

MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK

**Herbert A. Ammons
Middle School**

17990 SW 142 Avenue
Miami, FL 33177
305-971-0158 office
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**MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK
2020-2021**

**Ms. Maria Costa, Principal
Mrs. Maria Masso, Assistant Principal
Dr. Francisco Sauri, Assistant Principal**

Students and Parents:

Please read the Handbook for the 2020-2021 school year and review the policies and procedures with your child.

The last page of this handbook should be returned no later than **Friday, October 30th, 2020**, to your child's first period teacher. This form must be signed by BOTH you and your child.

In addition, we will place an online version of this handbook on our school's website, so you can access this information throughout the school year at: ammons.dadeschools.net.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK

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

Ms. Perla Tabares Hantman, Chair

Dr. Steve Gallon III, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

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Dr. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Student Advisor

Maria Martinez

SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer



MIAMI-DADE COUNTY PUBLIC SCHOOLS
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Miami-Dade County Public Schools



Vision Statement

We provide a world class education for every student.

Mission Statement

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

Values

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

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

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

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Perla Tabares Hartman, Chair
Dr. Steve Gailon III, Vice Chair
Dr. Dorothy Bendross-Mindingoff
Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Martin Karp
Dr. Lubby Navarro
Dr. Marta Pérez
Mari Tere Rojas

August 2020

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 2020-2021 school year. As we continue responding to the COVID-19 pandemic, we understand the critical role of schooling in providing students and families with a sense of routine and comfort. We remain 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
L088

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



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Herbert A. Ammons Middle School

Vision Statement

Action through Global Awareness

Mission Statement

The mission of the Herbert A. Ammons community is to engage students in developing their intellectual, emotional, and social talents while promoting responsible citizenship in a global society. Engaged in a holistic approach to education, students grow in intercultural awareness, becoming compassionate, independent, life-long learners.

Core Values

The core values stressed at Herbert A. Ammons Middle School come from the attributes of the International Baccalaureate learner profile. Students are encouraged to be inquirers who are knowledgeable thinkers and communicators, principled, open-minded, caring risk-takers who are balanced and reflective.



IB Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessments.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.



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2020-2021 School Slogan



Herbert A. Ammons Sr.

Herbert Alphonso Ammons Sr. was an African American who lived during a period of racial discrimination. During his adolescence and part of adulthood, schools were segregated. Despite this adversity, Herbert A. Ammons Sr. was the recipient of many awards due to his involvement and service in the community.

Herbert Ammons was involved in the improvement of his community, especially politically, by working with the National Association for the Advancement of Colored People (NAACP). When he moved to Richmond Heights in Miami, Florida, he became involved in urging African Americans to register to vote. He was instrumental in the development of a political voice for black Americans.

Ammons also aided in organizing the first Boy Scout troop in his Mississippi community. For this endeavor, he was awarded the "Silver Beaver Award". He also worked to provide public education for children. In 1952, he became the principal of Tunica Vocational High School, in Tunica, Mississippi. When he moved to Richmond Heights in 1959, he taught at Mays Sr. High. Then, much later in 1980, he taught at Homestead Sr. High. He not only taught in public education, but he also taught the young in Sunday school. He was presented with the "Citizen of the Year Award" for being the driving force in obtaining paved streets and streetlights in his Richmond Heights community. Thus, his involvement in community service was manifested in various ways.

School Information



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- **Bell Schedule**

Odd Day (A)	Even Day (B)			
Period 1	Period 2	9:10	-	11:10
Passing/Break		11:10	-	11:20
Period 3	Period 4	11:20	-	1:45
Lunch		1:15	-	1:45
Passing/Break		1:45	-	1:55
Period 5	Period 6	1:55	-	3:50

Refer to monthly calendar for A/B days

** Supervision for students is provided from 8:40am to 4:20 pm.

- **Deliveries**

Classes will **not** be interrupted for deliveries, messages, or to see a student. If needed, your child may be called down to the office during the final 10 minutes of class for any delivery. **There will be no food deliveries for students.** Please make arrangements for your child's lunch ahead of time.

- **Early Sign Out**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness). Students who have been tardy or excused early from school 3 or more times during the nine-week period may not be included in Attendance rewards.

Parents must wait for their child in the main office.

- **Financial Obligations**

All financial obligations incurred (i.e. school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office. School policy is **CASH ONLY**.

