

MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK



W.J. BRYAN ELEMENTARY SCHOOL

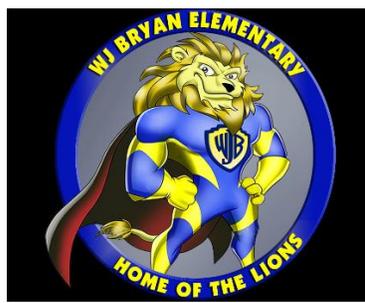
1201 NE 125TH STREET
NORTH MIAMI, FLORIDA 33161

305-891-0602

SCHOOL HOURS 8:15 A.M. – 3:05 P.M.
AFTERCARE HOURS 1:50 P.M. – 6:00 P.M.

WJBRYANMAGNET.NET

AFTER SCHOOL HOURS MAIN OFFICE 3:05 P.M. – 4:00 P.M.



FOLLOW US ON:

TWITTER: @ElementaryWj

FACEBOOK: W. J. Bryan Elementary

INSTAGRAM: wjbryan0561



MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer



Vision Statement

We provide a world class education for every student.

Mission Statement

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

Values

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

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

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

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

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Mrs. Maytin-Miret's

EXPECTATIONS OF STUDENTS

AT W.J. BRYAN ELEMENTARY SCHOOL

As the 2018-2019 school year begins, I would like all of you to know exactly what I expect from you as students in our school.

I expect you will represent our school in an outstanding manner.

I expect you will work to the best of your ability.

I expect you will treat others with dignity, worth and respect.

I expect you will keep our campus beautiful and clean.

I expect you will obey all the rules and regulations set forth by your teachers and the school.

I expect you will work to keep a positive relationship with parents, teachers and other students.

I expect you will work hard and learn new things.

I expect you will make all of us very proud.

Biography of William Jennings Bryan (March 19, 1860 – July 26, 1925) was an American orator and politician from Nebraska. Beginning in 1896, he emerged as a dominant force in the Democratic Party, standing three times as the party's nominee for President of the United States. He also served in the United States House of Representatives and as the United States Secretary of State under Woodrow Wilson. Because of his faith in the wisdom of the common people, he was often called "The Great Commoner".

Born and raised in Illinois, Bryan moved to Nebraska in the 1880s. He won election to the U.S. House of Representatives in the 1890 elections, serving two terms before his defeat in the 1894 Senate elections. At the 1896 Democratic National Convention, Bryan delivered his "Cross of Gold speech" which attacked the gold standard and the eastern moneyed interests. In a repudiation of incumbent President Grover Cleveland and his conservative Bourbon Democrats, the Democratic convention nominated Bryan for president, making Bryan the youngest major party presidential nominee in U.S. history. A supporter of bimetallism, Bryan was also nominated by the Populist Party and the Silver Republican Party. In the intensely fought 1896 presidential election, Republican nominee William McKinley emerged triumphant. With over 500 speeches in 1896, Bryan invented the national stumping tour in an era when other presidential candidates stayed home.

SCHOOL IMPROVEMENT PLAN

The school improvement process is critical to our continued success. Please call the principal if you would like to participate by being a member of our school improvement team. The Educational Excellence School Advisory Council (EESAC) meets the first Wednesday of each month. Please join us!!

MISSION STATEMENT

W. J. Bryan Elementary Museums Magnet School strives to expose our young learners to culturally meaningful and real-life experiences which will forge necessary connections in order to improve student achievement and promote student success.

SCHOOL HOURS

- 8:00 a.m. - School office opens at the main campus
Registration takes place from 8:00-10:00 AM
 - 8:15 a.m. - All students enter the classroom (PK, Kdg, & Gr. 1 begin
Instructional time)
 - 8:35 a.m. - Everyone must be in his/her seat (grades 2-5)
 - 1:50 p.m. - Dismissal for Pre-K, Kindergarten, and First Grade
 - 3:05 p.m. - *Dismissal for Second - Fifth Grade
 - 4:00 p.m. - School office closes
- *Every **Wednesday** students in grades 2-5 are dismissed at 1:50 p.m.

