



JOHN I. SMITH K-8 CENTER #5101, 10415 NW 52ND STREET, DORAL, FL 33178  
305.406.022/. WWW.JISK8.NET|@JISFALCONS|IG|#IAMJISK8

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# **PARENT AND STUDENT HANDBOOK**

## **2023-2024**

**PRINCIPAL**  
MARIBEL RIVERA

**ASSISTANT PRINCIPALS**  
TARVANEISHA HOPE  
VICKY PESTANA



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

Ms. Mari Tere Rojas, Chair  
Mr. Danny Espino, Vice Chair  
Mr. Roberto J. Alonso  
Ms. Lucia Baez-Geller  
Dr. Dorothy Bendross-Mindingall  
Ms. Mary Blanco  
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Dr. Steve Gallon III  
Ms. Luisa Santos

Student Advisor  
Zahara-Marie Ronizi

**SUPERINTENDENT OF SCHOOLS**

Dr. Jose L. Dotres

**OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE**

Dr. John Pace III  
**Deputy Superintendent**



## **Vision Statement**

*Inspired, valued, educated, and empowered students thriving in and beyond the classroom*

## **Mission Statement**

*To provide relevant learning experiences that foster life-long curiosity and enable ALL students to achieve their full academic, personal, and civic potential.*

## **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 focus on meeting our students' diverse needs and supporting them in fulfilling their potential.*

**Innovation** - *We encourage risk-taking, creativity and adaptability to new ideas and methods that will support and elevate student learning.*

**Accountability** - *We celebrate our successes, learn from our failures, and embrace challenges as we strive towards continuous improvement.*

**Joy** - *We accept individuals for who they are, encourage them to engage with one another authentically, and cultivate welcoming environments that promote fun and excitement*





# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Dr. Jose L. Dotres

**Miami-Dade County School Board**

Mari Tere Rojas, Chair

Danny Espino, Vice Chair

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Monica Colucci

Dr. Steve Gallon III

Luisa Santos

August 1, 2023

Dear Parent/Guardian:

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), I would like to welcome you and your child to the 2023-2024 school year. Students enrolled in M-DCPS can expect to receive a world-class education in an "A"-rated school district. M-DCPS celebrates students' unique abilities while fostering curiosity and creativity in a safe and secure learning environment, making it your best choice in education.

This Parent/Student Handbook outlines the major policies, procedures, and expectations that guide student life in our District. I encourage you to familiarize yourself and your children with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein. We have made every effort to ensure that this handbook contains the most up-to-date and accurate information. However, please note that changes or updates may occur throughout the school year. In such cases, we will communicate any revisions promptly to keep you well-informed.

It is also 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 mobile application on your mobile device and by following us on social media (Twitter @mdcps, Facebook at Miami Schools, or Instagram @miamischools). 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,

Dr. Jose L. Dotres  
Superintendent of Schools



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## Message from the Principal

Dear JIS Families,

I would like to give you a warm welcome to the 2023-2024 school year!

Our school is once again an “A” rated school by the Florida Department of Education! As the proud Principal of JISK8, I look forward to a great year, full of new and exciting learning opportunities. Our staff is re-energized and ready to connect with our students as we SOAR to Success.

During the summer months, we opened our campus for Summer Camp 305 and have worked tirelessly as we transitioned our eighth-grade teachers to the Main Campus. Finally, all the upper academy students will attend the Main Campus and the middle school will no longer be at the Middle Learning Center (MLC).

I believe that our school is an extension of home. Therefore, your support and our collaboration are extremely important for the success of our students. I would like to encourage you to support our Falcons Family by joining our amazing PTSA by visiting our website at [www.jisk8.net](http://www.jisk8.net) . Your contributions make it possible to provide our students and teachers with incentives throughout the school year.

Finally, stay informed by following us on social media *@jisfalcons* and visiting our website for the most up-to-date information including the monthly calendar of activities.

Thank you for your continuous support and I look forward to a great school year!

Respectfully,



Maribel Rivera  
Principal



## **John I. Smith K-8 Center School Mission Statement**

We, at John I. Smith K-8 Center, pledge to create an environment where everyone feels safe, valued, and accepted. We commit to implement technology to improve, enhance, engage, and stimulate learning for students of all cultures.

We strive to prepare productive citizens for tomorrow by being productive citizens today.



# JOHN I. SMITH K-8 CENTER

*Home of the Falcons*

## Staff Roster 2023-2024

HR	RM	TEACHERS	PROG	SUBJ	PA/Ext.
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### LOWER ACADEMY

PRE-KINDERGARTEN					
FS1	66	Estrella, Jeannie			3660
FS1	66	Quiles, Sara (Para)			3660
FS2	67	Velazquez, Sara			3670
FS2	67	Allain, Jeannette (Para)			3670

KINDERGARTEN					
K01	29	Hendricks, Paula	REG/SPED	ALL	7029
K02	31	Manigat, Jacqueline	ELL	ALL	7031
K03	24	Espinosa, Lissette	EFL	ALL	7024

FIRST GRADE					
101	23	Gamboa, Marlen	REG/SPED	ALL	7023
102	21	Villanueva, Ana	GIFT/CAMB	ALL	7021
103	34	O'neil, Maria	EFL	ALL	7034
104	32	Calderon, Johanna	ELL	ALL	7032
ESE	PLC20	Leonardo, Danny	ESE		2020

SECOND GRADE					
201	111	Bell, Michelle	CAMB	ALL	4111
202	109	Ranero, Michelle	GIFT/CAMB	ALL	4109
203	128	Castro, Jacqueline	EFL	ALL	4128
204	125	King, Sara	REG/SPED	ALL	4125
205	126	Quintero-Gomez, Monica	ELL	ALL	4126
ESE	PLC20	Leonardo, Danny	ESE Resource		2020

THIRD GRADE					
301	80	Cochrane, Paula	GIFT/CAMB	ALL	3800
302	71	Naranjo, Raquel	CAMB	R/W	3710
303	69	Cabrera, Maria	REG/SPED	M/SC/SS	3690
304	72	Diaz, Milagros	REG/SPED/ELL	M/SC/SS	3720
305	79	Rojas, Gabriela	ELL	R/W	3790
ESE	78	Figueredo, Janelle	ESE Resource		3780

ESE					
76		Arencibia, Ines	#2150		3760

RM	ADMINISTRATION				EXT
Elem	Rivera, Maribel (Principal)				2111
Elem	Hope, Tarvaneisha A/P Prek-4 gr				2130
Elem	Pestana, Vicky A/P 5-8 gr				2175

HR	RM	TEACHERS	PROG	SUBJ	PA/Ext.
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### LOWER ACADEMY

FOURTH GRADE					
401	34	Arrocha, Marta	REG/CAMB	R/W	2340
402	35	Herrera, Yanaisy	REG/SPED	M/SC/SS	2350
403	42	Cabo, Emilia	CAMB	R/W	2420
404	43	Loureiro, Magda	GIFT/CAMB	M/SC/SS	2430
405	32	Soto, Silvia	ELL	ALL	2320
ESE	31	Caballero, Vivianna	ESE Resource		2310

FIFTH GRADE					
501	49	Coto-Gonzalez, Melissa	CAMB	M/SC/SS	2490
502	48	Bryant, Kimberly	REG/SPED	R/W	2480
503	52	Castillo, Maria	GIFT/CAMB	M/SC/SS	2520
504	51	Morell, Angela	REG	R/W	2510
505	107	Max, Fanny	ELL	M/SC/SS	4107
506	106	Rios, Dora	SPED/REG	R/W	4106
ESE	129	Baez, Suzette	ESE Resource		4129

### UPPER ACADEMY

SIXTH GRADE					
601	208	Rapado, Nicole		ELL/SC	8208
602	221	Sabina, Gisele		MATH	8221
603	227	Marrero, Magaly		SS	8227
604	205	Morffi, Renato		SPA	8205
	205	Magua, Wendy			8205

SEVENTH GRADE					
701	225	Urgell-Perez, Raquel		SS	8225
702	207	Fierro, Jaime		PE	8207
703	204	Gomez, Joseph		SC	8204
704	203	Moreno, Larybett		ELL	8203
705	202	Palomino, Grace		ELA	8202
	223	Villar, Katy		MATH	8223

EIGHTH GRADE					
801	226	Esquenazi, Sonia		SS/DANCE	8226
802	201	Gonzalez, Carlos		ELA	8201
803	209	Villanueva, Gilbert		SC	8209
804	222	Olibrice, Arold		MATH	8222
805	228	Montoya, Rossana		ART	8228
ESE	224	Malone, Keonta		ESE/IR	8224



RM	COUNSELORS		EXT
38	Nolan, Elizabeth	PK-G5	2250
95	TBA	G6-G8	3095

MEDIA CENTER/DEAN OF STUDENTS		EXT
MC	Almeida, Isabella	2123

RM	ART DEPARTMENT		PA/EXT
19	<i>Smith, Elizabeth</i>	LA	1190
228	Montoya	UA	8228

RM	MUSIC	PA/Ext
18	De Quesada, Gloribel	1180
	TBA	

SEC	SECURITY	
CAFE/BLG 3, 8	Cruz, Yanita	
CAFÉ/BLG 2,4	Perez, Yeimy	
FRONT/BLG 1	Gutierrez, Odalys	
PLC	Garcia, Zenaida	
	TBA (PT)	

OFFICE		EXT
Prin Sec/Registrar	Morillo, Maylin	2119
Attendance	Castro, Viviana	2117
CSS	Menendez, Ana	2133
Data Input	Mancenido, Marcela	2100
Treasurer	Gonzalez, Marie	