- **IBMYP Progress Report Card**

The purpose of the International Baccalaureate Middle Years Progress Report Card is to show the progress that students are making on the objectives of the International Baccalaureate Middle Years Program. Each of the courses in the MYP has a specific subject area guide. These guides spell out the aims (what students will experience or learn), the objectives (what the students will be able to do) and the assessment criteria (how they are evaluated).

- **Late Arrival**

Students are expected to be in Homeroom each day by 9:10 am in order to be considered on time to school. Students who are tardy to school must report to the Attendance Office **with a parent** to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

- **Media Center**



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The Media Center will be open from 8:30 am – 3:50 pm daily. Students may check out 2 books at a time for a period of 2 weeks. Late fines are 5 cents per day per book. Reference books are overnight only and carry a late fine of 25 cents per day per book. If students choose to print in the Media Center, the cost will be \$0.20 per page for black and white printing, \$0.25 for half sheet of color and \$0.30 for full sheet of color printing.

- **School Agenda**

The Ammons Middle School agenda is your helpful organizer. This book **MUST** be carried with you throughout the school day to each class. All daily class and home learning assignments, as well as projects, should be recorded in the agenda. Notes from teachers to parents and vice versa can also be communicated through the agenda book. List phone numbers of a “Study Buddy” by period. In the event of an absence from class, the student may call their “Study Buddy” to ask for missed assignments.

- **Uniform Policy**

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures. As a safety precaution, school polo shirts with logo should be visible at all times. **Only plain school color (navy blue, gold or white) jackets and sweaters that open in the front will be allowed.**

Dress Code Do's

- * Polo shirt in navy blue, gold or white with the school logo
- * **Jeans or khakis with NO holes & NO rips**
- * Skirts must be no shorter than 2 inches above the knee
- * **Solid plain jackets or sweaters in navy blue, gold or white only and must open in the front**
- * **MASK – is part of school uniform**

As a safety precaution, school polo shirts must be visible at all times.

Dress Code Don'ts

- * No open toe or open back shoes (no crocs or slippers)
- * No shorts (except on Spirit Days)
- * No leggings, yoga pants, sweat pants, skorts, capris or joggers.
- * **No ripped jeans**
- * No exposed midribs/underwear
- * Tops must have sleeves
- * **Shirts may not be altered or cut**
- * No offensive slogans on t-shirts
- * No words/slogans on buttocks of shorts/pants
- * No sagging pants (must be worn at the waist)
- * No attire that might disrupt the learning environment
- * **No sweatshirts or pullovers**

Specific Fridays have been designated as Ammons T-shirt/club shirt day. Those days will be published on the monthly calendar. Sweaters and/or jackets may be worn as needed.



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Important Dates

- **Back to School Night – Open House – TBD**
- **Interim Progress Report & Report Card Distribution**

Grading Period	Interim Progress Report Distribution no later than:	Report Card Distribution no later than:
1	9/25/2020	11/06/2020
2	12/04/2020	2/5/2021
3	2/19/2021	4/16/2021
4	5/7/2021	6/25/2021

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.

Attendance - Board Policy 5200 – **send all notes to 6001attendance@dadeschools.net**

Excused School Absences are defined as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday must be listed on the district’s approved list of religious holidays (Exhibit #2, Page 45).
- I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on “Block Leave”, schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be preapproved by the school principal.
 - Students shall have a reasonable amount of time, to complete make-up work.
 - Attendance Correction Form (FM-5556) will be sent to the Federal and State Compliance Office, via Self Service at <http://selfservice.dadeschools.net>. for processing.



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J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and Regional, State and National competitions.

K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.

Course Make-up

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

Unexcused Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.**

Unexcused absences include:

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

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

Excessive Absences

A student **accumulating ten or more class unexcused absences in an annual course or five or more class unexcused absences in a designated semester course** may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

A student must be reported as **present for the school day** in order to participate in athletic and extracurricular activities.

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.

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or



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interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the COSC.

*Therefore, students may not make or receive phone calls and/or text messages during the school day. Should an emergency occur where a parent wishes to speak to their child, an administrator **must** be contacted.*

Clinic

The Children's Trust of Miami-Dade County, Florida Department of Health and Miami-Dade County Public Schools have joined together with Community Health of South Florida, Inc. to provide a school health program at your child/children's school. Herbert A. Ammons presently has a Registered Nurse located in your school's main office that works full time. The services provided at your school include: first-aid, nursing assessment and intervention, health education, chronic disease management, medication administration (with authorization forms provided by your school), and state mandated health screenings such as vision and BMI. Please be advised that the department of health does not want students carrying medication while in school without proper documentation from your doctor. Please be sure to contact your school nurse as soon as possible if your child/children become ill and require medication during school hours so that she can provide you with the proper forms. If you have any questions regarding the health suite and /or services provided, please contact your school nurse at (305) 971-4919.

