



PARENT AND STUDENT HANDBOOK

2022 - 2023

PRINCIPAL
MARIBEL RIVERA

ASSISTANT PRINCIPALS
CLINTON NEILLY
VICKY PESTANA
ISIS PILOTO



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

Ms. Perla Tabares Hantman, Chair

Dr. Steve Gallon III, Vice Chair

Ms. Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Ms. Christi Fraga

Dr. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Ms. Luisa Santos

Student Advisor

Andrea Pita

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
Perla Tabares Hantman, Chair
Dr. Steve Gallon III, Vice Chair
Lucia Baez-Geller
Dr. Dorothy Bendross-Mindingall
Christi Fraga
Dr. Lubby Navarro
Dr. Marta Pérez
Mani Tere Rojas
Luisa Santos

August 2022

Dear Parent/Guardian:

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2022-2023 school year. Students enrolled in M-DCPS can expect to receive a world-class education in an "A"-rated school system that celebrates their unique abilities while fostering curiosity and creativity in a safe and secure learning environment.

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

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, Facebook, Instagram, etc.). For more information regarding specific resources and activities at your child's school, please contact the school directly and ensure that the school's staff is provided with your most updated contact information.

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

Sincerely,

Dr. Jose L. Dotres
Superintendent of Schools

JLD:ga
L082

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



TABLE OF CONTENTS

Message from Principal

School's Mission Statement

Faculty Roster

School Information

- *Early Sign Out*
- *Late Arrival*
- *Lost and Found School Policy*
- *Opening and Closing Hours of Schools*

Important Dates

- *Interim Progress Report & Report Card Distribution*

Academic Programs – Student Progression Plan (SPP)

Accidents and Illness

Attendance

- *Absences/Tardy Policies*
- *Unexcused Absence Procedures*
- *Excessive Tardies Procedures*

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

Bilingual Programs

- *English For Speakers Of Other Languages (Esol)*
- *Spanish For Spanish Speakers (Spanish-S)*
- *Elementary Spanish As A Second Language (Spanish-SI)*
- *Curriculum Content in The Home Language (Cchl)*

Bring Your Own Device (BYOD)

Bullying Prevention

Closing of School

Community School Program

Comprehensive Student Services Program



Code of Student Conduct

Discrimination/Harassment

Dismissal

- *Bicycles/Skateboards*
- *Rainy Day Dismissal*
- *Students Drop-Off and Pick-up*

Early Dismissal

EESAC

Elevator

Emergency Contact Information

Festivities

Field trips

For the Parents

- *Parent Conferences*
- *Parental Involvement – Ways Parents Can Help*
- *Parent Portal*
- *Parent – Teacher – Student – Association (PTSA)*
- *Newsletter/Calendar*
- *Progress Reports/Report Cards*
- *Promotion/Retention*
- *Detention*

Grading

Guidance Services/Counselor

Health and Safety Protocols

Health Requirements for School Entrance

Homework

Honor Roll/Recognition Ceremonies

- *Principal's Honor Roll*
- *Superior Honor Roll*



- *John I. Smith Honor Roll*
- *Conduct Honor Roll*
- *Citizenship Award*

Internet Acceptable Use Policy

Interscholastic Athletics/Intramurals

LGBTQ Support

Library/Media Center

Mealtime Environment

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

Mental Health Services

Parent Toolkits

- *Back to School Toolkit*

Prekindergarten Program

Protocols for Addressing Concerns

Public-Private Collaboration

Recess

Safety and Security

- *Emergency Operations Plan*
- *Fire Drills*
- *Emergency Drills*
- *Lockdown Procedures*
- *Threat Assessments*
- *Visitors*

Safety Patrol

School Activities/Clubs



School Class Pictures Process

School Curriculum and Special Programs

- *Cambridge Program*
- *Special Education (SPED)*

School Insurance

School Rules

School Transportation

Special Education/Section 504

Student Records

Student Success Centers

Textbooks

The Parent Academy

Uniforms (Mandatory Program)

