

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

**ORCHARD VILLA ELEMENTARY SCHOOL**

**5720 NW 57<sup>TH</sup> AVENUE, MIAMI, FL 33142**

**305-754-0607**

**PRE-K SPED – 8:20 AM – 1:50 PM**

**HEADSTART – 8:35 AM – 3:05 PM**

**KINDERGARTEN & FIRST GRADE – 8:35 AM – 3:05 PM**

**SECOND – FIFTH GRADE – 8:35 – 4:05 EXCEPT – WEDNESDAY – 8:35 – 3:05**

**<http://orchardvillaelementary.net>**



**FOLLOW US ON TWITTER @VillaOrchard**

**DESTINATION EXCELLENCE**

**“Catch Us on the Fast Track”**

Tanya Daly-Barnes  
Principal

Paul Clermont  
Assistant Principal

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

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

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

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Mr. Alberto M. Carvalho

**SCHOOL OPERATIONS**

Mrs. Valtena G. Brown

**Deputy Superintendent/Chief Operating Officer**

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

## **Vision Statement**

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

## **Mission Statement**

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

## **Values**

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

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

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

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

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

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



## **Miami-Dade County Public Schools**

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**

Perla 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 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](http://www.dadeschools.net)*

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

## TABLE OF CONTENTS

1. Message from Principal
2. Message from Assistant Principal
3. School's Mission Statement
4. Faculty Roster
5. Feeder Pattern Schools
6. School Information
  - A. Bell Schedule
  - B. Early Sign Out
  - C. Late Arrival
  - D. Lost and Found School Policy (as applicable)
  - E. Opening and Closing Hours of Schools (as applicable)

### Important Dates

7. Back to School Nights - Open House
8. Interim Progress Report & Report Card Distribution
9. Academic Programs – Student Progression Plan (SPP)
10. Before/After School Care Program & Middle School Enrichment After School Program
11. Bring Your Own Devices (BYOD)
12. Clinic
13. Closing of School
14. Community School Program
15. Cyberbullying
16. Discrimination/Harassment

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

**17. Dismissal**

**18. Early Dismissal**

**19. Emergency Contact Information**

**20. Fieldtrips**

**21. Homework**

**22. Mealtime Environment**

- [Free Breakfast](#)
- [Free/Reduced Price Lunch Program](#)
- [Meal Prices](#)
- [PAYPAMS](#)
- [Peanut-Allergies/Peanut-Free School](#)

**23. Mental Health Services**

**24. Parent Toolkits**

**25. Back to School Toolkit**

**26. Protocols for Addressing Concerns**

**27. Public-Private Collaboration**

**28. Recess**

**29. Safety and Security**

- Emergency Operations Plan
- Fire Drills
- Lockdown Procedures

**30. Threat Assessments**

**31. Visitors**

**32. School Activities/Clubs**

**33. School Class Pictures Process**

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

**34. School Transportation**

**35. Special Education/Section 504**

**36. Student Records**

**37. Student Services**

**38. Student Success Centers**

**39. The Parent Academy**

**40. Transgender and Gender Non-Conforming Students**

**41. Verification of Residency**

**42. Volunteer Program**

**Appendix A - School Calendars**

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

**Appendix C – Disclosure at Time of Registration**

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

## Message from the Principal

Dear Students and Parents/Guardians,

It is with great enthusiasm that I welcome you to the 2019-2020 school year. We, at Orchard Villa Elementary School, believe that all students have the right and ability to learn. Through the collective efforts of all stakeholders, we will ensure that every child is prepared and equipped to become productive citizens in this ever-advancing technological society. Our theme for this school year is *Destination Excellence.... Catch Us on the Fast Track!* We have been hard at work preparing the curriculum and our campus for an exciting year of teaching and learning. While our school grade remains the same our progress and proficiency rates continue to grow due to the stability in academic teaching practices of our teachers. Through our extended day program, targeted interventions will be in place to ensure that every child's diverse needs are addressed.

I want to assure you that the safety and wellbeing of your child is my number one priority. Our staff has devised an organized and systematic plan to monitor our students and campus at all times. This is evidenced by new school site procedures and check in points. Your support and cooperation of these policies will ensure that maintaining a safe and secure school is every stakeholder's priority.

