Ruben Dario Middle Community School/ Medical Health Sciences Magnet School
350 NW 97th Avenue
305-226-0179

Dr. Verona McCarthy, Principal
Ms. Paulette Covin-Fredrik

9:00a.m -3:50p.m (Day School)
2:00p.m. - 9:30p.m. (Community School)
www.RubenDarioMS.org
rubendariomcs@dadeschools.net
Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
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Dr. Marta Pérez
Ms. Mari Tere Rojas

Josh Rios, Student Advisor

SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS

Mrs. Valtena G. Brown
Deputy Superintendent/Chief Operating Officer
Vision Statement

We provide a world class education for every student.

Mission Statement

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

Values

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

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

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

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

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

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

Rubén Darío Middle Community School

Vision Statement

Our vision at Rubén Darío Middle Community School is to provide students with a safe and structured learning environment that uses a challenging curriculum with data driven instruction and active parental involvement, to assure student learning, critical thinking, and high achievement in all their future endeavors.

Mission Statement

The mission of Rubén Darío Middle Community School is to educate all students in a culturally diverse environment by adherence to the highest educational standards and the use of all relevant data for instruction that will empower our students to become productive and competitive citizens in a world of knowledge and technology.
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
Message from the Principal

Welcome to Rubén Darío Middle Community School! The Rubén Darío Middle Community School administration, faculty, and staff are committed to providing students, and parents, with the highest educational standards. In this handbook, you will find valuable information that will help students and parents, achieve a successful year in middle school. We look forward to a productive year. If you have any concerns, please feel free to speak to any member of the faculty, staff, or administration for assistance.

The administration, faculty, and staff pride themselves in providing a safe environment for all students to learn.

For additional information, please visit our school's website at: www.RubenDarioMS.org

Rubén Darío

Rubén Darío, also known as ‘The Father of Modernism’, was born in the little town of Metapa on January 18th, 1867. His real name was Félix Rubén García Sarmiento. The name ‘Darío’ was adopted from a great grandfather who was well known as Darío, and his sons and daughters as ‘the Daríos’. This name became so famous that Rubén Darío’s great grandmother signed her name as ‘Rita Darío’. His father, Manuel García, was a merchant who also adopted the name and called himself Manuel Darío when doing business.

Since he was a child he proved to be very intelligent. His favorite books were considered complicated for a child’s mind. The books he read when he was just a child include ‘Don Quijote de La Mancha’ and the Bible. He also wrote some verses for regional celebrations. His creations became known when he was just 12 years old. At the age of 13, he made his first verse publication in a newspaper of the city of Rivas named ‘Termómetro’. Since then, he was known in his nation, Nicaragua, and in the other four Republics of Central America as the ‘child poet’.

He made his first trip to the capital, Managua, when he was becoming a teenager. Here, the Congress gave the ‘Child Poet’ a scholarship to study in Europe. Nevertheless, when he was at a party in the Presidential Palace, he recited a poem that astonished President Pedro Joaquín Chamorro who said: ‘If you write like this, against your parents’ religion and against your country, just being a child, imagine what it would be if you where to go to Europe to learn worse things’; therefore, instead of a scholarship to Europe, the President offered him one to the city of Granada, which he rejected for the historical rivalry between this city and León (where he was growing up). In Managua, he also worked in the National Library, which was an open door to Castilian literature.

When he was working as correspondent for ‘La Nación’, he traveled to Spain where he met Francisca Sanchez who would become his inspiration from then on. As correspondent of ‘La Nación’ he traveled throughout almost whole Europe, which gave him the opportunity to meet other important literary figures. In 1905 he wrote Songs of Life and Hope, setting a new tone for literature expression. Tragically, after undergoing an operation, he died in the city of León in February 1916. He was buried in the Cathedral of the León, the city he always loved.
Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child’s teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child’s teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

Verona McCarthy

Dr. Verona McCarthy, Principal
Rubén Darío Middle Community School
350 NW 97 Avenue, Miami, Fl. 33172    Tel: 305-226-0179  Fax: 305-559-0919

PERSONNEL

ADMINISTRATION
Verona McCarthy, Principal
Paulette Fredrik, Assistant Principal

CURRICULUM LEADERS
Lourdes Pena, Special Programs
Diaz, Maricela, ESOL
Barbara Walker, Language Arts
Rodriguez, Aileen, Mathematics
Barbara Walker, Reading
Alwyn Nicholas, Science
Linenfelser Guerra, Trudy, Social Studies

TEAM LEADERS
Ximena, Lopez (6th Grade)
Francisco Castro (6th Grade)
Michael Latinette (7th)
Lourdes Pena (7th Grade)
Mariela Florez (8th Grade)
Aida Talavera (8th)

STUDENT SERVICES PERSONNEL
Alessandra Russo, Student Services Chairperson
Quintin Salichs, Trust Counselor
Rosario Lopez, Speech Therapist
Cary Ballisteros, Psychologist
George DeValle, Psychologist
Rossaelyn Bayard, Social Worker

Nurses
Baltazar Martinez, RN

TECHNOLOGY
Daniel Odio, Computer Specialist

CLERICAL STAFF
Barbara Flores, Principal’s Secretary
Odette Adan, Registrar
Salvadora Rodriguez, Treasurer
Maritza Gonzalez, Community School Secretary
Masiel Abreu, Medical Magnet Secretary
Rubén Darío Middle Community School  
2018-2019  
Academic Teams

