

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

**BRUCIE BALL EDUCATIONAL CENTER**

**11001 S. W. 76 STREET**

**MIAMI, FLORIDA 33173**

**(305) 514-5100**

**Main Office Open 8:00 A.M. – 4:00 P.M.**

**School Hours for Homebound/Hospitalized Students: 8:00 A.M. – 3:20 P.M.**

**School Hours for Students in the School-Based Program: 8:30 A.M. – 2:15 P.M.**

**School Hours for Students in the Community Based Program: 8:00 A.M. – 3:20 P.M.**

**[www.brucieball.educationalcenter.com](http://www.brucieball.educationalcenter.com)**



**[@BrucieBallEdCtr](https://twitter.com/BrucieBallEdCtr)**

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

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

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Mr. Alberto M. Carvalho

**SCHOOL OPERATIONS**

Mrs. Valtena G. Brown

**Deputy Superintendent/Chief Operating Officer**



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## **Vision Statement**

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

## **Mission Statement**

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

## **Values**

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

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

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

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

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



# MIAMI-DADE COUNTY PUBLIC 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*  
Peña Tabares Hantman, Chair  
Dr. Martin Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Susie V. Castillo  
Dr. Lawrence S. Feldman  
Dr. Steve Gallon III  
Lobby Navarro  
Dr. Marta Pérez  
Mari Tere Rojas

August 2018

Dear Parent/Guardian,

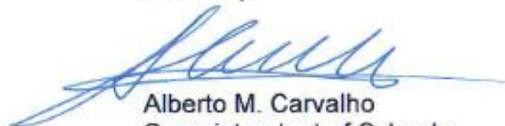
On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2018-2019 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in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

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

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

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

Sincerely,



Alberto M. Carvalho  
Superintendent of Schools

AMC:cg  
L68

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Message from Principal

## Message from Assistant Principal

## School's Mission Statement

## Biography of person the school is named after

## Faculty Roster

## School Information

- *Early Sign Out*
- *Late Arrival*

## Important Dates

- *Back to School Nights - Open House*
- *Interim Progress Report & Report Card Distribution*

## Academic Programs – Student Progression Plan (SPP)

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

## Bring Your Own Devices (BYOD)

## Closing of School

## Community School Program

## Dismissal

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

## Emergency Contact Information

## Homework

## Mealtime Environment

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

## Parent Academy

## Protocols for Addressing Concerns

## Recess



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## **Safety and Security**

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

## **School Transportation**

## **Special Education**

## **Student Records**

## **Student Services**

## **Student Success Centers**

## **Toolkits**

- Back to School Toolkit

## **Transgender**

## **Verification of Residency**

## **Volunteer Program**

## **Appendix A – School Calendars**

## **Appendix B – School Board Policies and State Statutes**



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Message from the Principal

Dear Parents/Guardians:

On behalf of the faculty and staff, welcome to Brucie Ball Educational Center! We provide educational services through a variety of programs. Our School-Based Program includes students with disabilities who attend school at Brucie Ball Educational Center. The Community-Based program provides educational services at home for students with disabilities who are confined to the home for medical reasons. Homebound students are taught by Brucie Ball Ed Center Homebound/Hospitalized Teachers, either by an Itinerant Teacher, or by a Teleclass Teacher over the phone. Our Alternative Telecommunications Program (ATC) teaches students via Teleclass who are placed in the program by the Office of Educational Opportunity and Access.

Regardless of which program serves your student's educational needs, we value your involvement as a full partner in the education of your child. Please visit our school's website at [brucieball.educationalcenter.net](http://brucieball.educationalcenter.net) and follow us on Twitter @BrucieBallEdCtr for the latest information.

Sincerely,

Amrita J. Prakash

Principal



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Message from the Assistant Principal

Dear Parents and Guardians,

It is my pleasure to serve as the Assistant Principal at your child's school. I take immense pride in helping to provide our students with the highest quality of education. It is especially rewarding given that our school is unique. My goal is to assist in creating an environment where your child can experience the joy of learning, and that wonderful feeling of overcoming challenges. For those students attending school in the building, our School Based staff provides a nurturing and caring environment where the safety and well-being of the students is our most important priority.

I want to welcome you to the 2017- 2018 school year, and say to you what a privilege it is to have you entrust your child with us. I look forward to visiting some of you in your homes, and provide you with my services throughout the school year.

