

**School Operations**  
**Senior High School Parent/Student Handbook**  
**2019-2020**



**William H. Turner Technical Arts High School**

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# **Miami-Dade County Public Schools**

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Mr. Alberto M. Carvalho

## **SCHOOL OPERATIONS**

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# 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.*

## Values

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

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

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

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

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

William H. Turner Technical Arts High School prides itself in providing excellence, rigor, and hope for all students. Our teaching and counseling staffs are committed to offering “safety net” activities to ensure students succeed academically and socially. Career Technical Education (CTE) is the cornerstone of our school. We have successfully provided the “2 for 1”, an industry certificate and high school diploma, to graduates since 1993. Teaching and learning are guided by the principles of High Schools that Work and the Coalition of Essential Schools. During the 2005-2006 school year the Turner Tech family that includes our parents and business partners will work to achieve the following goals: · Developing a systematic and committed plan to transform our classrooms into communities of critical thinkers. · Using the Continuous Improvement Model (CIM) to implement the recommendations from the Southern Association of Colleges and Schools (SACS) Quality Assurance Team. · Develop and implement a Literacy Plan to include reading, numeracy, and financial planning. As principal, I remain committed to providing visionary leadership, along with the administrative team, to support the faculty and staff in all efforts to improve student achievement. We pledge to be accountable in our fiscal and human resource management.

**UWEZO B. FRAZIER**

Principal

## **William H. Turner Technical Arts High School Mission Statement**

**To equip our students with the academic and professional  
expertise necessary for success in a global society.**

### **Alma Matter**

Dear Turner Tech, Oh Turner Tech  
You are our pride. You – we respect.  
Our voice we raise to sing your name  
Everlasting praise we do proclaim!  
To you – Turner Tech  
Always at your side; forever more  
You charged us with responsibility.  
We pledge thee our loyalty; we pledge thee our loyalty  
Alma Mater! Alma Mater to thee we will be true.

### **Biography**

#### **William H. Turner “Bill Turner”**

William H. Turner was born in 1931, in the Overtown community of Miami, FL. He received a Bachelor of Science degree from Bethune-Cookman College in Daytona Beach, FL, in 1956, a Master of Education degree from the University of Miami in 1969, and a Doctor of Law degree from Faith College in Birmingham, AL, in 1982. Turner began his career working as a police officer (1956-1957) and public school teacher (1957-1971) in Dade County. In 1971, he was elected to the Dade County School Board, becoming the first African American to serve on the Board. His first term on the School Board ended in 1978, when he was defeated in a re-election bid, but, he was re-elected in 1982. He then served on the School Board until 1992, serving as Board Chair from 1989-1991. In 1992, Turner was elected to the Florida State Senate, representing District 36 in Dade County, and served as a state senator until 1998, when he was defeated in a Democratic primary. William H. Turner Technical Arts High School in Miami-Dade was named for him in 1993. Senator Turner passed away in 2002.

## **School Information**

William H. Turner Technical Arts High School is a school designed with seven small learning communities based on career pathways. The seven career academies are Veterinary Science and Agriculture Technology, Construction Management & Architectural Technology, Finance, Health, Industrial/Entertainment Technology, Information Technology & Entrepreneurship, and Public Service. As a School of Choice, William H. Turner Technical Arts High School serves 1527 students who reside primarily in the northern portion of the Miami-Dade County School District Region 1. The demographic make-up of the school is as follows: White students = 1%, Black students = 78%, Hispanic students= 20%, other students= .05%. The student body is comprised of 36% males and 63% females. The School graduation rate from the 2012-2013 year was 97.00% which is higher than the district and state graduation percentage. The High Schools That Work principles and benchmarks of high expectations, vocational studies, academic studies, programs of study, work-based learning, teachers working together, students actively engaged, has created an environment of success and achievement for all of our students.

Turner Tech has been recognized by the United States Department of Education as a New American High School (1996, one of ten schools recognized), United States Department of Education/Big Picture Company New Urban High School (1997, one of five schools recognized), Florida Department Of Education New Millennium High School (2000, one of ten schools selected), Coalition of Essential Schools, SREB High Schools That Work 1999, High Schools That Work Design Studio 2001, Tech Prep, School To Work, National Information Coordinating Committee NOICC 1998, American Federation of Teachers AFT National Model for School Reform (1997, one of five schools recognized), Honorable Mention as Fordham University National Model for School Change 2002, Washington Mutual Parent Resource Center 2001, Not Unique Strengths for next year Teen Biz 3000 for ELL 2008, William H. Turner Technical Arts High School was selected for the Broad Award visit 2008, and U.S. News and World Report listed Turner Technical as the bronze medal award winner for Top High Schools in the Nation 2007 and 2008.

