

# **Marjory Stoneman Douglas Elementary**



# **Parent/Student Handbook 2016-2017**

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

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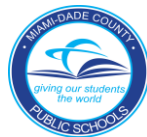
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**Ms. Barbara Mendízabal  
Region Superintendent  
South Region**



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

### **Vision Statement**

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

### **Mission Statement**

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

## **Marjory Stoneman Douglas Elementary School**

### **Vision Statement**

*We at Marjory Stoneman Douglas Elementary share the vision, feel the pride and experience the commitment to excellence every day. This vision is reflected in a school where all children will learn to be bi-literate and bilingual critical thinkers as a result of the dual language program.*

### **Mission Statement**

*Our mission at Marjory Stoneman Douglas Elementary is to bilingually foster student achievement with respect for historical, cultural and individual diversities with an emphasis on the preservation of our environment and an appreciation for the arts.*



## **School Information**

### **Main Campus**

11901 SW 2 Street, Miami, FL 33184  
305-226-4356

### **ECC**

11920 NW 2 Street, Miami, FL 33184  
305-222-8000

### **PLC**

650 NW 132 Avenue, Miami, FL 33182  
305-222-4822

Website: MSDElementary.net

## **ACTIVITIES**

### **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, and class activities. School-sponsored clubs may be curriculum-related or non-curriculum-related. Meetings of clubs may be scheduled only at times when instruction is not taking place, either before or after school.

### **Fieldtrips and Special Activities**

Participation in fieldtrips requires that the student submit a completed fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. At times vendors who have a "no refund" policy will require schools to pay the full amount for a fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy. Students for whom a completed, signed fieldtrip form is not received within the established deadline for the activity, will not be permitted to attend the fieldtrip. In all cases, chaperones must be approved in advance of any fieldtrip by the administration. Only approved chaperones are permitted to accompany students during fieldtrip activities.

### **Parties**

Parties in school are limited to two per year (e.g., winter recess party and end of year party). Parents wishing to "share" birthday cupcakes with the class may, with prior teacher approval, bring in cupcakes and distribute them in the cafeteria during the last ten minutes of the class' lunch time. Special activities that are teacher planned and relate to units of study (i.e., culminating activities) are not considered to be "parties."

### **Fundraising Activities**

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, **are not** allowed to be

conducted as school-sponsored /student fundraisers. Elementary school students are not allowed to participate in the sale of magazines.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Safety is one of our most important concerns at Marjory Stoneman Douglas Elementary. As part of our continuing commitment to ensuring the safety of all our students, we are advising parents of our arrival and dismissal procedures.

Under no circumstances are students to be dropped off at school prior to 7:50 a.m. unless they are enrolled in the Before School Care Program. The Before School Care Program receives students in the Main Cafeteria beginning at 7:00 a.m. Students are not to arrive at school prior to this time. Breakfast is available in the Main Cafeteria beginning at 7:50 a.m. Please note that only staff and approved school volunteers are permitted in the Cafeteria during breakfast.

Dismissal times are as follows:

Pre-Kindergarten, Kindergarten and 1 <sup>st</sup> grade:	1:50 p.m.
Grades 2 through 5:	3:05 p.m.
All Students (Pre-Kindergarten through 5):	1:50 p.m. on Wednesdays

Students not enrolled in the After School Care Program, or not participating in an after-school activity, must not remain on campus after dismissal (e.g., no waiting for a brother/sister who participates in an after-school activity). Pre-Kindergarten through First Grade students not picked up at dismissal must be enrolled in the After School Care "Story Hour" program in order to remain on campus. In order to ensure these students' safety, a parent/guardian must complete the sign-out procedure through the appropriate office if there is an emergency and they arrive late. The After School Care Program is available from 1:50 through 6:00 p.m. daily. For additional information on registration and program costs for Before School and After School Care, please contact the After Care Office at 305-226-4356.

