

**Miami-Dade County Public Schools
Ruth K. Broad Bay Harbor K-8 Center
Parent/Student Handbook
2015-2016**



Principal

Dr. Maria T. Rodriguez

Assistant Principals

Lisa Profeta

Israel R. Sosa

Ruth K. Broad Bay Harbor K-8 Center

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

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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.

Message from the Principal

Dear Bobcat Family,

Welcome to what will be one of the most challenging and exciting years at Ruth K. Broad Bay Harbor K-8 Center! First and foremost, CONGRATULATIONS to every Bobcat for complete dedication to their academic courses of study, devotion to caring about each other and commitment to being the best students and human beings ever! For the 16th consecutive year, Bobcats rate at the top of the academic scale as they achieve another “A+” from the State of Florida Department of Education!!! This accomplishment proves that our entire community, with the guidance of our teachers, administration, and staff, support from parents and community organizations has and will continue to move it forward into the new realms of education with Common Core and academic rigor at the forefront.

Our commitment is to provide the necessary tools for each of our students to learn academically, grow emotionally, and become self-confident with whom they are and the actions and decisions they make as they relate with the world around them. We promise to set high standards, challenge and motivate our students to put forth maximum effort and reach their personal and school wide goals.

We expect every Bobcat to show honesty, respect, responsibility, fairness, caring, and citizenship. We will model the same characteristics daily and together we will empower ourselves to make Ruth K. Broad Bay Harbor K-8 Center the absolute best school in the universe! We are committed to being a Bully-Free School and promise to do whatever it takes to teach proper communication, patience, and tolerance.

I am very grateful to all of our families, community partners, PTA, PAL, Shepard Broad Foundation, the Town of Bay Harbor, Village of Bal Harbour, and the Town of Surfside for all of your continuous support of our children. A special “Thank You” goes out to our PTA and to all who made the 1st year of our “PRIDE Outside Campaign” one that has brought 2 new playgrounds, current renovations to our basketball courts, and the promise of a new field and track by the 2016-2017 school year. A special Thank You goes out to the Rotary of Bal Harbour for supporting and assisting in the funding of our school agendas! We are blessed for all of the tender loving care we receive on a daily basis. We ask you to once again be part of the winning combination we proudly call our Bobcat Family! This year’s motto is: We Are Bobcats.....We Can Achieve All Our Goals...We Will Succeed!

Dr. Maria T. Rodrigues

Message from the Assistant Principals

Dear Bobcat Family,

It's with great pride and enthusiasm that I continue to be part of the Bobcat Family! I am looking forward to continuing to work together with the staff, families, and the community to reach new milestones for the common goal of empowering our students. I am committed to providing the highest quality education while ensuring an environment where our student can grow socially and emotionally as well. I look forward to a productive 201-2016 school year and working together with each and every one of you in moving forward!

Lisa Profeta

Welcome back!

I'm looking forward to this new school year. My goals include assisting our principal, Dr. Rodriguez, on her mission to improve our students' performance by consistently raising the bar for student achievement through a positive attitude, improved student attendance, data analysis, and the delivery of meaningful instruction. I'm also excited about meeting Bobcat families through parental involvement opportunities, such as PTA, EESAC, The Volunteer Program, and The Parent Academy workshops.

Many changes are impacting our school, but one constant is the initiative made by all stakeholders to educate our students. Together, we can accomplish that task and maintain the standard that keeps us high on the grade scale used to measure schools. Once again it will be my pleasure to address the needs of the students as an Assistant Principal at Ruth K. Broad Bay Harbor K-8 Center and see your children successfully navigate an important phase in their education.

Please remember, my office door is always open to parents and students.

Israel R. Sosa

Ruth K. Broad Bay Harbor K-8 Center



Mission Statement

It is our mission to provide a secure, innovative, and challenging environment and technologically-rich program for our students to develop a strong, firm foundation from which to succeed and meet the challenges of the 21st century.

Biography



Ruth K. Broad Bay Harbor Elementary School opened for the 1995-1996 school year. This school replaced the original school that was built in the Town of Bay Harbor Islands in 1957. Shepard and Ruth K. Broad were the major developers of the Town of Bay Harbor Islands. Shepard Broad was an immigrant orphan child who arrived in the United States at the age of 14 in 1920. He was truly the product of "The American Dream." He immediately integrated into American Culture, educating himself through formal studies and graduating from New York Law School at the age of 21.