- *Elementary (Main Campus) - Uniform for Students in Pre-K Through Fifth Grade*
- *Middle (Middle Learning Center) - Uniform for Students in Sixth Through Eighth Grade*
- *Physical Education Clothing (Middle Learning Center)*

Verification of Residency

Volunteer Program

Withdrawals and Transfers

Youth Crime Watch

Appendix A - School Calendars

Appendix B – Florida Statutes and School Board Policies

Appendix C – Disclosure at Time of Registration

Appendix D – Discrimination/Harassment Poster





Message from the Principal

Dear JIS Families,

I would like to give you a warm welcome to the 2022-2023 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 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 305 and have worked tirelessly as we transitioned our seventh-grade teachers to the Main Campus. Although eighth grade will remain in the Middle Learning Center (MLC) for one more year, our vision and expectations are the same throughout both campuses.

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 . 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



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.



Staff Roster



2022-2023

| HRM | RM | TEACHERS | PROG | SUBJ | PA/Ext |
|-------------------------|-------|--------------------------|-----------|---------|--------|
| 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 | 24 | Ranero, Michelle | EFL | ALL | 7024 |
| K02 | 31 | Diez DelosRios, Yoanet | ELL | ALL | 7031 |
| K03 | 29 | Hendricks, Paula | REG/SPED | ALL | 7029 |
| 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 | 16 | Espinosa, Lissette | REG | ALL | 7016 |
| 105 | 32 | Calderon, Johanna | ELL | ALL | 7032 |
| SECOND GRADE | | | | | |
| 201 | 111 | Bell, Michelle | CAMB | ALL | 4111 |
| 202 | 109 | Cabo, Emilia | GIFT/CAMB | ALL | 4109 |
| 203 | 128 | Castro, Jacqueline | EFL | ALL | 4128 |
| 204 | 122 | King, Sara | REG/SPED | ALL | 4122 |
| 205 | 126 | Quintero-Gomez, Monica | ELL | ALL | 4126 |
| THIRD GRADE | | | | | |
| 301 | 80 | Cochrane, Paula | GIFT | ALL | 3800 |
| 302 | 71 | Naranjo, Raquel | REG/ELA | R/W | 3710 |
| 303 | 78 | Cabrera, Maria | REG/SPED | M/SC/SS | 3780 |
| 304 | 72 | Diaz, Miagros | REG/SPED | M/SC/SS | 3720 |
| 305 | 69 | Pastora, Claudia | CAMB | R/W | 3690 |
| 306 | 79 | Rojas, Gabriella | ELL | ALL | 3790 |
| 307 | 88-89 | Pestano, Lourdes | ELL | ALL | 3880 |
| 308 | 90-93 | Quintero, Janelle | IA | ALL | 3930 |
| ESSE | | | | | |
| RM | | | | | |
| 76 | | Arencibia, Ines | #2150 | | 3760 |
| PLC 20 | | Leonardo, Danny | | 4th | 7020 |
| 125 | | Aguiar, Monica | | 2nd | 4125 |
| PLC26 | | Baez, Suzette | | KG/1st | 4130 |
| PLC26 | | Sikah, Lily | | KG/1st | 7026 |
| 129 | | Caballero, Vivianna | | 5th | 4129 |
| 83 | | Widom, Taylor | | 3rd | 3830 |