Rubén Darío Middle Community School  
2018-2019  
Academic Teams

**Sixth Grade**  
Gonzalez, Oscar  
Valladares, Louis  
Szydlo, Stephen  
Rozo, Ileana  
**Francisco, Castro** *

**Sixth Grade**  
Amanda, Andrade  
Acosta, Adriana  
Salichs, Quentin  
Reynoso, Jennifer  
**Lopez, Ximena** *

**Seventh Grade**  
Mckoy, Debra  
Brillat, Daniel  
Garcia, Alfonso  
Jimenez, Jaime  
**Latinette, Michael** *

**Seventh Grade**  
Solomon, Adam  
Dezmal, Ethel  
Rodriquez, Aileen  
Linenfelser-Guerra, Trudy  
**Pena, Lourdes** *

**Eighth Grade**  
Diaz, Maricela  
Castro, Eliezer  
Vento-Tatum, Elissa  
Latinette, M  
Rodriguez, Beatriz  
**Talavera, A** *

**Eighth Grade**  
Nicholas, Alwyn  
Mora, Guadalupe  
Walker, Barbara  
Hare, Ryan  
**Flores, Maricela** *

Please note that Administration, Ms. Russo, Mr. Salichs and Dr. DeValle will attend team meetings upon request.

**Denotes Team Leaders**
# Miami-Dade County Public Schools 2018-2019 School Calendar

## Elementary and Secondary

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

### Days In Grading Period

- 1-46
- 2-44
- 3-43
- 4-47
| February 18 | All Presidents Day, holiday for students and employees |
| March 14 | Secondary early release day |
| March 22 | End third grading period; second semester |
| March 25-29 | Spring recess for students and all employees with the exception of Fraternal Order of Police Employees |
| April 1 | Begin fourth grading period; second semester |
| April 11 | Secondary early release day |
| April 19*## | Teacher planning day; no students in school |
| May 27 | Observance of Memorial Day; holiday for students and employees |
| June 6 | Last Day of School; end fourth grading period; second semester |
| June 7 | Teacher planning day; not available to opt; no students in school |

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

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<tr>
<th>Job Category</th>
<th>Beginning Date</th>
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<tr>
<td>Teachers new to the system</td>
<td>August 9, 2018</td>
<td>June 7, 2019</td>
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<tr>
<td>Assistant Principals and 10-month clerical</td>
<td>August 9, 2018</td>
<td>June 14, 2019</td>
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<tr>
<td>Cafeteria Managers</td>
<td>August 13, 2018</td>
<td>June 7, 2019</td>
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<td>Satellite Assistants</td>
<td>August 16, 2018</td>
<td>June 7, 2019</td>
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<tr>
<td>All Instructional Staff, Paraprofessionals &amp; Security</td>
<td>August 16, 2018</td>
<td>June 7, 2019</td>
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<tr>
<td>Assistant to Cafeteria Managers/MAT Specialists</td>
<td>August 17, 2018</td>
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<td>Cafeteria Workers (part-time)</td>
<td>August 20, 2018</td>
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*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 10, 2019, and April 16, 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 10, 2019, and April 16, 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 7, 2018, September 16, 2018, November 21, 2018, January 16, 2019, and April 16, 2019, October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

*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 10, 2019, and April 16, 2019, October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.
### Miami-Dade County Public Schools
#### 2018-2019 School Calendar
##### Adult/Vocational Education

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#### June 2019
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#### July 2019
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</table>

### For Information on Employee Opl Days, Please Refer to Back of Calendar.

<table>
<thead>
<tr>
<th>Days in Grading Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-81</td>
</tr>
<tr>
<td>2-62</td>
</tr>
<tr>
<td>3-73</td>
</tr>
</tbody>
</table>

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For information on employee opl days, please refer to the back of the calendar.
Rubén Darío Middle Community School  
**Monday – Single Period Day**  
Lunch Schedule  
2018-2019

<table>
<thead>
<tr>
<th>Lunch A</th>
<th>Lunch B</th>
<th>Lunch C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11:25 – 11:55 a.m.</strong></td>
<td><strong>12:00 – 12:30 p.m.</strong></td>
<td><strong>12:35 – 1:05 p.m.</strong></td>
</tr>
<tr>
<td><strong>Drop off – 11:25</strong></td>
<td><strong>Drop off – 12:00</strong></td>
<td><strong>Drop off – 12:35</strong></td>
</tr>
<tr>
<td><strong>Pick up – 11:55</strong></td>
<td><strong>Pick up – 12:30</strong></td>
<td><strong>Pick up – 1:05</strong></td>
</tr>
<tr>
<td>Castro, E.</td>
<td>Castro, F.</td>
<td>Brillat, D.</td>
</tr>
<tr>
<td>Diaz, M.</td>
<td>Dezmal, E.</td>
<td>Florez, M.</td>
</tr>
<tr>
<td>Rozo, I.</td>
<td>Jimenez, J.</td>
<td>Gonzalez, O.</td>
</tr>
<tr>
<td>Garcia, A.</td>
<td>LG., T.</td>
<td>Hare, R.</td>
</tr>
<tr>
<td>Latinette, M.</td>
<td>Lopez, X</td>
<td>Mora, G.</td>
</tr>
<tr>
<td>Andrade, A.</td>
<td>Walker, B.</td>
<td>McKoy, D.</td>
</tr>
<tr>
<td>Szydlo, S</td>
<td>Peña, L.</td>
<td>Nicholas, A.</td>
</tr>
<tr>
<td>Talavera, L.</td>
<td>Reynoso, J.</td>
<td>Rodriguez, A.</td>
</tr>
<tr>
<td>Valladares, L.</td>
<td>Vento-Tatum, E.</td>
<td>Pena,L</td>
</tr>
<tr>
<td>Solomon, A.</td>
<td>Rodriguez, B</td>
<td>Rozo,I</td>
</tr>
</tbody>
</table>

