

Rockway Elementary School

PARENT/STUDENT HANDBOOK

2023 - 2024



Ms. Shante N. Thompson, Principal
Mrs. Laura Smythers, Assistant Principal

2790 SW 93rd Court, Miami, FL 33165
(305) 221-1192
Rockwayelementary.dadeschools.net

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



The School Board of Miami-Dade County, Florida

Ms. Mari Tere Rojas, Chair

Mr. Danny Espino, Vice Chair

Mr. Roberto J. Alonso

Ms. Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Ms. Mary Blanco

Ms. Monica Colucci

Dr. Steve Gallon III

Ms. Luisa Santos

Student Advisor

Zahara-Mari Ronizi

SUPERINTENDENT OF SCHOOLS

Dr. Jose L. Dotres

OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE

Dr. John Pace III

Deputy Superintendent

TABLE OF CONTENTS

Message from the Principal
Mission Statement

School Information:

Accidents and Illness
Arrival
Attendance
Attendance Review Committee

Before/After-School Care Programs
Bus Rules

Cafeteria (Breakfast/Lunch)
Cafeteria Rules
Class Parties
Code of Student Conduct
Confidential Information
Counselor
Curriculum

Deliveries to Students/Staff
Detention
Discipline/School Rules
Discrimination/Harassment
Dismissal

Early Dismissal
EESAC
Electronic Devices
Emergency Contact Information
Emergency Operations Plan

Financial Obligations
Food and Nutrition

Grading

Hall Pass
Head Lice (Pediculosis Capitis)
Health Screening
Home Learning
Honor Roll/Recognition Ceremonies

Immunizations
Interim Progress Reports
Internet Acceptable Use Policy

Library/Media Center
Lost and Found Items

Medication

Newsletters/Calendars

Out of Area Student Transfer

Parent Academy
Parent Conferences
Parent Portal
Parent Resource Center
Parent-Teacher-Association (PTA)
Permanent Records
Pets
Promotion/Retention
Protocol for Addressing Concerns

Registration Procedures
Report Cards
Respect for Property

Safety
Safety and Security
Safety Patrols and Youth Crime Watch
School Calendar
School Insurance (Student Accident Insurance)
Special Education
Special Programs
Student Rights and Responsibilities

Telephone/Telephone Messages
Textbooks
Title I Administration
Toys
Transportation

Uniforms

Verifications of Residency
Visitors/Guests to School
Volunteers

Withdrawals and Transfers



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Ms. Shante N. Thompson

Principal

Mrs. Laura Smythers

Assistant Principal

Miami-Dade County School Board

Perla Tabares Hantman, Chair

Dr. Steve Gallon III, Vice Chair

Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Christi Fraga

Dr. Lubby Navarro

Dr. Marta Pérez

Mari Tere Rojas

Luisa Santos

Dear Parents/Guardians,

As we gear up for an exciting new academic year, we are delighted to welcome you and your children to be a part of our vibrant school community. We extend our warmest greetings and introduce to you our school theme for this year: "Faster, Higher, Stronger, Together."

At Rockway Elementary, we believe in the power of unity and collaboration. This year's theme emphasizes the importance of coming together as a community to achieve greatness. Each student's journey is unique, and we are dedicated to nurturing their individual talents and potential, while fostering a sense of belonging and teamwork.

"Faster": We encourage our students to be eager learners, to seek knowledge and understanding with enthusiasm. Learning is an adventure, and we'll embrace every opportunity to explore new ideas and concepts. Through dynamic teaching methods and engaging activities, we aim to make the learning experience both enjoyable and enriching.

"Higher": We set high standards for our students and believe in their ability to reach new heights. As educators, we will provide the necessary support, encouragement, and resources for their academic, personal, and social growth. Together, we will foster a growth mindset that inspires resilience, curiosity, and a willingness to take on challenges.

"Stronger": Building character is equally vital as academic achievement. We are committed to cultivating strength of character, integrity, and empathy in our students. Our school's values of respect, kindness, and compassion will guide them in becoming responsible and compassionate members of society.

"Together": Unity is our strength. The school, parents, and the community play an integral role in shaping a child's educational journey. We value open communication and encourage parents to actively participate in their child's education. Together, we will create a supportive and inclusive environment where every student feels valued and empowered.

As we embrace the theme "Faster, Higher, Stronger, Together," I am confident that this school year will be one of growth, achievement, and joy for all our students. Let us embark on this journey united and determined to make it a memorable and successful one.

Thank you for entrusting us with the education and well-being of your children. Together, we will create a bright and promising future for each student at Rockway Elementary School.

Warm regards,
Shante N. Thompson,
Principal

Rockway Elementary School. 2790 SW 93rd Court. Miami, FL 33165



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Principal

Shante N. Thompson

Assistant Principal

Laura Smythers

Dear Parent(s)/Guardian(s):

Miami-Dade County School Board

Mari Tere Rojas, Chair

Danny Espino, Vice Chair

Roberto J. Alonso

Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

Miami-Dade County Public Schools (M-DCPS) has long prioritized the social, emotional and mental well-being of students. As per guidelines established by the state legislature and M-DCPS School Board Policy 2410, the district provides various mental health services to support students. In particular, the Department of Mental Health Services was established in July 2018 to enhance the coordination of school and community resources, as well as to deliver evidence-based mental health services, which includes prevention and support to our students.

School-based mental health professionals support all district K-12 schools. Our district has a number of school-based mental health professionals who are uniquely trained to support our students. These professionals include school counselors, TRUST counselors, EBD Clinicians, social workers, psychologists, Student Services Support Specialists, and Mental Health Coordinators. The district also utilizes outside resources to provide an additional layer of support. Through a referral process, this includes community agencies who offer more specialized support for students based on their specific needs.

School-based mental health professionals provide counseling and services which enhance mental wellness and support students' personal and social development as well as address barriers that impede student success.

These services include the following:

Targeted Interventions

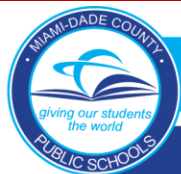
- Individual Counseling
- Group Counseling
- Family Counseling
- Mental Health Assessment (non-emergency)
- Referrals to contracted agencies and other community mental health services, as needed

Intensive Interventions

- Individual Counseling
- Collaboration and Coordination of Services
- Wraparound Collaboration and Support
- Risk Assessments, as needed

When a school based mental health professional initiates service or there is a change in service for your child, you will be notified by school personnel at which point you can withhold consent or decline the specific service. In addition, the district will continue to provide emergency health services to students when necessary. If you have any questions about the services or support your child is receiving, please contact the school. If you have any concerns about your child's mental health, please contact the Parent Mental Health Assistance Line at (305) 995-7100.

Sincerely, Shante N. Thompson, Principal



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Principal

Shante N. Thompson

Assistant Principal

Laura Smythers

Miami-Dade County School Board

Mari Tere Rojas, Chair

Danny Espino, Vice Chair

Roberto J. Alonso

Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

Estimado(s) padre(s) de familia/tutor(es):

Las Escuelas Públicas del Condado Miami-Dade (M-DCPS) han priorizado durante mucho tiempo el bienestar social, emocional y mental de los estudiantes. De acuerdo con las normas establecidas por la legislatura estatal y la Política 2410 de la Junta Escolar de M-DCPS, el distrito proporciona varios servicios de salud mental para apoyar a los estudiantes. En particular, el Departamento de Servicios de Salud Mental (Mental Health Services) se estableció en julio de 2018 para mejorar la coordinación de los recursos escolares y comunitarios, así como para brindar servicios de salud mental basados en evidencias, los cuales incluyen la prevención y el apoyo a nuestros estudiantes.

Los profesionales de la salud mental del sistema escolar asisten a todas las escuelas del distrito desde el kindergarten hasta el 12º grado (K-12). Nuestro distrito cuenta con un equipo de profesionales de salud mental ubicados en las escuelas, los cuales están capacitados de manera única para apoyar a nuestros estudiantes. Estos profesionales incluyen consejeros escolares, consejeros de TRUST, médicos especializados en EBD, trabajadores sociales, psicólogos, especialistas en apoyo de servicios para estudiantes y coordinadores de salud mental. El distrito también utiliza recursos externos para proporcionar ayuda adicional, a través de un proceso de remisión que incluye agencias comunitarias que ofrecen un apoyo más especializado para los estudiantes, basado en sus necesidades específicas.

Los profesionales de salud mental de las escuelas brindan asesoramiento y servicios que mejoran el bienestar mental y apoyan el desarrollo personal y social de los estudiantes, al mismo tiempo que abordan las barreras que impiden el éxito de los estudiantes.

Estos servicios incluyen los siguientes:

Intervenciones específicas

- Consejería individual
- Consejería de grupo
- Consejería familiar
- Evaluación de salud mental (no en casos de emergencia)
- Remisiones a agencias contratadas y otros servicios comunitarios de salud mental, según sea necesario

Intervenciones intensivas

- Consejería individual
- Colaboración y coordinación de servicios
- Colaboración y apoyo integral
- Evaluaciones de riesgos, según sea necesario

Cuando un profesional de salud mental ubicado en un centro escolar inicia el servicio o hay un cambio en el servicio para su hijo, el personal de la escuela le notificará en qué momento puede negar el consentimiento o rechazar un servicio específico. Asimismo, el Distrito continuará ofreciendo servicios de salud de emergencia a los estudiantes cuando sea necesario. Si tiene alguna pregunta sobre los servicios o el apoyo que su hijo está recibiendo, por favor, comuníquese con la escuela. Si tiene alguna inquietud sobre la salud mental de su hijo, comuníquese con la Línea de Asistencia de Salud Mental para Padres (Parent Mental Health Assistance Line) al (305) 995-7100.