| HRM | RM | TEACHERS | PROG | SUBJ | PA/Ext |
|-----------------------|-----|------------------------------------|--------------|---------|--------|
| FOURTH GRADE | | | | | |
| 401 | 34 | Arrocha, Marta | REG | R/W | 2340 |
| 402 | 35 | Herrera, Yanaisy | REG/SPED | M/SC/SS | 2350 |
| 403 | 42 | Farnesi, Mireya | GIFT/CAMB | R/W | 2420 |
| 404 | 43 | Loureiro, Magda | GIFT/CAMB | M/SC/SS | 2430 |
| 405 | 32 | Soto, Silvia | ELL | ALL | 2320 |
| FIFTH GRADE | | | | | |
| 501 | 49 | Coto-Gonzalez, Melissa | ELF | 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 | GIFT/CAMB | R/W | 2510 |
| 505 | 107 | Max, Fanny | ELL | M/SC/SS | 4107 |
| 506 | 106 | Rios, Dora | ELL/REG/SPED | R/W | 4106 |
| SIXTH GRADE | | | | | |
| 601 | 225 | Rapado, Nicole | | ELL | 8225 |
| 602 | 222 | Magua, Wendy | | SC/ELA | 8222 |
| 603 | 221 | Sabina, Gisele | | M | 8223 |
| 604 | 207 | Fierro, Jaime | | PE | 8228 |
| 605 | 227 | Marrero, Magaly | | SS | 8227 |
| SEVENTH GRADE | | | | | |
| 701 | 208 | Urgell-Perez, Raquel | | SS | 8208 |
| 702 | 202 | Palomino, Grace | | ELA | 8202 |
| 703 | 203 | Villar, Katy | | M | 8203 |
| 704 | 209 | Gomez, Joseph | | SC | 8209 |
| EIGHTH GRADE | | | | | |
| MLC | | | | | |
| 801 | 230 | Esquenazi, Sonia | | SS/PE | 2436 |
| 802 | 201 | Gonzalez, Carlos | | ELA | 2453 |
| 803 | 223 | Olibrice, Arold | | M | 2223 |
| 804 | 210 | Malone, Keonta | | ESE/IR | 2225 |
| 805 | 234 | Moreno, Larybett | | SS/IR | 2234 |
| 806 | 235 | Villanueva, Gilbert | | SC | 2435 |
| ADMINISTRATION | | | | | |
| RM | | | | | |
| Elem | | Rivera, Maribel (Principal) | | | 2111 |
| Elem | | Pestana, Vicky A/P 6-8 gr | | MLC | 2119 |
| Elem | | Neilly, Clinton A/P Prek-2 gr | | | 2130 |
| Elem | | Piloto, Isis A/P 3-5 gr | | | 2118 |

8/22/2022



| RM | COUNSELORS | EXT. |
|----------|------------------|------------|
| 38 | Nolan, Elizabeth | PK-G5 2250 |
| Elem/MLC | Salinas, Brenda | G6-G8 8201 |

| MEDIA RM | MEDIA CENTER | EXT. |
|----------|-------------------|------|
| | Almeida, Isabella | 2123 |

| RM | ART DEPARTMENT | PA/Ext |
|------------|-------------------------|-----------|
| 19 | <i>Smith, Elizabeth</i> | ELEM 1190 |
| 130 | Montejo, Maria | ELEM 4130 |
| 224/MLC216 | Montoya, Rossana | MLC 8224 |

| RM | MUSIC | PA/Ext |
|-----|----------------------|--------|
| 95 | De Quesada, Gloribel | 3950 |
| 130 | Gonzalez, Susana | 4130 |

| RM | PE DEPARTMENT | PA/Ext |
|-----|-----------------|--------|
| 142 | Cocurull, Ralph | 4142 |
| 142 | Caro, Carlos | 4142 |

| RM | OFFICE | PA/Ext |
|------|-----------------------------|--------|
| Elem | Gil, Sumei / Treasurer | 2112 |
| Elem | Castro, Viviana/ Attendance | 2114 |
| Elem | Morillo, Maylin / Registrar | 2175 |
| PLC | Menendez, Ana/ Comm Sch | 2130 |
| MLC | Mas, Silvia | MLC |

| RM | AFTER-SCHOOL CARE | EXT. |
|----|-------------------|------|
| 82 | Morillo, Maylin | 2126 |
| 81 | Menendez, Claudia | 2120 |

| | CAFETERIA | |
|--|---------------------|--|
| | Del Toro, Michelle | |
| | Gonzalez, Clarivel | |
| | Henriquez, Diomaris | |
| | Martinez, Viviana | |
| | Pupo, Dianelys | |
| | Martinez, Juana | |
| | Marin, Rosany | |
| | Lopez-Mora, Zoila | |
| | Rivera, Lorena | |
| | Montalvan, Ana | |

