

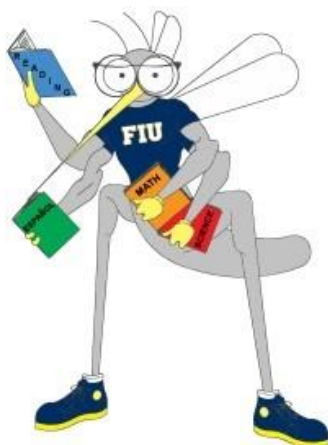
MIAMI-DADE COUNTY PUBLIC SCHOOL
DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

DR. CARLOS J. FINLAY ELEMENTARY SCHOOL

851 SW 117TH AVENUE
MIAMI, FLORIDA 33184
(305) 552-7122

SCHOOL HOURS:
Pre-K-1st GRADE – 8:20 am – 1:50 PM
2ND-5TH GRADE – 8:35 AM – 3:05 PM
WEDNESDAY DISMISSAL FOR ALL STUDENTS – 1:50 PM

AFTER SCHOOL CARE HOURS: 1:50 PM – 6:00 PM



WWW.CJFINLAY.ORG

TWITTER: @cj_finlayelem
FACEBOOK: @FinlayES
INSTAGRAM: @dr.carlosj.finlay



MIAMI-DADE COUNTY PUBLIC SCHOOL
DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

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

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

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Ms. Lubby Navarro

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Ms. Mari Tere Rojas

Christopher Badillo, Student Advisor

SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer



MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

Vision Statement

We provide a world class education for every student.

Mission Statement

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

Values

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

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

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

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board

Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Steve Gallon III
Lubby Navarro
Dr. Marta Pérez
Mari Tere Rojas

August 2019

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

AMC:cg
L005

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



MIAMI-DADE COUNTY PUBLIC SCHOOL
DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

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MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

Dr. Carlos J. Finlay Elementary

School Mission Statement

Dr. Carlos J. Finlay Elementary School will collaborate with students, parents, teachers, Florida International University, and our entire community as we strive to provide a high quality, child-centered, bilingual education that will empower our student to become responsible and productive citizens in a global society.

Biography of Dr. Carlos J. Finlay

Dr. Carlos Juan Finlay was born on December 3, 1833 in Puerto Principe, Cuba. He graduated from Jefferson Medical College in Philadelphia in 1855, then returned to Cuba to practice medicine. In 1879, he was appointed by the Cuban government to work with the North American commission to study the causes of yellow fever. In 1881 he was the first to theorize that a mosquito that bites a person with yellow fever would become a carrier (now known as the disease vector) that could subsequently bite and thereby infect a healthy person. Even though he presented his theory at the fifth International Sanitary Conference in Washington, D.C. and identified the *Aedes Aegyptus* mosquito as the organism that transmitted yellow fever, it took nearly 20 years to confirm his hypothesis. It was in 1900 when Dr. Walter Reed arrived in Cuba, heading the U.S. Army Yellow Fever Board, that Dr. Finlay's work was investigated and confirmed to be correct. This discovery not only saved many lives, but allowed the Panama Canal to be constructed by controlling the yellow fever epidemic.

From 1902 through 1909, Dr. Finlay was appointed Chief Sanitation Officer of Cuba. He also was a member of Havana's Royal Academy of Medical, Physical and Natural Sciences. He was fluent in French, German, Spanish, and English and could read Latin. As a result of his work, Finlay was nominated seven times for the Nobel Prize in Physiology or Medicine. Although he was never awarded the prize, his discovery is considered one of the greatest steps forward made in medical science. He received the National Order of the Legion of Honor of France in 1908. On August 20, 1915, Dr. Finlay died from a stroke in his home in Havana, Cuba.



MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

Bilingual School Organization (BISO)

The educational program at Dr. Carlos J. Finlay Elementary provides instruction in both English and Spanish. This program is based on the philosophy of the transfer of skills from one language to another. The concepts learned in one language are applied in the other language. Therefore, students learn skills through both English and Spanish instruction.

Research indicates that the earlier a student begins to learn two languages, the sooner the student can become truly bilingual. We also know that those who become proficient in more than one language will find more opportunities to advance later in life. At Dr. Carlos J. Finlay Elementary we are working to provide our students with a solid foundation toward that goal through this special school plan in which children are learning in English 60% of the day and in Spanish 40 % of the day. Students receive instruction in Reading, Language Arts, Science, and Mathematics in English and Reading, Language Arts, and Social Studies in Spanish.

