

# **District/School Operations**

## **Senior High School Parent/Student Handbook**

**2025-2026**



**Ronald W. Reagan Doral Senior High School**

**8600 NW 107th Avenue**

**Doral, Florida 33178**

**(305) 805-1900**

# **MIAMI-DADE COUNTY PUBLIC SCHOOLS**

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

Ms. Mari Tere Rojas, Chair

Monica Colucci, Vice-Chair

Roberto Alonso

Dr. Dorothy Bendross-Mindingall

Joseph Geller

Mary Blanco

Ms. Luisa Santos

Danny Espino

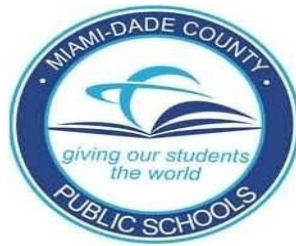
Dr. Steve Gallon III

## **Superintendent of Schools**

Dr. Jose L. Dotres

## **Deputy Superintendent, Office of School Leadership & Performance**

Dr. John Pace III



# Miami-Dade County Public Schools

## **Vision Statement**

*We are committed to provide educational excellence for all.*

## **Mission Statement**

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

## **Message from the Principal**

It is my honor and privilege to welcome our Ronald Reagan Doral Senior High School family to another great school year. I believe our curriculum challenges our students to be the best, and I can assure you that the Reagan Family is constantly challenging itself to improve. Our teachers are persistently working to identify where our strengths and opportunities for improvement exist. We have developed departmental small learning communities where teachers can share best practices and exchange ideas that will assist in improving our students' academic performance. We are working towards increasing the availability and use of technology throughout our curriculum. In addition, we are constantly looking at what we can do to provide a challenging curriculum that prepares our students for the world after graduation.

I encourage each one of our parents to get involved with your child's education. Join the PTSA, EESAC, attend an athletic event, chaperone a field trip or just sit down and have your young adult tell you about their day. It is through strong parental involvement, and students taking charge of their educational experience, that we complete the cycle of learning for every student at Ronald Reagan/Doral Senior High School. If you need any assistance, please do not hesitate to contact the school at 305-805-1900.

I look forward to working with you to prepare your young adult to take on the world after graduation!

Ramon J. Garrigo,  
Principal  
Ronald W. Reagan/Doral Senior High School

# Ronald W. Reagan Doral Senior High School



## Vision/Mission Statement

### Vision

Ronald W. Reagan/Doral Senior High School recognizes that all students can strive for success through the development of character, literacy, and philanthropy. We are committed to create an environment in which students are inspired to reach their potential, become productive citizens, and embrace life-long learning.

### Mission

Ronald W. Reagan/Doral Senior High School provides a challenging and innovative curriculum that prepares our students for an evolving global community.

## Alma Matter

Out by the western plains,  
where the sun sets, There  
you will see  
how the Mighty Bison roam.  
With love and honor  
we fight and learn greatness,  
kindness, dedication, leadership,  
These things we have learned.  
Brilliance, Resilience  
And strength are nigh,  
Here in the hallowed walls  
of Ronald Reagan Senior High.

---- By A. Romero & E. Firestone

## Biography



On February 6, 1911, Ronald Wilson Reagan was born to Nelle and John Reagan in Tampico, Illinois. He attended high school in nearby Dixon and then worked his way through Eureka College. There, he studied economics and sociology, played on the football team, and acted in school plays. Upon graduation, he became a radio sports announcer. A screen test in 1937 won him a contract in Hollywood. During the next two decades he appeared in 53 films.

From his first marriage to actress Jane Wyman, he had two children, Maureen and Michael. Maureen passed away in 2001. In 1952 he married Nancy Davis, who was also an actress, and they had two children, Patricia Ann and Ronald Prescott.

As president of the Screen Actors Guild, Reagan became embroiled in disputes over the issue of Communism in the film industry; his political views shifted from liberal to conservative. He toured the country as a television host, becoming a spokesman for conservatism. In 1966 he was elected Governor of California by a margin of a million votes; he was re-elected in 1970.

