ADA MERRITT K-8 CENTER

PARENT-STUDENT HANDBOOK
2018 - 2019

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http://www.adamerrittk-8center.org
MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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

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Mr. Alberto M. Carvalho

SUPERINTENDENT OF SCHOOLS
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.*
August 2018

Dear Parent/Guardian,

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2018-2019 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in our increasingly globalized society. Students can expect to receive a world-class education that celebrates their uniqueness while fostering curiosity and creativity within a safe and secure learning environment.

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

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

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

Sincerely,

[Signature]

Alberto M. Carvalho
Superintendent of Schools

AMC:cg
L68

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, Florida 33132
305-995-1000 • www.dadeschools.net
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Appendix A – School Calendars
Appendix B – School Board Policies and State Statutes
ADA MERRITT K-8 CENTER
VISION AND MISSION

VISION
Ada Merritt K-8 Center
A place where children always come first
Where high expectations and standards are the norm
A place where all staff members know
We are here to serve children
and serve each other

A place where parents and other support systems are valued as
We know we cannot do it all alone
A place where the study of languages and international perspectives
are embraced and promoted

A place where our mission is to create a
Vibrant learning community
Where the minds and hearts of all who enter are
Nurtured, developed, and respected

MISSION
The mission of Ada Merritt K-8 Center provides and supports a rigorous dual
language international education program that values and promotes the
acquisition of a second language and embraces international perspectives and
attitudes, through a unique and high quality education for our diverse
community learners.
School Information

School Hours
Grade K, Gr.1 8:20 a.m. – 1:50 p.m.
Grades 2 - 8 8:35 a.m. – 3:05 p.m.
All Grades on Wed. 8:35 a.m. – 1:50 p.m.

Before-School and After-School Care Hours
Before-School - Daily 6:45 a.m. – 8:25 a.m.
After-School - Daily 2:00 p.m. – 7:00 p.m.

MYP Bell Schedule

<table>
<thead>
<tr>
<th>Periods</th>
<th>MYP Schedule (85 minute periods)</th>
<th>Time</th>
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<tbody>
<tr>
<td>Home Room</td>
<td>8:35 am – 8:41 am</td>
<td>6</td>
</tr>
<tr>
<td>1&amp;2</td>
<td>8:43 am – 10:08 am</td>
<td>85</td>
</tr>
<tr>
<td>3&amp;4</td>
<td>10:10 am – 11:35 am</td>
<td>85</td>
</tr>
<tr>
<td>5&amp;6</td>
<td>11:37 am – 1:38 pm with a 30-minute lunch break</td>
<td>85+30</td>
</tr>
<tr>
<td>7&amp;8</td>
<td>1:40 pm – 3:05 pm</td>
<td>85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Periods</th>
<th>MYP Schedule (60 minute periods)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Room</td>
<td>8:35 am – 9:06 am</td>
<td>28</td>
</tr>
<tr>
<td>1&amp;2</td>
<td>9:08 am – 10:08 am</td>
<td>60</td>
</tr>
<tr>
<td>3&amp;4</td>
<td>10:10 am – 11:10 am</td>
<td>60</td>
</tr>
<tr>
<td>5&amp;6</td>
<td>11:12 am – 12:48 pm with a 30-minute lunch break</td>
<td>60+30</td>
</tr>
<tr>
<td>7&amp;8</td>
<td>12:50 pm – 1:50 pm</td>
<td>60</td>
</tr>
</tbody>
</table>

School Website: [http://www.adamerrittk-8center.org](http://www.adamerrittk-8center.org)

1. Classes begin at 8:20 a.m. and 8:35 a.m. accordingly. There is Before School Care supervision of students from 6:45 a.m. until 8:25 a.m. at which time teachers open their classrooms. Please contact the After School Care office to make arrangements for your child.
2. Arrival after the 8:20 a.m. and 8:35 a.m. bell means the student is tardy. Students will need to bring a written excuse from parents and stop at the main office to pick up a late pass, before going to class.
3. If a student is tardy and arrives at school during the opening exercises, the student should stop, stand at attention for the flag ceremony and show respect as the National Anthem is played. Proceed to the main office only when the ceremony is finished.
4. Teachers supervise students to assigned exits at dismissal time. Students are to follow instructions applicable to their personal circumstance e.g. After-School Care, private bus pick-up, and parent pick-up procedures. Parents please refer to the Traffic Safety Procedures included in this booklet.
5. Before and After-School Care is operated by Miami-Dade County Public Schools. Please call the After-School Care office for further information at (305) 326-0791 ext. 2311 or ext. 2312.
ACADEMIC PROGRAMS

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

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

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

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

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

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

- Miami-Dade County Public Schools Principal Operated Before After-School Programs
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)
- Family Christian Association of America (FCAA)
- Sunshine After-School Child Care (SASCC)
- South Florida After-School All Stars (SFASAS)
BILINGUAL SCHOOL ORGANIZATION (BISO)
Designated as a Bilingual School Organization, Ada Merritt K-8 Center will offer students the opportunity to pursue a dual language education in English/Portuguese or English/Spanish. Ada Merritt K-8 Center will implement a two-way bilingual language model.

Unique Features:
- 60 percent of instruction imparted in English, 40 percent in the other language (Spanish or Portuguese);
- Objective is to foster literacy in both languages enabling students to become bilingual and biliterate;
- Students study one another’s native language and cultural backgrounds;
- Language intensive;
- Each language has its own space and time;
- Block scheduling helps facilitate common planning time;
- Articulation between teachers is essential.

WHAT IS THE PRIMARY YEARS PROGRAM (PYP)?
The Primary Years Programme (PYP) is a comprehensive approach to teaching and learning for students, ages 3-12, that focuses on the development of the whole child. With an international focus, it addresses the academic, social, physical, emotional and cultural needs of the students. Elements of the program include a student profile, specific attitudes, a concept driven curriculum and the understanding that socially responsible actions are an integral part of the learning process. Guided by a series of questions, students and teacher develop units for exploration and study creating a dynamic and energizing learning environment. It combines the best research and practices from a range of national systems with a wealth of knowledge and experience from international schools around the world.

ESSENTIAL ELEMENTS OF THE PYP
WHAT IS THE MIDDLE YEARS PROGRAM (MYP)?
The MYP organizes teaching and learning through eight subject groups: Language and Literature, Language Acquisition, Individuals and Societies, Sciences Mathematics, Arts, Physical and Health Education, and Design. The subject groups are connected through key concepts and global contexts.

Driven by a cycle of inquiry, action and reflection, IB programmes aim to develop a range of skills and attitudes that help students effectively manage and evaluate their own learning through research, critical and creative thinking, collaboration, communication, managing information and self-assessment.

MYP GLOBAL CONTEXTS
Contexts for learning in the MYP are chosen from global contexts to encourage international mindedness and global engagement within the program. The MYP identifies six global contexts for teaching and learning that are developed from the PYP’s trans disciplinary themes.

- Identities and Relationship
- Orientation is Space and Time
- Personal and Cultural Expression
- Scientific and Technical Innovation
- Globalization and Sustainability
- Fairness and Development

INTERNATIONAL EDUCATION PROGRAM (IE)
Students pursing Portuguese/English proficiency will have the opportunity to enter the Portuguese section of the International Education Program, beginning in Grade 1.
Unique Features:
- Additional hour of instruction in Portuguese;
- Students are recommended by day teacher(s) to participate in the IE program;
- Goal is to provide students with an international curriculum which emphasizes study in Portuguese commensurate with that of their peers in Brazil;
- Students will explore social science and science objectives that are part of Brazil's educational curriculum;
- Highly demanding academic program.

INTERNATIONAL STUDIES PROGRAM (IS)
Students pursing Spanish/English proficiency will have the opportunity to enter the Spanish section of the International Studies Program, beginning in Grade 1.
Unique Features:
- Additional hour of instruction in Spanish;
- Students are recommended by day teacher(s) to participate in the IS program;
- Goal is to provide students with an international curriculum which emphasizes study in Spanish commensurate with that of their peers in Spain;
Students will explore social science and science objectives that are part of Spain’s educational curriculum;
Highly demanding academic program; and
Established through a cooperative agreement with Miami-Dade Public Schools and the government of Spain.

ATTENDANCE POLICY – Board Policy 5200

Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session.

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.

