop their self-discipline, sense of responsibility, and a respectful understanding of the diversity that surrounds them.

Respectfully,

Michelle Sanchez-Perez
Assistant Principal
Henry S. West Laboratory School

Vision

Henry S. West Laboratory School will provide high quality education for all students and will pioneer the possibilities of change in the teaching and learning process. As a professional development school in conjunction with the stakeholders and the University of Miami, our vision is to prepare students to become life-long learners and productive citizens. As a clinical setting for aspiring teachers, the school will train and retrain teachers to meet the challenges of preparing students for the future.

Mission

Henry S. West Laboratory School provides a learning environment in which all students are able to attain their maximum academic, social, and physical potential, thus enabling them to become interested learners and contributing members in a changing, multicultural society. Students are afforded the opportunity to capitalize on their inherent strengths through their participation in high level curricular and extracurricular activities. Individualized instruction and tutorial programs are provided as needed. Periodic evaluations, designed to diagnose and assess achievement, provide data for addressing needs and serve as a baseline for the School Improvement Plan. The Henry S. West Laboratory School and University of Miami partnership enhances the educational opportunities for students.

Biography

Henry S. West (1926-1940) was the first Dean of Education of the School of Education at the University of Miami. He was a pioneer in cooperative efforts between Miami Dade County Public Schools and the University of Miami toward the development of teacher education.
# Administration

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Office Staff</th>
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<tbody>
<tr>
<td>Erin Garcia, Rm. 13</td>
<td>Margaret Johnson, Data Input/Registrar</td>
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<tr>
<td>Holly Barnhart, Rm. 13</td>
<td>Eslyn Regis, Secretary/Treasurer</td>
</tr>
<tr>
<td>Francine Curet, Clerical</td>
<td>Francine Curet, Clerical</td>
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## Technology

| Alfredo Ortega |  |

## First Grade

| Susana Ramirez, Rm. 2 |  |
| Luisa Manas, Rm. 9    |  |
| Jennifer Sadoian, Rm. 3 |
| Lea Stone, Rm. 1      |  |

## Art and Music

| Michelle Sherman Art, Rm. 19A |
| Music, Float                  |
| Art, Float                    |

## Custodial Staff

| Gerald Hart, Head Custodian  |
| Orlando Somoza, Lead Custodian |
| Brian Hull, Custodian        |
| James Warren, Custodian      |

## Second Grade

| Susan Hernandez, Rm. 8       |
| Gema Duran, Rm. 11           |

## Bilingual

| Maria Correa, Rm. 001A       |
| Ute Dorsy, Rm. 16            |

## Cafeteria Staff

| Tammy Alvin, Satellite Manager |
| Tuanna Roberts                 |

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<table>
<thead>
<tr>
<th><strong>Third Grade</strong></th>
<th><strong>Physical Education</strong></th>
<th><strong>School Counselor</strong></th>
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</thead>
<tbody>
<tr>
<td>Emily Acevedo</td>
<td>Howard Mertz PE Shelter</td>
<td>Laurenne Moreland Rm. 18</td>
</tr>
<tr>
<td>Esther Fernandez-Cuervo</td>
<td></td>
<td></td>
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<tr>
<td>Sasha Acosta</td>
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<thead>
<tr>
<th><strong>Fourth Grade</strong></th>
<th><strong>Media Center</strong></th>
<th><strong>Fifth Grade</strong></th>
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<tbody>
<tr>
<td>Lucy Paine</td>
<td>Lorna Castellano Media Clerk</td>
<td>Maittee Diaz Rm. 7</td>
</tr>
<tr>
<td>Ophelia Bromell</td>
<td></td>
<td>Joi Brown Rm. 15</td>
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<tr>
<td>Tania Arias-Castellon</td>
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<th><strong>SPED/Remediation</strong></th>
<th><strong>Plant Operations</strong></th>
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<tbody>
<tr>
<td>Annie Alvarez/Claudia Rubio (6th) Rm. 1301</td>
<td>Lisany Dominguez Float/Rm. 001B YMCA</td>
<td>Josef Castillo</td>
</tr>
<tr>
<td>Andrea Johnson (6th) Rm. 1308</td>
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<tr>
<td>Lyda Aparicio (7th/8th) Rm. 1307</td>
<td></td>
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<tr>
<td>Luisa Tejada (7th/8th) Rm. 1302</td>
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<tr>
<td>Monica Redondo (7th/8th) Rm. 1304</td>
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<tr>
<td>Alice Ward (7th/8th) Rm. 1305</td>
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SCHOOL INFORMATION

