

**District/School Operations**  
**Elementary School Parent/Student Handbook**



*Kenwood K-8 Center*

*2013- 2014*

*Moraima Almeida- Perez, Principal*  
*Gabriel Quintero, Elem. Assistant Principal*  
*Janet Hauser, Upper Academy Assistant Principal*

**Miami-Dade County Public Schools**

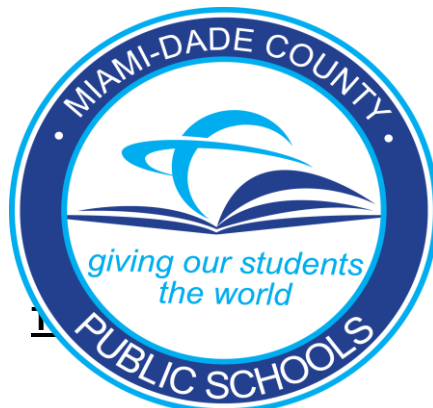
Miami-Dade County Public Schools  
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# **Miami-Dade County Public Schools**

## **Vision Statement**

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

## **Mission Statement**

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

## **Kenwood K-8 Center**

### **Mission Statement**

Kenwood's mission is to foster each student's academic, social and emotional potential in the pursuit of life-long learning and effective citizenship. Growth and excellence in reading, writing, and mathematics competencies are emphasized across the curriculum.



## **School Information**

- The K-8 concept is a call to create a caring learning community by which members are totally committed to the school's educational philosophy, programs, policies and practices. It includes both primary and middle grades, in order to facilitate child-oriented programs conducive to young adolescent learning.
- K-8 structures are grounded in elementary philosophies in order to better meet the needs of young adolescent learners in a more personal environment.
- The K-8 program creates a setting that operates more like a community rather than a bureaucracy. It is an alternative to the traditional view of schools with emphasis on family-like relationships.
- The K-8 center provides a context for enhanced preparation for life, allowing students to thrive in a school environment that implements a challenging, academically sound curriculum.

## **Website**

<http://kenwood.dadeschools.net>

## **Feeder Pattern Schools**

Killian Senior High School

<http://killian.dadeschools.net/>



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2013-2014 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

July 2013				
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 2013				
M	T	W	T	F
			1	2
5	6	7	<del>8</del>	<del>9</del>
<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>
<del>19</del>	20	21	22	23
26	27	28	29	30

September 2013				
M	T	W	T	F
<del>2</del>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	<del>26</del>	27
30				

October 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	<del>24</del>	<del>25</del>
<del>28</del>	29	30	31	

November 2013				
M	T	W	T	F
				1
4	5	6	7	8*
<del>11</del>	12	13	14	15
18	19	20	21	22
25	26	27	<del>28</del>	<del>29</del>

December 2013				
M	T	W	T	F
2	3	4	5	6
9	10	11	<del>12</del>	13
16	17	18	19	20
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
<del>30</del>	<del>31</del>			

January 2014				
M	T	W	T	F
		<del>1</del>	<del>2</del>	<del>3</del>
6	7	8	9	10
13	14	15	<del>16</del>	<del>17</del>
<del>20</del>	<del>21</del>	22	23	24
27	28	29	30	31

February 2014				
M	T	W	T	F
3	4	5	6	7*
10	11	12	<del>13</del>	14
<del>17</del>	18	19	20	21
24	25	26	27	28

March 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	<del>13</del>	14
17	18	19	<del>20</del>	<del>21</del>
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
<del>31</del>				

April 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	<del>17</del>	<del>18</del>
21	22	23	24	25
28	29	30		

