



the one with the  
Parent/Student  
Handbook  
2023-2024

**Dr. Alina M. Diaz-Blanco, Principal**  
**Ms. Anna M. Navarro, Assistant**  
**Principal**

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Miami-Dade County Public Schools  
The School Board of Miami-Dade County, Florida

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Dr. Jose L. Dotres

**OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE**

Dr. John Pace III  
**Deputy Superintendent**

**DISCLAIMER**

**The International Studies Preparatory**

**2023-2024**

**PARENT / STUDENT HANDBOOK**

**is an ongoing document and is subject to changes as needs arise  
and/or as district or state policies mandate.**

### **MDCPS-Vision Statement**

*We provide a world class education for every student.*

### **MDCPS-Mission Statement**

*To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.*

### **Values**

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

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

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

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

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

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



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Dr. Jose L. Dotres

**Miami-Dade County School Board**

Mari Tere Rojas, Chair

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Roberto J. Alonso

Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Monica Colucci

Dr. Steve Gallon III

Luisa Santos

August 1, 2023

Dear Parent/Guardian:

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), I would like to welcome you and your child to the 2023-2024 school year. Students enrolled in M-DCPS can expect to receive a world-class education in an "A"-rated school district. M-DCPS celebrates students' unique abilities while fostering curiosity and creativity in a safe and secure learning environment, making it your best choice in education.

This Parent/Student Handbook outlines the major policies, procedures, and expectations that guide student life in our District. I encourage you to familiarize yourself and your children with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein. We have made every effort to ensure that this handbook contains the most up-to-date and accurate information. However, please note that changes or updates may occur throughout the school year. In such cases, we will communicate any revisions promptly to keep you well-informed.

It is also my hope that you and your child will avail yourselves of the numerous resources we provide. As a parent/guardian, you are a vital partner in your child's education and are welcome to actively participate in school and district functions. I encourage you to stay connected by downloading the M-DCPS mobile application on your mobile device and by following us on social media (Twitter @mdcps, Facebook at Miami Schools, or Instagram @miamischools). For more information regarding specific resources and activities at your child's school, please contact the school directly and ensure that the school's staff is provided with your most updated contact information.

Thank you for your partnership and for entrusting us with your child's education. I wish you and your child much success this academic year.

Sincerely,

Dr. Jose L. Dotres  
Superintendent of Schools

JLD:ga  
L0048

*School Board Administration Building • 1450 N.E. 2<sup>nd</sup> Avenue • Miami, Florida 33132  
305-995-1000 • [www.dadeschools.net](http://www.dadeschools.net)*

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## Message from the Principal

Dear Parents and Students,

On behalf of the administrative team and teachers at the International Studies Preparatory Academy at Gables (ISPA), I would like to welcome you to our school. The International Studies (IS) program, the result of memoranda of understanding with the governments of France, Italy, and Spain, is the only program of its kind in the United States. Students pursue world language studies in addition to an academic curriculum with an international focus that addresses rigorous standards of both U.S. and European Union educational systems. In addition to the study of core subject areas in English, students receive up to three hours of instruction in and through the language of choice: French, Italian, or Spanish. The goal of our school is to increase student achievement, global awareness, and greater emphasis on college and international career preparation.

The Student Handbook has been prepared to inform you about the educational programs, requirements, and procedures that must be adhered to while attending ISPA. ISPA is committed to meeting the needs of our students in order for them to become proficient in modern languages.

The teachers and staff are committed to working with the student body at ISPA.

Welcome to ISPA and have a great school year!

*Dr. Alina M. Diaz-Blanco, Principal*  
*Home of the Phoenix*

# **INTERNATIONAL STUDIES PREPARATORY ACADEMY**

## **School Vision and Mission Statement**

### **Vision**

International Studies Preparatory Academy (ISPA) will be a model for international education while creating an educational community where every student becomes responsible citizens, lifelong learners, and contributors to a global society. ISPA will foster a sense of communal responsibility and solidarity through the celebration of culture, language, and diversity.

### **Mission**

Our mission is to prepare the students to meet the challenges of the 21<sup>st</sup> century through the development of their academic and social development, their linguistic capacity, cultural appreciation, and international and global awareness. The students of ISPA will move forward ready to meet human demands of post-secondary education taking with them the power of two languages.

To fulfill this mission, we envision ISPA as:

- Developing an exemplary center of teaching and learning of modern languages.
- Promoting international understanding.
- Connecting to the global community through its diverse student body and faculty.
- Rich in intellectual stimulation and motivation for exploration.
- Achieving high educational standards and nurturing life-long learners through the growth of their intellectual powers.
- Having a rigorous comprehensive curriculum which prepares young people for the next phase of their education.

### **ISPA'S Philosophy**

ISPA's learning philosophy is to provide a high quality and innovative four-year program of study that promotes choice, equity, diversity, and academic excellence for all students.

## **INTERNATIONAL STUDIES PREPARATORY ACADEMY (ISPA)**

### **International Studies (IS)**

The International Studies (IS) program is the result of memoranda of understanding with the governments of France, Italy, and Spain and is the only program of its kind in the United States. Students pursue world language studies in addition to an academic curriculum with an international focus that addresses rigorous standards of both United States and European Union educational systems. In addition to the study of core subject areas in English, students receive up to three hours of instruction in the modern language: **French, Italian, or Spanish**. Students pursue studies in literature, history, and geography taught in the modern language and are encouraged to work at the highest levels in Honors and Advanced Placement (AP) courses taught in English. Dual enrollment will be available to allow high school students to earn college credits while attending ISPA. This program offers students the opportunity to receive dual recognition of their studies, a US high school diploma and the equivalent diploma from the European country. When students graduate from ISPA, they leave not only with a solid educational foundation, but they will also take with them a genuine understanding and respect for differences, both cultural and academic.

