

**2023-2024**

## **FRANK C. MARTIN K-8 CENTER**

### **International Baccalaureate World School**



**14250 Boggs Drive  
Miami, Florida 33176**

**Phone: (305) 238-3688**

**Fax: (305) 232-4068**

#### Hours of Operation

Office Hours	Daily	8:00 a.m. – 4:00 p.m.
Before/After School Care	Daily	7:00 a.m. – 8:15 a.m. 1:50 p.m. – 6:00 p.m.
Pre-Kindergarten – Kindergarten	Daily	8:20 a.m. – 1:50 p.m.
First Grade through Eighth Grade	M, T, Th, F Wednesday	8:35 a.m. – 3:05 p.m. 8:35 a.m. – 1:50 p.m.
Cafeteria:	M-F	7:45-8:25 a.m.

***Elianays Basulto***  
***Principal***

**Robert D. Hoel, Assistant Principal**  
**Don R. Mcknight, Assistant Principal**  
**Katheryn Capodiferron, Magnet Lead Teacher**

Website: [www.fcmartink8.net](http://www.fcmartink8.net)  
Facebook: <https://www.facebook.com/officialFCM>  
Twitter: <https://twitter.com/fcmk8>  
Instagram: <https://www.instagram.com/fcminternationalk8/>

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

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**SUPERINTENDENT OF SCHOOLS**

Dr. Jose L. Dotres

**OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE**

Dr. John Pace III

**Deputy Superintendent**

## **Vision Statement**

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

## **Mission Statement**

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

## **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 focus on meeting our students' diverse needs and supporting them in fulfilling their potential.

***Innovation*** - We encourage risk-taking, creativity and adaptability to new ideas and methods that will support and elevate student learning.

***Accountability*** - We celebrate our successes, learn from our failures, and embrace challenges as we strive towards continuous improvement.

***Joy*** - We accept individuals for who they are, encourage them to engage with one another authentically, and cultivate welcoming environments that promote fun and excitement



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Dr. Jose L. Dotres

**Miami-Dade County School Board**

Mari Tere Rojas, Chair  
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Dr. Steve Gallon III  
Luisa Santos

August 1, 2023

Dear Parent/Guardian:

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

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

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

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

Sincerely,

Dr. Jose L. Dotres  
Superintendent of Schools

JLD:ga  
L0048

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# Miami-Dade County Public Schools

*giving our students the world*

## Superintendent of Schools

Dr. Jose L. Dotres

## Miami-Dade County School Board

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Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

August 16, 2023

Dear Scholars and Parents,

Welcome, Bienvenidos, Bienvenue! It is our pleasure to welcome you and your child to Frank C. Martin International K-8 Center for the 2023-2024 school year! We have a longstanding record of having been recognized as A+ from the Florida Department of Education for 21 consecutive years. Our accolades continue to grow and because of the efforts of our hardworking scholars, outstanding teachers, and dedicated family members our school received Silver STEAM Designation for the 2022-2023 school year. We are honored to have you as a member of the FCMI K-8 family and we are confident that together with you, we will continue our path of excellence. I am honored and humbled to serve as your Principal in our extraordinary school. I have enjoyed 23 years as an educator for MDCPS and thirteen years in Administration, serving the children of our South Region Office. Let's welcome with a warm applause the newest member of the Falcon's team, Mr. Don R. McKnight (MYP Assistant Principal). We are extremely blessed to have Mr. Robert D. Hoel (PYP Assistant Principal) serving our school for 14 consecutive years. The Falcons administrative team is committed to our students and families.

The constant commitment and enthusiasm of the administration and staff continue to sustain an environment where incredible learning and understanding take place. We are pleased that you have chosen Frank C. Martin International K-8 Center to be your child's educational institution, where building the whole child is our goal. By working together, we can continue to make Frank C. Martin International K-8 Center the exceptional school that it has proven to be.

The 2023-2024 school year is going to be a great school year. This year's school theme is "Raise the Bar, Lead the World" which incorporates attributes from the IB Learner Profile:

- Thinkers: as we listened to the request of the school community, we began to think of ways to increase our efforts with more afterschool activities and community service offerings.
- Reflective: we will continue to reflect on the safety of our school community and how can we better serve the whole student.
- School's grade, reminding us that educational excellence is our primary focus.
- Communicators, this year we must celebrate our wins, but communicate our scholars', parents', and school's needs.
- Knowledgeable, we must equip our scholars with the knowledge to be **FUTURE READY**.

Please know that your administrators, faculty, and staff are here to support you. Every family is a priority and if there is anything that we can do to assist you, do not hesitate to contact our dedicated team. We will continue to work hard to ensure that the academic, social, and emotional needs of our scholars are met. Please make sure that you update your contact information with our office staff. The Frank C. Martin International K-8 Center Parent/Student Handbook, in its entirety, will be available on the school's website at [fcmartink8.net](https://fcmartink8.net). Please enjoy our welcoming video for our FCMI K-8 family!

<https://youtu.be/Z2LwxlmvUP1>

You are encouraged to stay abreast of the school events. Please follow us on our social media platforms @fcminternationalk8. We would like to extend an invitation to you to attend all school programs, become an active participant in the PTSA and its programs, and become involved in continuing to make Frank C. Martin International K-8 Center one of the finest institutions in Miami-Dade County Public Schools.

Sincerely,

**Elianeys Basulto**

Principal

Frank C. Martin International K-8 Center • 14250 Boggs Drive • Miami, FL 33176

Elianeys Basulto, Principal • [pr3101@dadeschools.net](mailto:pr3101@dadeschools.net)

305-238-3688 • 305-278-2218 (FAX) • [fcmartink8.net](https://fcmartink8.net)

# **FRANK C. MARTIN K-8 CENTER**

## **International Baccalaureate World School**

### **Mission Statement**

All stakeholders are committed to the advancement of students' academic, emotional, social and physical well-being within a supportive, creative, and flexible environment in which children learn to think globally and act compassionately.

### **Alma Mater**

Oh FCM

The school for girls and boys.

The things we do we very much enjoy.

Whether we are near,

Whether we are far,

You're still our guiding star.

With beating hearts

Oh FCM

We will stand up for thee.

Oh, maroon and white.

Our colors bright,

We'll always loyal, always loyal be.

Oh FCM,

We will be true to thee.

### **Biography**

Frank Crawford Martin International K-8 Center, formerly known as Frank Crawford Elementary School, was founded in 1952 by Captain Frank Crawford Martin, a World War II veteran pilot. Captain Martin initially purchased land in this community to provide affordable housing for Black veterans. Over the years, the needs of the community changed, and additional land was donated by Captain Martin for churches, parks, and schools. From the onset, Frank C. Martin Elementary School serviced the local community as an elementary school. However, to integrate during the early 1970's, the school became a sixth-grade center drawing students from surrounding communities. The school remained a sixth-grade center for twenty-five years until 1997 when it became an elementary school. Shortly after, the school became a member of the Magnet Program for Language as well as the first authorized International Baccalaureate Primary Years Program in the state of Florida. In July of 2008, we were officially authorized to offer 6th through 8th grade students the International Baccalaureate Middle Years Program (MYP). Frank C. Martin is Florida's first fully authorized International Baccalaureate K - 8 Center.

## **Miami Palmetto Feeder Pattern Schools**

### **Elementary Schools**

Coral Reef Elementary

Howard Drive Elementary

Robert Russa Moton Elementary

Palmetto Elementary

Perrine Elementary

Pinecrest Elementary

### **K-8 Centers**

Frank C. Martin International K-8 Center

Vineland K-8 Center

### **Middle Schools**

Palmetto Middle

Southwood Middle

### **Senior High School**

Miami Palmetto Senior High

Coral Reef Senior High

## **School Information**

**Office Hours:** The school's main office is located at 14250 Boggs Drive at the entrance of the PYP. The Middle School Office is not opened for business.

Regular School Business 8:00 A.M. – 4:00 P.M.

