

School Operations
Elementary School Parent/Student Handbook
2016-2017



**Fairlawn Elementary
Community School**

Miami-Dade County Public Schools

School Board Members

Ms. Perla Tabares Hantman, Chair
Dr. Lawrence S. Feldman, Vice-Chair
Dr. Dorothy Bendross-Mindingall, Member
Ms. Susie V. Castillo, Member
Mr. Lubby Navarro, Member
Dr. Wilbert “Tee” Holloway, Member
Dr. Martin Karp, Member
Dr. Marta Perez, Member
Ms. Raquel A. Regalado, Member

Superintendent of Schools

Alberto M. Carvalho



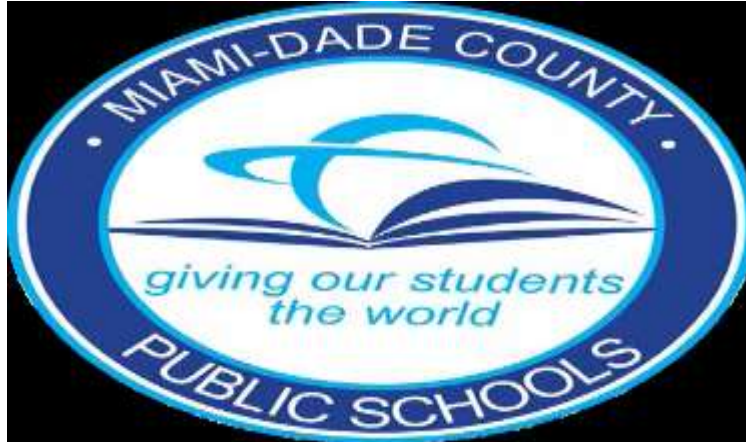
Miami-Dade County Public Schools

August 2016

TABLE OF CONTENTS

District's Vision/Mission	Messages and Use of Telephones	Clinic
Message from Principal	Lost and Found	Medication
Message from Assistant Principal	Cafeteria	Counselor Request
School's Mission Statement	Food Cost	School Psychologist
Alma Mater	Free Breakfast	School Social Worker
Biography of person the school is named after (if applicable)	Halls/Hall Passes	Speech Therapy
School Information	Code of Student Conduct	The Parent Academy
Website	Violations	Volunteer Program
Faculty Roster	Student Rights and Responsibilities	Title I
Feeder Pattern Schools	Dress Code	Parents-Right to Know Letter
District Calendar	Publications	Free/Reduced Lunch Program
Important Dates	Procedures for Addressing Concerns	PAYPAMS
Testing	School Center for Special Instructions (SCSI)	Cafeteria Rules
Interim Progress Reports	Transportation Eligibility	Registration Procedures
Report Cards	Safety and Security	Confidential Information
Activities	The Emergency Operations Plan	Parent-Teacher Association (PTA/PTSA)
Clubs	Accident Reports	Emergency Contact Information
Fieldtrips and Special Activities	Code Yellow/Code Red	Health Screening
Parties in School	Closing of School	Immunizations
Fundraisers	Fire Drills	Insurance
Attendance Policy	Transporting Students to School	Parent Portal
Attendance Review Committee	Bicycles/Skateboards	Financial Obligations
Excused Absences and Tardies	Visitors	Grade Reporting
Unexcused School Absence	Elevator	Academic Grades
Bringing Pets to School	Media Center	Uniform Policy
Arrival/Dismissal	Access	Cell Phones
School Hours	Checkout of Books	Internet Use Policy
Bell Schedule	Special Education	Conduct
Before and After School Care Program	Student Services	Out of Area Transfer
Late Arrival	Interim Progress Report	Textbooks
Early Dismissal	Homework / Make-up Assignments	Permanent Records
Rainy Day Dismissal	Academic Advisement	
Comprehensive Reading Plan	Career Specialist	
Grade Point Average		
Honor Roll Qualifications		

Miami Dade County Public Schools



Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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

Message from the Principal

I would like to personally welcome all members of our community to Fairlawn Elementary Community School. It is both an honor and a pleasure to serve as principal of this special school. I consider the responsibility of educating youth, our school's primary objective and a task of the highest importance. It is for that reason that we employ a highly trained staff comprised of administrators, professional educators, and other non-instructional personnel who are essential in providing a safe and effective learning environment. Together, our staff will ensure that students of all ages ranging from Pre-Kindergarten to the wonderful senior citizens who attend classes through our community school will receive a quality education. Once again, my sincerest welcome and I look forward to meeting and working with all of you.