**NOTE:** In order to allow for an orderly lunch, teachers must be in their assigned classrooms at the ‘released’ time.
**Rubén Darío Middle Community School**  
**Tuesday – Friday**  
**Block Lunch Schedule**  
**2018-2019**

<table>
<thead>
<tr>
<th>Lunch A</th>
<th>Lunch B</th>
<th>Lunch C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11:35 – 12:05 p.m.</strong></td>
<td><strong>12:10 – 12:40 p.m.</strong></td>
<td><strong>12:45 – 1:15 p.m.</strong></td>
</tr>
<tr>
<td>Drop off – 11:35 am</td>
<td>Drop off – 12:10 pm</td>
<td>Drop off – 12:45</td>
</tr>
<tr>
<td>Pick up – 12:05 pm</td>
<td>Pick up – 12:40 pm</td>
<td>Pick up – 1:15</td>
</tr>
<tr>
<td>Castro, E.</td>
<td>Castro, F.</td>
<td>Brillat, D</td>
</tr>
<tr>
<td>Diaz, M.</td>
<td>Dezmal, E.</td>
<td>Florez, M.</td>
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<tr>
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<tr>
<td>Andrade, A.</td>
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<tr>
<td>Szydlo, S</td>
<td>Walker, B</td>
<td>Nicholas, A</td>
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<tr>
<td>Talaveras, A.</td>
<td>Rodriguez, B</td>
<td>Rodriguez, A.</td>
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<tr>
<td>Valladares, L.</td>
<td>Reynoso, J</td>
<td>Pena, L</td>
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<td>Rozo, I</td>
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</tbody>
</table>

**NOTE:** In order to allow for an orderly lunch, teachers must be in their assigned classrooms at the ‘released’ time.
Monday (Single Period Day)

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>9:10 am</td>
<td>9:20 am</td>
</tr>
<tr>
<td>First Period</td>
<td>9:25 am</td>
<td>10:15 am</td>
</tr>
<tr>
<td>Second Period</td>
<td>10:22 am</td>
<td>11:10 am</td>
</tr>
<tr>
<td>Third Period</td>
<td>11:15 am</td>
<td>1:05 pm</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:25 am</td>
<td>11:55 am</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:00 pm</td>
<td>12:30 pm</td>
</tr>
<tr>
<td>C Lunch</td>
<td>12:35 pm</td>
<td>1:05 pm</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>1:10 pm</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>Fifth Period</td>
<td>2:05 pm</td>
<td>2:55 pm</td>
</tr>
<tr>
<td>Sixth Period</td>
<td>3:00 pm</td>
<td>3:50 pm</td>
</tr>
</tbody>
</table>
RUBÉN DARÍO MIDDLE COMMUNITY SCHOOL

Bell Schedule

2018 - 2019

Tuesday - Friday (Block days)

1st Warning Bell 9:00 am  2nd Warning Bell 9:05 am

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
<tr>
<td>Homeroom</td>
<td>9:10 am</td>
<td>9:20 am</td>
</tr>
<tr>
<td>First Block</td>
<td>9:25 am</td>
<td>11:20 am</td>
</tr>
<tr>
<td>Second Block</td>
<td>11:25 am</td>
<td>1:50 pm</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:35 pm</td>
<td>(Pick Up: 12:05)</td>
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<tr>
<td></td>
<td>(Drop-Off: 11:35)</td>
<td>(Pick Up: 12:05)</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:10 pm</td>
<td>12:40 pm</td>
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<tr>
<td></td>
<td>(Drop-Off: 12:10 pm)</td>
<td>(Pick Up: 12:40 pm)</td>
</tr>
<tr>
<td>C Lunch</td>
<td>12:45 pm</td>
<td>1:15 pm</td>
</tr>
<tr>
<td></td>
<td>(Drop-Off: 12:45 pm)</td>
<td>(Pick Up: 1:15 pm)</td>
</tr>
<tr>
<td>Third Block</td>
<td>1:55 pm</td>
<td>3:50 pm</td>
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CONFERENCES
The school encourages the involvement of parents in problems their children are having in school. If there is an academic or disciplinary problem in a particular class, parents are encouraged to contact the teacher involved for a conference.
1. A telephone conference may solve the problem at hand.
   Please call, leave a message, and the teacher will return your call as soon as possible.
2. Parent-teacher conferences are scheduled at 8:35 a.m. by the student services department and Team Leaders every Wednesday and Friday of every month.
3. If you wish to arrange a meeting with the teacher, call your child's guidance counselor at (305) 226-0179, who will arrange a conference time when the teacher is not in class. Teachers will not be called from class for parent conferences. If the problem is other than a classroom problem, the appropriate Assistant Principal or counselor should be contacted. If you have any questions about school policies, regulations, etc., please feel free to call.