Kind Regards,

Alex Sardiñas  
Assistant Principal



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK  
BRUCIE BALL EDUCATIONAL CENTER**

**School Mission Statement**

The mission of Brucie Ball Educational Center is to provide a quality educational program that maximizes the potential of our students with special needs. Individualized instruction in the school, home and/or hospital environment is designed to target each student's unique needs. Our mission includes providing an educational experience which will enable each student to participate in the community to the fullest extent possible and to achieve their academic goals.

**Biography**

Bernice (Brucie) Ball was a lifelong educator, who worked on behalf of children with disabilities of Miami-Dade County Public Schools throughout her illustrious career. Ms. Ball began her career in 1979, as a teacher of students with disabilities at Edison Park Elementary School. Her work on behalf of children continued for almost three decades. As a staffing specialist in Region II, she continued her commitment to teachers, parents, and children with special needs by working to ensure the provision of appropriate supports and educational services. At that time she hosted a television show with WLRN called BOLD – Broader Opportunities for the Learning Disabled, in which she highlighted and promoted the many opportunities available to children with disabilities. Ms. Ball's knowledge of and passion for the education of students with disabilities led her to become District Director of Special Education, where she oversaw the educational programs for students with disabilities.

In 2003, Ms. Ball became Assistant Superintendent of Special Education and Psychological Services where she continued her work on behalf of children with disabilities in a broader capacity. She was responsible for many successful initiatives that enhanced the educational success of students. These initiatives include the implementation of inclusionary practices, the development of the School Support Teams, increasing graduation rates, school to work initiatives and working to ensure proper funding of programs for students with disabilities. Her tenure as an administrator with M-DCPS earned her the reputation as an educational authority on children with disabilities.

Brucie Ball's spirit of passion, optimism, patience, and joy for the children of Miami-Dade County, and all those involved in the effort to give all the children of Miami-Dade the educational opportunities to succeed in life was the reason that she succeeded in life and has left a wonderful legacy in this district.

It is an honor for our school to be named the Brucie Ball Educational Center. In addition to her many accomplishments in supporting children with disabilities, the gracious way in which she responded to the illness that ultimately took her life serves as a model example of the how to live with the medical challenges faced by our own homebound/hospitalized students. In so many ways Brucie's life is an embodiment of what our Homebound Program is about. Many of our students display great courage and diligence in their efforts to carry out their normal occupation, of being a student, in the face of a catastrophic illness. That's what Brucie did as well. Her courage and dedication were an inspiration to us all. Having our school named after her is an honor, and it keeps her legacy alive.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Faculty Roster

<b>Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Email Address</b>
Alfonso	Cristina	H/H-Itinerant Teacher	calfonso06@dadeschools.net
Alvarez	Adalberto	H/H-Itinerant Teacher	184472@dadeschools.net
Alvarez	Mirtha	H/H-Itinerant Teacher	Malvarez1@dadeschools.net
Arango	Eddie	H/H-Itinerant Teacher	earango@dadeschools.net
Arenas	Ana	Program Specialist	aarenas@dadeschools.net
Arroyo	Ken	H/H-Itinerant Teacher	275962@dadeschools.net
Bythwood	Daryl	H/H-Itinerant Teacher	dbythwood@dadeschools.net
Cabrera	Angel	H/H-Itinerant Teacher	angelcabrera@dadeschools.net
Cabrera	Geraldine	H/H-Itinerant Teacher	gericabrera@dadeschools.net
Carmenate	Robert	H/H-Teleclass Teacher	rcarmenate@dadeschools.net
Castro	Carlos	H/H-Itinerant Teacher	cmcastro@dadeschools.net
Chimelis	Lisa	H/H-Itinerant Teacher	<a href="mailto:LisaChimelis@dadeschools.net">LisaChimelis@dadeschools.net</a>
Corbin	Emily	School Based Teacher	
Corbin	Maria	School-Based Department Chair	mcorbin@dadeschools.net
Corrales	Dayanara	Community-Based Teacher	Corralesd@dadeschools.net
Cortes	Ana	Student Services-Intake Specialist	Corralesd@dadeschools.net
Dammert-Sosa	Denise	Student Services - Staffing Specialist	ddammert-sosa@dadeschools.net
D'Arcy	Carlos	H/H-Teleclass Teacher	darcyc@dadeschools.net
Diaz	Andreina	H/H-Itinerant Teacher	
Diaz	Ivonne	Community-Based Teacher	312536@dadeschools.net
Dobson	Kathy	H/H-Itinerant Teacher	kdobson@dadeschools.net
Dominguez	Israel	Community-Based Teacher	<a href="mailto:131457@dadeschools.net">131457@dadeschools.net</a>
Edrosa	Veronica	School Based Teacher	
Enriquez	Maria Elena	School Based Teacher	<a href="mailto:merpio@dadeschools.net">merpio@dadeschools.net</a>
Feghali	Joseph	H/H-Itinerant Teacher	<a href="mailto:jfeghali@dadeschools.net">jfeghali@dadeschools.net</a>
Garcia	Janet	Student Services-Intake Specialist	jgarcia5@dadeschools.net
Hanson	Neil	Community-Based Teacher	<a href="mailto:Hanson@dadeschools.net">Hanson@dadeschools.net</a>
Hernandez- Bravo	Ana	H/H-Itinerant Teacher	anahernandezbravo@dadeschools.net
Kopp	Baqiya	H/H-Itinerant Teacher	BaqiyaKopp@dadeschools.net
Kraziem	Yasmin	H/H-Itinerant Teacher	Ykraziem@dadeschools.net
Leavitt	Robim	Community-Based Teacher	rleavitt@dadeschools.net
Marrugo	Joyce	H/H-Itinerant Teacher	<a href="mailto:266345@dadeschools.net">266345@dadeschools.net</a>
Martinez	Ray	Student Services/ATC Dept Chair	Rmartinez@dadeschools.net
Moncayo	Claudia	School Based Teacher	<a href="mailto:clmoncayo@dadeschools.net">clmoncayo@dadeschools.net</a>
Myers	Scott	H/H-Teleclass Teacher	233787@dadeschools.net
Nerio-Castro	Wendy	H/H-Itinerant Teacher	wnerio@dadeschools.net