**Students participate in one of three modern language academies: French, Italian, or Spanish**

### **Parent Involvement**

International Studies Preparatory Academy believes that a high level of parental involvement brings the family unit closer together and strengthens the home-school connection. Parents are informed of classroom activities, schedules, and assignments through a monthly calendar. The parent resource center provides families valuable information ranging from home-learning support strategies to adult self-help programs. Additionally, the Educational Excellence Advisory Committee (EESAC) provides school-wide support from the community, business, students, families, and faculty. The Parent Teacher Student Association (PTSA) raises funds to support students' needs.

### **School Information**

#### **THE SCHOOL DAY**

Classes are in session from **7:20 AM until 2:20 PM**. Students are expected to be on time to all their classes.

### ***Bell Schedule (Odd/Even Days)***

Warning Bell 7:15 a.m.		
Advisement	7:20 A.M. – 7:30 A.M.	10 Minutes
Period 1/2	7:30 A.M. – 9:00 A.M.	90 Minutes
Passing	9:00 A.M. – 9:05 A.M.	5 Minutes
Period 3/4	9:05 A.M. – 10:35 A.M.	90 Minutes
Passing	10:35 A.M. – 10:40 A.M.	5 Minutes
Period 5/6	10:40 A.M. – 12:45 P.M.	90 Minutes
LUNCH 1	10:40 A.M. – 11:10 A.M.	30 Minutes
Passing	11:10 A.M. – 11:15 A.M.	5 Minutes
LUNCH 2	11:15 A.M. – 11:45 A.M.	30 Minutes
Passing	11:45 A.M. – 11:50 A.M.	5 Minutes
LUNCH 3	12:15 P.M. – 12:45 P.M.	30 Minutes
Passing	12:45 P.M. – 12:50 P.M.	5 Minutes
Period 7/8	12:50 P.M. – 2:20 P.M.	90 Minutes

### **School Board Policy 5200 – ATTENDANCE**

- Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session.
- Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.
- Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.
- Accordingly:
  - if the parent who has legal custody of a student requests that no one else be permitted to confer with the child at school the principal and/or teacher is required to honor this request;
  - students are not to be taken out of their regular classes to prepare for programs other than school-sponsored activities;
  - when a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absence shall be investigated by the school principal or at any other time if deemed necessary;
  - the parent or adult student shall report absences to the school as soon as practicable. Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal shall have the final authority for determining acceptability of the absence.

Each school should establish procedures to ensure good attendance. A student who is absent more than nine (9) days within a semester or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless:

**Reasonable excuses for time missed at school:**

- Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). 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, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment
- An approved school activity (absences recorded but not reported).
- Other absences with prior approval of the Principal.
- Attendance at a center under Department of Children and Families supervision.
- Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
- Death in the immediate family.
- School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.

**Unexcused absences include absences due to:**

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

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester, and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

**Additional parent responsibilities:**

The parent shall be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child. Board Policy 5200 - Attendance, states that "absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. ISPA shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a statement of the cause for such absence. ISPA reserves the right to verify such statements and to investigate the cause of each single absence.

- Report and explain an absence or tardiness to the school.

- Failure of the parent to provide required documentation within 3 days upon the student's return to school will result in an unexcused absence.
- Student absences will appear on the School Attendance as unexcused until a note, written by a parent, is brought to the Attendance Office before school 7:00 am-7:20 am, during lunch 10:30 am-12:50 pm, or after school 2:20 pm-2:30 pm. This must be completed **WITHIN 72 HOURS OF THE ABSENCE**. At the time it will be determined whether or not the absence is excused and an admit will be issued. The student is then responsible for showing the admit to all of his/her teachers and obtaining signatures. School Attendance will also reflect the corrected absence.
- Parents can access their student's attendance on-line (Parent Portal) with the use of a school provided code. Please contact ISPA for further Information.

**NOTE:** Additionally, unexcused absences will be reflected in the grade book as a "Z" and will be averaged in the total grades.

## **ATTENDANCE & ACTIVITIES PARTICIPATION**

A student who has ten **(10) or more cumulative absences (excused/unexcused) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.** (Outdoor suspension is counted as an absence) **A student who has twenty (20) or more cumulative tardies (excused/unexcused) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.**

### **Early Sign Out**

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

### **Late Arrival**

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

### **Lost and Found School Policy**

Items found are stored in the main office. Items that are not claimed will be donated at the end of the school year.

### **Replacement ID Badges**

All ISPA students must wear a current school-issued identification card at all times while on school property and at any off-campus function in order to ensure student safety. Students' identifications must be displayed with a school-issued lanyard at all times. Students must not alter, deface, or allow any other student to be in possession of their ID. The first ID card will be issued early in the school year at no charge. A replacement ID may be purchased from the treasurer for a \$2.00 fee. A student must surrender his/her ID card upon transfer or withdrawal from ISPA. Students who are not wearing their student identification will be given a detention and will have to pay \$2.00 if they are given a replacement student identification.

## Important Dates

### *Back to School Nights – Open House*

School Level	Window Period	School Date
Senior High Schools	September 11 – 14, 2023	TBA

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/22/2023	11/09/2023
2	12/01/2023	2/02/2024
3	2/23/2024	4/26/2024
4	5/17/2024	6/21/2024

## Academic Integrity

What is Academic Integrity?

Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

What are some examples of academic integrity violations?

There are two kinds of academic integrity violations. One is "plagiarism" and the other is "cheating."