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 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.

Fieldtrips and Special Activities
Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Athletics
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. It is recommended that each school use a parent consent form to be turned in
prior to student participation in athletic tryouts. It is also recommended that students be encouraged to purchase school insurance as a prerequisite for participation.

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.

**Fundraisers – Board Policy 5830**
Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An Application for Fundraising Activity, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity 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).

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. Middle school students are not allowed to participate in the sale of magazines.

**Bringing Pets to School**
Students are not allowed to bring pets to school.

**Attendance Policy – Board Policy 52004**
Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

**Excused School and Class Absences and Tardies**
1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. 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, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal’s designee: The student must receive advance written permission from the principal or the principal’s designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
7. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

**Unexcused School Absence**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

**ATTENDANCE PROCEDURES**

When a student is absent from school, a parent or guardian is requested to call the school attendance office, (305) 226-0179, and give the following information: name of person calling; student's name, grade; reason for the absence; when the student is expected to return.

A student's name on the attendance bulletin designates an absence for the entire day. Upon returning to school, students must bring a parent’s note excusing the absence. The note must include the student’s name, student ID#, reason for absence, and parent phone number. Failure to provide required documentation within **three school days** upon the return to school will result in an unexcused absence. After 10 absences, students must bring a doctor’s note or other supportive documentation that is not a parent’s note. Class cuts and legitimate class absences: Students who are legitimately absent from class and whose names do not appear on the attendance bulletin must present written verification for their absence. If the student fails to present written verification, the teacher is to consider the absence a class cut and refer to the administration.

**MAKE-UP WORK FOLLOWING AN ABSENCE IS THE STUDENT'S RESPONSIBILITY**

It is the responsibility of the student to contact his/her teacher to make up work missed. Upon request, (after an excused absence), the teacher will give the student makeup assignments and establish a reasonable deadline for completion of assignments and tests. As a general rule, the teacher will allow one day for each day the student has missed. Each teacher will use discretion depending on the individual situation. While both the teacher and the student are involved in make-up work, the student has the major responsibility. It is suggested that each student have a “Buddy” in each class to contact for assignments during an absence.

**BEFORE AND AFTER SCHOOL SUPERVISION**

Student supervision starts at 8:00 am. M-DCPS offers breakfast at no charge in the cafeteria from 8:10 a.m. to 8:55 a.m. Students must report to the PE overhang prior to the start of the school day where they will remain until the ringing of the bell. Parents are encouraged not to drop students off at school prior to the time that supervision is available. **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS AFTER THEIR ARRIVAL.** Students who are not engaged in a scheduled after-school activity are to leave campus immediately after dismissal. Students participating in the enrichment program, club, after-school tutoring or any other school sponsored activity must report to their designated area immediately following the dismissal bell.
**Early Sign-out - 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).**

**LATE ARRIVAL (TARDINESS)**
Students who are tardy to school usually miss instructional time. Students must report to the Attendance Office **with parent/guardian** to secure an admit. Excessive tardies may result in loss of privileges, detention and parent conference. Late arrivals may be accrued and count towards unexcused absences. Students must arrive to school on time to avoid missing academic work.

**LOST AND FOUND**
Articles and garments of any type should be turned into the **attendance office**. Articles may be claimed before and after school by contacting a clerical person in the attendance office. During the months of December and June all unclaimed garments in Lost and Found will be given to some community agency. The agency will, in turn, give them to individuals who need them.

**Opening and Closing Hours of School**
School Hours: 9:10 a.m. – 3:50 p.m.
Early Release Days: 9:10 a.m. - 1:20 p.m.
(September 27, 2018, March 14, 2019, April 11, 2019, May 9, 2019)

**Replacement ID Badges**
All students are required to wear his or her ID badge which is provided via the yearbook department at all times while on school premises. Additionally, all ID badges will be updated by the school during the first week of school. Replacement ID badges will be taken by PTSA for a cost.

**Back to school night- Open House**
Middle Schools: September 12-14 & 17, 2018

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

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Interim Progress Report Distribution</th>
<th>Report Card Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/21/18</td>
<td>11/9/18</td>
</tr>
<tr>
<td>2</td>
<td>11/30/18</td>
<td>2/1/19</td>
</tr>
<tr>
<td>3</td>
<td>3/1/19</td>
<td>4/12/19</td>
</tr>
<tr>
<td>4</td>
<td>5/3/19</td>
<td>6/21/19</td>
</tr>
</tbody>
</table>
PROGRESS REPORT NOTIFICATION
Each student will receive a progress report during the mid-point of each marking period. This report will indicate individual progress for each class. This notice is to be signed by the parent and returned to the homeroom teacher the following day. Additionally, parents will be notified in writing at any time during the grading period when it is apparent that the student may fail or the student is performing unsatisfactorily (D or F) in the course. Students who are experiencing difficulty in adjusting to the academic and/or behavior standards of Rubén Darío Middle may be placed on a daily or weekly progress report by a counselor. Parents may contact the child's guidance counselor to discuss procedures for placing a child on a weekly or daily progress report.