Shepard met Ruth Kugel in New York and married her in 1932. He moved his young family of two children to Miami Beach, Florida in 1940. With relentless vision, he purchased mangrove swamps in North Biscayne Bay in 1946. From this swampland, he built a modern town, the Town of Bay Harbor Islands, that is now home to over 5,000 families.

The Bay Harbor Islands Elementary School, built in 1957, became too small to accommodate a growing young population. The original school, known as Bay Harbor Elementary School, was replaced by Ruth K. Broad Bay Harbor Elementary School in 1996. Shepard Broad decided to name the school in memory of his wife, Ruth Kugel Broad, whose love for children and education were cornerstones of her life.

The Shepard Broad Foundation generously supported our technology program that opened with state of the art equipment. Today our children continue to enjoy the benefits of modern technology.

For the tenth consecutive year, our school has achieved an A+ rating by the Department of Education of the State of Florida. The Town of Bay Harbor Islands is considered a model residential community in South Florida with one of its major assets being our school.

In 2008, Ruth K. Broad Bay Harbor Elementary became a K-8 Center.

We are ever thankful for the interest, effort and generous contributions of the Broad family.

School Information

Website

<http://rkbbayharbor.dadeschools.net/index.htm>

Faculty Roster

Dr. Maria T. Rodriguez, Principal
Mrs. Elisa Mitrani-Profeta, A. P. PK-4
Mr. Israel Sosa, A. P. 5-8
Cynthia Alford
Christine Alonso
Elizabeth Alvarez-Rodriguez
Joyce Azevedo
Mary Bacallao-Garcia
SuceI Bahar
Traci Baker
Stephanie Barros
Chirs Bellevue Micro. Tech.
Karen Berezdivin
Christine Bergman
Susan Boundy
Alina Calabresi
Dafne Cano
Jeanne Carpenter
Yesenia Castillo
Christie Cendoya
Zaira Cendros
Jaye Chipy
Angelica Chipy
Catherine Cordero
Josefa Costa
Maylee Costa
Celida Cuenca Counselor Elem.
Zoraya Davis
Leila De Jesus
Susan De Leon Counselor M.S.
Dori Delgado
Jessica Steszewski (Delgado)
Joseph Diaz
Andrea Edwards
Shirley Etienne
Leslie Fernandez
Nardine Francis
Mary Gambarte
Mercedes Garcia
Joan Georgiades-Callado
Bianca Gilfoy
Nicolas Giordano
Shirle Grangeiro
Donna Greco

Olga Guerra
Dana Hall
Blanton Harris
Cynthia Hinds
Wanda Hutchins
Nina Jackson
Stephanie Jean-Jacques
Minna Larsson
Lois Lax
Laurie Lehman
Mercy MacDowell
Peggy Mandel
Beatrice McKoy
Silvia Mayorga
Claudine Miles
Monise Miller
Mary Montano
Frances Mora
Michael Moss
Sandra Nguyen
Julissa Perez
Lauren Perez
Vilmarys Perdomo
Odalys Piloto
Mayra Pineiro
Phyllis Porter
Kerlyn Prada
Mariana Praschnik
Dalia Rodriguez
Jessica Rodriguez
Onil Rodriguez
Earnestine Ross
Abigail Rubin
Lori Russo
Jennifer Sanchez
Lynne Shapiro
Barbara Sobera-Arteaga
Cathy Stewart
Olga Torguet
Maggie Vidal-Santos
Martha Villarreal-Cox
Marianela Venturini
Luis Villa
Fernando Wilki

Feeder Pattern Schools

Ruth K. Broad Bay Harbor K-8 Center

Miami Beach Senior High School



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2015-2016 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

July 2015				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2015				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	(20)	(21)
24	25	26	27	28
31				

September 2015				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
(14)	15	16	17	18
21	22	(23)	24	25
28	29	30		

October 2015				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	(30)*

November 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	(25)	26	27
30				

December 2015				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

February 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	(16)*	17	18	19
22	23	24	25	26
29				

March 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2016				
M	T	W	T	F
				1
4	5	6	7	(8)
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2016				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2016				
M	T	W	T	F
		1	2	3
6	7	8	9	(10)
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day No Opt
- Legal Holiday

