

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
GEORGE T. BAKER AVIATION TECHNICAL COLLEGE  
**Parent and Student Handbook**



*Baker Aviation*



3275 N.W. 42<sup>ND</sup> Avenue · Miami, FL 33142 · 305-871-3143 · Fax 305-871-5840  
OPEN MONDAY – FRIDAY FROM 7:00 AM TO 8:00PM

[www.bakeraviationtechcollege.com](http://www.bakeraviationtechcollege.com)

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**Miami-Dade County Public Schools**

**The School Board of Miami-Dade County, Florida**

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Ms. Luisa Santos

**Student Advisor**

Maurits E. Acosta

**SUPERINTENDENT OF SCHOOLS**

Dr. Jose L. Dotres

**SCHOOL OPERATIONS**

Mr. Luis E. Diaz

Chief Operating Officer

### **Vision Statement**

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

### **Mission Statement**

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

### **Values**

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

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

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

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

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

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

## GEORGE T. BAKER AVIATION TECHNICAL COLLEGE

### **Administrative Staff**

Ciro R. Hidalgo, Director

Janice Sosa, Assistant Director

Alissa Tapia, Associate Director and Accreditation Liaison Officer

Alvaro Chozo, Business Manager

Rosy Diaz-Duque, Administrator

### **Support Staff**

Sophia Sanchez, Media Specialist

Vivian Garcia, Counselor

Leticia L. Figueroa, Counselor

Cassandra G. Whitehead, Office Manager

Esther Flor, Financial Aid Officer

Leslie Fuentes, Financial Aid Officer

### **Department Chairs**

James C. Rosa, General

Patrick J. Heron, Aviation Powerplant Mechanics

Alan Munoz, Aviation Airframe Mechanics

Howard Carter, Avionics Systems Technician

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## Miami-Dade County Public Schools

*giving our students the world*

*Superintendent of Schools*  
Dr. Jose L. Dotres

*Miami-Dade County School Board*

*Mari Tere Rojas, Chair  
Monica Colucci, Vice Chair  
Roberto J. Alonso  
Lucia Baez-Geller  
Dr. Dorothy Bendross-Mindingall  
Mary Bianco  
Danny Espino  
Dr. Steve Gallon III  
Luisa Santos*

August 15, 2024

Dear Students:

Welcome to the 2024-2025 school year. On behalf of the Faculty and Staff, I commend you for selecting George T. Baker Aviation Technical College. Upon completion of one of our quality industry training programs, you will be prepared to respond to the challenges of the 21<sup>st</sup> century and successfully compete in the highly competitive job market around the globe.

Our technical college provides student with opportunities to develop mechanical and related problem-solving skills needed to succeed in industry. The Faculty and Staff at George T. Baker Aviation Technical College have earned the reputation of working closely with its adult learners, high school students, and parents to ensure that success is eminent.

The main purpose of this handbook is to inform you of the rules and regulations which will affect your participation in all areas of technical college life. The respect you exhibit for yourself, and others is a basic component for success in any society, but especially in a society which places great emphasis on individual freedom.

The aviation industry demands a high degree of integrity and responsibility, and as an individual and potential Baker Aviation graduate, you have an opportunity and an obligation to practice the high level of self-discipline that we firmly believe is a characteristic of George T. Baker Aviation Technical College students.

Good luck as you prepare for an exciting career.

Sincerely,  
  
Mr. Ciró Hidalgo

George T. Baker Aviation Technical College • 3275 NW 42<sup>nd</sup> Avenue • Miami, FL 33142 • Mr. Ciró R. Hidalgo, Director  
305-871-3143 • 305-871-5840 (FAX) • BakerAviationTechCollege.com • Facebook.com/BakerAviation • Twitter.com/Baker\_Aviation



### **School Mission Statement**

The mission of George T. Baker Aviation Technical College is to provide training to persons interested in aviation maintenance, electronics, and avionics to become an integral part of industry. To accomplish this mission, the school must enhance the curriculum, utilize industry resources, encourage students to obtain their Federal Aviation Administration certificates or Federal Communications Commission license, and place students in jobs that are related to their training. The academic and technical expectations established by the instructional staff and the strong educational leadership provided by the principal make it possible for the school to accomplish this mission

### **Biography**

Mr. George T. Baker, President of National Airlines, had a keen interest in aviation maintenance training. In 1958, Mr. Baker deeded the National Airlines maintenance facility to M-DCPS with the stipulation that the facility be converted to an aviation maintenance school.