May 2014				
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 2014				
M	T	W	T	F
2	3	4	<del>5</del>	<del>6</del>
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Florida Comprehensive Assessment Test® FCAT 2.0		
October 7 - 18, 2013	RETAKES*	11, 12, 13, Retained 10, and Adult
December 3 - 4, 2013	FCAT 2.0 Reading FCAT 2.0 Writing Prompt Field Test	4, 8, and 10
February 25 - 26, 2014	FCAT 2.0 Writing	4, 8, and 10
April 7 - 11, 2014	RETAKES*	11, 12, 13, Retained 10, and Adult
April 22 - 25, 2014**	FCAT 2.0 Mathematics FCAT 2.0 Reading FCAT 2.0 Science	3, 4, 7, and 8 3, 4, and 5 5, 8
April 22 - May 1, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	6* 7* and 10*
April 28 - May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	5* 6*, 8*, and 9*

	New Teachers Report	
	Teacher Planning Day	Days in Grading Period
	Teacher Planning Day No Opt	1-47
	Legal Holiday	2-45
	Recess Day	3-41
	Beg/End of Grading Period	4-47
	Secondary Early Release	

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



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2013 - 2014 TESTING CALENDAR, GRADES PreK-12**  
**Tentative: May 30, 2013**

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

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
July 22 – Aug 9	<i>Florida End-of-Course Assessments*</i>	EOC	Grade 6-12, <i>eligible students</i>	Federal and State
July 22	<i>US History</i>			
July 22 – 26	<i>Biology 1</i>			
July 29 – Aug 2	<i>Algebra 1</i>			
Aug 5 – 9	<i>Geometry</i>			
July 31- August 1	<i>Alternative Assessment for Grade 3 Promotion</i>	AAGTP	Grade 3, <i>retained only</i>	State
August 19– September 13	<i>Baseline Benchmark Assessments Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1, United States History, and Civics</i>	BBA	Grades 3-12	State and District
August 19- October 1	<i>Florida Kindergarten Readiness Screener (Early Childhood Observation System and Florida Assessment for Instruction in Reading)</i>	FLKRS (ECHOS and FAIR)	Kindergarten	State
August 20 – October 15	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	FAIR	Grades 1-3, <i>all</i> ; Grades 4-12, <i>eligible students**</i>	State and District
August 21 – September 4	<i>District Writing Pre-Test</i>	DWT	Grades 4, 8, 10	State and District
September/ October	<i>Preliminary ACT Test</i>	PLAN	Grade 10, <i>Optional</i>	Nationally Offered
September/ October (Tentative)	<i>Race to the Top District Developed Assessments Item Try Outs Career Technical Education, Physical Education, Visual Arts, Performing Arts, and World Languages</i>	RTTDDA	TBD	State
September 3 - 30	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 1 (AP1)</i>	VPK	Prekindergarten	State
September 16- 27	<i>Florida End-of-Course Assessment* US History, Biology 1, Algebra 1, and Geometry****</i>	EOC	Grade 6-12, <i>eligible students</i>	Federal and State
October 7 – 18	<i>Florida Comprehensive Assessment Test Reading Retake*</i>	FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>eligible students</i>	State
October 16	<i>College Board Preliminary SAT / National Merit Scholarship Qualifying Test</i>	PSAT / NMSQT	Grade 9, <i>Optional</i> Grade 10 Grade 11, <i>Optional</i>	Nationally Offered State Nationally Offered
October 28– November 15	<i>Interim Assessment Tests: Fall Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1, United States History, and Civics</i>	IA	Grades 3-12	State and District
November 12 – 13	<i>Grade 3 Mid-Year Promotion</i>	GTMYP	Grade 3, <i>eligible, retained students</i>	State
November 25 – January 30	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>eligible students**</i>	State
December 2 – 6	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 10-12, <i>Optional</i>	State
December 2 – 20	<i>Florida End-of-Course Assessments* US History, Biology 1, Algebra 1, and Geometry****</i>	EOC	Grade 6-12, <i>eligible students</i>	Federal and State
December 3 – 4	<i>Florida Comprehensive Assessment Test 2.0 Writing Prompt Field Test</i>	FCAT 2.0	Grades 4, 8, 10	State
January 6 – 21	<i>District Writing Mid-Year Test</i>	DWT	Grades 4, 8, 10	State and District
January 7 – February 4	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 2 (AP2)</i>	VPK	Prekindergarten	State
January 21 – February 14	<i>Interim Assessment Tests: Winter Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1, United States History, and Civics</i>	IA	Grades 3-12	State and District