Marjory Stoneman Douglas Elementary has a closed campus policy. To ensure that our school is secured, parents/guardians and visitors will not be permitted past the Main Entrance. Access to school buildings, including perimeter gates, is limited to faculty and staff prior to school hours. Perimeter gates and secondary points of access will remain secured prior to and during school hours. School staff and safety patrols will be posted and visible to ensure the safety of each child. Access to the school's campus, buildings and classrooms will be restricted to authorized visitors approved through each respective campus office. Under no circumstances are any visitors to enter the campus, buildings or classrooms without this approval. The following procedures will be used:

### Arrival

All students are to be dropped off at the respective circular driveway where staff will assist with arrival.

Dismissal/Pick-Up:

Students must be picked-up immediately following dismissal unless they are enrolled in the After School Care Program. Students who are dismissed at 1:50 p.m. are not allowed to wait for older siblings unless they are enrolled in the After School Care Program.

Drop-Off/Pick-Up Zones:

Parents/Guardians dropping or picking up students must use the designated areas.

- Speed limits must be obeyed at all times.
- No U-Turns are permitted within the posted school zone.
- Students are not to be dropped off in designated faculty parking lots.
- Movement through drop-off/pick-up areas must be continuous. As a result, vehicles must only stop long enough to allow passengers to safely enter or leave the vehicle. Parking is not permitted in the drop-off zone.

Students with siblings in grades that have different dismissal locations may use one location for drop-off and pick-up. Students who are not picked up within 20 minutes of dismissal will be escorted to either the Elementary or Middle School office for pick-up. Please note that students being picked up from either office must be signed out by an individual authorized to receive the child.

Students transported by district or private busses will be dropped off and picked up in the designated bus area. Parking is not allowed in the designated drop-off and driveway areas. Additionally, parking is not allowed in spaces designated for school-staff use. Vehicles parked in designated pick-up/drop-off or bus loading zones are subject to removal at the owner's expense.

No parents/guardians will be allowed to enter the campus during arrival/dismissal times. No parents/guardians will be allowed in the Cafeteria during arrival. Parents needing to go to the Cafeteria to make a payment will be issued visitor passes after 8:35 a.m.

**School Hours:**

Grades Pre-K, K,1	8:20 a.m. – 1:50 p.m.
Grades 2 - 5	8:35 a.m. – 3:05 p.m.
<b>On Wednesdays, all students are dismissed at 1:50 p.m.</b>	



## **Before and After School Care Program**

Before School Care (BSC): \$4.00 per day: 7:00 to 8:15 A.M.  
Story Hour \$4.00 per day: 1:50 P.M. to 3:05 P.M.  
After School Care (ASC): \$8.00 per day: Dismissal to 6:00 P.M.

**ALL FEES ARE PAID IN ADVANCE BI-WEEKLY  
ACCORDING TO THE FEE SCHEDULE.**

**There is an additional cost/penalty for late-pickup from the  
After School Care Program (after 6:00 p.m.)**

School Insurance is mandatory to participate in any of these programs.  
Registration is in the After School Care Office  
From August 15<sup>th</sup> to August 19<sup>th</sup> between  
8:30 A.M. – 5:00 P.M.

### **IMPORTANT!**

NO student will be permitted to stay in the BSC/ASC or Story Hour Programs on the first day of school, August 22<sup>nd</sup> if they have not been pre-registered by Friday August 19<sup>th</sup>! For more information call 305-226-4356

### **Late Arrival**

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

### **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 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

## **ATTENDANCE POLICY**

### **Student Absences**

School Board Policy 5200 - ATTENDANCE states: "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. Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under Chapter 1003.21, Florida Statutes.”

### **Excused/Unexcused Absences and Tardies**

Reasonable excuses for time missed at school:

- A. 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.
- B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. 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.
- H. 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.
- I. Death in the immediate family.
- J. 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.
- K. Outdoor suspension.
- L. Other individual student absences beyond the control of the parent or student,

as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

- A. vacations, personal services, local non-school event, program or sporting activity;
- B. older students providing day care services for siblings;
- C. illness of others;
- D. 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 may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.