- Plagiarism
  - To steal and pass off the ideas or words of another as one's own, to use another's production without crediting the source. Some examples are, but not limited to the following:
  - Copying and pasting a report from the Internet and representing it as your own work
  - Copying any other work and not properly citing authorship
- Cheating
  - To influence or lead by deceit, trick, or artifice
  - To practice fraud or trickery to violate rules dishonestly
  - Providing questions/answers/ work to another student
  - Receiving questions/answers/work from another student

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

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

**Bullying Prevention**

Miami-Dade County Public Schools is committed to providing a safe learning environment for all students and therefore all allegations of bullying/harassment are taken seriously. When concerned about bullying or harassment behaviors, contact your child's teacher immediately. You can verbally report your concerns and/or fill out the [Bullying and Harassment Reporting Form](#). If the problem should continue to persist, notify the school's principal. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services staff at the District office. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:30 a.m. - 4:00 p.m., Monday through Friday. Students and parents may also report bullying through our Districts anonymous online bullying reporting system available on the student and parent portals. Additional information regarding bullying and harassment can be found on the Student Services [website](#).

**Closing of School**

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

**Code of Student Conduct**

Miami-Dade County School Board approved a revised Code of Student Conduct (COSC). The COSC focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff, and community.

A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.

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

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places – including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities – where appropriate school administrators have jurisdiction over students.



Principals are authorized to take administrative action whenever a student's off-campus conduct poses a threat or danger to the safety of other students, staff, School Board members, any other members of the District Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression, and assembly; and publications. It also outlines parents' rights in regard to assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the District.

The Code of Student Conduct can be accessed by going to the following website: <http://ehandbooks.dadescholgtools.net/policies/90/index.htm>. If you do not have access to the Internet, you may go to your child's school and request to review the Code of Student Conduct manual.

**Please take the time to review and discuss the importance of the Code of Student Conduct with your child or children. After reviewing the Code of Student Conduct, you and your child/children must sign, date, and return the accompanied Parent Receipt and Acknowledgement Form to your child's school within 5 school days.**

### **Comprehensive Student Services Program**

The Division of Student Services implements the Comprehensive Student Services Program, serving students from Pre-K to Adult. Through collaborative efforts with community agencies, students' academic, personal/social and career development needs are addressed through a team-based approach. An integrated team of uniquely trained Student Services professionals deliver direct services to students. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready.

The Comprehensive Student Services Program supports student achievement through effective prevention, intervention, and crisis response services. For more information, please contact Martha Z. Harris, Administrative Director, Division of Student Services, at 305-816-0436.

### **Cyberbullying**

Cyberbullying is a form of bullying that takes place virtually over digital devices such as computers, smartphones, and tablets. Cyberbullying most commonly takes place via social media, texting, instant messaging, and email. Say NO to cyberbullying! If you or someone you know is being bullied, report this information to the Bullying/Harassment Anonymous Hotline at 305-995-CARE (2273). Resources:

- [StopBullying.gov](http://StopBullying.gov)

## **Detention**

Students who violate the Attendance Policy, the Uniform Policy or the Code of Student Conduct may receive a Detention as a consequence. Once a detention is issued to a student, the student will be given 3 days to serve the assigned detention. If a student has 3 or more detentions that were not served, the student will receive a referral.

## **Discrimination/Harassment**

The School Board has a prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the Principal promptly.

## **Dismissal / Arrival and Dismissal Procedures / Student Drop-Off and Pick-up**

To ensure a safe passage to and from school, the following procedures will be followed:

### **Arrival (6:30 am – 7:15 am):**

Buses: Students arriving on bus will be dropped off in the bus drop off area located by the main entrance at the front of the school along Madruga Avenue and will be greeted by Administrative Staff and School Security.

Parents: Parents will drop off students in the **only official Parent Drop Off and Pick Up Area located in Parking Lot using the gate entrance on Monza Ave and exit using the gate exit on Venera Ave where students will be greeted by Administrative Staff and Security**. Parents are highly discouraged from dropping students off elsewhere.

Walking: Students walking will enter the school through the main entrance where they will be greeted by Administrative Staff and School Security.

Riding: Students riding bicycles or skateboards to school **will enter school through the parking lot or main entrance**, park their bicycle in the designated area, and will be greeted by Administrative Staff and School Security.

### **Dismissal (2:20 pm – 2:30 pm):**

Instructional staff will dismiss students from class when the bell rings. Students will walk down the stairwells and exit the school as follows:

Buses: Students departing on the bus will exit from the main entrance to be picked up from the bus loading area located in the front of the school along Madruga Avenue.

Parents: Parents will pick up students from the **only official Parent Drop Off and Pick Up Area located in Parking Lot using the entrance on Monza Ave and exit using the gate on Venera Ave where students will be greeted by Administrative Staff and Security.** Parents are highly discouraged from dropping students off elsewhere.

Walking: Students walking will exit through the main entrance.

Riding: Students riding bicycles or skateboards will exit the school through the parking garage.

***Bicycles/Skateboards: Students may store their bicycles or skateboards in the designated area on the first-floor covered parking garage.***

### **Elevator**

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

### **EESAC**

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of the School Improvement Plan. The EESAC work together to accomplish the goals of the school by:

- Assisting in the preparation and evaluation of the schoolwide improvement plan (SIP)
- Approving the use of school improvement funds to support implementation of the SIP
- Assisting in the preparation of the school's annual budget.

Educational Excellence School Advisory Councils (EESACs) and other advisory meetings held by schools are listed in the Miami-Dade County Public Schools' Meeting Directory.