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2013 - 2014 TESTING CALENDAR, GRADES PreK-12**  
**Tentative: May 30, 2013**

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
January 21- May 9	<i>Grade 3 Reading Student Portfolio</i>	GTRSP	Grade 3	State
January 27 – March 20	<i>National Assessment of Educational Progress</i>	NAEP	Grades 4, 8, 12, <i>selected schools</i>	Federal
February	<i>Florida's Postsecondary Education Readiness Test</i>	PERT	Grades 11, <i>eligible students</i>	State
February 24 – April 9	<i>Florida Alternate Assessment</i>	FAA	Grades 3-11***	State
February 25 – 26	<i>Florida Comprehensive Assessment Test 2.0 Writing</i>	FCAT 2.0 WRITING	Grades 4, 8, 10	State
March (Tentative)	<i>Partnership for Assessment of Readiness for College and Careers Field Tests</i>	PARCC	TBD	Federal and State
March 3 – April 4	<i>Comprehensive English Language Learning Assessment</i>	CELLA	Grades K-12, <i>all current ELLs and eligible former ELLs</i>	Federal and State
April 7 – 11	<i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i>	SAT-10	Grades K-2	District
April 7 – 11	<i>Florida Comprehensive Assessment Test Reading Retake*</i>	FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>eligible students</i>	State
April 17 – May 28	<i>Florida Assessments for Instruction in Reading Assessment Period 3 (AP3)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>eligible students**</i>	State
April 22 – May 7	<i>Florida Comprehensive Assessment Test 2.0</i>	FCAT 2.0		Federal and State
April 22 – 25	<i>Mathematics</i>		Grades 3, 4, 7, 8	
	<i>Reading</i>		Grades 3, 4, 5	
	<i>Science</i>		Grades 5, 8	
April 22-May 1	<i>Mathematics*</i>		Grade 6	
	<i>Reading*</i>		Grades 7, 10	
April 28 – May 7	<i>Mathematics*</i>		Grade 5	
	<i>Reading*</i>		Grades 6, 8, 9	
April 22 – May 16	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 3 (AP3)</i>	VPK	Prekindergarten	State
April 28 – May 30	<i>Florida End-of-Course Assessments*</i>	EOC	Grades 6-12, <i>eligible students</i>	Federal and State
April 28 – May 2	<i>Civics/US History</i>			
May 5-9	<i>Biology 1</i>			
May 12-16	<i>Algebra 1</i>			
May 19-23	<i>Geometry</i>			
May 27 – 30	<i>Make-up Only: US History, Biology 1, Algebra 1, Geometry, and Civics EOC Assessments</i>			
May (Tentative)	<i>Race to the Top District Developed Assessments Field Tests Career Technical Education, Physical Education, Visual Arts, Performing Arts, and World Languages</i>	RTDDA	TBD	State
May 1 – 21	<i>International Baccalaureate External Written Examinations</i>	IB	Grades 11-12, <i>enrolled, registered students only</i>	Internationally Offered
May 5 – 16	<i>Advanced Placement Examinations</i>	AP	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered
May 6 – June 11	<i>Cambridge Advanced International Certificate of Education Examinations</i>	AICE	Grades 9-12, <i>enrolled, registered students only</i>	Internationally offered
May 12 – 16	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 10-12, <i>Optional</i>	State
May 23 – June 4	<i>Alternative Standardized Reading Assessment</i>	ASRA	Grade 3, <i>eligible students</i>	State
May (Tentative)	<i>AP/Cambridge Capstone</i>	AP	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2013 - 2014 TESTING CALENDAR, GRADES PreK-12**  
**Tentative: May 30, 2013**