FIU Professional Development School

Dr. Carlos J. Finlay Elementary participates in a collaborative relationship with Florida International University (FIU) in which college students and professors work closely with our students and staff to develop and implement programs that are mutually beneficial. Our partnership has allowed for numerous FIU student teachers to complete their clinical internships with our mentor teachers, as well as many other programs and initiatives.



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Faculty and Support Staff Roster

Alonso, Bianca	Fourth Grade
Alonzo, Liza	Exceptional Student Education
Bohorques, Desiree	Head Start 4
Bolivar, Ana	Music
Cabrera, Ariel	Physical Education
Cano, Yadira	Kindergarten
Cardona, Yuli	Second Grade
Concepcion, Carmen	Kindergarten
Del Castillo, Maria V.	ESOL
Diaz, Alina	Gifted – 2 nd and 5 th Grades
Diaz, Jessica	First Grade
Enriquez, Nidia	Head Start 3
Escoto, Maria	Counselor
Flores, Anna	Gifted – First/Second Grade
Fregoso, Alba	First Grade
Garcia, Diane	Gifted – Fourth/Fifth Grades
Garcia, Isis	Second Grade
Garcia, Lynda	Fifth Grade
Hernandez, Aida	VPK
Hernandez, Yasmery	Exceptional Student Education
Lapadula, Marleni	Fourth Grade
Lastra, Silvia	Second Grade
Leganoa, Monica	Third Grade
Lindner, Sandra	Gifted – 3 rd and 4 th Grades
Lopez, Enrique	Fifth Grade
Martin, Lauren	Kindergarten
Mederos, Gloria	Fifth Grade
Pulido, Marilyn	Third Grade
Rubido, Yolanda	First Grade
Rubio-Pardo, Rosa	Exceptional Student Education
Ruiz, Zaida	Art
Suarez, Linda	Fourth Grade
Tariche, Stella	Fifth Grade
Valderrama, Isabella	Fourth Grade
Valdes, Cristina	Third Grade
Varela, Maria	First Grade
Zalamea, Maria	Kindergarten



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Feeder Pattern Schools

Elementary Schools

BLUE LAKES K-8
BRUCIE BALL EDUCATIONAL CENTER
CYPRESS K-8 CENTER
DR. CARLOS J. FINLAY ELEMENTARY
OLYMPIA HEIGHTS ELEMENTARY SCHOOL
ROYAL PALM ELEMENTARY SCHOOL
RUTH OWENS KRUSE EDUCATIONAL CENTER
TROPICAL ELEMENTARY SCHOOL
WESLEY MATTHEWS ELEMENTARY SCHOOL

Middle School

RIVIERA MIDDLE SCHOOL

Senior High School

SOUTHWEST MIAMI SENIOR HIGH



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School Information

- **Early Sign Out**

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

- **Late Arrival**

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

- **Lost and Found School Policy**

Money or articles found on the school grounds should be brought to the office where lost and found articles are kept. Children need to be taught to take care of their own belongings. Money and valuables should not be left on top of desks. When possible, label your child's jackets, sweaters, etc. with his/her name. Watches and rings should not be removed when washing hands or playing games. When children lose articles, they should report the loss immediately to the office to see if the articles have been found. Lost articles may be picked up in the school office when properly identified. Parents and students should check it frequently. It is a good policy for children to refrain from bringing valuable property to school, such as family heirlooms, radios, electronic devices, etc.

- **Opening and Closing Hours of Schools**

Grades PK, K and 1: 8:20 a.m. – 1:50 p.m.

Grades 2 – 5: 8:35 a.m. – 3:05 p.m.

ON WEDNESDAYS: ALL STUDENTS ARE DISMISSED AT 1:50 p.m.

- **Classroom Deliveries**

If your child forgets his/her lunch, homework, project or other items and you find it necessary to bring them to school, come to the office. The secretary will see that they are delivered to your child. This eliminates interruptions to the instructional program.

Birthday Celebrations, parents are not allowed to celebrate their child's birthday in school during school hours. If a parent wishes to bring any food and/or beverage it must be brought to the school office to be distributed to classmates during lunch time. All food and beverage items must be store purchased. Please check with your child's teachers for any student food allergies.