Ronald Reagan won the Republican Presidential nomination in 1980 and chose as his running mate former Texas Congressman and United Nations Ambassador George Bush. Voters troubled by inflation and by the year-long confinement of Americans in Iran swept the Republican ticket into office. Reagan won 489 electoral votes to 49 for President Jimmy Carter.

On January 20, 1981, Reagan took office. Only 69 days later he was shot by a would-be assassin, but quickly recovered and returned to duty. His grace and wit during the dangerous incident caused his popularity to soar.

Dealing skillfully with Congress, Reagan obtained legislation to stimulate economic growth, curb inflation, increase employment, and strengthen national defense. He embarked upon a course of cutting taxes and Government expenditures, refusing to deviate from it when the strengthening of defense forces led to a large deficit.

A renewal of national self-confidence by 1984 helped Reagan and Bush win a second term with an unprecedented number of electoral votes. Their victory turned away Democratic challengers Walter F. Mondale and Geraldine Ferraro.

In 1986 Reagan obtained an overhaul of the income tax code, which eliminated many deductions and exempted millions of people with low incomes. At the end of his administration, the Nation was enjoying its longest recorded period of peacetime prosperity without recession or depression.

In foreign policy, Reagan sought to achieve "peace through strength." During his two terms he increased defense spending 35 percent, but sought to improve relations with the Soviet Union. In dramatic meetings with Soviet leader Mikhail Gorbachev, he negotiated a treaty that would eliminate intermediate-range nuclear missiles. Reagan declared war against international terrorism, sending American bombers against Libya after evidence came out that Libya was involved in an attack on American soldiers in a West Berlin nightclub.

By ordering naval escorts in the Persian Gulf, he maintained the free flow of oil during the Iran-Iraq war. In keeping with the Reagan Doctrine, he gave support to anti-Communist insurgencies in Central America, Asia, and Africa.

Overall, the Reagan years saw a restoration of prosperity, and the goal of peace through strength seemed to be within grasp.

At the end of his two terms in office, Ronald Reagan viewed with satisfaction the achievements of his innovative program known as the Reagan Revolution, which aimed to reinvigorate the American people and reduce their reliance upon Government. He felt he had fulfilled his campaign pledge of 1980 to restore "the great, confident roar of American progress and growth and optimism."

----- The White House

## School Information

Ronald W. Reagan / Doral Senior High School opened August 2006 with grades 9 and 10 and grades 11 and 12 were added over the following two years. The school graduated its first class in 2009.

Ronald W. Reagan/Doral Senior High School is in the City of Doral, situated on approximately 20 acres of land. The school contains 250,000 square feet of classroom space, eight computer labs, a 700-seat theater/auditorium, an indoor air-conditioned cafeteria, and a gymnasium that seats 2100 students.

Reagan/Doral will continue to be part of the Secondary School Reform Initiative. An eight period/block schedule day is being implemented to facilitate the transition into small learning communities. Reagan/Doral is an academy-based high school offering the following academies: Cambridge, Classical Arts, and Information and Communications Technology.

The Advanced International Certificate of Education (AICE) is an international diploma that students can earn via an advanced academic curriculum and assessment program written by a non-profit department (CIE) of the University of Cambridge in England. AICE program examinations are offered during grades 11 and 12 in schools worldwide. We also offer a pre-AICE, or IGCSE, curriculum and assessment program, suitable for honor students, to students in grades 9 and 10. Reagan/Doral Senior will be adding at least 6 AICE Level A courses this year. The school's Cambridge Academy continues to increase in enrollment and had its first AICE International Diploma recipients.

Ronald Reagan / Doral Senior High serves a multi-ethnic school population that consists of approximately 1,500 students from a population that predominantly derives from Latin America. Many of our students' parents are employed with Latin American business and frequently travel back and forth between both communities. Currently, of the 1,500 students, 87% are Hispanic, 9% percent are White, 2% percent are Black, and 2% are Asian. Two percent are enrolled in the SWD Program. Fourteen percent are English Language Learners (ELL). Ten percent are in the Gifted Program.