REPORT CARDS
Report cards will be issued each nine weeks to all students on specified dates and parents/guardians will be notified via Connect Ed. See the school calendar for end-of nine weeks dates. If you have any questions about the grades, contact the appropriate teacher or guidance counselor.

Comprehensive Reading /IREADY
All students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English/reading teacher. Students must utilize the IREADY program as required by his or her te

MESSAGES AND USE OF TELEPHONES
Students are only to use the phone in the attendance office with permission to call parents in case of an emergency. Students must have a yellow pass in order to use the phone.

LOST AND FOUND TEXTBOOKS
Any lost textbook that is turned in to a teacher or any member of the administrative staff is returned immediately to the subject area department chairperson and then the student's teacher. Inquiries for lost textbooks, therefore, should be made to these individuals.

CAFETERIA

<table>
<thead>
<tr>
<th>Food Cost</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td></td>
</tr>
<tr>
<td>All Students</td>
<td>Students</td>
</tr>
<tr>
<td>No charge</td>
<td>$2.50</td>
</tr>
<tr>
<td>Adults</td>
<td>Reduced Price Students</td>
</tr>
<tr>
<td>$2.00</td>
<td>$0.40</td>
</tr>
<tr>
<td>Adults</td>
<td>Adults</td>
</tr>
<tr>
<td></td>
<td>$3.00</td>
</tr>
</tbody>
</table>

*Free Breakfast*
The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch. Breakfast is offered from 8:10 – 8:55 a.m.

*Free/Reduced Lunch Program*
The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be completed every school year; application flyers are sent to all homes the first week of school. Meal benefits begin on the day the application is approved and continue throughout the
school year in which the application is approved, the summer, and approximately **the first twenty days of next school year**.

**PAYPAMS**
Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line 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**
Students must follow these rules in the cafeteria:
1. Enter the cafeteria quietly and orderly.
2. Take your place at your table; once seated, remain seated.
3. Leaving the cafeteria and table-hopping is not allowed.
4. Take your tray to the disposal area only when directed to do so by supervisory personnel.
5. No food or drink is to be taken out of the cafeteria.

**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 the student qualifies as a dependent under the law.

**Parent-Teacher Association (PTA/PTSA)**
The Ruben Dario Middle Community School 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.
Emergency Contact Information
Student Data/Emergency Contact Forms are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information you provide on the Student Data/Emergency Contact Forms will enable school staff to contact you immediately in the case of an emergency involving your child. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. **It is imperative that parents complete/update their child’s emergency card information.**

Halls/Hall Passes
Approximately five 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 permitted to give verbal permission for a student to exit the classroom.

**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 “reculturing” of the school to a positive school climate supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect.

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.

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 go to your child’s school 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.

The Spanish version of this document is also available. **We strongly encourage parents/students to review the COSC.**

**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.

**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.

UNIFORM POLICY
Rubén Darío Middle Community School has a mandatory uniform policy. The following is an explanation of the rules established for the student dress code.

- Students must wear white or navy collared polo shirts which must be tucked in at all times.
- “Dockers” style pants (flat front or pleated) must be either khaki or navy and fit properly.
- Students are also required to wear belts (black, blue, brown or white).
- Pants must be fitted and worn at the waist and they must not be oversized or sagging. THE DROPPING OF PANTS IS NOT PERMITTED.
- Students cannot wear shorts, skorts, skirts, capris, pedal pushers, cargo, jeans of any kind, bell-bottoms, corduroy, sweatpants, jogger-style pants, elastic type pants or spandex – regardless of weather conditions.
- Students are allowed to wear club or an activity t-shirt on Fridays only. Physical Education shirts must be worn ONLY in the physical education class and cannot be worn as an undershirt for the uniform.
- Students can ONLY wear white, black, or navy-blue undershirts with short sleeves under their uniform shirts.
- All shoes must have closed heels and toes – no sandals, platforms, slippers, clogs, slides, or any kind of beach shoes may be worn at any time, including field trips or outdoor activities during school hours.
- Students cannot wear hats, caps, bandannas or head bands of any kind (including rubber bands) – except for religious purposes, after parent has notified the office personnel in person.
- Students are not allowed to wear sunglasses, or clothes/jewelry with metal studs that can damage property or injure another person, including wallet chains. Large jewelry such as earring and hoops are not permitted. Absolutely no gang-affiliated clothing or accessories are permitted.
- Jackets worn to school must be white, navy blue, black, brown or gray. No hoddies.
- Sneakers of any color can be worn at all times

Cell Phones

Cell phone or any digital device maybe use for the purpose of academic learning with the permission of the teacher. The possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, is a violation of the CSC. The school is not responsible if a student’s cell phone/electronic device is stolen or lost. Students using cell phones or electronic devices during school hours without the permission of a teacher will have them confiscated and will not be returned until a parent comes and retrieves it after 48 hours for the first offense. Students with a second violation of this rule will have the cell phone or electronic device held until the end of the grading period. Students with a third violation will have item held until the end of the school year, as determined by an administrator. A disciplinary action can be administered as well.
Wireless communication devices include two-way communication devices, such as cellular phones, mobile phones, MP3 players, electronic games, beepers, pagers, portable computers including but not limited to laptops, personal digital assistants (PDA), tablets, eReaders, iPads, personal organizers and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student shall not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device inappropriately.