Orchard Villa Elementary School staff will ensure that our students continue to receive high quality instruction in an aligned and coherent system while addressing their social and emotional needs in a safe and engaging environment. This year's academic focus will continue to focus on research-based resources to deliver standards driven content.

Through strong collaboration, the success of our students is immeasurable. It is only together that we can create and foster a culture that is positive, engaging, and conducive to academic and personal growth for everyone. I look forward to working alongside you to achieve these goals.

Sincerely,

*Tanya S. Daly-Barnes*



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

**Message from the Assistant Principal**

Dear Parents,

Welcome to the 2019-2020 school year at Orchard Villa Elementary School! I am looking forward to another productive year of partnering with you to ensure our children achieve their highest potential. I recognize that to be successful in school, our children need support from both the home as well as school involvement with you will make a great difference in your child's education.

The theme for this school year is: "Destination Excellence". I look forward to our partnering by sharing in the responsibility to race to the finish with a big win. I want you to know that I will do my very best to carry out my responsibilities as a leader in this school. I am truly privileged to be a part of the Orchard Villa Elementary School family and I look forward to your continued support.

Respectfully,

*Paul M. Clermont*

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

**ORCHARD VILLA ELEMENTARY**

**School Mission Statement**

Orchard Villa Elementary School provides the highest quality education focused on high standards and building positive relationships so that all of our students are equipped to lead productive and fulfilling lives as lifelong learners and responsible citizens.

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

**Feeder Pattern Schools**

**Middle**

**Brownsville Middle  
4899 NW 24<sup>th</sup> AVENUE  
MIAMI, FL 33142**

**Senior High School**

**Northwestern Senior High  
1100 NW 71 STREET  
MIAMI, FL 33150**

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

Faculty and Staff Roster

<u>Teacher Name</u>	<u>Content Area</u>	<u>Grade</u>
<a href="#">Pauline Fraser</a>	<a href="#">Pre-K ESE</a>	<a href="#">Pre-K</a>
<a href="#">Migdalia Balmaceda</a>	<a href="#">Paraprofessional - ESE</a>	<a href="#">Pre-K</a>
<a href="#">Cheryl Russell</a>	<a href="#">Head Start Assistant</a>	<a href="#">Pre-K</a>
<a href="#">Sylvia Bodden</a>	<a href="#">Head Start Assistant</a>	<a href="#">Pre-K</a>
<a href="#">Sandra Sepulveda</a>	<a href="#">Head Start Teacher</a>	<a href="#">Pre-K</a>
<a href="#">Barbara Gonzalez</a>	<a href="#">Head Start Assistant</a>	<a href="#">Pre-K</a>
<a href="#">Yuleisys Rodriguez</a>	<a href="#">Self-Contained</a>	<a href="#">Kindergarten</a>
<a href="#">Marie Ocean</a>	<a href="#">Self-Contained.</a>	<a href="#">Kindergarten</a>
<a href="#">Angela Battle-Held</a>	<a href="#">Self-Contained</a>	<a href="#">Kindergarten</a>
<a href="#">Shaquanda Smith</a>	<a href="#">Self-Contained</a>	<a href="#">First</a>
<a href="#">Marie-Alice Papillon</a>	<a href="#">Self-Contained</a>	<a href="#">First</a>
<a href="#">Belkis Caceres</a>	<a href="#">Self-Contained</a>	<a href="#">First</a>
<a href="#">Cathy Hudson-Finch</a>	<a href="#">Self-Contained</a>	<a href="#">Second</a>
<a href="#">Angelie Torres</a>	<a href="#">Self-Contained.</a>	<a href="#">Second</a>
<a href="#">Inez Adderly</a>	<a href="#">Self-Contained</a>	<a href="#">Second</a>
<a href="#">Akilah Coffey</a>	<a href="#">IA Reading/LA/SS - RETAINED 301/302</a>	<a href="#">Third</a>
<a href="#">Chantel Jenkins</a>	<a href="#">IA Math/Science -RETAINED 302/301</a>	<a href="#">Third</a>
<a href="#">Ceexta Hall</a>	<a href="#">Reading/LA/SS 303/304</a>	<a href="#">Third</a>
<a href="#">Miderge Lafleur</a>	<a href="#">Math/Science 304/303</a>	<a href="#">Third</a>
<a href="#">Janice Colley</a>	<a href="#">Reading/LA/SS 401/402</a>	<a href="#">Fourth</a>
<a href="#">Jeff Dolly</a>	<a href="#">Math/Science 402/401</a>	<a href="#">Fourth</a>
<a href="#">Allison Hartman</a>	<a href="#">Self-Contained - IA</a>	<a href="#">Fourth</a>
<a href="#">Crystalyn Williams</a>	<a href="#">Mathematics/Science 501/502</a>	<a href="#">Fifth</a>
<a href="#">Elana Youshak</a>	<a href="#">Reading/LA/SS 502/501</a>	<a href="#">Fifth</a>
<a href="#">Maria Hernandez</a>	<a href="#">World Language</a>	<a href="#">2-5</a>
<a href="#">Nadyia Duff</a>	<a href="#">Art</a>	<a href="#">2-5</a>
<a href="#">Nathaniel Harris</a>	<a href="#">Music</a>	<a href="#">2-5</a>
<a href="#">Betty Burke-Clayton</a>	<a href="#">Physical Education</a>	<a href="#">2-5</a>
<a href="#">Jeanny Pryor</a>	<a href="#">Reading Coach</a>	<a href="#">K-5</a>
<a href="#">Kely Tabuteau</a>	<a href="#">Math Coach</a>	<a href="#">K-5</a>
<a href="#">Vernon Wilder</a>	<a href="#">Counselor</a>	<a href="#">K-5</a>