- Recess Day
- Beg/End of Grading Period
- Secondary Early Release

Days in Grading Period

- 1-46
- 2-45
- 3-46
- 4-43

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY**

August 20, 21, 2015	Teacher planning days; no students in school
August 24	First Day of School; begin first semester
September 3	Secondary early release day
September 7	Labor Day; holiday for students and employees
September 14*+##	Teacher planning day; no students in school
September 23*+##	Teacher planning day; no students in school
October 8	Secondary early release day
October 29	End first grading period; first semester
October 30	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 2	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 25 *+##	Teacher planning day; no students in school
November 26	Thanksgiving; Board-approved holiday for students and employees
November 27	Recess Day
December 10	Secondary early release day
December 21- January 1, 2016	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees
January 18	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22	End first semester and second grading period
January 25 *+##	Teacher planning day; no students in school
January 26	Begin second semester; third grading period
February 4	Secondary early release day
February 15	All Presidents' Day; holiday for students and employees
February 16	Teacher planning day; Professional Development Day-not available to opt; no students in school
March 17	Secondary early release day
March 21 - 25	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 7	End third grading period; second semester
April 8*+##	Teacher planning day; no students in school
April 11	Begin fourth grading period; second semester
May 30	Observance of Memorial Day; holiday for students and employees
June 9	Last Day of School; end fourth grading period; second semester
June 10	Teacher planning day; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 13, 2015	June 10, 2016
Assistant Principals and 10-month clerical	August 13, 2015	June 17, 2016
Cafeteria Managers	August 17, 2015	June 10, 2016
Satellite Assistants	August 19, 2015	June 9, 2016
All Instructional Staff, Paraprofessionals & Security	August 20, 2015	June 10, 2016
Assistant to Cafeteria Managers/MAT Specialists	August 21, 2015	June 9, 2016
Cafeteria Workers (part-time)	August 24, 2015	June 9, 2016

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 18, 19, 2015, or June 13, 14, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are 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, June 13, 14, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 11, 12, 2015, or June 20, 21, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.

Important Dates - Tentative

Interim Report Distribution	Report Card Distribution
September 25, 2015	November 13, 2015
December 4, 2015	February 5, 2016
February 26, 2016	April 22, 2016
May 13, 2016	June 24, 2016

Activities

Clubs

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

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

Athletics

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. Athletics at the K-8 Centers consists of intramural programs. 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. If a student attends a M-DCPS senior high school that does not offer athletics, he or she may participate at their home zoned high school.

For participation in interscholastic athletics at the middle school level, a student must have a 2.00 GPA in conduct and academics to participate. His or her parent must sign the M-DCPS *Middle School Athletic Program Consent and Release from Liability Certificate*. For participation in interscholastic athletics at the high school level, a GPA of 2.00 in conduct and academics is required except for incoming freshman. All participants must purchase athletic and/or football insurance to participate and must have a current physical form on file.

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 for clarification.

Fieldtrips and Special Activities

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

Parties in School

Birthday parties are not allowed.

Fundraisers – Board Policy 5830

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

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

Attendance Policy – Board Policy 5200

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

Excused School and Class Absences and Tardies

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

8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the Principal. The Principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences include:

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

Bringing Pets to School

Students are not allowed to bring pets to school.

Arrival/Dismissal

School Hours:

Grades: Pre-K-1 8:20 a.m. - 1:50 p.m.

Grades: 2-8 8:35 a.m. - 3:05 p.m.

Grades: 2-8 Wed. 8:35 a.m. - 1:50 p.m.

Middle School Bell Schedule

Homeroom 5 Min. 8:35 a.m. 8:40 a.m.

Period 1 55 Min. 8:40.m. 9:35 a.m.

Period 2 55 Min. 9:40 a.m. 10:35 a.m.

Period 3 55 Min. 10:40 a.m. 11:35 a.m.

Period 4 55 Min. 11:40 a.m. 12:35 p.m.

30 Min. Lunch + 5 Min Lunch/Passing

Period 5 55 Min. 1:10 p.m. 2:05 p.m.

Period 6 55 Min. 2:10 p.m. 3:05 p.m.

Per 5. Every Wednesday 1:10 p.m. 1:50 p.m. 40 Min.

After School Care Program

After School Care 2:00 p.m. – 6:00 p.m.

305-865-7912 ext. 124 Arlenys Suarez, Aftercare Supervisor

Police Athletic League(PAL) Afterschool Program 2:00 p.m. – 5:00 p.m.

(305) 866-6241Regine Choute, Activity Coordinator

Late Arrival

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

Early Sign Out- Board Policy 5200

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

Rainy Day Dismissal

Parents must make arrangements ahead of time for rainy days. Please wait for your child in the front of our building or on the west side in the drop-off and pick-up ramps.