Accordingly:

A. if the parent who has legal custody of a student requests that no one else be permitted to confer with the child at school the principal and/or teacher is required to honor this request;
B. students are not to be taken out of their regular classes to prepare for programs other than school-sponsored activities;
C. when a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated by the school principal or at any other time if deemed necessary;
D. the parent or adult student shall report absences to the school as soon as practicable. Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal shall have the final authority for determining acceptability of the reason for the absence(s).

Each school should establish procedures to ensure good attendance. A student who is absent more than nine (9) days within a semester or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless:

A. medical evidence is presented to the principal in writing justifying a specific number of days absence, absences are for approved school activities, or absences are approved by the Principal, and
B. the student demonstrates mastery of the student performance standards in the course(s) as identified in curriculum guides and/or adopted textbooks.

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to complete make-up work for excused absences. Principals may grant extensions to the make-up time limit for extenuating circumstances. Regarding make-up of the work missed as a result of unexcused absences, each principal shall establish site-specific policies that encourage both regular attendance and high academic achievement, and shall
Attendance Defined

A. School Attendance - Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

B. Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

C. Tardiness - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

D. Early Sign-outs – No student 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).

Each student who is scheduled at a school center for instructional purposes for a partial day, and at an area vocational-technical center, a vocational school or a community college for a partial day shall, if present at the school center, be reported as present one-half day.

Reasonable excuses for time missed at school:

A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.

B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.

C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.

D. An approved school activity (absences recorded but not reported).

E. Other absences with prior approval of the Principal.

F. Attendance at a center under Department of Children and Families supervision.

G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.

H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

I. Death in the immediate family.

J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.

K. Outdoor suspension.
L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

A. vacations, personal services, local non-school event, program or sporting activity;
B. older students providing day care services for siblings;
C. illness of others;
D. non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.

**Excused School Absence**

Excused absences allow students to make up the work missed. Students granted an excused absence should make up all work, including labs, quizzes or tests, and have up to three (3) school days, to complete make-up work for excused absence. It is the student’s responsibility to adhere to the classroom teacher’s policy for collecting and completing all make-up work. **Classroom interruptions during school hours to collect or return make-up work are not permissible.**

**Unexcused School Absence**

Unexcused absences do not allow students the opportunity to make up the work missed.

Parents should plan family vacations and other family-related travel during scheduled school holidays only (see attached calendar).

- Thanksgiving: November 22, 2017 – November 24, 2017
- Winter Recess: December 25, 2017 – January 5, 2018
- Spring Recess: March 23, 2018 – March 30, 2018
LATE ARRIVAL
Students who are tardy to school must report to the Main Office to secure an admission to class. Excessive tardies may result in loss of privileges, detention, parent conferences and/or suspensions.

EARLY DISMISSAL
Board Policy 5200
The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal’s designee (i.e. emergency, sickness).

Appointments with doctors, dentists, psychologists, etc., should be made for after school hours. If a student must leave early, a parent or legal guardian, or their designee, must come to the office to sign the student out. Proper picture I.D. must be presented before a student will be released. No students will be released after 1:20 p.m. in grades K, and 1 and 2:35 p.m. for grades 2 - 8, except in cases of emergencies or sickness.

RAINY DAY DISMISSAL
We will dismiss students accordingly at the Circular Drive Way or the Walker’s Dismissal Areas. Please provide for your child as needed, umbrellas, raincoats and/or rainboots.

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, interest clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or non-curriculum 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, non-curriculum related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

PARTIES
Miami-Dade County Public Schools are authorized to hold two (2) parties during the school year. They are the winter holiday party and the end of the year party. Parties are planned and coordinated by the classroom teacher with the help of parent volunteers. Students must earn the right to attend special activities or receive treats by demonstrating good behavior in school. Birthday parties are not allowed.

ATHLETICS (Middle School)
The Middle School Sports Athletic Program (MSAP) is designed to maximize opportunities for school and student participation in a variety of sports and events. Students should be encouraged to participate in activities that satisfy their needs for growth and development. The intramural program provides an opportunity for all students to become involved in team and individual competitions and special events within their school. The interscholastic program allows students who have demonstrated a higher level of proficiency to participate in competitions involving other schools.
Intramurals take place before or after school. No academic credit is awarded. Intramural competitions take place a minimum of two weeks prior to the beginning of interscholastic team practice. Intramurals then continue for an additional four weeks, for a total of six weeks per sport.

Selection of interscholastic teams is made from a school’s intramural teams and is based upon student interest, athletic skills and age. To be eligible to participate, seventh and eighth grade students must have at least a 2.00 grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final grades of the previous year determine eligibility. Parents will be required to sign Parent Consent Form to be turned in prior to student participation in athletic tryouts and participation in the sports program. At Ada Merritt K-8 Center we order Cross Country for Middle School Students grades 6-8. It is a prerequisite that the students have medical insurance ad a requirement to the program.

Participation in the MSAP is optional and a school may participate in any or all of the sports being offered. The MSAP currently offers schools the opportunity to field teams and compete in the following sports: basketball, bowling, cross country, golf, soccer, softball, swimming, tennis, track and field, volleyball and wrestling.

**BRINGING PETS TO SCHOOL**
Students are not allowed to bring pets to school.

**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.

**CELEBRATIONS IN SCHOOL**
Birthday celebrations are not allowed in school.

**Prepaid Lunches**
Lunch may be prepaid on the first day of each week. The food service manager will collect monies in the cafeteria. If students are absent, prepaid lunch money will be applied to the following week’s account. The prepaid lunch plan minimizes problems of lost money; parents are encouraged to use this plan. Children allergic to milk may substitute orange juice when buying lunch, provided a doctor’s written permission is on file with the cafeteria.

**Peanut/Nut Free School**
This school is a peanut/nut free school. Please refrain from sending to school any peanut-or-nut containing products. In order to avoid accidental contact, I am urging all parents to discourage their children from sharing foods, utensils, and containers.

In an effort to provide a safe learning environment to all our students, we need your cooperation with this request.

**CELL PHONES**
Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone
which disrupts or interferes with the safety-to-life issue for students being transported on a M-DGPS school bus, is a violation of the CSC.

**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.

**DISCIPLINE PLAN – ADA MERRITT K-8 CENTER SCHOOL WIDE DISCIPLINE PLAN**
In PYP and MYP, it is believed that education must extend beyond the intellectual to include not only socially responsible attitudes but also thoughtful and appropriate action. An explicit expectation of the PYP/MYP is that successful inquiry will lead to responsible action, initiated by the student as a result of the learning process. PYP/MYP schools can and should meet the challenge of offering all learners the opportunity and the power to choose to act; to decide on their actions; and to reflect on these actions in order to make a difference in and to the world. Accordingly, students are encouraged to be active learners and inquirers. In the event that a classroom/school policy or rule is violated by a student, the Miami-Dade County Public Schools Code of Student Conduct will be utilized to determine the necessary action to be taken.

**SCHOOL CENTER FOR SPECIAL INSTRUCTIONS (SCSI)**
School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

**ADA MERRITT K-8 CENTER SCHOOL RULES**
1. Students show respect for themselves, for others and their possessions, for our school and everything in it.
2. Students keep hands, feet and other objects to themselves.
3. Students use acceptable language.
4. Students follow directions.
5. Students do not prevent the teacher from teaching or other students from learning.
6. Students are courteous.
7. Students respect and follow all school and classroom rules.

**PARENTS AND SCHOOL DISCIPLINE**
If your child’s teacher reports a discipline problem, talk with your child and the teacher, work on a solution together. Parents should support the school rules. Just as at home, classrooms and schools must have established rules of conduct. Children should know that their parents expect them to follow school rules. Parents should become familiar with and support the discipline code or policy of the school.

**STUDENT RESPONSIBILITIES AND BEHAVIOR**
When students show that they are proud of their school, they are showing pride in themselves. **It is the students' responsibility:**
1. to take proper care of books, materials, equipment, desks and the school building;
2. to protect grass and plants by using walkways;
3. to help keep the grounds and buildings clean;
4. to always walk in the building to prevent accidents;
5. to get a pass from the teacher if it is necessary to be in the halls;
6. to show respect for all adults and children at Ada Merritt K-8 Center;
7. to bring all necessary supplies, assignments etc. designated by teachers;
8. to bring only appropriate sums of money to school to buy lunch or cover field trip expenses;
9. to come prepared to school and ready to learn;
10. to leave toys, candy, chewing gum, weapons or other unnecessary items at home;
11. to leave pets at home; and
12. to exercise self-discipline and self control at all times.