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

## School Information

### School Hours:

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- Breakfast: 7:30 am – 8:20 am (Daily)
  - Headstart: 8:15 am – 3:05 pm
  - Pre-K ESE: 8:20am – 1:50 pm
  - KG – 1<sup>st</sup> Grade: 8:35am – 3:05 pm
  - 2<sup>nd</sup> – 5<sup>th</sup> Grade: 8:35 am– 4:05 pm
- Wednesday's: K – 5<sup>th</sup> Grade: 8:35a m – 3:05 pm
  - Main Office Hours 8:00-4:00

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

## Important Dates

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

School Level	Window Period	School Date
Elementary	September 9 -12, 2019	September 11, 2019 4:30-6:30

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/20/2019	11/8/2019
2	12/06/2019	1/31/2020
3	2/21/2020	4/13/2020
4	5/1/2020	6/19/2020

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

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

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

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

This year, Miami-Dade County Public Schools will offer 286 After School programs on school days. Before-school care programs will be provided as needed.

After-school care programs are conducted from the time of school dismissal until 6:00 p.m.

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.

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

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:

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

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

## **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)

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

## **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**

### **ARRIVAL and DISMISSAL**

The 1996 legislature passed a law clarifying the schools' responsibility for the supervision of students. The safety and supervision of our students is of primary concern to the faculty and staff of Orchard Villa Elementary School.

**Grades Pre-Kindergarten: 8:20 a.m. to 1:50 p.m; Grades Kindergarten—Grade 1: 8:35 a.m. to 3:05 p.m., Grade 2- 5: 8:35 a.m. to 4:05 p.m. on Monday, Tuesday, Thursday, and Friday. Dismissal at 3:05 p.m. on Wednesday for grades K-5.**

If late pick-up (15 minutes after dismissal) is needed, the After-Care Program is available. Information about the Before/Aftercare is available in the Main Office. If a student is enrolled in a specific program or class that requires him/her to report before or be dismissed after the school times listed above, we are requesting that you adhere to the hours of that program and pick-up your child at the specified time.

**School Office Hours: 7:30 a.m. until 4:00 p.m.**

**Pre - Kindergarten Teachers 8:05 a.m. until 3:10 p.m.**

**Kindergarten - Fifth Grade Teachers: 8:20 a.m. until 4:25 p.m.**

## **Morning Arrival**

- Breakfast is available beginning at 7:30 a.m. and closes promptly at 8:15 a.m.
- Students who are **NOT** eating breakfast at school are to arrive between **8:00 a.m. and 8:15 a.m.**

You can assist us in enhancing everyone's safety by assuring that your child arrives to school before 8:30 a.m. and is picked up promptly at dismissal.