Heather D. Tyler, Principal

Interim Progress Report Schedule

Grading Periods	Distribution Date
1	September 22, 2016
2	December 8, 2016
3	February 23, 2017
4	May 4, 2017

Activities

Clubs

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

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

Fieldtrips and Special Activities

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

Parties in School

Birthday parties are not allowed. Also, students must earn the right to attend special activities or receive treats by demonstrating good behavior in school.

Fundraisers – Board Rule 6Gx13- 5C-1.07

Sale of magazines shall be permitted by students in grades 9, 10, 11, and 12 only. Solicitations shall be permitted in homes only if a student is accompanied by an adult; no soliciting in offices or businesses of any kind. The fundraising activities in each school shall be limited to two weeks. Promotional activities shall be kept within reasonable bounds and competition among schools, and among students in individual schools, shall not be unduly stimulated.

Attendance Policy – Board Rule 6Gx13- 5A-1.041

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. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee

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

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

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

Unexcused School Absence

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

1. Absences due to vacations, personal services, local non-school event, program or sporting activity

2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Bringing Pets to School

Students are not allowed to bring pets to school.

Arrival/Dismissal

School Hours: PK-1st Grade 8:20 a.m. – 1: 50 p.m.
 2nd – 5th Grade 8:35 a.m. – 3:05 p.m.
 Wednesday all students dismiss at 1:50 p.m.

Bell Schedule Five minutes prior to school hours listed above.

Classroom Supplies Please speak with classroom teacher or obtain a copy from the main office.

Before and After School Care Program Please call the school for more details.

Late Arrival

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.

Early Dismissal - Board Rule 6Gx13- 5A-1.041

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

Rainy Day Dismissal! A letter will be sent home the first day of school for the parent to designate dismissal preference for their child.

Comprehensive Research Based Reading Plan

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

Lost and Found

Main office

Cafeteria

Food Cost

Breakfast	Lunch Students	\$2.25
All Students No charge	Reduced Price, Students	\$0.40
Adults \$2.00	Adults	\$3.00

Free Breakfast

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

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of the next school year.**

PAYPAMS

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments.
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

Cafeteria Rules (optional/customize)

- Keep in a single line
- Always be courteous to the cafeteria workers
- Always use acceptable table manners
- Discard the trash appropriately

Registration Procedures

In the main office you will receive all the information needed.

Confidential Information

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

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

Parent-Teacher Association (PTA/PTSA)

The Fairlawn Elementary Community School Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

Halls/Hall Passes

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

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

Code of Student Conduct

A copy of the Student Conduct can be found at our school's website at www.fairlawn.dadeschools.net

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

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

LEVEL I

Disruptive Behaviors

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



Special Notes

- * See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

RANGE OF CORRECTIVE STRATEGIES

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

PLAN I

- Parent/guardian contact **
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) ***
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan

Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

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

LEVEL II

Seriously Disruptive Behaviors

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

Special Notes

- * See Sexual Offenses (other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of **PLAN III** for repeated, serious or habitual **Level II** infractions.

PLAN II

- Parent/guardian contact **
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days***
- Diversion Center



Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

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

LEVEL III

Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)*
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)**
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment**
- Trespassing
- Vandalism (major)

Special Notes

➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. *

* Bullying infractions do not require a SPAR

** Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

PLAN III

- Parent/guardian contact***
- Suspension from school for one to ten days****
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion



Special Notes

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

**** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

LEVEL IV

Dangerous or Violent Behaviors

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

RANGE OF CORRECTIVE STRATEGIES

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

PLAN IV

- Parent/guardian contact*
- Suspension from school for one to ten days**
- Recommendation for alternative educational setting
- Recommendation for expulsion.