Atentamente,

Shante N. Thompson, Directora



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Principal

Shante N. Thompson

Assistant Principal

Laura Smythers

Miami-Dade County School Board

Mari Tere Rojas, Chair

Danny Espino, Vice Chair

Roberto J. Alonso

Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

Dear Parent(s) / Guardian(s),

Miami-Dade County Public Schools (M-DCPS) has long prioritized the health and wellbeing of students. In accordance with the requirements set forth in Florida Statutes, Section 381.0056, Miami-Dade County Public Schools, The Florida Department of Health in Miami-Dade County, and Miami-Dade Community Partners work in collaboration to provide Basic School Health Services at your child's school.

Your child is eligible to receive basic school health services, that may include specific grade level vision, hearing, scoliosis, and body mass index (BMI) screenings. A list of basic school health services can be located at <https://cshs.dadeschools.net>. If you have any questions about the health services your child is receiving, please contact your child's school. If you DO NOT want your child to receive the basic health services offered at the school, you MUST notify the school administrator in writing. The Office of Mental Health & Student Services is responsible for notification to you of mental health services provided at your school. If you have questions, please contact your school principal.

Additional health services may be offered by the school health personnel if it is determined that your child might need additional assessments or clinical services. You will be contacted and provided with the appropriate documentation for your consent prior to the provision of these services. School health services are not a replacement for visits to your child's pediatrician or primary care doctor. Please continue to use the services of your child's doctor for primary health care. In any situation affecting the safety of a student or others, the district will continue to provide emergency healthcare services to students when necessary.

Sincerely,

Shante N. Thompson

Principal



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Principal

Shante N. Thompson

Assistant Principal

Laura Smythers

Miami-Dade County School Board

*Mari Tere Rojas, Chair
Danny Espino, Vice Chair*

*Roberto J. Alonso
Lucia Baez-Geller*

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

Estimado(s) Padre(s) de familia / Tutor(es):

Las Escuelas Públicas del Condado Miami-Dade (M-DCPS) han priorizado durante mucho tiempo la salud y el bienestar de los estudiantes. De acuerdo con los requisitos establecidos en los Estatutos de Florida (Florida Statutes), Sección 381.0056, las Escuelas Públicas del Condado Miami-Dade, el Departamento de Salud de Florida en el Condado Miami-Dade (The Florida Department of Health in Miami-Dade County) y los socios comunitarios de Miami-Dade (Miami-Dade Community Partners) laboran en colaboración para proporcionar servicios básicos de salud escolar en el centro escolar de su hijo/a.

Su hijo/a es elegible para recibir servicios básicos de salud en su escuela, los cuales pueden incluir evaluaciones de salud específicas de nivel de grado sobre la vista, la audición, escoliosis y del índice corporal máximo (Body Max Index, BMI). Puede encontrar una lista de los servicios básicos de salud de las escuelas visitando la página web <https://cshs.dadeschools.net>. Si tiene alguna pregunta sobre los servicios de salud que recibe su hijo/a, por favor, comuníquese con la escuela de su hijo/a. Si NO desea que su hijo/a reciba los servicios básicos de salud que se ofrecen en la escuela, DEBE notificar por escrito al/la directora/a de la escuela. La Oficina de Salud Mental y Servicios para Estudiantes (Office of Mental Health & Student Services) es responsable de notificarle acerca de los servicios de salud mental que se proporcionan en su escuela. Si tiene preguntas, por favor, comuníquese con el/la director/a de su escuela.

Puede que el personal de salud de la escuela ofrezca servicios de salud si se determina que su hijo/a pueda necesitar evaluaciones adicionales o servicios clínicos. Se le contactará y se le proporcionará la documentación apropiada para obtener su consentimiento antes de la prestación de dichos servicios. Los servicios de salud escolar no reemplazan las visitas al pediatra o al médico de cuidados primarios de su hijo/a. Por favor, continúen utilizando los servicios del médico de su hijo/a para la atención médica primaria. En cualquier situación que afecte la seguridad de un estudiante o de otros, el distrito continuará proporcionando servicios de atención médica de emergencia a los estudiantes cuando sea necesario.

Atentamente,
Shante N. Thompson,
Directora



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Miami-Dade County School Board

Mari Tere Rojas, Chair

Danny Espino, Vice Chair

Roberto J. Alfonso

Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

August 1, 2023

Dear Parent/Guardian:

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

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

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

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

Sincerely,

Dr. Jose L. Dotres
Superintendent of Schools

JLD:ga
L0048

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



MDCPS

Mission

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

Vision

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

ROCKWAY ELEMENTARY SCHOOL

Our Mission

It is the mission of Rockway Elementary School in unity with all stakeholders to empower the students to become critical thinkers, productive citizens, and caring individuals. This mission will be accomplished by providing challenging educational experiences based on high academic standards in a nurturing environment.

Our Vision

Rockway Elementary School is a beacon of light that guides our students to be life-long learners and active participants in creating a better future.

ROCKWAY ELEMENTARY SCHOOL

VALUES MATTER MIAMI

- | | | |
|-------------------------|---------------|------------------|
| - Pursuit of Excellence | - Support | - Responsibility |
| - Integrity | - Citizenship | - Honesty |
| - Kindness | - Respect | - Cooperation |
| - Professionalism | - Loyalty | - Love |

LEADERSHIP

Provide continuous teaching and learning experiences for staff, focusing on efficient management practices that best support our learners.

STUDENT ACHIEVEMENT

Identify and implement innovative, research-based district-wide programs and initiatives to improve student performance in English, Language Arts, Mathematics, Science, Social Studies, World Languages, Technology, Fine Arts and Life Skills.

PROFESSIONAL DEVELOPMENT

Create targeted Professional Development Plans to provide staff with a combination of generic and content-specific approaches to teaching and learning in order to improve the delivery of instruction and student performance.

FAMILY AND COMMUNITY INVOLVEMENT

Provide opportunities for families to be involved in their children's education and work with community partners to strengthen our school and continue improving student achievement.

School Information

Rockway Elementary was built in 1961 and is located in Westchester at 2790 SW 93rd Ct. It services pre-kindergarten through fifth grade students. Rockway is a mandatory uniform school.

Rockway Elementary School Parent/Student Handbook

ACCIDENTS AND ILLNESS

The health and physical well-being of all students is a matter of great concern to everyone. If a child is injured or becomes ill while in school, parents will be contacted immediately and the student will be kept as comfortable as possible. Parents must make arrangements immediately to pick up their child from the office. When parents cannot be contacted, the person(s) listed on the EMERGENCY CONTACT CARD will be called. IT IS OF UTMOST IMPORTANCE THAT PARENTS ENSURE THE INFORMATION ON THE EMERGENCY CONTACT CARD IS CURRENT AND UPDATED WHENEVER THERE ARE CHANGES, SUCH AS TELEPHONE NUMBERS AND CONTACTS.

If your child has a medical condition such as diabetes, asthma, allergies or any other condition that may cause the child to become ill when participating in certain school activities, such as physical education, a statement of such condition issued by a physician must be submitted to the school stating the limitations and/or accommodations to be made. Additionally, the teacher(s) must be made aware of this and/or any other condition affecting the well-being of the child while in school.

ARRIVAL

Parents will be encouraged to use our parent drop-off lane when dropping off their child/children instead of getting out of their vehicle and walking them to the entry gate. The parent drop-off lane will be barricaded for safety reasons. Our officer will be assisting during arrival beginning at 7:45 AM. For parents who choose not to use the student drop-off lane, they may walk (wearing a mask and ensuring social distance requirements) their child/children to the designated walkway where signage has been placed at a 12' distance to ensure we do not have large groups of parents gathering in our entry points.

In order to continue to ensure the safe arrival and dismissal of all our students, please adhere to the following guidelines:

Pre-Kindergarten, Kindergarten, First, Second and Third Grade students will be dropped off at the main entrance of school (93rd Court) and report to the cafeteria. Students will sit at their designated tables for their Homeroom Teacher.

Fourth & Fifth Grade will be dropped off at the Basketball Court (27th Street) and will report to the front of their homerooms.

Parents are not allowed to enter the Teacher's parking lot walking or with their vehicles in order to avoid an unsafe situation for students and parents while teachers and staff are entering the parking lot.

Students cannot arrive earlier than 7:45 a.m. as there is NO supervision. Free breakfast is served from 7:45 a.m. to 8:15 a.m. in the cafeteria. Students arriving after the teacher has picked up the students from their designated area are to report directly to their classroom. Staff has been staggered along the hallways from 8:20 a.m. to 8:30 a.m. to assist students as needed. Classroom instruction begins promptly at 8:20 a.m. for Pre-Kindergarten through First grade and at 8:35 a.m. for second through fifth grades. If a student arrives after the bell (8:20 a.m. for Pre-K, K, 1st or 8:35 a.m. for 2nd – 5th), he/she is considered tardy and will be documented.

ATTENDANCE

Absences/Tardies Policy

Rockway Elementary has established the following attendance policy procedures in accordance with the Miami-Dade County Public Schools Board Policy 5200. Student success in school depends on regular and consistent attendance. Please review the following guidelines:

Every absence must be followed by a note from the parent or doctor, explaining the nature of the absence. When a student is absent for three consecutive days, the student's parent should contact the teacher by phone or email to provide an explanation for the absences. The student must bring a doctor's note when returning to school after five consecutive absences.

UNEXCUSED ABSENCES PROCEDURES

- On the second unexcused absence, the student is to receive a warning by the teacher.
- On the third unexcused absence, parent contact must be made by the teacher.
- On the fifth excused/unexcused absence, the student must be referred to the Assistant Principal. The Assistant Principal will then contact the parent.
- Students who accumulate five or more unexcused absences in a semester course or ten or more absences in an annual course may have their academic grades withheld on the report card until a parent conference takes place.
- Students with ten (10) or more unexcused absences in an annual course will be referred to the Attendance Review Committee.
- Students may be excluded from activities for excessive tardies.