When using electronic devices for the purposes of learning consistent with the educational objectives of the District during the instructional day, students must comply with Board Policy 7540.03, Student Network and Internet Acceptable Use and Safety.

The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before or after the instructional day.
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (i.e. ringer off, silent mode, etc.)
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel under the Bring Your Own Device initiative outlined in Board Policy 7540.03. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity.
- Unless using its data access capabilities for instructional purposes as directed by their teacher and/or authorized school personnel as outlined in Board Policy 7540.03.

- Students may not use the broadband capabilities (3G, 4G, etc...) of personal devices for data access during school hours – students may only access data utilizing the school’s wireless network during this time.
- The school is not responsible if a student’s wireless communication or any electronic device is lost or stolen.

The possession of a cellular telephone is not a violation of the Code of Student Conduct. However, the possession of a cellular telephone that disrupts the educational process, the use of the cellular telephone capabilities during school hours, use of a cellular phone to commit a crime, and the possession or use of a cellular telephone that disrupts or interferes with the safety-to-life issue for students being transported on a Miami-Dade County Public Schools bus, are infractions of the Code of Student Conduct.
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.

“ALERT: UTILIZATION OF THE INTERNET AND INAPPROPRIATE USE OF COMPUTERS

Over the past few years, computers have become common household devices and popular in our schools and media centers. Students are encouraged to use computers, networks, and online telecommunication such as the Internet and electronic mail (e-mail). While exercising the right to use available technology, students must be aware of their responsibility as users. Technology advancement has provided students with access and the opportunity to commit offenses that violate the Code of Student Conduct.

When using electronic devices for the purposes of learning consistent with the educational objectives of the District during the instructional day, students must comply with Board Policy 7540.03.

The following are examples of improper uses of technology and are violations of the Code of Student Conduct:
• Using the network to send or receive obscene or lewd material;
• Using the network to make threats against anyone or the school;
• Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyberbullying;
• Downloading pirated software (comparable to stealing);
• Willfully and knowingly obtaining unauthorized access to or “hacking” into the school’s computer system (constitutes vandalism);
• Using, without authorization, school property, a school computer or other electronic device, and damaging a school’s computer system or causing the computer to “crash” (constitutes a “computer-related” crime leading to criminal charges).

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.
Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates 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 and Easter Seals Miami-Dade. A sample letter (FM-4382) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations

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.

Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2018-2019 enrollment application and additional information to the parents.

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.
Parent Portal

Parents/guardians 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 his/her information - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; 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.
Financial Obligations
All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school’s treasurer’s office.

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.

Grade Reporting
Academic Grades
Academic grades are to reflect the student’s academic progress based on the standards 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>GRADES</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
<th>GRADE POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Outstanding progress</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Above average progress</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average progress</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Lowest acceptable progress</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

Honor Roll Qualifications

<table>
<thead>
<tr>
<th>Honor Roll Qualifications</th>
<th>Principal’s Honor Roll</th>
<th>Superior Honor Roll</th>
<th>Regular Honor Roll</th>
<th>Citizenship Honor Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Average</td>
<td>4.0</td>
<td>3.6</td>
<td>3.50 – 3.59</td>
<td></td>
</tr>
<tr>
<td>Academic Grades</td>
<td>All As</td>
<td>All As and Bs</td>
<td>All As and Bs</td>
<td></td>
</tr>
<tr>
<td>Effort</td>
<td>All 1</td>
<td>All 1 and 2</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>
<td>4.0</td>
</tr>
</tbody>
</table>
Conduct Grades | All As | All As and Bs | All As and Bs | All As

PROMOTION AND PLACEMENT WITHIN THE MIDDLE SCHOOL

All sixth, seventh and eighth grade students will take six (6) subjects- four (4) of which are required, two (2) of which are chosen by the student. Reading will be an additional requirement for students scoring at a Level 1 and 2 on the Florida Comprehensive Assessment Test, (FCAT) and Intensive Mathematics will be made available for students scoring at a Level 1 and/or 2 on the FCAT Test in Mathematics.

REQUIRED SUBJECTS:
- Language Arts/ESOL
- Math
- Science
- Social Studies

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

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. 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.

The cost of Middle School Enrichment after school care is $40 per week. These programs are offered at: Seminole Elementary - Ruben Dario Middle Community School -Medical Health Sciences Magnet.

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.

CLINIC

Any student who is ill must obtain a clinic pass from his/her classroom teacher. The school nurse will see the student and inform the parent of the students’ ailment. Under no circumstances will sick students be allowed to walk home. Parents should also be sure that school personnel have necessary emergency health information to ascertain the nature and/or seriousness of illness when students come to the clinic. The school may, however, save precious time if they know that a child is asthmatic, epileptic, or the like. Students taking medication in school must have a parent's or doctor’s note approving it and the medicine must be left in the school clinic. All over-the –counter medicines must be kept in the clinic with a parent’s note.

It is encouraged for all students to become members of the school clinic. Students who are members of the clinic can receive the extended services the clinic has to offer. Students who are not members of the clinic will receive basic first aid.