Student 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.

Students who violate school rules or are repeated discipline problems may be subject to the following actions:
1. A teacher may assign a detention. Parents will be given 24 hours notice.
2. If a teacher is unable to gain a student's cooperation, parents will be contacted.
3. Students who do not improve after efforts have been made to correct discipline problems will be sent to the Principal or Assistant Principal(s).
4. The Principal or Assistant Principal(s) may decide on the following disciplinary action:
   a) administrative detention
   b) removal from class
   c) completing a referral form
   d) parent conference

PARENT-TEACHER CONFERENCE
When students are having problems in class, whether academic, emotional or behavioral, parents are encouraged to contact the teacher for a conference.
1. A telephone conference may solve the problem. Parents can call the school between the hours of 8:00 a.m. and 3:20 p.m. A message will be taken, the teacher will return the call within a 24 – 48 hour period.
2. Parents who want to meet with the teacher can call or send a note to make an appointment for a time convenient to both the parent and teacher. Teachers will not be called from class for an unscheduled conference. Please do not attempt to have a conference at the classroom door at 8:30 a.m. or during instructional hours.
3. When arriving at school for a conference, parents should first come to the office and obtain a pass.
4. Do not expect to have a conference while a teacher is supervising students. This policy includes attempting to conduct parent/teacher conferences in the morning while the teacher is picking students up from the cafeteria or while the teacher is allowing students to enter the class in the primary grades. Please be considerate of the teacher’s time and limited availability to conduct a conference without an appointment.

Conferences are most meaningful when they are planned in advance. The teacher has an opportunity to consider points that may be discussed and can have available samples of the student’s work for review and discussion by the parent(s) and teacher(s).
Guidelines for Effective Parent-Teacher Conferences

1. Please contact the teacher and schedule a conference time. Remember teachers are contractually with us from 8:05 a.m. - 3:10 p.m. (K and First Grade) and from 8:20 a.m. - 3:25 p.m. (Grades 2 – 8). Although the majority of our dedicated teachers spend many additional and long hours at school, please be mindful of official teacher hours.

2. Familiarize yourself with your child’s teacher’s conference guidelines and hours, as well as the best way to reach the teacher.

3. Reasonable efforts will be made to accommodate parents in their primary language or in the language they feel most comfortable.

4. Parents and students will be treated with respect and courtesy by school personnel. Likewise, parents will treat school personnel courteously and respectfully. This includes the maintenance of appropriate voice tones and language while engaging in cooperative conversations with school personnel. If at anytime, any of the parties involved are not respectful of each other or feel threatened, Miami-Dade County Public Schools (M-DCPS) Police may be contacted.

5. Our school building is a welcoming place and clearly accessible to parents. However, the rights of students and teachers to an orderly instructional and safe environment are paramount. Parents may enter a classroom within the school only after proper authorization from office personnel has been secured. Request for classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office.

It is extremely important that we have your support in adhering to the procedures outlined above and assist the school with this implementation.

CODE OF STUDENT CONDUCT

The Code of Student Conduct is the District’s policy that promotes a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community.

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 for all Kindergarten through Twelfth grade students.

The newly adopted Code of Student Conduct can be accessed by going to the following website: http://ehandbooks.dadeschools.net/policies/90/index.htm. If you do not have access to the Internet, you may come our Main Office and request to review the Code of Student Conduct manual.

Please take the time to review and discuss the importance of the Code of Student Conduct with your child or children.
Code of Student Conduct – Elementary

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

**LEVEL I Behaviors** are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

**LEVEL I**

**Disruptive Behaviors**

- Unauthorized location
- Confrontation with another student
- Cutting class
- Misrepresentation
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1)
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code (See Special Notes #2)

**RANGE OF CORRECTIVE STRATEGIES**

The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for serious or habitual Level I infractions.

**PLAN I**

- Parent/guardian contact (See Special Notes #3)
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved In-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) (See Special Notes #4)
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #5)
- Behavior Plan
- Refer to page(s) 43-48 for additional corrective strategies on the RTIB/MTSS.
- Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.

**Special Notes**

#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.

#2 See Vital Alerts for the policy and prescribed corrective strategies p. 34

➢ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.

➢ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

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

#4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

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

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

**BEHAVIORS**

**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

**LEVEL II**

**Seriously Disruptive Behaviors**
- Cheating
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting (See Special Notes #1)
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Insultative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under $300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession of and/or use of tobacco products or smoking devices. (See Glossary)
- Slander
- Vandalism (minor)

**RANGE OF CORRECTIVE STRATEGIES**

The principal or designee must select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.

**PLAN II**

- Parent/guardian contact (See Special Notes #2)
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Corrective Strategies from Level I
- Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes #3)
- Participation in counseling session related to the infraction Refer to outside agency/provider (See Special Notes #4)
- Diversion Center
- Refer to page(s) 43-48 for additional corrective strategies on the RtI/B/MTSS.

**Special Notes**

#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.

> Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.

> If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

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

#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

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

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
# Code of Student Conduct – Elementary

## Behaviors and Range of Corrective Strategies – Level III

### LEVEL III Behaviors

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

### PLAN III

- Parent/guardian contact (See Special Notes #4)
- Suspension from school for one to ten days (See Special Notes #5)
- Corrective Strategies from Level I & II
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #6)

### Special Notes

- **All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).**
- Bullying infractions do not require SPAR unless incident is Hazing related.
- Harassment, Civil Rights and Sexual Harassment do not require SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-988-1500.
- See Vital Alerts for the Policy p.38.
- Good faith attempt must be made immediately to contact parent/guardian by telephone.
- Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
**Behaviors and Range of Corrective Strategies – Level III**

### Level III Behaviors

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

### PLAN III

- Parent/guardian contact (See Special Notes #4)
- Suspension from school for one to ten days (See Special Notes #3)
- Corrective strategies from Level I & II
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #6)

### Special Notes

1. Bullying infractions do not require a SPAR unless incident is hazing related.
2. Harassment, Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-996-1680.
4. Good faith attempt must be made immediately to contact parent/guardian by telephone.
5. Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
6. When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
**Code of Student Conduct – Elementary**

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V**

#### LEVEL V Behaviors

LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.

#### LEVEL V Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business (See Special Notes #1)
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school (See Special Notes #1)
- Sexting (3) Offense (See page 36)
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes #1

#### Special Notes

- All Level III, IV, and V infractions, unless otherwise noted, require School Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).
- The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
- This level of infraction may result in an expulsion requiring School Board action.
- #1 Mandatory one year expulsion.

**RANGE OF CORRECTIVE STRATEGIES**

The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

#### PLAN V

- Parent/guardian contact (See Special Notes #2)
- Suspension from school for ten days (See Special Notes #3)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #4)
- Recommendation for expulsion

#### Special Notes

- #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #4 When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
DISMISSAL

There are three dismissal areas at Ada Merritt K-8 Center.

**Elementary Walkers Area – (this exit is only available for Kindergarten – Fifth Grade)**
The Elementary Walkers Area is located at Southwest Third Street. Parents must park their vehicles and walk towards the stairs to pick up their children. Students will not be released to parents waiting in the middle of the street, or remaining inside their cars.

**Middle School Walkers Area – (this exit is only available for Sixth – Eighth Grade)**
Parents must park their vehicles and walk up to the gates located on the West Side of the School adjacent to Riverside Park on Southwest Third Street and Seventh Avenue. Students will not be released to parents waiting in the middle of the street, or remaining in their vehicles.

**Circular Drive Way – (this exit is available for Kindergarten – Eighth Grade)**
We recommend that parents utilize the Circular Drive Way on Southwest Fourth Street. The circular driveway provides a convenient and safe way for students to be picked up in the afternoon. The Circular Driveway is not an entry point to the school at dismissal time. For the safety of our students and parents we are keeping the circular driveway pedestrian free, therefore parents will not be allowed to walk up and pick up their child from this area. Parents must remain safely in their vehicles. Please be patient and courteous with the school staff and other parents waiting in line as we safely board your child.

DRESS CODE – Board Policy 5511
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.

DRUGS/WEAPONS
Under no circumstances are students to bring drugs, cigarettes, mood modifying substances, etc. to school. Weapons, including (but not limited to) knives, guns (real or toy) or any device that could inflict injury or harm to others are not permitted. Violation of these rules will result in an automatic 10 day suspension and possible expulsion from school, and will be reported to the Miami-Dade County Police Department.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)
The Educational Excellence School Advisory (EESAC) is the sole body responsible for final decision making at the school related to the implementation of the school improvement and accountability plan. The purpose of the Ada Merritt K-8 Center EESAC is to bring together all stakeholders to ensure improved student achievement. The EESAC supports the school’s vision of being a community of lifelong learners and caring individuals.