| RM | BILINGUAL/ ESOL | PA/Ext |
|-----|--|--------|
| 87 | <i>Gari, Yendi ELL (chairperson) x2139</i> | 3870 |
| 121 | Alvarez, Angelica | 4121 |
| 107 | Wilson, Liset | 4107 |
| 120 | Pallais, Milton | 4120 |
| 226 | Morffi, Renato | 8226 |

| SEC | PARA PROFESSIONAL | EXT. |
|------|----------------------|------|
| ESOL | Soriano Maine, Janet | |
| SPED | Gil, Martha Carolina | |
| SPED | Doria, Maria | |
| SPED | Luna, Mireya | |

| SEC | SECURITY | |
|------|-------------------|--|
| Elem | Acevedo, Julio | |
| MLC | Espinosa, Pablo | |
| Elem | Gutierrez, Odalys | |

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

| | CUSTODIANS | |
|--|--------------------------------|--|
| | Acosta, Omara | |
| | Alvarez, Ariana | |
| | Collazo, Lino | |
| | Cruz, Yanita | |
| | Gomez, Lino | |
| | Henriquez de Perdomo, Diomaris | |
| | Perez, Yeimy | |
| | Tamargo, Jacqueline | |
| | Vicente, Yaquelin | |

| | INTERVENTIONIST | |
|------|---------------------|--|
| MLC | Velazquez, Yanieska | |
| Elem | Fabian-Freire, Ana | |

8/22/2022



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 – 7th Grade: Morgan Levy Park – north back entrance of the school
- 8th Grade: Middle Learning Center – 5005 NW 112th Avenue

- 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 | 9/23/22 | 11/04/22 |
| 2 | 12/2/23 | 2/3/23 |
| 3 | 2/17/23 | 4/21/23 |
| 4 | 5/12/23 | 6/23/23 |

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). 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 by 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 224 low costs Before and After School Care programs that serve both Elementary and K-8 Center students and 62 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

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

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

All after-school care programs provide planned activities, which include homework assistance, indoor and outdoor games, arts and crafts, snack time and various recreational activities. Many programs offer reading and math tutoring, music, ceramics, chess, drama and other classes



designed to provide participants with a variety of educational and enrichment experiences. Before-school care programs provide supervised, quiet activities for students.

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

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

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 which build understanding of Hispanic cultures. These skills reinforce 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 integrate the utilization of technology devices at specified times during the instructional day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

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. - 4:30 p.m., Monday through Friday. Information may be provided anonymously. Additional information regarding bullying and harassment can be found on the Student Services at <http://studentservices.dadeschools.net/>

Closing of School

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

Community School Program

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

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



For more specific information on Miami-Dade County Public Schools Community Education and Before and After School Care programs or Middle School Enrichment After School programs, please visit our website at www.dadecommunityschools.net or please contact Mr. Victor Ferrante, Executive Director 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 305-995-7338.

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 which 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 worldwide web at 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 which 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.

Discrimination/Harassment

The School Board has a prohibition against discrimination and harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, 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 CURCUMSTANCES 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.

RAINY DAY DISMISSAL

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 & 1st and 6th and 7th 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 – 5th 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 seventh grade report to the cafeteria for breakfast or directly to the designated arrival location where they will be supervised until their teacher arrives at the P.E. Court to pick them up.
- Students in eighth grade report to the Middle Learning Center (MLC) cafeteria where they will be supervised and escorted to class by security (5005 NW 112th Ave, Miami, FL 33178).
- 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, City of Doral Police have requested that we 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 and seventh 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 in eighth grade must be picked up from the Middle Learning Center (MLC) circular driveway in front of the school in the “**PARENT DROP-OFF/PICK-UP**” area (5005 NW 112th Ave, Miami, FL 33178) unless they are taking the shuttle bus back to the main campus.
- Students riding buses will be escorted by their teachers to the bus area at dismissal for safe boarding procedures.
- Students in kindergarten through seventh 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.



Shuttle From MLC

A shuttle will be provided for students in the MLC to be transported to the main campus for after-school activities and/or if they have a sibling attending at the main campus. Only students with activities and/or siblings in the main campus will be allowed to board the shuttle.