Special Notes

➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

Special Notes

* Good Faith attempt must be made immediately to contact parent/guardian by telephone.

** Send written notice to parent/guardian within 24 hours via U.S. mail.

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

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

LEVEL V

Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school*
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.*

Special Notes

➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

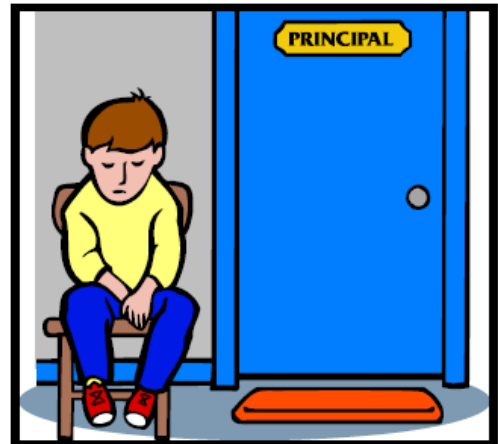
* Mandatory one year expulsion.

RANGE OF CORRECTIVE STRATEGIES

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

PLAN V

- Parent/guardian contact **
- Suspension from school for ten days ***
- Recommendation for expulsion



Special Notes

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

*** Send written notice to parent/guardian within 24 hours via U.S. mail.

➤ This level of infraction may result in an expulsion requiring School Board action.

Student Rights and Responsibilities

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

Dress Code – Board Rule 6Gx13- 5C-1.031

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

Uniform Policy Uniform at Fairlawn Elementary Community School is mandatory.

Cell Phones

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

Internet Use Policy – see Board Rule 6Gx13- 6A-1.112

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Health Screening

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

Scoliosis Screening (6th grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056, and School Board Rule 6Gx13-5D1.021 School Health Services Program, mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. A sample letter (**FM-4382**) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations

Requirements for School Entry:

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

Insurance

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward 2015-2016 enrollment application and additional information to the parents.

Parent Portal

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes them to sites such as Parent Academy, School of Choice, etc.

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



Miami-Dade County
Public Schools
Presents the gateway to your

"myDadeschools" Parent Portal It is as easy as 1, 2, 3, 4

- 1 Obtain your 6 digit Parent Identification Number (PIN)**
By visiting your child's school
- 2 Create a parent account, login to:**
<http://myportal.dadeschools.net/parent>
- 3 IT IS RECOMMENDED (AFTER 24 HRS) TO RESET YOUR PASSWORD WITH PASSWORD MANAGEMENT P-SYNCH**
- 4 Login to "myDadeschools" - Parent Portal**
for student grades, attendance, and important information

www.dadeschools.net

Financial Obligations (Customize for elementary or high school as needed/optional)

All financial obligations incurred, i.e. school fees, textbook loss or damage, overdue or lost library books, must be paid in the school treasurer's office.

Grade Reporting

Academic Grades

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

KINDERGARTEN GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

K-12 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct

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

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

Honor Roll Qualifications

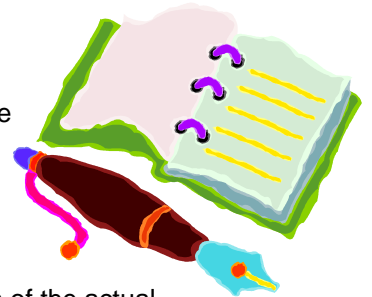
	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	All As	All As and Bs	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All As	All As and Bs	All As and Bs	All As

Interim Progress Report

Interim progress reports must be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

Homework / Make-up Assignments (customized)

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).



Out of Area Transfer – Board Rule 6Gx13- 5A-1.08

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Regional Superintendent (or designated Regional Director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 105 percent in the 2007-2008 school year; below 100 percent in the 2008-2009 school year, and below 100 percent thereafter.

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

Textbooks

Issued to students by teacher, parents and students are responsible for keeping books in good working order. In the event that a book is lost or stolen, parents and students are responsible for paying for the missing book. If a student transfers to another school, all textbooks must be turned in prior to his/her departure.