## **Dismissal and Early Dismissal**

If a student must leave during school hours, the parent or other authorized adult must come to the school office. This person **MUST** be listed on the student's emergency



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

contact card and ***MUST PRESENT PICTURE IDENTIFICATION***. The student will be called to the office for dismissal. ***TEACHERS ARE NOT PERMITTED TO RELEASE A STUDENT FROM THE CLASSROOM WITHOUT PERMISSION FROM THE OFFICE.***

Unexcused and excessive early dismissals negatively impact our children in many ways.

- The student misses valuable instructional time.
- Missing instructional time generally means grades will be affected.
- Classroom instruction is interrupted for other students in the room.
- Home learning work assignments are missed.
- The student receives the message that staying in school is not important.
- Excused early dismissals are granted based on the same requirements for excused absence.

**In order to facilitate a safe and orderly afternoon dismissal, early dismissal will NOT be permitted between the hours of:**

- 1:20 p.m. – 1:50 p.m. for Pre - Kindergarten
- 2:35 p.m. – 3:05 p.m. for Kindergarten and 1<sup>st</sup> Grade
- 3:35 p.m. – 4:05 p.m. for Grades 2<sup>nd</sup> through 5<sup>th</sup> (Mon., Tues., Thurs., Fri.)
- 2:35 p.m. – 3:05 p.m. for grades K-5 on Wednesdays.

On **rainy days**, walkers will be detained until the weather no longer presents a safety hazard. Students will need rain attire to walk in light rain conditions. Students regularly transported (bus, car, etc.) will be dismissed from the covered areas of the drop off/pickup zones in the bus area.

**Please read this section very carefully and discuss it with your child.** The safety of students at Orchard Villa Elementary School is **everyone's responsibility**. Parents and students must take care to exercise extra patience and caution when approaching the school. Most of our students attending Orchard Villa Elementary School travel to and from school by either walking, and/or by private vehicles. Outlined below are specific recommendations and rules that must be followed. Parents who observe hazardous situations for pedestrians or drivers are asked to contact the school office with their suggestions for improving traffic safety.

### **1. School Safety Patrol**

The Safety Patrol members are 5<sup>th</sup> graders who serve their school by helping to assist students as they arrive and depart from the school grounds. Their job is to monitor movement in the hallways, assist students and ensure proper conduct inside the building.

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

All students are expected to cooperate with our safety patrol.

## **Students Who Walk To School**

Parents, review with your child the following basic safety rules:

- Always walk on the sidewalk.
- Walk with at least one other student.
- Do not accept rides from strangers.
- Cross streets at the corner and cooperate with the crossing guards.
- Use the pedestrian lights when available.
- Know the safest and most direct route to and from home and school.

## **Students Who Ride a Bus to School**

**\*Private Bus information can be found in the main office.**

Parents, review with your child the following Student Bus Rider Responsibilities:

- Ride **only** the bus to which the student is assigned.
- Remain seated while the bus is in motion. Keep the noise level down by talking in a normal voice tone.
- Maintain normal classroom standards of conduct.
- No eating, drinking or smoking on bus. No animals or other non-school related objects are permitted.
- Do not extend arms, hands or any object from bus windows or throw any object from the bus. These are extremely dangerous behaviors for the student and for others.

## **School Traffic Plan for Private Vehicles**

### **15 MPH Speed Limit Between the School Zone Signs**

Many students will be arriving by car, especially during inclement weather. To reduce the number of cars around the school, parents are encouraged to form car pools whenever possible.

The following is a basic list of rules for drivers:

- All posted speed limits must be observed – 15 M.P.H. around school.
- In the immediate area of the school, students may exit and enter a vehicle only in the designated drop off zones.
- Do **not encourage or allow** your student to run across the street.
- Drivers must obey all posted restrictions regarding street parking and U-turns.

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

- Be advised that the police will ticket cars parking near the fire hydrant.

The single point designated drop off and pick-up area is on 13th Avenue, located directly in front of the main office. Pull forward to the white gates designated as the parent pick-up and drop off locations.

**Please do not stop, wait or park in the entrance of the driveway.**

**Do not park in the entrance of the parent pick-up, drop-off loop.**

## **II. Designated Dismissal Area**

### ***PICK-UP WITH A PRIVATE VEHICLE***

Students are to be picked up from 13th Avenue, must not block the neighbors' access to their homes and driveways. Moreover, parents should not leave their cars in the middle of the street unattended.