## **Website**

<http://turnertech.dadeschools.net>

### Feeder Pattern Schools

Elementary Schools	Middle School	Senior High School
Arcola Lake	Madison	Miami Central
Benjamin Franklin	Westview	William H Turner Tech
Broadmoor		
Carrie Meek/Westview		
Henry E. S. Reeves		
Lakeview		
Miami Park		
Van E Blanton		





# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2019-2020 SCHOOL CALENDAR

### ELEMENTARY AND SECONDARY

July 2019				
M	T	W	T	F
1	2	3	<del>4</del>	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
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				

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

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

December 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
23	24	25	26	27
30	31			

January 2020				
M	T	W	T	F
		<del>1</del>	<del>2</del>	<del>3</del>
6	7	8	9	10
<del>13</del>	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	T	F
3	4	5	6	7
<del>10</del>	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	20
23	24	25	26	27
30	31			

April 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
<del>18</del>	19	20	21	22
25	26	27	28	29

June 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt

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

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2019-2020 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY  
MIAMI, FLORIDA**

August 14, 2019	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 19	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
September 30*+##	Teacher planning day; no students in school
October 9*+##	Teacher planning day; no students in school
October 24	End first grading period; first semester
October 25	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 28	Begin second grading period; first semester
November 4	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 27*+##	Teacher planning day; no students in school
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 23- January 3, 2020	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End first semester and second grading period
January 17	Begin third grading period; second semester
January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
February 17	All Presidents Day; holiday for students and employees
March 20	End third grading period; second semester
March 23-27	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 30	Begin fourth grading period; second semester
April 10*+##	Teacher planning day; no students in school
May 25	Observance of Memorial Day; holiday for students and employees
June 3	Last Day of School; end fourth grading period; second semester
June 4	Teacher planning day; not available to opt; no students in school

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

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 7, 2019	June 4, 2020
Assistant Principals and 10-month clerical	August 7, 2019	June 11, 2020
Cafeteria Managers	August 9, 2019	June 4, 2020
Satellite Assistants	August 13, 2019	June 3, 2020
All Instructional Staff, Paraprofessionals & Security	August 14, 2019	June 4, 2020
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2019	June 3, 2020
Cafeteria Workers (part-time)	August 19, 2019	June 3, 2020

**\*Teachers/paraprofessionals and school support personnel** may opt to work one, two or three days, August 9, 12, 13, 2019, or June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 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, two or three days, June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one, two or three days, August 2, 5, 6, 2019, or June 12, 15, 16, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019 are District-wide Professional Development Days and are not available to opt.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2019-2020 SCHOOL CALENDAR  
ADULT/VOCATIONAL EDUCATION**

**HOLIDAYS 2019**

September 2	Labor Day
November 11	Veterans' Day
November 28	Thanksgiving Day

**HOLIDAYS 2020**

January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 17	All Presidents' Day
May 25	Observance of Memorial Day
July 3	Fourth of July

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
10	19	21	16	15	19	19	17	7	14	20	21	18	0
<b>TOTAL: 81</b>					<b>TOTAL: 62</b>				<b>TOTAL: 73</b>				
<b>TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216</b>													

\*Teachers may opt to work one, two or three days, August 9, 12, 13, 2019, or July 30, 31, August 3, 2020, in lieu of any of the teacher planning days except August 14, 2019, August 16, 2019 and the designated District-wide Professional Development Days, August 15, 2019, October 25, 2019 and November 4, 2019. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

\*\*July 29, 2020 is a Teacher planning day; not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2019 - 2020 TESTING CALENDAR, GRADES PreK-12  
Tentative: August 15, 2019

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2019 - 2020 TESTING CALENDAR, GRADES PreK-12**  
**Tentative: August 15, 2019**