EXCESSIVE TARDIES PROCEDURES

- On the second unexcused tardy, the student is to receive a warning by the teacher.
- On the third unexcused tardy, parent contact will be made by the teacher.
- On the fifth excused/unexcused tardy, the student will be referred to the Assistant Principal. A student/parent conference will be scheduled.
- If tardies continue, a school social worker will be assigned and further action will be taken.

Rockway Elementary School closely monitors students with excessive absences and/or tardies. Five or more absences and/or tardies that have been accumulated throughout the year are considered excessive and referrals will be initiated by the teacher.

The following are considered excused absences:

- Student illness
- Medical appointments
- Death in the family
- Observance of a religious holiday
- School related activities that have been pre-approved by the principal
- Subpoena by a law enforcement agency or a mandatory court appearance
- Outdoor suspensions

Teachers must be made aware of any medical condition such as diabetes, asthma, allergies or any other health related issue that may affect the student's well being in school. If a student has a medical reason for not participating in physical education activities, a statement of the condition must be obtained from the student's physician and submitted to the school so modifications can be made.

Florida Statute 1003.26 states:

“... The Legislature finds that early intervention in school attendance matters is the most effective way of producing good attendance habits that will lead to improved student learning and achievement...”

“...The Legislature finds that poor academic performance is associated with nonattendance and that schools must take an active role in enforcing attendance as a means of improving the performance of many students...”

“...If a student is continually sick and repeatedly absent, he or she must be under the supervision of a physician and documentation must be provided to the school, in order to receive an EXCUSED absence...”

Students accumulating ten (10) or more absences in an annual course, due to illness, are required to have a note (on file at the school) from a physician in order to receive an EXCUSED absence.

ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee is comprised of a Student Services representative and an administrator or administrative designee which will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of ten (10) unexcused absences.
2. Convene a minimum of six (6) designated times per year.
3. Review attendance history for students exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.
4. A Connect-Ed message will be sent by the District to parents of all students with three (3) or more unexcused absences.

BEFORE/AFTER-SCHOOL CARE PROGRAMS

Rockway Elementary School offers a principal-operated Before and After-School Care Program to provide supervision for students whose parents' work schedule interferes with school hours. The programs offer a variety of activities for all students. The hours and fees for the specific programs offered are listed below:

BEFORE-SCHOOL CARE PROGRAM

Hours: 7:00 a.m. to 8:00 a.m.: Pre-K through first grade
7:00 a.m. to 8:00 a.m.: Second grade through eighth grade
Price: \$6.00 per child, per day (paid monthly)

ONE HOUR PROGRAM (Pre-K, Kindergarten and First Grade only)

Hours: 2:05 p.m. – 3:05 p.m.
Price: \$6.00 per child, per day (paid monthly)

AFTER-SCHOOL CARE PROGRAM

Hours: 2:05 p.m. to 6:00 p.m.
Price: \$11.00 per child, per day for students who qualify for free/reduced meals (paid monthly)
\$12.00 per child, per day (paid monthly)

LATE PAYMENT FEES *

Late Payment Fee - \$5.00 after the Payment Due Date

Late Pick-Up Fee - \$5.00 for every 15 minutes

* Students must be picked up promptly by 6:00 p.m. Consistent late pick-up may result in the child being withdrawn from the After-School Care Program.

One-Hour Program

The One-Hour Program is specifically designed for students in Pre-K, Kindergarten and first grade requiring only one hour of supervision until older siblings are dismissed at 3:05 p.m., when parents are able to pick them up. The rate is \$6.00 per child, per day (paid monthly).

For more information on how these programs operate and how to enroll your child, parents may contact the Community School Specialist at (305) 221-1192, ext. 2113 or visit the After-School Care Office from 1:00 – 5:00 p.m.

School Insurance

Students participating in the Before and/or After-School Care and Community School Program MUST purchase the Student Accident Insurance. Parents must purchase the Student Accident Insurance for their child(ren) to provide coverage for immediate first aid, ambulance, emergency room or doctor's attention in the event the student is injured at school, on a field trip, or during the Before and/or After-School Care Program. Parents must purchase the Student Accident Insurance coverage by completing the application on-line at k12studentsinsurance.com. and printing the confirmation provided by the website.

BOOK BAGS

Students are encouraged to wear traditional backpacks as a safety precaution due to obstructed hallways and stairs. **Rolling backpacks are not permitted and may only be used by students with health concerns deemed medically necessary.**

BUS RULES

Rockway Elementary School is very concerned about our students' safety to and from school. Parental support is needed to ensure order is maintained on the bus. Therefore, the following procedures and rules have been established and remain effective from the time students get on the bus until they get off the bus. All changes regarding transportation must be made in writing and given to the student's teacher. Students not abiding by the bus rules could be suspended from riding on the bus.

Student Bus Rules

- Follow the directions given by the bus driver at all times.
- Keep hands, feet and objects to oneself.
- Remain seated at all times.
- Refrain from fighting or using profanity. This is absolutely forbidden and may result in immediate suspension of service.

CAFETERIA (BREAKFAST/LUNCH)

Parents are not allowed to enter the cafeteria or have breakfast and/or lunch with students. You may pay for your child's lunch online by going to the parent portal link or directly to paypams.com. Parents may not report to the cafeteria to pay for lunch meals. Parents of students with a negative lunch balance will receive a Connect-Ed telephone message (on Monday) as a reminder of the outstanding balance. Parents/Guardians will be asked to send the payment with their child to the school or utilize the PayPAMS online payment system at **www.PayPAMS.com**.

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

- ***Free Student Meals***

All students will receive free breakfast and free lunch for the 2023-2024 school year.

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

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

You can prepay for school meals at www.PayPAMS.com or visit nutrition.dadeschools.net for more information and updates. PayPAMS provides parents with a safe and convenient way to prepay online for student's meals. Parents can set up automatic payment plans, view balances and account history and receive automated notification on balance status from the comfort of their home. Students without money for lunch will not be provided with lunch. Therefore it is imperative that parents deposit enough money throughout the year.

Students are expected to stand in the lunch line when purchasing lunch from the cafeteria. Students are not permitted to take out any food or beverage from the cafeteria. All food and beverage purchased in the cafeteria must be consumed or discarded before exiting. Once seated, students will not be allowed to return to the lunch line to make purchases or pick up other items.

CAFETERIA RULES

Please review the rules with students and encourage them to follow procedures daily.

Students will:

- Line up in an orderly fashion as they enter and exit the cafeteria
- Use good manners in the cafeteria and treat each other with respect
- Remain seated at all times and raise their hand to ask for assistance, if needed
- Eat their own meal and refrain from trading or sharing food and drink
- Be responsible for the items on their tray or lunch box
- Dispose of items on their tray or lunch box in an orderly fashion, once excused by their teacher
- Use quiet voices in the cafeteria at all times

CLASSROOM ACTIVITIES

Birthday celebrations **WILL NOT** be held during the school year in the classroom or in the cafeteria. Only individual goody bags to be distributed at the end of the day will be allowed.

CODE OF STUDENT CONDUCT

The Code of Student Conduct is developed by the Miami-Dade County Public Schools. This publication can be found online at <http://ehandbooks.dadeschools.net/policies/90/index.htm>. This publication describes in detail the procedures for parents, students and schools to work cooperatively to foster positive interpersonal relationships and maintain a school environment free of disruptions which interfere with teaching and learning activities. All parents must sign the Acknowledgement of Responsibility and returned to school within three days of receiving the Rockway Elementary School Parent/Student Handbook.

In order to minimize inappropriate behavior, Rockway Elementary School has established a Schoolwide Discipline Plan. Teachers will communicate behavior problems with parents/guardians, Assistant Principal and/or Ms. Thompson in order to correct the behavior in its early stages. Students who commit violations of the Code of Student Conduct may be subject to suspension. Based on the

severity of the violation, students may be recommended for administrative placement to an alternative school or could be expelled from school in accordance with school board rules.

CONFIDENTIAL INFORMATION

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

Each school must provide to the parents, guardians or eligible students 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 a postsecondary institution, the consent is required from the student only, unless the student qualifies as a dependent under the law.

COUNSELOR

Rockway Elementary School has a school counselor available for assistance, not only academic assistance, but also to assist with social and emotional issues. Our counselor, Dr. Susanna Interian is available to assist with academic information and guidelines as determined by the Florida Department of Education. This includes information on promotion, course recovery and more.

Parents may e-mail, interian@dadeschools.net or call (305) 221-1192 to speak to their child's counselor for an appointment. Students may also request to see the school counselor by filling out a request form which is available in the Main Office.

CURRICULUM

The curriculum at Rockway Elementary School is challenging, rigorous and exciting. All Miami-Dade County Public Schools use the Florida State Standards as a basis for teaching and learning. High expectations for students are set and maintained. The master schedule is designed to allow teachers at each grade level collaborative planning time. This practice ensures all students in each grade level are exposed to a seamless curriculum. Teaching and learning take place with a hands-on, minds-on approach, engaging students in Writing Across the Curriculum and problem solving, and higher-order level thinking skills activities. Additionally, students are assessed weekly through performance-based assessments requiring the learner to demonstrate application of a concept, so teachers can be assured of true mastery. Setting high standards for our students enables teachers to ensure each student is working towards his/her maximum academic potential. We offer an array of core subjects: reading, writing, language arts, mathematics, social studies and science while incorporating writing across all disciplines, in addition to the fine arts.

DELIVERIES TO STUDENTS/STAFF

In order to maintain an optimal learning environment, school staff must ensure each classroom is minimally interrupted during the day. Therefore, office staff will not make any deliveries to students or staff. We request parent cooperation in preparing students for school and in making certain that students have all the materials and assignments necessary for the day.

