Dr. William A. Chapman Elementary School

2019 - 2020

Parent / Student Handbook

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Carl Robinson, Principal
Gelsys Alvarez, Assistant Principal

Miami-Dade County Public Schools
MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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SUPERINTENDENT OF SCHOOLS
Mr. Alberto M. Carvalho

SCHOOL OPERATIONS
Mrs. Valtena G. Brown
Deputy Superintendent/Chief Operating Officer
Miami-Dade County Public Schools

Vision Statement
We provide a world class education for every student.

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

Values

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

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

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

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

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

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2019-2020 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in our increasingly globalized society. Students can expect to receive a world-class education in an “A”- rated school system that celebrates their uniqueness while fostering curiosity and creativity within a safe and secure learning environment.

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

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

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

Sincerely,

Alberto M. Carvalho
Superintendent of Schools
Message from the Principal

August 19, 2019

Dear Parents:

Welcome to Dr. William A. Chapman Elementary School, home of the Eagles!

This school year promises to be an exciting time for your child as she/he continues to develop academically. The faculty and I look forward to working with you as partners to ensure your child’s success. I encourage you to become an active member of our school through the Parent Teacher Organization and/or volunteering. Together, we can foster positive relationships in order for our children to maximize their true potential.

Please read the attached handbook carefully as it contains important school information.

Sincerely,

Carl Robinson
Principal
Vision Statement

All stakeholders at Dr. William A. Chapman Elementary School will be enriched with the best possible educational experience. Our students will work collaboratively to develop effective academic and communication skills provoking critical thinking and creativity, thus launching them further into the global 21st century.

Mission Statement

The mission of Dr. William A. Chapman Elementary School is to work with all stakeholders to develop independent and life-long academically successful learners. The administration, faculty and staff will create a culture conducive to enabling our students to develop not only academically, but also emotionally and socially. Our students will depart with the affirmation of the unlimited possibilities for success.
Welcome to Dr. William A. Chapman Elementary

The following information about Dr. William A. Chapman Elementary has been compiled for your convenience and assistance. The items below have been alphabetized for easy reference.

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

**ACCIDENTS**
Accidents involving bodily injury are reported to the office, where immediate steps to call the parent is made. Therefore, it is most important to ensure that all phone numbers listed on the Emergency Contact Card are listed correctly and are up to date. When necessary, Fire Rescue may be called. No medical services other than basic first-aid are given by school personnel. Student accident insurance may be purchased. Please see the office staff for details.

**ACCIDENT INSURANCE**
Student Protection Plan is designed to cover student injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on school premises. Participation in this program is voluntary. The school will forward the enrollment application and additional information to the parents.
ARRIVAL/DISMISSAL PROCEDURES

School Hours:

Head Start
School hours for Head Start are 8:15 a.m. to 3:05 p.m. daily, including Wednesdays.

Pre-K, Kindergarten and Grade 1
School hours for students in Pre-K through Grade 1 are from 8:20 a.m. to 1:50 p.m. Teachers will open their classroom doors at 8:10 a.m. Students are considered tardy at 8:21 a.m.

Grades 2 - 5
School hours for students in Grades 2-5 are from 8:35 a.m. to 3:05 p.m. Teachers will open their classroom doors at 8:25 a.m. Students are considered tardy at 8:36 a.m.

Wednesdays
All students will be dismissed at 1:50 p.m. on Wednesdays (with the exception of Head Start students).

The safety and well-being of our students is a priority to all at our school. If your child will not be having breakfast at school, we ask that you not drop your child off at school earlier than 8:10 a.m. We ask that parents use the appropriate area for pick-up and drop-off.

Unless a student is participating in after-school tutoring or after-care activities, he/she should NOT remain on school grounds after dismissal time, as there is no supervision. If your child requests to arrive earlier or stay later than the scheduled time indicated for a school-related activity, always verify with the corresponding teacher or staff member.

ATTENDANCE

Attendance Policy – Board Rule 6Gx13- 5A-1.041
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.

Outstanding student attendance is a priority at Dr. William A. Chapman Elementary School. Please assist our efforts by assuring your child’s presence in school each day. Students must be in school for a minimum of 2 hours to be considered present for the day. If a student is picked up before being in school for a minimum of 2 hours, it will be...
noted as an absence for the day. A written note is required from parents whenever a child returns to school after an absence.

Per Miami-Dade County School Policy, the following excuses will be considered to be **Excused Absences**:

1. Illness of student - Students missing five or more consecutive days due to illness or injury are required to provide a written notice from a health care provider. This written statement must include all days the student was absent from school.
2. Medical Appointment of Student - A written statement from the health care provider indicating the date and time of the appointment must be submitted to the school.
3. Death in the Family
4. Religious Holiday
5. Subpoena by law Enforcement Agency or Mandatory Court Appearance.

Examples of **Unexcused Absences** include:

1. Vacations or out of town visitations
2. Providing day care for younger siblings
3. Illness of others
4. Non-compliance with immunization requirements
5. Any other absence not identified as “excused”

All absences will be considered unexcused until appropriate documentation is provided.

Miami-Dade County Public Schools is committed to lessening the loss of instructional time to students. To this end, the School Board of Miami-Dade County approved a new Student Attendance Board Rule that established the existence of an Attendance Review Committee (ARC) at each school site.

The ARC will begin to provide intervention once a student accumulates three (3) unexcused absences. In addition, the committee is charged with the responsibility of prescribing activities to mitigate the loss of instructional time and has the authority to recommend the following:

- Temporary withholding of quarterly, semester, or final grades pending make up assignments, probation, and/or completion of a school service project
- Permanent withholding of quarterly, semester, or final grades

**Late Arrival**

Students who are tardy to school must report to the Main Office to secure a late pass. Excessive tardies may result in loss of privileges, detention, and/or parent conference.
CELL PHONES AND ELECTRONIC DEVICES
Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process, the use of the cellular telephone during school hours, and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC.

Dr. William A. Chapman Elementary School values instructional time and seeks to limit interruptions. As such, students are not allowed to use cell phones and other electronic devices until after dismissal. The use of cell phones or other electronic device during these hours will result in confiscation of the device. Devices will be held in the administrator’s office until the parent arrives to obtain the device. M-DCPS / Dr. William A. Chapman Elementary School assumes no responsibility for the loss or theft of electronic devices while in the possession of students. Please encourage your child to leave their electronic devices at home.

