

# Bent Tree Elementary

**Parent/Student Handbook**

**2016-2017**



**4861 SW 140<sup>th</sup> Ave.  
Miami, FL 33175  
(305) 221-0461  
<http://benttree.dadeschools.net>**

**Victoria Bourland, Principal  
Carmen Ruiz-Garcia, Assistant Principal**

# Miami Dade County Public Schools

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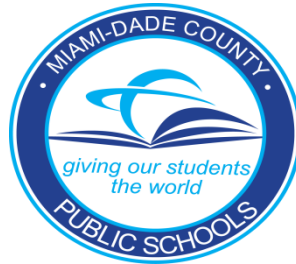
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## Superintendent of Schools

Mr. Alberto M. Carvalho





August 22, 2016

Dear Parents/Guardians,

It is with great excitement that we welcome you back to the 2016-2017 school year! It seems that in the blink of an eye summer has given way to a new and exciting school year. As we reflect back on last school year, we are so proud of the work done by our students, parents, and teachers. We hope to build on the support and successes of last year and look forward to our continued partnership. As your Principal, I will continue to cultivate a school culture where all educational programs are conducive to student learning and development. As we begin the 2016-2017 school year, we must continue to set the bar for our goals high and surpass our greatest expectations.

With the new school year comes a new sense of excitement and anticipation. Our academic focus will be classrooms that are guided by literacy, problem solving, critical thinking, and writing. In order to adequately prepare our students for secondary school and beyond, we feel strongly that these principles are necessary for student success.

We hope to continue collaborating with all of you to find ways to provide our students the finest educational experience in our school system. If we continue to find ways to come together in the name of our students to meet the challenges that face us each school year, then we know we will be in for another outstanding year.

I want to express my sincere appreciation to all of you for your pledge and commitment to Bent Tree Elementary School and the success of all our students. I am proud to lead the TEAM of Bent Tree Elementary through a wonderful school year!

Sincerely,

Victoria Bourland  
Principal



## **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.



### **Vision Statement**

Bent Tree Elementary School advocates excellence through the provisions of high academic standards and the infusion of character education in an effort to create well-rounded individuals who will be an asset to the community and become exemplary citizens. The conveyance of the importance of goal-setting and home, school, community connections, and the relevance of technology and the internet are utilized as avenues to promote future success.

### **Mission Statement**

The mission of Bent Tree Elementary is to provide our students with a challenging educational program that will develop intellectual, social, emotional, and physical growth in a positive and supportive environment as we encourage, empower, and expect each student to become a productive member of society. All students will be given the tools needed to become active learners that access information and synthesize ideas to solve real world problems.

# Welcome Bent Tree Elementary

The following information about Bent Tree Elementary School has been compiled for your convenience and assistance. The items below have been alphabetized for easy reference.

## **ACCIDENT**

Accidents involving bodily injury are reported to the office where immediate steps to call the parent is made. Therefore, it is most important to ensure that phone numbers listed on the Emergency Contact Card are listed correctly and up to date.

## **ACCIDENT INUSRANCE**

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

## **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.

### Field Trips and Special Activities

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

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

Parties in School

**Birthday parties are not allowed.**

**ANIMALS ON DISTRICT PROPERTY**

Students are not allowed to bring animals to school.

**ARRIVAL/DISMISSAL PROCEDURES**

<u>School Hours:</u>	PK- 1 <sup>st</sup> grade	8:20am - 1:50pm
	2 <sup>nd</sup> -5 <sup>th</sup> grade	8:35am - 3:05pm

Wednesdays: All students will be dismissed at 1:50pm on Wednesdays.

Late Arrival: Any student tardy to school (arriving after 8:20 a.m. for Grades Pre-K – 1<sup>st</sup>/after 8:35 a.m. for Grades 2 – 5) will report to the main office to receive a late pass. Personnel in the office will log tardies and proceed according to the School-wide Attendance Plan.

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

Rainy Day Dismissal Students are to remain in their classrooms during a rainy day dismissal. Parents will be allowed to enter the building and pick up their children from their classrooms at dismissal.

The safety and well-being of our students is a priority at Bent Tree Elementary. If your child will not be having breakfast at school, we ask that you not drop off your child earlier than 8:10am.

Unless student is participating in an extracurricular activity or club, he/she should NOT remain on school grounds after dismissal time, as there is no supervision. After School Care is available, if needed.