### **Faculty Roster**

Patrick J. Heron	Rohan H. Pershadsingh
Abraham F. Minodeen	Sophia Sanchez
Alan Munoz	Steven C. Robinette
Jimmy A. Nieto	James C. Rosa
Howard Carter	Guiseppe G. Tartaglia
Darren McDaniel	James Tirado

**School Information**

- **Bell Schedule**

<b>AM-Dual Enrollment Schedule</b>
6:40 a.m. – 7:10 a.m. (Breakfast)
7:15 a.m. (Warning Bell)
7:20 a.m. (Class Starts)
9:50 a.m. (Class Ends)
<b>PM-Dual Enrollment Schedule</b>
11:00 a.m. - 11:50 a.m. (Lunch)
11:45 a.m. (Warning)
11:50 a.m. (Class Starts)
2:20 p.m. (Class Ends)

- **Early Sign Out**

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

- **Late Arrival**

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

- **Student Identification**

All students must always wear their George T. Baker Aviation issues student IDs, while on campus. If a student does not have their ID, the student must go to the main office and get a temporary ID for the day. Temporary Identifications must be worn at all times while on campus. All students are allowed 2 temporary identifications per trimester (4 total, per year).

- **Lost and Found School Policy**

All lost and found articles should be turned into security. If an individual loses an item on campus, it must be reported immediately to security. A detailed description must be given of all lost articles when reported. Claims of a lost item should be made through the Front Office.

- **Opening and Closing Hours of Schools**

Building Hours: 7:00 a.m. – 9:00 p.m.

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

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

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

For those parents considering going back to work and/or are presently working, there are 224 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 62 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

This year, Miami-Dade County Public Schools will offer 286 After School programs on school days. Before-school care programs will be provided as needed.

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

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

The cost of Elementary and K-8 after school care is \$40 per week; the cost of Middle School Enrichment after school care is \$40 per week; the cost of before school care is \$20 per week and the cost of Summer Camp is \$100.00 per week. These programs are offered by one of seven providers:

- Miami-Dade County Public Schools Principal Operated Before After-School Programs
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)
- Family Christian Association of America (FCAA)
- Sunshine After-School Child Care (SASCC)
- South Florida After-School All Stars (SFASAS)

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

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

### **Bullying Prevention**

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

### **Closing of School**

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

### **Community School Program**

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

Each of the 39 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today's world. Annually, thousands of people have taken advantage of these recreational and educational opportunities, and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.

For more specific information on Miami-Dade County Public Schools Community Education and Before and After School Care programs or Middle School Enrichment After School programs, please log on to our website at [www.dadecommunityschools.net](http://www.dadecommunityschools.net) or please call Mr. Victor Ferrante, Executive Director at 305-817-0014.

### **Comprehensive Student Services Program**

The Division of Student Services implements the Comprehensive Student Services Program, serving students from Pre-K to Adult. Through collaborative efforts with community agencies, students' academic, personal/social and career development needs are addressed through a

team-based approach. An integrated team of uniquely trained Student Services professionals deliver direct services to students. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready.

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-995-7338.

### **Discrimination/Harassment**

The School Board has a 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 basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the Principal, promptly.

### **Early Dismissal**

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

### **EESAC**

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC's function is to bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs. Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are available in the Miami-Dade County Public Schools' [Meeting Directory](#).

### **Elevator**

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

### **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on

the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parent contesting the information in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

### **Fieldtrips**

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. The District continues to follow pandemic, such as COVID-19, health and safety guidance from local health officials/experts, Center for Disease Control and Prevention (CDC), and the Florida Department of Education. The approval of out-of-country/out-of-state trips can be contingent on this guidance.

### **Homework**

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

### **LGBTQ Support**

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation 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. M-DCPS has established the Students Allies for Equity (SAFE) Network with liaisons in every school who are trained to ensure that all students have equitable access to all aspects of school life in ways that preserve and protect their dignity. SAFE Network resources for students, educators, parents, and families may be found at <http://studentservices.dadeschools.net/#!/fullWidth/3675>

### **Mental Health Services**

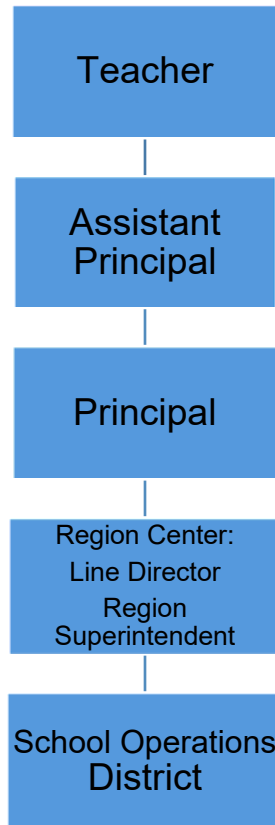
Miami-Dade County Public Schools established The Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The programs in place provide prevention initiatives and also services for students with pre-existing mental health challenges. For assistance contact your child's school, the parent assistance line at (305) 995-7100 or visit [www.mentalhealthservices.dadeschools.net](http://www.mentalhealthservices.dadeschools.net).