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.

Bullying/Cyberbullying

The School Board has adopted a policy against Bullying and Harassment with Bullying defined by the 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. Cyberbullying is a form of bullying that takes place virtually over digital devices such 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) or the school principal. Resources:

- StopBullying.gov
- <http://studentservices.dadeschools.net/#>
- http://studentservices.dadeschools.net/bullying/b-h_policy_manual.asp
- <https://www.netsmartz.org/Cyberbullying>

Discrimination/Harassment

The School Board has a prohibition against discrimination/harassment based on 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.



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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.

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 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. Any changes to the form must be completed in person in the Attendance Office.

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.

Note: Students who have a disciplinary action by an administrator within 30 school days prior to a field trip or special activity, may not be permitted to attend the event.

Grade Reporting

Academic Grades

Academic grades are to reflect the student’s academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student’s effort and/or conduct

K-12 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct

Conduct grades are to be used to communicate to both students and their parents the teacher’s evaluation of a student’s behavior and citizenship development. These grades are independent of academic and effort grades.



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Honor Roll Qualifications

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic	4.0	3.6	3.50 – 3.59	
Academic	All As	All As and Bs	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All As	All As and Bs	All As and Bs	All As

Homework

The Homework Policy for Herbert A. Ammons Middle School will adhere to School Board Policy 2330 which states that middle school students should have an average of 75 minutes per night of homework in addition to 30 minutes required for reading. The recommended minutes include assignments for all subject areas and teachers collectively per school day. Since Ammons is on a block schedule, students should organize their time and plan accordingly to complete their assignments. Additionally, specialized programs such as International Baccalaureate (IBMYP) may receive increased levels of homework due to rigorous course work demand. Kindly refer to the course syllabi, which are distributed to the students at the beginning of the school year from the respective instructors, for coursework expectations and assignments.

Interscholastic Athletics/Intramurals

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools and high schools. At the middle schools, athletics consists of intramural and interscholastic programs. Participation in the Middle School Athletic Program is optional and a school may participate in any or all of the sports being offered.

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*.

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

- **Free Breakfast**

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

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the Department of Food and Nutrition at freeandreducedmealapp.dadeschools.net. Paper applications are available in the school front office upon request. Many students are approved



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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	Middle/Secondary Students	\$ 2.50
Adults \$ 2.00	Reduced Price lunch, all grade levels	\$ 0.40
	Adults	\$ 3.00

- **PAYPAMS**

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

- a. view the account balance
- b. schedule automatic payments
- 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.

Mental Health Services

Miami-Dade County Public Schools established The Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The programs in place provide prevention initiatives and also services for students with pre-existing mental health challenges. For assistance contact your child's school, the parent assistance line at (305) 995-7100 or visit www.mentalhealthservices.dadeschools.net.

Protocol for Addressing Concerns

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

1. Teacher
2. Counselor
3. Assistant Principal
4. Principal
5. Region Center – Line Director
6. District

Safety and Security

- **Emergency Operations Plan**

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective



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

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

All school administrators, Region Center Superintendents/Directors and all 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.

BeSafe Anonymous Reporting System

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.

- **Emergency Drills**

Twenty-one emergency drills, to include one monthly active shooter drill and one hostage situation or bomb threat drill, will take place during the school year according to Florida Senate Bill 7026, also known as the Marjory Stoneman Douglas High School Public Safety Act. One additional active shooter drill must take place within the first 30 days of the opening of schools. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

- **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



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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.

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 Picture Process

The school 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 picture monies.

School Transportation

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

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

Special Education/Section 504

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

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



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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.

Lisette Dobson – 6th Grade Counselor
Suzanne Perlman – 7th Grade Counselor / Trust Counselor
Ronda Carey – 8th Grade Counselor / Test Chairperson



Student Success Centers

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

The Parent Academy

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

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

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at parentacademymiami.com. For additional information, please call The Parent Academy at 305-995-2680 or The Department of Family Support Services at 305-271-8257.



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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.¹ Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

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

Verifications of Residency

If verification is not provided or acceptable, the Superintendent may verify the student's residence. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under [F.S. 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [F.S. 95.525](#).