### ***BUS PICK-UP***

All students will be escorted to their designated bus pick-up area. All public school buses will be loaded in designated pick up and drop off spot. All private buses will be loaded from the same area. Any child who rides a private bus will be escorted to the bus.

### ***SIBLINGS***

Drivers picking up more than one child are to pick up the children from the designated pick-up areas. Older siblings will **not** be allowed to pick up younger siblings from the classrooms. Students who are waiting for others in their group should sit until all have arrived.

### ***BICYCLE RIDERS***

Due to liabilities and security, bicycles are not allowed on campus.

### ***WALKERS***

Students walking to and from school are reminded to be aware of traffic and use designated crossing areas. Walking students should have a lightweight raincoat or poncho in their backpacks to use on rainy days. Students are encouraged to walk in groups and go directly home.

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

## III. Late Pick Up

No student should be left more than 15 minutes after dismissal time. Our elementary age students suffer emotional distress when left at school for extended periods of time. **We are required to report the families of students picked-up persistently late to the appropriate authorities, Department of Children and Families (DCF).**

## **AFTER SCHOOL CARE PROGRAM Communities In Schools and Gang Alternatives**

Orchard Villa Elementary School is providing After School Care Program. The program will begin the first day of school and will run everyday that school is in session. **All students enrolled in the After School Care Program are required to have accident insurance.**

### **AFTER SCHOOL CARE PROGRAM**

**Hours: 3:05 p.m. – 6:00 p.m. grades K – 1**

**Hours: 4:05 p.m. – 6:00 p.m. grades 2 – 5**

## **CAFETERIA**

### **Breakfast**

**Breakfast is free to all students** and is served from 7:30 to 8:15 a.m. **Please do not leave students unattended at the school prior to 7:30 a.m. There is no school staff supervision prior to that time.**

### **Early Dismissal**

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

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

### **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parent contesting the information



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

in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

### **Fieldtrips**

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

### **Homework**

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

Home learning assigned by the teaching staff is directly related to the school curriculum. The assignments are specific and students are aware of teacher expectations. Each teacher checks home learning completion and accuracy. The teaching staff will communicate directly with parents if individual students are repeatedly having problems completing home learning assignments. When assigning home learning, consideration is given to the individual needs/abilities of the student and to extra-curricular or school events. The responsibilities of students and parents with regard to home learning and reading outside of school are as follows:

#### **Students**

- Complete assigned home learning as directed.
- Return home learning to the teacher by its due date.
- Submit home learning assignments that reflect careful attention to detail and quality of work.
- Devote a specified time to reading as part of the home learning assignment.

#### **Parents**

- Provide continued interest and concern for the child’s successful performance in school by the completion of home learning.
- Assist child when requested.
- Support the school policy regarding assigned home learning.
- Request assignments for students when short-term absences are involved.
- Advise the child’s teacher when home learning assignments appear to be inappropriate. The length of time it takes to complete the work, the degree of assistance required, or the level of frustration perceived by the parent may determine this.
- Assist the school in stressing the importance of reading and its benefits.



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

- Ensure that students read when specific home learning assignments are not given or when they are completed before the specified time.

The frequency and quantity of home learning assignments will vary from day to day according to short and long-range instructional objectives set by the teacher.

Kindergarten teachers will exercise judgment in making home learning assignments considering the child's readiness level and the type of work to be accomplished.

### **Interscholastic Athletics/Intramurals (as applicable)**

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

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

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

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

### **Mealtime Environment**

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



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

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

- **Free Breakfast**

Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the Department of Food and Nutrition at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school's 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
	Reduced Price lunch, all grade levels	\$ 0.40

- **PAYPAMS**

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

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

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

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



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

## **Mental Health Services**

Miami-Dade County Public Schools established The Department of Mental Health Services to 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](http://www.mentalhealthservices.dadeschools.net).

## **ILLNESS**

We have a full-time nurse on campus available to see children in need of minor medical care. If a child becomes ill during the school day, the parents will be called to take the child home. Our very limited facilities in the school clinic make it impossible to keep sick children in the clinic for long periods of time.