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

CODE OF STUDENT CONDUCT
Dr. William A. Chapman Elementary School follows the Miami-Dade County Public School’s Code of Student Conduct. Appendix A includes an excerpt highlighting important points from the District’s Code of Student Conduct for Elementary Students. Specifically:
- A list of inappropriate student behaviors along with corrective strategies that will be implemented as consequences for such behavior.
- Vital Alerts for Students and Parents
- Formal Corrective Strategies Recognized in the M-DCPS/Dr. William A. Chapman Elementary School Code of Student Conduct

The complete Code of Student Conduct document can be found at http://ehandbooks.dadeschools.net/policies/90/index.htm

CONCERNS, PROCEDURES FOR ADDRESSING
Responsibility for the operation of the school lies with the Principal. Although teachers have the first line of responsibility for classroom instruction and discipline, the Assistant Principal, Leadership Team, and other school personnel provide assistance and support. Problems which arise in the classroom should be addressed first with the teacher. Issues that have not been resolved at the classroom level should be discussed with the Assistant Principal. If additional intervention or review is needed, please feel
free to contact the principal’s secretary at 305-245-1055 to schedule an appointment to see the Principal. Keep in mind that it is always best to speak directly, honestly, and openly to the person closest to the situation when attempting to resolve a concern.

CLINIC
The clinic will be used as a holding place for ill or injured students awaiting transportation home, to a hospital, or return to the classroom. Office staff will make every effort to contact the parent so that a determination can be made as to whether you will pick up your child or have the child returned to the classroom. Current and updated emergency contact information must be on file in the office. The responsibility for up-to-date accurate information is with the parent. Notify us immediately if there is any change of address or phone number.

DRESS CODE – Board Rule 6Gx13-5C-1.031
Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work will 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 rule shall be subject to appropriate disciplinary measures.

Dr. William A. Chapman Elementary School has a mandatory school uniform policy. Please note that this policy was voted and put into place by the parents of the students at Dr. William A. Chapman Elementary School, not the district, region, administration, or teachers.

Therefore, as a steward to the policy that has been put into place by the parents, Dr. William A. Chapman Elementary School conducts uniform sweeps on a regular basis.

As a reminder, below is a listing of appropriate uniform attire:

**Tops:** Plain polo shirts with sleeves in White, Yellow Gold, or Black. **School logos on the shirts are required.** All shirts are to be size-appropriate and tucked in neatly.

**Bottoms:** Khaki pants, shorts, skirts, or skorts. Shorts, skirts, or skorts should abide by the “fingertip rule”- no shorter than the tips of student’s fingers when arms are brought down to one’s side.

**Pants/Belts:** Belts are to be worn if pants have belt loops. Pants should fit appropriately. The display of undergarments is not permitted.
**Footware:** Socks and rubber soled shoes are required, as students participate in Physical Education or Recess daily. Sandals and/or open toe shoes are not allowed.

The School Board Dress Code for Elementary Schools is as follows: Board Policy 5511
*No metal football cleats on shoes*
*No jeans*
*No clogs, thong sandals, sandals or other shoes without back straps*
*No written messages, symbols or pictures on clothing which portray ideas which are contrary to the best interests of the health, safety and welfare of students*
*No clothes with metal studs, etc. that could scratch furniture*
*No tube tops, see-through blouses, backless tops, tops with bare midriffs, or sleeveless undershirts*
*No hats, except those worn for religious purposes*
*Students who wear inappropriate attire to school will be asked to call home for proper clothing*
*No skate shoes*
*No removable grillz*
*No hair beads.

**Cold days are no exception to the school uniform.** On days of inclement weather, we encourage all students to wear their khaki uniform pants, a uniform shirt, and a warm sweatshirt or jacket of their choice on top. Winter bottoms may include khaki corduroy pants or sweat pants. A jacket in accordance with our school colors is encouraged, but is not mandatory.

Student uniforms are also mandatory attire for all field trips and a prerequisite to being a school safety patrol, on the news team, or any other extra-curricular activity which constitutes as a school privilege.

Please remember that the wearing of the school uniform aids in the safety of the students, reduces socioeconomic disparities among students, and reduces disciplinary issues in the classroom.

Below is an excerpt of the M-DCPS School Uniform Guideline dated August 2008, explaining the reasonable and allowable measures that a school may take in order to enforce the mandatory school uniform policy:
How may a school’s uniform policy be enforced?

Each school shall develop incentives and positive reinforcement measures to encourage full compliance with the uniform policy. The school should resort to disciplinary action only when positive measures fail to ensure compliance. If a student is non-compliant, the school should communicate with his or her parents so that expectations, rationale and benefits are fully understood by the student and his or her family. Disciplinary action is initiated only after all other means of securing support and cooperation have not succeeded.

Can a student receive a detention for not complying with the school uniform policy?

Yes, a student may be issued a detention if all other means of securing support and cooperation have not succeeded. Failure to serve detentions assigned may result in suspension for defiance of authority.

**EARLY RELEASE FROM SCHOOL** - Board Rule 6Gx13- 5A-1.041

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. In addition, instructional time is essential to the progress of our students. Therefore, early dismissal will only be allowed until 1:30 pm daily, except on Wednesdays, at 12:30 pm. We highly encourage that you schedule appointments after school hours and ensure that if picking your child up early from school, that it is done before the designated times.

Under no circumstances will children be released from school alone before dismissal time OR to someone not listed as authorized on the Emergency Contact Card, and an official picture ID, during school hours. Individuals picking students up must be 18 years of age or older with proper identification. Parents must keep current information on file as to persons who are permitted to pick up a child. Unverifiable letters and telephone calls requesting that a child be dismissed early will not be honored.

**EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)**

This elected group of parents, staff, and community members meets regularly to discuss pertinent school issues related to the School Improvement Plan (SIP). For additional information please contact the main office or the EESAC Chairperson.

**EMERGENCY CONTACT INFORMATION**

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

FIELDTRIPS, SPECIAL CELEBRATIONS, AND EXTRACURRICULAR ACTIVITIES
All fieldtrips must be approved by the principal and/or Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times, vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event.

Field trips, special celebrations, and extracurricular activities are not rights, but privileges which must be earned through ongoing acceptable behavior and good work habits. Therefore, classroom teachers will make the decision of student participation on these activities.

FLU VACCINE
Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2019-2020 school year to provide FREE flu vaccines to students enrolled in M-DCPS. Each school will have a specific clinic date. You will be advised of the date as soon as it becomes available.