ELEVATORS
The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs.
EMERGENCY CONTACT INFORMATION
Student Data/Emergency Contact Cards will be available on-line for the first week of school for the 2018-2019 school year. The information provided on the Student Data/Emergency Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arrive. Students may only be released from school to the persons listed on the emergency contact card after presenting picture identification. No persons, other than school staff, will have access to the information submitted.

IMPORTANT: FOR YOUR CHILD’S SAFETY, IF THERE ARE ANY CHANGES IN YOUR EMERGENCY CONTACT INFORMATION, YOU MUST SUBMIT IT IN WRITING, OR COME TO THE OFFICE TO MAKE THE CORRECTIONS.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) - 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 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.

Each school must provide to the parents, guardians or eligible students 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 this student qualifies as a dependent under the law.

FIELD TRIPS
All field trips must be approved by the principal and Region Superintendent. Participation in field trips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance.

Students must have permission from their parents, in writing, on the approved form before they will be permitted to go on any trip sponsored by the school. Other types of notes or telephone calls will not be accepted, nor will facsimiles be accepted. Parents are allowed to drive vehicles (no vans) on school-sponsored trips, only with the approval of the administration. No underage or other siblings may attend a school field trip. Permission forms and fees are to be submitted by the designated deadline. No forms or fees will be accepted after the deadline set by the trip sponsors. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the field trip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy.

FINANCIAL OBLIGATIONS
All financial obligations incurred, i.e. school fees, textbook loss or damage, overdue or lost library books, must be paid in the school treasurer’s office, with Ms. Ferrandiz, in the Main Office. It is the parent’s responsibility to ensure all outstanding fees are paid in full.
FLORIDA KIDCARE
Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.
*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to www.floridakidcare.org for enrollment procedures.

FLU VACCINE
Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2018-2019 school year to provide FREE flu vaccines to students enrolled in M-DCPS. This years’ “TEACH FLU A LESSON” student vaccination campaign will begin September 11 thru October 11. Each school will have a specific clinic date.

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

FUNDRAISERS – Policy 5830
Fundraising activities must be conducted during non-instructional class time, preferable before and after school. An application for Fundraising Activity, M-DCPS Form 1018 must be completed. In instances, where collections take place outside of school grounds, this approval can be obtained by completing M-DCPS Form 5656, Region Center Approval for Fundraising Activity (Community Sales). Regional Center approval is required for Community Sales.

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school are not allowed to be conducted as school-sponsored/student fundraisers. Students (Grades K-8) are not allowed to participate in the sale of magazines.

GRADE REPORTING
Academic Grades
Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

<table>
<thead>
<tr>
<th>KINDERGARTEN GRADES</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
<th>GRADE POINT VALUE</th>
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<tbody>
<tr>
<td>E</td>
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<td>Outstanding progress</td>
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<tr>
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<td>Above average progress</td>
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<td>GRADES</td>
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</table>

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

**Effort Grades**
Effort grades are utilized to convey both to students and their parents the teacher’s evaluation of a student’s effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student’s potential, study habits, and attitude.

**Grade Point Average**
When calculating the grade for a semester or an annual course, the following grade point averages are to be used:
- A = 3.50 and above
- B = 2.50 - 3.49
- C = 1.50 - 2.49
- D = 1.00 -1.49

**Honor Roll Qualifications**

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<thead>
<tr>
<th></th>
<th>Principal's Honor Roll</th>
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<th>Lion’s Honor Roll</th>
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<td>All As and Bs</td>
<td>All As and Bs</td>
</tr>
<tr>
<td>Effort</td>
<td>All 1</td>
<td>All 1 and 2</td>
<td>All 1 and 2</td>
</tr>
<tr>
<td>Conduct Average</td>
<td>4.0</td>
<td>3.6</td>
<td>3.0 or higher</td>
</tr>
<tr>
<td>Conduct Grades</td>
<td>All As</td>
<td>All As and Bs</td>
<td>All As and Bs</td>
</tr>
</tbody>
</table>
Interim Progress Report

Interim Progress Reports are sent home in every marking period at midpoint. In addition, Interim Progress Reports must be sent home at any time the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

HALLS/HALL PASSES

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the student patrols, security monitors and teachers in the exercise of their duties and present a hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without an official pass. Teachers are not to give verbal permission for a student to exit the classroom.

All secondary students are allowed approximately two minutes to pass from class to class. Students should be seated in their classroom when the tardy bell rings.

Approximately 2 minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without an official Yellow Pass. Teachers are not to give verbal permission for a student to exit the classroom.

HEAD LICE

Unfortunately, head lice are found from time to time on school children. It is recommended that parents periodically check their children’s hair for signs of lice, especially if the child complains that his/her scalp is itchy or a sibling or close playmate has had lice. Your child’s physician can recommend special shampoos for killing the lice. While the children are at school, they will be checked periodically for lice. A student will be sent home if school personnel suspect he/she has head lice. The student cannot return to school until a note, signed by a physician or health clinic personnel, is presented stating that treatment has been undertaken. To prevent an outbreak of head lice, parents should be sure that their children’s hair is kept clean. Also, children should be discouraged from using another child’s comb, brush, hat, hair ribbons, or barrettes.

HEALTH SCREENINGS

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 that 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.
Scoliosis Screening (6th grade students - applies to K-8 centers) The Florida Legislature Statute, 381.0056, mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools Comprehensive Health Services and Easter Seals South Florida. Parents/Guardians will be notified of the school's scoliosis screenings to be performed and results should be reproduced and sent to the parents/guardians of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunezations - Requirements for School Entry:
1. A complete Florida Certification of Immunization - Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam - Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray

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

Homework is an integral factor in fostering the academic achievement of students. Regular homework provides the opportunity for developmental practice, drill, the application of skills already learned the development of independent study skills, enrichment activities and self discipline. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments.

Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or, when the homework assignment is completed in an expeditious manner, every student must read, minimally, for the amount of time specified in the Board Rule. Further, the District's Comprehensive Reading Plan requires 30 minutes of reading homework each evening of students in all grade levels.

The ADA MERRITT HOMEWORK PLAN is the result of a collaborative work of teachers and administrators. It includes guidelines for the assignment of homework and describes the responsibilities of students, teachers and parents/guardians.

Meaningful homework is an important part of the learning process in Ada Merritt K-8 Center. In our school, home learning is conceived not only as a powerful tool to reinforce what it was learned in the classroom, but also a valuable method to develop quality study habits and personal responsibility.

Teachers are committed to placing emphasis on the quality of the experience while addressing the academic standards, rather than the quantity of the work. It is our goal to nurture a balanced life for students after school that supports family activities, play time, and other social experiences.

Daily amount of time that students shall be expected to spend on homework
K-1: thirty (30) minutes;
2-3: forty-five (45) minutes;
4-5: sixty (60) minutes;  
6-7-8: seventy-five (75) minutes

Guidelines for Teachers, Students, and Parents

For Teachers
- Homework will be clearly explained to students
- Teachers will coordinate with their team to avoid homework overloads
- When large grade level projects are assigned, daily homework will be appropriately reduced
- Teachers and parent(s)/guardian(s) will work as a team to train students how to apportion their time judiciously, meet their deadlines and acquire good personal study habits.
- Teacher will inform parent(s)/guardian(s) of their respective expectations with regards to homework (during meet and greet day, open house, parent-teacher conferences, etc.)
- Teachers will monitor and review homework assignments, and will provide timely constructive feedback to students.
- During major holiday breaks, the completion of homework packets will be optional. Some teachers will take that homework as an extra credit.
- Homework will be posted on-line. Teachers will provide instructions on how to access the website

For Parents
- At home, students should have a designated time and area to complete their homework.
- Parent(s)/Guardian(s) are recommended to locate a distraction free area where students will be able to effectively work on their assignments
- A distraction-free area should be that one where students do not have access to cell phones, TV, computers, etc.
- Parent(s)/guardian(s) will be contacted and asked to get in touch with the teacher when students repeatedly fail to complete homework.
- Parents shall participate enthusiastically in assignments that call for active parental involvement.
- Contact the teachers if homework assignments seem to cause students’ ongoing problems
- Assist in balancing homework with other activities

For Students
- Students should NOT procrastinate. It is the student’s responsibility to complete long-term assignments or projects by the due date.
- Students should be able to complete homework assignments independently. If parent(s)/guardian(s) find they are constantly helping students, they should contact the teacher with their concerns.
- Students should budget time wisely.
- It’s the student’s responsibility to: Listen carefully to all directions regarding homework, ask questions if the assignment is not clear, keep record of due dates, make up missing homework, begin assignments on time and turn them in when due.
- General Considerations
- Homework completion will impact student’s effort grade
• Some homework will be collected and graded. The percentage of this grade will be different than the one assigned to a quiz or class-work grade
• The library/media center and computers will be available for the students to use from 7:30 a.m. – 7:55 a.m. and from 3:05 p.m. – 7:00 p.m. (M, T, R, F) and 1:50 p.m. – 7:00 p.m. (Wednesdays). Students must be supervised by their parents.
• No student may have his/her grade affected for any excused absence as long as the assignment is satisfactorily completed within a reasonable period of time as determined by the teacher.