LOC	CAFETERIA	EXT
Main	Del Toro, Michelle	
Main	Gonzalez, Roberto	
Main	Henriquez, Diomaris	
Main	Hernandez, Josefa	
Main	Mar, Mayte	
Main	Martinez, Viviana	
PLC	Silva, Milagros	

RM	BILINGUAL/ ESOL	PA/EXT
87	<i>Gari, Yendi ELL (chairperson) x2139</i>	3870
123	Wilson, Liset	4123
130	Pallais, Milton	4130
93	Morffi, Renato	4120

SEC	PARA PROFESSIONAL	EXT
ESOL	Soriano Maine, Janet	
SPED	Doria, Maria	
SPED	Guevara, Monica	
SPED	TBA	

RM	PE DEPARTMENT	PA/EXT
PE	Cocurull, Ralph	4142
PE	Fierro, Jaime	4142

RM	STUDENT SERV. SUPPORT	PA/Ext
76	Staffing Specialist	2150
75	Murrieta, Catherine - Psychologist	2129
44	Castellon, Jenny - Social Worker	2151
74	Medina, Elaine - Speech	2128

AFTER-SCHOOL CARE		EXT
Manager	Morillo, Maylin	2119
Asst. Mangr	Cattani, Maria	2116

LOC	CUSTODIANS
PLC	Acosta, Omara
BLDG. 3	Alvarez, Ariana
BLDG. 1	Cruz, Yanita (Lead)
BLDG. 8	Henriquez de Perdomo, Diomaris
BLDG. 1	Perez, Yeimy (Head)
BLDG. 4	Silva, Milagros
Grounds	Villar, Luis
Café Main	Perdomo, Francisco
Café PLC	Mas, Silvia (PT)
	Del Toro, Michele (PT)



## School Information

- **Early Sign Out**

The early release of students causes disruption to the instructional environment and 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 to class. Excessive tardiness may result in loss of privileges, detention, parent conference, and/or suspension.

- **Lost and Found School Policy**

Please be sure your child's name is clearly written in his/her wallet, purse, coat, sweater, raincoat, lunch box, etc. Many of these articles are lost and unclaimed each year. Lost articles may be claimed from the Lost and Found Storage located in the Main Office when properly identified. Items that remain in the Lost and Found for more than 3 weeks will be donated to the schools "Go-Green" Box.

- **Opening and Closing Hours of Schools**

**Doors open at 7:45 a.m. for all students. Breakfast is served daily and at no cost.**

- Student Drop-Off Locations

- Pre-K – Main Entrance: southeast circular driveway
- Kindergarten and 1st Grade: Morgan Levy Park – north back entrance of the school
- 2nd Grade – 5th Grade: Main Entrance – southeast circular driveway
- 6th – 8th Grade: Morgan Levy Park – north back entrance of the school

- School Hours – Students are to arrive on time.

- Pre-K – 8:20 a.m. – 11:20 a.m. or 1:50 p.m.
- Kindergarten and 1st Grade – 8:20 a.m. – 1:50 p.m.
- 2nd – 8th Grade – 8:35 a.m. – 3:05 p.m.
- **WEDNESDAY- dismissal is at 1:50 p.m. for all students (including MLC)**



## Important Dates

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	September 22, 2023	November 10, 2023
2	December 1, 2023	February 2, 2024
3	February 23, 2024	April 26, 2024
4	May 17, 2024	June 21, 2024

### **Academic Programs – Student Progression Plan (SPP), School Board Policy 5410**

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.

### **Accidents and Illness**

The health and physical well-being of all our students is a matter of great concern to everyone. If a child is injured or ill at school, everything possible will be done to make him/her comfortable and administer first aid as needed. Parents will be notified immediately and must make arrangements to pick up their child from school. If parents cannot be contacted, arrangements must be made with a person listed on the Emergency Contact Form. PLEASE MAKE SURE THAT WE HAVE CURRENT TELEPHONE NUMBERS FOR ALL EMERGENCY CONTACT PERSONS.

If your child has a medical condition such as diabetes, asthma, or anything that may affect his/her well-being in school, such as during physical education, a statement of his/her condition must be obtained from the physician to inform school personnel of your child's medical problems so that his/her activities can be modified as needed.

In addition, his/her teachers will be made aware so that you may be notified immediately in case an emergency arises.

### **Assessments**

Authentic assessments are used to guide instruction and evaluate students' learning. These include portfolios, response journals, interactive notebooks, rubrics, checklists, presentations, interviews, explorations, hands-on labs, simulations, etc.

- **WIDA**

The WIDA Consortium draws on multiple theories and approaches in an effort to describe language use in academic contexts; this is the language that language learners must acquire and negotiate to participate successfully in school. These multiple theories and approaches form a theoretical foundation that supports the WIDA standards framework. This document articulates that theoretical foundation. The standards framework consists of five components. Some of these



components are expressions of a particular philosophy, while others are explicit representations of knowledge. The five components are:

• Can Do Philosophy • Guiding Principles of Language Development • Age-appropriate Academic Language in Sociocultural Contexts • Performance Definitions • Strands of Model Performance Indicators.

The Can-Do Philosophy and the Guiding Principles of Language Development can be found on the WIDA website ([www.wida.us](http://www.wida.us)). The other three components are set out in the 2012 Amplification of the English Language Development Standards, Kindergarten-Grade 12, which is also available on the WIDA website.

*The Stanford Achievement Test (SAT)* is administered to all kindergarten through second graders for Reading Comprehension and Mathematics skills.

- *Interim Assessments*

The Interim Assessment Program (IA) is an integrated assessment system designed to help classroom teachers monitor their students' attainment of the curriculum benchmarks outlined in Florida's Next Generation Sunshine State Standards (NGSSS), which provides our students with an authentic practice test experience in preparation for state assessment programs.

This Interim Assessment Program Guide provides an overview of procedures to administer the paper-based and computer-based (CBT) version of the Interim Assessment tests.

- *End-Of-Year Assessments (EOC)*

The EOC assessments measure student achievement of the Next Generation State Standards (NGSSS) as outlined in the course description. All students enrolled in one of the targeted courses, Algebra 1, Geometry, and Civics, or an equivalent, must participate in the EOC administration regardless of the students' grade level.

## **Attendance**

- *Absences/Tardy Policies*

Although daily attendance is of great importance, for the sake of other classmates' health, children should not come to school if they are suffering from cold symptoms, headache, nausea, fever, or any disease or condition. Your child's success at school is dependent upon regular and consistent attendance.

John I. Smith K-8 Center has established the following attendance policy in accordance with the Miami-Dade County Public School Board Rule 6Gx13-5A-1.041. Please review the following guidelines. Every absence should be followed by a note stating the reason(s) for the absence. When a student is absent for three (3) consecutive days, the student's parent should contact the teacher to provide an explanation for the absences and the student must bring a doctor's note upon his/her return to school.

- *Unexcused Absence Procedures*

- On the second unexcused absence, the student is to receive a warning from the teacher.
- On the third unexcused absence, parent contact will be made.



- On the fifth excused/unexcused absence, the student must be referred to their respective Assistant Principal.
- Students who accumulate five (5) or more unexcused absences in a semester course or ten or more absences in an annual course may have grades withheld on the report card until a parent conference takes place.
- Students with ten (10) or more unexcused absences in an annual course or five (5) or more unexcused absences in a semester course will be referred to their respective Assistant Principal.

The following are considered excused absences:

- Student illness
  - Medical appointments
  - Death in the family
  - Observance of a religious holiday
  - School related activities that have been pre-approved by the Principal
  - Subpoena by a law enforcement agency or a mandatory court appearance
  - Referral to the Student Success Center
- *Excessive Tardies Procedures*
    - On the second unexcused tardy, the student is to receive a warning by the teacher.
    - On the third unexcused tardy, parent contact will be made.
    - On the fourth unexcused tardy, a detention will be issued.
    - On the fifth unexcused tardy, the student will be referred to their respective Assistant Principal. A student/parent conference will be scheduled.

Once students have submitted a valid excuse for absences, they are responsible for requesting make-up assignments from all teachers within three days and must submit the make-up assignments by the designated deadline provided by the teacher.

### **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 240 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 54 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 294 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 \$60 per week or \$55 per week discounted rates for sibling or free/reduced lunch discounts; the cost of Middle School Enrichment after school care is \$60 per week and \$55 per week discounted rates for sibling or free/reduced lunch discounts; the cost of before school care is \$30 per week and the cost of Summer Camp is \$125.00 per week or \$115 per week discounted rates for sibling or free/reduced lunch discounts. These programs are offered by one of five 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)
- South Florida After-School All Stars (SFASAS)

### **Bilingual Programs**

- *English for Speaker of Other Languages (ESOL)*

English for Speakers of Other Languages (ESOL) is a program for students whose native language is other than English and who are classified as less than independent in English. It is a language arts program which includes listening comprehension, oral expression, pronunciation, reading, and writing, as it supports the skills and concepts presented in the regular English curriculum.

- *Spanish For Spanish Speakers (Spanish-S)*

Spanish for Spanish Speakers (Spanish-S) is a kindergarten through grade twelve language arts program which enables students to become functionally literate in Spanish by reinforcing and acquiring skills focusing on oral expression, reading, and writing. This instructional program is a comprehensive, sequential spiral governed by the structure of the Spanish language, with development of functional proficiencies in all language arts as its primary goal. The program reflects present day Hispanic societies and cultural heritage.

Although the development of literacy skills forms a major portion of the program, significant attention is also devoted to growth in the language so as to extend the language of the home and neighborhood to a level of maximum usefulness in the world of work. The program is open to any student whose proficiency in Spanish allows him/her to profit from the program. At the elementary level, Home Language Arts in Spanish is synonymous with Spanish-S.