School begins promptly at 8:20 a.m. for Kindergarten students and 8:35 a.m. for 1st – 8th grade students. Elementary homeroom teachers pick up their students from the PE Shelter every morning. Students who are not in their classrooms by 8:20/8:35 AM are considered tardy and must pick up a tardy pass from the office before being admitted to class.

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EARLY DISMISSAL

Parents are required to come to the office to get children who must be dismissed early for a dental or medical appointment. Students cannot be dismissed from their classrooms. The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. The parent/guardian must sign the child out and the office staff will issue the parent a pass. **No children will be dismissed between 1:20– 1:50 PM (Kindergarten), and between 2:30 – 3:05 PM (1st - 8th grades).**

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).

Miami-Dade County Public School Regulations require that we have an emergency contact card on file in the office, designating the person(s) who may pick-up your child. The emergency contact card will be sent home for you to complete and return to the office. Students will not be released to anyone who has not been designated by you as a person who may pick up the child. The designated individual must bring picture identification. **Be sure your child understands where he/she is to go after school before you drop him/her off at school each day.**

LOST AND FOUND

*Please be sure your child’s name is on all personal possessions such as sweater, jacket, wallet, purse, lunch box, backpack, etc.* Many such articles are lost and unclaimed. The school is not responsible for any loss of personal property. Some articles find their way back to the office; such articles may be claimed in the office when properly identified. Students are cautioned not to bring large amounts of money, electronic equipment, toys, or any valuable personal items to school. **DO NOT LEAVE THINGS OF PERSONAL VALUE IN STUDENTS’ DESKS OR CUBBIES.**
REPLACEMENT ID BADGES
As we prepare for the 2018-2019 school year, Miami Dade County Public Schools continues to be committed to employing safety and security best practices for faculty, staff, and students. All middle school students must wear their ID badges every day.

First Infraction: Message from teacher in the agenda. Office will provide temporary ID.

Second Infraction: Teacher completes office referral; office staff will contact parent.

Third Infraction: Teacher completes office referral; student will be sent to administration.

Fourth Infraction: Administration will follow progressive discipline in middle school contract.

ID Replacement Cost: $5.00

IMPORTANT DATES

BACK TO SCHOOL NIGHT – OPEN HOUSE
Elementary/K-8 Window Period: September 9th-12th, 2019

INTERIM PROGRESS REPORT & REPORT CARD DISTRIBUTION

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<th>Grading Period</th>
<th>Interim Progress Report Distribution</th>
<th>Report Card Distribution</th>
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<tr>
<td>1</td>
<td>9/20/2019</td>
<td>11/08/2019</td>
</tr>
<tr>
<td>2</td>
<td>12/06/2019</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>3</td>
<td>2/21/2020</td>
<td>4/13/2020</td>
</tr>
<tr>
<td>4</td>
<td>5/1/2020</td>
<td>6/19/2020</td>
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Academic Programs – Student Progression Plan (SPP)
Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. The information presented in this document is derived from requirements set forth by Florida Statues, State Board of Education Rules and Policies established by The School Board of Miami-Dade County.
Before/After School Care Program & Middle School Enrichment After School Program

For those parents considering going back to work and/or are presently working, there are 224 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 62 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

This year, Miami-Dade County Public Schools will offer 286 After School programs on school days. Before-school care programs will be provided as needed. After-school care programs are conducted from the time of school dismissal until 6:00 p.m. Before-school care programs begin approximately one hour before school starts. Summer Camp operates from 7:00 a.m. until 6:00 p.m. Parents should check with their child’s school for specific start times.

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

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

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

Bring Your Own Device (BYOD)

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

Clinic

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

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

Each of the 39 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today’s world. Annually, thousands of people have taken advantage of these recreational and educational opportunities, and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.