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

Nesenman	Lisa	Counselor	<a href="mailto:lnesenman@dadeschools.net">lnesenman@dadeschools.net</a>
Paez	Nicole	H/H-Itinerant Teacher	<a href="mailto:Npaez@dadeschools.net">Npaez@dadeschools.net</a>
Perez	Isabel	School Psychologist	<a href="mailto:IPerez4@dadeschools.net">IPerez4@dadeschools.net</a>
Pfeil	Megan	Community-Based Teacher	<a href="mailto:323864@dadeschools.net">323864@dadeschools.net</a>
Pryor	Ana	Community-Based Teacher	<a href="mailto:anallano@dadeschools.net">anallano@dadeschools.net</a>
Puleo	Andrea	H/H-Itinerant Teacher	<a href="mailto:apuleo@dadeschools.net">apuleo@dadeschools.net</a>
Ravinet	Patricia	Community-Based Teacher	<a href="mailto:pravinet@dadeschools.net">pravinet@dadeschools.net</a>
Reyes	Gerin	H/H-Itinerant Teacher	<a href="mailto:greyes@dadeschools.net">greyes@dadeschools.net</a>
Riquelme	Madelin	H/H-Itinerant Teacher	<a href="mailto:Madelinriquelme@dadeschools.net">Madelinriquelme@dadeschools.net</a>
Rivera	Carmen	H/H-Itinerant Teacher	<a href="mailto:carmen_rivera@dadeschools.net">carmen_rivera@dadeschools.net</a>
Rodriguez	Jackie	School Based Teacher	<a href="mailto:jlrodriguez@dadeschools.net">jlrodriguez@dadeschools.net</a>
Rowe	Belinda	Community-Based Teacher	<a href="mailto:Belrowe@dadeschools.net">Belrowe@dadeschools.net</a>
Ruiz	Jennifer	Community-Based Teacher	<a href="mailto:Jruiz@dadeschools.net">Jruiz@dadeschools.net</a>
Ruiz	Pedro	School Based Teacher	<a href="mailto:311110@dadeschools.net">311110@dadeschools.net</a>
Sanjurjo	Wanda	Community-Based Teacher	<a href="mailto:wsanjurjo@dadeschools.net">wsanjurjo@dadeschools.net</a>
Segarra	Sulian	School Based Teacher	<a href="mailto:320479@dadeschools.net">320479@dadeschools.net</a>
Sena	Amy	H/H-Itinerant Teacher	<a href="mailto:amysena@dadeschools.net">amysena@dadeschools.net</a>
Shanan	Aisha	Community-Based Teacher	<a href="mailto:ashanan@dadeschools.net">ashanan@dadeschools.net</a>
Sheng	Christine	Student Services-Test Chair	<a href="mailto:csheng@dadeschools.net">csheng@dadeschools.net</a>
Smith	Pamela	H/H-Itinerant Teacher	<a href="mailto:193467@dadeschools.net">193467@dadeschools.net</a>
Sones	Jeff	School-Based Teacher-PE	<a href="mailto:jasones@dadeschools.net">jasones@dadeschools.net</a>
Stille	Jackie	H/H-Dept. Chair	<a href="mailto:jstille@dadeschools.net">jstille@dadeschools.net</a>
Strickland	Maria	Community-Based Teacher	<a href="mailto:MIStrickland@dadeschools.net">MIStrickland@dadeschools.net</a>
Suerias	Vivian	H/H-Itinerant Teacher	<a href="mailto:vmsueiras@dadeschools.net">vmsueiras@dadeschools.net</a>
Torres	Marilyn	H/H-Teleclass Teacher	<a href="mailto:marilyntorres@dadeschools.net">marilyntorres@dadeschools.net</a>
Urra	Mayelin	H/H-Itinerant Teacher	<a href="mailto:322056@dadeschools.net">322056@dadeschools.net</a>
Vaccaro	Terry	School Psychologist	<a href="mailto:tvaccaro@dadeschools.net">tvaccaro@dadeschools.net</a>
Valdespino	Lourdes	Community-Based Teacher	<a href="mailto:lvaldespino@dadeschools.net">lvaldespino@dadeschools.net</a>
Valido	Lourdes	H/H-Itinerant Teacher	<a href="mailto:lvalido@dadeschools.net">lvalido@dadeschools.net</a>
Vanloon	Angie	H/H-Itinerant Teacher	<a href="mailto:avanloon@dadeschools.net">avanloon@dadeschools.net</a>
Vargas	Sarhay	H/H-Teleclass Teacher	<a href="mailto:sarhayvargas@dadeschools.net">sarhayvargas@dadeschools.net</a>
Walker	Donna	H/H-Itinerant Teacher	<a href="mailto:dmrwalker@dadeschools.net">dmrwalker@dadeschools.net</a>
Workman	Kim	H/H-Itinerant Teacher	<a href="mailto:kworkman@dadeschools.net">kworkman@dadeschools.net</a>