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

ILLNESS OR ACCIDENT
Children with minor illnesses, such as headaches or stomach aches, are allowed to rest in the office for fifteen minutes and then must return to class. If a student is too ill to return to class, or has been involved in an accident, parents will be notified and asked to pick up their child. School personnel are not permitted to administer medication, take temperatures or give any medical treatment to students. Note: Students who must take medication daily while at school must have the form, available from the school office, completed by their doctor and on file in the school office. Medication must be kept and administered in the office. No liquid medicine or cold/flu medicines will be administered.

IMPORTANT DATES

Open House

<table>
<thead>
<tr>
<th>School Level</th>
<th>School Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary/K8 Center</td>
<td>Wednesday, September 5, 2018</td>
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Interim Report Distribution and Report Card Distribution

<table>
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<tr>
<th>Grading Period</th>
<th>Interim Report Distribution</th>
<th>Report Card Distribution</th>
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<tbody>
<tr>
<td>1</td>
<td>September 21, 2018</td>
<td>November 9, 2018</td>
</tr>
<tr>
<td>2</td>
<td>November 30, 2018</td>
<td>February 1, 2019</td>
</tr>
<tr>
<td>3</td>
<td>March 1, 2019</td>
<td>April 12, 2019</td>
</tr>
<tr>
<td>4</td>
<td>May 3, 2019</td>
<td>June 21, 2019</td>
</tr>
</tbody>
</table>
INSURANCE
The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. At the beginning of the school year, an envelope and application for this coverage will be sent home with your child. Prior to participating in the Before-After-School Care Program, the student accident insurance must be purchased.

INTERNET USE POLICY – Board Policy 7540.03
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 get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

LOST AND FOUND
Students should take any found items to the school office. If you lose something, please check in the office to claim your possession. Mark all personal items brought to school with the student’s name for easy identification. Unclaimed articles are donated to needy organizations twice a year (December and June).

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

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

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

- **Free/Reduced Price Lunch Program**
  The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the [Department of Food and Nutrition](http://foodandnutrition.dadeschools.net) at freeandreducedmealapp.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**

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>School Lunch</th>
<th>Prices</th>
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</thead>
<tbody>
<tr>
<td>All Students No Charge</td>
<td>Elementary Students</td>
<td>$ 2.25</td>
</tr>
<tr>
<td>Adults $ 2.00</td>
<td>Middle/Secondary Students</td>
<td>$ 2.50</td>
</tr>
<tr>
<td></td>
<td>Reduced Price lunch, all grade levels</td>
<td>$ 0.40</td>
</tr>
<tr>
<td></td>
<td>Adults</td>
<td>$ 3.00</td>
</tr>
</tbody>
</table>

• **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**

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

**CAFETERIA RULES**

Each class has thirty (30) minutes in the cafeteria. Students are asked to observe the following cafeteria rules so that order may be maintained:

1. Keep in a single line.  
2. Always be courteous to the cafeteria workers.  
3. Good table manners, including quiet conversation only.  
4. Leave the floor and table clean for the next group of students.  
5. Students are not permitted to consume fast food in the school cafeteria.  
6. Discard the trash appropriately.  
7. Show respect to aides who are there to assist students.

**MEDIA CENTER**

Students in all grades are permitted to check books out of the library during school hours with the permission of their teacher. Lost or damaged books must be paid for accordingly. We encourage our students to be responsible citizens and return books on time. Remember no food or drinks are allowed in the Media Center.

The Media Center hours are from Monday, Tuesday, Wednesday, Thursday, Friday from 7:30 a.m. – 8:30 a.m. and 3:05 – 6:30 p.m.; and from 1:50 p.m. to 6:30 p.m. on Wednesdays.
**MEDICATIONS**

Students are not permitted to bring medications of any kind to school. In cases where a student must take a prescription medication during school hours, parents must make specific arrangements with the school office. Only qualified school office personnel are allowed to administer prescribed medications and only upon receipt of the completed form with written instructions from the child’s physician.

**NEWSLETTER**

The Ada Merritt K-8 Center Newsletter and School Calendar is posted on the Ada Merritt K-8 Center website. If you do not have access to a computer or printer, please stop by the Main Office and take one of the copies that are available at the front counter.

**PARENT ACADEMY**

The Parent Academy (TPA) is part of the Department of Family Support Services, created to engage and support families in the educational process. TPA helps caregivers become 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. TPA also provides valuable training and information on relevant topics that impact children’s lives, including helping children learn, parenting skills, financial management, health, and wellness.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. For additional information, please call The Parent Academy at 305-271-8257.

**PARENT INVOLVEMENT**

A HOME-SCHOOL-DISTRICT PARTNERSHIP

School Board Policy 2111

Strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement.

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 (e.g., by providing paper copies, electronic copies, or other appropriate means of distribution).

"Parent" refers to any adult--mother, father, older sibling, aunt, uncle, grandparent, guardian/foster parent, mentor--who plays a significant role in the care of a student or students enrolled in the District. Although parental involvement is the specific focus of this policy, all those concerned with the education of students must work together cooperatively to meet the needs of students.

"School" is defined in the broadest possible sense. It refers not only to the customary kindergarten through grade 12 programs, but also to the early childhood, adult education, and community schools’ programs.

The Superintendent shall implement administrative procedures by which a school-parent partnership can be established and maintained throughout the student’s career in the District.
Parent Responsibilities
The importance of parents as teachers shall be recognized by parents and supported by the school. Schools will provide parents with the appropriate support and assistance needed in understanding and meeting the expectations of this role. Parents are expected to:

A. set guidelines and clear expectations of good behavior and academic performance;
B. ensure that their children have a quiet place and time to read, study, and complete homework;
C. discuss daily work assignments, progress reports, and report cards with their children;
D. ensure that their children attend school on time every day and promptly report any absences or tardiness;
E. communicate with the school through written and electronic messages, telephone, and/or conference meetings;
F. ensure that their children have the materials needed to complete class work and homework;
G. take an active part in school activities, such as Back-to-School Night, PTA meetings, participating in workshops, and parent/student activities, etc.;
H. keep their children healthy by ensuring that they get enough sleep, appropriate nutrition, and medical care;
I. bring to the attention of appropriate school personnel any problem or condition that negatively affects their children, or other children in the school community;
J. help their children develop a good self-image by providing care, discipline, support, interest, and concern;
K. provide the school with current and accurate home, work, and emergency contact information; and
L. foster in their children a positive attitude towards school and learning.

Parents as Advisors, Advocates and Participants in Decision Making

A. Advisors
Parents are encouraged to participate in and influence decisions, raise issues or concerns, appeal decisions, and resolve problems.

B. Advocates
Parents are encouraged to become advocates for children on issues that affect children. They are urged to join and take a leadership role in a PTA, PTSA or other parent organization.

C. Educational Excellence School Advisory Councils
Parents must be elected to serve as active members of Educational Excellence School Advisory Councils (EESAC) and in other important decision-making bodies, where required by State and Federal statutes. This will include the involvement of
parents in the development of the Local Educational Agency Title I Plan required under The Elementary and Secondary Education Act as well as their involvement in the process of school review and improvement required by the Act.

D. Title I School-Parent Compacts

In each school implementing the Title I Program, parents shall, jointly with the school, develop the annual Title I School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This compact will also identify how the school and parents will build and develop a partnership to help children achieve the State’s high standards.