- **Parent/Teacher Conferences**

PARENT/TEACHER CONFERENCES are an important part of the school program. Knowing your child's teacher gives them an opportunity to know you. Give your child the security of feeling the cooperative spirit, which exist in a friendly parent-teacher relationship. Arrange for a conference time with the teacher that is mutually convenient. Teachers will return calls before and after classes, but not during instructional time.



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- ***Contagious Diseases***

If your child contracts a contagious disease or pediculosis (head lice), please call the office as soon as possible so we may alert other persons who may have been exposed. In the event of a serious health concern, the Miami Dade Health Department will dictate policy and procedure. We will alert parents if this is the case.

- ***Media Center***

Our media center serves as a vital resource to our students. Children are encouraged to borrow books and utilize the fine materials available to them. It is the student's responsibility to take care of their library books and return them in a timely manner. Any lost or damaged library book must be paid for by the parent.

- ***Parent Resource Room***

In our commitment and dedication to engage parents and families in the education of their children, Dr. Carlos J. Finlay Elementary School has established a Parent Resource Center located in room 20. The primary focus is to work on parent/family involvement issues and to serve as a support mechanism to parents/families, teachers and students. Additionally, important school-related information and educational resources are housed here and available to parents/community members.

- ***Parent Teacher Association (P.T.A.)***

Our Parent Teacher Association (P.T.A.) is an active organization, providing many services to students, enriching the school experience, and assisting teachers and administrators. We hope every family will join our P.T.A. and be active in helping to build a better school. Annual family dues are only \$7.00 and incentives are given for classes with 100% PTA membership.

- ***Physical Education***

Physical Education is part of the instructional program of our school. Appropriate clothing and closed shoes must be worn on PE days. Children may be excused a day or two if they have been sick. This request must be in writing from the parent to the teacher. To be excused from Physical Education for a longer period, please request an exemption form, which must be completed by your physician.

Please note that a Physician's Statement form is required for any exemption from Physical Education. If a child has a chronic health problem, please send a written note to the classroom and Physical Education teacher. The information will be placed in the Student Health Record of the Cumulative Folder.

- ***Speech/Language Therapy***

All children enrolled in Dade County Public Schools who are in need of speech correction, are eligible to attend speech therapy classes. Children may be referred for

testing by the classroom teacher and parents. The children who are eligible for speech therapy will receive services from our Speech Language Pathologist during school hours.



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- **Uniforms**

Wearing the school uniforms is mandatory. School uniforms for Dr. Carlos J. Finlay Elementary may be purchased from any local retail establishment that offers you the style and color combinations adopted by this school.

Girls:

Polo/Crew shirt: blue or gold

Bottoms: khaki shorts/skirt/skort/pants

Boys:

Polo/Crew shirt: blue or gold

Bottoms: khaki shorts/pants

Important Dates

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

School Level	Window Period	School Date
Elementary/K8 Center	September 9 - 12, 2019	September 11, 2019

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/20/2019	11/8/2019
2	12/06/2019	1/31/2020
3	2/21/2020	4/13/2020
4	5/1/2020	6/19/2020

Academic Programs – Student Progression Plan (SPP)

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

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

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

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

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. Before-school care programs begin approximately one hour before school starts. Summer Camp



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operates from 7:00 a.m. until 6:00 p.m. Parents should check with their child's school for specific start times.

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

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

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

Bring Your Own Device (BYOD)

Bring Your Own Device allows students, parents, staff and guests to integrate the utilization of technology devices at specified times during the instructional day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

Closing of School

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

Community School Program

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

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



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

Cyberbullying

Cyberbullying is a form of bullying that takes place virtually over digital devices such as computers, smartphones, and tablets. Cyberbullying most commonly takes place via social media, texting, instant messaging, and email. Say NO to cyberbullying! If you or someone you know is being bullied, report this information to the Bullying/Harassment Anonymous Hotline at 305-995-CARE (2273). Resources:

- StopBullying.gov

Discrimination/Harassment

The School Board has a 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 basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the Principal promptly.

Student Drop-Off and Pick-up

The school day begins promptly at 8:20 a.m. for Grades PK, K and 1st; and at 8:35 a.m. for Grades 2nd – 5th. Students who are not in the classroom by this time will be marked tardy. It is recommended for all students to be in class by 8:15 a.m./8:30 a.m. to prepare for the learning day. Children should only be on school grounds when properly supervised. Security personnel are available beginning at 7:30 a.m. for student supervision. Under no circumstances should any student be on school grounds prior to 7:30 a.m. Breakfast is available from 7:30 a.m. to 8:15 a.m. Students who arrive late must report to the office for a tardy pass.