Office Staff will not accept delivery of supplies, lunches, home learning assignments, projects, etc., for students or staff. Also, please be advised that the Main Office will not accept any field trip forms or monies on behalf of teachers, the Before/After-School Care Programs, or the cafeteria. We appreciate your cooperation and understanding regarding this matter.

DETENTION

When an after school detention is necessary, parents will be notified at least 24 hours in advance of the date, of the time and the reason the detention was issued. It is the student's responsibility to return a signed copy of the Detention Form the following day to the teacher who issued it. Parents must indicate on the form the specific transportation arrangements for their child on the day of the detention.

DISCIPLINE/SCHOOL RULES

Discipline

The school's goal is to provide a warm and caring environment where all students can experience success. We want our students to feel that they are an important member of the school community. To help attain this goal, the counselor and teachers strive to instill in all students the core values of citizenship, which are cooperation, fairness, honesty, integrity, kindness, pursuit of excellence, respect, responsibility and conflict resolution application.

All students are expected to show respect for themselves, other students and staff members to ensure optimal learning is achieved. The school expects students to behave in ways which are acceptable and conducive to learning. Student misbehavior can be corrected quickly when the home and school work closely together. The school and district have a "zero tolerance" policy for violence and bullying. Bullying behavior will not be tolerated and the school will adhere to the Code of Student Conduct. Threats or bullying must be reported immediately to an adult. When positive actions have been taken by parents and teachers and the student still does not maintain acceptable behavior, other alternatives may be utilized as corrective measures. All parents must sign and return the Code of Student Conduct form acknowledging receipt (located at the end of this handbook).

The school's job is to assist children to develop social skills, not to punish them. It is the school's goal to create a friendly, cooperative atmosphere conducive to learning for all students. Rules are necessary to achieve this atmosphere, as well as to protect the health and safety of all students; therefore the following school rules have been established:

School Rules

Students pledge to:

- Follow directions the first time given
- Treat others and their property with respect
- Use quiet voices in the classroom and in the hallways
- Be cooperative and exercise self-control at all times
- Bring agenda and all necessary school supplies daily
- Do not leave school grounds without proper authorization
- Eat and drink only in the cafeteria
- Follow all school uniform guidelines daily
- Report to school ready to learn and on time daily
- Think before they post on social media
- Strive to be the best they can be

Rockway Elementary School is committed to excellence and considers discipline essential to the educational process. We believe all students are capable of following school rules and expect proper school behavior. As a result, all students have the responsibility to behave in a manner that allows teachers to facilitate learning and students to learn, and which does not violate the best interest of any person in the school community.

Rockway Elementary School believes pupil control is maintained with procedures, which will advance the purpose of education consistent with applicable state laws and school board policies. In order to provide students with a calm, safe, and secure environment for learning, our school practices the following:

Teacher's Rights

1. To have a classroom that provides an optimal learning environment.
2. To determine, establish and request appropriate behavior from students.
3. To ask for help from parents, the Principal and other school personnel when assistance is needed.

Student's Rights

1. To be provided with a classroom atmosphere that is most conducive to learning.
2. To provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student abstain inappropriate behavior.

Discrimination/Harassment

The School Board has a prohibition against discrimination and harassment based on age, sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of which prohibits all forms of sex discrimination and unwelcomes sexual conduct. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, and persistent. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly.

DISMISSAL

Students will be dismissed from different locations within the building to avoid congestion and facilitate a safe and orderly dismissal. This will also alleviate the traffic congestion on 93rd Court and 27th Street making it easier and safer for parents to pick up their child(ren).

Pre-Kindergarten, Kindergarten and First grade will be dismissed at 1:50 p.m. daily as follows:

Pre-K and K	Front of school (93 rd Court) – Main Entrance
1 st grade	Front of School (93 rd Court) – Cafeteria wall

Second and Third grade will be dismissed at 3:05 p.m. daily as follows:

2 nd grade	Front of school (93 rd Court) – Main Entrance
3 rd grade	Front of school (93 rd Court) – Cafeteria Wall

Fourth and Fifth grade students will be dismissed at 3:05 p.m. on the P.E. side off 27th Street, parallel to the teacher's parking lot.

4 th and 5 th grade	P.E. court (27 th Street)
---	--------------------------------------

All students are dismissed at 1:50 p.m. on Wednesdays.

Please note that if a child in fourth or fifth grades has a younger sibling, he/she can be directed to go to the dismissal area of the younger sibling (the front of the building on 93rd Court) with parent request/consent, to allow parents to only make one stop for pick up, however younger siblings will not be allowed to go to the older sibling's area for safety concerns.

After-School Care:

Parents will report to Room 7, the After Care Office, to sign out their child and wait through the back door until the child arrives. The student will come to Room 7 to ensure that he/she is going home with the authorized parent/guardian. Due to safety reasons, we will not be able to

offer a “call ahead service” to have students waiting for their parent’s arrival. Students will be called via walkie-talkie by ASC staff after parents have signed out the child and ID has been verified. **Pick-Up Times for ASC begin at 2:15pm for Pre-K through 1st Grade and 3:15pm for 2nd – 5th grade. The Main Office will only be available to parents needing support with making payments through FOCUS the week payments are due (see payment calendar).**

If requesting a change in Dismissal, parents must communicate with Homeroom Teachers 24-hours in advance in case of an emergency, please contact the Main Office.

Buses

Security personnel will monitor the main hallway to assist with the safe dismissal of students. In the event that a bus is late, security personnel may be required to supervise the bus students as needed.

Walkers

Students who are instructed by their parents to walk must do so immediately upon dismissal. Students cannot wait in any area on school grounds unsupervised. Students will be escorted to the outside walkways to ensure they walk home immediately after dismissal for their safety.

Under no circumstances should any student remain in the building or return to the building after dismissal. All students are expected to leave school grounds within 10 minutes following dismissal time except for students who are enrolled in the After-School Care Program. Students who remain on or around the school grounds for a longer period of time are considered high risk and will be taken to the office to contact their parents.

Please discuss safety measures with students walking to and from school in order to increase safety awareness.

Crossing guards and school security help increase student safety. Please follow their instructions.

Students who attend the After-School Care Program are dismissed as follows:

- ✓ Pre K – 1st grade students: are picked up from their classroom by an After-School Care Activity Leader.
- ✓ 2nd – 5th grade students: are dismissed by their teacher to report immediately to the Cafeteria to their Activity Leader.

EARLY DISMISSAL:

For the safety of our students, students will not be dismissed 30 minutes prior to dismissal:

Pre-K – 1st grade students will not be dismissed as of 1:20 p.m.

2nd – 5th grade students will not be dismissed as of 2:35 p.m.

EESAC

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC’s function is to bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs. Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are available in the Miami-Dade County Public Schools’ Meeting Directory.

ELECTRONIC DEVICES

Students are not permitted to bring any personal electronic devices (CD players, IPODS, MP3 players, DVD players, digital cameras, Game Boys, etc.) to school. Only approved devices with approval from the teacher and proper form signed by the parent/guardian will be allowed. Cellular phones and

personal electronic devices will be confiscated from students not adhering to these guidelines and returned to the parent/guardian. The school is not responsible for lost or stolen items brought to school.

Please be reminded that students carrying cellular phones must ensure the phones are not visible and are turned off while on school grounds. Cellular phones and all other electronic devices must not interrupt instruction or disrupt the school day.

EMERGENCY CONTACT INFORMATION

It is imperative the school has the most current and accurate emergency contact information on file for each student. This should include the home telephone number of the student, as well as the name(s), address(es) and telephone number(s) of relatives, neighbors or friends who can be reached in case of an emergency, if you cannot be contacted.

School regulations require the school has an Emergency Contact Card readily available on file in the Main Office, which includes vital student information in case of an emergency. Please complete both sides of this card, sign it and return the card to the teacher. Students will not be released to anyone who has not been designated and authorized on the contact card to pick up the student. Please know students will only be released to persons listed on the card as authorized, once picture identification confirms their identity. This card is sent every year at the beginning of the school year for parents to complete and/or update. It is imperative and vital that the information contained therein is clear and accurate. No space(s) should be left blank. In cases where the information requested does not apply, write N/A (not applicable). However, the more information we have on this card, the better the school will be able to expedite any situation that may arise.

If any change to the information on the Emergency Contact Card occurs at any time during the school year, it is the responsibility of the parent to update the information on the card by visiting the Main Office. Information must be changed or updated by the parent/guardian in person; changes cannot be made over the telephone.

EMERGENCY OPERATION PLAN

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

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

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

FIELD TRIPS

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. The District continues to follow pandemic, such as COVID-19, health and safety guidance

from local health officials/experts, Center for Disease Control and Prevention (CDC), and the Florida Department of Education. The approval of out-of-country/out-of-state trips can be contingent on this guidance.

FINANCIAL OBLIGATIONS

All financial obligations incurred, i.e., Before and/or After-School Care Programs, school fees, textbook loss or damaged, technology devices, club activities, lunch, overdue or lost library books, etc., must be paid during the school year and prior to the end of the school year or upon departing our school.

GRADING

Grades are distributed four times a year; approximately every nine weeks.

Kindergarten:

The subjects appearing on the Kindergarten report card are as follows: Language Arts, Reading, Mathematics, Science, Social Studies, Art, Music, PE and Kindergarten Conduct. Student Effort will be addressed within the comment section.

Kindergarten grading is as follows:

- E (Excellent progress) 90% - 100% 4 points
- G (Good progress) 80% - 89% 3 points
- S (Satisfactory progress) 70% - 79% 2 points
- M (Minimal progress) 60% - 69% 1 point
- U (Unsatisfactory progress) 59% and below 0 points

First through Fifth Grade:

Students in first through fifth grade earn three types of grades: Academic, Effort and Conduct.