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-1st 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 to the teacher the following day. The information provided on the Emergency Student Data Form will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parents contesting the information in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

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.

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. 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. Together, we can do so much!

Newsletter/Calendar

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

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.

Detention

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

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 12th 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

| | |
|------------------|-------------------------------|
| 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.

Internet Acceptable Use Policy

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always secure permission in writing from their parents to have access to the Internet during school hours for the purpose of research, visiting educational websites, etc. Permission forms will be kept on file for the school year. If students do not return the permission form signed by a parent/guardian, they will not be given access to log on to the internet. Students that do not follow this policy will be subject to a consequence and will receive a referral/SCAM form that becomes part of his/her permanent record.

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 K-8 Centers, 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 minimum 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*. 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 parent 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.

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 or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students. M-DCPS has established the Students Allies for Equity Safe Network (SAFE) with liaisons in every school who are trained to ensure that all students have equitable access to all aspects of school life in ways that preserve and protect their dignity. SAFE Network resources for students, educators, parents, and families may be found at <http://studentservices.dadeschools.net/#/fullWidth/3675>

Library/Media Center

Students may use the Media Center facilities for checking out books, reference work on an individual or small group basis, study, or recreational reading and listening. Students in Pre-kindergarten through first grade may check out one book at a time. Students in second through eighth grade may check out two books at a time. AR books are checked out for one week and can be renewed for an additional week. Reference books do not circulate. We strongly encourage all students to develop the habit of a daily reading period for enjoyment and to reinforce the reading skills taught at school. Library-bound books are very expensive. Students are responsible for their care, and they are charged for lost or damaged books. Please stress the importance of respect for school materials and property.

There will be a late fee of five cents (\$0.05) per day assessed for books returned late. Books can be checked out for two weeks and renewed for an additional two weeks. However, if students do not renew the books, they are considered late and a fee will be assessed for every day the book is late. All late fees and lost or damaged fee payments must be made and are NON-REFUNDABLE.

Mealtime Environment

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

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

- ***Free Student Meals***

All students will receive free breakfast and free lunch for the 2022-2023 school year.

- ***Free/Reduced Meal Application***

While all students will receive all meals at no charge, the application for free/reduced meals is still available as other benefits may be affiliated with an individual's free/reduced status. Parents of new students and those who have had a change in household income from last year are encouraged to complete an online application at the Department of Food and Nutrition's website at freeandreducedmealapp.dadeschools.net A school meal program flyer informing parents regarding meal program information will be posted on the school's website.



- **Meal Prices**

| Breakfast | Lunch |
|------------------------|------------------------|
| All Students No Charge | All Students No Charge |
| Adults \$ 2.00 | Adults \$ 3.00 |

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

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

Mental Health Services

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

Parent Toolkits

Visit <http://toolkit.dadeschools.net> for back-to-school information. Please note, for the opening of 2022 - 2023 school year, the site will direct you to <http://reopening.dadeschools.net> for the most updated information.

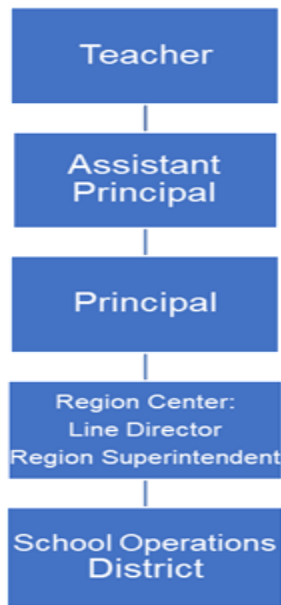
Prekindergarten Programs

M-DCPS offers a variety of Pre-kindergarten 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. For information on Pre-K ESE Programs, parents should contact 305-271-5701. Parents may also access information at www.earlychildhood.dadeschools.net

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 appropriate. For issues involving an individual teacher or class, parent/guardian are asked to address their concerns to the following individuals 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 the 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 Operations Plan***

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include emergency drills (active shooter, hostage, tornado & 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 overwhelm the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

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

BeSafe Anonymous Reporting System

http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf

- ***Fire Drills***

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

- ***Emergency Drills***

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

- ***Lockdown Procedures***

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

- ***Threat Assessments***



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

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome, and tours may be arranged with the Principal to visit 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. 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 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.