The designated parent drop-off and pick-up area is located in the main circular driveway on the west side of the school building. Parents/Guardians may not pick up students from the bus area on the north side of the school. Bus students will be dropped off and picked up on the north side of the school. The north area is designated for bus students ONLY. **Please do not park your vehicle in the faculty/staff parking lot.** It is very dangerous for students to walk through the parking lot even if accompanied by an adult. Unless it is an emergency, parents/guardians must send the teacher a written note changing any dismissal transportation plans, otherwise teachers will continue observing the original plans specified by the parent/guardian.



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Pre-kindergarten, kindergarten, and first grade students are dismissed at 1:50 p.m.; please do not expect these students to wait after dismissal for older brothers and sisters, as there are no provisions for their supervision. The teachers of these students reserve this time for special help, parent conferences, teaching in after-school programs, and for teacher planning. However, an After School Care Program is available from 1:50 - 6:00 p.m. at a nominal fee. You may contact the school at (305) 552-7122 for further information between 2 and 6 pm.

Student Dismissal

- Changes to a student's regular dismissal procedure must be made in writing or via e-mail (NO TELEPHONE CALLS) and sent to the child's teacher. A dismissal change must only be made in case of an emergency.

- ***Rainy Day Dismissal***

Please discuss with your child provisions for rainy day procedures in order that last minute telephone calls are not necessary. Fill out and return the rainy day slip, which will be sent home with your child during the first week of school in order for the teacher to have your plans on record. **If at dismissal the weather becomes a danger to the child, the school will not dismiss students until the situation clears. However, the parent may enter the building and pick up his/her child through the office.**

- ***Early Dismissal***

No pupil will be dismissed before the assigned dismissal time without parental permission. Parents or guardians are to report to the office and sign out a student being dismissed early. Please make every attempt to make Doctors appointments after school hours. **ANY PERSON PICKING UP A STUDENT MUST BE IDENTIFIED ON THE EMERGENCY CONTACT CARD AND MUST BRING PROPER IDENTIFICATION. PLEASE COOPERATE WITH US! THESE PROCEDURES ARE IN PLACE TO ASSURE THE SAFETY OF YOUR CHILDREN** 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.

Early Dismissal - 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. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Elevator

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

Emergency Contact Information

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



MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

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

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Homework

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

- **Homework Plan can be found in Appendix D**

Mealtime Environment

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

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

- **Free Breakfast**
Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.
- **Free/Reduced Price Lunch Program**
The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the Department of Food and Nutrition at freeandreducedmealapp.dadeschools.net. Paper applications are available in the school's front office upon request. Many students are approved through Direct Certification and do



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not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

- **Meal Prices**

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

- **PAYPAMS**

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

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

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

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

Mental Health Services

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

Parent Toolkits

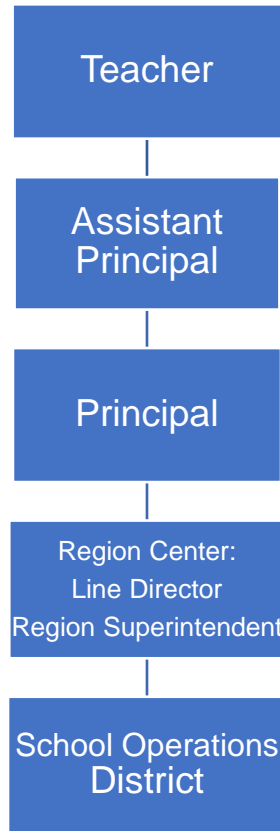
- [Back to School Toolkit](#)



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Protocol for Addressing Parental Concerns

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



Public-Private Collaboration

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

Recess

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

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



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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



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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 Activities/Clubs

All School Activities, clubs, and organizations must be approved by the principal and conform to the School Board Policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 – Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

- **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurricular-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurricular-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurricular-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.



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School Class Picture Process

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

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

School Transportation

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

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

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

Special Education/Section 504

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

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

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

Student Records

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws



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provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

Student Services

The Division of Student Services provides prevention and intervention services to PK-Adult students throughout the District. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready. An integrated team of uniquely trained student services professionals deliver these direct services to students.