### **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency.

Parent/Guardian(s) who provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parent contesting the information in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form with regard to pick up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S.

92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>.

### **Emergency Contact Card**

Each year, Miami Dade County School Policy requires that each student have an Emergency Contact Card. This card must be filled out and signed by his/her parent or guardian when the student enrolls in school. It is important that the information on the Emergency Contact Card be kept up to date at all times. In order for a student to be excused from school, the specific names of the adults, **21 years and older**, must be on the Emergency Contact Card. When these adults come to take a student out of school, they will be required to provide picture identification.

### **Exceptional Student Education/Section 504**

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

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school and/or the Office of Educational Services and ESE at [ESE@dadeschools.net](mailto:ESE@dadeschools.net). Staff from the Office of Educational Services and ESE and/or your child's school site administrative team will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

### **Fieldtrips**

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require

schools to pay the full amount of the field trip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

## **Homework**

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

## **International Studies Preparatory Academy Homework Policy**

Homework is an important part of each student's academic year. The purpose of this homework plan is to guide teachers, parents, and students in ensuring that homework is meaningful and supports the learning experience for all students.

### **Purpose of Homework**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking, and develop good work habits. It must be:

- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging, purposeful, and relevant.
- Encourage students to develop the confidence and self-discipline to work on their own.

### **Student's Responsibilities**

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- To gather all materials necessary to complete assignments before leaving the classroom.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.

### **Family's Responsibilities**

- To provide a routine and an environment that are conducive to doing homework.
- To offer assistance to the student, but not do the actual homework.
- To check that your child has edited his/her homework for punctuation, neatness, etc.
- To notify the teacher when homework presents a problem.
- To read school notices and respond in a timely manner.

### **Teacher's Responsibilities**

- To provide purposeful homework.
- To provide clear directions and instructions.
- To implement a system for routinely checking homework. Review, discuss, and return, if collected, homework in a timely manner.
- To explain homework assignments to the students prior to the assignment.
- To clearly state the late work policy and enforce it.
- To communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board, require students to record it, and/or make

available through emails, websites, or hotlines. The use of a variety of strategies is encouraged.

- To communicate with families when students are not consistently completing assignments.
- To make special considerations when assigning work to students who have an Individualized Education Plan (IEP) or 504 Plan.

### **Administrators' Responsibilities**

- Communicate the school's homework policy to parents.
- Monitor the implementation of the policy.
- Coordinate the scheduling of homework among the different subject areas.
- Serve as mediator, if needed.
- Enforce District's guidelines for homework:
  - High school grades daily average of 120 minutes.
  - AP courses are exempt from the high school daily average and require more time.

### **Time Allotments for Homework**

Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown below.

Student academic capability should be considered when assigning homework. One size does not fit all. The recommended minutes include assignments for all subject areas and teachers collectively per school day: High school grades daily average of 120 minutes.

In addition, students shall be encouraged to allot time to read for pleasure. Reading for pleasure and music practice are not included in the time parameters shown.

AP courses are exempt from the high school daily average and require more time.

### **Homework Tips for Students**

- Record homework in the same location each day.
- Ask clarifying questions to be sure the expectations on your assignments are clear.
- Know, record, and monitor due dates.
- Have a quiet space with basic materials for homework completion.
- Make homework part of your daily after school routine.
- Take a break when tired; then resume work.
- When you have questions about the homework, place a note next to it and ask the teacher the next day.
- Respect that appropriate rest and physical activity are important for one's overall well-being.

### **Interscholastic Athletics/Intramurals (as applicable)**

The Division of Athletics, Activities, and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools, and high schools. At the middle schools, athletics consists of intramural and interscholastic programs. At the high school level, interscholastic programs are offered at most senior high schools.

For participation in interscholastic athletics at the high school level, a GPA of 2.00 in conduct and academics is required. All participants must purchase athletic and/or football insurance to participate and must have a current physical form on file.

A home education student must register his or her intent to participate in interscholastic extracurricular activities as a representative of the school before participation.

ISPA students interested in playing a sport must contact their assigned home school.

Any student listed as an athlete on the roster of another MDCPS high school, **must** be signed out to attend an athletic meet and/or game only by a person listed on their **EMERGENCY STUDENT DATA FORM**. Field Trip forms will not be used.

The student athlete is responsible for providing the school with a copy of their schedule which will be kept on file in the Activities Office.

The parents and student must also sign the *Contract for Student Participation in Interscholastic Competitions or Performances*. The District also has policies concerning transfer students and participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities, and Accreditation.

Please see Ms. Navarro, Assistant Principal, or Ms. Acevedo, Activities Director, if you have any questions.

### **LGBTQ Support**

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

### **Mealtime Environment**

School lunchtime should be an opportunity to encourage a healthy lifestyle and promote socialization that will affect early behaviors.

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

### **Free Breakfast**

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



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

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

***Meal Prices:*** Students will receive free breakfast and free lunch for the 2023-2024 School Year. While all students will receive meals at no charge for the 2023-2024 School Year, the Free/Reduced Price Meal Application is still available for households to complete as other benefits may be affiliated with free/reduced certification status. The application is available on the [Department of Food & Nutrition website](http://Department of Food & Nutrition website)

### ***Peanut Allergies/Peanut-Free School***

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

### ***Mental Health Services***

Miami-Dade County Public Schools established the Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The programs in place provide prevention initiatives and also services for students with pre-existing mental health challenges. For assistance contact your child's school, the parent assistance line at (305) 995-7100 or visit <https://mentalhealthservices.dadeschools.net/#!/fullWidth/3939>.

School principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination and school or law enforcement personnel must make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, except where there is an imminent danger to the student or others.