### **Parent Toolkits**

Visit <http://toolkit.dadeschools.net> for back-to-school information. Please note, for the opening of 2020-2021 school year, the site will direct you to <http://reopening.dadeschools.net> for the most updated information.

### Protocol for Addressing Concerns

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



### Recess

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

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

### Public-Private Collaboration

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

## Safety and Security

- **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 emergency drills (active shooter, hostage, & bomb drills), , the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- 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 MDSPD 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.

BeSafe Anonymous Reporting System (Insert Flyer)

[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)

- **Fire Drills**

Ten fire drills will take place during the school year 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. Students 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.

- **Emergency Drills**

Twenty-one emergency drills, to include one monthly active shooter drill and one hostage situation or bomb threat drill, will take place during the school year according to Florida Senate Bill 7026, also known as the Marjory Stoneman Douglas High School Public Safety Act. One additional active shooter drill must take place within the first 30 days of the opening of schools. All emergency drills shall be conducted in accordance with the



appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

- **Lockdown Procedures**

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

- **Threat Assessments**

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

- **Visitors**

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

### **School Activities/Clubs**

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

- **Clubs**

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

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

- **School Club List**

- Skills USA – Provides leadership opportunities for students and is an integrated part of the vocational education process.
- Technology Student Association (TSA) – A national non-profit organization that caters to students interested in aeronautical technologies.
- National Technical Honor Society – An acknowledged leader in the recognition of student achievement, the honor society cultivates personal excellence in members and helps those whom excel in studies find success in today's highly competitive workplace.
- Cyber Patriots – Educates high school students on the foundations of cyber security and STEM (Science, Technology, Engineering and Mathematics) fields.
- Inventeams – Offers students the opportunity to cultivate their creativity through problem-solving real world scenarios.

### **School Center for Special Instructions (SCSI)**

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

### **School Class Picture Process**

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff.

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

### **School Transportation**

Miami-Dade County Public Schools will transport approximately 45,000 students a day this school year, using a fleet of 999 buses on 861 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for students with special needs in some instances.

Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick-up and

delivery. Information on student bus assignments will be posted on the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). The information on bus assignments on the [Parent Portal](#) is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact their child's school for information.

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

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

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

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

### **Student Records**

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

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

### **Student Success Centers**

The Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) exhibiting Level III-IV behavior and (with Region approval) habitual Level II infractions of the Code of Student Conduct.

**The Parent Academy**

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

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

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call The Parent Academy at 305-995-2680 or The Department of Family Support Services at 305-271-8257.

**Verification 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](#).

**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</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.

## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2024				
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 2024				
M	T	W	T	F
			1	2
<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
(12)	(13)	(14)	(15)	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	T	F
<del>1</del>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	T	F
	1	2	(3) <sup>a</sup>	4
7	8	9	10	11
14	15	16	17	(18)
(21)	22	23	24	25
28	29	30	31	

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

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20) <sup>a</sup>
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	

JANUARY 2025				
M	T	W	T	F
		<del>1</del>	<del>2</del>	<del>3</del>
6	7	8	9	10
13	14	15	(16)	(17) <sup>a</sup>
<del>20</del>	(21)	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
<del>17</del>	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
(31) <sup>a</sup>				

APRIL 2025				
M	T	W	T	F
	(1)	2	3	4
7	8	9	10	11
14	15	16	17	(18) <sup>a</sup>
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<del>26</del>	27	28	29	30

JUNE 2025				
M	T	W	T	F
2	3	4	(5)	(6)
9	10	11	12	13
16	17	18	<del>19</del>	20
23	24	25	26	27
30				

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 month)
	Available to opt

DAYS IN GRADING PERIOD	
1 - 45	
2 - 46	
3 - 43	
4 - 46	

180 Days Total

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



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2024-2025 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