**ATTENDANCE POLICY – Board Rule 6Gx13- 5A-1.041**

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

- Per District Policy, students must be in school a minimum of two hours to be marked present.

### 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 office.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee. The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### Unexcused School Absence

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

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

### **CELL PHONES AND ELECTRONIC DEVICES**

Possession of a cellular phone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular phone which disrupts the educational process and the use of the cellular phone during school hours, would be a violation to of the COSC.

Bent Tree Elementary values the instructional time and seeks to limit interruptions. Therefore, cellular phones and other electronic devices are not permitted until after dismissal. The use of a cellular phone or other electronic devices during these hours will result in confiscation of the device. The device will be held in an administrator's office until the parent arrives to collect the device. M-DCPS/Bent Tree Elementary assumes no responsibility for the loss or theft of electronic devices while in the possession of the students. Please encourage your child to leave their cellular phones at home.

## **CAFETERIA**

Breakfast is provided for ALL students at no charge.

Lunch Prices:            Full - \$2.25  
                               Reduced - \$.40

### Free Breakfast

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

### Free/Reduced Lunch Program

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

### PAYPAMS

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

- View the account balance
- Schedule automatic payments
- Receive low-balance e-mail reminders
- 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



## **CLINIC**

The clinic will be used for students who are ill. The nurse will contact parents or persons named in the emergency contact information. No medication or treatment may be administered by any school personnel. No child may bring or take any medication unless proper documentation is on file in the office, and only under supervision of trained personnel.

## **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.

## **CODE OF STUDENT CONDUCT (COSC)**

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. Towards 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) 43-48 for additional corrective strategies on the RtIB/MTSS.
- Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.

**Special Notes**

- #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- #2 See Vital Alerts for the policy and prescribed corrective strategies p. 34
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

**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.

## 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)

### RANGE OF CORRECTIVE STRATEGIES

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

## PLAN II

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

### Special Notes

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

### 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

### Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment) (See Special Notes <sup>#1</sup> )
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)(See Special Notes <sup>#2</sup>)
- 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 <sup>#3</sup>)
- Possession of simulated weapons
- Sexting (1) (see page 35)
- Sexual harassment (See Special Notes <sup>#2</sup> )
- 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).
- <sup>#1</sup> Bullying infractions do not require a SPAR
- <sup>#2</sup> 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.
- <sup>#3</sup> See Vital Alerts for the Policy p.36.

### 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 <sup>#4</sup> )
- Suspension from school for one to ten days (See Special Notes <sup>#5</sup> )
- 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 <sup>#6</sup>)

### Special Notes

- <sup>#4</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.
- <sup>#5</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- <sup>#6</sup> 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 non-staff 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 <sup>#1</sup>)</li> <li>• Sexting (2) (See pages 35)</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul>	<p>The principal or designee <b>must</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 <sup>#2</sup>)</li> <li>• Suspension from school for one to ten days (See Special Notes <sup>#3</sup>)</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes <sup>#4</sup>)</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>➤ 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><sup>#1</sup> See Vital Alerts for the Policy p. 36.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><sup>#2</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><sup>#3</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><sup>#4</sup> 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 #<sup>1</sup>)
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school(See Special Notes #<sup>1</sup>)
- Sexting (3) Offense (See page 36)
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes #<sup>1</sup>)

### 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 #<sup>2</sup>)
- Suspension from school for ten days (See Special Notes #<sup>3</sup>)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #<sup>4</sup>)
- 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.
- <sup>1</sup> 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.*

## **CIVIL RIGHTS COMPLIANCE**

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. The Board shall maintain an educational and work environment free from all forms of discrimination/harassment, which includes Title IX of the Education Amendments of 1972. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment and 5517.02 – Anti-Discrimination/Harassment Complaint Procedures (Students) <http://www.dadeschools.net/schoolboard/rules/> for more information.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 N.E. 15th Street, Suite 104E, Miami, Florida 33132, PH: 305-995-1580 or e-mail address: [crc.dadeschools.net](mailto:crc.dadeschools.net). <http://crc.dadeschools.net/contact.asp>

The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

## **DRESS CODE – Board Rule 6Gx13- 5C-1.031**

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

### Uniform Policy

To promote a safe and supportive learning environment and improve school safety and discipline, all students in K-8 schools shall participate in a mandatory uniform program.