### ***Newsletter***

You may access ISPA PHOENIX NEWS on <https://ispanews.weebly.com/>

### ***The Parent Academy***

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



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

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com).

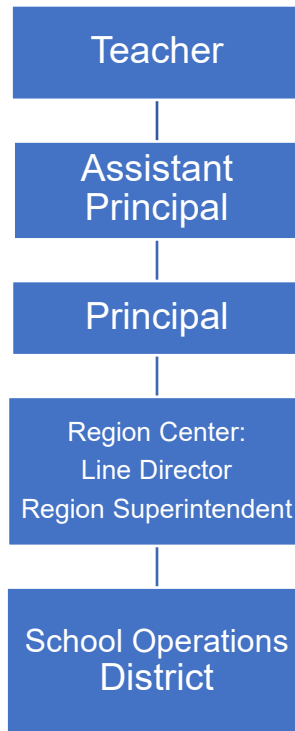
### **Parent Toolkits**

Click on the link [Back to School Toolkit](#) or visit <http://toolkit.dadeschools.net/> to review valuable information such as:

- Before School Begins
- Academic Programs
- Attendance, School Hours, and Calendars
- Free and Reduced-Price Meals
- Graduation Preparedness and Beyond 12<sup>th</sup> Grade
- Health
- Family and Community Engagement
- Resources
- Safety
- Student Conduct and Dress Codes
- Testing
- Transportation
- 

### **Protocol for Addressing Parental Concerns**

Parents may generally address their complaints or concerns to the school administration, which may be followed by Region and District department review when appropriate. For issues involving an individual teacher or class, parents/guardians address their concerns to the following individuals in the order below.



### **Public-Private Collaboration**

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

### **Safety and Security**

#### **Emergency Operations Plan**

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

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

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

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

FortifyFL (flyer in Appendix D)

### ***Fire Drills (Evacuation Drills)***

Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

### ***Emergency Drills***

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

### ***Lockdown Procedures***

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

### ***Threat Assessments***

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessments. Schools must establish a Threat Assessment Team comprised of an administrator, counselor, teacher, and law enforcement officer. The schools utilize a problem-solving approach to harm prevention that involves assessment and intervention with students who threaten violence or harm. When a preliminary determination is made, that a student poses a threat of violence the team shall further convene to determine the best course of action. Authorized members of the team may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services as applicable. Threat assessments and disciplinary procedures are separate processes. Regardless of whether a threat is determined to

be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

### **Visitors**

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

### **School Activities/Clubs**

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

### **Clubs**

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

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

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

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

### **School Class Picture Process**

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff. At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies.

## **School Transportation**

Miami-Dade County Public Schools will transport approximately 35,000 students a day this school year, using a fleet of 999 buses on 800 school-bus routes. ISPA'S Metro Pass Program, is for students who live more than two (2) miles from the school and for students with special needs in some instances.

Parents interested in determining their child's transportation eligibility should contact Ms. Anna Navarro, Assistant Principal for information.

## **Student Device and Technology Support**

**Students have two options: 1. Bringing their own device or 2. Borrowing a school device:**

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

Bring Your Own Device allows students, parents, staff, and guests to integrate the utilization of technology devices at specified times during the instructional day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads. Students and parents are required to fill out and return to Ms. Felicia Diaz, Assistant Principal, a Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form. This form can be obtained from the school's website at [ispa.dadeschools.net](http://ispa.dadeschools.net) under the mobile device/tables under the student tab.

### **2. Borrowing a school device**

If students are in need of an electronic device (laptop) please contact Ms. Anna Navarro, Assistant Principal at [amnavarro@dadeschools.net](mailto:amnavarro@dadeschools.net). Students and parents are required to fill out a Student Use of Mobile Device Computer form before they receive a school device.

The option to purchase the Device Insurance Program information will be forthcoming and will cover:

- The entire replacement cost of a stolen device
- The repair or replacement of the device in the case of a malfunction or unintentional damage.

Note: A police report is required when a theft claim for the device is filed. If the device issued is stolen, you are required to notify the local police immediately upon discovery and bring the police report to the Main Office.

The Device Insurance Program DOES NOT COVER:

- theft from an unattended vehicle, except when it is securely locked, its windows are fully closed and there is visible evidence that entry into the vehicle was forced.
- loss or damage where the only proof of loss is unexplained or is caused by the disappearance of property without the knowledge as to place, time, or manner of its loss.
- Lost or damaged accessories (i.e., charger/wall adapter)

## **Student Records**

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian, or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws

provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

### **Student Services**

The Division of Student Services provides prevention and intervention services to PK-Adult students throughout the District. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready. An integrated team of uniquely trained student services professionals deliver these direct services to students.

### **Student Success Centers**

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

### **Student Uniforms**

At International Studies Preparatory Academy at Gables (ISPA), we take great pride in the appearance of the students enrolled in the school. The following is the uniform policy that is required by all students enrolled at ISPA. The school **DOES NOT SUPPLY SCHOOL UNIFORMS**. It is the responsibility of the parent and student to have the proper daily attire ensuring that the student's appearance reflects a clean and orderly look.

#### ***UNIFORMS ARE AVAILABLE FOR PURCHASE FROM THE SCHOOL'S PTSA or IBILEY SCHOOL UNIFORMS***

Students who are not wearing the proper uniform will be subject to disciplinary action by the school administration as listed below. Uniforms must be the appropriate color, size, and length

- Students are required to wear straight cut, Khaki pants. Pants must be worn at the student's waistline. Straight leg pants, cargo pants, jogger style, capri pants, shorts, or skirts are **not permitted**. (Note: no other colored pants will be permitted).
- Shirts may be Navy Blue, Hunter Green, or Red. Shirts must have the ISPA logo on the upper left-hand side of the shirt.
- Uniforms must be clean and presentable.
- No open-toed or backless shoes (no sandals, flip-flops, slides, or slippers are permitted). Sneakers are recommended for all students.
- Hats are not authorized regardless of activity or weather situation.
- Jewelry should be limited, and no facial piercings, large chains, necklaces, chokers, or nose rings are allowed.