SCHOOL NUMBERS

(305) 891-0602

SCHOOL WEBSITE

www.wjbryanmagnet.dadeschools.net

- **Early Sign Out**

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



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- **Late Arrival**

Students who are tardy to school must report to the Main Office to secure a late pass. Excessive tardies may result in loss of privileges, detention, parent conference, and/or revocation of magnet student status.

SECURITY PROCEDURES FOR VISITORS

W. J. Bryan Elementary School is dedicated to ensuring the safety and well-being of our faculty, staff and students. In order to achieve this, we have adopted a heightened state of awareness and preparedness for our school campus.

For safety reasons, all parents and visitors in the building during normal school hours are asked to follow the proper procedures for signing in so that we know who is in the building at all times. When arriving at the **main campus**, all parents and visitors must enter the building through the secure entrance, facing 125th Street. **Please refrain from entering through the cafeteria or PE entrances.** Upon entering the building, our security personnel posted at the security desk will ask to see proper identification, inquire as to the purpose of your visit, and ask you to sign in. All visitors and parents will then be directed to the main office so that someone can further assist you.

In order to limit interruptions at school, if a parent wishes to deliver lunch, keys, money, etc. to a student, the same procedures should be followed. Once you report to the office, your child will be called out of class or the cafeteria to come to the office and pick up his/her lunch or other item(s) you wish to deliver. Parents of students who want to enjoy lunch with their children are welcome to use the picnic tables located under the tiki huts or in the courtyard. In addition, parents who want to eat lunch with their child must sign him/her out for lunch in the sign-out book located in the office. When the designated student lunch time is over, it is the parent's responsibility to sign the child back in the main office and the child will then be sent back to class. If you choose to eat with your child, please adhere to the designated time of 30 minutes that has been scheduled for your child's class so that you do not interfere with the instructional part of the school day. For safety reasons, parents will not be allowed to eat lunch in the cafeteria with other students.

If you must pick your child up early for any reason, you must first present picture I.D. at the Security Desk. **No student will be released to anyone without a picture I.D or who is not listed on the child's emergency contact card.** Also, because our school day is highly structured, **we cannot release any students during the last half-hour of the school day.** We appreciate and expect your cooperation in this matter.

Important Dates

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

School Level	Window Period	School Date
Elementary/K8 Center	September 4-7, 2018	September 5, 2018
Middle Schools	September 12-14 & 17, 2018	
Senior High	October 3-4 & 8-9, 2018	
Special Centers	October 3-4 & 8-9, 2018	

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	09/21/2018	11/09/2018
2	11/30/2018	02/01/2019
3	03/01/2018	04/12/2019
4	05/03/2018	06/21/2019

Academic Programs – Student Progression Plan (SPP)

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

ACCESS TO RECORDS



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Parents have a right to review their child's cumulative records. To avoid waiting, please call (305) 891-0602 for an assigned review time with the designated grade-level administrator.

AFTER SCHOOL CARE

The Principal Operated After School Care Program provides structured recreational activities, arts and crafts, tutoring in reading and math, field trips and other exciting creative activities.

Registration will take place in the cafeteria beginning on the first day of school from 7:00 a.m. - 12:00 p.m. and after 2:00 p.m. on all school days. See site director Mrs. Roselia Martinez for more information. The after school care program provides supervision from 2:00 p.m. - 6:00 p.m. in the school cafeteria.

Weekly rate 2:00 pm - 6:00 pm:

\$35 (for students eligible for free/reduced meals)

\$40 (for students eligible for full-price meals)

(Fees are subject to change)

All children must be picked up by 6:00 p.m. If not, a late charge will be incurred. Fees must be paid every Monday for the coming week. If you have any questions, contact Mrs. Roselia Martinez (305) 899-4319 after 3:00 p.m.

ATTENDANCE POLICY

Your child's success at school depends on GOOD ATTENDANCE!

Persistent absenteeism creates a genuine hardship for a student and is regarded a very serious problem. All absences are recorded as UNEXCUSED until a doctor's note or a letter from the parent is received explaining the reason for the absence. The note MUST be sent within 3 days of the absence. After 3 days, the absence CANNOT be changed.