Student Success Centers

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

The Parent Academy

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

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

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

Transgender and Gender Non-Conforming Students

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique



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

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

Verifications of Residency

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

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

Volunteer Program

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

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

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

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

¹ See School Board Policies 5517, *Anti-Discrimination/Harassment (Students)* and 5517.01, *Bullying and Harassment*.



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APPENDIX A – School Calendars



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

July 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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

September 2019				
M	T	W	T	F
1	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

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

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

December 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
M	T	W	T	F
1	2	3	4	^o 5
^o 8	^o 9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

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

Days In Grading Period
1-46
2-44
3-44
4-46

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



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

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

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 7, 2019	June 4, 2020
Assistant Principals and 10-month clerical	August 7, 2019	June 11, 2020
Cafeteria Managers	August 12, 2019	June 4, 2020
Satellite Assistants	August 14, 2019	June 3, 2020
All Instructional Staff, Paraprofessionals & Security	August 14, 2019	June 4, 2020
Assistant to Cafeteria Managers/MAT Specialists	August 16, 2019	June 3, 2020
Cafeteria Workers (part-time)	August 19, 2019	June 3, 2020

*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.



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APPENDIX B – Florida Statues 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



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curriculum of the student and within a reasonable period of time after the request is received by the building principal.

- **5410 - STUDENT PROGRESSION PLAN**
 - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

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.



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- 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 FortifyFI has also been placed on each school site information page.

Admission, Registration and Immunization Requirements

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

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



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- **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



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prohibition against such discrimination/harassment against students by other students in accordance with School Board Policies 5517 and 5517.02. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the School Board.

- 5517.01 – BULLYING AND HARASSMENT

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

- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS

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

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



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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.



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Clinic

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

Code of Student Conduct

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
 - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- 5136.02 - SEXTING
 - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- 5500 - STUDENT CONDUCT AND DISCIPLINE
 - The Code of Student Conduct (COSC) is aligned to local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures.
 - Furthermore, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students, including assignment to an interim



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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.



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Fieldtrips/School Social Events

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

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

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

Financial Obligations

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

Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
 - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.

- 8510 - WELLNESS POLICY
 - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
 - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.



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

Fundraising

- 5830 – STUDENT FUNDRAISING
 - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
 - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- 6605 – CROWDFUNDING
 - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
 - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

Health Screening

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



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school with written notification if you **do not** want your child to participate in the screening program.

Homework

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

Internship

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

Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
 - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
 - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
 - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS
 - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions 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.



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Parent Involvement

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

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

Pledge of Allegiance

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

Privacy

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

Schools of Choice/Magnet Schools

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



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School Transportation/Bus Safety Conduct

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

Special Education/Section 504

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

Student Activities

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

Student Records/Access to Student Records

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



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- 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 requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

Technology

- 7540 – COMPUTER TECHNOLOGY AND NETWORKS

- The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and use of social media by students and staff



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members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

- 7540.01 – TECHNOLOGY PRIVACY
 - All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system.

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

- 7540.06 – STUDENT ELECTRONIC MAIL
 - This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts

Threat Assessments

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

Visitors

- 9150 - SCHOOL VISITORS
 - Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.



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

Volunteer Program

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



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APPENDIX C – Disclosure at Time of Registration



MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISCLOSURE AT TIME OF REGISTRATION

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

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

YES NO

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

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

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

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

Student's Name _____ ID. # _____

(Please Print)

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

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

Address _____

Signature (Parent/Guardian) _____

Signature (Student) _____ Date Signed _____

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APPENDIX D – School-Wide Home-Learning Plan

Dr. Carlos J. Finlay Elementary

School-Wide Home-Learning Plan

MISSION:

At Dr. Carlos J. Finlay Elementary School (CJF), home-learning is a vital component to student learning, growth, and overall success. This home-learning plan serves as a guide for administration, teachers, parents, and students in order to ensure that homework is meaningful, will support the learning experience, and maximize each student's potential.

PURPOSE:

- **PREPARE** information or materials for future learning activities (e.g. gather resources, read something for a class discussion, or rehearse for a presentation).
- **PRACTICE** new knowledge OR new skills (e.g. read for pleasure, practice physical skills, practice a musical instrument, use knowledge to complete a project, or practice basic literacy and math skills.)
- **ENRICH** students' understanding of a topic and apply it in new ways (e.g. research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).