- Hairstyles should be neat, clean, and reflect a preparatory school environment.
- Only ISPA sweaters are allowed. No other sweaters will be allowed.
- **Students are not allowed to wear earbuds, headphones, or headsets, unless requested by a teacher for a specific assignment in the classroom.**

- 

### **Transgender and Gender Non-Conforming Students**

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

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

### **Verifications of Residency**

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

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

## **Volunteer Program**

### **School Volunteer Program**

The School Volunteer Program matches the resources of members of the community with the needs of our schools to support the District's goal of student achievement. School Volunteers bring with them many diverse skills and talents that are tailored to the needs of the students and the community. Each year, more than 30,000 volunteers share their time and talents enriching the lives of students in our schools.

### **Be a School Volunteer**

Directly assist the staff at the school of your choice, regional center, or district office.

- [Level 1 Activities](#)
- [Level 2 Activities \(fingerprinting required\)](#)
- Guest Presenter/ Speaker - Inspire, enlighten or challenge students to reflect upon their own life and take a specific action.

To Become a School Volunteer:

- Visit <https://www.engagemiamidade.net/volunteers>
- Complete the online volunteer registration ([Raptor](#)).
- Receive email approval from the School Volunteer Office.

Once you're approved, *CHECK-IN* at your school as a *VOLUNTEER* to track your time and school volunteer activity.

### [Steps to Managing Your Volunteer Hours](#)

#### **Who Can Volunteer?**

[Students](#) Anyone who is currently an M-DCPS student

[Parents](#) Guardians, primary caregivers

[Employees](#) Administrators, teachers, staff of M-DCPS

[Community Members](#) Individuals of businesses, local organizers, community and faith-based organizations, M-DCPS Alumni, and non - M-DCPS students.



## APPENDIX A – School Calendar



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2023					AUGUST 2023					SEPTEMBER 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25 <sup>a</sup>	26	27	28	29
OCTOBER 2023					NOVEMBER 2023					DECEMBER 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22 <sup>a</sup>
30	31				27	28	29	30		25	26	27	28	29
JANUARY 2024					FEBRUARY 2024					MARCH 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19 <sup>a</sup>	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22 <sup>a</sup>
29	30	31			26	27	28	29		25	26	27	28	29
APRIL 2024					MAY 2024					JUNE 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10 <sup>a</sup>	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31					

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Available to opt
	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2023-2024 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY  
MIAMI, FLORIDA  
(Revised – 06/26/23)**

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 5, 2024	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 15	End first semester and second grading period
January 18	Teacher planning day; no students in school
January 19*+ #	Begin third grading period; second semester
January 22	All Presidents Day; holiday for students and employees
February 19	Teacher planning day; no students in school
March 22*+ #	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 25-29	End third grading period; second semester
April 9	Teacher planning day; no students in school
April 10*+ #	Begin fourth grading period; second semester
April 11	Observance of Memorial Day; holiday for students and employees
May 27	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school
June 7	

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 11, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

## **APPENDIX B – Florida Statutes and School Board Policies**

**View all School Board Policies at: [School Board Bylaws & 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.

#### **2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

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. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

#### **2417 – REPRODUCTIVE HEALTH AND DISEASE EDUCATION**

Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.

#### **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.

#### 2432 – DRIVER EDUCATION

The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.

#### 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 School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.

#### 2510 - INSTRUCTIONAL MATERIALS, SCHOOL LIBRARY/MEDIA CENTER, AND OTHER EDUCATIONAL MATERIALS

Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.

The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain a list of materials available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.

#### 2623 - STUDENT ASSESSMENT

Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.

State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.

Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.

#### 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**

### **1139 – EDUCATOR MISCONDUCT**

Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

### **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.

Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.

Staff members shall provide proper instruction in safety matters.

Any parent with a concern regarding the implementation of the provisions of F.S. 1001.42(8)(c) may file a written complaint with the principal of their child's school.

### **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 School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School 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 School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School 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. Parents have the right to access SESIR data and to receive timely notification of threats, unlawful acts, and significant emergencies, certain arrests of employees. Student identification cards issued by the District to students in grades 6 through 12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines. Drills for active assailant and hostage situations shall be conducted at least as often as emergency drills and fire drills.

#### **8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE**

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms (see Policy 8420.01); and exposure as a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.

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

#### **FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM**

FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFI has also been placed on each school site information page.

### **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:

1. Original birth certificate
2. Verification of age and legal name
3. Proof of a physical examination by an approved health care provider including a tuberculosis health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
4. Verification of parent/legal current residence (address)

Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.



### 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-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student's with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.

A student who has not completed the required immunization will not be admitted to school.

The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine to help protect against the virus.

### **Animals on District Property**

#### 8390 - ANIMALS ON DISTRICT PROPERTY

Service animals as required by law are permitted in schools. "Service animals" pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.

Students are not allowed to bring pets to school.

### **Anti-Discrimination Policy**

#### 5517 – PROHIBITION ON DISCRIMINATION AND HARASSMENT AGAINST STUDENTS BASED ON PROTECTED CATEGORIES

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 and harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972.