ATTENDANCE DEFINED:

Excused Absence - A signed note from a doctor or parent regarding student illness or medical appointment (please schedule appointments after school whenever possible); death in the family; court appointment; mandated religious observance.

Unexcused Absence - Vacations, personal services, local non-school event, illness of others, non-compliance with immunization requirements (unless lawfully exempted); any other absence not identified as "excused."

TARDIES: Punctuality is also very important! Repeated or continual tardy arrivals may result in detentions, parent notifications, loss of student privileges or official Attendance Review Meetings.

Bring Your Own Device (BYOD)

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

BULLYING POLICY

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.

The Board has adopted the Policy Against Bullying and Harassment for Miami-Dade County Public Schools, incorporated by reference. Included in this State mandated policy is a comprehensive bullying prevention curriculum for all students in grades Pre-K through 12. This document is on file in the Office of Board Recording Secretary and the Citizen Information Center and is available in each school and regional center.

BUS TRANSPORTATION

The Miami-Dade County School Board may provide school bus transportation to the following students:

1. Those students certified by a doctor as handicapped regardless of distance from the school.
2. Those students participating in eligible Exceptional Student Education Programs.
3. Certain magnet students may qualify for bus transportation depending on the distance (number of miles) from their address.

The bus driver is responsible for the conduct and safety of all riders. Students may be temporarily suspended from the bus for unsatisfactory conduct which violates any rules.

Private Transportation: Please be informed that when contracting private bus companies to transport your children, those companies are not regulated nor certified by Miami-Dade County Public Schools, and the school district assumes no responsibility. We urge that you request information regarding insurance, training, maintenance and licensing of vehicles used by private companies.

CAFETERIA

For safety reasons, parents will not be allowed to eat lunch in the cafeteria with other students.

Applications for free or reduced lunches are sent home the first week of school. Please make sure to return the lunch applications as soon as possible. Should family circumstances change during the year, applications may be requested from the office.



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The 2018-2019 school year prices are \$2.25 for full price and \$0.60 for reduced lunch for those who qualify. It is best to pay on Monday for the week. If you pay by check, make it out to *W. J. Bryan Elementary Cafeteria*. This avoids “forgetting” daily monies. Questions concerning payments may be directed to the cafeteria manager. **Breakfast is free for every student, and is served daily in the cafeteria from 7:30 to 8:00a.m.**

PAYPAMS: The M-DCPS Department of Food & Nutrition now allows the convenience to pay on-line via Internet or by telephone for student’s meals with a credit or debit card. The parent/guardian will create a lunch account on-line for the child and will be able to view the account balance, schedule payments, receive e-mail reminders and view a report of daily spending and cafeteria purchases. For more information please contact our Family Enrichment Center.

CELL PHONES

Cell phone usage **is not permitted during school hours**. They are to be used for before or after-school emergencies only. No cell phone usage will be allowed during instructional time, which includes movement between classes, special areas and cafeteria. Additionally, instances of reported cyber-bullying will be reported to parents and students will be held accountable as stipulated through the Code of Student Conduct document. Any student found using their cell phone or texting will have it removed and the parent will need to come pick it up.

CHILD ABUSE

It is the duty of every Miami-Dade County Public School employee to report to the Department of Children and Family Services **any and all cases of child abuse and/or neglect for investigation. 1(800) 96-ABUSE.**

Closing of School

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

CODE RED/CODE YELLOW LOCK DOWN PROCEDURES

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. If it becomes necessary for the school to be on lock down due to a possible threat (CODE YELLOW) or an imminent threat (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 a school administrator makes an “All Clear” announcement. Parents will be directed to a designated area upon arrival. If appropriate, parents may sign out their child. Parents must provide the sign-out team members with a picture ID. The sign-out team will then inform the teacher of your arrival. Parents will sign their child out on a list provided by the classroom teacher.