At the end of each school year parents and students are responsible for ensuring that all textbooks are returned to the school in good working condition.

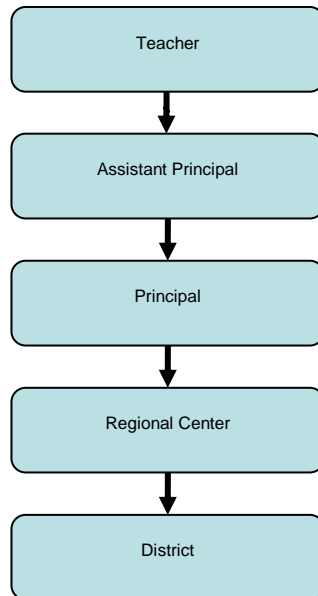
Permanent Records (FYI – from the Student Educational Records Manual)

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

- a) pupil's or student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn

Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



School Center for Special Instructions (SCSI)

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

Transportation Eligibility

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

Safety and Security

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

Transporting Students to School

It is the responsibility of parents or caregiver to ensure that all students are transported to school safely and on time on a daily basis.

Visitors

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

Elevator

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

Media Center

The media center is open for students to check out and return book, on a daily basis, during school hours.

Special Education

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

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

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

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

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

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

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

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

Student Services (Customize - Add information as needed, remove sections that don't apply to you)

Clinic

Staff members have been trained to administer prescribed medication to students. Students who are required to take medication during the school day must have the medication in its original container along with the original prescription on file. Students taking medication during the school day must also have a Health Plan signed by the Health Provider on file at the school.

The Parent Academy

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

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

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

- Help Your Child Learn (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Early Childhood (*Example: Developing Early Literacy Skills*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Languages (*Example: American Sign Language for Families*)
- Computer Technology (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Financial Skills (*Example: Financing Your Child's College Education*)
- Personal Growth (*Example: GED Preparation – offered through Adult Education*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy's Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

Volunteer Program

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

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none">• Day chaperones for field trips• Classroom assistants• Math and/or reading tutors.	<ul style="list-style-type: none">• Certified Volunteers• Mentors• Listeners/Oyentes• Athletic/Physical Education assistants• Overnight chaperones.

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Complete Registration Form #1764, date and sign, and submit to a school or work location.
- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

TITLE I ADMINISTRATION (Applicable to Schools in Title I Program)

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

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

PROGRAM COMPONENTS:

- *Title I Program Parent Notification Letter
- *Title I School's District Wide Parental Involvement Policy
- *Title I School-Parent Compacts
- *Supplemental Educational Services (SES) (*varied documents*)
- Parent Orientation Meeting -- "Open House"
- Title I District Advisory Council (DAC)
- Title I Regional Centers Parent Advisory Council (PAC)
- Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless, Inc. (CPHI)
- Title I Migrant Education Program (MEP)
- Title I Challenging Higher Education for Students in our Schools (CHESS) Program
- Title I Home Instruction for Parents of Preschool Youngsters (HIPPY) Program

RESOURCE CENTERS:

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Parent Resource Center (Opening in the Fall of 2008)

Title I Parent Resource Center – North
(located inside Northside Shopping Center)
7900 NW 27th Avenue, Suite F9
Miami, FL 33147

Title I, M-DCPS Office of Parental Involvement and Nova Southeastern University Partnerships -- Parent Resource Centers:

Miami-Dade County Public Schools
Office of Parental Involvement
1450 NE 2nd Avenue, Suite 216
Miami, FL 33132

Florida School Choice North Parent Resource Center
Nova Southeastern University
1750 NE 167th Street, Room 166-B
North Miami Beach, FL 33162

Florida School Choice South Parent Resource Center
Nova Southeastern University
8588 SW 124th Avenue, Room 420
Kendall, FL 33183

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please ask to see the current school year's Title I Administration Handbook at your child's school site, or visit

www.title1.dadeschools.net.

Dear Parents/Guardian:

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

You have the right to request the following information:

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

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

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

Sincerely,

Heather D. Tyler
Principal

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

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

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

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

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

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

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

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

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

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

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

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.