Volunteer Program

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

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

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

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



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APPENDIX A – School Calendar



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2020-2021 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
REVISED 8/12/20**

July 2020					August 2020					September 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	X	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	X	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		

October 2020					November 2020					December 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	X	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	X	X	X	X	X
26	27	28	29	30	30					X	X	X	X	X

January 2021					February 2021					March 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				X	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	X	16	17	18	19	15	16	17	18	19
X	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						X	X	X		

April 2021					May 2021					June 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			X	X	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	X					28	29	30		

New Teachers Report

Teacher Planning Day

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

Floating Teacher Planning Day (No Opt)

Recess Day

Beg/End of Grading Period

Legal Holiday

Available to opt

Teacher Planning Day available to opt

Days in Grading Period
1- 37
2- 49
3- 43
4- 46

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



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MIAMI-DADE COUNTY PUBLIC SCHOOLS 2020-2021 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 19, 2020	Teacher planning day; not available to opt; no students in school
August 20	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 21	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 24	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 25	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 26	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 28	Teacher planning day; not available to opt; no students in school
August 31	First Day of School; begin first semester
September 7	Labor Day; holiday for students and employees
September 28*+‡	Teacher planning day; no students in school
October 22	End first grading period; first semester
October 23	Teacher planning day; not available to opt; no students in school
October 26	Begin second grading period; first semester
November 3	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11	Observance of Veterans' Day; holiday for students and employees
November 25*+‡	Teacher planning day; no students in school
November 26	Thanksgiving; Board-approved holiday for students and employees
November 27	Recess Day
December 21-	Winter recess for students and employees with the exception of Fraternal Order of Police
January 1, 2021	and select 12-month employees
January 18	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22	End first semester and second grading period
January 25	Begin third grading period; second semester
February 15	All Presidents Day; holiday for students and employees
March 25	End third grading period; second semester
March 26*+‡	Teacher planning day; no students in school
March 29-	Spring recess for students and employees with the exception of Fraternal Order of Police
April 2	and select 12-month employees
April 5	Begin fourth grading period; second semester
May 28	This day will be used as a floating planning day prior to returning to the traditional schoolhouse in Stage 2; not available to opt. Should M-DCPS not be able to transition to the traditional schoolhouse, May 28, 2021 will be a Teacher planning day available to opt.
May 31	Observance of Memorial Day; holiday for students and employees
June 9	Last Day of School; end fourth grading period; second semester
June 10	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 12, 2020	June 10, 2021
Assistant Principals and 10-month clerical	August 12, 2020	June 17, 2021
Cafeteria Managers	August 14, 2020	June 10, 2021
Satellite Assistants	August 18, 2020	June 9, 2021
All Instructional Staff, Paraprofessionals & Security	August 19, 2020	June 10, 2021
Assistant to Cafeteria Managers/MAT Specialists	August 20, 2020	June 9, 2021
Cafeteria Workers (part-time)	August 24, 2020	June 9, 2021

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 17, 18, 2020, or June 11, 14, 2021, in lieu of any one or two of the following days: September 28, 2020, November 25, 2020, March 26, 2021. August 20, 21, 24, 25, 26, 27, 2020, and November 3, 2020 are District-wide Professional Development Days and are not available to opt. October 23, 2020 is a Teacher Planning Day not available to opt. May 28, 2021 is a Floating Teacher Planning Day prior to returning to the traditional schoolhouse in Stage 2; not available to opt. Should M-DCPS not be able to transition to the traditional schoolhouse, May 28, 2021 will be a Teacher planning day available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 11, 14, 2021, in lieu of any one or two of the following days: September 28, 2020, November 25, 2020, March 26, 2021. August 20, 21, 24, 25, 26, 27, 2020, and November 3, 2020 are District-wide Professional Development Days and are not available to opt. October 23, 2020 is a Teacher Planning Day not available to opt. May 28, 2021 is a Floating Teacher Planning Day prior to returning to the traditional schoolhouse in Stage 2; not available to opt. Should M-DCPS not be able to transition to the traditional schoolhouse, May 28, 2021 will be a Teacher planning day available to opt.

‡Ten-month secretarial and clerical employees may opt to work one or two days August 10, 11, 2020, or June 18, 21, 2021, in lieu of any one or two of the following days: September 28, 2020, November 25, 2020, March 26, 2021. August 20, 21, 24, 25, 26, 27, 2020, and November 3, 2020 are District-wide Professional Development Days and are not available to opt. October 23, 2020 is a Teacher Planning Day not available to opt. May 28, 2021 is a Floating Teacher Planning Day prior to returning to the traditional schoolhouse in Stage 2; not available to opt. Should M-DCPS not be able to transition to the traditional schoolhouse, May 28, 2021 will be a Teacher planning day available to opt.