## Website

**<http://reaganhs.com/>**

## Feeder Pattern Schools

### Centers

Andrea Castillo Preparatory Academy  
Dr. Rolando Espinosa K-8 Center  
Dr. Toni Bilbao Preparatory Academy

### Senior High School

Ronald W. Reagan/Doral Senior

## 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 non-curriculum-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, non-curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

### Non-School Sponsored Clubs

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

### Fieldtrips and Special Activities

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

### Senior Activities

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

## Fundraisers – Board Policy 5830

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

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

## Athletics

### Eligibility/Student Contracts

Any student interested in participating in interscholastic sports must purchase school/football insurance prior to participation at any level. Additional information on the school's athletic programs may be obtained from the Athletic Director.

A student is eligible to participate in interscholastic sports if he/she:

- undergoes a physical evaluation yearly, no earlier than June 1
- presents an original birth certificate
- has a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale
- is in ninth grade and was regularly promoted from the eighth grade the immediate preceding year
- adheres to the principles of good sportsmanship and the ethics of competition at all times

## Attendance Policy – Board Policy 5200

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



### **The Attendance Review Committee**

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

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

### **Excused School and Class Absences and Tardies**

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and 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 absent 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)

### **Excusing School Absences**

- There are three ways for parents to excuse absences:
  - Parents can excuse absences via the parent portal or Dadeschools Mobile APP
  - Parents may explain in person at the attendance office.

**School Hours:** 7:20 a.m. – 2:20 p.m. **(Main Campus)**

### **Bell Schedule**

<b>Periods</b>	<b>Time</b>	<b>Minutes</b>
Student Arrival	7:10 A.M. – 7:20 A.M. Warning Bell/Late Bell	10
Period 1/ Period 2	7:20 A.M. – 8:50 A.M.	90
Passing	8:50 A.M. – 8:55 A.M.	5
Period 3 / Period 4	8:55 A.M. – 10:25 A.M.	90
Passing	10:25 A.M. – 10:30 A.M.	5
Period 5 / Period 6	10:30 A.M. – 12:00 P.M.	90
Lunch	12:00 P.M. – 12:45 P.M.	45
Passing	12:45 P.M. – 12:50 P.M.	5
Period 7 / Period 8	12:50 PM – 2:20 P.M.	90

### **Parent Drop Off Location**

Parents who drive their children to school can access the drop off access road via the entrance on NW 86<sup>th</sup> Street.

*Parents who pick up their children can pick them up at the same entrance on NW 86th Street at 2:20 pm. Students who ride a bus can meet the bus at 2:20 pm at the road via the entrance on NW 88 St.*

### **Late Arrival**

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

### **Early Dismissal - Board Policy 5200**

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

### **Messages and Use of Telephones**

Other than during their regularly assigned lunch period, students are not permitted to use their cell phones during school hours. Students are permitted to use their cell phones during class, if they have been given permission by their teachers to use the phone for an in-class activity. Parents/Guardians will be able to contact their child for emergencies by calling the main office and leaving a message with one of the front office personnel. Staff members will then make sure that students receive the message. Students will be able to contact parents/guardians in a state of emergency by asking their teacher for permission to go to the main office accompanied by a yellow hall pass.

### **Lost and Found**

If a student is missing or has lost a personal item, he or she may go to the main office before or after school to request that a staff member assist them in finding their item.