After School Care Business 10:00 A.M. – 6:00 P.M.

### **School Hours:**

Pre-K and Kindergarten: 8:20 A.M. - 1:50 P.M. Monday-Friday

First - Eighth Grade: 8:35 A.M. - 3:05 P.M. Monday, Tuesday, Thursday, Friday

8:35 A.M. - 1:50 P.M. Wednesday

### **Before/After School Program Hours:**

Before-School Care – (Daily) 7:00 a.m. – 8:15 a.m.

Story Hour (Excluding Wednesday) 1:50 p.m. – 3:05 p.m.

After-School Care (Daily) 1:50 p.m. – 6:00 p.m.

### **Bell Schedule:**

Start of School Bell 8:20 a.m. for Pre-Kindergarten and Kindergarten

8:35 a.m. for First through Eighth Grade

Close of School Bell 1:50 p.m. for Pre-Kindergarten and Kindergarten

3:05 p.m. for First through Eighth Grade

1:50 p.m. for First through Eighth Grade (Wednesday Only)

Middle School Bell Schedule:

PERIOD	TIME OF DAY	# OF MINUTES
HOMEROOM	8:35-8:45	10
1 AND 2	8:50-10:10	80 MINUTES
CHANGE OF CLASS	10:10-10:15	5 MINUTES
3 AND 4	10:15-11:35	80 MINUTES
CHANGE OF CLASS	11:35-11:40	5 MINUTES
Lunch	11:40-12:10	35 MINUTES
5 AND 6	12:15-1:40	85 MINUTES
CHANGE OF CLASS	1:40-1:45	5 MINUTES
7 AND 8	1:45-3:05	80 MINUTES

### WEDNESDAY

PERIOD	TIME OF DAY	# OF MINUTES
HOMEROOM	8:35 - 8:45	10 MINUTES
1 AND 2	8:50 - 9:50	60 MINUTES
CHANGE OF CLASS	9:50 - 9:55	5 MINUTES
3 AND 4	9:55-10:55	60 MINUTES
CHANGE OF CLASS	10:55-11:00	5 MINUTES
5 AND 6	11:00–12:00	60 MINUES
CHANGE OF CLASS	12:00-12:05	5 MINUTES
LUNCH	12:05- 12:35	30 MINUTES
7 AND 8	12:40-1:50	70 MINUTES

- **Early Sign Out**

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

- **Late Arrival**

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

- **Lost and Found School Policy** – Please contact the main office (305) 238-3688.

- **Opening and Closing Hours of School:** Main Office, Monday-Friday 8:00 a.m.-4:00 p.m., Cafeteria 7:45 a.m.-8:25 a.m., After-School Office 1:50 p.m.-6:00 p.m.

#### Important Dates

- **Back to School Night** – Open House, Wednesday, 8/30 from 5:00-7:30 p.m. PYP/MYP

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	September 22, 2023	November 10, 2023
2	December 1, 2023	February 2, 2023
3	February 23, 2024	April 26, 2023
4	May 17, 2024	June 21, 2023

- **School Calendar of Events:** Monthly school calendar is available in the school website and all social media platforms, the first of every month.

#### **Academic Programs – Student Progression Plan (SPP), School Board Policy 5410**

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

#### **Arrival Procedures -**

- Classes in pre-kindergarten and kindergarten begin at promptly at 8:20 a.m. First through eighth grade classes begin promptly at 8:35 a.m. Parents/visitors are not permitted on campus during arrival time.

- Frank C. Martin K-8 Center is a **Closed Campus School**. Parents/Adults are not permitted on campus in the morning to drop-off their children. Parents **CANNOT** accompany their child to the cafeteria for breakfast. This is to ensure the safety of all children, by prohibiting interaction between unidentified adults and our students.
- The drop-off area is located in the Cafeteria Parking Lot located on Boggs Drive. This allows students direct access to the cafeteria for breakfast and proper supervision. Parents may not walk their child into the building. All other perimeter gates remain locked, and entry is not permitted in these areas.
- The designated bus lane MAY NOT be used for private vehicle loading and unloading of students.
- School personnel will monitor all access points to ensure the adherence to the single point entry located on Boggs Drive in the Cafeteria Parking Lot. This is a drop-off zone only and parking by parents/visitors is strictly prohibited.
- The supervision of students begins at 7:45 a.m. **Arrival prior to 7:45 a.m. presents a safety risk to the student and may jeopardize continued enrollment at FCMI K-8.** Parents are encouraged to enroll students in the Before School Care program if it is necessary to drop-off students prior to 7:45 a.m.
- Kindergarten through third grade students are supervised in the school cafetorium. Fourth through fifth grade students are supervised on International Plaza. Sixth through eighth grade students are supervised on the P.E. Pavilion. Students/Parents may not wait within the hallway or at the classroom door for the start of class in the morning.
- Kindergarten through fifth grade students are picked up by the homeroom teacher each morning from their designated wait areas. Middle school students are ushered into the building at 8:25 a.m. to report to homeroom class.
- Arrival to the classroom after the 8:35 a.m. bell means the student is tardy. Students who are tardy must be accompanied to the office by a parent to pick up a late pass, and security will escort PYP students to class.
- ***Late Arrival***

Students who are tardy must report to the Main (PYP) Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or exit from the program.

### **Attendance Policy – School Board Policy 5200**

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. Excessive absences/tardies (more than ten, excused or unexcused) will result in probation and possible exit.

- ***Excused School and Class Absences and Tardies***

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.

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.

Death of a family member.

Observance of a religious holiday or service.

School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal. The student must receive **advance** written permission from the principal.

Subpoena by law enforcement agency or mandatory court appearance.

Outdoor suspensions or Assignment to the Diversion Center

- ***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. Documentation must include the student's first and last name, student I.D. number, homeroom teacher name and dates of absence.

Failure to provide required documentation **within three school days upon the return** to school will result in an unexcused absence.

For those parents considering going back to work and/or are presently working, there are 240 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 54 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

This year, Miami-Dade County Public Schools will offer 294 After School programs on school days. Before-school care programs will be provided as needed.

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

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

The cost of Elementary and K-8 after school care is \$60 per week or \$55 per week discounted rates for sibling or free/reduced lunch discounts; the cost of Middle School Enrichment after school care is \$60 per week and \$55 per week discounted rates for sibling or free/reduced lunch discounts; the cost of before school care is \$30 per week and the cost of Summer Camp is \$125.00 per week or \$115 per week discounted rates for sibling or free/reduced lunch discounts. These programs are offered by one of five providers:

- Miami-Dade County Public Schools Principal Operated Before After-School Programs
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)



- Family Christian Association of America (FCAA)
- South Florida After-School All Stars (SFASAS)

### **Bring Your Own Device (BYOD)**

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

Mac laptops, Android tablets, and iPads. More information about the BYOD program as well as minimum device specifications for those that are considering purchasing a device can be found at <https://digital.dadeschools.net>

### **Bullying Prevention**

Miami-Dade County Public Schools is committed to providing a safe learning environment for all students and therefore all allegations of bullying/harassment are taken seriously. When concerned about bullying or harassment behaviors, contact your child's teacher immediately. You can verbally report your concerns and/or fill out the [Bullying and Harassment Reporting Form](#). If the problem should continue to persist, notify the school's principal. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services staff at the District office. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:30 a.m. - 4:00 p.m., Monday through Friday. Students and parents may also report bullying through our Districts anonymous online bullying reporting system available on the student and parent portals. Additional information regarding bullying and harassment can be found on the Student Services [website](#).

### **Cell Phones and Other Wireless Devices -**

Students may possess, display, and use wireless communication/technology devices before or after school hours. Students are permitted to use of technology devices during authorized instructional activities as deemed appropriate by the classroom teacher. Students must ensure that electronic devices are **turned off** and **put away** during the instructional day. The school is **not responsible** if a student's wireless communication/technology device is lost, damaged or stolen. Misuse of cell phones/wireless devices is a violation of the Code of Student Conduct and will result in confiscation and administrative action. Confiscation of electronic devices requires a parent to retrieve the item from administration.