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
July 15-26	Florida Standards Assessments: End-of-Course Assessments Algebra 1 CBT <sup>2</sup>	FSA EOC	Grades 9-12, eligible	Federal and State
July 25 – 26	Alternative Assessment for Grade 3 Promotion (SAT-10)	AAGTP	Grade 3, retained	State <sup>1</sup>
August 19 – September 13	Interim Assessment Tests (Baseline): Science	BBA	Grades 5, 8	State <sup>1</sup>
August 19 – September 17	Florida VPK Assessment (AP1)	VPK	Prekindergarten	State
August 19 – October 2	Galileo Baseline Assessment for Head Start Students	Galileo	Head Start students	Federal <sup>1</sup>
August 19-October 1	Florida Kindergarten Readiness Screener (STAR Assessment)	FLKRS	Kindergarten	State
August 19- November 1	Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)	FAIR-FS	Grades 9-10 <sup>3</sup>	State
August 26 – September 27	i-Ready Diagnostic Test <sup>2</sup> (AP1)	i-Ready	Grades K-8 <sup>3</sup>	State <sup>1</sup>
September 3 – November 26	Fitness Pretest	Fitness	Grades 2 - 12	District
September 9-20	Florida Standards Assessments English Language Arts Grade 10 Retake CBT <sup>2</sup> Writing Component	FSA ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
September 9-27	Reading/Listening Component			
September 9-27	Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT <sup>2</sup>	FSA EOC	Grades 6-12, eligible	Federal and State
	Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT <sup>2</sup>	NGSSS EOC		
October 7 – November 1	District ELA Writing Test	DWT	Grades 4-10, optional	District offered
October 14 – May 22	National Assessment of Educational Progress Long-Term Trend Reading and Mathematics,	NAEP	Ages 9, 13, and 17 selected schools	Federal
October 16	Preliminary SAT 8/9 - PBT	PSAT 8/9	Grades 8 & 9, optional	Nationally Offered
October 16	Preliminary SAT / National Merit Scholarship Qualifying Test	PSAT / NMSQT	Grade 9, Optional	Nationally Offered
			Grade 10	State
			Grade 11, Optional	Nationally Offered
November 4 – February 14	Florida Assessments for Instruction in Reading <sup>2</sup> Assessment Period 2 (AP2)	FAIR-FS	Grades 9-10 <sup>3</sup>	State
November 6 – 7	Grade 3 Mid-Year Promotion (ITBS)	GTMYP	Grade 3, retained	State <sup>1</sup>
November 18 – December 20 or January 6-31	Florida Standards Assessments English Language Arts – Writing – Paper (Field Test)	FSA	Grades 4-6 selected schools	Federal and State
	Florida Standards Assessments English Language Arts – Writing – CBT <sup>2</sup> (Field Test)		Grades 7-10 selected schools	
November 18 – December 20	Mid-Year Assessments English Language Arts, Algebra 1, Geometry <sup>2</sup>	MYA	Grades 9-10, EOC enrolled	State <sup>1</sup>
December 2 - 20	Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT <sup>2</sup>	FSA EOC	Grades 6-12, eligible	Federal and State
	Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT <sup>2</sup>	NGSSS EOC		
December 2 – 20	i-Ready Diagnostic Test <sup>2</sup> (AP2)	i-Ready	Grades K-8 <sup>3</sup>	State <sup>1</sup>
January 6 – May 1	Fitness Posttest	Fitness	Grades 2 - 12	District
January 8 - 24	Florida VPK Assessment (AP2)	VPK	Prekindergarten	State
January 17 – May 1	Grade 3 Reading Student Portfolio	GTRSP	Grade 3	State <sup>1</sup>
January 21 – February 21	Mid-Year Assessments Science, Biology 1, United States History, and Civics	MYA	Grades 5, 8, EOC enrolled	State <sup>1</sup>
January 27 – March 20	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs 2.0)	ACCESS	Grades K-12, all current ELLs	Federal and State
February 17 – June 6	Florida Assessments for Instruction in Reading <sup>2</sup> Assessment Period 3 (AP3)	FAIR-FS	Grades 9-10 <sup>3</sup>	State

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2019 - 2020 TESTING CALENDAR, GRADES PreK-12**  
**Tentative: August 15, 2019**

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
February 24 – March 13	Florida Standards Assessments English Language Arts Grade 10 Retake – Writing and Reading Components CBT <sup>2</sup>	FSA ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	Algebra 1 Retake CBT <sup>2</sup>	FSA EOC ALGEBRA 1 RETAKE	Grades 6- 12, eligible Retake only	
March 2 – April 17	Florida Standards Alternate Assessment English Language Arts and Mathematics	FSAA	Grades 3-8 <sup>4</sup>	Federal and State
	Writing		Grades 4-8 <sup>4</sup>	
	Science		Grade 5 and 8 <sup>4</sup>	
	End-of-Course Assessment (Civics)		Grade 7 <sup>4</sup>	
March 16 – May 1	Florida Standards Alternate Assessment English Language Arts	FSAA	Grade 9 and 10 <sup>4</sup>	Federal and State
	Writing		Grade 9 and 10 <sup>4</sup>	
	End-of-Course Assessments: Algebra 1, Biology 1, Geometry, and U.S. History		Grade 9-12 enrolled <sup>4</sup>	
April 1 - 14	Florida Standards Assessments English Language Arts – Reading Paper	FSA	Grades 3	Federal and State
	Florida Standards Assessments English Language Arts – Writing Component – Paper		Grades 4 – 6	
April 1 – 14	Florida Standards Assessments English Language Arts – Writing Component – CBT <sup>2</sup>	FSA	Grades 7 - 10	Federal and State
April 6 – 9	Stanford Achievement Test, Tenth Edition Reading and Mathematics	SAT-10	Grades K-2	District
April 27 – June 12	Cambridge Advanced International Certificate of Education Examinations	AICE	Grades 9 -12, enrolled and registered	Internationally offered
May 1-29	Florida Standards Assessments English Language Arts – Reading -CBT <sup>2</sup>	FSA	Grades 7-10	Federal and State
	Mathematics – CBT <sup>2</sup>		Grades 7-8	
May 1-29	Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT <sup>2</sup>	FSA EOC	Grades 6-12, eligible	Federal and State
	Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT <sup>2</sup>	NGSSS EOC		
May 4 - 15	Advanced Placement Exams	AP	Grades 8-12, enrolled and registered	Nationally Offered
May 4 – 15	Florida Standards Assessments English Language Arts – Reading -Paper	FSA	Grades 4 – 6	Federal and State
May 4 - 15	Mathematics - Paper		Grades 3-6	
May 4 – 15	Statewide Science Assessments Science -Paper	Science	Grades 5 and 8	Federal and State
May 4 - 22	International Baccalaureate External Written Examinations	IB	Grades 11-12, enrolled and registered	Internationally Offered
May 4 – June 2	i-Ready Diagnostic Test (AP3)	i-Ready	Grade K-2, 4-8 <sup>5</sup> eligible	State <sup>1</sup>
May 6 - 22	Florida VPK Assessment Assessment Period 3 (AP3)	VPK	Prekindergarten	State
May 18 – June 2	Alternative Standardized Reading Assessment (i-Ready or ITBS)	ASRA	Grade 3 <sup>6</sup> eligible	State <sup>1</sup>