Parents/guardians have the option of providing consent through the Parent-Portal using their digital devices or complete a paper consent form. Parents/Guardians MUST provide consent if they want their child to receive the flu vaccine. Parents/Guardians should contact their child’s school to determine when the flu vaccine will be offered at their child’s school.

FOOD SERVICE- BREAKFAST AND LUNCH PROGRAM
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.

BREAKFAST: FREE for all students beginning at 7:30 a.m. – 8:05 a.m.

LUNCH: Full Price $2.25
Reduced Price $ .40

Parents are strongly encouraged to pay for food services on a weekly or monthly basis by check or in cash directly to the cafeteria manager. Please place all money in an envelope, with your child’s name clearly marked. Dr. William A. Chapman Elementary
School does not have the financial resources to maintain a system of lending money. Your strict attention to the requirements of the lunch program is most appreciated.

Students are also permitted to bring lunch from home.

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

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

- **PayPams**
  Miami-Dade County Public School’s Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child’s meals with a credit or debit card at paypams.com. Parents/guardians create an account in PayPams for the child, and will be able to access the following:
  a. view the account balance
  b. schedule automatic payments
  c. receive low-balance e-mail reminders
  d. view a report of daily spending and cafeteria purchases

- **Peanut Allergies/Peanut-Free School**
  Parents/Guardians should notify the school principal of any allergy or other medical condition their child has
GRADE REPORTING

**Academic Grades**

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

<table>
<thead>
<tr>
<th>GRADE KINDERGARTEN</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
<th>GRADE POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>90-100%</td>
<td>Outstanding progress</td>
<td>4</td>
</tr>
<tr>
<td>G</td>
<td>80-89%</td>
<td>Above average progress</td>
<td>3</td>
</tr>
<tr>
<td>S</td>
<td>70-79%</td>
<td>Average progress</td>
<td>2</td>
</tr>
<tr>
<td>M</td>
<td>60-69%</td>
<td>Lowest acceptable progress</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>0-59%</td>
<td>Failure</td>
<td>0</td>
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</table>

<table>
<thead>
<tr>
<th>GRADES 1-5</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
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</thead>
<tbody>
<tr>
<td>A</td>
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<td>Outstanding progress</td>
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</tr>
<tr>
<td>B</td>
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<td>C</td>
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<tr>
<td>D</td>
<td>60-69%</td>
<td>Lowest acceptable progress</td>
<td>1</td>
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<tr>
<td>F</td>
<td>0-59%</td>
<td>Failure</td>
<td>0</td>
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<tr>
<td>I</td>
<td>0</td>
<td>Incomplete</td>
<td>0</td>
</tr>
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</table>

**Conduct**

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

**Grade Point Average**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- **A** = 3.50 and above
- **B** = 2.50 – 3.49
- **C** = 1.50 – 2.49
- **D** = 1.00 – 1.49
GRADES - REPORT CARD AND PROGRESS REPORT DISTRIBUTION:

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Interim Progress Report Distribution</th>
<th>Report Card Distribution</th>
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<tr>
<td>1</td>
<td>9/20/2019</td>
<td>11/8/2019</td>
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<td>2</td>
<td>12/06/2019</td>
<td>1/31/2020</td>
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<tr>
<td>3</td>
<td>2/21/2020</td>
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</tr>
<tr>
<td>4</td>
<td>5/1/2020</td>
<td>6/19/2020</td>
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</table>

Report cards will be sent home to parents approximately two weeks after the end of each marking period.

Progress reports will be distributed in the 5th week of every Marking Period or at any time during the grading period when evidence indicates that the student is not performing at a satisfactory level. This notification should be used as an opportunity to discuss your child’s academic needs with the teacher within ample time for students to demonstrate improvement before the end of the Marking Period. You are asked to sign the Progress Report and return it to the teacher.

HOMEWORK
Homework will be assigned as a means of encouraging independent study, practicing skills learned, establishing good work habits, and reinforcing basic subject skills. Home Learning will be assigned five (5) nights per week; Monday through Friday. Additionally, please note that Miami-Dade County Public Schools requires students to read a minimum of 30 minutes nightly above and beyond what is assigned as Home Learning. Parents are expected to supervise the completion of Home Learning.

HONOR ROLL
The Honor Roll is an effective means of motivating and recognizing effort, citizenship, and academic performance.

Principal’s Honor Roll
- Students in Grades 1-5 earning A1A in all subject areas.
- Kindergarten students earning a letter grade of E in all subject areas.

Honor Roll
- Students in Grades 1-5 earning letter grades of A or B in all subject areas with effort grades no lower than a 2.
- Kindergarten students earning letter grades of E or G in all subject areas.
IMMUNIZATIONS
The following is a requirement for school entry:
1. A complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

INTERNET USE POLICY Board Rule 6Gx13-6A-1.112
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 obtain permission from their teacher prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material, materials protected by trade secret, and the use of the Internet for product or political advertisement, commercial activities, political campaigning or solicitation.

For detail on the Internet Use Policy please refer to the included excerpt pages (Appendix A) from the Miami-Dade County Code of Student Conduct, the page stating, “ALERT: UTILIZATION OF THE INTERNET AND INAPPROPRIATE USE OF COMPUTERS.”

LOST / STOLEN ITEMS
Dr. William A. Chapman Elementary School is not responsible for lost or stolen personal items. All students are to be responsible for their own materials at all times. Objects of great value should be left at home.

MAKE-UP ASSIGNMENTS
Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student/parent to request the assignments from the teacher(s).