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

**Cyberbullying**
Cyberbullying is a form of bullying that takes place virtually over digital devices such as computers, smartphones, and tablets. Cyberbullying most commonly takes place via social media, texting, instant messaging, and email. Say NO to cyberbullying! If you or someone you know is being bullied, report this information to the Bullying/Harassment Anonymous Hotline at 305-995-CARE (2273). Resources:
- [StopBullying.gov](http://StopBullying.gov)

** Discrimination/Harassment**
The School Board has a 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 basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent. 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**
At the 1:50 PM, 3:05 PM, and 4:05 PM dismissals, parents/guardians/authorized adults must pick up the students at the designated gate.

**PLEASE MAKE EVERY EFFORT TO PICK UP YOUR CHILDREN ON TIME.**
Students who are not picked up at dismissal and are left to roam grounds unsupervised are in violation of school, district, and state policy. **Parents must notify the school if there is an emergency.**

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

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

**HOME LEARNING (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).

Henry S. West Laboratory School offers a high-quality and rigorous curriculum and instructional program. Beyond that, our children work very hard during the school day. We are confident that what we do at school is preparing them to become life-long learners.

Our teachers will individualize what is sent home to study and/or practice. When there are home learning assignments, they will be assigned after careful thought and have a specific purpose.

Here’s what we know:

- Every student is different and every lesson will produce different outcomes
- A one-size fits all approach to teaching and home learning does not address students’ specific needs
- Home learning assignments should be specific to what an individual child needs (review, remediation and/or enrichment)
- Quality unstructured family time will do more to support a child’s academic, social and emotional development than additional classwork at home

We encourage you to read with your child(ren) every night. Remember that any home learning/review sent home should be completed by your child with your support and encouragement. Home learning should not infringe on much-needed family time and should not cause stress to the family.

We consider the parent/school partnership to play a pivotal role in developing healthy children. Please know that our teachers want you to remain involved and informed. A reduction in the amount of home learning will not change this.

**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.

- **Free/Reduced Price Lunch Program**
The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at freeandreducedmealapp.dadeschools.net. 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**

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<th></th>
<th>Breakfast</th>
<th>School Lunch</th>
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<tr>
<td>All Students No Charge</td>
<td>Elementary Students</td>
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<td>$ 2.25</td>
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<tr>
<td>Adults $ 2.00</td>
<td>Middle/Secondary Students</td>
<td></td>
<td>$ 2.50</td>
</tr>
<tr>
<td>Reduced Price lunch, all grade levels</td>
<td></td>
<td></td>
<td>$ 0.40</td>
</tr>
<tr>
<td>Adults</td>
<td></td>
<td></td>
<td>$ 3.00</td>
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- **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  
  c. receive low-balance e-mail reminders  
  d. view a report of daily spending and cafeteria purchases

- **Peanut Allergies**

Parents/Guardians must notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.
Mental Health Services
Miami-Dade County Public Schools established The Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The programs in place provide prevention initiatives and also services for students with pre-existing mental health challenges. For assistance contact your child’s school, the parent assistance line at (305) 995-7100 or visit www.mentalhealthservices.dadeschools.net.
PROTOCOL FOR ADDRESSING CONCERNS
For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order below.

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

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

SAFETY AND SECURITY

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

  o Remain calm
  o Monitor media outlets for updates and official messages from M-DCPS;
  o Do not flood the school with telephone calls; and
  o 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
http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anomymous_Reportin g_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.

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

- **Visitors**
  Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.
SCHOOL ACTIVITIES/CLUBS
All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 – Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

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

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

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

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

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

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

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

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

**Special Education/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**
Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students’ educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student’s records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.
Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

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

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

**The Parent Academy**
Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, 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 305-995-2680 or The Department of Family Support Services at 305-271-8257.

**Transgender and Gender Non-Conforming Students**
The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or
gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students. These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students; and best practices to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular and social) in ways that preserve and protect their dignity.

VERIFICATIONS OF RESIDENCY
If verification is not provided or acceptable, the Superintendent may verify the student’s residence.