## **INJURIES**

If a student is injured during the school day, the teacher will send the student to the office or notify the school office if the child cannot be moved. The school nurse, principal, assistant principal, physical education staff or office personnel will administer basic first aid. The parent will be called, and the injury will be described. If it is a minor injury, the parent will make the decision as to whether or not the child will be removed from school. The Emergency Contact person will be called if the parents cannot be reached.

The Fire/Rescue Squad will be called for serious injuries that require the type of care that school personnel cannot offer. The parents and/or other adults listed as an Emergency Contact person will be notified. An accident report will be completed and filed for every accident.

It is important for parents to discuss with their child what the child should do if they injure themselves or feels ill while at school. In all cases, the student should tell his/her teacher when the injury occurs or they feel ill. If an injury or illness occurs other than in the classroom, the students should report to the adult in charge at that time.

## **Student Accident Insurance**

Your child's health and wellbeing are important to us. You can buy Student Accident Insurance coverage in the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room, or doctor attention.

The application and an envelope are sent home on the first day of school. Please attend to this important matter as soon as possible. Brochures will be available throughout the school year.





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

## **MEDICATION AT SCHOOL**

School personnel are required to follow the strictest guidelines to administer any medication to a student. We urge you to dispense all medications at home whenever possible. If medications must be brought to school, the Miami-Dade County School Board has established clearly defined guidelines, which we are required to follow.

All prescription or non-prescription medications require a Written Permission Form from the prescribing physician specifying dosage, child's name, and time medication is to be given, with authorization for authorized personnel to administer the medication to the student. Students are not allowed to administer or take medication by themselves. Further, School Board policy requires each child to sign a log when taking medication. Non-prescriptions or over the counter drugs, e.g., Advil, Dristan, Tylenol, etc., require signed doctor's permission to be kept on file in the office.

Any medications, which are brought to school, must be left in the clinic room where they are placed in locked facilities.

These policies have been instituted by the School Board in order to prevent children from taking an accidental overdose of medication or losing medicine, as well as to prevent the trading of medications among students.

### **Parent Toolkits**

- [Back to School Toolkit](#)

### **Protocol for Addressing Parental Concerns**

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



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

## Public-Private Collaboration

Requests for private instructional instructional personnel in the directed to the Principal for

Teacher

personnel to collaborate with public educational setting should be application of District procedures.

Assistant  
Principal

## Recess

Recess is supervised, have choices, develop rules for Recess will be conducted the case of inclement weather, conducted indoors.

unstructured playtime where children play and release energy and stress. outdoors when weather permits. In appropriate recess activities will be

Principal

Schools shall provide at least 100 unstructured free-play recess kindergarten through grade 5, so consecutive minutes of free-play

minutes of supervised, safe, and each week for students in that there are at least 20 recess per day.

Region Center:  
Line Director  
Region Superintendent

## Safety and Security

### • **Emergency Operations**

Student and employee Miami-Dade County

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 emergency drills/active shooter drills, the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

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

School Operations  
District

### **Plan**

safety is a primary concern of the Public School (M-DCPS) System.

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



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

BeSafe Anonymous Reporting System (Insert Flyer)

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

- **Fire Drills**

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

- **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 with the principal to view the school. Classroom visits require a request with 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 DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **School Activities/Clubs**

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

- **Clubs**

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

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

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

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an interim alternative educational setting 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 reassigned from only the class in which the misconduct occurred. Continued misconduct can result in the reassignment from all classes.

## **School Class Picture Process**

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

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

## **School Transportation**

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for 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](http://www.dadeschools.net). The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.



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

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

## **Special Education/Section 504**

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

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

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

## **Student Records**

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

## **Student Services**

The Division of Student Services provides prevention and intervention services to PK-Adult students throughout the District. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready. An integrated team of uniquely trained student services professionals deliver these direct services to students.

## **Student Success Centers**



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

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](http://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.<sup>1</sup> 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

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<sup>1</sup> See School Board Policies 5517, *Anti-Discrimination/Harassment (Students)* and 5517.01, *Bullying and Harassment*.



## MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL 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"><li>•Day chaperones for field trips</li><li>•Classroom assistants</li><li>•Math and/or reading tutors.</li></ul>	<ul style="list-style-type: none"><li>•Certified Volunteers</li><li>•Mentors</li><li>•Listeners</li><li>•Athletic/Physical Education assistants</li><li>•Overnight chaperones.</li></ul>

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

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

## **APPENDIX A – School Calendars**





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



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

July 2019					August 2019					September 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27
29	30	31			26	27	28	29	30	30				
October 2019					November 2019					December 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	12	13	14	15		16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	21	22	23	24	25
28	29	30	31		25	26	27	28	29	28	29	30	31	
January 2020					February 2020					March 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7	2	3	4	5	6
6	7	8	9	10	10	11	12	13	14	9	10	11	12	13
13	14	15	16	17	18	19	20	21		16	17	18	19	20
20	21	22	23	24	24	25	26	27	28	23	24	25	26	27
27	28	29	30	31						30	31			
April 2020					May 2020					June 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			

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

**Days In Grading Period**  
 1- 46  
 2- 44  
 3- 44  
 4- 46

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





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

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 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 20	End third grading period; second semester
March 23-27	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
March 30	Begin fourth grading period; second semester
April 10*+##	Teacher planning day; no students in school
May 25	Observance 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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 7, 2019	June 4, 2020
Assistant Principals and 10-month clerical	August 7, 2019	June 11, 2020
Cafeteria Managers	August 12, 2019	June 4, 2020
Satellite Assistants	August 14, 2019	June 3, 2020
All Instructional Staff, Paraprofessionals & Security	August 14, 2019	June 4, 2020
Assistant to Cafeteria Managers/MAT Specialists	August 16, 2019	June 3, 2020
Cafeteria Workers (part-time)	August 19, 2019	June 3, 2020

\*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 SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

August 2019					September 2019					October 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	<del>3</del>	4	5	6			1	2	3	4
5	6	<del>7</del>	<del>8</del>	<del>9</del>	9	10	11	12	13	7	8	<del>9</del>	10	11
<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	16	17	18	19	20	14	15	16	17	18
<del>19</del>	20	21	22	23	23	24	25	26	27	21	22	23	24	<del>25</del>
26	27	28	29	30	<del>30</del>					28	29	30	31	
November 2019					December 2019					January 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			<del>1</del>	<del>2</del>	<del>3</del>
<del>4</del>	5	6	7	8	9	10	11	12	13	<del>6</del>	7	8	9	10
<del>11</del>	<del>12</del>	13	14	15	16	17	18	19	<del>20</del>	13	14	15	16	17
18	19	20	21	22	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>20</del>	21	22	23	24
25	26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>				27	28	29	30	31
February 2020					March 2020					April 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	2	3	4	5	6			1	2	3
10	11	12	13	14	9	10	11	12	13	6	7	8	<del>9</del>	<del>10</del>
<del>17</del>	<del>18</del>	19	20	21	16	17	18	19	20	<del>13</del>	14	15	16	17
24	25	26	27	28	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	20	21	22	23	24
					30	31				27	28	29	30	
May 2020					June 2020					July 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	<del>4</del>	5			1	2	<del>3</del>
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
<del>25</del>	<del>26</del>	27	28	29	29	30				<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
August 2020														
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														

New Teachers Report
 Available to opt

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

Recess Day
 Beg/End of Grading Period
 Legal Holiday

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

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



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

## 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

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
10	19	21	16	15	19	19	17	7	14	20	21	18	0
TOTAL: 81					TOTAL: 62				TOTAL: 73				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

\*Teachers may opt to work one, two or three days, August 9, 12, 13, 2019, or June 29, 30, 31, 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 28, 2020 is a Teacher planning day; not available to opt.



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

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

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

**Academics**

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- 2370.01 – VIRTUAL INSTRUCTION
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- 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 School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
  - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
  - Additionally, in accordance with School Board Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational



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

curriculum of the student and within a reasonable period of time after the request is received by the building principal.

- **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 School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned vehicle.

- **7217 - WEAPONS**

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





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

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

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

- 5112 - ENTRANCE REQUIREMENTS
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - Original birth certificate
    - Verification of age and legal name
    - Proof of a physical examination by an approved health care provider including a tuberculosis 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.



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

- **5320 – IMMUNIZATION**

- All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis/tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
- A student who has not completed the required immunization will not be admitted to school.
- Students may receive the Haemophilus Influenzae vaccine during school hours for free. Parents/Guardians MUST provide consent. Parents/guardians should contact their child's school to determine when the flu vaccine will be offered at their child's school.