RESEARCH INDICATES:

- Schools in which home-learning is routinely assigned and graded tend to have higher achieving students.
- There is general agreement that the amount of home-learning increases significantly as a student progresses through school.
- Home-learning should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents.
- Home-learning should be tied to current subject matter, assigned in amounts and levels of difficulty which students can complete successfully and should be checked quickly, with feedback to students.
- Giving home-learning on a regular basis may increase achievement and improve attitudes toward learning

EXPECTATIONS OF ADMINISTRATION:

- Establish a school-wide approach to home-learning.
- Facilitate time for teachers to plan in order to coordinate testing days and assignments.
- Inform parents and families of the CJF School-Wide Home-Learning Plan.
- Be available to answer any questions or concerns regarding the home-learning plan.
- Promote home-school communication regarding home-learning.
- Ensure that all teachers adhere to the school-wide home-learning plan.



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- Establish an opportunity before and after school for students to receive assistance with home-learning.
- Ensure that teachers are aware of specific student needs such as the unavailability of a computer at home and provide accommodations for home-learning as necessary.

EXPECTATION OF TEACHERS:

- Parent will be informed of any major changes to curriculum expectations.
- Let parents know they are partners in the student's education and that the sooner a good pattern of study is established, the better.
- Be sensitive to family time when assigning homework, specifically during recess/holidays.
- Consider the students' home-learning environment as it relates to homework assignments
- Make instructions related to homework clear and, when necessary, provide a short period of supervised study or a period of questioning to ensure that the students understand the assignments.
- Check, review, evaluate, and/or grade student homework in a timely manner, according to the teacher's individual methods, and in keeping with a system that is clearly explained to the students and parents.
- Home-learning will not be used to discipline or punish students, to introduce or practice skills the student does not understand, or to assess a students' learning without reference to other work.

EXPECTATIONS OF PARENTS:

- Contact teacher early if the student begins to develop a pattern of late or incomplete home-learning.
- Contact the teacher to clear up any misunderstandings, troubleshoot problems and be better informed about the students' learning progress.
- Provide a quiet space and basic materials at home for completion of home-learning.
- Encourage your child to take ownership and pride in their home-learning, to allocate their time wisely, meet deadlines, and develop good student habits.
- Encourage independent daily reading.
- Make every effort to read to students who cannot read on their own.
- Review and monitor home-learning in student's agenda or home-learning packet daily.
- Inspect book bags regularly.

EXPECTATIONS OF STUDENTS:

- Complete home-learning to the best of your ability in a timely manner.
- Take pride and ownership of your home-learning.
- Record all home-learning assignments neatly and clearly when assigned in class by the teacher.
- Seek clarification from your teacher when home-learning is unclear or if you have any questions.
- Use class time provided for completing classwork and/or starting home-learning wisely.
- Speak to your teacher if you are having trouble completing home-learning assignments.

HOME-LEARNING TIME EXPECTATIONS:

<u>Grade Level</u>	<u>Total Daily Average (All Subjects)</u>
<u>K-1</u>	<u>30 minutes</u>
<u>2-3</u>	<u>45 minutes</u>
<u>4-5</u>	<u>60 minutes</u>



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NOTE

These times do not reflect

- the additional 30 minutes that are to be devoted to daily independent reading
- technology program requirements for i-Ready or Reflex Math
- study time for tests
- project-based, long term assignments (ex. science fair, research papers, models, special presentations) are not reflected in these times or
- additional course work for Gifted courses.

MAKEUP ASSIGNMENTS:

Home Learning assignments may be made up within three days after a student's return to school from an excused absence. Students with unexcused absences will not be allowed to make up home-learning assignments.

STUDENT HOME-LEARNING TIPS:

- Copy your home learning assignments each day before leaving school in your school agenda (grades 2-5).
- Set aside the same time of the day to complete your home learning.
- Have a quiet area at home designated to complete your home learning. Keep a dictionary, pencils and paper available in this area.
- Ask a friend for their telephone number so you can call them in case you have any questions about an assignment.
- Let your teacher know if you have any difficulty completing a home learning assignment.

RESOURCES AVAILABLE TO HELP PARENTS HELP STUDENTS WITH HOME-LEARNING:

Dial-a-Teacher Monday – Thursday 5:00 pm to 8:00 pm 305-995-1600