MEDICATION
Procedures regarding administering or dispensing medication to pupils have been approved by the School Board. If your child requires medication during the school day, please obtain a doctor’s written treatment plan and a parental consent form from the main office. These forms must be filled out by the doctor and parent, and filed in the student’s official record folder in the office. Parent notes requesting the school to dispense medication cannot be honored.
PROTOCOL FOR ADDRESSING PARENTAL CONCERNS

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

PARENT PORTAL

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at www.dadeschools.net. Click the link PARENTS. In order to access the information in the portal, parents must first establish a parent user account by acquiring a 4 digit PIN number from the Main Office. At this time you can see and update personal information, see student information - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc. You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability and access to a new Choice application that will allow parents to indicate preferential school choice via the portal. Parents also have access to the Parent resource link, which allows parents to visit sites such as the Parent Academy.
Parent Portal: It is as easy as 1, 2, 3, 4

1. Obtain your child(ren) Student Identification Number
   - Obtain your 6 digit Parent Identification Number (PIN)
     - By visiting your child’s school

2. Create a parent account, login to:
   http://myportal.dadeschools.net/parent

3. It is recommended (after 24 hrs) to reset your password with password management P-Synch

4. Login to - Parent Portal
   for student grades, attendance, and important information

www.dadeschools.net
PARENT RESPONSIBILITIES
The single most important factor in raising student achievement is parental involvement and support for education. Parents may not always agree with an individual teacher or with the administration, but differences should never be a matter of public knowledge to the child. It is most important for your child to clearly see that you value his/her education. Specifically, parents should:

❖ Inspect book bags and materials each evening in order to determine the home learning assignment. Also, it is important to check daily for any important communication from the school.
❖ Monitor home learning and assist if necessary.
❖ Communicate closely with the classroom teacher.
❖ Support school programs and activities by attending meetings, chaperoning field trips, and volunteering services whenever possible.
❖ RESTRICT THE NUMBER OF HOURS THAT YOUR CHILD WATCHES TELEVISION AND/OR PLAYS VIDEO GAMES.
❖ Register at the Public Library in your area. Schools instruct children in the skill of reading, but the only way to become a good reader is to read on a daily basis for extended periods of time.
❖ Supervise attendance and ensure that a child is not excessively absent or tardy.
❖ Provide appropriate after-school activities and supervision for your child.

PARENT TEACHER ORGANIZATION (PTO)
All parents are strongly encouraged to join the PTO and support PTO sponsored events. PTO’s concerns include parent involvement, academic achievement, safety, and the general welfare of all students who attend Dr. William A. Chapman Elementary School.

PARTIES IN SCHOOL
Birthday parties/celebrations in the classrooms are not permitted. With teacher permission ONLY, teachers may be permitted to pass out cupcakes (store purchased only) in the cafeteria during the scheduled lunch break. This must be discussed and cleared with the classroom teacher beforehand.

RULES, ESTABLISHED SCHOOL
Dr. William A. Chapman Elementary School has established general rules for student behavior which work in conjunction with the District Code of Student Conduct.

General (ALL AREAS OF THE SCHOOL)
1. Respect yourself.
2. Respect others, including classmates and adults.
3. Respect the environment.
4. Keep your hands and feet to yourself.
5. Resolve arguments peacefully and notify the teacher of any concerns.
6. Walk quietly in the hallways.
7. Wear your school uniform every day.
8. Use appropriate language.

**Cafeteria**
1. Walk in quietly.
2. Remain quiet and still while in line to receive your lunch.
3. Sit in your designated area.
4. Remain seated.
5. Use an appropriate inside voice (No screaming across the table).
6. Maintain a clean personal space while eating.
7. Pick up your trash and deposit it in the trash receptacle.
8. Line up quietly in the designated area.
9. Do not throw food or loose items.
10. FOLLOW THE DIRECTIONS OF THE CAFETERIA MONITORS AT ALL TIMES – THEY ARE THERE TO MAINTAIN A SAFE ENVIRONMENT.

**Classroom**
1. Come prepared for school.
2. Be on time for school.
3. Follow directions when given.
4. Raise your hand and be recognized before speaking.
5. Ask permission to use the restroom or obtain water.
6. Complete all assignments, homework and classwork.

**Computer Lab**
1. Bring all necessary materials as determined by your teacher.
2. Sit in your designated seat.
3. Treat equipment with respect.
4. Remain on your assigned website.
5. Do not download, play, or view any material other than what has been assigned by your teacher.
6. Do not disrupt your neighbor.
7. Keep your eyes on your own screen.
8. Remove your headphones carefully.
9. Leave your station ready for the next student (if your station was not ready for you, tell your teacher immediately).
10. Do not do anything that will damage any of the computers or laptops.

**Morning Routine**
1. Walk quietly to your designated table space in the cafeteria.
2. Remain seated until your teacher picks you up.
3. Keep your hands and feet to yourself.

**PE Field**
1. Walk out in a straight, quiet line and be seated in your assigned area.
2. Wear appropriate shoes at all times (shoes tied; no open-toes/strapless or heels).
3. Do not touch equipment until instructed to do so.
4. Treat others as you want to be treated.
5. Students are not allowed in the PE Office.
6. Students are expected to participate in PE unless excused by a doctor’s note.

**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 drills, the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:
  - Remain calm;
  - Monitor media outlets for updates and official messages from M-DCPS;
  - Do not flood the school with telephone calls; and
  - If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all MDSPD Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.
BeSafe Anonymous Reporting System (Insert Flyer)
http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf

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

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

- **Threat Assessments**
  Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.
Visitors
Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

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

SCHOOL PROPERTY
All of the furniture and equipment at Dr. William A. Chapman Elementary School is public school property. It is expected that care in the use of this property will be exercised by all students. Respect for school property is as important as respect for and care of personal property. Parents are held responsible when children are involved in incidents resulting in deliberate damage, vandalism, destruction, or defacing of school property.

SUPERVISION, BEFORE AND AFTER SCHOOL

School hours are as follows:

Head Start
School hours for Head Start are 8:15 to 3:05 daily, including Wednesdays.

Pre-K, Kindergarten – Grade 1
School hours for students in Pre-K through Grade 1 are from 8:20 to 1:50. Teachers will open up their classroom doors at 8:10. Students are considered tardy at 8:21.

Grades 2 - 5
School hours for students in Grades 2-5 are from 8:35 to 3:05. Teachers will open up their classroom doors at 8:25. Students are considered tardy at 8:36.

Wednesdays
All students will be dismissed at 1:50 on Wednesdays (with the exception of Head Start).

Please keep the following in mind regarding school hours of operation:

- Students who eat breakfast at school are not to be dropped off any earlier than 7:30 AM, as this is the time security monitors report and the free breakfast program begins.
- After school supervision is NOT provided for students. In order to avoid potential safety issues, parents are responsible for making arrangements for on-time pick up of students. There are several programs offered throughout the year which provide before and after school tutorial/enrichment for students. For further information, please contact our school’s main office.

TEXTBOOKS
It is the policy of Miami-Dade County Public Schools that every student shall have school textbooks available for his/her use. Textbooks are items of public property, used at school and/or at home, to assist in the instruction process. Children and their parents are responsible for lost and damaged textbooks.