### **BRINGING PETS TO SCHOOL**

Students are not allowed to bring pets to school.

### **CAFETERIA**

#### **Food Cost**

Breakfast:

All Students No charge  
Adults \$2.00

Lunch:

Students \$2.25  
Reduced Price, Students \$0.40  
Adults \$3.00

### **Free Breakfast**

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

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

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

### **PAYPAMS**

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

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

### **Cafeteria Rules**

1. Enter the cafeteria quietly and in an orderly fashion.
2. Cooperate with the aides and other adults.
3. Talk softly and only to persons at the same table.
4. Stay in your seat unless dismissed by a person in charge.
5. Keep food and utensils on trays or in front of lunch boxes.
6. Leave the eating area clean.
7. Leave the cafeteria quietly and in an orderly fashion.

## **CAMBRIDGE ACADEMY**

Marjory Stoneman Douglas Elementary will continue to offer the Cambridge International Academy program school-wide during the 2016-2017 school year.

The Cambridge Academy program was developed and is overseen by the University of Cambridge, an institution consistently ranked as one of the top academic universities in the world. The Cambridge Program is offered worldwide at more than 9,000 colleges and school in over 160 countries, and offers a flexible, learner-centered curriculum. This program is designed to support students in becoming:


- Confident in working with information and ideas;
- Responsible for themselves;
- Responsive and respectful of others;
- Reflective as students;

- Innovative and equipped for new and future challenges; and
- Engaged intellectually and socially, ready to make a difference.

## **CODE OF STUDENT CONDUCT**

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

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I**

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<p><b>LEVEL I Behaviors</b> are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</p> <p style="text-align: center;"><b>LEVEL I</b></p> <p><b>Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Unauthorized location</li> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Misrepresentation</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1 )</li> <li>• Inappropriate public display of affection</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized use of electronic devices</li> <li>• Violation of dress code (See Special Notes #2 )</li> </ul> <div style="text-align: center;">  </div>	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN I</b>. Principals may authorize use of <b>PLAN II</b> for serious or habitual Level I infractions.</p> <p style="text-align: center;"><b>PLAN I</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #3 )</li> <li>• Reprimand</li> <li>• Student, parents/guardians/staff conference</li> <li>• Peer mediation</li> <li>• Revocation of the right to participate in social and/or extracurricular activities</li> <li>• Confiscation of wireless communication devices</li> <li>• Detention or other Board-approved in-school program</li> <li>• Temporary assignment from class where the infraction occurred</li> <li>• Student contract</li> <li>• School Center for Special Instruction (SCSI) (See Special Notes #4 )</li> <li>• Replacement or payment for any damaged property (if appropriate)</li> <li>• Temporary loss of bus privileges (if appropriate)</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #5)</li> <li>• Behavior Plan</li> <li>• Refer to page(s) 43-48 for additional corrective strategies on the RtI/MTSS.</li> <li>• Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <p>#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>#2 See Vital Alerts for the policy and prescribed corrective strategies p. 34</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p>#3 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#5 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II**

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<p><b>Level II Behaviors</b> are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <p style="text-align: center;"><b>LEVEL II</b></p> <p><b>Seriously Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Confrontation with a staff member</li> <li>• Defiance of school personnel</li> <li>• Distribution of items or materials that are inappropriate for an educational setting(See Special Notes #1 )</li> <li>• Failure to comply with previously prescribed corrective strategies</li> <li>• False accusation</li> <li>• Fighting (minor)</li> <li>• Harassment (non-sexual or isolated)</li> <li>• Instigative behavior</li> <li>• Leaving school grounds without permission</li> <li>• Joining clubs or groups not approved by the School Board</li> <li>• Libel</li> <li>• Petty theft (under \$300.00)</li> <li>• Use of profane or provocative language directed at someone</li> <li>• Prohibited sales on school grounds (other than controlled substances)</li> <li>• Possession of and/or use of tobacco products or smoking devices. (See Glossary)</li> <li>• Slander</li> <li>• Vandalism (minor)</li> </ul>	<p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN II</b>. The use of appropriate strategies from previous PLAN may be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN II</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #2 )</li> <li>• School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior</li> <li>• Corrective Strategies from Level I</li> <li>• Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes #3 )</li> <li>• Participation in counseling session related to the infraction Refer to outside agency/provider (See Special Notes #4 )</li> <li>• Diversion Center</li> <li>• Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <p>#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p>#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III**