STUDENT INJURIES

When a student has any kind of injury in a classroom, to or from school, in the hallways, or on the physical education field, he/she must inform the teacher in charge immediately. Regardless of the seriousness of the injury, it must be reported at the time of the accident and the student should be sent to the office. Student injuries will be referred to the clinic for first aid and parent contact.
Closing of School
The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

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

Each of the 39 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today’s world. Annually, thousands of people have taken advantage of these recreational and educational opportunities, and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.
For more specific information on Miami-Dade County Public Schools Community Education and Before and After School Care programs or Middle School Enrichment After School programs, please log on to our website at www.dadecommunityschools.net or please call Mr. Victor Ferrante, Executive Director at 305-817-0014.

Dismissal
Students are provided bike racks to secure his or her bicycles. Students must remain under overhang at dismissal during rainy days until transportation arrives. Parents must drop off students at parent drop off at all times. Additionally, to keep the flow of traffic, parent should not park beyond the drop off time. The school’s elevator is to be used by individuals who are handicapped/injured and cannot use the stairs.

Out of Area Student Transfer – Board Policy 5131
Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Region Superintendent (or designated Region Director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent.

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

Textbooks
The state of Florida provides the textbooks issued to students. The use of those books is a privilege and it is expected that all textbooks should have proper book covers. Lost or damaged books must be
paid for. The amount to be paid will be based on the condition of the book at the time of issuance or upon the damage done.

Permanent Records (FYI – from the Student Educational Records Manual)

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

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.
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
5. District

School Center for Special Instructions (SCSI)
In lieu of SCSI, school administrators may elect to assign students to Restorative Justice Practice (RJP) as an intervention. The center is designed to provide assistance to students. Additionally, students may be referred to RJP by faculty, staff and peers.

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

It is very important that every student who rides the M-DCPS school bus understands the rules and regulations. Your bus driver is in total command while transporting you to and from school while the bus is in operation. Students who violate any rules or do not follow directions from the driver will be suspended from the bus temporarily or permanently, and other disciplinary action will be taken. Transportation is provided for you as a service to be appreciated. We hope that each of you will take heed and follow directions.

1. Students must be at the bus stop ready to board the bus approximately five (5) minutes before the designated arrival time. The bus cannot wait for students who are tardy. (Unauthorized persons are not permitted to ride.)
2. Stand-off roadway while awaiting the bus.
3. Keep your seat at all times while the bus is moving.
4. Keep your head and arms INSIDE windows.
5. Cross the roadway immediately in front of the bus. Wait for the driver’s signal before crossing.
6. Unnecessary conversation with the driver is dangerous. Ordinary classroom conduct and conversation shall be observed at all times.
7. No radio shall be played nor is singing permitted on the bus.
8. Students must be absolutely quiet while the bus is stopped for and crossing all railroad tracks.
9. The driver is in full charge of bus and responsible for your safety and has been ordered to stop and park the bus anytime he/she feels misconduct on the part of students endangers the lives of others.
10. The driver has the right to assign students to certain seats if necessary to promote order on the bus.
11. No eating, drinking, or smoking is allowed on the bus.
12. Chaperones must be approved by the principal on field trips and shall be responsible for maintaining proper student conduct.

**PENALTY:** For violating these rules, a student will be reported by the driver to the school principal who has the authority to suspend him/her temporarily or permanently from riding in the bus.

**VEHICLES: BICYCLES**
All bicycles are to be parked in the area provided for them on the school grounds. It is available for a limited number of bicycles. All bicycles must be locked. Students must follow safety rules at all times.
  a. Ride bicycles single file and on the right side of the road until you reach school grounds.
  b. Bicycles are to be walked, not ridden on the school grounds.
  c. **Skateboards are not allowed to be used on school grounds.**
The school will not be responsible for any lost or stolen vehicles, or vandalism. Students may not drive any motorized vehicles to school. This includes mopeds, scooters, motorbikes and automobiles. State law requires students to wear helmets. Students riding their bicycles must get their bikes and leave campus immediately following dismissal.

**Safety and Security**

**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) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade county Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

**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.

**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. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teacher and staff must remain outside the building until permission is given to re-enter.

**Visitors**
Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents 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.

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

**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.

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

**School Class Picture Process**
The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer’s staff.

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

**School Transportation**
Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students. Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick-up and delivery. Information on student bus assignments will be posted on the Parent Portal at www.dadeschools.net. The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children’s bus assignment.
Parents interested in determining their child's transportation eligibility should contact their child's school for information.

**Media Center**
The Media Center, or Library, is the heart of our school. It aids and enriches all subject areas. It holds books of information, inspiration, and recreation. It has other media, such as magazines, pictures, clippings, and pamphlets for student use as well as computers with Internet access. Media Center hours are announced at the beginning of each school year that allow for before and after school visitation by students. Students must present a pass in order to access the media center.

**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.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

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

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

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

The Individuals with Disabilities Education Act (IDEA) states that parents/guardians of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent/guardian of a child with disabilities, 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/](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.

Student Services
Students wishing to see a counselor must have a yellow pass from classroom teacher. Students wanting to make a schedule change must fill-out a schedule change request form and submit to student services. A counselor will call down the student to review the schedule change request. Students needing to see the trust counselor must also have a yellow pass from their teacher. Students without yellow passes will be returned to class.

Academic Advisement and Counseling: Ms. A. Russo & Mr. Q. Salichs

Clinic: Ms. Baltazar Martinez, RN

Program Specialist: Ms. Lourdes Pena

School Psychologist: Dr. George Del Valle

School Social Worker: Rossaelyn Bayard

Speech Therapist: Rosario Figueroa

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.