- *Elementary Spanish as a Second Language (Spanish-SL)*

Elementary Spanish as a Second Language (SPANISH-SL) emphasizes oral use of the language in everyday childhood experiences. At all levels, learners develop skills within contexts that build an understanding of Hispanic cultures. These skills reinforce the development of cognitive and affective skills. Reading and writing serve not only to reinforce control over the oral language but also to develop literacy skills. This program is offered in grades 2-5.

- *Curriculum Content in The Home Language (CCHL)*

In elementary schools, Curriculum Content in the Home Language (CCHL) is designed to provide, in a language other than English, selected basic skills and concepts which are generally offered



only in English. Such instruction in the home language complements each curriculum in English and is offered where there are limited English proficient students and in special programs.

### **Bookbags**

For safety concerns, students are not permitted to bring rolling bookbags or bookbags with wheels to school. Rolling bookbags are a safety hazard for students and occupy a lot of the hallway space.

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

Bring Your Own Device allows students, parents, staff and guests to utilize 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. More information about the BYOD program as well as minimum device specifications for those that are considering purchasing a device can be found at <https://digital.dadeschools.net>

### **Bullying Prevention**

Miami-Dade County Public Schools is committed to providing a safe learning environment for all students and therefore all allegations of bullying/harassment are taken seriously. When concerned about bullying or harassment behaviors, contact your child's teacher immediately. You can verbally report your concerns and/or fill out the [Bullying and Harassment Reporting Form](#). If the problem should continue to persist, notify the school's principal. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services staff at the District office. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:30 a.m. - 4:00 p.m., Monday through Friday. Students and parents may also report bullying through our Districts anonymous online bullying reporting system available on the student and parent portals. Additional information regarding bullying and harassment can be found on the Student Services [website](#).

### **Closing of School**

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

### **Code of Student Conduct**

The School Board of Miami-Dade County, Florida, approved The Code of Student Conduct (COSC). The 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 COSC 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 COSC addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore teachers, counselors



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

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places – including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities – where appropriate school administrators have jurisdiction over students.

Principals are authorized to take administrative action whenever a student's

off-campus conduct poses a threat or danger to the safety of other students, staff, School Board members, any other members of the District Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression and assembly; and publications. It also outlines parents' rights in regard to assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the District.

The Code of Student Conduct can be accessed by going to the following website: <http://ehandbooks.dadeschoolbtols.net/policies/90/index.htm>. If you do not have access to the Internet, you may go to your child's school and request to review the Code of Student Conduct manual.

Please take the time to review and discuss the importance of the *Code of Student Conduct* with your child or children. After reviewing the *Code of Student Conduct*, you and your child/children must sign, date, and return the *accompanied* Parent Receipt and Acknowledgement Form to your child's school within 5 school days.

### **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 17 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 the Office of Community Education, at 305-817-0014.

### **Comprehensive Student Services Program**

The Division of Student Services implements the Comprehensive Student Services Program, serving students from Pre-K to Adult. Through collaborative efforts with community agencies, students' academic, personal/social and career development needs are addressed through a team-based approach. An integrated team of uniquely trained Student Services professionals deliver direct services to students. 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.

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-816-0436.

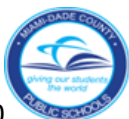
### **Conduct**

The goal of "A City Within a School" is to provide a warm, caring environment where everyone can experience success, realizing that each is an important member of the school community. To help attain this goal, we teach all students the core values of citizenship, cooperation, fairness, honesty, integrity, kindness, pursuit of excellence, respect, responsibility and conflict resolution application.

John I. Smith K-8 Center students are expected to show respect for themselves, for other students, and for all adults. So that each classroom has a climate in which optimal learning can take place, we expect students to behave in ways that are acceptable and conducive to learning.

The Code of Student Conduct has been developed by the Miami-Dade County Public Schools and can be found on the world wide web at [www.ehandbooks.dadeschools.net](http://www.ehandbooks.dadeschools.net) or <http://ehandbooks.dadeschools.net/policies/90/index.htm>.

This publication describes in detail the procedures for parents, students, and schools to work cooperatively to foster positive interpersonal relationships and maintain a school environment free of disruptions that interfere with teaching and learning activities.



Misbehavior on the part of a student can usually be corrected when the home and school work cooperatively. When a child misbehaves, we try to determine the reason for the misbehavior. The following procedures will be followed when the child's conduct interferes with his/her learning or the learning of other students:

#### Initial Misbehavior

1. Teacher-student conference
2. In-class disciplinary action
3. Parent contact/after-school detention

#### Repeated Misbehavior

1. Parent conference
2. Principal/Assistant Principal disciplinary action to include indoor/outdoor suspension

**All parents/guardians must sign the Acknowledgement of Responsibility and return to school within three days of receiving the John I. Smith K-8 Center Parent/Student Handbook. This is a separate form from the Acknowledgement Parent/Student Handbook Form.**

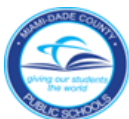
#### Detention

When an after-school detention is necessary, parents will be notified as to the time and the reason before the child is detained. If the first detention is not served by the student, there will be an automatic second detention assigned.

#### Discrimination/Harassment

The School Board has a prohibition against discrimination and harassment based on age, 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. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of which prohibits all forms of sex discrimination and unwelcomes sexual conduct. 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, and persistent. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly.

#### Dismissal



- **Bicycles/Skateboards**

Bicycles/skateboards must be parked in the designated bike cage by the Bus drop-off/Pick-up area. All bicycles/skateboards should be locked. In the event that it is raining, we urge you to return to pick up the bicycle/skateboard as soon as the weather permits. Remember parents, the law requires children to wear helmets. **Scooters will not be permitted in the school.** Children must walk bicycles/skateboards on the school grounds and on the sidewalks adjacent to the school. The school will not be liable for bicycles, skateboards, or any items that are lost or stolen.

- **Walkers**

Many children walk to and from school. For their information and safety, review these safety considerations with them:

- a. Take the safest route to school and home.
- b. What to do if it rains.
- c. Friends they can walk with.
- d. Strangers in cars, what should they do?

Older brothers and/or sisters attending John I. Smith K-8 Center should not be made responsible for younger siblings in kindergarten or first grade at dismissal time. The children in these grades cannot be kept in the classroom or the office until older brothers or sisters are dismissed at 3:05 p.m. Students may not remain in, or return to, the building after dismissal to wait for siblings or friends.

**UNDER NO CIRCUMSTANCES SHOULD ANY STUDENT REMAIN IN THE BUILDING OR RETURN TO THE BUILDING AFTER DISMISSAL. ALL STUDENTS ARE EXPECTED TO LEAVE SCHOOL GROUNDS WITHIN 15 MINUTES FOLLOWING DISMISSAL TIME, EXCEPT FOR STUDENTS WHO ARE ENROLLED IN THE AFTER-SCHOOL CARE PROGRAM.**

### **DISMISSAL FOR RAINY DAYS**

It is most important that all children understand the plan for rainy days. These plans must be made in advance with your child so that he/she understands exactly what to do in the event of inclement weather. Children will not be allowed to call home to make any rainy day arrangements.

- Parents will be able to park and come to the exit doors of the dismissal locations.
- A portable mic/sound system will be available at the exit doors and designated staff will call the student once the parent has arrived
- Once you give the name of the child to the person calling the students, please step aside for other parents to give their child's name.
- Older siblings will report to their younger sibling's classroom. They will remain in the class and follow the procedures for the grade level of the younger sibling.
- Walkers will report to the cafeteria and will be dismissed once the weather allows for a safe dismissal. If alternate plans can be made to pick up your child, please inform your child's teacher via email.

Parent pick-up will be as follows:

### **BACK OF THE SCHOOL DISMISSAL - MORGAN LEVY PARK:**

Parents may park at the Morgan Levy parking lot and walk to the door of the PLC to pick up Kindergarten & 1<sup>st</sup> and 6<sup>th</sup>, 7<sup>th</sup>-grade and 8<sup>th</sup> grade students.





## FRONT OF THE SCHOOL - MAIN ENTRANCE

Parents may park at the visitor's parking lot in the front of the school and walk to the main entrance doors to pick up Pre-K and 2nd – 5<sup>th</sup>-grade students.

### *Student Drop-Off Pick-up*

#### **Arrival Procedures**

To ensure the safety of students and staff during the arrival process, the following procedures have been established according to the needs of students.

- All doors open at 7:45 a.m.
- Prekindergarten students report to their classrooms.
- All Kindergarten and first grade students arriving before 8:15 a.m. report to the Primary Learning Center (PLC) and/or cafeteria in the PLC for breakfast.
- Students in second through eighth-grade report to the cafeteria for breakfast or directly to the designated arrival location where they will be supervised until their teacher arrives to pick them up. After eating breakfast, 2<sup>nd</sup>-grade through 5<sup>th</sup> grade will wait for their teachers in the cafeteria and 6<sup>th</sup>-8<sup>th</sup> grade students will report to the assigned homeroom class.
- For the safety of all students, parents are not allowed in the building during arrival. Parents are asked to drop off their children in the designated “PARENT DROP-OFF/PICK-UP” area. Please drive all the way down so as to accommodate the maximum number of vehicles. Parking and/or leaving cars unattended is not permitted in this area.
- Unfortunately, parking is very limited. The Doral Park Country Club has requested that cars not park across the street from the school. Additionally, the City of Doral Police has requested that we do not use the area for parking.
- The breakfast program begins at 7:45 a.m. and ends at 8:15 a.m. Children are expected to be seated in their homeroom classes by 8:20/8:35 a.m. for the opening exercises. **Any student arriving after this time is tardy and must report to the office for a pass!**
- After 8:35 a.m., other than the front entrance, all doors and gates will remain locked for security purposes and the safety of the students and staff.