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL III Behaviors</b> are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN III</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of <b>PLAN IV</b> for repeated, serious or habitual <b>Level III</b> infractions.</p>
<p style="text-align: center;"><b>LEVEL III</b></p> <p><b>Offensive/Harmful Behaviors</b></p> <ul style="list-style-type: none"> <li>• Assault/Threat against a non-staff member</li> <li>• Breaking and Entering/Burglary</li> <li>• Bullying (repeated harassment) (See Special Notes #1 )</li> <li>• Disruption on campus/Disorderly conduct</li> <li>• Fighting (serious)</li> <li>• Harassment (Civil Rights)(See Special Notes #2)</li> <li>• Hazing (misdemeanor)</li> <li>• Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Note #3)</li> <li>• Possession of simulated weapons</li> <li>• Sexting (1) (see page 35)</li> <li>• Sexual harassment (See Special Notes #2 )</li> <li>• Trespassing</li> <li>• Vandalism (major)</li> </ul>	<p style="text-align: center;"><b>PLAN III</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #4 )</li> <li>• Suspension from school for one to ten days (See Special Notes #5 )</li> <li>• Corrective Strategies from Level I &amp; II</li> <li>• Permanent removal from class (placement review committee decision required)</li> <li>• Diversion Center</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #6)</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</p> <p>#1 Bullying infractions do not require a SPAR unless incident is Hazing related.</p> <p>#2 Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.</p> <p>#3 See Vital Alerts for the Policy p.36.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p>#4 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#5 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#6 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>	



## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<p><b>LEVEL IV Behaviors</b> are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p> <p style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Battery against a non-staff member</li> <li>• Grand theft (over \$300.00)</li> <li>• Hate crime</li> <li>• Hazing (felony)</li> <li>• Motor vehicle theft</li> <li>• Other major crimes/incidents</li> <li>• Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li>• Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes #1 )</li> <li>• Sexting (2) (See pages 35)</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul>	<p>The principal or designee <u>must</u> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN IV</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #2 )</li> <li>• Suspension from school for one to ten days (See Special Notes #3 )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #4 )</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion.</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</p> <p>#1 See Vital Alerts for the Policy p. 36.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p>#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V**

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL V Behaviors</b> are the most serious acts of misconduct and violent actions that threaten life.</p> <p style="text-align: center;"><b>LEVEL V</b></p> <p><b>Most Serious, Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Aggravated assault</li> <li>• Aggravated battery against a non-staff member</li> <li>• Armed robbery</li> <li>• Arson</li> <li>• Assault/Threat against M-DCPS employees or persons conducting official business</li> <li>• Battery or Aggravated battery against M-DCPS employees or persons conducting official business(See Special Notes #<sup>1</sup>)</li> <li>• Homicide</li> <li>• Kidnapping/Abduction</li> <li>• Making a false report/threat against the school(See Special Notes #<sup>1</sup>)</li> <li>• Sexting (3) Offense (See page 36)</li> <li>• Sexual battery</li> <li>• Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes #<sup>1</sup>)</li> </ul>	<p>The principal or designee <u>must</u> use the following strategies from <b>PLAN V</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN V</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #<sup>2</sup> )</li> <li>• Suspension from school for ten days (See Special Notes #<sup>3</sup> )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #<sup>4</sup>)</li> <li>• Recommendation for expulsion</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</li> <li>➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.</li> <li>➤ This level of infraction may result in an expulsion requiring School Board action.</li> </ul> <p><sup>1</sup> Mandatory one year expulsion.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</li> <li>#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</li> </ul>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

## **Student Rights and Responsibilities**

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

## **Dress Code** – Board Policy 5511

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

## **Uniform Policy**

Pursuant to the rules of the Miami-Dade County Public Schools, Marjory Stoneman Douglas Elementary has met the requirements of the mandatory school uniform policy. Therefore, all students are required to wear the approved uniform, which has been selected by the school uniform committee.