### Tops

White, Green, or Red polo shirt

- Shirts must be neatly tucked-in.
- Tank tops and shirts exposing the stomach area are not allowed.

### Bottoms

Navy blue or khaki slacks/pants (loose fitting), skorts, or shorts.

- Slacks/pants must be worn at the waistline with a belt.

### Shoes

- CLOSED shoes and socks are required as students participate in Physical Education and/or Recess daily.



Students will not be allowed to wear the following articles of clothing:

- Spandex material pants/ or skirts
- Hats, bandanas or sweat bands
- Flip-flop sandals, clogs, or other shoes without back straps
- Written messages, pictures or symbols on clothing that portrays ideas which are inimical to the health, safety and welfare of students e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
- Clothing with metal studs, chains, ornaments, or other objects which can scratch furniture, damage property, or cause bodily harm.
- Halter tops, tube tops, tank tops, see-through blouses or shirts, bare backs, bare midriffs, sleeveless t-shirts
- Shorts, sweat pants, biker shorts, or Capri pants
- Short dresses or skirts rise above the knee.
- Denim or jean pants or skirts, and overalls
- Accessories and/or gloves that cover hands, wrists, and/or neck are prohibited

**EARLY RELEASE FROM SCHOOL - Board Rule 6Gx13- 5C-1.041**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns.

Under NO circumstance will children be release from school alone before dismissal time OR to someone not listed as authorized on the Emergency Contact Card during school hours. Parent must keep current information on file as to persons who are permitted to pick up a child.

Additionally, Miami-Dade County Public School Board Policy mandates that students not be dismissed one half hour prior to the end of the school day. For students in PK-1<sup>st</sup> grade, early dismissal will NOT be permitted after 1:20pm. For students in grades 2-5, early dismissal will NOT be permitted after 2:35pm.

**EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)**

This elected group of parents, staff, and community members meet approximately four times a year to discuss pertinent school issues related to the School Improvement Plan (SIP).

**EMERGENCY STUDENT DATA CARD**

Emergency Student Data Cards are distributed during the first week of school. Students are expected to take the cards home, so that parent/guardian carefully review and/or complete cards and return them with the student. These cards will enable school staff to contact parent/guardian in case of an emergency. Please note that students may only be release from school to the persons listed on the emergency contact card after presenting proper picture identification. No persons, other than schools staff, will have access to the information.

## **FIELD TRIPS, SPECIAL CELEBRATIONS AND EXTRACURRICULAR ACTIVITIES**

Field trips, special celebrations and extracurricular activities are not rights, but privileges which must be earned through ongoing acceptable behavior and good work habits.

## **FINANCIAL OBLIGATIONS**

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

## **FLORIDA KIDCARE**

Florida KidCare provides high quality, low cost health insurance for uninsured children ages 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 families in order for them to enroll their children in Florida KidCare. Go to [www.floridakidcare.org](http://www.floridakidcare.org) for enrollment procedures.

## **FUNDRAISERS – Board Rule 6Gx13- 5C-1.07**

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

## **GRADE REPORTING**

### Academic Grades

Academic grades are to reflect the student's academic progress based on the 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>KINDERGARTEN GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable	1
U	0-59%	Failure	0

<b>K-12 GRADES</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	1
F	0-59%	Failure	0
I	0	Incomplete	0

**Conduct**

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

**Grade Point Average**

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

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

**Honor Roll Qualifications**

	<b>Principal's Honor Roll</b>	<b>Regular Honor Roll</b>
Academic	4.0	3.50 – 3.59
Academic	All As	All As and Bs
Effort	All 1	All 1 and 2
Conduct	4.0	3.0 or higher
Conduct	All As	All As and Bs

**GRADE – REPORT CARD DISTRIBUTION**

<b>Interim Report Distribution</b>	<b>Report Card Distribution</b>
October 22, 2016	November 16, 2016
December 8, 2016	February 14, 2017
February 23, 2017	April 18, 2017
May 4, 2017	June 27, 2017

## **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.

## **HOME LEARNING POLICY**

Home Learning will be assigned as a means of encouraging independent study, practicing skills learned, establishing good work habits, and reinforcing basic subject skills. Home Learning will be assigned Monday through Friday. Additionally, please note that Miami-Dade County Public Schools requires students to read a minimum of 30 minutes nightly above and beyond what is assigned as Home Learning. Parents are expected to supervise, NOT COMPLETE, Home Learning.