## Cafeteria

### **Free Breakfast & Lunch**

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 a 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 provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year.**

### **PAYPAMS**

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

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

### **Cafeteria Rules**

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

## **Registration Procedures (From 7:00 a.m. to 11:00 a.m.)**

Students **MUST** have the following in order to register as an initial entry:

- 1) Health Records
  - a. Health exam completed no more than 12 months prior to entry date – DH 3040 (Yellow Form)
  - b. TB test completed no more than 12 months prior to entry date
  - c. Immunization Dates – HRS 680 (Blue Card)
- 2) Two Proofs of Address in the Parent's Name
  - a. Electric deposit receipt showing parent's name and service address
  - b. Notarized lease agreement
  - c. Deed to house
  - d. Current homestead exemption card
- 3) ORIGINAL Letter from homeowner's association detailing that the parent/guardian resides in the listed property
- 4) Birth Certificate
- 5) Official Transcript from Previous School
- 6) Student's Social Security Card

For questions regarding a student VISA, contact Ms. Sofia Fernandez-Amado at: 305-884-2044 ext. 1.

### **Uniform Policy**

In April of 2006, the parents of Ronald W. Reagan / Doral Senior High students were asked to vote on a mandatory uniform policy for our students. An overwhelming 93% of our parents voted in favor of a mandatory uniform. Thus, we have developed the following guidelines for students to follow:

1. Students will be required to wear a navy blue or green polo shirt and khaki colored pants. **Khaki jeans are not permitted.** The shirt must have a collar. Shorts, capri pants, or skirts are not permitted. (Note: no other colored shirts or pants will be permitted)
2. Shirts must be tucked in at all times.
3. Students must wear school-approved sweater with no logo in heather grey navy blue or green.
4. Students are expected to be in uniform on the first day of the new school year.



The uniform provider for our school is Ibiley Uniforms located at 7934 S.W. 8 Street (305-625-8050). Parents are NOT required to purchase their child's uniform from Ibiley and may choose any other uniform provider or department store that is convenient. Should the uniform be purchased from a different provider, the patch can still be purchased from Ibiley for \$1.99.

It is our belief that uniforms help to send a clear message to our students that school is a serious place of academic study. With the support of parents and faculty, our uniform policy can help create an atmosphere that is conducive to educating our students. It is imperative that parents review with their teenagers these procedures and check each day that they are appropriately dressed for school. Failure to comply with the uniform policy will result in disciplinary action by the school administration.

### **Cell Phones**

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or endangers students' safety while being transported on an M-DCPS school bus, would be a violation of the CSC. Any student who violates the cell phone policy in place at Reagan/Doral Senior High School will have their phone confiscated. It then becomes the parents' responsibility to pick up the cell phone beginning the next school day after 2 p.m. in the main office at the Reagan/Doral main campus. Any phones confiscated at the South Campus are only to be picked up by parents at the Reagan/Doral main campus.

### **Internet Use Policy – Board Policy 5511**

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

## **Confidential Information**

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

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

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

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

## **Insurance**

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

## **Emergency Contact Information**

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

## **Halls/Hall Passes**

Approximately 6 minutes are allotted to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner, observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Security Monitors in the exercise of their duties and present a hall pass courteously when asked to do so. At no time is a student to be out of the classroom during class without an official, color-coded Hall Pass. Teachers are not to give verbal permission for a student to exit the classroom.

## **Health Screening**

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

Scoliosis Screening - The Florida Legislature Statute, 381.0056, and School Board Policy 7540.03 School Health Services Program, mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has

been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. Parents will be notified of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

## Immunizations

### Requirements for School Entry:

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

## 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 your child's 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; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act.



The graphic is a vertical instruction sheet for the Parent Portal. At the top left is the Miami-Dade County Public Schools logo, which features a stylized sun or sail icon above the text 'Miami-Dade County Public Schools'. To the right of the logo is a circular inset photo of a man and a young boy looking at a tablet together. Below the logo and photo, the text 'Parent Portal It is as easy as 1, 2, 3, 4' is displayed. The main body of the graphic consists of four numbered steps, each in a blue circle, followed by a description in an orange box. Step 1: 'Obtain your child(ren) Student Identification Number', 'Obtain your 6 digit Parent Identification Number (PIN)', and 'By visiting your child's school'. Step 2: 'Create a parent account, login to:' followed by the URL '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 - Parent Portal for student grades, attendance, and important information'. At the bottom, the website 'www.dadeschools.net' is listed.