The following vendor offers the appropriate uniforms, which are available for purchase at competitive prices: Ibiley School Uniforms.

You may purchase from any other vendor or company if the uniform meets the following description: blue and green plaid skirts or jumpers with yellow and red stripes; dark green pants or Bermuda shorts; yellow button down oxford short-sleeved shirts; white or yellow pique knit solid polo shirts or crewneck shirts with pocket; pique knit green and yellow striped polo shirts.

If purchasing uniforms creates a financial hardship, please contact Ms. Alfaro, Mr. Davis or Ms. Vega, Assistant Principal, immediately for a conference.

### **NOT PERMITTED**

- Jeans, leggings, “jeggings” and similar articles of clothing are NOT PERMITTED.
- Shorts are not permitted.
- Skirts and Skorts length MUST be to the knee.
- Polo Shirts must fit properly, no oversized shirts.
- NO SANDALS
- CAPS ARE NOT PERMITTED
- NO TIGHT OR BAGGY PANTS PERMITTED.
- COLORED HAIR, LARGE JEWELRY, MAKE-UP OR ANY OTHER ITEMS THAT THE SCHOOL DETERMINES ARE A DISTRACTION WILL NOT BE PERMITTED.

## **CELL PHONES**

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the COSC. Additionally, the use of cellphones to take photographs, audio or video recordings on campus is prohibited at all times, unless approval has been granted by the administration.

## **CONFIDENTIAL INFORMATION**

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

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

## **EESAC – EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COMMITTEE**

The EESAC, which is composed of teachers, parents, community members, educational support employees, students, the UTD steward and the Principal, assists in the preparation and evaluation of the School Improvement Plan.

## **EMERGENCY CONTACT INFORMATION**

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

## **FINANCIAL OBLIGATIONS**

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

## GRADE REPORTING

### Academic Grades

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

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

GRADES 1-5	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable	1
F	0-59%	Failure	0
I	0	Incomplete	0

### Conduct Grades

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

### Grade Point Average

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

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

### Interim Progress Report

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

### **HALLS/HALL PASSES**

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter

in the halls. Please cooperate with the faculty and staff in the exercise of their duties and present a hall pass courteously when asked to do so.

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

### **HEALTH SCREENINGS**

All students in Kindergarten, First and Third grades, as well as students new to a Florida School, will undergo Vision Screening by the M-DCPS Office of Comprehensive Health Programs annually. Additionally, all students in Kindergarten, First and Sixth grades, as well as students new to a Florida School, will undergo Hearing Screening annually by the same office. Screenings will be conducted during the school day, and written notification of the screening dates will be sent home to parents. Please do not schedule appointments for your child on these important days.

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

### **HOMEWORK / MAKE-UP ASSIGNMENTS**

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

### **HONOR ROLL REQUIREMENTS**

Principal's Honor Roll - All A1A's

Superior Honor Roll - 3.6-3.99; Effort 1's and 2's; Conduct 3.6-3.99

Regular Honor Roll- 3.0-3.59; Effort 1's and 2's; Conduct 3.0 or greater

(In all cases students must earn no grade lower than a "B")

### **IMMUNIZATIONS**

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

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

## **INSURANCE**

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the 2016-2017 enrollment application and additional information to the parents.