VERIFICATION 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.

VISITORS
All visitors MUST have proper identification as well as a school visitor's pass in order to enter the building. In order to provide the safest atmosphere possible and to allow for an instructional period free from interruptions, parents are requested to contact teachers for parent conferences prior to visiting classrooms. While parent visits are not expressly prohibited, parents are asked to see the main office prior to reporting to a classroom so that you may be issued you a visitor’s pass which is mandatory for all guests. It is noted that visits are not parent conferences and are intended to be short in nature. Parents are asked to schedule conferences if more information is desired. This will limit
classroom interruption and ensure that you receive the time and attention necessary to discuss important issues regarding your child’s progress and education.

**VOLUNTEER PROGRAM**

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

<table>
<thead>
<tr>
<th>Level 1 - complete a database background check</th>
<th>Level 2 - complete a fingerprint background check</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
</tr>
<tr>
<td>• Classroom assistants</td>
<td>• Mentors</td>
</tr>
<tr>
<td>• Math and/or reading tutors</td>
<td>• Listeners</td>
</tr>
<tr>
<td></td>
<td>• Athletic/Physical Education assistants</td>
</tr>
<tr>
<td></td>
<td>• Overnight chaperones</td>
</tr>
</tbody>
</table>

Any individual interested in volunteering in Miami-Dade County Public Schools must:
- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

Parents, guardians, family and community members must be approved and registered as a volunteer in order to chaperone a school related function or field trip (INCLUDING FIELD DAY).

**WITHDRAWALS/TRANSFERS FROM SCHOOL**

Parents who wish to withdraw or transfer a child from school should contact the school office at least one day before the child is withdrawn or transferred. Time may be saved when parents have all of the necessary information to complete the request to Withdraw/Transfer. Any lost or damaged books must be paid for prior to issuance of a transfer.
APPENDIX A – School Calendars

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

<table>
<thead>
<tr>
<th>July 2019</th>
<th>August 2019</th>
<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
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<tr>
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<td>11 12 13 14 15</td>
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<tr>
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<td>3 4 5 6</td>
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</tr>
<tr>
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<td>23 24 25 26 27</td>
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<tr>
<td>29 30 31</td>
<td>28 29 30 31</td>
<td>30</td>
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</tbody>
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<table>
<thead>
<tr>
<th>October 2019</th>
<th>November 2019</th>
<th>December 2019</th>
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<tbody>
<tr>
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<td>M T W T F</td>
<td>M T W T F</td>
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<td>1 2 3 4</td>
<td>1 2 3 4</td>
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<td>9 10 11 12 13</td>
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<td>12 13 14 15 16</td>
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<td>18 19 20 21 22</td>
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<tr>
<td>28 29 30 31</td>
<td>26 27 28 29</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January 2020</th>
<th>February 2020</th>
<th>March 2020</th>
</tr>
</thead>
<tbody>
<tr>
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<td>M T W T F</td>
<td>M T W T F</td>
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<td>3 4 5 6</td>
<td>1 2 3 4</td>
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<td>16 17 18 19 20</td>
</tr>
<tr>
<td>20 21 22 23 24</td>
<td>24 25 26 27 28</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April 2020</th>
<th>May 2020</th>
<th>June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
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<td>1 2 3</td>
<td>1 2 3</td>
<td>1 2 3</td>
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<tr>
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<td>4 5 6 7 8</td>
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<td>15 16 17 18 19</td>
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<tr>
<td>20 21 22 23 24</td>
<td>18 19 20 21 22</td>
<td>22 23 24 25 26</td>
</tr>
<tr>
<td>27 28 29 30</td>
<td>26 27 28 29</td>
<td>29 30</td>
</tr>
</tbody>
</table>

For information on employee opt days, please refer to back of calendar.
### MIAMI-DADE COUNTY PUBLIC SCHOOLS
#### 2019-2020 SCHOOL CALENDAR
##### ELEMENTARY AND SECONDARY
##### MIAMI, FLORIDA

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2019</td>
<td>Teacher planning day; not available to opt; no students in school</td>
</tr>
<tr>
<td>August 15</td>
<td>Teacher planning day; District-wide Professional Development Day; not available to opt; no students in school</td>
</tr>
<tr>
<td>August 16</td>
<td>Teacher planning day; not available to opt; no students in school</td>
</tr>
<tr>
<td>August 19</td>
<td>First Day of School; begin first semester</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day; holiday for students and employees</td>
</tr>
<tr>
<td>September 30*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>October 9*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>October 24</td>
<td>End first grading period; first semester</td>
</tr>
<tr>
<td>October 25</td>
<td>Teacher planning day; District-wide Professional Development Day; not available to opt; no students in school</td>
</tr>
<tr>
<td>October 28</td>
<td>Teacher planning day; District-wide Professional Development Day; not available to opt; no students in school</td>
</tr>
<tr>
<td>November 4</td>
<td>Teacher planning day; District-wide Professional Development Day; not available to opt; no students in school</td>
</tr>
<tr>
<td>November 11</td>
<td>Observation of Veterans' Day; holiday for students and employees</td>
</tr>
<tr>
<td>November 27*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>November 28</td>
<td>Thanksgiving; Board-approved holiday for students and employees</td>
</tr>
<tr>
<td>November 29</td>
<td>Recess Day</td>
</tr>
<tr>
<td>December 23</td>
<td>Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees</td>
</tr>
<tr>
<td>January 3, 2020</td>
<td>End first semester and second grading period</td>
</tr>
<tr>
<td>January 16</td>
<td>Begin third grading period; second semester</td>
</tr>
<tr>
<td>January 17</td>
<td>Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees</td>
</tr>
<tr>
<td>February 17</td>
<td>All Presidents Day; holiday for students and employees</td>
</tr>
<tr>
<td>March 20</td>
<td>End third grading period; second semester</td>
</tr>
<tr>
<td>March 23-27</td>
<td>Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees</td>
</tr>
<tr>
<td>March 30</td>
<td>Begin fourth grading period; second semester</td>
</tr>
<tr>
<td>April 10*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>May 25</td>
<td>Observance of Memorial Day; holiday for students and employees</td>
</tr>
<tr>
<td>June 3</td>
<td>Last Day of School; end fourth grading period; second semester</td>
</tr>
<tr>
<td>June 4</td>
<td>Teacher planning day; not available to opt; no students in school</td>
</tr>
</tbody>
</table>

**NOTE:** Every Wednesday students in elementary schools (Grades 2-5) and K-3 Centers (Grades 2-8) are released one (1) hour early.