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

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

<table>
<thead>
<tr>
<th>Level 1 - complete a database background check</th>
<th>Level 2 - complete a fingerprint background check</th>
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</thead>
<tbody>
<tr>
<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
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<tr>
<td>• Classroom assistants</td>
<td>• Mentors</td>
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<tr>
<td>• Math and/or reading tutors.</td>
<td>• Listeners</td>
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<td>• Athletic/Physical Education Assistants</td>
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<td>• Overnight chaperones.</td>
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</table>

Any individual interested in volunteering in Miami-Dade County Public Schools must:
- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.

1 See School Board Policies 5517, Anti-Discrimination/Harassment (Students) and 5517.01, Bullying and Harassment.
• Upon clearance, attend an orientation at the school.

Henry S. West Laboratory School encourages parents to become active participants in the School Volunteer Program. Parents are needed to work in the classroom, library, etc. Please call the school, if you have a few hours a week you can “give” to the children of our school. Volunteers must register with the School Volunteer Program. All school volunteers must wear their volunteer badges during the time they are working at school. In addition, volunteers must sign in and out upon arrival and departure of the school.
APPENDIX A – School Calendars

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

<table>
<thead>
<tr>
<th>July 2019</th>
<th>August 2019</th>
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Legend:
- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day
- Recess Day
- BeG/End of Grading Period
- Legal Holiday
- Available to opt

For information on employee opt days, please refer to back of calendar.
MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA

August 14, 2019  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 19  First Day of School; begin first semester
September 2  Labor Day; holiday for students and employees
September 30*  Teacher planning day; no students in school
October 9*  Teacher planning day; no students in school
October 24  End first grading period; first semester
October 25  Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 28  Begin second grading period; first semester
November 4  Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11  Observation of Veterans’ Day; holiday for students and employees
November 27+  Teacher planning day; no students in school
November 28  Thanksgiving; Board-approved holiday for students and employees
November 29  Recess Day
December 23  Winter recess for students and employees with the exception of Fraternal Order of Police
January 3, 2020  and select 12-month employees
January 16  End first semester and second grading period
January 17  Begin third grading period; second semester
January 20  Observance of Dr. Martin Luther King, Jr.’s Birthday; holiday for students and employees
February 17  All Presidents Day; holiday for students and employees
March 23-27  Spring recess for students and employees with the exception of Fraternal Order of Police
March 30  and select 12-month employees
April 10+  Teacher planning day; no students in school
April 25  Observerance of Memorial Day; holiday for students and employees
June 3  Last Day of School; end fourth grading period; second semester
June 4  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

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<thead>
<tr>
<th>Job Category</th>
<th>Beginning Date</th>
<th>Ending Date</th>
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<tbody>
<tr>
<td>Teachers new to the system</td>
<td>August 7, 2019</td>
<td>June 4, 2020</td>
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<tr>
<td>Assistant Principals and 10-month clerical</td>
<td>August 7, 2019</td>
<td>June 11, 2020</td>
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<tr>
<td>Cafeteria Managers</td>
<td>August 9, 2019</td>
<td>June 4, 2020</td>
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<tr>
<td>Satellite Assistants</td>
<td>August 13, 2019</td>
<td>June 3, 2020</td>
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<tr>
<td>All Instructional Staff, Paraprofessionals &amp; Security</td>
<td>August 14, 2019</td>
<td>June 4, 2020</td>
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<tr>
<td>Assistant to Cafeteria Managers/MAT Specialists</td>
<td>August 15, 2019</td>
<td>June 3, 2020</td>
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<tr>
<td>Cafeteria Workers (part-time)</td>
<td>August 19, 2019</td>
<td>June 3, 2020</td>
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*Teachers/paraprofessionals and school support personnel may opt to work one, two or three days, August 9, 12, 13, 2019, or June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 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, two or three days, June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.