### **Closed Campus**

For the continued safety of our students, faculty, and staff, Frank C. Martin K-8 Center is a Closed Campus School. Adults/Visitors may not enter the campus during arrival and dismissal times. All visitors are required to check-in upon arrival at the Security desk located at the main entrance on Boggs Drive. Government issued photo identification is required to check-in, regardless of the purpose of visit. Visitors will receive a printed self-adhesive pass which must be worn and visible during the duration of the visit. Upon departure visitors are required to sign-out at the security desk and remit the pass provided upon sign-in.

To prevent violation of the required sign-in procedures, a single point entry has been established, located at the main entrance on Boggs Drive. All other access points will remain secured throughout the course of the school day. Visitors will not be permitted to enter campus from any other location other than the identified access point.

## **Closing of School**

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

## **Code of Student Conduct**

The School Board of Miami-Dade County, Florida, approved The Code of Student Conduct (COSC). The 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 COSC 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 COSC 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.

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places – including but not necessarily limited to school-sponsored events, field trips, athletic functions, and other activities – where appropriate school administrators have jurisdiction over students.

Principals are authorized to take administrative action whenever a student off-campus conduct poses a threat or danger to the safety of other students, staff, School Board members, any other members of the District Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression, and assembly; and publications. It also outlines parents' rights regarding assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the district.

The Code of Student Conduct can be accessed by going to the following website: <http://ehandbooks.dadeschoolgtols.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. After reviewing the *Code of Student Conduct*, you and your child/children must sign, date, and return the *accompanied* Parent Receipt and Acknowledgement Form to your child's school within 5 school days.

### **Conferences – Parent/Teacher**

When students are having problems in class, whether academically, emotionally, or behaviorally, parents are encouraged to contact the teacher for a conference.

- A telephone conference may solve the problem. Parents can leave a message for their child's teacher by calling the office at (305) 238-3688 between the hours of 8:00 a.m. and 4:00 p.m. A message will be taken and the teacher will return the call within 48 hours (business days).
- Parents who want to meet with the teacher can call, e-mail or send a note in the student agenda requesting an appointment at a time convenient to both the parent and teacher. Teachers will not be called from class for an unscheduled conference.
- When arriving at school for a conference, parents should first come to the office to receive a visitor's pass.
- Please do not expect to have a conference while a teacher is responsible for supervising students. Please do not expect the teacher to have a conference at the classroom door while students are in the classroom.
- Conferences may be held during the school day, depending upon the teacher's schedule.
- Unscheduled conferences will not be held, per administrative direction.

### **Cyberbullying**

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

Resources: StopBullying.gov

### **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 17 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](http://www.dadecommunityschools.net) or please call the Office of Community Education, at 305-817-0014.

### **Comprehensive Student Services Program**

The Division of Student Services implements the Comprehensive Student Services Program, serving students from Pre-K to Adult. Through collaborative efforts with community agencies, students' academic, personal/social and career development needs are addressed through a team-based approach. An integrated team of uniquely trained Student Services professionals deliver direct services to students. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready.

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-816-0436.

### **Discrimination/Harassment**

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

### **Dismissal**

- Pre-Kindergarten and Kindergarten students are dismissed from designated classrooms. Due to the 1:50 daily dismissal times, parents will be provided a "pick-up" pass which must be presented to security when coming on campus to retrieve students. Each family is provided two passes for this purpose. If a pass is lost or damaged, it is the parent's responsibility to notify the classroom teacher so that a replacement pass may be issued.
- First through Third grade students are dismissed from the drive-up lane located on Boggs Drive, adjacent to the cafeteria.
- Fourth through Eighth grade students are dismissed from the drive-up lane located on Harrison Street, adjacent to the Middle School building.
- NO STUDENT MAY BE PICKED UP IN THE FACULTY/STAFF PARKING LOT LOCATED ON HARRISON STREET

- Cars must drive up to the pick-up area before allowing students to exit/enter the vehicle – double stopping/parking is a violation and poses serious safety concern.
- Waiting parents are to pull forward, closing the gaps in the lane to expedite the dismissal process.
- U-turns are not permissible.
- Students will not be permitted exit/enter a vehicle (please refrain from calling your child across the street and/or through stopped vehicles).
- Adults will assist your child/ren in getting into your vehicle.
- When exiting the pick-up lane you may make a right turn only. This will ease the flow of traffic.
- There will be no walking through these designated areas by either parents and/or students.
- Parents wishing to walk-up to receive their child may do so at the PYP main entrance located on Boggs Drive. Parents will not be allowed to enter the campus. Please ensure that your child's dismissal plan is listed as "walker" to ensure that he/she is escorted to this area to await parent arrival.
- **NO LOITERING IN THE INTERNATIONAL PLAZA WILL BE PERMITTED AFTER SCHOOL.**
- Students will be directed by school personnel to their assigned areas for pick-up. Please refrain from giving your child directions which conflict with the policies and procedures which have been outlined by the school.
- Any change in your child's normal dismissal arrangements must be made in writing or in person to the classroom teacher or main office. Phone requests will not be approved to ensure the safety of our students.
- All students who have not been picked up by 3:20 p.m. will be escorted to the After-School Care Program. **AN ADULT MUST SIGN OUT THE STUDENT(S).** Parents who find it difficult to pick their child up by dismissal time, should consider enrolling their child in the After-School Care program. Forms are available in the elementary school office. **Continued late pick-up of students will jeopardize their enrollment at FCMI K-8.**
- **Before and After-School Care** is operated by Frank C. Martin International K-8 Center. The After-School Care Manager can be reached via the main office at (305) 238-3688.
- **Early Sign Out** - The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness). If a student must leave early, a parent, legal guardian, or their designee, must go to the office to sign the student out. Government issued picture I.D. must be presented before a student will be released. To be counted as "present" for the day, the student must be in attendance for a minimum of two hours of the day. No students will be released after 2:35 p.m. (or after 1:20 p.m. on Wednesdays). All early dismissals will be documented in the school's attendance system and excessive releases may affect academic grades.
- **Rainy Day Dismissal** - Before leaving for school in the morning, your child should be aware of arrangements for getting back home in case of inclement weather. **Only emergency telephone calls to parents will be permitted.**

### Early Dismissal

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

### Dress Code and Uniform Policy

Frank C. Martin K-8 Center is a mandatory uniform school. We will enforce a strict dress code. Students are required to wear our school uniform each day they are in school. Students must have the school logo properly affixed to all tops, and shirts must be always tucked in neatly. The MYP students are also required to wear the mandatory uniform for Physical Education classes and are expected to come to school dressed in their P.E. Uniform on their assigned day for P.E. only. A combination of traditional and PE uniform is not acceptable. A student who wears items of clothing or accessories which distract the attention from instruction shall be required to change clothing or remove the accessory to eliminate the distraction. Other clothing issues such as size and/or fit will be considered on an individual basis and acceptability will be determined at the discretion of administration. Uniform requirements are as follows:

### ***PYP Students***

	TOPS	BOTTOMS
COLORS	White or Maroon	Khaki, Navy, Maroon/Gray Plaid
FORMS	Blouse or Polo (School T-Shirt may be worn Wednesday)	Pants, Shorts, Skorts

### ***MYP Students***

TOPS	BOTTOMS
Traditional Polo: Black, Red, Royal Blue w/ IB Logo Physical Education T-Shirt: Gray with Printed Falcon Logo (School Spirit Day T-Shirt may be worn on Wednesday Only)	Traditional: Khaki or Navy Uniform Pants, Shorts, Skirt Physical Education: Navy Only (Absolutely NO markings) Basketball Shorts, Sweatpants

Jackets/Sweaters/Sweatshirts may be worn at any time providing that they comply with the uniform policy. Outwear **MUST** be plain NAVY BLUE or GRAY, to include plain blue-jean jackets. **ABSOLUTELY NO MARKINGS, DESIGNS OR INSIGNIA** may be printed on outer wear. Approved hooded sweatshirts are available for purchase through our approved vendor.