The grading symbols are as follows:

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

EFFORT

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

CONDUCT

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

Progress reports are sent home at the mid-point of each nine week marking period. This notification provides an opportunity to schedule a teacher conference and to explore ways progress may be improved (if necessary) before the report cards are issued. A second progress report will be sent home if a student is still not demonstrating satisfactory progress or if an unanticipated reduction in performance becomes evident in academics, conduct and/or effort.

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/22/2023	11/9/2023
2	12/1/2023	2/2/2024
3	2/23/2024	4/26/2024
4	5/17/2024	6/21/2024

HALL PASS

In keeping with the high expectations set forth by Rockway Elementary School, safety and behavior in and around school grounds is to be of the highest caliber. Students are to walk in the hallways in a silent and orderly fashion and are to abide by all school rules. Students are not permitted to push, run, or loiter in the hallways or in any other area of the building. Walls are to be kept clean at all times. Students are to utilize a hall pass when they are in the hallways without their teacher for any reason. All students must abide by all hallway security monitor expectations and guidelines.

HEAD LICE (PEDICULOSIS CAPITIS)

Children with head lice are not permitted in school. In the last few years there has been a significant increase in incident of Pediculosis Capitis (head lice). This is a national problem and Miami-Dade County is no exception. Having head lice should not be an embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. By working together we can prevent a serious increase of Pediculosis Capitis. Please understand children do not catch head lice from the school, rather, they get it from other children. If a student gets head lice, he/she must stay home until all lice and nits are removed. Upon returning to school, he/she will be sent to the Main Office to get checked and secure permission from the office staff to remain in school. If you think your child is infected, please contact your child's teacher or the Main Office at (305) 221-1192 immediately, so staff can take the necessary precautions. Office personnel can also inform you on how to treat this condition.

HEALTH SCREENING

Tuberculosis Clinical Screening – Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the Screening indicates a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

Vision and Hearing Screening – The Florida Legislature Statute, 381.0056 and School Board Rule 6Gx13-5D-1.021 School Health Services Program, mandates vision and hearing screening to be performed annually for all students. The school will send a letter to all parents notifying them of the screening. To view the vision and health screening calendar you may visit: http://comprehensivehealthservices.dadeschools.net/pdfs/vision-hearing_master_cal.pdf

Florida KidCare – Child Health Insurance – Florida KidCare is a comprehensive health insurance for children from birth to age 18 who are uninsured. Any family can apply; the amount you pay is based on income and family size. Non-citizen children may also qualify. Florida KidCare accepts applications all year. No interview is required. You can apply online at www.floridakidcare.org and click "Apply Online

Now". If you would like more assistance, call 1-888-540-5437 or call The Parent Academy at 305-995-2680.

HOME LEARNING

Homework is an essential component of the instructional process. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments. Homework is not to be assigned as punishment.

In general, homework assignments will be completed for the following day. Long-range assignments and/or special projects should provide students with an opportunity to develop and refine research and independent study skills. Teachers should review evidence of progress periodically before the student submits a long-range assignment.

Teachers shall consider the following factors when making homework assignments:

- A. grade level of the student
- B. level and degree of difficulty of the subject being studied;
- C. the maturity level of the student;
- D. the instructional needs of the student;
- E. the purpose of the assignment and its relation to the objectives of the course;
- F. the length of the assignment and the amount of time that will be required to complete it;
- G. homework demands being made in other subject areas;
- H. materials that are readily available to students and do not create a financial burden;
- I. holidays, as well as Spring and Winter breaks;
- J. evaluation of group based on individual student participation; and
- K. provision of ample time in class for completion of group projects.

Total Daily Average

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K-1	Daily (5 days a week)	30 minutes
2-3	Daily (5 days a week)	45 minutes
4-5	Daily (5 days a week)	60 minutes
In addition, K – 5 th	Daily (5 days a week)	Reading for 30 minutes

Reading is a universal skill that relates to all subjects. When specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every student will read, minimally, for the amount of time specified in this policy. Kindergarten teachers shall exercise judgment in making homework assignments, considering the child's readiness level and the type of work to be accomplished. It is recommended that parents read aloud to their children.

Students will be responsible for:

- Completing all assigned home learning as directed.
- Returning home learning assignments to the teacher on the designated due date.
- Submitting home learning assignments which reflect careful attention to detail and quality of work.
- Devoting a specified amount of time to reading as part of their home learning assignment.

Students are required to engage in reading as follows:

- Read at least **30 MINUTES DAILY**

- In the primary grades, particularly Pre-K – third grade, parents should take time to:
 - ✓ **Read to their child(ren)**
 - ✓ **Read with their child(ren)**
 - ✓ **Listen to their child(ren) read**

Parents will be responsible for:

- Providing continued interest and concern for their child's successful performance in school by encouraging and supporting their child at home with the assigned tasks.
- Indicating an interest about assignments and assisting, if possible, when requested by their child, but not completing the assignment for the child.
- Supporting the school in regards to their child's home learning assignments.
- Requesting assignments for their child when absences are involved.
- Assisting the school in stressing the importance of reading and its benefits.
- Assuring their child reads when specific home learning assignments are not given or when they are finished before the specified time period for home learning is over.

These practices will help encourage independent reading habits, which in turn, will enhance reading comprehension. Reading should be primarily for pleasure and based on the interest of the student. However, when possible and appropriate, discuss the reading by including open-ended questions requiring more than “yes” or “no” answers. This will help develop critical thinking skills. Your child's teacher, as well as the Media Specialist at the school are ready to assist with any questions regarding the books which best meet the needs of your child(ren).

HONOR ROLL RECOGNITION CEREMONIES

Honor Roll Recognition Ceremonies are an effective means of motivating and recognizing perfect attendance, academics, effort, conduct and citizenship. Guidelines for Honor Roll eligibility exemplify those established by the Miami-Dade County School Board. Principal Honor Roll students and students with Perfect Attendance that have **less than 5** excused/unexcused tardies will be recognized at the end of every nine week period to for their hard work and achievements.

HONOR ROLL ELIGIBILITY:

Principal's Honor Roll

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

Superior Honor roll

Academic Average.....	All A's and B's (3.60 average)
Effort.....	All 1's and 2's
Conduct.....	All A's and B's (3.60 average)

Academic Honor Roll

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

IMMUNIZATIONS

By law, all students who are entering, attending, or transferring to a public school in pre-kindergarten through 12th grade must have a complete Florida Certification of Immunization Form DH 680, Part A, B, or C. Students entering, attending or transferring to grades Pre-k and 5th grade for the first time will be required to have one (1) dose of the varicella (chicken pox) vaccine. Students entering, attending, or transferring to Kindergarten through 5th grade will require two (2) doses of the varicella (chicken pox) vaccine.

The following are required for proof of immunization:

1. A completed Florida Certification of Immunization (Form DH 680) according to the student's grade level
2. State of Florida School Entry Health Exam (DH 3040) no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

INTERNET ACCEPTABLE USE POLICY (School Board Policy 7540.04)

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always secure permission in writing from their parents to have access to the Internet during school hours for the purpose of research, visiting educational websites, etc. Permission forms will be kept on file for the school year. If students do not return the permission forms signed by a parent/guardian, they will not be given access to log on to the internet. Teachers will approve access to students as assignments are granted. Students are prohibited from bypassing the district's current filtering technology with the use of their software on removable device. In addition, the District prohibits the transmission of materials such as copyright materials, threatening or obscene material or materials protected by trade secret, which violates local, state and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

LIBRARY/MEDIA CENTER

Students may use the Library/Media Center facility for checking out books; reference and research work on an individual or small group project of study, or for recreational reading and listening. Reference books DO NOT circulate (may not be checked out). We strongly encourage all students to develop a daily reading time for enjoyment and to reinforce the reading skills taught at school. Library bound books are very expensive. Students are responsible for all books and will be charged for lost or damaged books checked out to them. Please stress at home the importance of respect for school materials and property. Students with outstanding book balances will not be allowed to check out additional books. All payments are to be made in CASH and are NON-REFUNDABLE should the student find the book after paying for it. Students may renew books if needed. However, if students do not renew the books, they are considered late and a fee will be assessed for every day the book is late. Students will be charged for lost and/or damaged books checked out to them. All late fee and lost or damaged fee payments must be made in CASH and are NON-REFUNDABLE.

LOST AND FOUND ITEMS

Please be sure the student's name is on his/her wallet, purse, coat, sweater, raincoat, lunch box, book bag, textbook, folders, notebooks, agendas etc. Many of these articles are lost and remain unclaimed each year. Students may secure permission from their teacher and identify their lost items.

MEDICATION

Procedures for administering medication to students have been approved by the School Board. If a student requires medication during the school day, please secure the proper form from the Main Office, have the doctor prescribing the medication complete the form with the medicine's proper administration, and secure the doctor's signature. Submit the completed form to the Main Office. The school cannot administer medication to a student unless the previously mentioned procedures are followed. Do not

send any type of medication without proper authorization with a student since he/she will not be allowed to take it. The form is also required for students with known allergies such as peanut butter or bee stings that require the use of an EpiPen.