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
 2019 - 2020 TESTING CALENDAR, GRADES PreK-12  
 Tentative: August 15, 2019

COLLEGE ENTRANCE EXAMINATIONS NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS			
SAT and SAT Subject Test Dates*		ACT Test Dates	
August 24, 2019	March 14, 2020 (SAT Only)	September 14, 2019	April 4, 2020
October 5, 2019	May 2, 2020	October 26, 2019	June 13, 2020
November 2, 2019	June 6, 2020	December 14, 2019	July 18, 2020
December 7, 2019		February 8, 2020	
SCHOOL DAY ADMINISTRATION Non-Reportable Scores <u>Only</u> for High School Graduation Test Concordance			
SAT		ACT	
March 4, 2020		February 25, 2020	

\* SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance

## Important Dates

### Back to School Nights – Open House

School Level	Window Period	School Date
Elementary/K8 Center	September 9-12, 2019	
Middle Schools	September 16-19, 2019	
Senior High	September 23-26, 2019	
Special Centers	October 3-4 & 8-9, 2019	

### *Interim Progress Report & Report Card Distribution*

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/20/2019	11/8/2019
2	12/6/2019	1/31/2020
3	2/21/2020	4/13/2020
4	5/1/2020	6/19/2020

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

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

### **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.

#### **Non-School Sponsored Clubs**

The State of Florida prohibits the participation of public school students in Fraternities or Sororities, or any other secret society whose active membership is comprised wholly or partly by public school students and its members are selected based on the decision of its members, and not on the rules of the school.

### **Fieldtrips and Special Activities**

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

### **Senior Activities**

Students and parent(s)/guardian(s) must read and sign the Miami-Dade County Public Schools Contract for Student Participation in Interscholastic Competitions or Performances (FM-7155) (08-07).

### **Fundraisers – Board Policy 5830**

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An *Application for Fundraising Activity*, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, *Region Center Approval for Fundraising Activity (Community Sales)*.

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

### **Athletics**

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. Athletics at the K-8 Centers consists of intramural programs. 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. If a student attends a M-DCPS senior high school that does not offer athletics, he or she may participate at their home zoned high school.

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, 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.

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 for clarification.

### **Attendance Policy – 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.

### **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 the immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. 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. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
7. Outdoor suspension.
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the Principal. 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 shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences include:

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

**Arrival/Dismissal**

**School Hours:** 7:15 a.m. – 2:20 p.m.

**Regular Bell Schedule:**

7:15	5 min. Warning
7:20 – 8:55	1st Block
8:55 – 9:00	Pass
9:00 – 10:25	2 <sup>nd</sup> Block
10:25 – 10:30	Pass
10:30 – 11:55	3 <sup>rd</sup> Block (Lunch 11:55 – 12:45)
12:45 – 12:50	Pass
12:50 – 2:20	4 <sup>th</sup> Block
2:10 – 2:20	Announcements
2:00 – 2:20	Eagle Shutdown
2:20	Dismissal

**Late Arrival**

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

**Early Sign Out- Board Policy 5200**

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

**Comprehensive Reading Plan**

All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

**Academic Programs – [Student Progression Plan \(SPP\)](#)**

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

**Messages and Use of Telephones**

Please contact the main office to leave a message for your child during class time. The clerical staff will contact your child with the message; UNDER NO CIRCUMSTANCES shall a child be contacted via cell phone during class time. Telephones are located in the main office and may be used by students only when there is an emergency.