Appropriate shoes are required. No metal cleats, clogs, thongs, sandals, Heelys, or other shoes without back straps will be permitted. Hats worn for religious purposes are permissible. Articles of clothing which are prohibited include, but are not limited to, shirts with inappropriate images/messages, spaghetti straps, tube tops, spandex leggings, hats/visors, and bandanas.

Failure to comply with the mandatory uniform policy will result in: (1) Parent Notification for a change of clothing, (2) conduct cut (every 3rd violation), (3) Administrative Detention, (4) exclusion from extracurricular activities, (5) Student Case Management Referral, (6) probation, and (7) Possible exit from the magnet program.

### **Drugs and Weapons**

Under no circumstances are students to bring drugs, cigarettes, mood modifying substances, etc. to school. Weapons, including – but not limited to – knives, guns (real or toy), or any device that could inflict

injury or harm to others are not permitted. Violation of these rules will result in an automatic 10-day suspension and possible expulsion from school.

## **EESAC**

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC work together to accomplish the goals of the school by:

- Assisting in the preparation and evaluation of the schoolwide improvement plan (SIP)
- Approving the use of school improvement funds to support implementation of the SIP
- Assisting in the preparation of the school's annual budget.

Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are listed in the Miami-Dade County Public Schools' Meeting Directory.

EESAC Meetings: **9/7, 11/30, 1/25, 5/23**

## **Elevator**

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

## **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The form should be completed by the registering parent. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form about pick up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. 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 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. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent

contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>.

### **Exceptional Student Education/Section 504**

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

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school and/or the Office of Educational Services and ESE at [ESE@dadeschools.net](mailto:ESE@dadeschools.net). Staff from the Office of Educational Services and ESE and/or your child's school site administrative team will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

### **Fieldtrips**

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

### **Homework**

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

Home learning is an integral factor in fostering the academic achievement of students. Regular home learning provides the opportunity for developmental practice, drill, the application of skills already learned the development of independent study skills, enrichment activities, and self-discipline. Home learning should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments. Failure to complete home learning assignments will affect the student's effort grade.

Students will be responsible for copying assignments in the agenda daily and completing assigned home learning as directed. Parents are encouraged to provide continued interest and concern to encourage and support the child in his/her performance. Once the assignment is completed, parents are expected to sign or initial the daily assignment in this agenda book.



Individual classroom policies are established by Grade Level Teams/Departments. Parents are informed through written notices of the expected student requirements.

- **Identification Badges**

- To maintain student safety, all secondary students, faculty and staff of the MDCPS system are required to wear current District issued photo identification badges each day, while on school grounds. Badges are to be worn on a lanyard and must be visible at all times. A plain lanyard will be provided with the initial identification badge. Students may wear a lanyard of choice, providing printed insignia, lettering, and/or messages are deemed appropriate by the principal. Failure to comply with this District requirement will result in administrative consequence as outlined in the Code of Student Conduct.
- Identification badges will be issued to MYP students on the first day of school or the first week of the student's enrollment, if enrolled after the first day. Students will receive the first badge free of charge for the school year. If lost or misplaced, it is the student's responsibility to secure a replacement badge.
- Replacement badges will be made available as needed and students will incur a \$2.00 replacement fee each time a new badge is requested. Badges may be purchased each school day in the MYP office from 8:45 a.m. through 10:00 a.m. Additional lanyards may be purchased through the PTSA school store throughout the school year, based on volunteer availability. Duplicate badges may be purchased if desired.
- PYP students will receive an identification badge following scheduled school pictures. Badges will be issued and students will be encouraged to wear the identification badge each day, but are not required to do so.
- **Illness or Accident**
- Children with minor illnesses, such as headaches or stomachaches, are allowed to rest in the office for fifteen minutes and then must return to class. If a student is too ill to return to class, or has been involved in an accident, parents will be notified and asked to pick up their child. In the event a parent/guardian cannot be reached or depending on the severity of illness/injury emergency medical personnel will be alerted.
- **Note:** Students who must take medication daily while at school must have a form, available in the school office, completed by their doctor and on file in the school office. Medication must be kept and administered in the office. No over the counter liquid medicine or cold/flu medicines will be administered.
- 

## **Instructional Materials**

Should a parent find Parents that would like to express concerns regarding any educational/library materials may file on objection regarding non-adopted instructional and library/media center and other educational materials by visiting the Instructional Materials link under the parent tab at their school's website or by clicking on the Instructional Materials link on the Dadeschools website.

## **Interscholastic Athletics/Intramurals**

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools and high schools. At the middle schools, athletics consists of intramural and interscholastic programs. At the high school level, interscholastic programs are offered at most senior high schools.

For participation in interscholastic athletics at the middle school level, a student must have a 2.00 GPA in conduct and academics to participate. His or her parent must sign the M-DCPS *Middle School Athletic Program Consent and Release from Liability Certificate*. For participation in interscholastic athletics at the high school level, students must have a GPA of 2.00 in conduct and academics is required except for incoming freshman. All participants must purchase athletic and/or football insurance to participate and must have a current physical form on file.

A home education student must register his or her intent to participate in interscholastic extracurricular activities as a representative of the school before participation.

The parents and student must also sign the *Contract for Student Participation in Interscholastic Competitions or Performances*. The District also has policies concerning transfer students and participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities and Accreditation.

### **Lost and Found School Policy**

Students should take any found items to the school's main office. If you lose something, please check in the main office to claim your possession. ***Mark all personal items brought to school with the student's first and last name for easy identification.*** Whenever possible, marked items will be returned to your child's homeroom teacher to be given to your child. Small personal items are kept in the office to be claimed. Large items such as jackets/sweaters and lunchboxes are placed on a designated table on International Plaza to be claimed. Students are encouraged to check for lost items. Unclaimed articles are donated to needy organizations at the end of each month or when quantity exceeds the space of collection.

### **LGBTQ Support**

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. 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. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have access to all aspects of school life in ways that preserve and protect their dignity.

### **Mealtime Environment**

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

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

- **Free Student Meals**

All students enrolled in district managed sites will have access to school meals at no charge.

- **Meal Program Information**

All school meal program flyer with information for parents will be posted on the school's website and at [nutrition.dadeschools.net](http://nutrition.dadeschools.net).

- **Meal Prices**

Breakfast	Lunch
All Students No Charge	All Students No Charge
Adults \$ 3.00	Adults \$ 5.00

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

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

## **Mental Health Services**

Miami-Dade County Public Schools established The Department of Mental Health Services to expand school and community-based mental health services and resources to ensure ongoing coordination of services to further support the emotional and mental well-being of students. The programs in place provide prevention initiatives, intervention services for students and family support for students who may be experiencing a mental health challenge. Students in need of intensive services can receive support from contracted agencies at no cost to families. For assistance contact your child's school, the Parent Assistance Line at (305) 995-7100 or visit <https://mentalhealthservices.dadeschools.net/#!/fullWidth/3939>.

School principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination and school or law enforcement personnel must make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, except where there is an imminent danger to the student or others.

## **Newsletter**

- **MDCPS Connection Newsletter** – Parents will receive monthly it via email.

M-DCPS Office of Communications publishes a monthly newsletter dedicated to M-DCPS parents. Please visit <https://www.engagemiamidade.net/families> where you can find the latest issue as well as archived issues from the previous year.