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APPENDIX B – Florida Statutes and School Board Policies View all School Board Policies at: [School Board Bylaws & Policies](#)

Academics

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

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

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

- [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 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



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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.

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



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- [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 FortifyFI 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.

- [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.



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Anti-Discrimination Policy

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

- [5517 – ANTI-DISCRIMINATION/HARASSMENT \(STUDENTS\)](#)
 - The School Board shall comply with all Federal laws and regulations prohibiting discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law and all requirements and regulations of the U.S. Department of Education. The School Board will enforce its prohibition against such discrimination/harassment against students by other students in accordance with School Board Policies [5517](#) and [5517.02](#). This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the School Board.

- [5517.01 – BULLYING AND HARASSMENT](#)
 - 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.



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Attendance Policy/School Hours

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

- [5225 - ABSENCES FOR RELIGIOUS HOLIDAYS](#)
 - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.

- [5230 - LATE ARRIVAL AND EARLY DISMISSAL](#)
 - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.
 - 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



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pursuant to [Florida Statute 1003.03](#) for a school or program that is a public school of choice is measured by the average number of students at the school level.

Clinic

- [5330 – 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 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



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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.

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.



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

Financial Obligations

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

Food & Nutrition/Wellness Policy

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

Fundraising

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



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- [9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES](#)

- The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

Health Screening

- [2410 - SCHOOL HEALTH SERVICES PROGRAM](#)

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

Homework

- [2330 - HOMEWORK](#)

- Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. 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



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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.

Parent Involvement

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

Pledge of Allegiance

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

Privacy

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

Schools of Choice/Magnet Schools

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



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School Transportation/Bus Safety Conduct

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

Special Education/Section 504

- [2260.01 SECTION 504 PROCEDURES FOR STUDENTS WITH DISABILITIES](#)
 - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.
- [2460 – EXCEPTIONAL STUDENT EDUCATION](#)
 - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.
- [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.
- [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



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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 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



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

Volunteer Program

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



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APPENDIX C – Disclosure at Time of Registration



MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISCLOSURE AT TIME OF REGISTRATION

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

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

YES NO

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

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

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

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

Student's Name _____ ID. # _____

(Please Print)

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

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

Address _____

Signature (Parent/Guardian) _____

Signature (Student) _____ Date Signed _____

FM-5740E Rev. (07-19)



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APPENDIX D – Discrimination/Harassment Poster and Policy

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

DISCRIMINATION / HARASSMENT

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

The School Board Policy Covers the Following Protected Categories:

<p>AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.</p> <p>CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.</p> <p>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.</p> <p>DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person's physical, mental, or emotional impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.</p> <p>ETHNIC/NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestry, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a particular group.</p> <p>GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.</p> <p>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.</p> <p>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.</p> <p>LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.</p>	<p>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.</p> <p>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.</p> <p>PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.</p> <p>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.</p> <p>RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.</p> <p>SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.</p> <p>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.</p> <p>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.</p>
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Sexual Harassment will NOT be tolerated.

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

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

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

<p>For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:</p> <p style="text-align: center;">Office of Civil Rights Compliance (CRC) Executive Director/Title IX Coordinator 155 N.E. 15th Street, Suite P104E Miami, Florida 33132 Phone: (305) 995-1580 TDD: (305) 995-2400 Email: crc@dadeschools.net Website: https://www.hrdadeschools.net/civilrights/</p>	<p>For information on Section 604 of the Rehabilitation Act of 1973 or any other student disability concerns contact:</p> <p style="text-align: center;">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 Website: http://ese.dadeschools.net</p>
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Rev. 07/2020



MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

Anti-Discrimination Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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

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

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E

Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@mdadeschools.net Website: <https://mdadeschools.net/civilrights>

Revised 07/2020



MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

Addendum to 2020-2021 Parent/Student Handbook Miami-Dade County Public Schools COVID-19 Policies and Procedures for the Schoolhouse Instructional Model

During declared health emergencies, the District will implement policies and procedures consistent with applicable Centers for Disease Control and Prevention (CDC) and Florida Department of Health (FDOH) guidance. In addition, as applicable, the District will consult with and comply with applicable local health department protections. Requirements and procedures established by the District in response to an emergency affecting the health safety and welfare of our students and staff will take precedence over provisions of the Parent/Student Handbook when necessary and until the emergency has ended. Due to circumstances related to the COVID-19 public health emergency, Miami-Dade County Public Schools may need to alter or suspend select in-person operations to protect the health and safety of its students, employees, and their families. Please refer to <http://reopening.dadeschools.net/index.html> to find updated information regarding the District's reopening plan. The following procedures and guidelines are applicable to student attendance in brick and mortar buildings during Stage II reopening.