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Beginning Date</th>
<th>Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers new to the system</td>
<td>August 7, 2019</td>
<td>June 4, 2020</td>
</tr>
<tr>
<td>Assistant Principals and 10-month clerical</td>
<td>August 7, 2019</td>
<td>June 11, 2020</td>
</tr>
<tr>
<td>Cafeteria Managers</td>
<td>August 9, 2019</td>
<td>June 4, 2020</td>
</tr>
<tr>
<td>Satellite Assistants</td>
<td>August 13, 2019</td>
<td>June 3, 2020</td>
</tr>
<tr>
<td>All Instructional Staff, Paraprofessionals &amp; Security</td>
<td>August 14, 2019</td>
<td>June 4, 2020</td>
</tr>
<tr>
<td>Assistant to Cafeteria Managers/MAT Specialists</td>
<td>August 15, 2019</td>
<td>June 3, 2020</td>
</tr>
<tr>
<td>Cafeteria Workers (part-time)</td>
<td>August 19, 2019</td>
<td>June 3, 2020</td>
</tr>
</tbody>
</table>

**Teachers/paraprofessionals and school support personnel** may opt to work one, two or three days, August 9, 12, 13, 2019, or June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.

**Teachers new to Miami-Dade County Public Schools** may opt to work one, two or three days, June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.

**Ten-month secretarial and clerical employees** may opt to work one, two or three days, August 2, 5, 6, 2019, or June 12, 15, 16, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.
APPENDIX B – EXCERPT FROM MIAMI-DADE COUNTY PUBLIC SCHOOL’S CODE OF STUDENT CONDUCT

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

<table>
<thead>
<tr>
<th>BEHAVIORS</th>
<th>RANGE OF CORRECTIVE STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</td>
<td>The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for serious or habitual Level I infractions.</td>
</tr>
<tr>
<td>Disruptive Behaviors</td>
<td></td>
</tr>
<tr>
<td>□ Confrontation with another student</td>
<td>□ Parent/guardian contact (See Special Notes #5)</td>
</tr>
<tr>
<td>□ Cutting class</td>
<td>□ Student Conference (See Special Notes #3)</td>
</tr>
<tr>
<td>□ Disruptive behavior (including behavior on the school bus and at the school bus stop)</td>
<td>□ Student; parents/guardians/staff conference</td>
</tr>
<tr>
<td>□ Failure to comply with class and/or school rules</td>
<td>□ Behavior Plan</td>
</tr>
<tr>
<td>□ Inappropriate public display of affection</td>
<td>□ Student Contract</td>
</tr>
<tr>
<td>□ Misrepresentation</td>
<td>□ Participation in a counseling session related to infraction</td>
</tr>
<tr>
<td>□ Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1)</td>
<td>□ Refer to outside agency/provider (See Special Notes #4)</td>
</tr>
<tr>
<td>□ Repeated use of profane or crude language (general, not directed at someone)</td>
<td>□ Peer Mediation</td>
</tr>
<tr>
<td>□ Unauthorized location</td>
<td>□ Refer to page(s) 51-57 for additional corrective strategies on the RTB/MTSS</td>
</tr>
<tr>
<td>□ Unauthorized use of wireless communication devices (See Vital Alert page(s) 39)</td>
<td>□ Reprimand</td>
</tr>
<tr>
<td>□ Violation of dress code (See Vital Alerts page(s) 29)</td>
<td>□ Detention or other Board-approved in-school program</td>
</tr>
</tbody>
</table>

SPECIAL NOTES

#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.
□ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
□ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

#2 Good faith attempt must be made immediately to contact the parent/guardian by telephone.

#3 When a student is being assigned to SCSI or other AES, they must be given an opportunity to be heard about the incident.

#4 When referring parent(s)/guardian(s) to outside Agencies/providers for services, schools must adhere to Board Policies 1212.00, 3213.00, and 4213.01 Request for Outside Providers.

#5 For any assignment away from the student’s regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II

<table>
<thead>
<tr>
<th>BEHAVIORS</th>
<th>RANGE OF CORRECTIVE STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL II</strong></td>
<td>The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.</td>
</tr>
<tr>
<td><strong>SERIOUSLY DISRUPTIVE BEHAVIORS</strong></td>
<td></td>
</tr>
<tr>
<td>Cheating</td>
<td>□ Parent/guardian contact (See Special Notes #2)</td>
</tr>
<tr>
<td>Confrontation with a staff member</td>
<td>□ Student conference (See Special Notes #2)</td>
</tr>
<tr>
<td>Defiance of school personnel</td>
<td>□ Corrective Strategies from Level I</td>
</tr>
<tr>
<td>Distribution of items or materials that are inappropriate for an educational setting (See Special Notes #1)</td>
<td>□ Participation in counseling session related to the infraction</td>
</tr>
<tr>
<td>Failure to comply with previously prescribed corrective strategies</td>
<td>□ Refer to outside agency/provider (See Special Notes #4)</td>
</tr>
<tr>
<td>False accusation</td>
<td>□ Refer to page(s) 51-57 for additional corrective strategies on the RTB/MTSS</td>
</tr>
<tr>
<td>Fighting (minor)</td>
<td>□ School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior</td>
</tr>
<tr>
<td>Forgery (Written Misrepresentation):</td>
<td>□ Restorative Justice Practices Pilot Program (at District approved schools)</td>
</tr>
<tr>
<td>Harassment (non-sexual or isolated)</td>
<td>□ Student Court (at District approved schools)</td>
</tr>
<tr>
<td>Instigative behavior</td>
<td>□ Assignment to an Alternative Educational Setting (1-10 days with region approval for serious or habitual infractions) (See Special Notes #2, 3, and 5)</td>
</tr>
<tr>
<td>Joining clubs or groups NOT approved by the School Board</td>
<td>□ A principal may request a District-approved administrative assignment to a long-term alternative educational setting (AES) for students who habitually commit infractions with region approval. This action is taken when less severe strategies are deemed inappropriate. (See Special Notes #2, 3, and 5)</td>
</tr>
<tr>
<td>Leaving school grounds without permission</td>
<td></td>
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<tr>
<td>Libel</td>
<td></td>
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<tr>
<td>Petty theft (under $300.00)</td>
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<tr>
<td>Possession of and/or use of tobacco products or smoking/vaping devices. (See Glossary).</td>
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<tr>
<td>Prohibited sales on school grounds (other than controlled substances)</td>
<td></td>
</tr>
<tr>
<td>Slander</td>
<td></td>
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<tr>
<td>Use of profane or provocative language directed at someone</td>
<td></td>
</tr>
<tr>
<td>Vandalism (minor)</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL NOTES**

1. See Sexual Offenses (Other), Level IV, for obscene or lewd material.
   - Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
   - If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

2. Good faith attempt must be made immediately to contact the parent/guardian by telephone.

3. When a student is being assigned to SCSI or other AES, they must be given an opportunity to be heard about the incident.