**Ten-month secretarial and clerical employees may opt to work one, two or three days, August 2, 5, 6, 2019, or June 12, 15, 16, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.
### MIAMI-DADE COUNTY PUBLIC SCHOOLS
#### 2019-2020 SCHOOL CALENDAR
#### ADULT/VOCATIONAL EDUCATION

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<th>August 2019</th>
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- **New Teachers Report**: Available to opt
- **Teacher Planning Day**: Districtwide Professional Development
- **Recess Day**: Begin/End of Grading Period
- **Legal Holiday**: Days in Grading Period

For information on employee opt days, please refer to back of calendar.
MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION

HOLIDAYS 2019
September 2  Labor Day
November 11 Veterans' Day
November 28 Thanksgiving Day

HOLIDAYS 2020
January 20 Observance of Dr. Martin Luther King, Jr.'s Birthday
February 17 All Presidents' Day
May 25 Observance of Memorial Day
July 3  Fourth of July

<table>
<thead>
<tr>
<th>Number of School Days in TRIMESTER 1</th>
<th>Number of School Days in TRIMESTER 2</th>
<th>Number of School Days in TRIMESTER 3</th>
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</thead>
<tbody>
<tr>
<td>Aug 10</td>
<td>Sept 19</td>
<td>Oct 21</td>
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<tr>
<td>Apr 14</td>
<td>May 20</td>
<td>June 21</td>
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<tr>
<td>TOTAL: 81</td>
<td>TOTAL: 62</td>
<td>TOTAL: 73</td>
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</table>

TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216

*Teachers may opt to work one, two or three days, August 9, 12, 13, 2019, or July 30, 31, August 3, 2020, in lieu of any of the teacher planning days except August 14, 2019, August 16, 2019 and the designated District-wide Professional Development Days, August 15, 2019, October 25, 2019 and November 4, 2019. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**July 29, 2020 is a Teacher planning day; not available to opt.
**APPENDIX B – Commonly Referenced State of Florida House Bills and School Board Policies**

View all policies at [http://www.dadeschools.net/schoolboard/rules/](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 socioeconomic 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**  o Parents have the ability to access their child’s instructional materials at [http://im.dadeschools.net/](http://im.dadeschools.net/).
  o Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.

• **5410 - STUDENT PROGRESSION PLAN**
  o 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**
  o 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**
  o 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**  o 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**  o 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** o The School Board is committed to maintaining a safe and drug-free environment in all of the District’s schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.

- **8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES**
  The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

- **FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM**
  o 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**
  o 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
  o 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
  o 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
  o 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.
  o 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.
  o Students are not allowed to bring pets to school.

Anti-Discrimination Policy

  1362, 3362 & 4362 - ANTI-DISCRIMINATION/HARASSMENT
  • The School Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
  • This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

  5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
• The School Board shall comply with all Federal laws and regulations prohibiting discrimination/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 and all requirements and regulations of the U.S. Department of Education. The School Board will enforce its prohibition against such discrimination/harassment against students by other students in accordance with School Board Policies 5517 and 5517.02. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the School Board.

• 5517.01 – BULLYING AND HARASSMENT
  O 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
  o 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).
  o 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.
  o This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

Attendance Policy/School Hours
5200 – ATTENDANCE:
  o 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
o 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
  o 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
  o 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
  o 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
  o Florida citizens approved an amendment that set limits on the number of students in core academic classes in public schools. The amendment requires classes to be in compliance at the class level. However, pursuant to language passed by the 2013 Florida Legislature in HB 7009 and subsequently approved by the Governor, amending Florida Statutes 1002.31, Public School Parental Choice, the calculation for compliance with class size limits pursuant to s. 1003.03 for a school or program that is a public school of choice is measured by the average number of students at the school level.
Clinic
5330-Use of Medications
  o 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
  o 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
  o 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.
  o 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.
  o The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

5511 - DRESS CODE AND SCHOOL UNIFORMS
Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school
work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Digital Conversion/Social Media
7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS

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

Equal Opportunity
2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

5111.01 - HOMELESS STUDENTS

- Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education 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.

Fieldtrips/School Social Events

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

- Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic,
industrial, commercial, governmental, educational - within the student’s learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

- Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

5850 - SCHOOL SOCIAL EVENTS
School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.

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

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

Food & Nutrition/Wellness Policy
8500 - FOOD SERVICES
The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students, and provide school food services that contribute to the student’s educational experiences and the development of desirable eating habits.

8510 - WELLNESS POLICY
- The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
- The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.