This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which

the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

#### 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.

This policy is also incorporated by reference into the *Code of Student Conduct*, and supersedes any existing policy, guideline, or Board policy regarding bullying and harassment that may be inconsistent with this policy. These policies apply to all students in the District.

This policy does not replace the District's current policy prohibiting harassment on the basis of 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, and pregnancy.

#### 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).

All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the District's Title IX Sexual Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.

This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

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

#### 5200 – ATTENDANCE

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

#### 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS

Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from



receiving attendance awards or other attendance incentives at the school level, region level, or District level.

#### **5230 - LATE ARRIVAL AND EARLY DISMISSAL**

Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.

The registering parent –shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters.

#### **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 CEREMONIES AND MOMENT OF QUIET REFLECTION**

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. The principal of each school shall require teachers in the first-class period of the school day in all grades to set aside at least one (1) minute, but not more than two (2) minutes, daily, for moment of silence, during which time students may not interfere with other students' participation. The amendments prohibit a teacher from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence and require each teacher in the first-class period of the day to encourage parents and guardians to discuss the moment of silence with their children and make suggestions as to how their children can best use this time.

## **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 Statute 1002.31](#), Public School Parental Choice, the calculation for compliance with class size limits pursuant to [Florida Statute 1003.03](#) for a school or program that is a public school of choice is measured by the average number of students at the school level.

## **Clinic**

### **5330 – USE OF MEDICATIONS**

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

## **Code of Student Conduct**

### **2451 - ALTERNATIVE SCHOOL PROGRAMS**

The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.

### **5136.02 - SEXTING**

Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.

### **5500 - STUDENT CONDUCT AND DISCIPLINE**

Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The *Code of Student Conduct Elementary*, *Code of Student Conduct Secondary*, and the *Post-Secondary Code of Student Conduct*, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.

The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for

the maintenance of appropriate student behavior are issued by memorandum from District administration.

The Superintendent shall make the Code of Student Conduct available to all students and their parents.

#### **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 schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

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

##### **7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**

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

#### **Equal Opportunity**

##### **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

##### **5111.01 - HOMELESS STUDENTS**

The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education (FAPE) in public schools and preschool education programs in the same manner as all other District students.

Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District's academic and extra-curricular activities for which they meet relevant eligibility criteria. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect

homeless students from discrimination on the basis of their homelessness and shall remove barriers identifying homeless children and youth.

### **Fieldtrips/School Social Events**

#### **2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

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

#### **5850 - SCHOOL SOCIAL EVENTS**

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

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

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

### **Financial Obligations**

#### **6152 - STUDENT FEES**

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

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

#### **8500 - FOOD SERVICES**

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

#### **8510 - WELLNESS POLICY**

The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.

The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.

The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.

### 8531 - STUDENT MEALS

All students will receive school meals (breakfast and lunch) at no charge during School Year 2023-2024 as the district will continue with the United States Department of Agriculture's Community Eligibility Provision.

## **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 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

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

## **Health Screening**

### 2410 - SCHOOL HEALTH SERVICES PROGRAM

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

Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with **written notification** if you **do not** want your child to participate in the screening program.

**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 INTERSHIPS**

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

**Parent Choice Student Transfers****2431 - INTERSCHOLASTIC ATHLETICS**

All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.

All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.

**5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE**

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

**5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**

This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet programs/schools that are subject to specific admissions requirements and governed by [School Board 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. Controlled open enrollment transfers are subject to approval by the Region Superintendent.

**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.

#### **5780 – PARENTS’ BILL OF RIGHTS**

The Parents’ Bill of Rights contains information about School Board policies to support strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. See also <https://parentsbillofrights.dadeschools.net/>.

#### **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 AND OFFICIAL MOTTO OF THE STATE OF FLORIDA**

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.

### **Exceptional Student Education/Section 504**

#### **2260.01 SECTION 504 PROCUDURES FOR STUDENTS WITH DISABILITIES**

A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.

#### **2460 – EXCEPTIONAL STUDENT EDUCATION**

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

#### **FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION**

Parents who wish to request public-private collaboration in the educational setting should direct requests to the principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

### **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 INFORMATION, RECORDS, AND PRIVACY RIGHTS**

In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational 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 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 – Schoolwide Program**

### **2261 - TITLE I SERVICES**

The School Board elects to augment the educational program of disadvantaged students through the use of Federal funds, in accordance with the Elementary and Secondary Education Act (ESEA) of 1965, as reauthorized under the Every Student Succeeds Act of 2015. The ESEA is based on four (4) basic principles: stronger accountability for results, increased flexibility, and local control, expanded options for parents, and an emphasis on proven educational methods. Parents of participating students are encouraged to be involved in programs, activities, and procedures that are planned and implemented to support children's academic growth.

## **Technology**

### **7540 – COMPUTER TECHNOLOGY AND NETWORKS**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

### **7540.01 – TECHNOLOGY PRIVACY**

All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system.

#### 7540.06 – STUDENT ELECTRONIC MAIL

This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the District's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts

#### **Threat Assessments**

##### FLORIDA STATUTES, SECTION 1006.07(7)

The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff and students.

#### **Visitors**

##### 9150 - SCHOOL VISITORS

Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.

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. A visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.