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## School Information

- **Early Sign Out**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness).

- **Late Arrival**

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

- School hours for School-Based students are 8:30 A.M. – 2:15 P.M.
- Tele-classes for Homebound students are held in 45 minute periods between 8:00 A.M. and 5:00 P.M. Students will receive a schedule customized for their needs.
- Itinerant Teachers of Homebound/Hospitalized students work from 8:00 A.M. – 3:20 P.M. Visits to Homebound or Hospitalized students must take place within these times.
- Community-Based Teachers work from 8:00 A.M. – 3:20 P.M. Visits to Community-Based students must take place within these times.

## Important Dates

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

School Level	Window Period	School Date
Elementary/K8 Center	September 4-7, 2018	
Middle Schools	September 12-14 & 17, 2018	
Senior High	October 3-4 & 8-9, 2018	
Special Centers	October 3-4 & 8-9, 2018	October 4, 2018

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/21/2018	11/09/2018
2	11/30/2018	2/01/2019
3	3/01/2019	4/12/2019
4	5/3/2019	6/21/2019



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

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

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

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

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

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. Before-school care programs begin approximately one hour before school starts. Summer Camp operates from 7:00 a.m. until 6:00 p.m. Parents should check with their child's school for specific start times.

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

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

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

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## **Closing of School**

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

## **Community School Program**

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

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

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

## **Dismissal**

- **Rainy Day Dismissal** – School-Based students normally board school buses in the front of the school building. On rainy days, the buses go to the East side of the building, where there is covered shelter for students to get to the bus. They are assisted by staff with umbrellas for the transfer from the sidewalk to the bus.
- **Student Drop-Off Pick-up** – School-Based students who are transported to school by private vehicle should be escorted to the bus drop-off area on arrival, and picked up from the bus drop-off area at dismissal. If the student arrives late, the adult accompanying the student must check-in with the Main Office. If the student is picked up before the end of the school day, the accompanying adult must go to the Main Office to sign the student out.