Arrival Procedures During Stage II

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups.

As a result of research and a risk/benefit analysis, Miami-Dade County Public Schools will not be checking student temperatures upon arrival. **Families will be asked to conduct a daily health screening of their child for signs and symptoms of a communicable disease, including COVID-19, prior to sending their child to school.** If the student presents any of the signs and symptoms while at home, the parent/guardian is asked to keep their child at home and seek medical attention from their child's health provider. The typical signs and symptoms of a communicable disease, including COVID-19, are persistent cough, difficulty breathing, chills, sore throat, loss of taste or smell, muscle pain, fever (100.4 or higher), runny nose, diarrhea, feeling nauseous, vomiting, feeling tired, headache, and/or poor appetite.

Staff should make continuous visual inspections of students for signs of illness throughout the day. If a student is exhibiting any of the above-mentioned signs and symptoms, the school-site administrator should be notified immediately to coordinate the student being escorted to the school's designated isolation room. The school-site administrator will immediately contact the parent/guardian and advise them that their child is ill, needs to be picked up from school immediately, and should see their health provider.

In an effort to minimize exposure among students during arrival to school, the main entrance for students will open at 8:30 am and will be through the two designated entrances: *Bus loading zone* and *parent drop off*. Administrators and/or Staff will be stationed at the entry points to monitor students and direct them to the appropriate areas. Visual assessments of



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students will take place upon entry to determine the need to isolate the student or allow them to continue to the holding areas. Upon entering, students will be directed to the cafeteria to pick up breakfast if desired or directed to the grade level holding areas. Holding areas will be divided by grade levels - 6th graders in the Cafeteria, 7th graders in the Spill Out area, and 8th graders on the Basketball courts. These areas will be utilized as a safe-holding area while maintaining social distance requirements while students wait for the school day to begin.

Students should enter by themselves; no visitors should enter the building during arrival. **All** visitors will need an appointment to access the building between 8:35 am and 3:30 pm to limit interactions with students.

Bus Loading Site: 180 Street (South side of campus)

Parent Drop off: 142 Ave (East side of campus)

Staff has been designated to provide coverage for arrival and dismissal of students. School security will start at staggered times to allow for coverage of students. School security will be posted between Media Center and Cafeteria to check in staff/visitors. Staff will complete online health screening and provide evidence of “green thumb” on phones to be allowed to enter.

Dismissal Procedures During Stage II

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups.

Students who ride a public bus will be called for over the P.A. We will only call a few buses at a time to alleviate the crowding at the front gate by the bus pick-up area. To the degree possible, the school will only release those students whose buses have been called. Bus loading zone area will be supervised by school staff. Parent-pick up area will be divided by grade level to ensure social distancing. 6th grade students will wait for parents on the sidewalk adjacent to the school and 7th and 8th grade students will wait in administrative/office staff parking area which has been repurposed for dismissal purposes. Parent-pick up will be supervised by school staff.

Early Dismissal and Student Sign Out

Parents will make appointments to sign-out their child before 3:20 p.m. Social distancing signage is available in the main office, and guidelines/procedures to maintain cleanliness and minimize interaction are in place. Hand sanitizer and designated pens are available. Plexiglass has been installed at security desk and front counter. Only two people are allowed in the front office lobby at any time.

Breakfast/Lunch During Stage II

Staff members have been designated to assist in the cafeteria during lunch. Students will go to and be dismissed from the cafeteria in waves to minimize close contact. In order to ensure social



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distance during lunch, we will be having 5 lunch waves. Hallways and walkways have been designated as one way where possible. Signage and floor stickers have been used to identify places for students to walk and sit. A cleaning schedule has been developed to assist with sanitization and garbage pick-up during and after lunch times. Teachers are to review the cafeteria rules with students on the first day of school, and weekly, thereafter. Teachers will escort students to the cafeteria at their designated time. Students will enter from the South side of the cafeteria and exit from the West side of the cafeteria. Students will clean up after themselves and throw their trash away as they are exiting the cafeteria.