#### **Dismissal Procedures**

To ensure the safety of students and staff during the dismissal process, the following procedures have been established according to the needs of students.

- Parent Pick-Up students will remain with their teacher in their designated dismissal area until picked up by a parent. All students will be under the supervision of staff at all times.
- Pre-kindergarten parents will pick up their children from the classroom at 11:30 a.m./1:35 p.m. daily. After this time, these students will remain with their teachers in the “**PARENT DROP-OFF/PICK-UP**” area.
- Students in Kindergarten, first, sixth, seventh, and eighth grade will be picked up behind the school at Morgan Levy Park's circular driveway in the “**PARENT DROP-OFF/PICK-UP**” area (5304 NW 102nd Ave, Doral, FL 33178).
- Students in second through fifth grade must be picked up by the circular driveway in front of the main campus in the “**PARENT DROP-OFF/PICK-UP**” area (10415 NW 52nd St, Doral, FL 33178)



- Students in the elementary campus with younger siblings will report to their younger siblings' dismissal location and remain there to be picked up by their parent.
- Students riding buses will be escorted by their teachers to the bus area at dismissal for safe boarding procedures.
- Students in kindergarten through eighth grade will be escorted to the **"PARENT DROP-OFF/PICK-UP"** area by teachers to wait for parents. **Parents are not allowed in the building and are urged not to block the dismissal area in order to move the flow of student traffic safely.** Students not picked up within fifteen minutes after dismissal will be escorted to the sitting area directly in front of the main office.

**Please be reminded that on Wednesday all students are dismissed at 1:50 p.m.**

### **Early Dismissal**

Parents must report to the Main Office to receive children who are to be dismissed prior to dismissal times. Students cannot be dismissed early from their classrooms without approval from the office staff. Office personnel will call for students; parents/guardians are responsible for signing students out after showing proper identification. (K-1<sup>st</sup> grade students may not be picked up early after 1:20 pm; grades 2–8 students may not be picked up early after 2:30 pm). Please note that students will only be released to the persons listed on the Emergency Contact Form which is completed by the parents and kept in the office.

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.

### **EESAC**

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision-making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC's function is to bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.

Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are available in the Miami-Dade County Public Schools' Meeting Directory.

### **Elevator**

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

### **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The form should be completed by the registering parent. 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.





The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form with regard to pick up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. 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 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. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on 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 on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>.

#### **Exceptional Student Education/Section 504**

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

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school and/or the Office of Educational Services and ESE at [ESE@dadeschools.net](mailto:ESE@dadeschools.net). Staff from the Office of Educational Services and ESE and/or your child's school site administrative team will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

#### **Festivities**

Two school culminating activities per year are permitted by the School Board: one prior to Winter Recess and the other prior to the end of the year. **Birthday parties are not permitted.** However, students' birthdays are recognized daily over closed-circuit television during morning announcements.

#### **Field trips**



All fieldtrips must be approved by the Principal and Region Superintendent. Participation in fieldtrips requires that the student present a field trip form signed by the parent/guardian to his/her teacher(s) in advance. The district continues to follow pandemic, such as COVID-19, health and safety guidance from local health officials/experts, Center for Disease Control and Prevention (CDC), and the Florida Department of Education. The approval for out-of-country/out-of-state trips can be contingent on this guidance.

Field trips are utilized to enhance the curriculum by providing students with related experiences beyond the classroom. In order for students to participate in field trip activities, the following must be met:

- Parents must complete the Parent Permission for Field Trip Form sent home by the teacher and return it before the deadline.
- Parents may pay for field trips using the OSP on-line system to cover the cost of fees and transportation by the due date. Money that has not been received by the due date will prevent the student from participating in the field trip. **REFUNDS WILL NOT BE ISSUED.**
- Students must wear appropriate school attire, school spirit shirt and pants, for all field trips.

**Younger brothers and sisters are not allowed to participate with parent chaperones because the bus does not carry insurance for these youngsters.**

Any students not participating in a field trip will be assigned to another teacher's class with appropriate class work. When a field trip is scheduled, it is not an excused absence to stay home. **It is very important that parents adhere to field trip collection deadlines. We will not be able to collect any money past the specified dates. Also, parent chaperones must be cleared as a school volunteer in order to accompany their child on a field trip.**

Please do not ask the office staff to place money, forms or any other items in a teacher's mailbox as we do not accept any type of deliveries for students or staff. Students must hand deliver required documents to his/her teacher by the due date.

## Grading

Grades are distributed four times a year – once every nine weeks. Three types of grades are given: academic, effort, and conduct. The grading symbols for grades 1-8 are as follows:

<u>Academic</u>	<u>Number Value</u>	<u>4 Point Scale</u>
A – Outstanding Progress	90 – 100%	3.50 – 4.00
B – Above Average Progress	80 – 89%	2.50 – 3.49
C – Average Progress	70 – 79%	1.50 – 2.49
D – Lowest Acceptable Progress	60 – 69%	1.00 – 1.49
F - Failure	0 – 59%	0 – 0.99

## Effort

- 1 – Outstanding
- 2 – Satisfactory
- 3 – Needs Improvement

## Conduct

- A - Excellent
- B - Good
- C – Satisfactory
- D – Improvement Needed
- F – Unsatisfactory Progress

The grading symbols for Kindergarten are as follows:



**E – Excellent**

**S – Satisfactory**

**N – Needs Improvement**

### **Guidance Services/Counselor**

Our school counselors provide individual and group counseling when recommended by a teacher or are necessary due to circumstances in a child's life.

We also urge our parents to visit with our counselors for consultation. The counselors can act as liaison for the parent, teacher, and/or administration.

Our counselors work with community organizations to coordinate presentations in order to educate students on social and character development. Students are acknowledged for model behavior through the "Falcon of the Month" program.

### **Health and Safety Protocols**

Parents must conduct a daily health screening of their child for signs and symptoms of communicable disease, including Covid-19 prior to sending their child to school. If the child presents symptoms, please keep the child home and seek medical attention.

### **Health Requirements for School Entrance**

Florida law requires that your child present immunization documentation prior to admittance or attendance in a Florida school for the first time. This applies to all new students in pre-kindergarten through the 12<sup>th</sup> grade. You must present a Florida Certificate of Immunization, HRS Form 680-Part A, B or C, when registering your child for school. NOTE: In addition, parents of children enrolling in kindergarten, first, second or third grades for the 1998-99 school year or later must provide documentation of two measles immunizations.

The "Florida Plan for School Health Services" also requires that all students (PK-12) submit documentation of a student Health Examination performed within the 12 months prior to initial entry into a Florida School. A student Health Examination (HRS-H Form 3040), including proof of tuberculin skin tests, reading of test, and appropriate follow-up, should be completed and signed by a licensed practicing physician and presented to the school at the time of registration.

Please consult your private physician or usual source of health care for the above requirements before registering your child for school. If you do not have a private physician or other source of health care, contact one of the Health Care Centers. (A list is available in the main office at the Main Campus.) Please have your child's record of immunization with you at the time of your appointment.

Emergency contact form must be completed and signed by the child's parent or guardian. If you have any address or phone number changes, please notify the school. This may save your child's life!

### **Homework**

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



Home learning is required for all students. It should be done neatly with papers headed properly with name, date, and subject. Home learning provides an opportunity for remedial skills, developmental practice, enrichment activities, and development of study skills and self-discipline. Home learning assignments are not given to introduce new work, but to reinforce skills which have been taught previously in the classroom. It is assigned five days a week, for a minimum of fifteen to thirty minutes each day as follows:

<u>Grade Level</u>	<u>Frequency of Assignments</u>	<u>Total Daily Average</u>
K – 1	Daily (5 days a week)	30 minutes
2 – 3	Daily (5 days a week)	45 minutes
4 – 5	Daily (5 days a week)	60 minutes
6 – 8	Daily (5 days a week)	75 minutes

In addition to the teacher's assignment, on a daily basis, children are required to:

- Read for pleasure. Students must read a minimum of 30 minutes per evening (in kindergarten, students should be read to since they are unable to read independently. In grades 1-8, students should be encouraged to read independently). The Media Specialist can assist you with library books or other related materials.
- Write and study mathematics-addition, subtraction, and multiplication facts. Children must know their facts with speed and accuracy.
- If possible, set aside a special quiet place and time either in the afternoon or early evening for study time or reading for pleasure. This will foster good work habits and improve reading ability. Parents are encouraged to limit television viewing by students so that this time can be devoted to reading. Additionally, parents should assure that their children are not listening to radios, stereos, or television programs while working on home learning assignments.
- If your child consistently has no home learning assignments, spends an unusual amount of time on home learning assignments, or is experiencing difficulty, please request a conference with his/her teacher. After three missed home learning assignments students will receive a detention to make up assignments.

### **Honor Roll/Recognition Ceremonies**

Honor rolls are an effective means of motivating and recognizing effort, citizenship, academic performance, and perfect attendance. Recognition Ceremonies are held twice a year to recognize our students for their efforts utilizing the criteria listed below.

#### **Principal's Honor Roll**

Academic Average	All A's (4.0 average)
Effort	All 1's
Conduct	All A's (4.0 average)

#### **Superior Honor Roll**

Academic Average	All A's and B's (3.5 average)
Effort	All 1's
Conduct	All A's and B's (3.5 average)



### **John I. Smith Honor Roll**

<i>Academic Average</i>	<i>All A's and B's (3.0 average)</i>
<i>Effort</i>	<i>All 1's</i>
<i>Conduct</i>	<i>All A's and B's (3.0 average)</i>

### **Conduct Honor Roll**

<i>Academic Average</i>	<i>C or D (1.0 or above)</i>
<i>Effort</i>	<i>All 1's and 2's</i>
<i>Conduct</i>	<i>All A's (4.0)</i>

### **Citizenship Award**

An award is presented to one student each nine-week period for demonstrating good citizenship.