E. Title I School’s Parental Involvement Plan

In each school implementing the Title I Program, parents shall jointly with the school develop the Title I School’s Parental Involvement Plan. Additionally, parents in the Title I Program shall be involved in the annual evaluation and redesign of the content and effectiveness of this document, in efforts towards improving the academic quality of the school.

**School Level Strategies And Responsibilities**

A. Parent Outreach Liaisons. Each school principal will identify one (1) or more individuals who will serve as a liaison to all parents in the school community. Responsibilities include: assessing the needs of parents; communicating this information to the school's principal and the school’s advisory group(s); and informing parents of school and District services, offerings, and programs in their primary language. This individual may be a Community Involvement Specialist, another staff member, or a certified volunteer.

B. Space for Parents. School principals will provide a Parent Resource Center as a place for parents to meet, post, and review current bulletins, and exchange information.

C. Access to Schools. Reasonable efforts will be made to make the school building a welcoming place, clearly accessible to parents. Parents should recognize, however, that their right to access does not transcend the rights of students and teachers to an orderly educational environment.

D. Sensitivity to Exceptionalities. Reasonable efforts will be made to assist parents in understanding the needs and rights of their children. Reasonable efforts should be made to assist school personnel, students and parents in understanding the needs and rights of children with different exceptionalities.

E. Accommodations for Parents. School personnel should use flexible and creative methods to accommodate the schedules of parents, and, with the assistance of businesses, agencies and organizations, to encourage participation by addressing the need for child care, transportation and other resources. Every reasonable accommodation should be made for Board employees who are parents to participate in the education of their children.
F. Communication. Communication between parents and the school shall be encouraged at all grade levels, including regular parent/teacher communication, and providing parents with meaningful scope of student work. Reasonable efforts will be made to communicate with parents in their primary language. The mode of communication should also be adjusted when necessary to promote comprehension, acceptance, and trust. Additionally, schools implementing the Title I Program will distribute annually to parents, at the onset of the school year, the Title I Program Notification Letter, in a format, and to the extent practicable, in a language such parents understand.

G. Parent Orientation. Schools will conduct orientation meetings that provide information about school procedures and programs as well as opportunities for active participation. Additionally, schools in the Title I Program should conduct the Title I Annual Parent Meeting at the onset of the school year to inform parents of their school’s participation in the Title I Program, to explain the parental requirements in the Elementary and Secondary Education Act, and to explain the rights of the parents to be involved.

H. Educational Excellence School Advisory Councils. Schools must ensure that parents are included as active members of Educational Excellence School Advisory Councils and other important decision-making bodies as required by Federal and State statute. To ensure that parents are knowledgeable about this involvement, all parents must receive information regarding the role of EESAC, meeting schedules, and parent elections. With the support of the EESAC, principals will develop and support strategies that facilitate opportunities for all parents to be involved in at least one support activity during the course of the year.

I. Title I School-Parent Compacts. Each school implementing the Title I Program shall ensure that parents in the Program are involved in jointly developing, and that they receive, the annual Title I School-Parent Compact as required in the Elementary and Secondary Education Act that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

J. Title I School’s Parental Involvement Plan. In each school implementing the Title I Program, parents shall jointly with the school create a plan. Additionally, parents in the Title I Program shall be involved in the annual evaluation and redesign of the content and effectiveness of this document, in efforts towards improving the academic quality of the school.

K. Learning Opportunities for Parents. With the assistance of The Parent Academy and other appropriate District offices, schools should identify and implement community-centered, parent friendly programs and affiliations for parents to learn. The learning opportunities should target appropriate student age levels, including the needs of children from birth to age six as well as the developmental and cognitive needs and expectations of students. Additional learning opportunities should be provided for young adults, including those who are already parents, to learn how to be effective parents.

L. Volunteers and Tutors. Principals should utilize the special knowledge, abilities, talents, and cultural experiences of parents to enhance school activities and experiences. In order to maintain a strong volunteer program, principals will identify
staff who will actively recruit, train, appropriately place, support, and monitor parents in instructional and extra-curricular programs. Volunteer procedures and forms will be made available throughout the year.

M. Resources for Parents. In order to assist parents, resources should be made available for check-out at the school site or through the District web site or Parent Portal, such as: audio/visual, print, computer, and web-based programs; "how-to" programs broadcast on educational television and radio; pamphlets and books developed especially to aid the parent-as-teacher; copies of course schedules and homework assignments; lists of grade level and course objectives; testing guidelines; and schedules. Additionally, the Title I Handbook should be made available for check-out to parents of students in the Title I Program.

N. Advocacy. Schools, regional centers, and the District will support parents to become advisors and advocates for their children. They will provide understandable, accessible, and well-publicized opportunities as well as information about student and parent responsibilities and rights in order that parents may advocate effectively. Regional Parent Liaisons will provide information and assistance to parents including the parents of children with exceptionalities.

**District Level Strategies and Responsibilities**

A. District Parent Resource Office. The Office of Parental Involvement functions as a liaison with parents to provide a District level point of communication for referral and direction on parental involvement issues. It is the primary responsibility of this office to promote parental involvement, facilitate implementation of this policy, and maintain contact with various groups and individuals representing parents. The office will assist other programs in the implementation of parent involvement strategies. These programs will include the Parent Academy, Early Childhood Programs, Bilingual Parent Outreach Program, State and District-run Voluntary Pre-kindergarten (VPK) programs, and Title I administration.

B. Parent Involvement Training. The Office of Parental Involvement, in cooperation with the Parent Academy, Title I administration, and other appropriate District offices, where applicable, will develop and provide training programs to give parents the information, tools, and resources on how to be successful advisors, advocates, and partners in the decision-making process. The training programs must include assistance to parents to understand such topics as the Sunshine State Standards, the FCAT and other assessments, the requirements of the Elementary and Secondary Education Act, ways to monitor a child’s progress, and ways to work with educators to improve student achievement. The District should also facilitate parent-to-parent training programs.

C. Support for Parental Involvement Strategies. Through the Office of Parental Involvement, the Parent Academy, Title I administration, and other appropriate District offices, the District shall provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance as well as to build the schools’ and parents’ capacity for strong parental involvement as defined in the Elementary and Secondary Education Act.
Additionally, schools implementing the Title I program will receive support and assistance through the following Title I components: parental District Advisory Council’s general and executive board meetings, the Parent Outreach Program, Community Involvement Specialists, Parent Advisory Councils, and District and school-site Parent Resource Centers.

D. Support for Communication. Appropriate District offices will develop and implement effective communication methods to ensure that all families, regardless of income, ethnic background, or language, receive and share school-to-home and home-to-school communications. Additionally, Title I administration will provide to schools implementing the Title I program the sample Title I Program Notification Letter, to be distributed to their parents annually, at the beginning of the school year.

E. Staff Training. Training procedures should include the importance of parental involvement. Training programs will be identified by the Office of Parental Involvement, Title I administration, the Parent Academy, and other appropriate District offices, to assist personnel in acquiring techniques that promote effective communication with parents and the cultivation of parental involvement.

F. Resource Guide. A resource guide will be developed for school staff members, parents, and the community, to include best practices and a directory of contact information for programs, and persons with expertise in the area of parental involvement. Additionally, the Title I Administration Handbook is an appropriate resource to support schools implementing the Title I program, in this area.

G. Title I School-Parent Compacts. Title I administration will ensure that all schools participating in the Title I program jointly with parents develop the annual Title I School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Title I administration will assist with ensuring that schools distribute the Compacts to all parents in the Title I program.

H. Title I District Wide Parental Involvement Policy. This policy serves as the Districtwide Parental Involvement Policy required by the Elementary and Secondary Education Act for schools implementing the Title I program. This policy has been developed jointly with, and agreed upon by, parents of children participating in the Title I program. Title I administration will assist in ensuring that this policy is distributed to all parents in the Title I program.

I. Evaluation. The Office of Parental Involvement and the Family and Community Involvement Advisory Committee, on which the majority of the members are parents, will annually assess the implementation of the Parent Involvement Policy, using outcome-based data, including, but not limited to, the School Climate Survey and the Parent Benchmarks Survey, and will make written recommendations for improvement. This assessment will identify barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings of the evaluation will be used to design strategies for more effective parental involvement and to revise existing parental involvement policies.