<b>TESTS GIVEN ON AN AS-NEEDED BASIS</b>			
DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
<i>Florida Post Secondary Education Readiness Test</i> Dual Enrollment Placement, College Placement Testing, Post Remediation, Concordant Scores for Algebra 1 EOC (when established)	<b>PERT</b>	Grades 10 – 12	State
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs	<b>APRENDA</b>	Grades K-12, <i>eligible ELLs</i>	State
<i>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i> Placement decisions for Gifted Program	<b>ITBS/ITED</b>	Grades K-12, <i>eligible students</i>	Federal and State
Exit ESOL Program (six semesters or more)		<i>Grades 2-12, eligible students, Charter Schools only</i>	
ACCEL Option		<i>Selected students</i>	
<i>Miami-Dade County Oral Language Proficiency Scale Revised</i> Placement decisions for ESOL Exit ESOL Program- Second Instrument Needed	<b>M-DOLPS-R</b>	Grade K, <i>eligible students</i>	Federal and State
<i>On-line Comprehensive English Language Learning Assessment</i> Placement decisions for ESOL Extension of services for ESOL Program	<b>On-line CELLA</b>	Grades 1-12, <i>eligible students</i>	Federal and State

<b>COLLEGE ENTRANCE EXAMINATIONS</b> <b>NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS</b>			
Anticipated SAT and SAT Subject Test Dates*		ACT Test Dates	
October 5, 2013	March 8, 2014 (SAT Only)	September 21, 2013	April 12, 2014
November 2, 2013	May 3, 2014	October 26, 2013	June 14, 2014
December 7, 2013	June 7, 2014	December 14, 2013	
January 25, 2014		February 8, 2014	

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

Notes:

\*Designates computer-based testing.

\*\*The following students in all schools must participate in FAIR as follows:

- All students in grades K-3
- Grades 4-10: only students in FCAT Levels 1 and 2
- Grades 11-12: only students eligible to take the FCAT 2.0 Reading Retake

\*\*\*Only includes ESE students exempted from standardized testing at these grade levels.

\*\*\*\*EOC assessments must be administered in this order.

## Important Dates - Tentative

Interim Report Distribution	Report Card Distribution
September 20, 2013	November 15, 2013
December 3, 2013	February 7, 2014
February 19, 2014	April 17, 2014
May 1, 2014	June 27, 2014

## Activities

### Clubs

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

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

### Fieldtrips and Special Activities

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

### Parties in School

Birthday parties are not allowed.

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

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

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

### **Attendance Policy – Board Policy 5200**

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

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

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

### **Unexcused School Absence**

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

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

### **Bringing Pets to School**

Students are not allowed to bring pets to school.

## Arrival/Dismissal

### School Hours:

Elementary Schools	Grades Pre-K, K,1	8:20 a.m. – 1:50 p.m.
	Grades 2 - 5/6	8:35 a.m. – 3:05 p.m.
K - 8 Centers	Grades Pre-K, K,1	8:20 a.m. – 1:50 p.m.
	Grades 2 - 8	8:35 a.m. – 3:05 p.m.
<b>On Wednesdays, all elementary and K-8 students are dismissed at 1:50 p.m.</b>		
Middle Schools	Grades 6 – 8	9:10 a.m. – 3:50 p.m.
Senior High Schools	Grades 9 – 12	7:20 a.m. – 2:20 p.m.

### Bell Schedule –

*First Bell rings at 8:10 a.m.*

*Second Bell rings at 8:20 a.m.*

*Pre-K, K, & 1<sup>st</sup> grade students must be in class by 8:20 a.m., if not they will be marked tardy.*

*Grades 2<sup>nd</sup> – 8<sup>th</sup> must be in class by 8:35 a.m., if not they will be marked tardy.*

### Before and After School Care Program

“BEFORE & AFTER SCHOOL CARE PROGRAM”

**Before School Care** \$4.00 per day: 7:15-8:15 A.M.

**Story Hour** \$4.00 per day: 1:50 P.M. to 3:05 P.M.

**After School Care** \$8.00 per day: Dismissal to 6:00 P.M.

**ALL FEES ARE PAID IN ADVANCE MONTHLY  
ACCORDING TO THE FEE SCHEDULE.**

School Insurance is mandatory to participate in any of these programs.  
REGISTRATION is in the After School Care Office

### **IMPORTANT**

NO student will be permitted to stay in the BSC/ASC or Story Hour  
if they have not been pre-registered!