Special Education (SPED)

John I. Smith K-8 Center is also home to Special Education Programs. The children in these programs have been staffed into the following classes after completing an extensive battery of psychological testing:



- a. Varying Learning Disabilities b. Gifted c. Speech and Language Therapy

Students who may have special learning or behavioral needs are identified by their teacher and referred to a *Student Support Team* made up of school personnel to meet, discuss the student's performance, and make recommendations for changes in the child's educational program. Parents are contacted, made aware of the specific concern, and invited to meet with the *Student Support Team*.

Students with disabilities who are eligible and require special education will have an Individual Education Plan (IEP) developed. The IEP describes the student's strengths and areas for growth, documents the services and supports the student's needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive Environment (LRE).

School Insurance

The health and well-being of all students is important to us. Student Accident Insurance coverage can be bought in the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room or doctor's attention. An envelope and an application for this coverage will be sent home with your child. Please attend to this important matter as soon as possible. **This must be returned by the deadline stated by the company.** Please refer to the letter that is sent home with your child. (All students in the After-Care Program must have accident insurance).

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.**

School Transportation

Miami-Dade County Public Schools transports approximately 45,000 students a day using a fleet of 999 buses on 861 school-bus routes. This 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 the school year begins, parents/guardians of all students who are eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick-up and drop-off. Information on student bus assignments will be posted on the Parent Portal at www.dadeschools.net. The information on bus assignments on the Parent Portal is updated nightly. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should look in their portal.

Special Education/Section 504 Plan

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

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

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

Student Records

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

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



Student Success Centers (SSC)

Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) violating the Code of Student Conduct Level III-IV behaviors, as well as habitual Level II infractions with Region Approval.

Textbooks

Textbooks are provided by the State of Florida and distributed by the classroom teacher. All children have textbooks which have been individually selected to meet their needs. Students will be charged for lost books which have been issued to them and for damage to books through negligence. Please stress with your child the importance of respect for school materials and property.

The Parent Academy

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

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

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

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 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:

Elementary (Main Campus)

Uniform for Students in Pre-K through Fifth Grade

| BOYS UNIFORM | COLOR | GIRLS UNIFORM | COLOR |
|------------------------------------|--|------------------------------------|---------------------------------------|
| Shorts/Pants | Navy Blue | Shorts/Pants Skorts/Skirts | Navy Blue Navy Blue/Plaid |
| Shirts (Polo Style) School Logo | Navy Blue/Maroon/White Falcon Logo | Shirts (Polo Style) School Logo | Navy Blue/Maroon/White Falcon Logo |
| School T-Shirts* | Sold by PTSA | School T-Shirts* | Sold by PTSA |
| Sweaters & Jackets | Navy Blue Cardigan | Sweaters & Jackets | Navy Blue Cardigan |

*Mandatory for field trips and Spirit Fridays

Skirts/skorts & 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) School Logo | Blue/White Falcon Logo | Shirts (Oxford) School Logo | Blue/White 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 appropriate PE uniform. Navy blue shorts (girls must wear appropriate length). PE school athletic t-shirts are required for students only during their PE class and are sold by the school's PTSA. 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 [F.S. 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [F.S. 95.525](#).

Volunteer Program

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

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

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

- 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.

Youth Crime Watch

The Youth Crime Watch Program serves the very important function of making the school grounds safer for students. Students recommended by teachers must maintain at least a 3.0 grade point average in all subject areas and conduct grades each quarter. Reliable, trustworthy students whose school work and citizenship skills are satisfactory will be eligible for selection and appointment to this program.