## **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.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## **Homework**

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

The Homework Plan at Brucie Ball Educational Center follows:

## **HOME-LEARNING EXPECTATIONS**

The purpose of home-learning assignments, or homework includes:

- PREPARE information or materials for future learning activities (e.g. gather resources, read something for a class discussion, or rehearse for a presentation).
- PRACTICE new knowledge or new skills (e.g. read for pleasure, practice physical skills, practice a musical instrument, use knowledge to complete a project, or practice basic literacy and math skills).
- ENRICH students' understanding of a topic and apply it in new ways (e.g. research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).
- Homework will not be used for the following reasons:
  - To discipline or punish students
  - To introduce or practice skills the student does not understand
  - To assess a students' learning without reference to other work

School Board Policy recommends the following minutes that include assignments for all subject areas and teachers collectively per school day:

Grades K – 1 30 minutes

Grades 2 – 3 45 minutes

Grade 4 -5 60 minutes (1 hour)

Grades 6 – 8 75 minutes (1 hour 15 minutes)

Grades 9 – 12 120 minutes (2 hours)

At Brucie Ball Educational Center, teachers will work collaboratively to ensure that the guidelines above are followed.

## **Homebound/Hospitalized Itinerant Teachers:**

1. When there is only one Itinerant Teacher, s/he will monitor assignments to be sure the time required per night does not exceed the guidelines.



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

2. When a student has two H/H Itinerant teachers, the teachers will stay in touch via face-to-face conversations, phone calls, emails, and/or texts to be sure the time required per night does not exceed the guidelines.
3. Teachers will be familiar with students' IEPs and make all accommodations on a student's IEP available to that student.

### **Homebound/Hospitalized Teleclass Teachers:**

Teleclass students enjoy a high degree of flexibility, due to the nature of their program. Frequently students have a week to complete assignments. When extended time is necessary due to medical considerations it is granted. There should not be a reason for a student to need to spend more than the amount of time in the guidelines on homework for any one night.

1. Teleclass teachers will remain cognizant of the fact that students have other teachers and avoid assigning excessive amounts.
2. Teleclass teachers will collaborate with their colleagues via face-to-conversations, the use of the TADS communication system, phone calls, or emails and texts to be sure the time required per night does not exceed the guidelines.
3. Teachers will be familiar with students' IEPs and make all accommodations on a student's IEP available to that student.

The information above relates to students who are hospitalized or homebound, and refers to doing homework after receiving instruction on a weekday, or over the weekend. Some homebound students receive instruction five days per week, but many do not. On the days homebound students do not receive direct instruction, they may benefit from additional assignments designed to extend instructional time, such as the use of online programs available through Miami-Dade County Public Schools. Such assignments on non-instructional days are not be included in as minutes of homework when observing the guidelines.

### **School-Based Teachers and Community-Based Teachers:**

Students taught by School-Based and Community-Based Teachers experience significant cognitive disabilities, and often physical impairments as well. This makes the assignment of traditional homework assignments inappropriate. On occasion, a teacher may wish to request that the family of the student follow up an instructional activity with a prescribed activity at home (e.g. reading a book to the student, or listening to a specific song). It is improbable that such assignments would meet or exceed the guidelines outlined previously. However, teachers will be cognizant of the time limits in the guidelines on the occasions when they choose to assign activities for the family and the student to complete together as homework.

### **Mealtime Environment**

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



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

- **Free Breakfast**

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

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the [Department of Food and Nutrition](http://Department of Food and Nutrition) at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

- **Meal Prices**

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

- **PAYPAMS**

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

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

- **Peanut Allergies**

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

### Parent Academy

The Parent Academy (TPA) is part of the Department of Family Support Services, created to engage and support families in the educational process. TPA helps caregivers become 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,



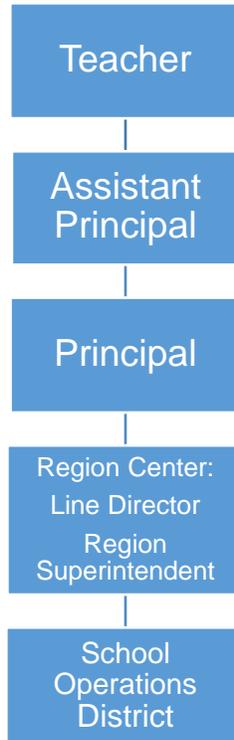
# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

private businesses and neighborhood centers across the county. TPA also provides valuable training and information on relevant topics that impact children's lives, including helping children learn, parenting skills, financial management, health and wellness.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. For additional information, please call The Parent Academy at 305-271-8257.

## Protocol for Addressing Concerns

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



## Recess

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

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

## Safety and Security

- **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

- ***Emergency Operations Plan***

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

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

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

BeSafe Anonymous Reporting System (Insert Flyer)

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

- ***Visitors***

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## **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 special needs students.