## **Animals on District Property**

- **8390 - ANIMALS ON DISTRICT PROPERTY**

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

## **Anti-Discrimination Policy**

- **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 identity, 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



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

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

- The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools, with bullying defined as systematically and chronically inflicting physical harm or psychological distress on one or more students.
- The School Board is committed to providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, School Board employees, visitors, or volunteers.
- This policy provides the steps to individual complaints of bullying and harassment and the process for addressing the complaints.

- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
- All complaints involving student to student harassment, including sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints involving harassment, including sexual harassment, of a student by an employee or other representatives of the school system will be investigated by the CRC Office.
- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

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

- 5200 – ATTENDANCE

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

- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS

- Student absences for religious purposes, as identified on the approved holidays listed in the Student Attendance Reporting Procedures PK-12 Handbook, may not





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

prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.

- 5230 - LATE ARRIVAL AND EARLY DISMISSAL

- Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.
- The parent – and in the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

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



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



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

alternative educational setting pursuant to the Code of Student Conduct and, in accordance with the student's due process rights.

- 5511 - DRESS CODE AND SCHOOL UNIFORMS

- Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their 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 School 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.



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

## **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.



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

- 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.
  - Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the



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

school with written notification if you **do not** want your child to participate in the screening program.

## Homework

- 2330 - HOMEWORK

- Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. 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 School Board Policy 2370, Magnet Programs/Schools.
- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.



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

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

## Privacy

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

## Schools of Choice/Magnet Schools

- 2370 - MAGNET PROGRAMS/SCHOOLS
  - Magnet programs/schools 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 DISTRICT'S UNIVERSAL 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/Section 504**

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

## **Student Activities**

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

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

- 8330 - STUDENT 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.





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

- 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" 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 – Schoolwide 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



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

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. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.



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

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

### **Volunteer Program**

- 2430.01 - SCHOOL VOLUNTEERS

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



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

## 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.

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- 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.**

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- 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.**

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- 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.**

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Student's Name \_\_\_\_\_ ID. # \_\_\_\_\_

(Please Print)

Ethnic \_\_\_\_\_ (Check all that apply) Race: White ☐ Black ☐ Asian ☐  
Hispanic \_\_\_\_\_ American Indian ☐ Native Pacific Islander ☐

Date of Birth \_\_\_\_\_ Parent's/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_

Signature (Student) \_\_\_\_\_ Date Signed \_\_\_\_\_

FM-5740E Rev.(07-19)



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

**APPENDIX D – Discrimination/Harassment Poster**





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

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

## DISCRIMINATION / HARASSMENT

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

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

**AGE** - This category prevents denial of employment and/or educational opportunities because of a person's age.

**CITIZENSHIP STATUS** - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.

**COLOR** - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

**DISABILITY** - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

**ETHNIC/NATIONAL ORIGIN** - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.

**GENDER** - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.

**GENDER IDENTITY** - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity; appearance, expression or behavior, regardless of the individual's assigned sex at birth.

**GENETIC INFORMATION (GINA)** - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

**LINGUISTIC PREFERENCE** - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

**MARITAL STATUS** - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

**POLITICAL BELIEFS** - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

**PREGNANCY** - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

**RACE** - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

**RELIGION** - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.

**SEX** - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.

**SEXUAL ORIENTATION** - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

**SOCIAL AND FAMILY BACKGROUND** - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.

### Sexual Harassment will NOT be tolerated.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 PROHIBITS SEXUAL HARASSMENT WHICH INCLUDES:  
UNWELCOME SEXUAL ADVANCES; REQUESTS FOR SEXUAL FAVORS;  
AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE, WHEN:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Unwelcome verbal or physical sexual conduct must be either severe or pervasive.

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

Retaliation occurs when an employer takes an adverse action against an employee because he or she engaged in a protected activity, such as complaining about discrimination or threatening to file a charge of discrimination. An employee cannot file a complaint of retaliation unless he/she has filed a charge of discrimination, participated in an investigation or opposed an unlawful employment practice.

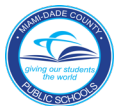
For additional information about Title IX or any other discrimination/harassment concerns contact:

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: [orc@dadeschools.net](mailto:orc@dadeschools.net)  
Website: <http://orc.dadeschools.net>

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

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

Rev: 08/20/18



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