4. When referring parent(s)/guardian(s) to outside Agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 Request for Outside Providers.

5. For any assignment away from the student’s regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III

### BEHAVIORS

LEVEL III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

**LEVEL III**

- Offensive/Harmful Behaviors
  - Assault/Threat against a non-staff member
  - Breaking and Entering/Burglary
  - Bullying (repeated harassment) (See Special Notes #1) (See Vital Alerts page(s) 29-31)
  - Disruption on campus/Disorderly conduct
  - Fighting (serious)
  - False Activation of Fire Alarm System
  - Gambling
  - Harassment (Civil Rights) (See Special Notes #2) (See Vital Alerts page(s) 29-31, 68)
  - Hazing (misdemeanor)
  - Improper Activation of Fire Extinguisher
  - Possession of simulated weapons
  - Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Vital Alert Under the influence page(s) 36.)
  - Sexting (1) (See Vital Alerts page(s) 35)
  - Sexual harassment (See Special Notes #2) (See Vital Alerts page(s) 29-31 and Glossary page(s) 74)
  - Technology and Computer Related Offense (1) (See Vital Alerts page(s) 37-38)
  - Threat/Intimidation (See Special Notes #2)
  - Trespassing
  - Vandalism (major)

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.

**PLAN III**

- Parent/guardian contact (See Special Notes #4)
- Student conference (See Special Notes #5)
- Assignment to an Alternative Educational Setting (1 - 10 days.) (See Special Notes #6, #7, and #8)
- Corrective Strategies from Level I & II
- Permanent removal from class and reassignment to different class (placement review committee decision required)
- Suspension (See Special Notes #6, #7, and #8)
- Recommendation for expulsion (See page(s) 47)

### SPECIAL NOTES

- #1 Bullying infractions do not require a SPAR unless incident is Hazing-related.
- #2 Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1280.
- #4 Good faith attempt must be made immediately to contact the parent/guardian by telephone.
- #5 When a student is being assigned to SCSI or other AES, they must be given an opportunity to be heard about the incident.
- #6 For any assignment away from the student’s regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #7 Suspension of students from school programs is a last resort, to be utilized only in the most extenuating circumstances as determined by the principal after other learning-centered corrective strategies have been employed and with Region notification.
- #8 If a student brings a firearm or weapon and/or makes a threat or false report, the school must refer the student to mental health services identified by the school District.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

<table>
<thead>
<tr>
<th>BEHAVIORS</th>
<th>RANGE OF CORRECTIVE STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</td>
<td>The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.</td>
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</tbody>
</table>

**LEVEL IV Dangerous or Violent Behaviors**

- Battery against a non-staff member
- Grand theft (over $300.00)
- Hate Crime
- Hazing (Felony)
- Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering
- Motor vehicle theft
- Other major crimes/incidents
- Robbery
- Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Vital Alerts for Under the Influence page(s) 36.)
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)
- Sexting (2) (See Vital Alerts page(s) 35)
- Technology and Computer-Related Offense (2) (See Vital Alerts page(s) 37-38)

**PLAN IV**

- Parent/guardian contact (See Special Notes *)
- Student conference (See Special Notes **)
- Corrective Strategies from Level I-III (See Special Note ***)
- Recommendation for expulsion (See page(s) 47)

**SPECIAL NOTES**

- All Level III, IV, and V infractions, unless otherwise noted, require School Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

- Good faith attempts must be made immediately to contact the parent/guardian by telephone.

- When a student is being assigned to SCSD or other AES, they must be given an opportunity to be heard about the incident.

- For any assignment away from the student’s regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
# BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V

<table>
<thead>
<tr>
<th>BEHAVIORS</th>
<th>RANGE OF CORRECTIVE STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL V Behaviors</strong> are the most serious acts of misconduct and violent actions that threaten life.</td>
<td>The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.</td>
</tr>
<tr>
<td><strong>LEVEL V</strong></td>
<td></td>
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<tr>
<td><strong>Most Serious, Dangerous or Violent Behaviors</strong></td>
<td><strong>PLAN V</strong></td>
</tr>
<tr>
<td>□ Aggravated assault</td>
<td>□ Parent/guardian contact (See Special Notes #2)</td>
</tr>
<tr>
<td>□ Aggravated battery against a non-staff member</td>
<td>□ Student conference (See Special Notes #3)</td>
</tr>
<tr>
<td>□ Armed robbery</td>
<td>□ Corrective Strategies from Level I-IV (See Special Notes #4)</td>
</tr>
<tr>
<td>□ Arson</td>
<td>□ Recommendation for expulsion (See page(s) 47)</td>
</tr>
<tr>
<td>□ Assault/Threat against M-DCPS employees or persons conducting official business (See Special Notes #1 &amp; #5)</td>
<td></td>
</tr>
<tr>
<td>□ Battery or Aggravated battery against M-DCPS employees or persons conducting official business (See Special Notes #1)</td>
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<tr>
<td>□ Homicide</td>
<td></td>
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<tr>
<td>□ Kidnapping/Abduction</td>
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<td>□ Making a false report/threat against the school (See Special Notes #1 &amp; #6)</td>
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<tr>
<td>□ Other major crimes/incidents</td>
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<tr>
<td>□ Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. (See Special Notes #1 &amp; #6)</td>
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<tr>
<td>□ Sexting (3) Offense (See page(s) 35)</td>
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<tr>
<td>□ Sexual battery</td>
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<tr>
<td>□ Technology and Computer Related Offense (3) (See page(s) 37-38)</td>
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</tr>
</tbody>
</table>

**SPECIAL NOTES**

□ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

□ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

□ This level of infraction may result in an expulsion requiring School Board action.

#1 Mandatory one year expulsion.