J. Business Involvement. The active cooperation of the community's municipalities, businesses, agencies, organizations, and post-secondary institutions will be sought to partner with the District to provide on-site opportunities for parents to learn more
about the School District, the educational needs of students, and about parenting in general. These entities may be asked to partner with the District to provide educational experiences at the school sites. Members of the community will be encouraged to assist students by participating in programs such as Listeners, Mentors, and Role Models. Businesses will be encouraged to provide flexible time or release time for employees to visit their children’s school. The District will establish a program to designate businesses as "school friendly" when they meet established District criteria.

F.S. 1000.03

PARENTAL ORGANIZATIONS

PARENT TEACHER ASSOCIATION (PTA)
The Ada Merritt K-8 Center Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

PORTUGUESE INTERNATIONAL PARENT ASSOCIATION (PIPA)
The Portuguese International Parent Association (PIPA) provides resources and various cultural activities to the Portuguese Program. PIPA offers an opportunity for students to visit Brazil every year. PIPA provides mini-grants for teachers to purchase supplementary classroom materials, coordinate field trips/classroom performances, and sponsor the visit of famous authors and musicians that enrich the development of the second language.

SPANISH INTERNATIONAL PARENT ASSOCIATION (SIPA)
The Spanish International Parent Association (SIPA) provides resources and various cultural activities to the Spanish Program. SIPA offers an opportunity for students to visit Spain every year. SIPA provides mini-grants for teachers to purchase supplementary classroom materials, coordinate field trips/classroom performances, and sponsor the visit of famous authors and musicians that enrich the development of the second language.
PARENT PORTAL
The parents of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see your child’s information – including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

Soon, you will also have access to the electronic grade books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parents' to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act (NCLB).

http://myportal.dadeschools.net/parent/

PERMANENT RECORDS
Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

a) pupil’s or student’s full legal name
b) authenticated birthdate, place of birth, race, and sex
c) last known address of pupil or student
d) names of pupil's or student’s parent(s) or guardian(s)
e) name and location of last school attended
f) number of days present and absent, date enrolled, date withdrawn
g) courses taken and record of achievement, such as grades, credits, or certification of competence
h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
i) State and/or District standardized assessment/achievement test results, if required for graduation
j) written records of access to the student’s record
k) Home Language Survey
PHYSICAL EDUCATION
Physical education (PE) is a required, by law, for students in all grades. Students in second through seventh grade are taught by the physical education instructor. Students in kindergarten and first grades have physical education with their classroom teacher.

All students are expected to participate in PE. In order for your child to be excused from participating in the physical education program due to an injury, illness, or any other medical reason, the parents must send a note to the PE instructor explaining why the child is to be excused. For students who must be excused for three successive days or on an extended or regular basis, a physician must complete the prescribed Physical Exemption Card, which is available in the school office. The doctor will specify the type of activities in which your child may participate.

The safety of the students during PE activities is of primary concern. The activities planned by the staff are appropriate for students and follow the curriculum guidelines of Miami-Dade County Schools and Florida Department of Education.

All students are expected to wear clothing and shoes that will permit them to run, jump, kick, and climb. For your child’s protection, please see that their shoes cover the feet and stay on securely. If the teacher feels that a student’s clothing or shoes are unsafe for physical education activities, he/she will not be allowed to participate.
**PROTOCOL FOR ADDRESSING CONCERNS:**
For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below:

1. Teacher
2. Assistant Principal
3. Principal
4. Region Center: Line Director
5. Region Superintendent
6. School Operations District
RECESS
Recess is supervised, unstructured playtime where children have choices, develop rules for play and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.

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

SAFETY AND SECURITY
The 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 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.
BeSafe Anonymous Reporting System

Submit Tip On-Line!
Go To
www.dadeschools.net
Or Use the Website!
http://besafe.dadeschools.net

Call In Your Tip!
305-995-2677
Remain Anonymous!

Report Crimes, Weapons, Drugs or Any Safety Concerns!

Available 24 Hours a day / 7 days a Week!

Be Safe!
Miami-Dade County Public Schools
“Committed to the safety of all of its students”
Accident Reports
Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

Campus Security
Recent events at schools throughout the nation have demonstrated a need for an increase in security in order to ensure the safety of our students.

- All perimeter gates will be secured during the hours the students are in the school. All gates will be closed from 8:20 a.m. through 3:05 p.m.
- Parents and visitors will not be allowed to park in the staff parking lot. The gate at the circular driveway to the south of the school and the entrance by the Flag Pole will open at 7:30 a.m. monitored by school security. The north entrance located in the lobby of the main office will open at 8:00 a.m. monitored by office staff and school security will monitor the front gate of that entrance. The gate between building one and building two will be open to parents and monitored by school security.
- All exterior doors will remain locked from the outside.
- School personnel will be posted at the Entry/Access Point at all times by the primary entrance during school hours. The monitor will have a sign-in/sign-out sheet in which visitors must disclose their reason for visiting Ada Merritt K-8 Center and show identification. Visitors will then be given a visitor’s sticker to wear. All visitors will be requested to sign-in upon arrival and sign-out upon leaving the school premises.
- All employees will be asked to wear their identification at all times when in the school.
- When employees see visitors in the building without visitor stickers or M-DCPS identification, they have been asked to please approach the visitor and direct him/her to the main office, and when possible escort the unidentified individual to the main office.
- Adults may not use the student restrooms. When an adult visitor needs to use the restroom, please use the restrooms located in the Main Office or the Media Center.
- Please do not open the side entrances of the school when someone is knocking from the outside as this poses unnecessary safety risk. This request was a recommendation from the Parent Teacher Association (PTA) Safety Committee. Please make every effort to use the main entrances, which have school staff present.
- A School Patrol Program will be implemented for fifth through eighth grade students. These student patrols will be available at arrival and dismissal to assist with school safety procedures. Parents your support of our school patrols will be appreciated.
- If you request any changes in your child’s dismissal, pick-up information, authorized personnel, etc. please ensure you send a note with your child to the teacher clearly identifying your request and specify the dates. If an emergency occurs, as to where you have to call the school to request a change in dismissal, it will be required that you fax your request to (305) 326-0927 and attach a copy of your Driver’s License.
- Arrival Procedures: Students in Building Two (2) will wait for their teachers sitting down outside of their classroom until 8:05 a.m. and 8:25 a.m. accordingly, at which time the teachers will open their doors for the students to enter the classroom. Students in Building One (1) will wait for their teachers at their designated table in the cafeteria. Once the teachers pick-up their students from the cafeteria the teachers will escort and supervise the students to the appropriate classroom.
- Dismissal Procedures for Students: The security monitor(s), assigned teachers, and administrator(s) will supervise students in the pick-up areas of the “walkers” area located by the northern gate between building one and building two; and in the “parent pickup” area located by the southern gate at the circular driveway. Parents will wait on the outside of the building and the large pull-down gate will be lifted to dismiss students. Assigned teachers will supervise students who go to the “walkers” area or “parent pick-
up”. Students will stand with their assigned teacher until picked up by parents. Any student not picked up by 2:05 p.m. (Kindergarten – first grade) and 3:20 p.m. (second – eighth grade) will be taken to the After School Care Office, located in Room 104.

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 exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red), the students will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on Lock Down until a school administrator makes an “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, may be at the discretion of the Superintendent of Schools.

Fire Drills
Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher’s instructions. Promptly clear the building 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. Students, teachers, and staff must remain outside the building until permission is given to re-enter.

The purpose of a fire drill is to train students to evacuate the school efficiently so that in a real emergency, students will react automatically without wasting time in panic or confusion. Treat fire drills seriously and be prepared.

Students will:
1. Know their proper exit and evacuation route to their line-up position on the school grounds.
2. Exit quickly and silently.
3. At the all-clear signal, return to the classrooms in line and silently.
4. Obey safety rules during all drills.

Tornado Drills
The purpose of a tornado drill is to train students to respond safely in the event of severe weather. Students are to follow orders for personal safety as directed by the administrator, teachers, and emergency response personnel. All tornado drills should be treated seriously and students should be prepared.

Peanut/Nut Free School
Ada Merritt K-8 Center is a peanut/nut free school. Please refrain from sending to school any peanut-or-nut containing products. In order to avoid accidental contact I am urging all parents to discourage their children from sharing foods, utensils, and containers. In an effort to provide a safe learning environment to all our students, we need your cooperation with this request.

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 noncurricular-related.

  Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurricular-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of 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, on picture day or via their website.

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.

Ada Merritt K-8 Center does not have Miami-Dade County Public School Buses.

services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement.
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.