#### **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.

## APPENDIX C – Parents’ Bill of Rights



# PARENTS’ BILL OF RIGHTS

## P

### arent Rights and Responsibilities Under Florida Statutes:

1. Pursuant to s. 1002.20(3)(d) and Board Policy 2417, *Reproductive Health and Disease Education*, a parent has the right to opt his or her minor child out of any portion of the school district's comprehensive health education required under s. 1003.42(2)(n) that relates to sex education instruction in acquired immune deficiency syndrome education or any instruction regarding sexuality. The exemption forms for parents to opt-out can be accessed here for [grades 6-8](#) and for [grades 9-12](#).
2. Pursuant to s. 1002.20(6) and Board Policies 2370, *Magnet Schools* 5131, *Student Transfers and Controlled Open Enrollment*, and 9800, *Charter Schools*, parents are provided with school choice options, including open enrollment.
3. In accordance with s. 1002.20(3)(b) and Board Policy 5320, *Immunization*, a parent has the right to exempt his or her minor child from immunizations.
4. In accordance with s. 1008.22 and Board Policy 2623, *Student Assessment*, a parent has the right to review statewide, standardized assessment results.
5. In accordance with s. 1003.57 and Board Policy 2460, *Exceptional Student Education and Exceptional Student Education Policies and Procedures* (SP&P), incorporated by reference, a parent has the right to enroll his or her minor child in gifted or special education programs.
6. In accordance with s. 1006.28(2)(a)1. and Board Policies 2510, *Instructional Materials* and 2540, *Instructional Use of Audiovisual Materials*, a parent has the right to inspect school district instructional materials.
7. In accordance with s. 1008.25 and Board Policy 5410, *Student Progression Plan*, a parent has the right to access information relating to the school district's policies for promotion or retention, including high school graduation requirements.
8. In accordance with s. 1002.20(14) and Board Policies 5410, *Student Progression Plan* and 5200, *Attendance*, a parent has the right to receive a school report card and be informed of his or her minor child's attendance requirements.
9. In accordance with s. 1002.23 and Board Policies 2215, *Program of Instruction*, 2510, *Instructional Materials and Resources*, 2540, *Instructional Use of Audiovisual Materials*, 5410, *Student Progression Plan*, and 5200, *Attendance*, a parent has the right to access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.
10. In accordance with s. 1002.23(4) and Board Policy 2125, *Educational Excellence School Advisory Council* and Board Policy 9210, *Parent Organizations*, a parent has the right to participate in parent-teacher associations and organizations that are sanctioned by a district school board or the Department of Education.
11. In accordance with s. 1002.222(1)(a) and Board Policy 2416, *Student Privacy and Parental Access to Information*, a parent has the right to opt out of any district-level data collection relating to his or her minor child not required by law.

Parental rights do not authorize a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law. The parental rights listed above do not prohibit or impede child welfare activities, or any other statutory or legal duties or rights, when performed by a court of competent jurisdiction, law enforcement officer or employees of a government agency.

## APPENDIX D – FortifyFL



# FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

### QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

**Anonymous or Non-Anonymous**

You decide whether you want to include your name and contact information.

**Convenient**

Submitting a tip is quick and easy using our mobile app or website.

**Include Photos and Video**

You can also include photos or video with your tip report.

### QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



**Your School Officials**

The tip report goes to your local school officials when submitted.

**Local Law Enforcement**

Your local police department or sheriff office receive copies of your tips automatically.

**State-Level Officials**

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

## #FORTIFYFL

## GETFORTIFYFL.COM





FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org

## APPENDIX E – Discrimination/Harassment Poster and Policy

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**  
**ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENT**

### DISCRIMINATION / HARASSMENT

It is the policy of the School Board that all students and employees be treated with respect. The School Board affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by the School Board.

**The School Board Policy Covers the Following Protected Categories:**

<p><b>AGE</b> - This category prevents denial of employment and/or educational opportunities because of a person's age.</p> <p><b>CITIZENSHIP STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.</p> <p><b>COLOR</b> - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.</p> <p><b>DISABILITY</b> - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.</p> <p><b>ETHNIC/NATIONAL ORIGIN</b> - This category prevents denial of employment and/or educational opportunities because of a person's ancestral place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.</p> <p><b>GENDER</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.</p> <p><b>GENDER IDENTITY</b> - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.</p> <p><b>GENETIC INFORMATION (GINA)</b> - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.</p> <p><b>LINGUISTIC PREFERENCE</b> - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.</p>	<p><b>MARITAL STATUS</b> - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.</p> <p><b>POLITICAL BELIEFS</b> - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.</p> <p><b>PREGNANCY</b> - This category prevents denial of employment and/or educational opportunities for women who are pregnant.</p> <p><b>RACE</b> - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.</p> <p><b>RELIGION</b> - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.</p> <p><b>SEX</b> - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.</p> <p><b>SEXUAL ORIENTATION</b> - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.</p> <p><b>SOCIAL AND FAMILY BACKGROUND</b> - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.</p>
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**Sexual Harassment will NOT be tolerated.**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ANY EDUCATION PROGRAM OR ACTIVITY THAT IT OPERATES AS REQUIRED BY TITLE IX. M-DCPS ALSO DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ADMISSIONS OR EMPLOYMENT.**

**RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW**

Retaliation is an adverse action taken against an individual because they engaged in a protected activity, such as complaining about discrimination, threatening to file a charge of discrimination, or participating in investigative proceedings.

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

**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: <https://www.hrdadeschools.net/civilrights/>

For information on Section 604 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

**Division of Special Education**  
 504 Coordinator  
 1501 N.E. 2nd Avenue, Suite 409  
 Miami, Florida 33132  
 Phone: (305) 995-2037 TDD: (305) 995-2400  
 Email: [ese@dadeschools.net](mailto:ese@dadeschools.net)  
 Website: <http://ese.dadeschools.net>

Rev: 07/0020



### Anti-Discrimination Policy

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

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, 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. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

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

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

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

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against 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 race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/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 about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

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: <https://hrdadeschools.net/civilrights>

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