#2 Good faith attempt must be made immediately to contact the parent/guardian by telephone.

#3 When a student is being assigned to SCCI or other AES, they must be given an opportunity to be heard about the incident.

#4 For any assignment away from the student’s regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

#5 If a student brings a firearm or weapon and/or makes a threat or false report, the school must refer the student to “mental health services” identified by the school district pursuant to 1012.05(4).

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

Code of Student Conduct – Elementary

**VITAL ALERTS FOR STUDENTS AND PARENTS/GUARDIANS**

<table>
<thead>
<tr>
<th>ALERT: UTILIZATION OF THE INTERNET AND INAPPROPRIATE USE OF COMPUTERS</th>
<th>Over the past few years, computers have become common household devices and popular in our schools and media centers. Students are encouraged to use computers, networks, and online telecommunication such as the Internet and electronic mail (e-mail). While exercising the right to use available technology, students must be aware of their responsibility as users. Technology advancement has provided students with access and the opportunity to commit offenses that violate the Code of Student Conduct. When using electronic devices for the purposes of learning consistent with the educational objectives of the District during the instructional day, students must comply with Board Policy 7540.03. The following are examples of improper uses of technology and are violations of the Code of Student Conduct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Using the network to send or receive obscene or lewd material; • Using the network to make threats against anyone or the school; • Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyberbullying; • Downloading pirated software (is-comparable to stealing); • Willfully and knowingly obtaining an unauthorized access to or “hacking” into the school’s computer system (constitutes vandalism); • Using, without authorization, school property, a school computer or other electronic device, and damaging a school’s computer system or causing the computer to “crash” (constitutes a “computer-related” crime leading to criminal charges).</td>
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<tr>
<td>These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.</td>
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</tbody>
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“Family involvement in education is crucial if we want our children to succeed in school and throughout life.”
Sharon P. Robinson
Assistant Secretary
Office of Educational Research and Improvement
APPENDIX B – Florida Statutes and School Board Policies
View all School Board Policies at: School Board Bylaws & Policies

Academics

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

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

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

- **2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM**
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

- **2440 - SUMMER SCHOOL**
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.

- **2510 – INSTRUCTIONAL MATERIALS AND RESOURCES**
  - Parents have the ability to access their child’s instructional materials at http://im.dadeschools.net/.
  - Additionally, in accordance with School Board Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.
MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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

- **FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM**
  - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFL has also been placed on each school site information page.

**Admission, Registration and Immunization Requirements**

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

- **5114 - FOREIGN STUDENTS**
  - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.

- **5320 – IMMUNIZATION**
  - All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis, tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student’s with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
  - A student who has not completed the required immunization will not be admitted to school.
Students may receive the Haemophilus Influenzae vaccine during school hours for free. Parents/Guardians MUST provide consent. Parents/guardians should contact their child’s school to determine when the flu vaccine will be offered at their child’s school.

Animals on District Property

- **8390 - ANIMALS ON DISTRICT PROPERTY**
  - Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
  - All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
  - Students are not allowed to bring pets to school.

Anti-Discrimination Policy

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

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

- **5517.01 – BULLYING AND HARASSMENT**
  - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools, with bullying defined as systematically and chronically inflicting physical hour or psychological distress on one or more students.
The School Board is committed to providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, School Board employees, visitors, or volunteers. This policy provides the steps to individual complaints of bullying and harassment and the process for addressing the complaints.

- **5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District’s Office of Civil Rights Compliance (CRC).
  - All complaints involving student to student harassment, including sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints involving harassment, including sexual harassment, of a student by an employee or other representatives of the school system will be investigated by the CRC Office.
  - This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

**Attendance Policy/School Hours**

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

- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**
  - Student absences for religious purposes, as identified on the approved holidays listed in the Student Attendance Reporting Procedures PK-12 Handbook, may not 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. It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.

- **5500 - Student Conduct and Discipline**
  - The Code of Student Conduct (COSC) is aligned to local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures.

  - Furthermore, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students, including assignment to an interim alternative educational setting pursuant to the Code of Student Conduct and, in accordance with the student’s due process rights.

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

Digital Conversion/Social Media

- **7540.03 - Student Responsible Use of Technology, Social Media, and District Network Systems**
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however,
exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

Equal Opportunity

- **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.

- **5111.01 - HOMELESS STUDENTS**
  - Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education and preschool education programs in the same manner as all other District students. Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District’s academic and extra-curricular activities for which they meet relevant eligibility criteria.

Fieldtrips/School Social Events

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

- **5850 - SCHOOL SOCIAL EVENTS**
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.

- **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
  o 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
7500 - FOOD SERVICES
  o 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
  o 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.
  o The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.

8531 - FREE AND REDUCED-PRICE MEALS
  o All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

Fundraising
5830 – STUDENT FUNDRAISING
  o 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.
  o 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
  o Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
• 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
  o 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
  o 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.
  o 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
  o Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students’ conceptual understanding, develop thinking skills, and focus on the application of knowledge.

Internship
• 2424 - STUDENT INTERNSHIPS
  o 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
  o 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.
  o All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.

• 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.

- **5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS**
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by School Board Policy 2370, Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

**Parent Involvement**

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

- **9210 - PARENT ORGANIZATIONS**
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

**Pledge of Allegiance**

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

**Privacy**

- **2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**
  - Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.
Schools of Choice/Magnet Schools
- **2370 - MAGNET PROGRAMS/SCHOOLS**
  - Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.

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

Special Education/Section 504
- **2260.01 SECTION 504 PROCEDURES FOR STUDENTS WITH DISABILITIES**
  - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.

- **2460 – EXCEPTIONAL STUDENT EDUCATION**
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

- **FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION**
  - Parents who wish to request public-private collaboration in the educational setting should direct requests to the Principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

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

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

- **8350 - CONFIDENTIALITY**
  - A student’s educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

Student Services

- **2290 - CHARACTER EDUCATION**
  - The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

- **5530 - DRUG PREVENTION**
  - Schools shall strive to prevent drug abuse and help drug abusers through educational means.
  - The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any “over-the-counter” medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

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

Title I – Schoolwide Program

- **2261 - TITLE I SERVICES**
  - The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory

Technology

• 7540 – COMPUTER TECHNOLOGY AND NETWORKS
  o 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
  o 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
  o 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
  o 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)
  o The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff of students.

Visitors
• **9150 - SCHOOL VISITORS**
  o 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.
  o 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**
  o 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.