CODE OF STUDENT CONDUCT

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff and members of the community. Recently, the School Board approved a newly revised Code of Student Conduct (COSC) which identifies, recognizes and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians and school staff. The document can be accessed in various language versions on the M-DCPS website:

<http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child’s school. Additionally, M-DCPS is proud to launch SPOT success, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive, supportive school climate, and allows all school personnel to recognize and reward student for exemplifying model student behavior. Parents/ guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, long on to <http://www.dadeschools.net/parents/parents.htm>, click on Parent Portal and follow the directions on the screen. If you need additional assistance you may contact your child’s school. Hard copies of the Code of Student Conduct document will be available for review in the Main Office and in the Parent Resource Center.

COMMUNICATION FROM SCHOOL/HOME

School information is made available on our marquee facing NE 125th Street, on bulletin boards throughout the school, on flyers and notices sent home with students and on our website. Ask your child or check your child’s bookbag frequently for important informational flyers, notices and calendars regarding special events, meetings, field trips, communications from the teachers and other school happenings and special activities.

COUNSELING SERVICES

W. J. Bryan Elementary has the services of a counselor who works with children in a variety of guidance activities. Children are seen individually, in small groups, and in entire classroom settings. Areas such as self-esteem, successful study habits, problem solving, decision making, articulation, and career awareness are examples of subjects dealt with in counseling. Our counselor also coordinates such programs as honor roll recognition, student of the month, peer mediation, conflict resolution, and numerous other programs. Our counselor is a trained professional who can provide help in understanding your child and is also available to assist in improving your child’s behavior and success at school. Please give her a call at (305) 891-0602 and utilize this service when needed.

Dismissal



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Parental responsibility resumes at your child's dismissal time. **Please pick up your child on time. There is no supervision for your child after dismissal unless he/she is enrolled in the After Care Program.** Students who are not enrolled in an after school program are not permitted to remain on campus after regular dismissal time for any reason. All students will be escorted to their designated exits. Older students in grades 2-5 may walk home given parental permission. First grade students dismissed at 1:50 are not permitted to walk home alone or remain on campus after regular dismissal time to wait for a relative in an upper grade who is dismissed at 3:05 pm. Repeated late pick-ups may result in severe consequences. For example, local police and/or state children authorities may be contacted. If your child qualifies for bus transportation, we strongly encourage you to use it. Private bus transportation may also be arranged by parents, if you so choose.

Rainy day dismissal: Please make prior rainy day arrangements with your child. The main office phone is not available for students to make arrangements to get home.

NOTE: If a child has not been picked up by 5:00 p.m., a call to the Florida Abuse Hotline will be placed.

Elevator

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs. If the elevator is needed, please contact the Main Office so that assistance can be made readily available.

EMERGENCY DATA CARD

Every student is required to have the following information on file:

- Parent/guardian name(s)
- Complete, up-to-date address information
- Working contact telephone numbers (cell/home/work) for parents/guardians, friends or relatives
- Medical alert/physician information

The school will notify you should your child become ill or hurt. **Please notify us immediately of any changes in contact information.** This card should also state those few people whom you give consent to take your child out of school. Proper identification must be shown before a student can be signed out. No student will be released without prior written authorization unless the individual picking up the child is listed on the Emergency Data Card. A telephone call is not sufficient authorization for an unlisted individual to pick up your child during school hours.

EXTENDED FOREIGN LANGUAGE (E.F.L.)

The Extended Foreign Language Program (E.F.L.) gives students in Kindergarten, First, and Second grade the opportunity to learn basic French through the Science and Social Studies curriculum.

Fieldtrips

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

Homework

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

LATE PICK UPS

While we understand that occasional emergencies may occur, it is our expectation that students will be picked up in a timely manner each day. Security personnel will be available for 20 minutes after dismissal to oversee students, after that time, late students are walked into the Main Office. Students who are picked up late 3 or more times during a nine-week period will not be able to participate in extra-curricular activities and/or field trips. **NOTE: If a child has not been picked up by 5:00 p.m., a call to the Florida Abuse Hotline will be placed.**

MEDICATIONS

Medications will be stored and administered in the office **only when written directions from a doctor and a consent form signed by the parent have been submitted to the office. Please call (305) 891-0602 if you have any questions regarding administering medication to students.**

Mealtime Environment

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

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



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

- **Meal Prices**

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

- **PAYPAMS**
Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child's meals with a credit or debit card at paypams.com. Parents/guardians create an account in PayPams for the child, and will be able to access the following:
 - a. view the account balance
 - b. schedule automatic payments
 - c. receive low-balance e-mail reminders
 - d. view a report of daily spending and cafeteria purchases
- **Peanut Allergies/Peanut-Free School**
Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.