### **Instructional Materials**

Should a parent find Parents that would like to express concerns regarding any educational/library materials may file an objection regarding non-adopted instructional and library/media center and other educational materials by visiting the Instructional Materials link under the parent tab at their school's website or by clicking on the Instructional Materials link on the Dade schools website.

### **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. At the high school level, interscholastic programs are offered at most senior high schools.

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

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

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

### **Health and Safety Protocols**

Parents must conduct a daily health screening of their child for signs and symptoms of communicable disease, including Covid-19 prior to sending their child to school. If the child presents symptoms, please keep the child home and seek medical attention.



## Health Requirements for School Entrance

Florida law requires that your child present immunization documentation prior to admittance or attendance in a Florida school for the first time. This applies to all new students in pre-kindergarten through the 12<sup>th</sup> grade. You must present a Florida Certificate of Immunization, HRS Form 680-Part A, B or C, when registering your child for school. NOTE: In addition, parents of children enrolling in kindergarten, first, second or third grades for the 1998-99 school year or later must provide documentation of two measles immunizations.

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Please consult your private physician or usual source of health care for the above requirements before registering your child for school. If you do not have a private physician or other source of health care, contact one of the Health Care Centers. (A list is available in the main office at the Main Campus.) Please have your child's record of immunization with you at the time of your appointment.

Emergency contact form must be completed and signed by the child's parent or guardian. If you have any address or phone number changes, please notify the school. This may save your child's life!

## Homework

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

Home learning is required for all students. It should be done neatly with papers headed properly with name, date, and subject. Home learning provides an opportunity for remedial skills, developmental practice, enrichment activities, and development of study skills and self-discipline. Home learning assignments are not given to introduce new work, but to reinforce skills which have been taught previously in the classroom. It is assigned five days a week, for a minimum of fifteen to thirty minutes each day as follows:

<u>Grade Level</u>	<u>Frequency of Assignments</u>	<u>Total Daily Average</u>
K – 1	Daily (5 days a week)	30 minutes
2 – 3	Daily (5 days a week)	45 minutes
4 – 5	Daily (5 days a week)	60 minutes
6 – 8	Daily (5 days a week)	75 minutes

In addition to the teacher's assignment, daily, children are required to:

- Read for pleasure. Students must read a minimum of 30 minutes per evening (in kindergarten, students should be read to since they are unable to read independently. In grades 1-8, students should be encouraged to read independently). The Media Specialist can assist you with library books or other related materials.





- Write and study mathematics-addition, subtraction, and multiplication facts. Children must know their facts with speed and accuracy.
- If possible, set aside a special quiet place and time either in the afternoon or early evening for study time or reading for pleasure. This will foster good work habits and improve reading ability. Parents are encouraged to limit television viewing by students so that this time can be devoted to reading. Additionally, parents should assure that their children are not listening to radios, stereos, or television programs while working on home learning assignments.
- If your child consistently has no home learning assignments, spends an unusual amount of time on home learning assignments, or is experiencing difficulty, please request a conference with his/her teacher. After three missed home learning assignments students will receive a detention to make up assignments.

### **Honor Roll/Recognition Ceremonies**

Honor rolls are an effective means of motivating and recognizing effort, citizenship, academic performance, and perfect attendance. Recognition Ceremonies are held twice a year to recognize our students for their efforts utilizing the criteria listed below.

#### **Principal's Honor Roll**

Academic Average	All A's (4.0 average)
Effort	All 1's
Conduct	All A's (4.0 average)

#### **Superior Honor Roll**

Academic Average	All A's and B's (3.5 average)
Effort	All 1's
Conduct	All A's and B's (3.5 average)

#### **John I. Smith Honor Roll**

Academic Average	All A's and B's (3.0 average)
Effort	All 1's
Conduct	All A's and B's (3.0 average)

#### **Conduct Honor Roll**

Academic Average	C or D (1.0 or above)
Effort	All 1's and 2's
Conduct	All A's (4.0)

#### **Citizenship Award**

An award is presented to one student each nine-week period for demonstrating good citizenship.

### **LGBTQ Support**

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. 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. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have access to all aspects of school life in ways that preserve and protect their dignity.



### **Mealttime 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](http://nutrition.dadeschools.net) for details on menus, programs, and services.

- ***Free Student Meals***

All students enrolled in district managed sites will have access to school meals at no charge.

- ***Meal Program Information***

All school meal program flyer with information for parents will be posted on the school's website and at [nutrition.dadeschools.net](http://nutrition.dadeschools.net).

- ***Meal Prices***

<b>Breakfast</b>	<b>Lunch</b>
All Students No Charge	All Students No Charge
Adults \$ 3.00	Adults \$ 5.00

- ***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 expand school and community-based mental health services and resources to ensure ongoing coordination of services to further support the emotional and mental well-being of students. The programs in place provide prevention initiatives, intervention services for students and family support for students who may be experiencing a mental health challenge. Students in need of intensive services can receive support from contracted agencies at no cost to families. For assistance contact your child's school, the Parent Assistance Line at (305) 995-7100 or visit <https://mentalhealthservices.dadeschools.net/#!/fullWidth/3939>.

School principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination and school or law enforcement personnel must make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, except where there is an imminent danger to the student or others.





## Newsletter/Calendar

The publications include school news, a calendar outlining projects, special events, and meetings for your participation and/or information.

- **Connection Newsletter**

M-DCPS Office of Communications publishes a monthly newsletter dedicated to M-DCPS parents. Please visit <https://www.engagemiamidade.net/families> where you can find the latest issue as well as archived issues from the previous year.

## Parent Conferences

Parents are encouraged to request a conference whenever they feel the need. However, in order to expedite this matter, it's important to involve the necessary personnel. Therefore, when the concern is regarding any issue related to the classroom, parents are asked to first contact the teacher and arrange for a conference. When you wish to arrange a conference with your child's teachers, please send a note to the teacher and indicate a date and time which is convenient for you or call the Main Office and leave a message for the teacher to contact you. Teachers are usually available for scheduled conferences each afternoon after students are dismissed. Parent conferences should not interfere with classroom instruction. This includes arrival and dismissal times when teachers are supervising students. If, after a parent/teacher conference, the problem is still unresolved, please feel free to contact the assistant principal of that grade level. Remember that **Miami-Dade County School Boards Policy requires that all visitors report to the Main Office before going into the building.** This is for your child's safety; Please comply with this request.

## Parental Involvement – Ways Parents Can Help

Parents are our children's first teachers. It is through developing a partnership of school and home that John I. Smith K-8 Center can nurture a true family atmosphere. For this reason, we have made parents and community an integral part of the school. Teacher/parent communication takes place on an ongoing basis and trust is built to keep the lines of communication open between the school and home.

A Parent Resource Center has been established to encourage parents to actively participate in the education of their children.

Other programs are available to strengthen parental responsibility and involvement through encouraging parents to:

- Serve on the Educational Excellence School Advisory Council (EESAC)
- Work as Dade Partners and/or school volunteers
- Serve on an Advisory Council
- Participate in offered workshops
- Learn technology applications along/side-by-side with their children
- Serve as room parent
- Join PTA/PTSA

## Parent Portal

Parents/Guardians of all Miami-Dade County Public Schools students have access to the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). In order to access portal information, parents must first establish a parent user account. You will need your child's student ID number and a parent pin



number to create an account. To receive your parent pin number, you must bring in proper identification to the Main Office at the main campus. The office staff will be able to print out your parent pin for you. Once an account has been established, personal information can be seen and updated, and student information, including grades, attendance, and bus route information. The portal links to *Parent Resources* and to sites such as *The Parent Academy*, *Schools of Choice*, etc.

### **Parent/Teacher/Student/Association (PTSA)**

The greatest portion of your child's day is spent at school. His/her growth and development is our joint responsibility. Working and planning together for the good and welfare of our children is the function of the PTSA. We, therefore, urge you to become an active member in helping to further the goal and growth of our PTSA. Please support our school, join our PTSA at [www.jispta.com](http://www.jispta.com). Together, we can do so much!

### **Prekindergarten Programs**

M-DCPS offers a variety of prekindergarten programs throughout the District. Parents should contact their home school for the available options for Pre-K students. For additional information on VPK or Head Start/Early Head Start Programs, parents may contact the Department of Early Childhood Programs at 305-995-7632. Parents may also access information at <https://earlychildhood.dadeschools.net/#!/fullWidth/3451>. For information on Pre-K ESE Programs, parents should contact 305-271-5701 or visit [prekese.dadeschools.net](http://prekese.dadeschools.net) to learn more about programming for children with disabilities.

### **Progress Reports/Report Cards**

Official Progress Reports are sent home at the mid-point in each marking period. This notification provides parents with the opportunity to schedule a conference with the child's teacher to explore ways progress may be improved, if necessary.

Report cards are issued every nine weeks. They provide a basis for parent-child evaluation of progress and plans for improvement. **Parents are to retain their copy of the report card and return the envelope with their signature the next day.** Please contact a teacher at any time if there is uncertainty or concern about a child's progress.

### **Promotion/Retention**

Pupil promotion is based on achievement of instructional goals and the ability to function at the next grade level academically, socially, and emotionally. Minimum standards for promotion have been established in the District's Pupil Progression Plan. The average student should perform well above these standards. Parents of students having serious academic difficulties will be contacted and a plan of action for improvement will be jointly developed in order to assist the child.