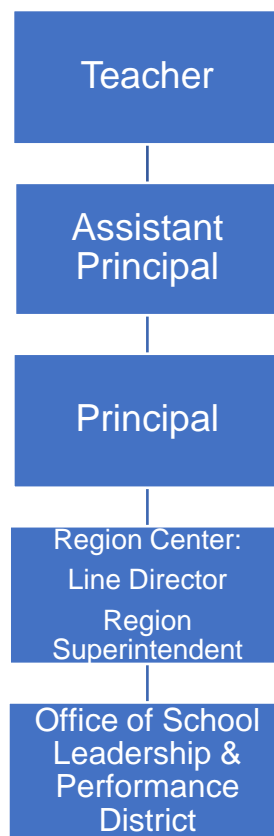
## **Prekindergarten Programs**

M-DCPS offers a variety of prekindergarten programs throughout the District. Parents should contact their home school for the available options for Pre-K students. For additional information on VPK or Head

Start/Early Head Start Programs, parents may contact the Department of Early Childhood Programs at 305-995-7632. Parents may also access information at <https://earlychildhood.dadeschools.net/#!/fullWidth/3451>. For information on Pre-K ESE Programs, parents should contact 305-271-5701 or visit [prekese.dadeschools.net](http://prekese.dadeschools.net) to learn more about programming for children with disabilities.

### **Protocol for Addressing Parental Concerns**

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



### **Public-Private Collaboration**

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

### **Recess**

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

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

## **Safety and Security**

- ***Emergency Drills***

Six emergency drills, to include active shooter, hostage situations, bomb threats, and other potential emergencies will take place during the school year in accordance with Florida Administrative Code 6A-1.0018(15). All occupants of building where an emergency drill is held are required to participate. The first emergency drill must take place within the first 10 days of the opening of schools, whereas all remaining drills must occur at least every 45 days that school is in session. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

- ***Emergency Operations Plan***

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

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- Students will not be released during a lockdown. If you need to pick up your child wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all MDSPD Police officers have been provided the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

BeSafe Anonymous Reporting System (Insert [Flyer](#))

FortifyFL (flyer in Appendix D)

- **Fire Drills (Evacuation Drills)**

Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- **Lockdown Procedures**

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

- **Threat Assessments**

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessments. Schools must establish a Threat Assessment Team comprised of an administrator, counselor, teacher, and law enforcement officer. The schools utilize a problem-solving approach to harm prevention that involves assessment and intervention with students who threaten violence or harm. When a preliminary determination is made, that a student poses a threat of violence the team shall further convene to determine the best course of action. Authorized members of the team may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services as applicable. Threat assessments and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

- **Visitors**

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

## **School Activities/Clubs**

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

- **Clubs**

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

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

- ***School Club List***

5000 Role Models of Excellence  
Beatmaking Club  
Chess2 Think  
Florida Future Educators of America  
MYP Art Club  
MYP Rock Band  
MYP Student Government  
National Junior Honor Society  
No Place for Hate  
PYP Art Club  
PYP Garden Club  
PYP Rock Band  
Robotics  
Cheering/Dance Team  
Basketball  
Wrestling

**School Center for Special Instructions (SCSI) – PYP ( Main Office), MYP (Main Office)**

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an interim alternative educational setting to suspension from school. SCSI is designed to provide strategies and resources to students focused on learning new behavior skills. When misconduct in a class result in an assignment to SCSI, the student should be reassigned from only the class in which the misconduct occurred. Continued misconduct can result in the reassignment from all classes.

**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 approximately 35,000 students a day this school year, using a fleet of 999 buses on 800 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for students with special needs in some instances.

Before school begins, parents/guardians of all students eligible for bus transportation should log on the BusPlannerWeb and view the bus assignment. The information is updated nightly, and a link is provided on the parent portal. Parents/guardians are encouraged to check the BusPlannerWeb 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.

### **Single Point Entry**

For the continued safety of our students, faculty, and staff, Frank C. Martin International K-8 Center is a Closed Campus School. Adults/Visitors may not enter the campus during arrival and dismissal times. All visitors are required to check-in upon arrival at the Security desk located at the main entrance on Boggs Drive. Government issued photo identification is required to check-in, regardless of the purpose of visit. Visitors will receive a printed self-adhesive pass which must be worn and visible during the duration of the visit. Upon departure visitors are required to sign-out at the security desk and remit the pass provided upon sign-in.

To prevent violation of the required sign-in procedures, a single point entry has been established, located at the main entrance on Boggs Drive. All other access points will remain secured throughout the course of the school day. Visitors will not be permitted to enter campus from any other location other than the identified access point.

### **Special Education/Section 504**

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

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

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



## **Student Records**

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

## **Student Success Centers**

Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) violating the Code of Student Conduct Level III-IV behaviors as well as habitual Level II infractions with Region Approval.

## **Telephone Usage**

Telephones in the school office are for school business only. Students and parents should make any necessary arrangements before leaving home each day so that phone calls will not be necessary during the school day. Phone messages may be left for your child's teacher. Calls will not be transferred into the classroom during instructional hours.

## **School Volunteer Program**

The School Volunteer Program matches the resources of members of the community with the needs of our schools to support the district's goal of student achievement. School Volunteers bring with them many diverse skills and talents that are tailored to the needs of the students and the community. Each year, more than 30,000 volunteers share their time and talents enriching the lives of students in our schools.

To Become a School Volunteer:

1. Visit <https://www.engagemiamidade.net/volunteers>
2. Complete the online volunteer registration (Raptor).
3. Receive email approval from the School Volunteer Office.

Once you're approved, *CHECK-IN* at your school as a *VOLUNTEER* to track your time and school volunteer activity.

## Steps to Managing Your Volunteer Hours

### **Who Can Volunteer?**

- Students- M-DCPS students; college/university students charter/private school students
- Parents - Guardians, primary caregivers
- Employees - Administrators, teachers, and staff of M-DCPS;
- Community Members and Organizations - businesses, retirees, local organizers, community and faith-based organizations, alumni, and college students

### **The M-DCPS Parent Academy**

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

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

Parents can participate in virtual and in-person sessions that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on the M-DCPS Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call the M-DCPS Parent Academy at 305-271-8257 and follow them on Facebook and Instagram "Parent Academy Miami" and on Twitter "@ParentAcadMiami".

### **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 Florida Statute 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under Florida Statute 95.525.



**Frank C. Martin International K-8 Center  
is the proud home of Florida's first authorized International  
Baccalaureate Primary Years Programme.**

IB programs promote the education of the whole person, emphasizing intellectual, personal, emotional and social growth through all domains of knowledge.

The IB Primary Years Programme, for students aged 3 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is a framework guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as transdisciplinary skills, with a powerful emphasis on inquiry-based learning.

The attributes of the learner profile express the values inherent to the IB continuum of international education. These values are infused into all three IB programmes, and are the connecting thread of all IB World Schools.

#### **The Six Transdisciplinary Themes of the Primary Years Programme:**

- **Who We Are** – An inquiry into the nature of the self; beliefs and values; personal, physical, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.
- **Where We Are in Place and Time** – An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.
- **How We Express Ourselves** – An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.
- **How the World Works** – An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and the environment.
- **How We Organize Ourselves** – An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.
- **Sharing the Planet** – An inquiry into rights and responsibilities in the struggle to share finite resources with other people and other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.



# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

## INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

## KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

## THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

## COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

## PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

## OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

## CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

## RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

## BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

## REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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## **The Primary Years Programme Curriculum Model:**

### **What do we want to learn?**

The PYP strives for a balance between the search for understanding, the acquisition of essential knowledge and skills, the development of positive attitudes and the opportunity for positive action. In terms of achieving this balance, the PYP emphasizes five components of the written curriculum. These are referred to as the essential elements.

### **The Essential Elements of the PYP Written Curriculum:**

#### ***Concepts***

Powerful ideas that have relevance within and across the disciplines and which students must explore and re-explore in order to develop understanding.

#### ***Knowledge***

Significant, relevant, subject matter we wish the students to explore and know about.

#### ***Skills***

Those things the students need to be able to do in order to succeed in our changing and challenging world.

#### ***Attitudes***

Dispositions, which are expressions of fundamental values, beliefs and feelings about learning, the environment, and people.