Parent Academy

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

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

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

PROGRAMS

The school offers several specialized courses of instruction for which students must qualify for entry:

Exceptional Student Education Program - teaching students with learning disabilities or other handicaps through selected methodology.

Gifted Program - a program for students involving the development of intellectual thought processes. The students in this program spend two and one half hours per day with the Teacher of the Gifted in our own Gifted Center here at W. J. Bryan.

Academic Excellence – a full time program for identified students in grades 1-5 in a homogeneously grouped self-contained setting, which provides instruction in higher-order thinking skills and enrichment activities.

Speech Impaired - a part time program for students diagnosed with speech problems. The students meet with the Speech Pathologist for 30-60 minutes weekly to work on improving their articulation and communication skills.



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ESOL Immersion – a program for students who possess limited speaking proficiency in English.

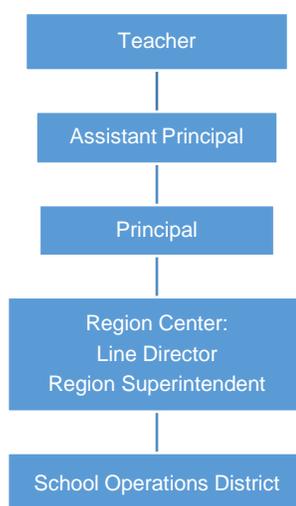
Title I – Miami-Dade County Public Schools has identified W. J. Bryan Elementary School as a Title I school based on the number of students receiving free or reduced lunch. W. J. Bryan Elementary School's Title I program will consist of the following components:

- A Community Outreach Specialist
- A Family Enrichment Center
- Additional hourly paraprofessionals
- Additional computers and software
- Additional tutoring before and after school

The focus of the Title I Program has been changed from a remedial track for disadvantaged children to a high performance program dedicated to helping these children meet the challenging state required academic standards. In addition, students at every grade level are afforded the opportunity for hands on computer experience and have the opportunity to expand their knowledge with on-going activities.

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.



Recess

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

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

- **Emergency Operations Plan**

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

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



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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.

- **Fire Drills**

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

- **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

School Activities/Clubs

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

- **Clubs**

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

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

School Class Picture Process

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff. At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies.

School Transportation

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

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

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

SCHOOL-WIDE DISCIPLINE PLAN

Before School:

All students at W. J. Bryan Elementary are expected to:

- report directly to the cafeteria for breakfast or their designated area line up by walking around the outside of the building;
- sit down to read their book or talk quietly to their classmate. All irrelevant materials such as toys, phones, juice, soda and balls will not be allowed. Only plastic water bottles will be allowed.
- be escorted by the safety patrols to the restroom and back to the line-up area after obtaining special laminated restroom passes from the monitors (MAIN CAMPUS ONLY).
- refrain from entering the building without a pass from the teacher requesting for the child to report to the building.
- walk into the building with their teacher in an orderly manner at 8:15 a.m.(PreK-1) 8:25 a.m. (2-5)

During Class:



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Very simple classrooms rules will be discussed, clarified and written with the class. The rules will be fair, realistic, and posted in the classroom. A copy of the rules will be sent home to parents and returned with a parent signature, a student signature and placed in the student's folder. From time to time, the rules will be reviewed for reinforcement.

Structured and challenging lesson planning and organization are the keys to effective disciplining. Diversified activities throughout the day will keep students engaged, motivated, and challenged.

- Always be peaceful and kind to others
- Be attentive and follow directions the first time given
- Speak only when given permission to do so or when called upon to answer
- Keep hands, feet and personal objects to yourself.
- Stay in your seat unless given permission to leave your seat
- Arrive in class with your supplies and ready to work.
- Use of disrespectful or abusive/profane language is not acceptable
- No gum chewing is allowed at W. J. Bryan at any time.