**Parent Portal** It is as easy as 1, 2, 3, 4

- 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)

## Financial Obligations

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

## Grade Reporting

### Academic Grades

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

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

### Conduct

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

### Grade Point Average

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

### Interim Progress Report

Interim progress reports will be sent home during each mid-grading period to inform parents as to the academic progress of their children. It is strongly encouraged, however, that parents download the Miami-Dade mobile application for their cellular phones. This app will allow parents to monitor the academic progress of their children daily.

### 5-point Rule

In authorized annual courses, the student's final grade is determined by the teacher as follows: 25 percent for each of four nine-week grading periods with a provision for teacher override. This equates to ten points required to pass an annual course using a 4.0 scale. Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester.

## Homework / Make-up Assignments

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

the teacher (s). It is important to note that teachers may issue zeroes for any work missed due to unexcused absences. Regular attendance is a critical factor in achieving academic success.

## Out of Area Student Transfer – Board Policy 5131

Students in the regular school program (K-12) are assigned to attend school based on the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of-area-transfer if the student resides with his/her parent or legal guardian, 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, the parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

### **Textbooks/Electronic Tablets**

Students are issued textbooks/electronic tablets by their teachers and once a textbook/tablet is issued it then becomes the responsibility of the student. Students also have the option of bringing in their own electronic devices in lieu of accepting a school-issued device. The school is not responsible if either theft/damage occurs to a student's personal device. Any lost or damaged textbooks/tablets will result in a financial obligation for the student. Financial obligations will keep students from participating in extra-curricular activities, athletics, field trips, and other non-required activities. Students are responsible for these obligations and they will remain in a student's record until cleared. It is imperative that students keep their books/tablets in good condition and keep them in a safe place.

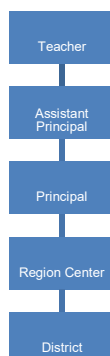
### **Permanent Records (FYI – from the Student Educational Records Manual)**

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

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

### **Procedures for Addressing Concerns**

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



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

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in



an assignment to SCSJ, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes. Additionally, students who are guilty of more serious infractions of the Code of Student Conduct can be assigned to Student Success Centers in lieu of outdoor suspension.

### **Transportation Eligibility**

Students will be assigned for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

### **Work Permits**

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

### **Safety and Security**

#### **The Emergency Operations Plan**

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

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

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

#### **Accident Reports**

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

#### **Code Yellow/Code Red**

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

#### **Closing of School**

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

#### **Fire Drills**

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

emergency bell must proceed to the nearest exit and locate the teacher. Students, teacher and staff must remain outside the building until permission is given to re-enter.

### **Identification Cards**

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

### **Parking**

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

### **Visitors**

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

### **Elevator**

The school elevator is to be used by individuals who are handicapped and cannot use the stairs. (Medical documentation must be provided)

## **Special Education**

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

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

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

## Student Services

### Academic Advisement

The Student Services department supports the implementation of school site student skill development plans based on the State of Florida DOE framework of standards and benchmarks. They support the academic, career, and personal/social development of our students by assisting school personnel, parents/guardians/caregivers, and the community empower and encourage learners in the achievement of their maximum potential in a safe and effective learning environment.

### College Assistance Program (CAP)

The College Assistance Program (CAP) is a college access program in all public senior high schools in Miami-Dade County. The specialized focus of the program enables CAP advisors to serve students more effectively because of their specific expertise in this field. It is one the few college- help services in schools nationwide that initiates contacts with the students. CAP advisors communicate effectively on behalf of students as a result of their special relationships with college representatives as well as local, state and national organizations.

Job Related Functions:

Teach students how to research and select postsecondary institutions that will fit their needs.

Help students fill out admission applications.

Advise students of appropriate admission entrance tests and provide registrations materials.