#### ***Action***

Demonstrations of deeper understanding in responsible behavior through positive action and service, a manifestation in practice of the other essential elements.

## **Attitudes in the Primary Years Programme**

While recognizing the importance of knowledge, concepts and skills, these alone do not make an internationally minded person. Therefore, we focus on the development of personal attitudes towards people, towards the environment and towards learning, attitudes that contribute to the well-being of the person and of the group.

We encourage our PYP students to demonstrate:

**Appreciation** Appreciating the wonder and beauty of the world and its people.

<b>Commitment</b>	Being committed to their own learning, persevering and showing self-discipline and responsibility.
<b>Confidence</b>	Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate choices and decisions.
<b>Cooperation</b>	Cooperating, collaborating, and leading or following as the situation demands.
<b>Creativity</b>	Being creative and imaginative in their thinking and in their approach to problems and dilemmas.
<b>Curiosity</b>	Being curious about the nature of learning, about the world, its people and cultures.
<b>Empathy</b>	Imagining themselves in another's situation in order to understand his or her reasoning and emotions, so as to be open-minded and reflective about the perspectives of others.
<b>Enthusiasm</b>	Enjoying learning and willingly putting the effort into the process.
<b>Independence</b>	Thinking and acting independently, making their own judgements based on reasoned argument, and being able to defend their judgements.
<b>Integrity</b>	Being honest and demonstrating a sense of fairness.
<b>Respect</b>	Respecting themselves, others and the world around them.
<b>Tolerance</b>	Being sensitive about differences and diversity in the world and being responsive to the needs of others.

## **THE MIDDLE YEARS PROGRAMME**

Frank C. Martin International K-8 Center was authorized by the International Baccalaureate Organization (IBO) to offer the three-year Middle Years Programme (MYP) in July of 2008, and successfully evaluated in September, 2012 to continue delivery of the program. The MYP is a world-class, concept-based curriculum that supports purposeful, structured inquiry for learning to promote meaning and understanding. The goal is to encourage students to become independent learners who recognize learning within a global context, and to provide them with tools to enable them to take responsibility for their own learning. The MYP:

- provides learning in a broad base of disciplines to ensure the acquisition of knowledge, attitudes and skills necessary to participate effectively in the twenty-first century;

- includes a framework of concepts that ensures that students are knowledgeable about a subject area and develop a genuine understanding of principles which can be applied in new contexts;
- promotes the principle of concurrent learning whereby students explore disciplines with increasing depth and become aware of connections between subject areas and the real world;
- encourages the use of a variety of teaching and learning methodologies to enable students to discover how they learn best in different contexts.
- emphasizes the development of the whole child: affective, cognitive, creative and physical;
- encourages a balance between formative and summative assessment, using a range of activities to allow students to use and demonstrate a full range of thinking skills.

# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

## **INQUIRERS**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

## **KNOWLEDGEABLE**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

## **THINKERS**

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

## **COMMUNICATORS**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

## **PRINCIPLED**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

## **OPEN-MINDED**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

## **CARING**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

## **RISK-TAKERS**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

## **BALANCED**

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

## **REFLECTIVE**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

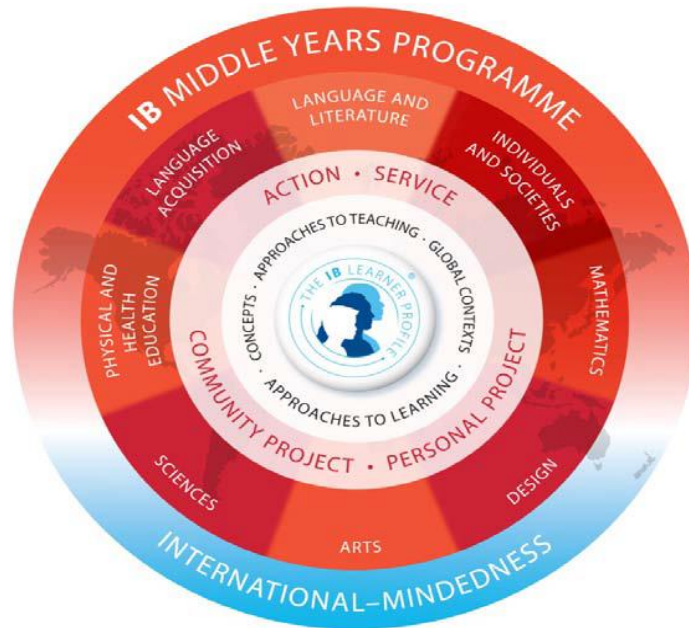
The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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## *The Curriculum Model*



In the MYP curriculum model, the first ring around the student at the center describes features that help students develop disciplinary and interdisciplinary understanding:

- Approaches to Learning (ATL) – a key component of the MYP for developing skills for learning;
- Approaches to teaching – emphasizing MYP pedagogy, including collaborative learning through inquiry;
- Concepts – highlighting a concept-driven curriculum
- Global Contexts – showing how learning best takes place in context

The second ring describes some important outcomes of the programme:

- Inquiry-based learning may result in student-initiated action, which may involve service within the community
- The MYP culminates in the Community Project for 8<sup>th</sup> grade MYP students.

The third ring describes the MYP's broad and balanced curriculum which organizes teaching and learning through eight subject groups.

### *Teaching and Learning in Context*

Teaching and learning in the MYP involves understanding key and related concepts in context. All learning is contextual. A learning context is a specific setting, event or set of circumstances, designed to stimulate learning and provide relevance and meaning to learning. The context, therefore, should have a relationship to the learner, the learner's interests and identity, or the learner's future. In the MYP, learning contexts should model authentic world settings, events and circumstances. Contexts for learning in the MYP are chosen from global contexts to encourage international-mindedness and global engagement within the programme. The MYP identifies **six global contexts** for teaching and learning. These are:

<b>Global Context</b>	<b>Focus Question(s)</b>
Identities and relationships	Who am I? Who are we?
Orientation in space and time	What is the meaning of “where” and “when”?
Personal and cultural expression	What is the nature and purpose of creative expression?
Scientific and technical innovation	How do we understand the world in which we live?
Globalization and sustainability	How is everything connected?

### ***Approaches to Learning***

The focus of approaches to learning (ATL) in the MYP is on helping students to develop the general and subject-specific skills they need to enjoy a lifetime of learning. ATL skills empower students to succeed in meeting the challenging objectives of MYP subject groups and prepare them for further success in rigorous academic programmes in high school and beyond. IB programmes identify five ATL skill categories, expanded into developmentally-appropriate skill clusters: Communication; Research; Self-management; Social; and Thinking.

#### **1. Communication**

- Using and interpreting a range of content-specific terminology
- Being informed, including the use of a variety of media
- Informing others, including presentation skills using a variety of media

#### **2. Research**

- Using the Media Center to access information from a variety of sources using a range of technologies
- Identifying primary and secondary sources
- Selecting and organizing information
- Referencing of sources, using citing, footnotes, and respecting the concept of intellectual property rights
- Presenting research in oral and written form

#### **3. Self-management**

- Using an Agenda Book
- Time management - using time effectively in class
- Creating a good study environment at home
- Keeping to deadline
- Self-awareness, including seeking out positive criticism
- Self-evaluation, including the keeping of learning journals and portfolios
- Reflecting at different stages of the learning process

#### **4. Social**

- Working in groups – delegating and taking responsibility
- Demonstrating teamwork
- Accepting others and others’ point of view
- Respecting cultural differences
- Negotiating goals and limitations with peers and with teachers
- Resolving group conflicts

#### **5. Thinking**

- Generating ideas and brainstorming
- Planning and outlining a plan
- Inquiring, questioning and challenging information and arguments
- Developing questions
- Applying knowledge and concepts, including logical progression of arguments
- Identifying problems, including deductive reasoning, evaluating solutions to problems

- Considering a problem from multiple perspectives
- Making connections
- Applying skills and knowledge in unfamiliar situations
- Inquiring in different contexts

Changing the context of an inquiry to gain various perspectives.