### **Prekindergarten Programs**

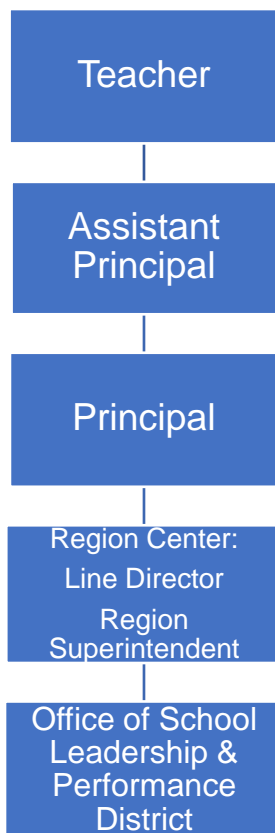
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### **Protocol for Addressing Parental Concerns**

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



### **Public-Private Collaboration**

Requests for private instructional personnel to collaborate with public instructional personnel in the educational setting should be directed to the principal for application of District procedures.

### **Recess**

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



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

## **Safety and Security**

- ***Emergency Drills***

Six emergency drills, to include active shooter, hostage situations, bomb threats, and other potential emergencies will take place during the school year in accordance with Florida Administrative Code 6A-1.0018(15). All occupants of building where an emergency drill is held are required to participate. The first emergency drill must take place within the first 10 days of the opening of schools, whereas all remaining drills must occur at least every 45 days that school is in session. 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.

- ***Emergency Operations Plan***

Student and employee safety is an utmost priority of the Miami-Dade County Public School (M-DCPS) System. The District Emergency Operations Plan (EOP) was created to provide District staff, school administration and personnel with the knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include emergency drills (active shooter, 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
- Students will not be released during a lockdown. If you need to pick up your child 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 provided the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

Be Safe Anonymous Reporting System (Insert [Flyer](#))  
FortifyFL (flyer in Appendix D)

- ***Fire Drills (Evacuation Drills)***



Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, 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 must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- **Lockdown Procedures**

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

- **Threat Assessments**

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessments. Schools must establish a Threat Assessment Team comprised of an administrator, counselor, teacher, and law enforcement officer. The schools utilize a problem-solving approach to harm prevention that involves assessment and intervention with students who threaten violence or harm. When a preliminary determination is made, that a student poses a threat of violence the team shall further convene to determine the best course of action. Authorized members of the team may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services as applicable. Threat assessments and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. All 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.

## **Safety Patrol**

The School Safety Patrol is made up of our students. They serve the very important function of making it safer for our students on our school grounds. Their primary purpose is to direct children safely.



All of our students are expected to follow the Safety Patrols' directions. It is considered an honor to be selected for the School Safety Patrol. Students on the Safety Patrol must be recommended by their classroom teacher. The requirements are as follows:

- The student must have average or above average grades; 2.0 G.P.A. or higher.
- The student must demonstrate a sense of responsibility and fairness.
- The student must have conduct grades of B or above.

### **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 Class Picture Process**

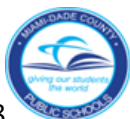
The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff.

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

### **School Transportation**

Miami-Dade County Public Schools will transport approximately 35,000 students a day this school year, using a fleet of 999 buses on 800 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 should log on the BusPlannerWeb and view the bus assignment. The information is updated nightly, and a link is provided on the parent portal. Parents/guardians are encouraged to check the BusPlannerWeb 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.

### **School Curriculum and Special Programs**

The curriculum at John I. Smith K-8 Center is exciting as well as challenging. All schools in Miami-Dade County use the Next Generation Sunshine State Standards and BEST Common Core State Standards. At John I. Smith K-8 Center, high expectations for students are set and maintained. The master schedule is designed so that teachers at each grade level are able to plan together. This practice assures that all children on a particular grade level are exposed to the same material, same instructional techniques and similar assessments. Teaching and learning takes place with a “hands-on, minds-on” approach that engages students in problem solving as well as higher-level thinking skills activities. Additionally, students are tested weekly through “performance-based” assessments that require a learner to demonstrate application of a concept so that teachers can be assured of true mastery. Setting these high standards for our students enables us to ensure that each child is working toward his/her maximum academic potential. Reading, Language Arts, Writing, Social Studies and Science are our core subject areas of study. Additionally, we offer the following specialized programs:

### **Cambridge Program**

At John I. Smith K-8 Center, we offer the Cambridge Program to our students from first grade to eighth grade in Language Arts, Math and Science. Our Cambridge Program is an authentic combination of the best current teaching practices and materials with resources, tools and books from Cambridge and other reliable sources whose unique objective is to elevate the quality of our students' education in languages, math and science.

With the Cambridge Program, students have to demonstrate deep understanding and core knowledge of the subject. They develop higher order thinking skills so that they can apply what they've learned in special assignments and integrated academic projects. Students are also exposed to interesting, enriching and rigorous learning supported by technology for research and presentation.

The Cambridge Program helps students become confident, responsible, reflective, innovative and engaged, ready to tackle the demands of tomorrow's world and capable of shaping a better world for the future.

### **School Rules**

It is our goal to create an atmosphere that is friendly, cooperative, and conducive to learning. Since certain understandings are necessary to achieve this environment, as well as to protect the health and safety of our students, we have established the following school rules:

- **Students must follow directions the first time given.** Cooperation, self-control, and respect for adults and other students are behaviors that are expected from each student. Use of profanity or name-calling is prohibited.
- **Students are expected to walk to and from their designated areas at all times.** This includes dismissal time.
- **Hands, feet, and objects are to be kept to one's self.** Fighting or play wrestling is not allowed at any time and will result in immediate suspension.





- **A hall pass from the classroom teacher is required upon leaving the classroom for any reason.** Students found in the hallways unescorted without a hall pass will be issued an after-school detention.
- **Gum, candy and/or toys are not allowed to be brought to school.** Gum, candy, and/or toys will be confiscated from students and returned only to parents.
- **Writing on or defacing school property, buildings, walls, desks, books, etc., is not allowed.** Students who violate this rule will be responsible for clean-up, repair, or replacement if necessary and will receive a consequence as a result. Students will receive a referral/SCAM form that becomes a part of his/her permanent record.
- **The restrooms should be kept neat and clean. All trash must be disposed in trashcans.**

### 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.

### School Volunteer Program

The School Volunteer Program matches the resources of members of the community with the needs of our schools to support the District's goal of student achievement. School Volunteers bring with them many diverse skills and talents that are tailored to the needs of the students and the community. Each year, more than 30,000 volunteers share their time and talents enriching the lives of students in our schools.

To Become a School Volunteer:

1. Visit <https://www.engagemiamidade.net/volunteers>
2. Complete the online volunteer registration (**Raptor**).
3. Receive email approval from the School Volunteer Office.

Once you're approved, **CHECK-IN** at your school as a **VOLUNTEER** to track your time and school volunteer activity.

### Steps to Managing Your Volunteer Hours

#### Who Can Volunteer?

- Students- M-DCPS students; college/university students charter/private school students





- Parents - Guardians, primary caregivers
- Employees - Administrators, teachers, and staff of M-DCPS;
- Community Members and Organizations - businesses, retirees, local organizers, community and faith-based organizations, alumni, and college students

### **The M-DCPS 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 on topics that impact children's lives, including helping children learn, parenting skills, financial management, and health and wellness.

The M-DCPS 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, neighborhood centers, and community agencies across the county.

Parents can participate in virtual and in-person sessions that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on the M-DCPS Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call the M-DCPS Parent Academy at 305-271-8257 and follow them on Facebook and Instagram "Parent Academy Miami" and on Twitter "@ParentAcadMiami".

### **Uniforms (Mandatory Program)**

Pursuant to the rules of the Miami-Dade County Public School, John I. Smith K-8 Center has met the requirements of the mandatory school uniform policy. Therefore, all students are required to wear the approved uniform, which has been selected by the School Uniform Committee. Please visit our school website at [www.jisk8.com](http://www.jisk8.com) or contact the Main Office or classroom teacher for more information. In addition to the mandated uniform, closed shoes are to be worn to avoid injuries. **Jeans are NOT part of the school uniform (ONLY to be worn on Spirit Fridays) and may not have holes.**

Parents or guardians may request an exemption from the mandatory uniform program by obtaining an application for exemption from the school office, either in person or by a letter to the principal. Please contact the school office for an exemption application. Each Friday (or the last day of the school week) we celebrate Spirit Day at John I. Smith K-8 Center. On this day, students and staff may wear the school T-shirts (Middle school students Gray Falcon polo) and blue jeans (no holes). We feel that this is a fun, casual way to end the week. However, we must, at the same time, continue to adhere to the Miami-Dade County Public School Board's dress code which prohibits written messages, pictures, or symbols on clothing that portray ideas which are harmful to the health, safety and welfare of students. **Tube tops, see-through blouses, bare backs, bare midriffs, and sleeveless undershirts (tank tops) are also inappropriate and not permitted for Spirit Day.**

Uniforms may be purchased at any store of choice; however, School Spot Uniform Company is the uniform supply store carrying the approved uniform to be worn at John I. Smith K-8 Center. It is important to note that whenever parents decide to purchase the uniform, the following standards must be observed:





## John I. Smith K-8 Center NEW-Uniform Policy 2023-2024

John I. Smith K-8 Center is a mandatory uniform school.  
Please ensure that your child comes to school every day in the appropriate uniform.