- 8531 - FREE AND REDUCED-PRICE MEALS
  - All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

Fundraising
5830 – STUDENT FUNDRAISING
- Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or
services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

- No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.

6605 – CROWDFUNDING
Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

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

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

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

Internship
2424 - STUDENT INTERNSHIPS
Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.
Parent Choice Student Transfers
2431 - INTERSCHOLASTIC ATHLETICS
All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.

- All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.

5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.

5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS
This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy 2370, Magnet Programs/Schools.

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

Parent Involvement
2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.

9210 - PARENT ORGANIZATIONS o 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 o The Pledge of Allegiance shall be recited at the beginning of the day in every school.

- A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.
Privacy
2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

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

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

Special Education/Section 504
• 2260.01 SECTION 504 PROCEDURES FOR STUDENTS WITH DISABILITIES
  o 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
  o 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.

• FLORIDA STATUTES, SECTION 1003.572 – PUBLIC-PRIVATE COLLABORATION
  o 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
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 o 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.

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 of students.
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.

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.

- **7540.03 – STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.
7540.06 – STUDENT ELECTRONIC MAIL
  • This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District’s student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts.

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

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.
APPENDIX C – Disclosure at Time of Registration

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISCLOSURE AT TIME OF REGISTRATION

Chapter 1006.07 (1)(b), requires that any student seeking admission to a public school in the State of Florida will provide the following information at the time of initial registration:

1) Has the student ever been expelled from any school, in or out of the State of Florida?

   YES ☐  NO ☐

   If your answer to question 1 is "YES", please list each and every instance for which the student was expelled.

   ________________________________________________________________
   ________________________________________________________________

2) Please state whether the student has ever been arrested where the arrest resulted in the student being formally charged. If your answer is "YES", please list each and every arrest which resulted in a formal charge.

   ________________________________________________________________
   ________________________________________________________________

3) Please state whether the student has ever been involved as a party in a case before the Juvenile Justice System? If so, state each action taken by the Juvenile Justice System which involved the student.

   ________________________________________________________________
   ________________________________________________________________

4) Please state whether the student has any corresponding referrals to mental health services related to your answers to Questions 1, 2 and 3. If yes, please list them.

   ________________________________________________________________
   ________________________________________________________________

______________________________________________________________
Student's Name ________________________________  ID. # __________________

(Please Print)

Ethnic   (Check all that apply) Race: White ☐  Black ☐  Asian ☐
Hispanic (Y/N)       American Indian ☐  Native Pacific Islander ☐

Date of Birth ____________________________ Parent's/Guardian's Name ____________________________

Address ________________________________________________________________

Signature (Parent/Guardian) __________________________________________________________________

Date Signed ____________________________

Signature (Student) __________________________________________________________________

Date Signed ____________________________

FM-5740E Rev. (07-19)
**Anti-Discrimination Policy**

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<thead>
<tr>
<th>Federal and State Laws</th>
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<tr>
<td>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:</td>
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<tr>
<td><strong>Title VI of the Civil Rights Act of 1964</strong></td>
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<td><strong>Title VII of the Civil Rights Act of 1964 as amended</strong></td>
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<td><strong>Title IX of the Education Amendments of 1972</strong></td>
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<td><strong>Age Discrimination in Employment Act of 1967 (ADEA) as amended</strong></td>
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<td><strong>The Equal Pay Act of 1963 as amended</strong></td>
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<td><strong>Section 504 of the Rehabilitation Act of 1973</strong></td>
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<td><strong>Americans with Disabilities Act of 1990 (ADA)</strong></td>
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<td><strong>The Family and Medical Leave Act of 1993 (FMLA)</strong></td>
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<td><strong>The Pregnancy Discrimination Act of 1978</strong></td>
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<td><strong>Florida Educational Equity Act (FEEA)</strong></td>
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<td><strong>Florida Civil Rights Act of 1992</strong></td>
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<td><strong>Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)</strong></td>
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<td><strong>Boy Scouts of America Equal Access Act of 2002</strong></td>
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<td><strong>Veterans</strong></td>
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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@daschools.net Website: http://crc.dadeschools.net