For more information call  
(305) 271-5061 x 115

### **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 Sign Out- Board Policy 5200**

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

### **Rainy Day Dismissal**

We urge you to plan ahead to make definite arrangements with your children so that they will know exactly what to do if it is raining at dismissal time. It is not possible to allow students to call home to make arrangements on rainy days. Please let your children know in advance what you wish him/her to do if it rains at his/her dismissal time. Parents/guardians are requested to wait patiently, so a safe orderly dismissal can take place.

### **Comprehensive Reading Plan**

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

### **Cafeteria**

#### **Food Cost**

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

#### **Free Breakfast**

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

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

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

## **PAYPAMS**

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

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

## **Cafeteria Rules**

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

## **Registration Procedures**

Students entering kindergarten must be five years old on or before the first day of September. Students entering first grade must be 6 years old on or before the first day of September and have successfully completed kindergarten. **STUDENTS MUST ATTEND THE SCHOOL WITHIN THEIR ATTENDANCE BOUNDARY AREA.** Students are to attend the school in which the parent or legal guardian resides. Registration hours are from 8:00 a.m. until 12:00 p.m. daily.

Be sure to bring the following information with you when you enroll your child:

- An original birth certificate.
- Your child's immunization record (blue card) and a complete physical examination (yellow form).
- An emergency telephone number.
- Student's Social Security card.
- An exact address. (We must have proof that the residence is the parent's legal residence0.  
Example: FPL Bill and Deed or Lease.
- New students in grades 1-5 should bring their most recent report card.

## **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 Kenwood K-8 Center's Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

## **Emergency Contact Information**

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

## **Halls/Hall Passes**

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

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

## **Code of Student Conduct**

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On March 12, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English, Haitian/Creole and Spanish versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

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

### LEVEL I

#### Disruptive Behaviors

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



#### Special Notes

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

### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN I

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

#### Special Notes

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

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

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

### LEVEL II

#### Seriously Disruptive Behaviors

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

#### Special Notes

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

### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN II

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



#### Special Notes

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

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

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

### LEVEL III

#### Offensive/Harmful Behaviors

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

#### Special Notes

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

\* Bullying infractions do not require a SPAR

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

### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN III

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



#### Special Notes

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

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

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL IV Behaviors</b> are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p>	<p>The principal or designee <u>must</u> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p>
<p style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"><li>• Battery against a <u>non-staff</u> member</li><li>• Grand theft (over \$300.00)</li><li>• Hate crime</li><li>• Hazing (felony)</li><li>• Motor vehicle theft</li><li>• Other major crimes/incidents</li><li>• Sale and/or distribution of alcohol and controlled substances</li><li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li></ul>	<p style="text-align: center;"><b>PLAN IV</b></p> <ul style="list-style-type: none"><li>• Parent/guardian contact*</li><li>• Suspension from school for one to ten days**</li><li>• Recommendation for alternative educational setting</li><li>• Recommendation for expulsion.</li></ul> <div data-bbox="850 1062 1399 1524" data-label="Image">An illustration showing a group of five people (three women and two men) sitting around a table in a meeting room. They appear to be in a discussion or meeting. There are papers on the table, a potted plant, and a bulletin board in the background.</div>
<p style="text-align: center;">Special Notes</p> <p>➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</p>	<p style="text-align: center;">Special Notes</p> <p>* Good Faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>** Send written notice to parent/guardian within 24 hours via U.S. mail.</p>

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

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

### LEVEL V

#### Most Serious, Dangerous or Violent Behaviors

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

#### Special Notes

- All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.
- The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
- \* Mandatory one year expulsion.

### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN V

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



#### Special Notes

- \*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.
- \*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.
- This level of infraction may result in an expulsion requiring School Board action.

## **Student Rights and Responsibilities**

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

## **Dress Code – Board Policy 5511**

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

## **Uniform Policy**

The uniform code outlined here, will be strictly enforced. Please review the information very carefully. There are a number of retail and/or uniform stores offering uniforms. Please note that uniforms may be purchased at any retail store offering them. Listed below are the approved garments.

### **UNIFORMS FOR GRADES K-5**

(1) Slacks	Navy or khaki (NO JEANS)
Bermuda shorts	Navy or khaki (Bermuda length only)
Elastic waist shorts	Navy or khaki (Longer length only)
Jumper, drop waist	Navy or khaki
Skirt	Navy or khaki
Skorts (culottes)	Navy
Skorts Elastic waist	Navy or khaki
Polo shirt	Light blue, navy, white, yellow (Long-sleeved OK for winter)
Button-down Oxford shirt	Light blue, navy, white, yellow (Long-sleeved OK for winter)
Winter shirts	Long sleeved shirts (polo, Oxford, turtle neck or crew) Light blue, navy, white, yellow (do not require crest)
Shoes	Regular shoes or sneakers are recommended. <b>ALL SHOES MUST BE CLOSED-TOE, NO SANDALS.</b>
Socks	There is no official policy on socks; however, colors should coordinate with uniforms.
Cardigan sweater	Navy, V-neck
School jacket found in uniforms stores (optional)	Navy (matte finish) <b>Only plain blue.</b>
Sweatshirt	Navy or white. <b>NO LOGOS PERMITTED</b>
Hair accessories	In colors or plaid to match uniform color.

## UNIFORMS FOR GRADES 6-8

(1) Slacks	Navy or khaki
Skirt	Navy or khaki Skirts (length MUST be to the Knee)
Skorts (culottes)	Navy or khaki (length MUST be to the knee)
Polo Shirt	Red or Teal shirts with the Kenwood Crest.
Winter Shirts	Long sleeved shirts (polo, Oxford, turtle neck or crew) Red and Teal
Sweatshirts	Only plain blue or white. <b>NO LOGOS PERMITTED</b>
Shoes	Sneakers and regular shoes. ALL SHOES MUST BE CLOSED-TOE

- **Jeans and shorts are NOT PERMITTED.**
- **Skirts and Skorts length MUST be to the knee.**
- **Polo Shirts must fit properly, no oversized shirts.**
- **NO SANDALS**
- **IF UNDERSHIRTS ARE WORN, THEY MUST BE WHITE, BLACK, OR GREY.**
- **THEY MUST BE TUCKED-IN.**
- **CAPS ARE NOT PERMITTED**
- **NO TIGHT OR BAGGY PANTS PERMITTED.**
- **COLORED HAIR, LARGE JEWELRY, MAKE-UP OR ANY OTHER ITEMS THAT THE SCHOOL DETERMINES ARE A DISTRACTION WILL NOT BE PERMITTED.**

### **Cell Phones**

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

### **Internet Use Policy** – Board Policy 7540.03

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

### **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** (6<sup>th</sup> grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public



Schools and Easter Seals Miami-Dade. A sample letter (**FM-4382**) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