NEWSLETTERS/CALENDARS

A parent newsletter is posted on our website quarterly for viewing. The newsletter publication includes school news, important dates outlining projects, special events, meetings for parent participation and other information. Remember to view the school newsletter on our school website at the beginning of each month. Other school news is also posted on the school web site monthly. The website to view these documents online is rockway.dadeschools.net

Each month a parent/student calendar is posted on our website, sent home with students and is also located in the Main Office. The calendar includes important dates outlining projects, special events and meetings for parent participation and parent involvement. Please ask your child for the calendar the first of each month and also feel free to view it on the school's website at rockway.dadeschools.net

OUT OF AREA STUDENT TRANSFER

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the School Board. A parent may request an out of area transfer if the student resides with the parent or legal guardian and a change of residence occurs. The Region Superintendent (or designated Region Director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

PARENT ACADEMY

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available for students and to parents personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, The Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help Your Child Learn (Example: PASSport to Success - 8 module series)
- Parenting Skills (Example: Positive Discipline)
- Early Childhood (Example: Developing Early Literacy Skills)
- Arts and Culture (Example: Enrich Your Child through Arts and Culture in Miami)
- Language (Example: American Sign Language for Families)
- Computer Technology (Example: Parent Portal)

- Health and Wellness (Example: Preventing Substance Abuse)
- Financial Skills (Example: Financing Your Child's College Education)
- Personal Growth (Example: GED Preparation – offered through Adult Education)

The Parent Academy “campus” is spread throughout every corner of this community and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses and neighborhood centers. A monthly calendar is posted in the Class Directory section on The Parent Academy's website at: www.theparentacademy.net. The Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops.

PARENT CONFERENCES

Parents are the first teachers of their children. It is through the partnership between school and home that Rockway Elementary can nurture a true family atmosphere. For this reason, we have made parents and the community an integral part of the school. Teacher/Parent communication takes place on an ongoing basis and trust is built to keep the lines of communication open between the school and home.

Parents are encouraged to request a conference whenever they feel it is needed. However, in order to expedite this matter it is important to involve the necessary personnel. Therefore, when the concern is regarding any issue related to the classroom, parents are asked to contact the teacher and arrange for a parent/teacher conference. If you wish to arrange a conference with a teacher, please send a note to the teacher with your child or e-mail the teacher indicating the reason for the conference and several dates and times which are convenient for you. Teachers are usually available for scheduled conferences at a time mutually convenient for both. When calling the office to speak with a teacher, the office staff will be happy to take a message. Please understand teachers will not be interrupted from teaching to answer a phone call.

When leaving a message for a teacher, expect a return call within 48 hours. Remember, there are days teachers may not have planning time; therefore, the teacher may not call immediately. E-mails are highly encouraged since all staff members have an e-mail address. Parents may visit our website to secure a staff member's e-mail address.

Parent conferences should not interfere with classroom instruction. This includes arrival and dismissal times when teachers are monitoring and supervising students. If after a parent/teacher conference the problem is still unresolved, please feel free to contact the Administration.

PARENT PORTAL

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at www.dadeschools.net. In order to access portal information, you must first establish a parent user account. Once an account has been established, personal information can be seen and updated, and student information – including grades, attendance and bus route information can be accessed. The portal links to *Parent Resources* and to sites such as The Parent Academy, Schools of Choice, etc.

PARENT RESOURCE CENTER

A Parent Resource Center has been established to encourage parents to actively participate in the education of their child. Please stop by the office for assistance. Other programs are available to strengthen parental responsibility and involvement by encouraging parents to:

- Serve on the Educational Excellence School Advisory Council (EESAC)
- Become involved as a Dade Partner and/or School Volunteer
- Participate in offered workshops
- Learn technology application along with their child

- Become a member of the Parent-Teacher-Association (PTA)

PARENT-TEACHER- ASSOCIATION (PTA)

The greatest portion of a student's day is spent at school. His/her growth and development is a joint responsibility. Working and planning together for the welfare of the students is the function of the PTA. We, therefore, urge parents and students to become active members in helping to further the goal and growth of the PTA. Membership information and forms, including dues, are sent home at the beginning of the school year and throughout the school year (this form is also included at the end of this handbook).

The PTA sells the approved t-shirts all students are to wear on Spirit Day, which are held every Friday or the last day of the week. All PTA members are required to sign in and are to wear a pass provided by the Main Office at all times while volunteering on campus. Together, we can make a difference!

PERMANENT RECORDS

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students. Permanent records consist of the following student information:

- a) Student's full legal name
- b) Authenticated birth date, place of birth, race and sex
- c) Last known address of pupil or student
- d) Name of pupil's or student's parent(s) or guardian(s)
- e) Name and location of last school attended
- f) Date enrolled and date withdrawn

PETS

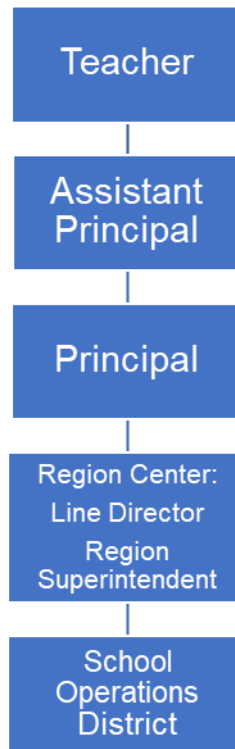
Parents and/or students are not allowed to bring pets to school. Pets are not permitted on school grounds. Please refer to Board Policy 8390, Animals on District Property.

Requirement Documentation:

- 1) Written determination that the student will be allowed to be accompanied by a service animal in his or her current IEP, Section 504 Plan or documented approval by a school staff team designated by the principal contained in the student's cumulative file if the student does not have a current IEP or 504 Plan.
- 2) Current satisfactory health certificate or report of examination from a veterinarian for the service animal.
- 3) Level II criminal background check for the handler pursuant to Policy 8475 if the handler is not the student.

PROTOCOL FOR ADDRESSING CONCERNS

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



PROMOTION/RETENTION

Pupil promotion/retention is based on achievement of instructional goals and the ability to function at the next grade level academically, socially and emotionally. Minimum standards for promotion have been established in the District's Student Progression Plan. Parents of students being considered for retention will be notified and a meeting will be convened.

REGISTRATION PROCEDURES

We welcome all new students and their families to our school. Please visit the Main Office to receive a complete registration packet.

REPORT CARDS

Report cards are issued quarterly (every nine weeks). Please give special attention to all skill areas; Mathematics, Language Arts, Reading, Social Studies and Science. Grades are assigned on the basis of achievement. The report card provides a basis for parent-child evaluation of progress and plans for improvement. Parents are to retain the copy of the report card and return the envelope with their signature on the next school day. Through parent/teacher conferences and report cards, parents can remain abreast of how a student is progressing. However, it is the parent's responsibility to contact the teacher at any time there is uncertainty or concern about student progress. Parents can visit the Parent Portal at www.dadeschools.net to access student grades.

RESPECT FOR PROPERTY

Students must be taught to respect school property at all times. They must also respect the property of their classmates as well. Students finding money or articles on school grounds must submit these articles to the Main Office. Rockway Elementary teaches and encourages students to be good and honest citizens and reward students for doing so. Character Education is targeted monthly at Rockway Elementary.

SAFETY

Our school is located in a busy section of the neighborhood. Children may need to cross many streets to get to and from school. The school teaches and reviews the following safety rules and asks parents to discuss them as well:

- Always use the crosswalks, cross only at the corners and obey the Safety Crossing Guards and the Safety Patrols. They are there to assist and ensure students are safe.
- Look both ways before crossing streets.
- Do not cut through the parking lot including the Parent Pick-Up/Drop-Off areas. Use the sidewalk at all times to cross.
- Watch for moving cars in the Parent Drop-Off/Pick-Up areas.

SAFETY AND SECURITY

Accident Report

Any student who witnesses an accident or is injured at school should report it immediately to the nearest staff member.

Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff's safety exists within the community (Code Yellow), or an imminent threat to students and staff's safety within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until an administrator makes the "All Clear" announcement.

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.

Fire Drills

Monthly fire drills take place. This totals to 10 drills each 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 their teacher's instructions. They must clear the building promptly and quietly 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 a teacher or a staff member. Students, teachers, staff and visitors must remain outside the building until permission is given to re-enter.

SAFETY PATROLS AND YOUTH CRIME WATCH

The School Safety Patrol Program and Youth Crime Watch Program serve the very important function of making the school grounds safer for students. Their primary purpose is to direct children to stay safe and do the right thing by obeying rules. Safety Patrol and Youth Crime Watch members are chosen by the Program Sponsors. Students recommended by teachers. Reliable, trustworthy students whose school work and citizenship skills are satisfactory will be eligible for selection and appointment. No student shall be appointed until his/her parent or guardian gives the consent in writing for the student to serve. All students must obey the members of the Safety Patrol and Youth Crime Watch while they are on duty.

SCHOOL INSURANCE (Student Accident Insurance)

Student health and wellbeing are important to the school. Parents can buy the Student Accident Insurance coverage in the event a student is injured at school or on a field trip and requires immediate first aid, ambulance, emergency room or doctor's attention. An application for this coverage will be sent home with students. The application must be returned immediately to your child's homeroom teacher. All students in the Before-School Care, After-School Care and Community School Programs must purchase the student accident insurance in order to be enrolled. Parents are highly encouraged to fill out the application and bring us a copy of the insurance if enrolled in the Before/After-School Care Programs and Community Classes.

SPECIAL EDUCATION

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

Prior to referral for evaluation, the student must have participated in the Rtl process in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Student Support Team (SST).

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

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. *The Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parents, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for due process hearing; and any other time the parent may request a copy.

Other rights presented in the procedural safeguards document include, but are not limited to, the right of prior written notice; informed consent, participation in meetings, records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline and private school placement.

As the parent/guardian of a child with disabilities, parents are a very important member of the team that plans your child's education. Please be informed and get involved. For questions please contact the school at (305) 221-1192. Staff from the special education department and the student services provider will help to answer questions. Additional information may also be found at <http://ese.dadeschools.net/>.

SPECIAL PROGRAMS

Students who have special learning or behavioral needs are identified by staff and referred to a School Support Team (SST) made up of school personnel to meet and discuss the student's performance and make recommendations for changes in the student's educational program. The SST and the parents will determine if there is a possible need for special placement in a program for exceptional children such as Learning Disabilities, Gifted, Speech and/or Language Therapy, etc. The School Psychologist administers the required tests with parental consent.