## **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.

## **INTERIM PROGRESS REPORTS**

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.

## **INTERNET USE POLICY Board Rule 6Gx13- 6A-1.112**

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

## **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.

## **PARENT PORTAL**

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

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal. Parents also have access to the Parent Resource link, which allows parents to visit sites such as The Parent Academy.



The graphic features the Miami-Dade County Public Schools logo at the top left, a circular photo of a man and a child at the top right, and the word 'Parents' in a large, stylized font. Below this is a dark banner with the text 'Parent Portal It is as easy as 1, 2, 3, 4'. The main content is a list of four steps, each in a numbered blue circle followed by a white box with an orange border. Step 1: Obtain child(ren) Student Identification Number and a 6-digit Parent Identification Number (PIN) by visiting the child's school. Step 2: Create a parent account and login to the portal at <http://myportal.dadeschools.net/parent>. Step 3: It is recommended (after 24 hrs) to reset your password with password management P-Synch. Step 4: Login to the Parent Portal for student grades, attendance, and important information. The website address [www.dadeschools.net](http://www.dadeschools.net) is at the bottom.

**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://myportal.dadeschools.net/parent>

**3** It is recommended (after 24 hrs) to reset your password with password management P-Synch

**4** Login to - Parent Portal for student grades, attendance, and important information

[www.dadeschools.net](http://www.dadeschools.net)

## **PARENT-TEACHER ASSOCIATION (PTA)**

The Bent Tree Elementary 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.

## **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 of student
- d) names of 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

## **PROTOCOL FOR ADDRESSING CONCERNS**

Responsibility for the operation of the school lies with the Principal. However, please remember that teachers are the parents' first line of responsibility for your child. Problems which arise in the classroom should be addressed first with the teacher. Issues that have not been resolved at the classroom level should be discussed with the Assistant Principal. If additional intervention or review is needed, please feel free to contact the principal's secretary at 305-221-0461 to schedule an appointment to see the Principal. Keep in mind that it is always best to speak directly, honestly and openly to the person closest to the situation when attempting to resolve a concern.

## **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.

Be Safe Anonymous Reporting System

[http://hoover.dadeschools.net/portable\\_doc/68128\\_Be\\_Safe\\_Anonymous\\_Reporting\\_System\\_Flyer.pdf](http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf)

### Code Yellow/Code Red

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

### Closing of School

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

### Fire Drills

Ten fire drills will take place according to the Miami-Dade County Public 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, teachers and staff must remain outside the building until permission is given to re-enter.

## **SCHOOL PROPERTY**

All of the furniture and equipment at Bent Tree Elementary is public school property. It is expected that care in the use of this property will be exercised by all students. Respect for school property is as important as respect for and care of personal property. Parents are held responsible when children are involved in incidents resulting in deliberate damage, vandalism, destruction or defacing of school property.

## **SPECIAL EDUCATION**

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

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

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

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

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

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent.

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

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

## **TEXTBOOKS**

### **Care of Textbooks**

*Students are to take special care of all school property including textbooks.*



### Damaged or Lost Book Procedure

Immediately upon determining that a student has a lost or damaged book, a LOST OR DAMAGED TEXTBOOK form will be given to the student. Be sure that the information is complete, including the cost of replacing the book or the fine for damage. The student shall return the form with cash and submit it to the school treasurer. Another book will not be issued until you have been presented with a receipt of payment from the school treasurer.

### Charges for Lost and Damaged Books

Please use the following guidelines as reference:

- Excessive writing with language or symbols that promotes immorality or is profane - Full replacement
- A usable lost book regardless of whether the book was new or used - Full replacement
- A book damaged beyond use - Full replacement

Cover only ripped or damaged - 50% of replacement

Torn or wet pages, but usable - 50% of replacement

### **THE PARENT ACADEMY**

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

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

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

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

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

## **TITLE I ADMINISTRATION**

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

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

### *PROGRAM COMPONENTS:*

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

### *RESOURCE CENTERS:*

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Centers:

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

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

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

Miami-Dade County Public Schools  
Office of Parental Involvement

1450 NE 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 visit <http://title1.dadeschools.net/>.

### **VISITORS**

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

### **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/Physical Education 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 a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

# Miami-Dade County Public School Anti-Discrimination Policy

## Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **In Addition:**

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

Revised: (07.14)