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

## REQUIREMENTS FOR COMPLETION OF THE IB MIDDLE YEARS PROGRAMME

In order to receive an IB Middle Years Programme certificate of completion of the three-year programme, 8th grade students must comply with the following requirements:

- complete a **minimum** of 40 hours of community service during the MYP (due March 6, 2020). Five community service hours may be completed and recorded the summer prior to the school year. Students **MUST** log their completed hours onto the online submission link, found on the school's website.
  - 6<sup>th</sup> grade = 10 hours + reflection questions
  - 7<sup>th</sup> grade = 15 hours + reflection questions
  - 8<sup>th</sup> grade = 15 hours + reflection questions
- complete the 8<sup>th</sup> grade Community Project by the specified deadline date
- earn a C or better in all subject areas and conduct, **with no Ds or Fs in any subject area**
- be current with all financial obligations
- adhere to the expectations of the **Student Code of Conduct AND the Academic Honesty Policy**

Participation in 8<sup>th</sup> Grade Activities will be based on the following:

8 <sup>th</sup> Grade Field Trip	8 <sup>th</sup> Grade Dance	8 <sup>th</sup> Grade Awards Ceremony (Completion)	8 <sup>th</sup> Grade Awards Ceremony (Participation)
Have NO Level II or greater Code of Student Conduct Violations (SCM Referrals)	Have NO Level II or greater Code of Student Conduct Violations (SCM Referrals)	Have NO Level II or greater Code of Student Conduct Violations (SCM Referrals)	Have NO Level III or greater Code of Student Conduct Violations (SCM Referrals)
Have NO Conduct grades lower than C in all subject areas	Have NO Conduct grades lower than C in all subject areas	Have NO Conduct grades lower than C in all subject areas	Must meet minimum MDCPS academic requirements in accordance to the Student Progression Plan
Pay all school obligations to include Dues/Fees and Media Center Fees	Pay all school obligations to include Dues/Fees and Media Center Fees	Pay all school obligations to include Dues/Fees and Media Center Fees	Pay all school obligations to include Dues/Fees and Media Center Fees
	Complete and submit all required MYP Community Service Hours	Complete and submit all required MYP Community Service Hours	Complete a minimum of half of all required MYP Community Service Hours
		<b>SATISFACTORILY</b> complete the MYP Community Project by earning a minimum score of five (5).	Complete a minimum of 70% of the MYP Community Project and earning a minimum score of four (4).

Project requirements can be found on the school website: [www.fcmartin.dadeschools.net](http://www.fcmartin.dadeschools.net). It is expected that parents will assist their child(ren) through project completion. Each 8<sup>th</sup> grade student will be assigned a project supervisor. It is the student's responsibility to seek assistance from the supervisor as needed, throughout the school year. Supervisors will meet with each student at least two times during the duration of the project assignment. Additional meeting requests may be made by either the student or his/her supervisor. The scoring rubric should be used as a guide for satisfactory completion.



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

## STUDENT HONOR CODE

I understand that Frank C. Martin International K-8 Center has a rigorous academic program with high expectations for student achievement. I am committed to taking the steps necessary to promote my success in the International Baccalaureate Middle Years Programme, including:

- being on time for class each day
- reviewing all class work and completing daily homework, including reading assignments
- being prepared for school each day
- using the agenda book to promote organization and communication between teachers and parents
- studying for tests and quizzes
- **demonstrating academic honesty on all tests and quizzes, including refraining from plagiarizing work done by others**
- engaging in service learning projects
- participating in individual and group projects
- turning all assignments in on time
- seeking additional help from teachers and counselors
- working hard and cooperating with teachers
- participating in extra-curricular activities such as sports, clubs, community services, etc.
- observing the rules of technology use
- exhibiting honesty and behaving well in all classes
- **respecting other students and their property**
- observing rules of conduct at all times
- refraining from leaving school without permission
- ensuring my safety by providing the school with changes regarding travel to and from school for administrative approval
- exhibiting the right attitude

I also understand that the IB aims to develop internationally minded people, and therefore students are expected to exemplify the attributes expressed in the **IB Learner Profile**. They should strive to be:

- inquirers
- thinkers
- communicators
- risk takers

who are:

- balanced
- caring
- reflective
- knowledgeable
- principled and
- open-minded

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Parent's/Guardian's Signature

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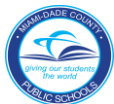
Date

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Student's Signature

---

Date



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

## Academic Honesty

Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act. Students at Frank C. Martin International K-8 Center are expected to strive to develop the attributes of The IB Learner Profile that are embedded throughout the curriculum and in the school’s daily life. Therefore, the IB Learner Profile is the cornerstone to the school’s Academic Honesty Policy. In developing Frank C. Martin’s academic honesty policy we encourage our students to be:

- Inquirers – who acquire the skills necessary to conduct inquiry and research
- Knowledgeable – who explore concepts, ideas and issues
- Principled – who act with integrity and honesty, take responsibility for their own actions
- Open-minded – who are accustomed to seeking and evaluating a range of points of view
- Risk takers – who are brave and articulate in defending their beliefs.

These qualities, when applied to learning and student work, will establish skills and behavior which support good practices to be found in the classroom, used for homework and continued to examination level.

### Forms and Definitions of Academic Dishonesty

**Cheating** is defined as using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else’s paper, copying from your notebook when you are supposed to use only your memory (e.g., on quizzes and tests), or copying someone else’s homework because you did not complete yours.

**Plagiarism** is defined as a form of cheating when you present another person’s words or ideas as your own without giving the originator credit for the information. Some common examples of plagiarism are copying information from a book or website without using quotation marks and without including a bibliography at the end of the assignment listing the sources used. All information in academic assignments that is not common knowledge must be cited and documented.

**Collusion** is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.

**Paraphrasing** is defined as using an author’s ideas by rewording or rearranging the author’s original words. Paraphrased materials still require the student to acknowledge the source.

### Consequences of Academic Dishonesty

Students will receive a “zero” or “no credit” for an assignment attempted or completed through cheating. At the discretion of the teacher, the student may be required to complete the assignment (or an equivalent) for **reduced credit**. Depending on the student’s history of misconduct, its intent, or its severity, other action may be taken, including detention or suspension. In especially serious cases or for second offenses, students who cheat may be dropped from the MYP at Frank C. Martin International K-8 Center at the discretion of the administration.

-----

I have reviewed the policies and procedures as outlined above and in the Student Agenda. I understand that it is my/my child’s responsibility to uphold these policies to remain in good standing at Frank C. Martin K-8 Center.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



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

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

SEPTEMBER 2023				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25) <sup>a</sup>	26	27	28	29

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

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

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22) <sup>a</sup>
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

JANUARY 2024				
M	T	W	T	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
8	9	10	11	12
<del>15</del>	16	17	18	(19) <sup>a</sup>
(22)	23	24	25	26
29	30	31		

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

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22) <sup>a</sup>
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

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

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

JUNE 2024				
M	T	W	T	F
3	4	5	(6)	(7)
<sup>a</sup> 10	<sup>a</sup> 11	12	13	14
17	18	(19)	20	21
24	25	26	27	28

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

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

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





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

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

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

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

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

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

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

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





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

**APPENDIX B – Florida Statutes and School Board Policies**

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

**Academics**

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



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

- Parents will be notified in advance when the reproductive health and disease lessons will be taught in the classroom and encouraged to review the program content and instructional materials.
- Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- 2432 – DRIVER EDUCATION
  - The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 - INSTRUCTIONAL MATERIALS, SCHOOL LIBRARY/MEDIA CENTER, AND OTHER EDUCATIONAL MATERIALS
  - Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.
  - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain a list of materials available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.



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

- **2623 - STUDENT ASSESSMENT**

- Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.
- State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
- Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.