**Lost and Found**

Misplaced or lost items will be stored in the main office. Students are welcomed to visit the office before, after school, or during their assigned lunch period in order claim the missing item.

## **Cafeteria**

### **Meal Prices**

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

### ***Free Breakfast***

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

### ***Free/Reduced Price Lunch Program***

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the [Department of Food and Nutrition](http://freeandreducedmealapp.dadeschools.net) at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

### **PAYPAMS**

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet at <https://paypams.com> 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**

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

### ***Peanut Allergies***

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

### **Registration Procedures**

**William H. Turner Technical Arts High School** is a School of Choice; as such, students must apply online at <http://choice.dadeschools.net/application.asp> for admission. Enrollment period is from October 1, 2011 to January 15, 2012 of each school year. Upon acceptance, parent/guardian must present the letter of acceptance to the registrar in order to begin the registration process.

### **Code of Student Conduct**

Miami-Dade County School Board approved a revised 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 Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.

The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

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's behavior away from school has a detrimental effect upon other students or on the orderly educational process. 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 in regard to 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.

Parents/guardians can access the COSC in English, Spanish and Haitian-Creole on the M-DCPS' website at [ehandbooks.dadeschools.net/policies/90/index.htm](http://ehandbooks.dadeschools.net/policies/90/index.htm) or they may request a copy from their child's school.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

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



### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN I

- Parent/guardian contact (See Special Notes #3 )
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) (See Special Notes #4 )
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #5 )
- Behavior Plan
- Refer to page(s) 49-55 for additional corrective strategies on the RtIB/MTSS.
- Refer to page 40 for the prescribed corrective strategies for the violation of the dress code.

#### Special Notes

- #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- #2 See Vital Alerts for the policy and prescribed corrective strategies p. 40.
- 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

#### Special Notes

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

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

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II

### BEHAVIORS

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

## LEVEL II

### Seriously Disruptive Behaviors

- Cheating
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting(See Special Notes #1 )
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- 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

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

### RANGE OF CORRECTIVE STRATEGIES

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

## PLAN II

- Parent/guardian contact (See Special Notes #2 )
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Corrective Strategies from Level I
- Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes #3 )
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #4)
- Diversion Center
- Refer to page(s) 49-55 for additional corrective strategies on the RtIB/MTSS.

### Special Notes

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

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

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III

### BEHAVIORS

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

## LEVEL III

### I. Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment) (See Special Notes #1 )
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)(See Special Notes #2)
- Hazing (misdemeanor)
- Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Note #3)
- Possession of simulated weapons
- Sexting (1) (see page 40)
- Sexual harassment (See Special Notes #2 )
- 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. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).
- #1 Bullying infractions do not require a SPAR
- #2 Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.
- #3 See Vital Alerts for the Policy p.41-42.

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

### Special Notes

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

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

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<p><b>LEVEL IV Behaviors</b> are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p> <p style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Battery against a <u>non-staff</u> member</li> <li>• Grand theft (over \$300.00)</li> <li>• Hate crime</li> <li>• Hazing (felony)</li> <li>• Motor vehicle theft</li> <li>• Other major crimes/incidents</li> <li>• Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li>• Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes #1 )</li> <li>• Sexting (2) (See pages 41)</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul> <p style="text-align: center;"><b>Special Notes</b></p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</p> <p>#1 See Vital Alerts for the Policy p.41-42.</p>	<p>The principal or designee <b><u>must</u></b> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN IV</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #2 )</li> <li>• Suspension from school for one to ten days (See Special Notes #3 )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #4)</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion.</li> </ul> <p style="text-align: center;"><b>Special Notes</b></p> <p>#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V

### BEHAVIORS

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

## LEVEL V

### Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business(See Special Notes #1 )
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school(See Special Notes #1)
- Sexting (3) Offense (See page 41)
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes #1)

### RANGE OF CORRECTIVE STRATEGIES

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

## PLAN V

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

### Special Notes

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

### Special Notes

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

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

### **Student Rights and Responsibilities**

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

### **Dress Code – Board Policy 5511**

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

### **Uniform Policy**

Students are required to wear the designed polo shirt (with the logo) for their respective academy with either black or khaki Docker style pants. Polo shirts may not have more than four buttons. The uniform must fit students appropriately (**not baggy, not tight**). When jackets are worn, they must have a zipper or buttons in the front. Additionally, a belt must be worn at all times. Students may not alter the tops or bottoms in any way (cutting holes, drawing designs, etc ....) and no undergarments should be visible at any time. The following items of attire are prohibited in school: Capri's, shorts, cargos, skirts, dresses, jean (except for sprit week day or Wednesday), hats, bandanas, scarf's/hair nets of any kind, and open toe shoes.