It is the teacher's responsibility to convey to students the importance of following the directions given by the cafeteria monitors and of following the Cafeteria Procedures. Teachers will also remind students that the school's cafeteria monitors provide assistance to students, supervision, and maintain an appropriate and safe cafeteria environment. Teachers will review the following Cafeteria rules with students:

- Enter the cafeteria quietly.
- WALK. DO NOT RUN to assigned serving line (A or B).
- Remain seated at all times.
- Request permission to go to the bathroom.
- Respect all cafeteria, custodial, and security staff.
- Keep all floors and tables neat. Pick up all lunch trash on table before leaving cafeteria and discard all trash in bins.
- Students who finish their lunch will be allowed to go to the spillout.

School Transitions

The school will utilize one-way traffic in hallways when possible. Signage has been placed throughout the campus to remind students of the expectations to promote the safest learning environment possible. Staff will be assigned to key areas to monitor and minimize hallway interactions. The school will also consider a staggered release time by class to minimize physical hallway interactions and congestion. Teachers will be encouraged to stand at the ramp during change of class to assist in monitoring the hallways.

Teachers whose classrooms have bathrooms, will allow students to utilize the bathroom to minimize interaction in the hallways. Teachers who do not have classroom bathrooms, will allow students to utilize group bathrooms. Only two students at a time will be allowed entrance into group restrooms. Group restrooms will be monitored by security.

School custodial staff will perform routine environmental cleaning or regular cleaning for most surfaces. School site custodial procedures have been adjusted to increase the frequency of sanitizing high-touch areas with hospital-grade germicide throughout the day. Upon the end of each day, custodial teams will sanitize all areas of the campus in preparation for the next day of learning.



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Duty to Report Symptoms

If anyone in the student's household is diagnosed with COVID-19, parents/guardians must report that exposure to the school(s). The school will consult with the public health department to assess what precautions should be taken, including but not limited to, asking your student to stay home from school for fourteen (14) days in order to protect the school community. This is a precaution, and the school will work with you to keep your student engaged and current on all schoolwork to the extent possible during the fourteen (14) day period.

Daily Pre-Arrival Health Screening

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19. At this time, those symptoms include: a fever over 100.4 degrees Fahrenheit; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea. If a student develops any of these symptoms, the symptoms should be reported to the school and discussed prior to the student reporting to school.

While the District will not be taking temperature checks on-site at this time, the school will rely on the students, staff, and families to report accurate information for the safety of all the other families affected throughout the District.

All information provided will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from transmission of the virus. If you have symptoms or are diagnosed with COVID-19, or a family member residing in your household tests positive for COVID-19, your student may be required to stay home until they can be tested or receive medical clearance indicating they do not have COVID-19 and can safely return to school.

Expectations of All Students at School

General:

1. Stay home if sick.
2. Sanitize hands with hand sanitizer that contains at least 60% alcohol upon entering the building.
3. Wash hands frequently or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
4. Avoid touching face and eyes.
5. Wash/sanitize hands after touching or removing facial covering.



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6. Limit use of shared objects, such as physical education equipment, playground equipment, art supplies, toys, and games. Shared objects will be cleaned after each use.
7. Bring personal water bottles with water. Water fountains will be turned off and hydration stations will be made available for refills.
8. Follow all directions provided by teachers or administrators for the safety of the school community. It is especially important that students stay in the classrooms and spaces

Face Coverings and Social Distancing

1. All persons must maximize physical distancing to the extent possible under the circumstances.
2. All persons must wear facial coverings that cover both the mouth and nose when on school board property, at a school board activity, or riding a bus or in other approved transportation. Students and children over 2 years of age are expected to come to school each day with their personal face coverings. However, quality facial coverings will be available for distribution to students in case of emergency or to reduce stigma where necessary. Students are responsible for their own personal property and face coverings should be stored appropriately. If your child needs a face covering, please contact your child's principal.
3. Facial coverings must be made from a minimum of double layer cloth and be snug fitting to cover both the nose and mouth. Facial coverings should not include any type of exhalation valves or vents or masks designed as a costume.
4. It is recommended to have two face coverings available each day in case one face covering becomes unfit for use. Under no circumstances should students share or swap facial coverings. To learn more about appropriate face covering use and the types of face coverings recommended for use in schools, please review pages 28 and 29 of the District's Reopening Guide [Reopening Guide-English](#).
5. All student facial coverings must meet the requirements of the *Code of Student Conduct* and Policy 5511, Dress Code and School Uniform. Face coverings are apparel/accessory and must not include obscene, profane, drug-related, gang-related, or inflammatory messages or pictorial graphics. Face coverings which include inappropriate language that could be perceived as offensive, derogatory, threatening, or intimidating are strictly prohibited. Repeated display of such face coverings will constitute disciplinary measures as outlined in the *Code of Student Conduct*.
6. Refusal to wear a face covering after directed to comply by an authority figure will constitute defiance of school personnel and/or disruptive behavior pursuant to the *Code of Student Conduct*. Continuous refusal to comply may result in a student being assigned to online or remote learning. Developmental ages and intellectual, developmental, and behavioral disabilities must be duly considered by the principal, as appropriate.