APPENDIX A – School Calendars





MIAMI-DADE COUNTY PUBLIC SCHOOLS
2022-2023 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

| July 2022 | | | | |
|--------------|----|----|----|----|
| M | T | W | T | F |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| August 2022 | | | | |
|---------------|---------------|---------------|---------------|---------------|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| September 2022 | | | | |
|----------------|----|----|----|----|
| M | T | W | T | F |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| October 2022 | | | | |
|---------------|----|--------------|----|---------------|
| 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 | | | | |

| November 2022 | | | | |
|---------------|---------------|---------------|---------------|---------------|
| 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 | | |

| December 2022 | | | | |
|---------------|---------------|---------------|---------------|---------------|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| January 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 | | | |

| February 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 | | | |

| March 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 | 31 |

| April 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 |
| | | | | |

| May 2023 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| June 2023 | | | | |
|---------------|----|--------------|--------------|--------------|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

- New Teachers Report
- Teacher Planning Day
- 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 | |
|------------------------|--|
| 1-45 | |
| 2-46 | |
| 3-47 | |
| 4-42 | |

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



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2022-2023 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA**

| | |
|-------------------|--|
| August 12, 2022 | 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 5 | Labor Day; holiday for students and employees |
| September 26 *+ # | Teacher planning day; no students in school |
| October 5*+ # | Teacher planning day; no students in school |
| October 21 | End first grading period; first semester |
| October 24 | Begin second grading period; first semester |
| November 8 | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school |
| November 11 | Observance of Veterans' Day; holiday for students and employees |
| November 21-23 | Fall Recess for 10 month employees |
| November 24 | Thanksgiving; Board-approved holiday for students and employees |
| November 25 | Recess Day |
| December 23*+ # | Teacher planning day; no students in school |
| December 26- | Winter recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees |
| January 6 | Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees |
| January 16, 2023 | End first semester and second grading period |
| January 20 | Teacher planning day; no students in school |
| January 23*+ # | Begin third grading period; second semester |
| January 24 | All Presidents Day; holiday for students and employees |
| February 20 | Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees |
| March 20 - 24 | End third grading period; second semester |
| April 6 | Teacher planning day; no students in school |
| April 7*+ # | Begin fourth grading period; second semester |
| April 10 | Observance of Memorial Day; holiday for students and employees |
| May 29 | Last Day of School; end fourth grading period; second semester |
| June 7 | Teacher planning day; not available to opt; no students in school |
| June 8 | |

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 5, 2022 | June 8, 2023 |
| Assistant Principals and 10-month clerical | August 5, 2022 | June 15, 2023 |
| Cafeteria Managers | August 9, 2022 | June 8, 2023 |
| Satellite Assistants | August 11, 2022 | June 7, 2023 |
| All Instructional Staff, Paraprofessionals & Security | August 12, 2022 | June 8, 2023 |
| Assistant to Cafeteria Managers/MAT Specialists | August 15, 2022 | June 7, 2023 |
| Cafeteria Workers (part-time) | August 17, 2022 | June 7, 2023 |

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 10, 11, 2022, or June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 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, 2022, or June 16, 20, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 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**
 - Additionally, 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.
- **2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM**
 - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- **2440 - SUMMER SCHOOL**
 - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing



extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.

- **2510 - INSTRUCTIONAL MATERIALS AND RESOURCES**

- 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/>.

- **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

- **3213 - STUDENT SUPERVISION AND WELFARE**

- Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property

- **5540 - INVESTIGATIONS INVOLVING STUDENTS**

- School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.

- **5772 - WEAPONS**



- Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned vehicle.
- 7217 - WEAPONS
 - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned vehicle.
- 8405 - SCHOOL SAFETY
 - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.
- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE
 - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.
- FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM
 - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFI has also been placed on each school site information page.

Admission, Registration and Immunization Requirements

- 5112 - ENTRANCE REQUIREMENTS



- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
 - Original birth certificate
 - Verification of age and legal name
 - Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
 - Two (2) verification of parent/legal current residence (address)
- **5114 - FOREIGN STUDENTS**
 - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.
- **5320 – IMMUNIZATION**
 - All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
 - A student who has not completed the required immunization will not be admitted to school.
 - The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students 12 years and older receive the COVID-19 vaccine 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 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**
 - The School Board shall comply with all Federal laws and regulations prohibiting discrimination/harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity,



genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law and all requirements and regulations of the U.S. Department of Education. The School Board will enforce its prohibition against such discrimination/harassment against students in accordance with School Board Policies 5517, 5517.02 and 5517.03. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the School Board.