We have a Speech Pathologist who works with students identified as meeting the criteria for speech and/or language services. Students may be tested in the areas of speech, language fluency, and voice and hearing, based on referrals from teachers, counselors or parents. All testing and speech education services are part of the Miami-Dade County Public School Exceptional Education Program and are free of charge.

The Guidance Program is an integral part of the total school program. It supports instructional services through consultation, program development and counseling.

English Language Learners (ELL)

English Language Learners (ELL) is a program for students whose native language is one other than English and who are classified as less than independent in English. It includes listening, comprehension, oral expression, pronunciation, reading and writing as it supports the skills and concepts presented in the regular language arts curriculum. The ELL program is a mandated program for students who meet the criteria.

Spanish for Spanish Speakers (SPANISH-S)

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety and welfare.

TELEPHONE/TELEPHONE MESSAGES

The school is equipped with a business telephone system to help transact the business of the school and the lines must remain free for this purpose. Students often will ask to use the school phone to ask parent's permission to go home with a friend. This is not permitted. Students may use the phone only for emergencies.

It is most difficult to accept messages for individual students without interrupting the instructional activities of an entire class. Therefore, the office staff will not deliver messages to students unless it is a case of an extreme emergency. **RAINY DAYS ARE NOT CONSIDERED EMERGENCIES. PLEASE ENSURE PRIOR ARRANGEMENTS ARE MADE.**

Students carrying cell phones must ensure they are not visible while on school grounds. Cell phones must be turned off and must not interrupt instruction. Cell phones will be confiscated from students not adhering to these guidelines.

TEXTBOOKS

Textbooks are furnished by the State of Florida and distributed by the classroom teacher. All students have textbooks which have been individually selected to meet their needs. Students will be charged for lost books as well as those damaged, as a result of negligence. Please stress to students the importance of respect for school materials and property. All payments for damaged and lost textbooks are to be paid in CASH and are non-refundable if the student finds the book after paying for it.

Textbooks which are assigned to specific students must have the student's full name written with pen in the space provided on the inside cover of the book. If the books are misplaced, they can readily be

returned to the student. For safety reasons, students are NOT permitted to pull backpacks or book bags with wheels around the school or in hallways.

In normal usage, the first year a book is labeled as “A” condition; the second year, “B” condition; the third year, “C” condition; and the fourth year, “D” condition. When a book is lost and/or damaged, the student is responsible for the book and payment must be assessed as follows:

- New book in A condition – new book price (Adoption Year)
- Used book in B condition – $\frac{3}{4}$ of book price (Second Year)
- Used book in C condition – $\frac{1}{2}$ of book price (Third Year)
- Used book in D condition – $\frac{1}{4}$ of book price (Fourth Year or Older)

Deliberate damage such as marking on the edges of a book and/or tearing out or removing pages will be penalized by payment of the full price for a new book.

TITLE I ADMINISTRATION

The Title I Administration Parental Program helps parents/guardians become more engaged with their children’s education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose, the Title I funded Community Involvement Specialists (CIS) or Community Liaison Specialists (CLS) at Title I schools, assist school-sites, the District and Region Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in Title I schools are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named below that are marked with an asterisk (*), will be distributed to parents by the school site, and are available in English, Spanish and Haitian-Creole.

PROGRAM COMPONENTS:

- M-DCPS Title I Parental Involvement Plan
- *Title I Program Parent Notification Letter
- *Title I School’s Parental Involvement Plan
- *Title I School-Parent Compact
- Title I Annual Parent Meeting -- “Open House”
- Title I District Advisory Council (DAC)
- Title I Region Centers Parent Advisory Council (PAC)
- Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless (CPH)
- Title I Migrant Education Program (MEP)
- Title I Challenging Higher Education for Students in our Schools (CHESS) Program
- Title I Home Instruction for Parents of Preschool Youngsters (HIPPY) Program

PARENT RESOURCE CENTERS

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North
7900 NW 27th Avenue, Suite F9
Miami, FL 33147
(Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South
5555 SW 93rd Avenue, Portable #3
Miami, FL 33165
(FDLRS South Site)

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to <http://title1.dadeschools.net/>.

TOYS

Students are not allowed to bring toys, candy or gum of any kind to school. If found, it will be confiscated and returned only to the parent/guardian.

TRANSPORTATION

Miami-Dade County Public Schools provides transportation for students living beyond a two mile radius from the school. Arrangements for private bus transportation are the responsibility of parents. Information regarding these services is not available from school personnel. Students arriving late on a private bus will be considered tardy.

Transportation Eligibility is determined as follows:

Students will be assigned for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles (2), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP).

Students must follow all bus safety rules. Students must behave and follow the rules set forth by the driver. If there is a change in transportation plans, it is the parent's responsibility to inform the teacher at least a day in advance and ensure school policies are adhered to.

It is the parent's responsibility to communicate with their child on a daily basis about their transportation plans. The following are topics to discuss with students prior to using the shuttle bus service:

- Make certain students know his/her stop.
- Set clear rules about going straight home after being dropped off at their bus stop in the afternoon.
- Discuss alternate plans in case a student misses the shuttle bus.
- Make alternate plans if there is an after school activity or detention.
- Remind students every morning of their transportation plans.

UNIFORMS

Rockway Elementary has a mandatory school uniform program. All students must wear the appropriate uniform daily. Shirts must be tucked in and belt worn at all times. Skirts/shorts, where applicable, must be at knee length. Hats and other items will not be allowed.

The School Board Policy 5511 addresses the student dress code. 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.

Fridays (or the last day of the week) are School Spirit Day, therefore, students may wear their Rockway T-shirt sold by the PTA with jeans (or wear their normal uniform). Students participating in any school related field trips must wear their Spirit Day T-Shirt. In addition, closed toe shoes must be worn daily.

School uniforms may be purchased at any store of choice; however, Ibiley Uniform Company is the uniform supply store carrying the approved uniform to be worn at Rockway Elementary. It is important to note that wherever parents decide to purchase the uniform, the following standards must be observed:

UNIFORM FOR STUDENTS IN PRE-K THROUGH FIFTH GRADE
UNIFORM FOR STUDENTS IN PRE-K THROUGH FIFTH GRADE

BOYS UNIFORM	COLOR	GIRLS UNIFORM	COLOR
Shorts and/or Pants	Navy Blue	Shorts, Pants, Culottes, and Skirts Jumpers (*see uniform store for specific color)	Navy Blue
Shirts (Polo style)	White/Light Blue/Red	Shirts (Polo style)	White/Light Blue/Red

1. Logos are to be worn on polos.

- Belts must be worn at all times.
- Closed toe shoes must be worn at all times (sandals are not allowed).
- Shirts must be tucked in at all times.

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](#).

VISITORS/GUESTS TO SCHOOL

For the safety and protection of all students and staff, visitors/guests (including parents) must always sign in and obtain a Visitor's Pass from the Security Guard before proceeding to the school office. Parents are not permitted to go to a class unannounced during school hours, since visitors' dropping in disrupts normal routines and interrupts instruction. Your cooperation in providing a fine and a safe learning environment for all students is appreciated.

Miami-Dade County School Board Policy requires all visitors to report to the Main Office before going into the building; this is for the students' and staff's safety. Please comply with this request as it is strictly enforced. All visitors must sign-in and wear a pass at all times while on school property.

All visitors will observe the fire code regulation of the school and refrain from smoking. Animals/pets are not allowed on school grounds at any time.

VOLUNTEERS

The school gladly welcomes the assistance of parents, as well as other family and community members, who have time and would like to volunteer at the school. This is an opportunity to chaperone field trips and help out with any part of the total school program. If interested in becoming a volunteer, please visit the Main Office in order to obtain further information. All volunteers must attend a Volunteer Orientation session prior to becoming a volunteer at the school. Volunteer Sessions will be conducted three times during the school year. All volunteers are required to attend at least one Volunteer Orientation session each school year. Once an approved volunteer, if you're participating in an event or activity, you must report to the Main Office to sign-in the Volunteer Binder and secure a Visitor's Pass before reporting to a classroom or any other designated volunteer location. Once departing, volunteers must sign-out and return school passes to the security personnel.

WITHDRAWALS AND TRANSFERS

A student who transfers from one school to another within the county must secure a transfer from the sending school before he/she can be admitted to Rockway Elementary. Parents/guardians must apply in person for the transfer and must provide the following items as verification of a change in residence:

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

If it becomes necessary to withdraw a student, please notify the school at least one day in advance. At that time, all necessary procedures will be explained. The school must also verify all textbooks, library books, lunch accounts, Pre-K fees and Before/After-School Care and Community School Program fees are accounted for and no money is owed prior to withdrawing your child.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY



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

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

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

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

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

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

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

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

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

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

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

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

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

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

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

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

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

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

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

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

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

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

Florida Statutes and School Board Policies

View all School Board Policies at: [School Board Bylaws & Policies](#)

Academics

- **2235 - MUSIC, ART, AND PHYSICAL EDUCATION**
 - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- **2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION**
 - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- **2370.01 – VIRTUAL INSTRUCTION**
 - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- **2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**
 - No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information.
 - Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.
- **2417 – REPRODUCTIVE HEALTH AND DISEASE EDUCATION**
 - The School Board shall provide comprehensive reproductive health and disease education to secondary students.
 - Parents will be notified in advance when the reproductive health and disease lessons will be taught in the classroom and encouraged to review the program content and instructional materials.
 - Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.

- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
 - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- 2432 – DRIVER EDUCATION
 - The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.
- 2440 - SUMMER SCHOOL
 - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 - INSTRUCTIONAL MATERIALS, SCHOOL LIBRARY/MEDIA CENTER, AND OTHER EDUCATIONAL MATERIALS
 - Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.
 - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain a list of materials available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.
- 2623 - STUDENT ASSESSMENT
 - Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.
 - State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
 - Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.