### **Cell Phones**

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). 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 – Board Policy 7540.03**

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

### **Confidential Information**

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

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

### **Parent-Teacher Association (PTA/PTSA)**

The William H. Turner Technical Arts High 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.

### **Insurance**

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2013-2014 enrollment application and additional information to the parents.

### **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**

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

### **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 - The Florida Legislature Statute, 381.0056, mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. Parents will be notified of the school's scoliosis screenings to be performed. A sample letter (FM-4382) 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.

## Florida KidCare

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids. The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

\*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to [www.floridakidcare.org](http://www.floridakidcare.org) on enrollment procedures.

## Parent Portal



### *Parent Portal It is as easy as 1, 2, 3*

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

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parent 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).

1

- Obtain your child(ren) Student Identification Number
- Obtain your 6 digit Parent Identification Number (PIN) by visiting your child's school

2

- Create a parent account, login to:  
<http://www.dadeschools.net/parents>

3

- Login to Parent Portal - for student grades, bus routes, attendance, and other important information.

**Financial Obligations**

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

**Grade Reporting**

**Academic Grades**

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

<b>GRADE</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
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 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

**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.

**5-point Rule**

In authorized annual courses, the student’s final grade is determined by the teacher as follows: 20 percent for each of four nine-week grading periods, 10 percent for the mid-year exam, and 10 percent for the final exam, with a provision for teacher override. This equates to ten points required to pass an annual course using a 4.0 scale. Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester.

### **Homework / Make-up Assignments**

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

### **Out of Area Student Transfers – Board Policy 5131**

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

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

### **Textbooks**

Textbooks are school property and are on loan to students. In the event a textbook is lost or damaged, a second textbook will not be issued until payment is received by the Treasure. Periodic book checks will be made to evaluate the condition of books and to check for lost books. An inventory will occur during the first week of school and the last week of school. Note: All financial obligations incurred by textbook lost or damaged may delay student's graduation, if not paid before the set deadline.

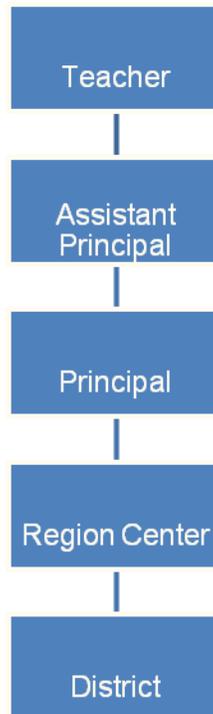
### **Permanent Records (FYI – from the Student Educational Records Manual)**

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) student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address student
- d) names or student's parent(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn
- g) courses taken and record of achievement, such as grades, credits, or certification of competence
- h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
- i) State and/or District standardized assessment/achievement test results, if required for graduation
- j) written records of access to the student's record
- k) Home Language Survey

## 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.

### **School Transportation**

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

Before school begins, parents of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pickup and delivery. Information on student bus assignments will also be posted on the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net) beginning on Monday, August 12, 2013. The information on bus assignments on the Parent Portal is updated every night, so parents are encouraged to check it throughout the school year so they can be confident they will always have 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.

### **Work Permits**

The State of Florida requires age verification prior to referring any child for employment. It is against Florida and Federal Child Labor Laws to employ children under the age of 14. In addition, days and hours of employment are restricted based on the child's age.

## **Safety and Security**

### **The Emergency Operations Plan**

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

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

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

### **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 at the discretion of the Superintendent of Schools.

### **Fire Drills**

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

### **Identification Cards**

Student identification cards are issued early in the school year and must be worn by students at all times.

### **Parking**

Parking decals for all motor vehicles, including mopeds and motorcycles, will be required for students parking at the school. Vehicles without parking decals will be ticketed or towed at the owner's expense.

### **Visitors**

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

### **Elevator**

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

### **Media Center**

The William H. Turner Technical Arts Information/Media Arts program is designed to support, complement, and expand the instructional program of the school. This goal is accomplished through providing information services and resources to meet the curriculum needs as well as the varying needs of all learners. The Information Center operates on an open and flexible schedule which permits individual and small groups at the time of need or interest and provides opportunities for teachers to send students to the Center at any time during the day. Although the Information Center is open throughout the day, hours may extend after school and material may be checked-out for two weeks. A 10 cent fine per day will be imposed for late returns.

### **Special Education**

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

Prior to referral for evaluation, School districts have the responsibility to ensure that students suspected of having a disability are subject to general education intervention procedures, as appropriate.

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

As the parent 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 Department**

Student Services at William H. Turner Technical Arts High School supports the Miami-Dade County Public Schools objective of developing each student's potential for learning and fostering positive relationships with peers and adults. As an integral part of the students' total instructional program, the Student Services staff offers a variety of services to enhance, encourage, and instruct students in social, emotional, personal, intellectual, and career development. It is the intent of the guidance program that our students become self-reliant, and realistic in their decisions about school experiences and future careers.