LOWER ACADEMY: GRADES PK-5	
TOPS	BOTTOMS
Polo shirts in <b>gray, navy blue</b> or <b>white</b> with the uniform patch on the left side (sold by PTSA)	Girls - khaki shorts or pants Boys – khaki shorts or pants No leggings
Navy blue sweater plain or with the school logo (sold by PTSA)	
2023-2024 JIS Spirit Shirt (sold by PTSA)	
UPPER ACADEMY: GRADES 6-8	
TOPS	BOTTOMS
Oxford powder blue or white shirt with school logo on the left side for boys and girls	Navy-blue pants for boys and girls  No leggings
Gray sweater with the school logo (sold by PTSA)	
2023-2024 JIS Spirit Shirt (sold by PTSA)	

### REMINDERS:

- **Bookbags:** No rolling bookbags allowed.
- **Belts:** Belts are strongly encouraged. Solid black or solid brown may be worn.
- **Shoes:** Sneakers or closed style shoes. (Open-toed shoes, sandals or crocs are NOT allowed.)
- **Socks:** Socks must be worn.
- **Pants:** Pants must be uniform quality. Jeans and stretch pants/leggings are not part of the uniform policy. On Spirit Days, jeans may be worn with no holes.
- **Sweaters:** JISK-8 Center sweaters with the school logo are sold by the PTSA.

### Elementary (Main Campus)

#### Uniform for Students in Pre-K through Fifth Grade

BOYS UNIFORM	COLOR	GIRLS UNIFORM	COLOR
Shorts/Pants	Khaki	Shorts/Pants	Khaki
Shirts (Polo Style)	Navy Blue/ Gray/White	Shirts (Polo Style)	Navy Blue/Gray/White
School Logo	Falcon Logo	School Logo	Falcon Logo
School T-Shirts*	Sold by PTSA	School T-Shirts*	Sold by PTSA



Sweaters & Jackets	Navy Blue Cardigan	Sweaters & Jackets	Navy Blue Cardigan
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\*Mandatory for field trips and Spirit Fridays

Shorts must be at knee length.

School Logo must be worn on the left side of the chest on all polos, jumpers, jackets and sweaters.

ONLY NAVY-BLUE SWEATERS are permitted. You may purchase the JISK8 sweaters from the PTSA online store.

Jeans and spirit shirts are allowed to be worn on field trips and on Spirit Fridays ONLY.

Closed shoes are to be worn to avoid injuries.

### Middle (Middle Learning Center)

#### Uniform for Students in Sixth through Eighth Grade

BOYS UNIFORM	COLOR	GIRLS UNIFORM	COLOR
Pants Only	Navy Blue	Pants Only	Navy Blue
Shirts (Oxford)	Blue/White	Shirts (Oxford)	Blue/White
School Logo	Falcon Logo	School Logo	Falcon Logo
Shirts (Polo Style) *	Grey (Sold by PTA)	Shirts (Polo Style)	Grey (Sold by PTA)
Jackets	Grey (Sold by PTA)	Jackets	Grey (Sold by PTA)

\*Mandatory for field trips and Spirit Fridays

School Patch must be worn on the left chest on all oxford shirts.

Jeans (with no holes) and spirit shirts (Polo Style) are allowed to be worn on Spirit Fridays ONLY.

No jeans with holes are allowed.

Sweaters – **ONLY JISK8 gray sweaters** (purchased from PTSA online store).

Closed shoes are to be worn to avoid injuries.

#### Physical Education Clothing (Middle Learning Center)

Students are to dress out for physical education in the required PE uniform-**ONLY JISK8 official PE Uniform (purchased from PTSA online store)**. Students are to wear their PE t-shirt under their regular uniform on days in which they have PE.

#### 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 Florida Statute 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under Florida Statute 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 volunteer:



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:

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

We gladly welcome the services of parents, grandparents, and community members who would like to volunteer some of their time in our school. This is an opportunity to assist teachers in the classrooms, chaperone field trips, and become part of the total school program. Please first register as a volunteer at the Miami-Dade County Public Schools website, then report to the Main Office to be approved. All volunteers must sign in the Volunteer Book before reporting. If interested in becoming a volunteer, please call the Main Office 305-406-0220 for more information.

### **Withdrawals and Transfers**

A student who transfers from one school to another within the county must secure the transfer from the sending school before he/she can be admitted to the new school. The parent who registered their child must apply for the transfer in person and must provide one of the following items as verification of a changed residence:

- Broker's or attorney's statement of parents' purchase of residence
- Current Florida Power and Light (FPL) bill or deposit receipt showing new address
- Properly executed lease agreement.

Parents unable to furnish the school with any of the above documents must be referred to the Region Office. If it becomes necessary to withdraw a student, please notify the school at least one day in advance. At that time, all necessary procedures will be explained. We also must ensure that all textbooks and library books, lunch accounts, Pre-K fees, and After-School Care and Community School Program fees are accounted for, and that no money is owed prior to withdrawing your child.



## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
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	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 <sup>a</sup>
25	26	27	28	29

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 <sup>a</sup>
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
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	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 <sup>a</sup>
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10 <sup>a</sup>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Available to opt
	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2023-2024 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY  
MIAMI, FLORIDA  
(Revised – 06/26/23)**

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 5, 2024	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 15	End first semester and second grading period
January 18	Teacher planning day; no students in school
January 19*+ #	Begin third grading period; second semester
January 22	All Presidents Day; holiday for students and employees
February 19	Teacher planning day; no students in school
March 22*+ #	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 25-29	End third grading period; second semester
April 9	Teacher planning day; no students in school
April 10*+ #	Begin fourth grading period; second semester
April 11	Observance of Memorial Day; holiday for students and employees
May 27	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school
June 7	

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 11, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, 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, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, 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 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.





## **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.
- **2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**
  - No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information.
  - 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. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.
- **2417 – REPRODUCTIVE HEALTH AND DISEASE EDUCATION**
  - The School Board shall provide comprehensive reproductive health and disease education to secondary students.
  - Parents will be notified in advance when the reproductive health and disease lessons will be taught in the classroom and encouraged to review the program content and instructional materials.





- Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.
- 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.
- 2432 – DRIVER EDUCATION
  - The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.
- 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, SCHOOL LIBRARY/MEDIA CENTER, AND OTHER EDUCATIONAL MATERIALS
  - Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.
  - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain a list of materials available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.
- 2623 - STUDENT ASSESSMENT
  - Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.



- State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
- Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.
- **5410 - STUDENT PROGRESSION PLAN**
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

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

- **1139 – EDUCATOR MISCONDUCT**
  - Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.
- **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.
  - Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
  - Staff members shall provide proper instruction in safety matters.
  - Any parent with a concern regarding the implementation of the provisions of F.S. 1001.42(8)(c) may file a written complaint with the principal of their child's school.
- **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 or private 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 or private 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. Parents have the right to access SESIR data and to receive timely notification of threats, unlawful acts, and significant emergencies, certain arrests of employees. Student identification cards issued by the District to students in grades 6 through 12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines. Drills for active assailant and hostage situations shall be conducted at least as often as emergency drills and fire drills.
- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE
  - The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms (see Policy 8420.01); and exposure as a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.
  - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District



resources.

- **FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM**

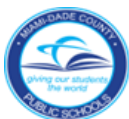
- FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFL has also been placed on each school site information page.

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

- **5112 - ENTRANCE REQUIREMENTS**

- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
  - Original birth certificate
  - Verification of age and legal name
  - Proof of a physical examination by an approved health care provider including a tuberculosis health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
  - Verification of parent/legal current residence (address)
- Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.
- The school shall abide by information provided by the parent who completes the initial registration documents or “registering parent”. Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Parents have the right to change the registering parent by agreement. Any subsequent change to the registering parent listed in the District’s student information system must be verified by both parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another District school. Any parent contesting the information on the initial registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an *Agreement to Change of Registering Parent Form* (FM-7600) at any time.

- **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.
  - The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine including COVID-19 vaccine booster shots to help protect against the virus.

### **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**

- **5517 – PROHIBITION ON DISCRIMINATION AND HARASSMENT AGAINST STUDENTS BASED ON PROTECTED CATEGORIES**
  - 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 and 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. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972.
  - This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related



or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

- **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.
- This policy is also incorporated by reference into the *Code of Student Conduct*, and supersedes any existing policy, guideline, or Board policy regarding bullying and harassment that may be inconsistent with this policy. These policies apply to all students in the District.
- This policy does not replace the District's current policy prohibiting harassment on the basis of 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, and pregnancy.

- **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, except 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 of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the District's Title IX Sexual Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.
- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

## **Attendance Policy/School Hours**

- **5200 – ATTENDANCE**

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



- Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.
- Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.
- **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 registering parent –shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters.
- **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 CEREMONIES/OBSERVANCES AND MOMENT OF QUIET REFLECTION**





- 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. The principal of each school shall require teachers in the first class period of the school day in all grades to set aside at least one (1) minute, but not more than two (2) minutes, daily, for moment of silence, during which time students may not interfere with other students' participation. The amendments prohibit a teacher from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence and require each teacher in the first class period of the day to encourage parents and guardians to discuss the moment of silence with their children and make suggestions as to how their children can best use this time.

### **Class Size**

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

### **Clinic**

- 5330 – STUDENT 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. 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**
  - Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The *Code of Student Conduct Elementary*, *Code of Student Conduct Secondary*, and the *Post-Secondary Code of Student Conduct*, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.
  - The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for the maintenance of appropriate student behavior are issued by memorandum from District administration.
  - The Superintendent shall make the Code of Student Conduct available to all students and their parents.
- **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 schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

#### **Digital Conversion/social media**

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



effective, safe, productive, and instructionally sound uses of network information and communication tools.

### **Equal Opportunity**

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.
- 5111.01 - HOMELESS STUDENTS
  - The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". 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 (FAPE) in public schools 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. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness and shall remove barriers identifying homeless children and youth.

### **Fieldtrips/School Social Events**

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
  - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.
- 5850 - SCHOOL SOCIAL EVENTS
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS



- Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

### **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.
- The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.

- **8531 - STUDENT MEALS**

- All students will receive school meals (breakfast and lunch) at no charge during School Year 2023-2024 as the district will continue with the United States Department of Agriculture's Community Eligibility Provision.