August 12, 2024	Teacher planning day; not available to opt; no students in school
August 13	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 14	Teacher planning day; not available to opt; no students in school
August 15	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
October 3 *+ #	Teacher planning day; no students in school, available to opt
October 18	End first grading period; first semester
October 21	Begin second grading period; first semester
November 5	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 20*+ #	Teacher planning day; no students in school, available to opt
December 23 – January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End second grading period; first semester
January 17*+ #	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
February 17	All Presidents Day; holiday for students and employees
March 21	End third grading period; second semester
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*+ #	Teacher planning day; no students in school, available to opt
April 1	Begin fourth grading period; second semester
April 18*+ #	Teacher planning day; no students in school; available to opt
May 26	Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	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 5, 2024	June 6, 2025
Assistant Principals and 10-month clerical	August 5, 2024	June 13, 2025
Cafeteria Managers	August 7, 2024	June 6, 2025
Satellite Assistants	August 9, 2024	June 5, 2025
All Instructional Staff, Paraprofessionals & Security	August 12, 2024	June 6, 2025
Assistant to Cafeteria Managers/MAT Specialists	August 13, 2024	June 5, 2025
Cafeteria Workers (part-time)	August 15, 2024	June 5, 2025

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 8, 9, 2024, or June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 1, 2, 2024 or June 16, 17, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

## APPENDIX B –Commonly Referenced School Board Policies

Please refer to <http://www.dadeschools.net/schoolboard/rules/> to view full policies

### Academics

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

- o 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**
  - o 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**
  - o 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**
  - o 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**
  - o 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**
  - o 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.

- o This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- **5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**
  - o 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**
  - o 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**
  - o 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).
  - o The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.

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

- **5200 – ATTENDANCE:**
  - o 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**
  - o 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**
  - o 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

- o 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**
  - o 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.
  - o 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.
  - o 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**
  - o 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**
  - o 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

- o 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

- o 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

- o 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.
- o Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

- 5850 - SCHOOL SOCIAL EVENTS

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

- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

- o Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.

**Financial Obligations**

- 6152 - STUDENT FEES

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

**Food & Nutrition/Wellness Policy**

- 8500 - FOOD SERVICES

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

- 8510 - WELLNESS POLICY

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

- 8531 - FREE AND REDUCED-PRICE MEALS
  - 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.

### **Homework**

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

### **Internship**

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

### **Parent Choice Student Transfers**

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents' indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

### **Parent Involvement**

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

### **Pledge of Allegiance**

- 8810 - THE AMERICAN FLAG
  - The Pledge of Allegiance shall be recited at the beginning of the day in every school.



- o 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
  - o 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
  - o 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
  - o 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
  - o 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



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

### **Student Services**

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

### **Title I – School wide Program**

- 2261 - TITLE I SERVICES
  - o 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
  - o Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
  - o 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
  - o 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.

# APPENDIX C – Disclosure at Time of Registration



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Clear Form

## DISCLOSURE AT TIME OF REGISTRATION

Chapter 1006.07 (1)(b), requires that any student seeking admission to a public school in the State of Florida will provide the following information at the time of initial registration:

1) Has the student ever been expelled from any school, in or out of the State of Florida?

YES  NO

If your answer to question 1 is "YES", please list each and every instance for which the student was expelled.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Please state whether the student has ever been arrested where the arrest resulted in the student being formally charged. If your answer is "YES", please list each and every arrest which resulted in a formal charge.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Please state whether the student has ever been involved as a party in a case before the Juvenile Justice System? If so, state each action taken by the Juvenile Justice System which involved the student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Please state whether the student has any corresponding referrals to mental health services related to your answers to Questions 1, 2 and 3. If yes, please list them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Name \_\_\_\_\_ ID. # \_\_\_\_\_

*(Please Print)*

Ethnic \_\_\_\_\_ (Check all that apply) Race: White  Black  Asian   
Hispanic  (Y/N) American Indian  Native Pacific Islander

Date of Birth \_\_\_\_\_ Parent's/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_

Signature (Student) \_\_\_\_\_ Date Signed \_\_\_\_\_

FM-5740E Rev. (08-19)

## APPENDIX D – Discrimination/Harassment Poster

### Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational

programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

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

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

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

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

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against qualified students with disabilities.

**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, color, sex, gender, national origin, religion, marital status, or disability in public education.

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

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

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

**Veterans** are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

**In Addition:**

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

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

**Office of Civil Rights Compliance (CRC)**

**District Director/Title IX Coordinator**

**155 N.E. 15th Street, Suite P104E**

**Miami, Florida 33132**

**Phone: (305) 995-1580 TDD: (305) 995-2400**

**Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://hrdadeschools.net/civilrights>**