### **School Guidance Counselors**

School Guidance Counselors are professionals with master's degrees, certified by the Florida Department of Education in Guidance and Counseling and trained in counseling theories and techniques, group processes, human behavior, career and occupation planning, consultation strategies, professional and ethical issues, and cultural and social issues in counseling. All schools are provided with counselors according to guidelines established in the documents; School Allocation Plan K-12 and School Allocation Plan – Adult Education.

### **Academic Advisement**

In order for students to graduate from high school and earn a diploma, students must successfully complete the required credits, earn the required grade point average (GPA), and earn a passing score on the Florida Comprehensive Assessment Test (FCAT 2.0)/EOC exams. Academic Advisement is provided by the student services team consisting of the following members: Academy Counselor, CAP Advisor, Testing Chairperson, Information Specialist, Community Involvement Specialist, and Activities Director. Additional information for academic guidance can be located on the Student Services website ([googlesites/counselorcorner2](http://googlesites/counselorcorner2)).

### **Clinic**

Students in need of medical attention will report to the attendance office for parent contact. A staff member will supervise the student until a parent/guardian signs him/her out of school for the day.

### **College Assistance Program (CAP)**

The College Assistant Program (CAP) is a post-secondary advisory program in all public high schools in Miami-Dade County. The purpose of the program is to assist students with their college and career planning.30

### **Speech Therapy**

Speech Therapist work with students that have a variety of speech related disorders. These disorders include the inability to produce certain sounds, speech rhythm and fluency problems, and voice disorders.

### **Counselor Request**

Students may request an appointment to see a counselor at any time by submitting a Counselor Request Form to their Vocational Teacher. Forms are also available in the main office to assist with the process. Students may also see the counselor during the lunch hour without an appointment.

### **School Psychologist**

School Psychologists are professionals with a minimum of a master's degree, certified by the Florida Department of Education in School Psychology, trained in psycho-education assessment, consultation, professional and ethical issues, cultural and social issues, and linguistic issues in psychology and education. Most school psychologists are based in regional centers and are assigned annually to two or three schools. Severely Emotionally Disturbed (SED) programs, Florida Diagnostic and Learning Resources System (FDLRS) and other

special programs. School Psychologist is assigned based on the needs of students within the District.

### **Toolkits**

- [Back to School Toolkit](#)

### **Transgender**

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

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

### **Verifications of Residency**

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

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

### **School Social Worker**

School Social Workers are professional staff members who meet Florida certification requirements in school social work. They are trained in human development in and behavior, assessment, interpersonal communication, and social work practice with individuals, families, and groups. They provide a range of services including home visitation, psychosocial histories, adaptive behavior assessments, student conferences, referral to community agencies, and individual and group counseling. Social Workers are school and regional center-based and allocated as provided in the School Allocation Plan K-12.

### **Community Service Projects**

Community Service Projects are required for all students completing a 24 credit graduation program and applying for a Bright Futures Scholarship.

### **The Parent Academy**

As a parent, you are your child's first teacher. That's why Miami-Dade County Public Schools created The Parent Academy, a free, year-round, parent engagement initiative designed to support community and family involvement across the district. The goal of The Parent Academy is to support parents in becoming more involved in their children's education. The Parent Academy helps educate parents about the importance of their roles, unites families with schools, and informs parents of their rights, responsibilities and the educational opportunities available to them.

In an effort to assist parents in becoming full partners in their children's education, The Parent Academy partners with local and national organizations to provide a wide range of free resources. The Parent Academy also provides parents with constructive parenting practices designed to support them help their children succeed at school and in life. The curriculum helps parents attain more skills, knowledge and confidence to champion their child's education. In addition, The Parent Academy provides classes and workshops for parents, organizes Family Learning Events and coordinates the availability of community resources for parents and students.

The Parent Academy pledges to enrich the lives of children by bridging the gap between home and school through the provision of valuable resources. Visit the Website at [www.theparentacademy.net](http://www.theparentacademy.net) to view the course directory, upcoming events, and links to helpful information. For more information call 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"> <li>• Day chaperones for field trips</li> <li>• Classroom assistants</li> <li>• Math and/or reading tutors.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Volunteers</li> <li>• Mentors</li> <li>• Listeners/Oyentes</li> <li>• Athletic/PE assistants</li> <li>• Overnight chaperones.</li> </ul>

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

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

## TITLE I ADMINISTRATION

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

Parents/guardians of students in schools implementing the Title I Program 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/or Haitian-Creole, respectively.