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

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

## **Special Education**

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

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

## **Student Records**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

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

A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, as identified in s. 1007.27(2), meets the requirements of this paragraph and does not have to take the EOC assessment for the corresponding course.

## **Student Services**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## 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.

## Toolkits

- [Back to School Toolkit](#)

## Transgender

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

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

## Verifications of Residency

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

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

## Volunteer Program

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

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

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

**APPENDIX A – School Calendars**



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



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

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

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

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

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

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

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

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

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

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

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

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

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

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day
- Recess Day
- Beg/End of Grading Period
- Secondary Early Release
- Legal Holiday

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

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

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

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

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

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

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

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

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

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

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

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

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

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

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

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

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

July 2019				
M	T	W	T	F
1	2	3		5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)  
District-wide Professional Development
- Recess Day
- Beg/End of Grading Period
- Legal Holiday

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

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

HOLIDAYS 2018	
September 3	Labor Day
November 12	Veterans' Day
November 22	Thanksgiving Day

HOLIDAYS 2019	
January 21	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 18	All Presidents' Day
May 27	Observance of Memorial Day

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
10	17	22	17	15	17	19	16	10	11	22	19	21	0
TOTAL: 81					TOTAL: 62				TOTAL: 73				
<b>TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216</b>													

\*Teachers may opt to work one or two days, August 14, 15, 2018, in lieu of any of the teacher planning days except August 17, 2018, and the designated District-wide Professional Development Days, October 26, 2018 and November 6, 2018. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

\*\*August 1, 2019 is a Teacher planning day; not available to opt.



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK  
**APPENDIX B –Commonly Referenced State of Florida House Bills  
and School Board Policies**

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

**Academics**

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
  
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
  
- 2370.01 – VIRTUAL INSTRUCTION
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
  
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
  
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
  
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
  - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
  - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.
  
- 5410 - STUDENT PROGRESSION PLAN
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

- **3213 - STUDENT SUPERVISION AND WELFARE**
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
- **5540 - INVESTIGATIONS INVOLVING STUDENTS**
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- **5772 - WEAPONS**
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- **7217 - WEAPONS**
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- **8405 - SCHOOL SAFETY**
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.
- **8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES**

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

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

- **5112 - ENTRANCE REQUIREMENTS**
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - Original birth certificate
    - Verification of age and legal name
    - Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
    - Two (2) verification of parent/legal current residence (address)



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- **5114 - FOREIGN STUDENTS**

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

- **5320 – IMMUNIZATION**

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

### **Animals on District Property**

- **8390 - ANIMALS ON DISTRICT PROPERTY**

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

### **Anti-Discrimination Policy**

- **3362 - ANTI-DISCRIMINATION/HARASSMENT**

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

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

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

- **5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- **5517.01 – BULLYING AND HARASSMENT**

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

- **5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**

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

## **Attendance Policy/School Hours**

- **5200 – ATTENDANCE:**

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

- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**

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

- **5230 - LATE ARRIVAL AND EARLY DISMISSAL**

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

- **8220 - SCHOOL DAY**

- The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
- The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## **Ceremonies & Observances**

- **8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**

- Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

## Class Size

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

## Clinic

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

## Code of Student Conduct

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

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

## **Digital Conversion/Social Media**

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

## **Equal Opportunity**

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

## **Fieldtrips/School Social Events**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- 5850 - SCHOOL SOCIAL EVENTS
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

## Financial Obligations

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

## Food & Nutrition/Wellness Policy

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

## Fundraising

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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

## Health Screening

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

## Homework

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

## Internship

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

## Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

- This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.
- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

### Parent Involvement

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- 9210 - PARENT ORGANIZATIONS
  - 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.

### School Transportation/Bus Safety Conduct

- 8600 – TRANSPORTATION



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## PARENT/STUDENT HANDBOOK

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

### Special Education

- 2460 – EXCEPTIONAL STUDENT EDUCATION

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

### Student Activities

- 5845 - STUDENT ACTIVITIES

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

### Student Records/Access to Student Records

- 8330 - STUDENT RECORDS

- Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.

- 8350 - CONFIDENTIALITY

- A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

### Student Services

- 2290 - CHARACTER EDUCATION

- The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

- 5530 - DRUG PREVENTION

- Schools shall strive to prevent drug abuse and help drug abusers through educational means.
- The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

### Title I School-wide Program

- 2261 - TITLE I SERVICES

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Visitors

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

## Volunteer Program

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