- **5517.01 – BULLYING AND HARASSMENT**

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

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

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
- All complaints involving student to student harassment, 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. 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.



- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**
 - Student absences for religious purposes, as identified on the approved holidays listed in the Student Attendance Reporting Procedures PK-12 Handbook, may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- **5230 - LATE ARRIVAL AND EARLY DISMISSAL**
 - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.
 - The parent – and in the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.
- **8220 - SCHOOL DAY**
 - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
 - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

Ceremonies & Observances

- **8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**
 - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

Class Size

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



school or program that is a public school of choice is measured by the average number of students at the school level.

Clinic

- **5330 – USE OF MEDICATIONS**

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

Code of Student Conduct

- **2451 - ALTERNATIVE SCHOOL PROGRAMS**

- The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.

- **5136.02 - SEXTING**

- Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.

- **5500 - STUDENT CONDUCT AND DISCIPLINE**

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



discipline/corrective strategies to students, including assignment to an interim alternative educational setting pursuant to the Code of Student Conduct and, in accordance with the student's due process rights.

- **5511 - DRESS CODE AND SCHOOL UNIFORMS**

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

Fieldtrips/School Social Events

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

Financial Obligations

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

Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
 - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
 - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically,



mentally, and socially healthy in order to promote wellness and academic performance.

- The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
 - The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.
- **8531 - FREE AND REDUCED-PRICE MEALS**
 - All students determined to be economically needy shall be provided upon request a free or reduced-price meal or meals at school.
 - For School Year 2021-2022 all students will receive all meals for free under a Federal USDA waiver.

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. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

Internship

- 2424 - STUDENT INTERSHIPS

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

Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS

- All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
- All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.

- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE

- The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.

- 5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS

- This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet 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.

Parent Involvement

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

Pledge of Allegiance

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

Privacy

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

Schools of Choice/Magnet Schools

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



make such educational experiences available to students beyond a single attendance boundary area.

School Transportation/Bus Safety Conduct

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

Special Education/Section 504

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

Student Activities

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

Student Records/Access to Student Records

- 8330 - STUDENT RECORDS
 - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.



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

Threat Assessments

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISCLOSURE AT TIME OF REGISTRATION

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

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

YES ☐ NO ☐

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

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

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

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

Student's Name _____ ID. # _____

(Please Print)

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

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

Address _____

Signature (Parent/Guardian) _____

Signature (Student) _____ Date Signed _____

FM-5740E Rev. (07-19)



APPENDIX D – Discrimination/Harassment Poster and Policy

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

DISCRIMINATION / HARASSMENT

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

The School Board Policy Covers the Following Protected Categories:

| | |
|---|---|
| <p>AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.</p> <p>CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.</p> <p>COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.</p> <p>DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person's physical or mental impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.</p> <p>ETHNIC/NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestry, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a particular group.</p> <p>GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.</p> <p>GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.</p> <p>GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.</p> <p>LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.</p> | <p>MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.</p> <p>POLITICAL BELIEFS - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.</p> <p>PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.</p> <p>RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black, or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.</p> <p>RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.</p> <p>SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.</p> <p>SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.</p> <p>SOCIAL AND FAMILY BACKGROUND - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.</p> |
|---|---|

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:

Office of Civil Rights Compliance (CRC)
 Executive Director/Title IX Coordinator
 155 N.E. 15th Street, Suite P104E
 Miami, Florida 33132
 Phone: (305) 995-1580 TDD: (305) 995-2400
 Email: crc@dadeschools.net
 Website: <https://www.hrdadeschools.net/civilrights/>

For information on Section 604 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

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

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 Website: <https://brdadeschools.net/civilrights>

Revised 07/2020



John I. Smith K-8 Center

2022 - 2023

ACKNOWLEDGEMENT FORM

I acknowledge receipt of the 2022 – 2023 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 2022–2023 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**