## **Immunizations**

### **Requirements for School Entry:**

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

## **Insurance**

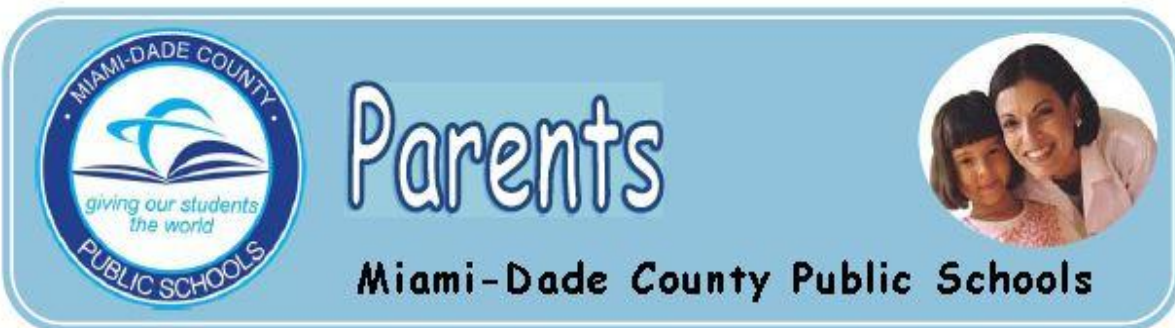
The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the 2011-2012 enrollment application and additional information to the parents.

## **Florida KidCare**

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

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

## Parent Portal



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

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

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

1

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

2

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

3

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

## Financial Obligations

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

## Grade Reporting

### Academic Grades

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

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

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

### Conduct

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

### Grade Point Average

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

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

### Interim Progress Report

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

## Homework / Make-up Assignments

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

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

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

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, parent(s)/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**

Textbooks are furnished by the State of Florida. They are issued to every student and distributed by classroom teachers. They must be cared for by the students and accounted for by the teachers. Pupils will be charged for lost and damaged books that have been issued to them. Please stress with your child the importance of respect for school materials and property.

**NOTE:** Parents and/or guardians are responsible for their child to bring the basic school supplies to school.

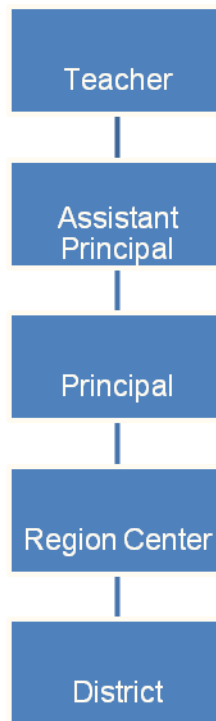
## **Permanent Records (FYI – from the Student Educational Records Manual)**

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

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

## Procedures for Addressing Concerns

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



## School Center for Special Instructions (SCSI)

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

## School Transportation

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

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

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

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

### **Fire Drills**

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

### **Visitors**

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

### **Elevator**

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

### **Media Center**

All students are strongly encouraged to develop the habit of a daily reading period for enjoyment and to reinforce the reading skills taught at school. Our media center has a variety of books that are available for students. Students are responsible for their care and will be charged for lost or damaged books.

### **Special Education**

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

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

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

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

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

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

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

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

## **Student Services**

### **Clinic**

The health and physical well-being of all our students are matters of great concern to us. For the sake of classmates, children should not be permitted to come to school if they are suffering from headache, nausea, fever or runny noses. When a child becomes too ill to remain in class, we will contact you. For this reason, it is most important that we are notified immediately, if telephone numbers are changed, or if there is a change in your emergency contact information. Clinic facilities for emergency care in school are very limited. We appreciate you making arrangements for taking your child home promptly for adequate care. The administering or dispensing of ANY medicines (including aspirin) to students by employees of Miami-Dade County Public Schools without specific authorization by a licensed physician and parents/guardians of the student is forbidden. If it is absolutely necessary for a child to take any medication while he/she is in school, the parent/guardian and the physician must sign an authorization form. Please obtain this form in the school office. If a child has a medical reason for not participating in physical education a statement of his/her condition must be obtained from the physician. It is extremely important that parents/guardians have their physician make us aware of their child's medical problems so that his/her activities may be modified as needed.

## **The Parent Academy**

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

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

The Parent Academy pledges to enrich the lives of children by bridging the gap between home and school through the provision of valuable resources. Visit the Website at [www.theparentacademy.net](http://www.theparentacademy.net) to view the course directory, upcoming events, and links to helpful information. For more information call 305-995-2680.



## Volunteer Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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