Toolkits
- Back to School Toolkit

Transgender
The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.
These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students; and best practices to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular and social) in ways that preserve and protect their dignity.

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

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

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

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students.

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

- Help Your Child Learn (Example: PASSport to Success – 8 module series)
- Parenting Skills (Example: Positive Discipline)
- Arts & Culture (Example: Enrich Your Child through Arts and Culture in Miami)
- Personal Growth (Example: Parent Portal)
- Health and Wellness (Example: Preventing Substance Abuse)

The Parent Academy “campus” is spread throughout every corner of this community and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the Course Directory section on The Parent Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

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

<table>
<thead>
<tr>
<th>Level 1 - complete a database background check</th>
<th>Level 2 - complete a fingerprint background check</th>
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<tbody>
<tr>
<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
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<tr>
<td>• Classroom assistants</td>
<td>• Mentors</td>
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<td>• Math and/or reading tutors.</td>
<td>• Listeners/Oyentes</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 social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

GUIDELINES FOR HOME LEARNING

Home learning serves a definite purpose: to provide drill or practice on a principle or skill already taught; to provide real life application of the matter in hand; to develop appreciation for or knowledge of community resources; to develop the personal culture of the student.

TEACHERS’ RESPONSIBILITIES
1. Assigns home learning assignments in a clear manner.
2. Instructs students on the techniques for studying.
3. Gives assignments at consistent times on each day home learning is assigned.
4. Checks to see home learning is complete and/or done correctly.
5. Coordinates home learning assignments with other departments to ensure students are not Over-loaded.
6. Informs parents of home learning assignments.

STUDENTS’ RESPONSIBILITIES
1. Completing assigned home learning as directed.
2. Returning home learning to the teacher by the designated time.
3. Submitting home learning assignments which reflect careful attention to detail and quality of work.

PARENTS’ RESPONSIBILITIES
Parents' responsibilities include:
1. Providing continued interest and concern for their child's successful performance in school.
2. Encouraging and supporting their child in his/her performance of home learning assigned.
3. Indicating an interest in assignments and assisting, if possible, when requested by their child. This is not to include doing the work for the child.
4. Supporting the school in regard to the students' being assigned home learning. Requesting assignments for students when short-term absences are involved.

STUDY SKILLS
A student who studies well:
1. Brings notebooks, paper, pen or pencil, and other materials necessary to class.
2. Is an active participant in the classroom; listens well; takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or has a problem.
4. Plans his/her work and schedules time for home learning each day; makes sure he/she understands the assignment before leaving class.
5. Uses what he/she learns; sees how each subject applies to the others.
6. Strives to do his/her best, not just to get by.

HOW TO STUDY
1. Attitude is important. You should think positively and work independently. Seek help only when you have exhausted your own resources, then ask questions or use library resources.
2. Learning requires concentration; keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well lighted, quiet place to study.
4. Read the entire assignmentrapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don’t let it go until the last minute. It will be easier and you’ll do a better job.

**HOW TO TAKE A TEST**
1. Relax and concentrate on the test.
2. Read and follow the directions carefully.
3. Read the whole test first to see what’s asked for and how to schedule your time.
4. Read each question twice before answering.
5. Think about your answers before you write.
6. Answer questions fully and only with the information asked for.
7. Check your paper for spelling and grammatical errors before turning it in.
8. Follow your teacher’s instructions.

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

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

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

**PARENT RESOURCE CENTERS**
School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North
Miami, FL  33147
(Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South
5555 SW 93rd Avenue, Portable #3
Miami, FL 33165
(FDLRS South Site)
Should you need further information regarding the Title I Program at your children’s school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to http://title1.dadeschools.net/.
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 sex.

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 30 (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, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)
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
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 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
5380 - ANIMALS ON DISTRICT PROPERTY
- Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
- Students are not allowed to bring pets to school.

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

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

- **5517.01 – BULLYING AND HARASSMENT**
  - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.

- **5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.

**Attendance Policy/School Hours**

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

- **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**
  - Student absences for religious purposes, as identified on the approved holidays listed in the Student Attendance Reporting Procedures PK-12 Handbook, may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.

- **5230 - LATE ARRIVAL AND EARLY DISMISSAL**
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.

- **8220 - SCHOOL DAY**
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

**Ceremonies & Observances**

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

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

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

Code of Student Conduct
- **2451 - ALTERNATIVE SCHOOL PROGRAMS**
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.

- **5136.02 - SEXTING**
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.

- **5500 - STUDENT CONDUCT AND DISCIPLINE**
  - The Miami-Dade County School Board Code of Student Conduct (COSC) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student...
behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

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

Digital Conversion/Social Media

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

Equal Opportunity

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

- **5111.01 - HOMELESS STUDENTS**
  - 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**
  o School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.

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

**Financial Obligations**

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

**Food & Nutrition/Wellness Policy**

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

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

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

**Fundraising**

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

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

- **9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES**
  - 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
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.

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

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

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

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

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

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

**Student Activities**

• **5845 - STUDENT ACTIVITIES**
  1. 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**
  1. 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**
  o 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**
  o Schools shall strive to prevent drug abuse and help drug abusers through educational
    means.
  o 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**
  1. 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**
  1. Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
  2. 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**
  1. 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.