- **5410 - STUDENT PROGRESSION PLAN**

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

## **Accident Reports/Incident Reports/School Safety**

- **1139 – EDUCATOR MISCONDUCT**

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

- **3213 - STUDENT SUPERVISION AND WELFARE**

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

- **5540 - INVESTIGATIONS INVOLVING STUDENTS**

- School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must



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

report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.

- 5772 - WEAPONS

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

- 7217 - WEAPONS

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

- 8405 - SCHOOL SAFETY

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

- 8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE

- The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms (see Policy 8420.01); and exposure as



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a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.

- The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.
- FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM
  - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFL has also been placed on each school site information page.

### **Admission, Registration and Immunization Requirements**

- 5112 - ENTRANCE REQUIREMENTS
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - Original birth certificate
    - Verification of age and legal name
    - Proof of a physical examination by an approved health care provider including a tuberculosis health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
    - Verification of parent/legal current residence (address)
  - Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.
  - The school shall abide by information provided by the parent who completes the initial registration documents or “registering parent”. Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Parents have the right to change the registering parent by agreement. Any subsequent change to the registering parent listed in the District’s student information system must be verified by both parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another District school. Any parent contesting the information on the initial registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an *Agreement to Change of Registering Parent Form* (FM-7600) at any time.



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- **5114 - FOREIGN STUDENTS**

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

- **5320 – IMMUNIZATION**

- All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
- A student who has not completed the required immunization will not be admitted to school.
- The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine including COVID-19 vaccine booster shots to help protect against the virus.

### **Animals on District Property**

- **8390 - ANIMALS ON DISTRICT PROPERTY**

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

### **Anti-Discrimination Policy**

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

- The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination and harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972.
- This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but





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not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

- **5517.01 – BULLYING AND HARASSMENT**

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

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

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
- All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the District's Title IX Sexual Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.
- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

### **Attendance Policy/School Hours**

- **5200 – ATTENDANCE**

- Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public



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

Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

- Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.
- Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS

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

- 5230 - LATE ARRIVAL AND EARLY DISMISSAL

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

- 8220 - SCHOOL DAY

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





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## **Ceremonies & Observances**

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

## **Class Size**

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

## **Clinic**

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

## **Code of Student Conduct**

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option.



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Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.

- **5136.02 - SEXTING**

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

- **5500 - STUDENT CONDUCT AND DISCIPLINE**

- Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The *Code of Student Conduct Elementary*, *Code of Student Conduct Secondary*, and the *Post-Secondary Code of Student Conduct*, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.
- The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for the maintenance of appropriate student behavior are issued by memorandum from District administration.
- The Superintendent shall make the Code of Student Conduct available to all students and their parents.

- **5511 - DRESS CODE AND SCHOOL UNIFORMS**

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

## **Digital Conversion/Social Media**

- **7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**

- The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and



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

## **Equal Opportunity**

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

## **Fieldtrips/School Social Events**

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



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

- 5850 - SCHOOL SOCIAL EVENTS
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

## **Financial Obligations**

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

## **Food & Nutrition/Wellness Policy**

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

## **Fundraising**

- 5830 – STUDENT FUNDRAISING
  - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored



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

event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

- No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- 6605 – CROWDFUNDING
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
- 9211 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

### Health Screening

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

### Homework

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. While homework should provide opportunities for students to reinforce what is taught in the classroom, the assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge. Homework assignments should engage students in purposeful,



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

relevant learning that meets their academic needs, with assignments emphasizing quality and depth over length and repetition. Homework is not to be assigned as punishment.

## **Internship**

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

## **Parent Choice Student Transfers**

- 2431 - INTERSCHOLASTIC ATHLETICS
  - The District's program of interscholastic athletics shall include all activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district. Middle school/K-8 center athletic teams may not play out-of-county or against out-of-county teams within the county. All students shall be permitted to select their own school team sports activities without duress or interference by any employee.
  - All high schools may become members of and be governed by the Florida High School Athletic Association (FHSAA) rules and regulations.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet programs/schools that are subject to specific admissions requirements and governed by School Board Policy 2370, Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year. Controlled open enrollment transfers are subject to approval by the Region Superintendent.



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

## Parent Involvement

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

## Pledge of Allegiance

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

## Privacy

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

## Schools of Choice/Magnet Schools

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





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

## **School Transportation/Bus Safety Conduct**

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

## **Exceptional Student Education/Section 504**

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

## **Student Activities**

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

## **Student Records/Access to Student Records**

- 8330 - STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS
  - In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records.
  - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to





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

disclosing personally identifiable student information, except under certain circumstances.

- **8350 - CONFIDENTIALITY**

- A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

## **Student Services**

- **2290 - CHARACTER EDUCATION**

- The School Board shall assist all students in developing the core values and strength of character needed for them to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

- **5530 - DRUG PREVENTION**

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

## **Title I – Schoolwide Program**

- **2261 - TITLE I SERVICES**

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

## **Technology**

- **7540 – COMPUTER TECHNOLOGY AND NETWORKS**

- The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School



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

Board prohibits any access and use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

- 7540.01 – TECHNOLOGY PRIVACY

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

- 7540.06 – STUDENT ELECTRONIC MAIL

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

### **Threat Assessments**

- FLORIDA STATUTES, SECTION 1006.07(7)

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

### **Visitors**

- 9150 - SCHOOL VISITORS

- Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.
- The principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual. A visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.



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


## **Volunteer Program**

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



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

## APPENDIX C – Parents' Bill of Rights



# PARENTS' BILL OF RIGHTS

## Parent Rights and Responsibilities Under Florida Statutes:

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

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



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

APPENDIX D – FortifyFL



# FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

## QUICKLY AND EASILY SUBMIT A TIP

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

### Anonymous or Non-Anonymous

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

### Convenient

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

### Include Photos and Video

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

## QUICKLY SEND TO AUTHORITIES

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



### Your School Officials

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

### Local Law Enforcement

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

### State-Level Officials

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

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

# #FORTIFYFL

# GETFORTIFYFL.COM





FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org





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

## APPENDIX E – Discrimination/Harassment Poster and Policy

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

### DISCRIMINATION / HARASSMENT

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

**The School Board Policy Covers the Following Protected Categories:**

<p><b>AGE</b> - This category prevents denial of employment and/or educational opportunities because of a person's age.</p> <p><b>CITIZENSHIP STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.</p> <p><b>COLOR</b> - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.</p> <p><b>DISABILITY</b> - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.</p> <p><b>ETHNIC/NATIONAL ORIGIN</b> - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.</p> <p><b>GENDER</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.</p> <p><b>GENDER IDENTITY</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.</p> <p><b>GENETIC INFORMATION (GINA)</b> - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.</p> <p><b>LINGUISTIC PREFERENCE</b> - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.</p>	<p><b>MARITAL STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.</p> <p><b>POLITICAL BELIEFS</b> - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.</p> <p><b>PREGNANCY</b> - This category prevents denial of employment and/or educational opportunities for women who are pregnant.</p> <p><b>RACE</b> - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.</p> <p><b>RELIGION</b> - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.</p> <p><b>SEX</b> - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.</p> <p><b>SEXUAL ORIENTATION</b> - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.</p> <p><b>SOCIAL AND FAMILY BACKGROUND</b> - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.</p>
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**Sexual Harassment will NOT be tolerated.**

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

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

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

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

**Office of Civil Rights Compliance (CRC)**  
 Executive Director/Title IX Coordinator  
 155 N.E. 15th Street, Suite P104E  
 Miami, Florida 33132  
 Phone: (305) 995-1580 TDD: (305) 995-2400  
 Email: [crc@dadeschools.net](mailto:crc@dadeschools.net)  
 Website: <http://www.hrdadeschools.net/civilrights/>

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

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

Rev: 07/2020



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

## Anti-Discrimination Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### In Addition:

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

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

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E  
Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://dadeschools.net/civilrights>

Revised 07/2020