The School Board of Miami-Dade County Bylaws & Policies, 2111-Parent Involvement-A Home-School-District Partnership

M-DCPS Title I District-Level Parent Involvement Plan

\*Title I Program Parent Notification Letter

\*Title I School-Level Parent Involvement Plan

\*Title I School-Parent Compact

\*Title I Annual Parent Meeting -- "Open House"

Title I District Advisory Council (DAC)

Title I Region Centers Parent Advisory Council (PAC)

Title I Homeless Assistance Centers (HAC) services

Title I Migrant Education Program (MEP)

Title I Challenging Higher Education for Students in our Schools (CHESS) Program

Title I Neglected and Delinquent Center (N&D) services

*DAC Talk Newsletter for Title I Parents and Title I Parent Quarterly Bulletin*

### PARENT RESOURCE CENTERS/AREAS:

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center (NRC) – North  
7900 NW 27<sup>th</sup> Avenue, Suite F9  
Miami, FL 33147  
(Northside Shopping Centre, 130 South Ct.)

Title I NRC - Gratigny  
733 E.57<sup>th</sup> Street  
Miami, FL 33013  
(M-DCPS North Region Center)

Title I – South  
5555 SW 93<sup>rd</sup> Avenue, Portable #3  
Miami, FL 33165  
(FDLRS South Site)

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

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to: <http://title1.dadeschools.net/>.

# APPENDIX B –Commonly Referenced State of Florida House Bills and School Board Policies

App

View all policies at <http://www.dadeschools.net/schoolboard/rules/>

## Academics

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

## Accident Reports/Incident Reports/School Safety

- [3213 - STUDENT SUPERVISION AND WELFARE](#)
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property

- [5540 - INVESTIGATIONS INVOLVING STUDENTS](#)
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- [5772 - WEAPONS](#)
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- [7217 - WEAPONS](#)
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- [8405 - SCHOOL SAFETY](#)
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.
- [8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES](#)

The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

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

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

#### **Animals on District Property**

- [8390 - ANIMALS ON DISTRICT PROPERTY](#)

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

## **Anti-Discrimination Policy**

- [3362 - ANTI-DISCRIMINATION/HARASSMENT](#)

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

- [5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT](#)

A parent may request a Hope Scholarship for a student who was subjected to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offense, assault, threat, intimidation, or fighting at school.

- [5517 – ANTI-DISCRIMINATION/HARASSMENT \(STUDENTS\)](#)

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

- [5517.01 – BULLYING AND HARASSMENT](#)

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

- [5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS](#)

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District’s Office of Civil Rights Compliance (CRC).
- The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
- This policy provides the steps to individual complaints of discrimination of harassing conduct 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 Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- [5225 - ABSENCES FOR RELIGIOUS HOLIDAYS](#)
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- [5230 - LATE ARRIVAL AND EARLY DISMISSAL](#)
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- [8220 - SCHOOL DAY](#)
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

#### **Ceremonies & Observances**

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

#### **Class Size**

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

#### **Clinic**

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

#### **Code of Student Conduct**

- [2451 - ALTERNATIVE SCHOOL PROGRAMS](#)
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative

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

- [5136.02 - SEXTING](#)
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- [5500 - STUDENT CONDUCT AND DISCIPLINE](#)
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
- [5511 - DRESS CODE AND SCHOOL UNIFORMS](#)
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

#### **Digital Conversion/Social Media**

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

#### **Equal Opportunity**

- [2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY](#)
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
- [5111.01 - HOMELESS STUDENTS](#)
  - Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

## **Fieldtrips/School Social Events**

- [2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS](#)
  - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
  - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.
- [5850 - SCHOOL SOCIAL EVENTS](#)
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- [8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS](#)
  - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

## **Financial Obligations**

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

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

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

## **Fundraising**

- [5830 – STUDENT FUNDRAISING](#)
  - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
  - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- [6605 – CROWDFUNDING](#)
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the

region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

- [9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES](#)

- The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

#### **Health Screening**

- [2410 - SCHOOL HEALTH SERVICES PROGRAM](#)

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

#### **Homework**

- [2330 - HOMEWORK](#)

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

#### **Internship**

- [2424 - STUDENT INTERNSHIPS](#)

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

#### **Parent Choice Student Transfers**

- [2431 - INTERSCHOLASTIC ATHLETICS](#)

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

- [5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE](#)

- The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.

- [5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT](#)

- This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.
- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

## **Parent Involvement**

- [2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP](#)
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- [9210 - PARENT ORGANIZATIONS](#)
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

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

## **Privacy**

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

## **Schools of Choice/Magnet Schools**

- [2370 - MAGNET PROGRAMS/SCHOOLS](#)

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

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

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

## **Special Education**

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

## **Student Activities**

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

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

- [8330 - STUDENT RECORDS](#)

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

### **Student Services**

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

### **Title I School-wide Program**

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

### **Visitors**

- [9150 - SCHOOL VISITORS](#)
  - Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
  - The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

### **Volunteer Program**

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