- **5410 - STUDENT PROGRESSION PLAN**

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

Accident Reports/Incident Reports/School Safety

- **1139 – EDUCATOR MISCONDUCT**

- Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

- **3213 - STUDENT SUPERVISION AND WELFARE**

- Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.
- Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- Staff members shall provide proper instruction in safety matters.
- Any parent with a concern regarding the implementation of the provisions of F.S. 1001.42(8)(c) may file a written complaint with the principal of their child's school.

- **5540 - INVESTIGATIONS INVOLVING STUDENTS**

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

- **5772 - WEAPONS**

- Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned or private vehicle.

- **7217 - WEAPONS**

- Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and

authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned or private vehicle.

- 8405 - SCHOOL SAFETY

- The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. Parents have the right to access SESIR data and to receive timely notification of threats, unlawful acts, and significant emergencies, certain arrests of employees. Student identification cards issued by the District to students in grades 6 through 12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines. Drills for active assailant and hostage situations shall be conducted at least as often as emergency drills and fire drills.

- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE

- The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms (see Policy 8420.01); and exposure as a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.
- The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

- FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM

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

Admission, Registration and Immunization Requirements

- 5112 - ENTRANCE REQUIREMENTS

- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
 - Original birth certificate
 - Verification of age and legal name

- Proof of a physical examination by an approved health care provider including a tuberculosis health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
 - Verification of parent/legal current residence (address)
- Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.
- The school shall abide by information provided by the parent who completes the initial registration documents or “registering parent”. Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Parents have the right to change the registering parent by agreement. Any subsequent change to the registering parent listed in the District’s student information system must be verified by both parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another District school. Any parent contesting the information on the initial registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an *Agreement to Change of Registering Parent Form* (FM-7600) at any time.
- **5114 - FOREIGN STUDENTS**
 - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.
- **5320 – IMMUNIZATION**
 - All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student’s with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
 - A student who has not completed the required immunization will not be admitted to school.
 - The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine including COVID-19 vaccine booster shots to help protect against the virus.

Animals on District Property

- **8390 - ANIMALS ON DISTRICT PROPERTY**
 - Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
 - All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement,

- including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
- Students are not allowed to bring pets to school.

Anti-Discrimination Policy

- **5517 – PROHIBITION ON DISCRIMINATION AND HARASSMENT AGAINST STUDENTS BASED ON PROTECTED CATEGORIES**

- The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination and harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972.
- This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

- **5517.01 – BULLYING AND HARASSMENT**

- The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- This policy is also incorporated by reference into the *Code of Student Conduct*, and supersedes any existing policy, guideline, or Board policy regarding bullying and harassment that may be inconsistent with this policy. These policies apply to all students in the District.
- This policy does not replace the District's current policy prohibiting harassment on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, and pregnancy.

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

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
- All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the

initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the District's Title IX Sexual Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.

- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

Attendance Policy/School Hours

- **5200 – ATTENDANCE**

- Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.
- Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**

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

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

- Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.
- The registering parent –shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters.

- **8220 - SCHOOL DAY**

- The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.

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

Ceremonies & Observances

- 8800 - RELIGIOUS CEREMONIES/OBSERVANCES AND MOMENT OF QUIET REFLECTION
 - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program. The principal of each school shall require teachers in the first class period of the school day in all grades to set aside at least one (1) minute, but not more than two (2) minutes, daily, for moment of silence, during which time students may not interfere with other students' participation. The amendments prohibit a teacher from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence and require each teacher in the first class period of the day to encourage parents and guardians to discuss the moment of silence with their children and make suggestions as to how their children can best use this time.

Class Size

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

Clinic

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

Code of Student Conduct

- **2451 - ALTERNATIVE SCHOOL PROGRAMS**
 - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- **5136.02 - SEXTING**
 - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- **5500 - STUDENT CONDUCT AND DISCIPLINE**
 - Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The *Code of Student Conduct Elementary*, *Code of Student Conduct Secondary*, and the *Post-Secondary Code of Student Conduct*, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.
 - The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for the maintenance of appropriate student behavior are issued by memorandum from District administration.
 - The Superintendent shall make the Code of Student Conduct available to all students and their parents.
- **5511 - DRESS CODE AND SCHOOL UNIFORMS**
 - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Digital Conversion/Social Media

- **7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**
 - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve

communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

Equal Opportunity

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
 - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.
- 5111.01 - HOMELESS STUDENTS
 - The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education (FAPE) in public schools and preschool education programs in the same manner as all other District students.
 - Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District's academic and extra-curricular activities for which they meet relevant eligibility criteria. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness and shall remove barriers identifying homeless children and youth.

Fieldtrips/School Social Events

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

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

Financial Obligations

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

Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
 - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
 - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
 - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
 - The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.
- 8531 - STUDENT MEALS
 - All students will receive school meals (breakfast and lunch) at no charge during School Year 2023-2024 as the district will continue with the United States Department of Agriculture's Community Eligibility Provision.

Fundraising

- 5830 – STUDENT FUNDRAISING
 - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
 - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.

- 6605 – CROWDFUNDING
 - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
- 9211 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
 - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

Health Screening

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

Homework

- 2330 - HOMEWORK
 - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. While homework should provide opportunities for students to reinforce what is taught in the classroom, the assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge. Homework assignments should engage students in purposeful, relevant learning that meets their academic needs, with assignments emphasizing quality and depth over length and repetition. Homework is not to be assigned as punishment.

Internship

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

Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
 - The District's program of interscholastic athletics shall include all activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another

- district. Middle school/K-8 center athletic teams may not play out-of-county or against out-of-county teams within the county. All students shall be permitted to select their own school team sports activities without duress or interference by any employee.
 - All high schools may become members of and be governed by the Florida High School Athletic Association (FHSAA) rules and regulations.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
 - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT
 - This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet programs/schools that are subject to specific admissions requirements and governed by School Board Policy 2370, Magnet Programs/Schools.
 - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
 - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year. Controlled open enrollment transfers are subject to approval by the Region Superintendent.

Parent Involvement

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
 - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- 5780 – PARENTS’ BILL OF RIGHTS
 - The Parents’ Bill of Rights contains information about School Board policies to support strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. See also <https://parentsbillofrights.dadeschools.net/>.
- 9210 - PARENT ORGANIZATIONS
 - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

Pledge of Allegiance

- 8810 - THE AMERICAN FLAG AND OFFICIAL MOTTO OF THE STATE OF FLORIDA
 - The Pledge of Allegiance shall be recited at the beginning of the day in every school.

- A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

Privacy

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

Schools of Choice/Magnet Schools

- 2370 - MAGNET PROGRAMS/SCHOOLS
 - Magnet programs/schools expand school choice, address declining enrollment, reduce overcrowding, comply with Federal and State mandates, meet parent/student interests, enhance education quality, and foster diverse student enrollments. These unique educational programs operate within the District, with extra resources and services offered to students beyond a single attendance boundary area.

School Transportation/Bus Safety Conduct

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

Exceptional Student Education/Section 504

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

Student Activities

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

Student Records/Access to Student Records

- 8330 - STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS
 - In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records.
 - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
 - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

Student Services

- 2290 - CHARACTER EDUCATION
 - The School Board shall assist all students in developing the core values and strength of character needed for them to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.
- 5530 - DRUG PREVENTION
 - Schools shall strive to prevent drug abuse and help drug abusers through educational means.
 - The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

Title I – Schoolwide Program

- 2261 - TITLE I SERVICES
 - The School Board elects to augment the educational program of disadvantaged students through the use of Federal funds, in accordance with the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized under the Every Student Succeeds Act of 2015. The ESEA is based on four (4) basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on proven educational methods. Parents of participating students are encouraged to be involved in programs, activities, and procedures that are planned and implemented to support children's academic growth.

Technology

- 7540 – COMPUTER TECHNOLOGY AND NETWORKS
 - The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.
- 7540.01 – TECHNOLOGY PRIVACY
 - All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system.
- 7540.06 – STUDENT ELECTRONIC MAIL
 - This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts

Threat Assessments

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

Visitors

- 9150 - SCHOOL VISITORS
 - Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be

processed through the District's RAPTOR system prior to being permitted entry into the school grounds.

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

Volunteer Program

- 2430.01 - SCHOOL VOLUNTEERS

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISCLOSURE AT TIME OF REGISTRATION

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

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

YES ☐ NO ☐

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

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

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

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

Student's Name _____ ID. # _____

(Please Print)

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

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

Address _____

Signature (Parent/Guardian) _____

Signature (Student) _____ Date Signed _____



PARENTS' BILL OF RIGHTS

P arent Rights and Responsibilities Under Florida Statutes:

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

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

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

DISCRIMINATION / HARASSMENT

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

The School Board Policy Covers the Following Protected Categories:

AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.

CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.

COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

ETHNIC/NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.

GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.

GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

POLITICAL BELIEFS - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.

SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

SOCIAL AND FAMILY BACKGROUND - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.

Sexual Harassment will NOT be tolerated.

MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ANY EDUCATION PROGRAM OR ACTIVITY THAT IT OPERATES AS REQUIRED BY TITLE IX. M-DCPS ALSO DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ADMISSIONS OR EMPLOYMENT.

RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

Retaliation is an adverse action taken against an individual because they engaged in a protected activity, such as complaining about discrimination, threatening to file a charge of discrimination, or participating in investigative proceedings.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

Office of Civil Rights Compliance (CRC)

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

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Division of Special Education

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

Rev: 07/2020



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

QUICKLY AND EASILY SUBMIT A TIP

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

Anonymous or Non-Anonymous

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

Convenient

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

Include Photos and Video

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

QUICKLY SEND TO AUTHORITIES

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



Your School Officials

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

Local Law Enforcement

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

State-Level Officials

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

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

#FORTIFYFL
GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies **1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>

Revised 07/2020