Each school must provide to the parents, guardians or eligible students 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.

A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, as identified in s. 1007.27(2), meets the requirements of this paragraph and does not have to take the EOC assessment for the corresponding course.

STUDENT PROGRESSION PLAN (SPP)
Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. The information presented in this document is derived from requirements set forth by Florida Statues, State Board of Education Rules and Policies established by The School Board of Miami-Dade County.
STUDENT SERVICES
The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilingual 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.

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

TOOLKITS
Back to School Toolkit - http://toolkit.dadeschools.net/

TRAFFIC-SAFETY PROCEDURE
Due to our concern for the safety of all Ada Merritt K-8 Center students, the school staff has developed a traffic-safety procedure which will be utilized for all students. This procedure is the same every day, rain or shine. The cooperation of all drivers is needed to ensure we provide a safe environment for our students, so please carefully review the information below.
1. No parking in loading zones (posted).
2. **CIRCULAR DRIVEWAY**: All cars must form a line against the curb by Southwest Fourth Street and enter through the circular driveway on the south side of the school. Please note, for security reasons, parents will not be permitted to enter through or pick up students directly at the Fourth Street gate. Students will only be dismissed to parents whose cars pull up though the circular driveway and into the student loading/unloading zone.
   a. The students name card must be displayed on the dash or held for the traffic committee to see (cards will be provided the first day of school).
   b. School staff will call for the students whose car is at the pick up spot.
   c. The car will immediately move forward and enter the driving lane.
   d. Students may enter cars which have come to a full stop in the passenger loading zone.
   e. If a student is not immediately available, the driver must move the car forward to wait while remaining in the car.
   f. If traffic backs up, the driver may be asked to circle the block.
3. Students will be supervised by school staff and teachers.
4. On rainy days, students will wait in the corridor until they are called to come to their cars. Please provide your children with a raincoat/poncho that can be kept in student's book bag.
5. All students are dismissed at 1:50 p.m., on Wednesdays.
6. Parents may park on the designated parking areas around the school.
7. **Double parking is against the law.** Please do not park in private driveways.
8. **NOTE:** PARKING IN THE FACULTY PARKING LOT IS PROHIBITED.
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.

UNIFORM POLICY

Ada Merritt K-8 Center has a mandatory uniform policy. Students are required to wear our school uniform each day they are in attendance. We want our students to be proud to wear the uniform and that it will encourage them to act as young ladies and gentlemen, with respect for themselves and those around them. Students are expected to come to school dressed neatly, with attention paid to personal cleanliness and grooming. It is recommended that students wear closed toe athletic shoes which are appropriate for PE activities.

- Uniforms are to be worn each day.
- No metal cleats on shoes.
- No shoes with wheels underneath where children can skate in school, including Heelys.
- No clogs, thongs, sandals, or other shoes without back straps.
- No hats or bandanas (except for religious purposes).
- No beepers, cellular phones, I pods, radios, cassette/CD players, or laser pointers are allowed during school hours. (If any of the above are brought to school and stolen from a student’s possession, school administration is not responsible).
- No electronic devices, toys or games are permissible.
- Ibiley Unforms has been selected as our supplier of uniforms.
  Store hours are: Monday – Friday 10:00 a.m. to 6:00 p.m.
  Saturday from 10:00 a.m. to 5:00 p.m.
  Located at 2067 Southwest 8 Street, Miami, Florida 33135
  Telephone (305) 625-8050

USE OF TELEPHONES

There are two telephones in the school office that are available for school business only. Students should make any necessary arrangements before leaving home each day so that phone calls will not be necessary.

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
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 and 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.

For safety and protection of all students, visitors must always obtain clearance from the office before proceeding to a classroom. No child will be permitted to leave the building with a visitor (including parents) unless a release has been signed in the office.

Please do not just drop in to see your child's teacher. When this becomes a regular practice, the instructional program is continually disrupted. It becomes difficult for a teacher to remain organized and keep control of a classroom of students even when his/her attention is removed for a few minutes.

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

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<th>Level 1 - complete a database background check</th>
<th>Level 2 - complete a fingerprint background check</th>
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<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
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<td>• Classroom assistants</td>
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<td>• Math and/or reading tutors.</td>
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<td>• Athletic/Physical Education assistants</td>
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<td>• Overnight chaperones.</td>
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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.
APPENDIX A – School Calendars

July 2018

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Days in Grading Period

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For information on employee opt days, please refer to back of calendar.
MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 16, 17</td>
<td>Teacher planning days; no students in school</td>
</tr>
<tr>
<td>August 20</td>
<td>First Day of School; begin first semester</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day; holiday for students and employees</td>
</tr>
<tr>
<td>September 10*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>September 19*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>September 27</td>
<td>Secondary early release day</td>
</tr>
<tr>
<td>October 25</td>
<td>End first grading period; first semester</td>
</tr>
<tr>
<td>October 26</td>
<td>Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school</td>
</tr>
<tr>
<td>October 29</td>
<td>Begin second grading period; first semester</td>
</tr>
<tr>
<td>November 6</td>
<td>Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school</td>
</tr>
<tr>
<td>November 12</td>
<td>Observation of Veterans' Day; holiday for students and employees</td>
</tr>
<tr>
<td>November 21*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>November 22</td>
<td>Thanksgiving; Board-approved holiday for students and employees</td>
</tr>
<tr>
<td>November 23</td>
<td>Recess Day</td>
</tr>
<tr>
<td>December 24-25</td>
<td>Winter recess for students and all employees with the exception of Fraternal Order of Police Employees</td>
</tr>
<tr>
<td>January 4, 2019</td>
<td>Police Employees</td>
</tr>
<tr>
<td>January 17</td>
<td>End first semester and second grading period</td>
</tr>
<tr>
<td>January 18*+#</td>
<td>Teacher planning day; no students in school</td>
</tr>
<tr>
<td>January 21</td>
<td>Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees</td>
</tr>
<tr>
<td>January 22</td>
<td>Begin third grading period; second semester</td>
</tr>
<tr>
<td>February 18</td>
<td>All Presidents Day; holiday for students and employees</td>
</tr>
<tr>
<td>March 14</td>
<td>Secondary early release day</td>
</tr>
<tr>
<td>March 22</td>
<td>End third grading period; second semester</td>
</tr>
<tr>
<td>March 25-29</td>
<td>Spring recess for students and all employees with the exception of Fraternal Order of Police Employees</td>
</tr>
<tr>
<td>April 1</td>
<td>Begin fourth grading period; second semester</td>
</tr>
<tr>
<td>April 11</td>
<td>Secondary early release day</td>
</tr>
<tr>
<td>April 19*+#</td>
<td>Teacher planning day; no students in school</td>
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<tr>
<td>May 9</td>
<td>Secondary early release day</td>
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<tr>
<td>May 27</td>
<td>Observance of Memorial Day; holiday for students and employees</td>
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<tr>
<td>June 6</td>
<td>Last Day of School; end fourth grading period; second semester</td>
</tr>
<tr>
<td>June 7</td>
<td>Teacher planning day; not available to opt; no students in school</td>
</tr>
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NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early.

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

*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

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://im.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.

- **5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**
  - A parent may request a Hope Scholarship for a student who was subjected to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offense, assault, threat, intimidation, or fighting at school.

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

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

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

Financial Obligations
- **6152 - STUDENT FEES**
  - The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction.
Food & Nutrition/Wellness Policy

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

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

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

Fundraising

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

- **6605 – CROWDFUNDING**
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

- **9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES**
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.
Health Screening
- **2410 - SCHOOL HEALTH SERVICES PROGRAM**
  - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.

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

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

Parent Choice Student Transfers
- **2431 - INTERSCHOLASTIC ATHLETICS**
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.

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

- **5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS**
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy 2370, Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents’ indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.
Parent Involvement
• 2111 - PARENT INVOLVEMENT – A HOME-SCHOOL-DISTRICT PARTNERSHIP
  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.

Privacy
• 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
  o 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
  o 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
  o 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
MIAMI-DADE COUNTY PUBLIC SCHOOL
PARENT/STUDENT HANDBOOK

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 by to become caring, responsible citizens
    at home, school, and in the community. There are nine core values that form the
    basis for the character education program. These values are Citizenship, Cooperation,
    Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

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

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.
Anti-Discrimination Policy

Federal and State Laws

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.

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.

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 sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, 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 contact:
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: http://crc.dadeschools.net

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