## **INTERNET USE POLICY**

School Board Policy 7540.03 states that access to and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the Internet. In addition, the District prohibits the transmission of materials such as copyrighted material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

## **MEDIA CENTER**

All students are strongly encouraged to develop the habit of a daily reading period for enjoyment and to reinforce the reading skills taught at school. Our media center offers a variety of resources that are available for students. Students are responsible for their care and will be charged for lost or damaged books. The Media Center computer laboratory is available for student use during the instructional day. Authorized parents and guardians may access the Media Center resources before and after school during times when a staff member is available to assist.

## **MEDICATION**

Designated school personnel may assist students in the administration and/or dispensing of prescribed medication in compliance with the following procedures approved by the Miami-Dade County Department of Public Health. The administration of medication is allowed when a long-term illness requires maintenance-type medicine or when failure to take prescribed medication could jeopardize the student's health. It is the teacher's responsibility to insure the medication schedule provided by the doctor is followed. Properly trained staff must administer the medication.

- Parent must have the Authorization for Medication form completed by the doctor.
- Copy of the form will be attached to the cumulative school health record.
- Medication will be kept in the Office under lock and key.
- Administrator or designee will dispense the medication.
- A log shall be kept for each student.

## **OUT OF AREA STUDENT TRANSFER**

School Board Policy 5131 states that students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. Parents/Guardians are reminded that out-of-area transfer agreements are contingent on a variety of conditions, including but not limited to regular and timely attendance as well as student behavior. Out-of-area transfer agreements may be considered for revocation in cases of excessive absences, excessive tardiness, or disruptive behavior.

## **PARENT ACADEMY**

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

The Parent Academy offers classes, workshops and resources designed for parents, guardians and families. The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. The Parent Academy website is located at <http://theparentacademy.dadeschools.net/index.html>.

## **PARENT/ TEACHER/STUDENT ORGANIZATION (PSTO)**

Since the greatest portion of a child’s day is spent at school, his/her growth and development are our joint responsibility and concern. The PSTO serves our school in many ways. The PSTO provides you with the opportunity to be informed and involved. We urge everyone to become active in helping to further the goals and growth of the PSTO. We will be requesting your aid and support in the near future. Please watch for notices of the membership drive and upcoming meetings and events. Please join our PSTO; it’s a small investment towards a fruitful future.

## **PARENT PORTAL**

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal, located at [www.dadeschools.net](http://www.dadeschools.net). In order to access the information in the portal, you must first establish a parent user account. Office staff can assist with providing parents their Parent PIN Number, necessary for establishing a portal account. PIN Numbers will only be provided in person to a parent/guardian bearing acceptable photo identification.



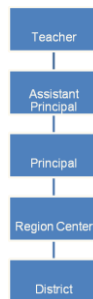
## PERMANENT RECORDS

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

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

## PROCEDURES FOR ADDRESSING CONCERNS

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



## **REGISTRATION PROCEDURES**

Students entering kindergarten must be five years old on or before the first day of September. Students entering first grade must be 6 years old on or before the first day of September and have successfully completed kindergarten. **STUDENTS MUST ATTEND THE SCHOOL WITHIN THEIR ATTENDANCE BOUNDARY AREA.** Students are to attend the school in which the parent or legal guardian resides. Registration hours are from 8:00 a.m. until 2:00 p.m. daily.

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

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

## **SAFETY AND SECURITY**

### **The Emergency Operations Plan**

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

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

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

### **Accident Reports**

Any individual who witnesses an accident or is injured in school should report it immediately to the nearest staff member. Staff members will follow the procedures outlined in the Faculty/Staff Handbook for assisting the student, notifying parents/guardians, and documenting the incident.

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

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and the Marjory Stoneman Douglas Elementary Safety and Security Plan, and remain on lockdown until a school administrator makes an "All Clear" announcement. MSD faculty and staff are trained annually on these procedures, and two lockdown drills are conducted annually to ensure faculty and staff are prepared in the event of a critical incident. In the event of an emergency situation, parents/guardians and visitors are to comply with directions from the administration, faculty and staff.