Meet one-on-one with students throughout their high school career to help guide them on their path to post-secondary planning.

Assist 1st Generation students understand college life.

Present workshops to students and parents on how to fill out the Free Application for Federal Student Aid and the Florida Department of Education Office of Student Financial Assistance application.

### Community Service Requirements

#### **GUIDELINES:**

- You must perform your service hours on your own
- You may **NOT** receive any kind of compensation (money, gifts or benefits).
- Your service hours may be performed at any of the following instructions:
  - A non-profit organization
  - A school
  - A hospital
  - A retirement community

#### **TIME FRAME:**

- You are urged to distribute your service hours throughout your four years of high school, making a practice of ongoing service to others (e.g., 30 hours per year)
- You may perform your service hours from the summer prior to grade 9 to December of grade 12.
- Your 60 (100 for Cambridge) service hours must be completed no later than December of your senior year, or you **WILL NOT** receive your high school diploma.

#### **PROCEDURE:**

- Pick up service form from Guidance Counselor
- Complete the entire form and submit your forms to your counselor.
- Retain a copy for your records.

## Volunteer Program

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

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

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

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

# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **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.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- [5410 - STUDENT PROGRESSION PLAN](#)

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

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

- [3213 - STUDENT SUPERVISION AND WELFARE](#)

- Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property

- [5540 - INVESTIGATIONS INVOLVING STUDENTS](#)

- School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.

- [5772 - WEAPONS](#)

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

- [7217 - WEAPONS](#)

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

- [8405 - SCHOOL SAFETY](#)

- The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- [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.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Anti-Discrimination Policy

- [3362 - ANTI-DISCRIMINATION/HARASSMENT](#)
  - The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
  - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- [5517 – ANTI-DISCRIMINATION/HARASSMENT \(STUDENTS\)](#)
  - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.
- [5517.01 – BULLYING AND HARASSMENT](#)
  - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- [5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS](#)
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
  - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

## Attendance Policy/School Hours

- [5200 – ATTENDANCE:](#)
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.





# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- [5225 - ABSENCES FOR RELIGIOUS HOLIDAYS](#)
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- [5230 - LATE ARRIVAL AND EARLY DISMISSAL](#)
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- [8220 - SCHOOL DAY](#)
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## Ceremonies & Observances

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

## Class Size

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

## Clinic

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Code of Student Conduct

- [2451 - ALTERNATIVE SCHOOL PROGRAMS](#)
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- [5136.02 - SEXTING](#)
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- [5500 - STUDENT CONDUCT AND DISCIPLINE](#)
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
- [5511 - DRESS CODE AND SCHOOL UNIFORMS](#)
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

## Digital Conversion/Social Media

- [7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND](#)



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## DISTRICT NETWORK SYSTEMS

- The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

## **Equal Opportunity**

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

- The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.

- 5111.01 - HOMELESS STUDENTS

- Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

## **Fieldtrips/School Social Events**

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

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

- 5850 - SCHOOL SOCIAL EVENTS

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

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

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

## **Financial Obligations**

- 6152 - STUDENT FEES

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

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

## **Fundraising**

- [5830 – STUDENT FUNDRAISING](#)
  - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
  - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- [6605 – CROWDFUNDING](#)
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
- [9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES](#)
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## 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.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Parent Involvement

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

## Pledge of Allegiance

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

## Privacy

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

## Schools of Choice/Magnet Schools

- [2370 - MAGNET PROGRAMS/SCHOOLS](#)
  - Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.

## School Transportation/Bus Safety Conduct

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

## Special Education

- [2460 – EXCEPTIONAL STUDENT EDUCATION](#)



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

## **Student Activities**

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

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

- [8330 - STUDENT RECORDS](#)

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

## **Student Services**

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

## **Title I – School wide Program**

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





# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Visitors

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

## Volunteer Program

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

## 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.





# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

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

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

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

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

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

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

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

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

## **In Addition:**

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of 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, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

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

Rev: 08/2017