### **Fundraising**

- **5830 – STUDENT FUNDRAISING**

- Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
- No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.



- 6605 – CROWDFUNDING

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

- 9211 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

- 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. While homework should provide opportunities for students to reinforce what is taught in the classroom, the assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge. Homework assignments should engage students in purposeful, relevant learning that meets their academic needs, with assignments emphasizing quality and depth over length and repetition. Homework is not to be assigned as punishment.

### **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**
  - The District's program of interscholastic athletics shall include 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. Middle school/K-8 center athletic teams may not play out-of-county or against out-of-county teams within the county. All students shall be permitted to select their own school team sports activities without duress or interference by any employee.
  - All high schools may become members of and be governed by the Florida High School Athletic Association (FHSA) rules and regulations.
- **5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE**
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- **5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet programs/schools that are subject to specific admissions requirements and 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. Controlled open enrollment transfers are subject to approval by the Region Superintendent.

## **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.
- **5780 – PARENTS' BILL OF RIGHTS**
  - The Parents' Bill of Rights contains information about School Board policies to support strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. See also <https://parentsbillofrights.dadeschools.net/>.



- **9210 - PARENT ORGANIZATIONS**

- The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

### **Pledge of Allegiance**

- **8810 - THE AMERICAN FLAG AND OFFICIAL MOTTO OF THE STATE OF FLORIDA**

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

### **Privacy**

- **2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

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

### **Schools of Choice/Magnet Schools**

- **2370 - MAGNET PROGRAMS/SCHOOLS**

- Magnet programs/schools expand school choice, address declining enrollment, reduce overcrowding, comply with Federal and State mandates, meet parent/student interests, enhance education quality, and foster diverse student enrollments. These unique educational programs operate within the District, with extra resources and services offered to students beyond a single attendance boundary area.

### **School Transportation/Bus Safety Conduct**

- **8600 – TRANSPORTATION**

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

### **Exceptional Student 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 (SP &P).
- 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 INFORMATION, RECORDS, AND PRIVACY RIGHTS
  - In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational 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 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 – Schoolwide Program**

- **2261 - TITLE I SERVICES**

- The School Board elects to augment the educational program of disadvantaged students through the use of Federal funds, in accordance with the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized under the Every Student Succeeds Act of 2015. The ESEA is based on four (4) basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on proven educational methods. Parents of participating students are encouraged to be involved in programs, activities, and procedures that are planned and implemented to support children's academic growth.

### **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.

- **7540.06 – 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 and 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.



## APPENDIX C – Parents' Bill of Rights



# PARENTS' BILL OF RIGHTS

## P

### arent Rights and Responsibilities Under Florida Statutes:

1. Pursuant to s. 1002.20(3)(d) and Board Policy 2417, *Reproductive Health and Disease Education*, a parent has the right to opt his or her minor child out of any portion of the school district's comprehensive health education required under s. 1003.42(2)(n) that relates to sex education instruction in acquired immune deficiency syndrome education or any instruction regarding sexuality. The exemption forms for parents to opt-out can be accessed here for [grades 6-8](#) and for [grades 9-12](#).
2. Pursuant to s. 1002.20(6) and Board Policies 2370, *Magnet Schools* 5131, *Student Transfers and Controlled Open Enrollment*, and 9800, *Charter Schools*, parents are provided with school choice options, including open enrollment.
3. In accordance with s. 1002.20(3)(b) and Board Policy 5320, *Immunization*, a parent has the right to exempt his or her minor child from immunizations.
4. In accordance with s. 1008.22 and Board Policy 2623, *Student Assessment*, a parent has the right to review statewide, standardized assessment results.
5. In accordance with s. 1003.57 and Board Policy 2460, *Exceptional Student Education and Exceptional Student Education Policies and Procedures (SP&P)*, incorporated by reference, a parent has the right to enroll his or her minor child in gifted or special education programs.
6. In accordance with s. 1006.28(2)(a)1. and Board Policies 2510, *Instructional Materials* and 2540, *Instructional Use of Audiovisual Materials*, a parent has the right to inspect school district instructional materials.
7. In accordance with s. 1008.25 and Board Policy 5410, *Student Progression Plan*, a parent has the right to access information relating to the school district's policies for promotion or retention, including high school graduation requirements.
8. In accordance with s. 1002.20(14) and Board Policies 5410, *Student Progression Plan* and 5200, *Attendance*, a parent has the right to receive a school report card and be informed of his or her minor child's attendance requirements.
9. In accordance with s. 1002.23 and Board Policies 2215, *Program of Instruction*, 2510, *Instructional Materials and Resources*, 2540, *Instructional Use of Audiovisual Materials*, 5410, *Student Progression Plan*, and 5200, *Attendance*, a parent has the right to access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.
10. In accordance with s. 1002.23(4) and Board Policy 2125, *Educational Excellence School Advisory Council* and Board Policy 9210, *Parent Organizations*, a parent has the right to participate in parent-teacher associations and organizations that are sanctioned by a district school board or the Department of Education.
11. In accordance with s. 1002.222(1)(a) and Board Policy 2416, *Student Privacy and Parental Access to Information*, a parent has the right to opt out of any district-level data collection relating to his or her minor child not required by law.

Parental rights do not authorize a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law. The parental rights listed above do not prohibit or impede child welfare activities, or any other statutory or legal duties or rights, when performed by a court of competent jurisdiction, law enforcement officer or employees of a government agency.



## APPENDIX D – FortifyFL



# FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

## QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

### Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

### Convenient

Submitting a tip is quick and easy using our mobile app or website.

### Include Photos and Video

You can also include photos or video with your tip report.

## QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



### Your School Officials

The tip report goes to your local school officials when submitted.

### Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.

### State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you 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.

#FORTIFYFL  
GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org





## APPENDIX E – 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:**

<b>AGE</b> - This category prevents denial of employment and/or educational opportunities because of a person's age.	<b>MARITAL STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.
<b>CITIZENSHIP STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.	<b>POLITICAL BELIEFS</b> - 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.
<b>COLOR</b> - 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.	<b>PREGNANCY</b> - This category prevents denial of employment and/or educational opportunities for women who are pregnant.
<b>DISABILITY</b> - This category prevents denial of employment and/or educational opportunities because of a person's physical or mental impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.	<b>RACE</b> - 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.
<b>ETHNIC/NATIONAL ORIGIN</b> - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.	<b>RELIGION</b> - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.
<b>GENDER</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.	<b>SEX</b> - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.
<b>GENDER IDENTITY</b> - 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.	<b>SEXUAL ORIENTATION</b> - 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.
<b>GENETIC INFORMATION (GINA)</b> - 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.	<b>SOCIAL AND FAMILY BACKGROUND</b> - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.
<b>LINGUISTIC PREFERENCE</b> - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.	

**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.

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:	For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:
<b>Office of Civil Rights Compliance (CRC)</b> Executive Director/Title IX Coordinator 155 N.E. 15th Street, Suite P104E Miami, Florida 33132 Phone: (305) 995-1580 TDD: (305) 995-2400 Email: <a href="mailto:crc@dadeschools.net">crc@dadeschools.net</a> Website: <a href="https://www.hrdadeschools.net/civilrights/">https://www.hrdadeschools.net/civilrights/</a>	<b>Division of Special Education</b> 504 Coordinator 1501 N.E. 2nd Avenue, Suite 409 Miami, Florida 33132 Phone: (305) 995-2037 TDD: (305) 995-2400 Email: <a href="mailto:ese@dadeschools.net">ese@dadeschools.net</a> Website: <a href="http://ese.dadeschools.net">http://ese.dadeschools.net</a>

Rev: 07/2020



### 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@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://hrcdadeschools.net/civilrights>

Revised 07/2020

# John I. Smith K-8 Center





# 2023-2024 ACKNOWLEDGEMENT FORM

I acknowledge receipt of the 2023-2024 Parent/Student Handbook and I have read, understand, and have discussed the following with my child.

SCHOOL UNIFORM POLICY  
BUS SAFETY & RULES  
RAINY DAY PLAN  
CAFETERIA RULES  
HOME LEARNING POLICY  
TARDY POLICY  
SCHOOL RULES

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please complete this page and return it with your child to his/her **homeroom teacher** acknowledging that you received the 2023-2024 Parent/Student Handbook.

**Acknowledgment of Receipt and Review**



Each parent/guardian of a student and each student enrolled in Miami-Dade County Public Schools must sign and return this page to the student's school to acknowledge that he/she has accessed the online version or obtained a copy of the Code of Student Conduct. In addition, this page serves as acknowledgement that you have reviewed the Code of Student Conduct with your child. Each school will maintain records of such signed statements.

The online version of the Code of Student Conduct in English, Spanish, and Haitian-Creole can be located in the Parent Portal or by accessing through the following website address:

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

If you do not have internet access to obtain a copy of the Code of Student Conduct, please visit your child's school to obtain a copy.

I acknowledge receipt of the notification regarding accessing or obtaining a copy of the Code of Student Conduct through the Parent Portal or via the internet web address and that I have read and discussed the Code of Student Conduct with my child.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

I acknowledge receipt of the notification regarding accessing or obtaining a copy of the Code of Student Conduct through the Parent Portal or via the internet web address and that I have read and discussed it the Code of Student Conduct with my parent/guardian.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

**RETURN TO STUDENT'S SCHOOL WITHIN FIVE (5) SCHOOL DAYS**  
**UPON RECEIVING NOTIFICATION TO REVIEW THE CODE OF**  
**STUDENT CONDUCT**