### **Closing of School**

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

### **Fire Drills**

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

### **Elevator**

The school elevator is only to be used by authorized individuals (e.g., individuals unable to use stairs, authorized faculty and staff).

## **STUDENT HEALTH SERVICES**

### **Clinic**

The health and physical well-being of all our students are matters of great concern to us. For the sake of classmates, children should not be permitted to come to school if they are suffering from headache, nausea, fever or runny noses.

When a child becomes too ill to remain in class, we will contact you. For this reason, it is most important that we are notified immediately, if telephone numbers are changed, or if there is a change in your emergency contact information. Clinic facilities for emergency care in school are very limited. We appreciate you making arrangements for taking your child home promptly for adequate care.

### **Administering Medication**

The administering or dispensing of ANY medicines (including aspirin) to students by employees of Miami-Dade County Public Schools without specific authorization by a licensed physician and parents/guardians of the student is forbidden. If it is absolutely necessary for a child to take any medication while he/she is in school, the parent/guardian and the physician must sign an authorization form. Please obtain this form in the respective campus.

### **Physical Education Participation**

If a child has a medical reason for not participating in physical education a statement of his/her condition must be obtained from the physician. It is extremely important that parents/guardians have their physician make us aware of their child's medical problems so that his/her activities may be modified as needed.

### **TEXTBOOKS**

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

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

### **TRANSPORTATION ELIGIBILITY**

Students will be assigned for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles (2), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP).

### **VISITORS**

To ensure the safety and protection of all students, anyone wishing to enter the campus **MUST** sign-in and obtain a "Visitor" sticker from the office before proceeding. Unscheduled visits disrupt normal routines and interrupt instruction. Parents are not permitted to go into their child's classroom unannounced or without an appointment during school hours. Teachers are instructed not to accept anyone without a sticker, and all faculty and staff are encouraged to stop and re-direct any individual who does not have a clearly visible Visitor sticker to the office. We appreciate your cooperation in providing only the safest learning environment for our children.

## **VOLUNTEERS**

The use of volunteers in the classrooms will be left to the professional discretion of each teacher. It is recommended that, if teachers choose to allow parents to volunteer in their rooms, you are sensitive to the types of volunteering which are permitted. Please monitor and limit the length of time spent in the room. Also, assistance to “hand-on” activities, i.e. art projects, special activities, one to one assistance, may be limited by the teacher. Parents should not handle folders, grades, or material of sensitive nature. To ensure that clearances are current, and to avoid any potential problems regarding individual’s clearance status, Parents and guardians are reminded that they must register online as a volunteer annually.

### School Board Policy 2430.01- SCHOOL VOLUNTEER PROGRAM

All prospective volunteers must visit the School Volunteer Program website and complete the online registration process. The website is located through the Parent Portal. In all cases, before being placed in a school or beginning service as a school volunteer, prospective volunteers must successfully complete a background check.

1. A driver’s license or an appropriate photo identification card (ID) (passport, school ID, etc.,) must be provided at the time of registration.
2. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service.
3. Any volunteer who registers must successfully complete the registration and background check process delineated in administrative policies annually approved by the Superintendent of Schools. If significant changes occur in the background check process, the School Board will be notified by the Office of the Superintendent of Schools. Volunteers must report any criminal proceedings, including those, which may occur after a background check, to school authorities immediately.
4. Once approved, all volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site. This is required for purposes of liability and to know the location of a volunteer in case of an emergency.
5. All volunteers must wear an identifying badge.
6. Volunteers are to always serve as positive role models. A school volunteer **MUST ALWAYS:** use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students gifts, rewards, or food items of any kind without the teacher’s permission.
7. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.
8. Volunteers may not be left alone to supervise a group of students. The visual and auditory presence of a Miami-Dade County Public Schools’ employee must be maintained at all times.

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

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

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

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

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

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

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

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

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

In Addition:

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

Revised: (07.14)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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