Cafeteria Rules:

- All teachers will walk their class inside the cafeteria. Students will walk in quietly, in line and will occupy their designated seat according to a chart.
- Students will remain in their assigned seat for the duration of lunch. They cannot return to the lunch line for any forgotten item or use other excuses to be out of their seat.
- The monitors will take charge for their assigned area, will effectively supervise their assigned section, and assure that their area is kept clean. Students will be well aware from the beginning of the school year on how to use the *magic* words: *May I, Please, Thank you...*

Hallway Behavior:

- Classes will move quietly in single file on the right side of the hallways with hands at their sides at all times and yield at hallway intersections
- Individual students must always have an official hall pass and walk with a buddy. No students should ever walk in the hallway by themselves for ANY reason.
- ABSOLUTELY NO RUNNING IN THE HALLWAYS

Student Incentive "Bryan Bucks":

A highly successful incentive program was initiated using "Bryan Bucks" as incentives for good behavior, attendance and exceptional performance in the classroom. Students accumulate Bryan Bucks and redeem them every nine weeks at our "Bryan Bucks Store," where they can trade them for school supplies, treats, special activities and incentives such as dances, movie rewards, extra computer time, etc.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available through Florida Kid Care for both school time and 24-hour coverage. During the week of August 20, 2018, each student will receive a brochure packet to take home. Consider purchasing this valuable coverage for your children. Your child's health and well-being is important to us. You can buy this coverage in the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room or doctor's attention. The low-cost, school-time only coverage includes to and from school and field trips for grades kindergarten through fifth. This is a valuable coverage at a reasonable rate. Please consider taking advantage of it. For more information, please call the Parent Academy (305) 995-1207.

Special Education

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

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

Student Records

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 records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.



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

Student Services

The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilinguistic populations enrolled in Miami-Dade County Public Schools.

Student Success Centers

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

Transgender

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

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

Verifications of Residency

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

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

Volunteer Program

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

<p>Level 1 - complete a database background check</p> <ul style="list-style-type: none"> • Day chaperones for field trips • Classroom assistants • Math and/or reading tutors. 	<p>Level 2 - complete a fingerprint background check</p> <ul style="list-style-type: none"> • Certified Volunteers • Mentors • Listeners • Athletic/Physical Education assistants • Overnight chaperones.
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Any individual interested in volunteering in Miami-Dade County Public Schools must:

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



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APPENDIX A – School Calendars



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2018				
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			

August 2018				
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

September 2018				
M	T	W	T	F
8	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
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				

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

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

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

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

May 2019				
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 2019				
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
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day

- Recess Day
- Beg/End of Grading Period
- Secondary Early Release
- Legal Holiday

Days in Grading Period	
1-	46
2-	44
3-	43
4-	47

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



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MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 16, 17	Teacher planning days; no students in school
August 20	First Day of School; begin first semester
September 3	Labor Day; holiday for students and employees
September 10*+ #	Teacher planning day; no students in school
September 19*+ #	Teacher planning day; no students in school
September 27	Secondary early release day
October 25	End first grading period; first semester
October 26	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 29	Begin second grading period; first semester
November 6	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 12	Observation of Veterans' Day; holiday for students and employees
November 21*+ #	Teacher planning day; no students in school
November 22	Thanksgiving; Board-approved holiday for students and employees
November 23	Recess Day
December 24-	Winter recess for students and all employees with the exception of Fraternal Order of
January 4, 2019	Police Employees;
January 17	End first semester and second grading period
January 18*+ #	Teacher planning day; no students in school
January 21	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22	Begin third grading period; second semester
February 18	All Presidents Day; holiday for students and employees
March 14	Secondary early release day
March 22	End third grading period; second semester
March 25-29	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 1	Begin fourth grading period; second semester
April 11	Secondary early release day
April 19*+ #	Teacher planning day; no students in school
May 9	Secondary early release day
May 27	Observance of Memorial Day; holiday for students and employees
June 6	Last Day of School; end fourth grading period; second semester
June 7	Teacher planning day; not available to opt; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 9, 2018	June 7, 2019
Assistant Principals and 10-month clerical	August 9, 2018	June 14, 2019
Cafeteria Managers	August 13, 2018	June 7, 2019
Satellite Assistants	August 15, 2018	June 6, 2019
All Instructional Staff, Paraprofessionals & Security	August 16, 2018	June 7, 2019
Assistant to Cafeteria Managers/MAT Specialists	August 17, 2018	June 6, 2019
Cafeteria Workers (part-time)	August 20, 2018	June 6, 2019