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7. Students participating in extracurricular activities, such as athletics, musical or theatrical performances, where the wearing of facial coverings is not practicable or may create a health risk, will be directed by their teacher, coach, or advisor as to when facial coverings may be removed during the activity such as swimming or high intensity activities where breathing may be more difficult. However, students must continue to follow maximum social distancing and all other safety procedures in place for the activity and must resume wearing the facial covering when directed to do so.
8. Exemptions from the use of facial coverings must be requested directly to the school principal. Supporting documentation for the any exemption will be required. Students who have difficulty breathing, or sensory issues arising from a documented medical or psychological issue, or students who have communication issues and may require the teacher or service provider to see their mouth, may request an exemption from the Principal. If appropriate, they may be asked to wear a clear facial covering or face shield. Face shields must wrap around the sides of the wearer's face and extend below the chin. Documentation from a medical provider must be on file and reviewed by staff before a student will be excused from this facial covering requirement.
9. Facial coverings should not be required for anyone who is unconscious, incapacitated, or otherwise unable to remove the facial covering without assistance.

Student Illness at School

If a student becomes ill or exhibits symptoms of COVID-19 while at school, the student will be separated from other students and staff to the designated space identified as the school's Isolation Room. While in the Isolation Room, the student will be monitored by school staff. Students must be picked up by a parent/guardian after initial illness identification. The District will contact parents/guardians and, if needed, the student's emergency contacts. Parents/guardians and/or emergency contacts will be informed of the importance of the student being picked up for the safety of the student and others.

Return to School

1. Students presenting with general illness symptoms that are non-COVID related will need to remain home until they are symptom-free without the use of medication for 24 hours.
2. Students presenting with COVID-like symptoms, **but no known COVID contact**, are required to remain home until they receive a negative COVID test OR are fever-free without the use of medication for 24 hours AND have improved symptoms.
3. Students presenting with COVID-like symptoms, and **have a known COVID contact**, are required to remain home until they are cleared from isolation or quarantine by a medical professional AND they are fever free without the use of medication for 24 hours AND have improved symptoms.



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Parents and other Visitors

To prevent the spread of COVID-19, visitor access will be limited and restricted to the main office. Visitors are not permitted to enter any District buildings under the following conditions:

1. The individual has any of the following symptoms: a temperature of 100.4 degrees or higher; shortness of breath; cough; loss of taste or smell; muscle aches; weakness; chills; nausea; vomiting; or any other symptoms of COVID-19;
2. The individual has tested positive for COVID-19;
3. The individual has been exposed to someone with symptoms of COVID-19;
4. The individual has been exposed to someone who has tested positive for COVID-19.

Any visitors that are permitted to enter District buildings will be subject to screening, must wear a face covering and adhere to all District guidelines contained at [MDCPS Reopening Website](#), CDC, FDOH, and local health department guidelines.



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2020-2021**

ACKNOWLEDGEMENT OF ADDENDUM TO PARENT/STUDENT HANDBOOK

Student Name

Student ID#

School

1st Period Teacher

ACKNOWLEDGEMENT

I have read this Parent/Student Handbook as well as the **Addendum to the 2020-2021 Parent/Student Handbook**. I agree to abide by these requirements, as well as any other applicable District guidelines, and understand that these requirements are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my child, to take my child's temperature, and to ensure that there is no appearance of illness that would warrant my child staying home from school. I acknowledge that this is my responsibility and that for the safety of my school community, I must comply with these policies.

Student Signature

Date

Parent/Guardian Signature & Phone Number

Date

**Please return this form to your 1st period teacher no later than
Friday, October 30th, 2020.**