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 14, 15, 2018, or June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, 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 7, 8, 2018, or June 17, 18, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

APPENDIX B –Commonly Referenced School Board Policies
Please refer to <http://www.dadeschools.net/schoolboard/rules/> to view full policies



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Academics

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
 - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
 - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- 2370.01 – VIRTUAL INSTRUCTION
 - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
 - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- 2440 - SUMMER SCHOOL
 - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
 - Parents have the ability to access their child's instructional materials at <http://m.dadeschools.net/>.
 - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.
- 5410 - STUDENT PROGRESSION PLAN
 - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

Accident Reports/Incident Reports/School Safety

- 3213 - STUDENT SUPERVISION AND WELFARE
 - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
- 5540 - INVESTIGATIONS INVOLVING STUDENTS
 - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- 5772 - WEAPONS
 - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 7217 - WEAPONS
 - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 8405 - SCHOOL SAFETY
 - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school
- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES
 - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

Admission, Registration and Immunization Requirements

- 5112 - ENTRANCE REQUIREMENTS
 - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
 - Original birth certificate
 - Verification of age and legal name
 - Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
 - Two (2) verification of parent/legal current residence (address)
- 5114 - FOREIGN STUDENTS
 - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.
- 5320 – IMMUNIZATION
 - All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

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

- 3362 - ANTI-DISCRIMINATION/HARASSMENT
 - The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
 - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- 5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
 - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and



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any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.

- **5517.01 – BULLYING AND HARASSMENT**
 - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools 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.
- **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).
 - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.

Attendance Policy/School Hours

- **5200 – ATTENDANCE:**
 - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**
 - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- **5230 - LATE ARRIVAL AND EARLY DISMISSAL**
 - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- **8220 - SCHOOL DAY**
 - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
 - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

Ceremonies & Observances

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

Class Size

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

Clinic

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

Code of Student Conduct

- **2451 - ALTERNATIVE SCHOOL PROGRAMS**
 - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- **5136.02 - SEXTING**
 - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- **5500 - STUDENT CONDUCT AND DISCIPLINE**
 - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
 - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
 - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
- **5511 - DRESS CODE AND SCHOOL UNIFORMS**
 - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Digital Conversion/Social Media

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

Equal Opportunity

- **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**
 - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
- **5111.01 - HOMELESS STUDENTS**



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- o Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Fieldtrips/School Social Events

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
 - o 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.
 - o 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
 - o 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
 - o Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

Financial Obligations

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

Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
 - o The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students, and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
 - o The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
 - o The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- 8531 - FREE AND REDUCED-PRICE MEALS
 - o All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

Fundraising

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

Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
 - o The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.

Homework

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

Internship

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

Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
 - o All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
 - o All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
 - o The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 - CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS
 - o This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy 2370, Magnet Programs/Schools.
 - o 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.
 - o Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

Parent Involvement

- 2111 - PARENT INVOLVEMENT- A HOME-SCHOOL-DISTRICT PARTNERSHIP
 - o A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- 9210 - PARENT ORGANIZATIONS
 - o 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
 - o The Pledge of Allegiance shall be recited at the beginning of the day in every school.
 - o 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.



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Privacy

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

Schools of Choice/Magnet Schools

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

School Transportation/Bus Safety Conduct

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

Special Education

- 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.

Student Activities

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

Student Records/Access to Student Records

- 8330 - STUDENT RECORDS

Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
 - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

Student Services

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

Title I – School wide Program

- 2261 - TITLE I SERVICES
 - The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

Visitors

- 9150 - SCHOOL VISITORS
 - Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
 - 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.

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.