Comprehensive Reading Plan

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

Messages and Use of Telephones

Telephone or written messages from parents, guardians, or other family members will be delivered to students by a member of the student services department *only in case of an emergency*.

Lost and Found

Lost items can be claimed in the Main Office.

Cafeteria

Food Cost

Breakfast

All Students No charge

Adults \$2.00

Lunch

Elementary Students \$2.25

Secondary Students \$2.50

Reduced Price, Students \$0.40

Adults and non-students \$3.00

Free Breakfast

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

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provide free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of

school can be completed online at <https://freeandreducedmealapp.dadeschools.net>. 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 at <https://paypams.com> 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 (optional/customize)

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

Registration Procedures

Registration of new students takes place between 9:00 a.m. and 2:00 p.m. You will need to present a utility bill and lease as proof of residence and the adult registering the student must be a person whose name is on the Emergency Contact Card or show documentation of legal guardianship.

Confidential Information

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

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

Parent-Teacher Association (PTA/PTSA)

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

Emergency Contact Information

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

Halls/Hall Passes

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

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

Introduction

The primary objective of Miami-Dade County Public Schools (M-DCPS) is to enhance each student's potential for learning and to foster positive interpersonal relationships. M-DCPS supports the concept that students who possess personal, academic, civic and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of citizenship. This document helps students take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills.

The Code of Student Conduct is the District's policy that creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community. The "reculturing" of the school to a positive school climate supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect.

To enhance its effectiveness, this document addresses the role of the parents, the students, and school, but also core values and model student behavior, rights and responsibilities of students, Multi-tiered System of Supports (MTSS), and procedures for using corrective strategies, including suspension and expulsion. The District promotes the following beliefs:

- All students are valuable and can make worthy contributions to society.
- All students are responsible and accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships and a nurturing environment.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance that empower individuals and strengthen society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.

Students, parents/guardians, and school employees are encouraged to read the Code of Student Conduct and become familiar with its content. Related Board Policies may be found on the Miami-Dade Public Schools Website at <http://www.neola.com/miamidade-fl/> .

CORE VALUES AND EXAMPLES OF MODEL STUDENT BEHAVIOR

The Miami-Dade County Public Schools District is committed to helping all students in developing the values necessary to participate as caring, responsible citizens in our nation's democracy. Response to Intervention for Behavior (RtIB) is part of a Multi Tiered System of Supports (MTSS). RtIB/MTSS is a school-wide model that utilizes an evidenced-based, problem solving approach to improve the educational outcome for all students. RtIB/MTSS provides a continuum of tiered interventions with increasing levels of intensity and duration that aims to prevent inappropriate behavior by means of teaching and reinforcing appropriate behavior. The following core values were adopted by the School Board on July 26, 1995.

Citizenship	Helping to create a society based upon democratic values including rules of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities and democratic decision-making, e.g., <i>obeying classroom and school rules.</i>
Cooperation	Working together toward goals as basic as human survival in an increasingly interdependent world, e.g., <i>being a member of the team on the athletic field.</i>
Fairness	Treating people impartially, not playing favorites, being open-minded, and maintaining an objective attitude toward those whose actions and ideas are different from our own, e.g., <i>treating people the same, regardless of their ethnicity, race, religion, gender, or physical condition.</i>
Honesty	Dealing truthfully with people, being sincere, not deceiving them or stealing from them, not cheating or lying, e.g., <i>doing one's own work when taking a test or working on an individual assignment.</i>
Integrity	Dealing truthfully with people, being sincere, not deceiving them or stealing from them, not cheating or lying, e.g., <i>doing one's own work when taking a test or working on an individual assignment.</i>
Kindness	Being sympathetic, helpful, compassionate, benevolent, agreeable and gentle toward people and other living things, e.g., <i>helping a fellow student who has been injured.</i>
Pursuit of Excellence	Doing your best with the talents you have, striving toward a goal and not giving up, e.g., <i>putting forth one's best effort when taking an exam or doing homework.</i>
Respect	Showing regard for the worth and dignity of someone or something, being courteous and polite, and judging all people on their merits. Respect takes three major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment, e.g., <i>practicing acceptable manners in the school cafeteria.</i>
Responsibility	Thinking before you act and being accountable for your actions, paying attention to others, and responding to their needs. Responsibility emphasizes our positive obligations to care for each other, e.g., <i>performing a community service project.</i>

SPOTsuccess Recognition

Our school district is proud to initiate **SPOTsuccess**, a program that supports civic, moral and ethical values, encourages a positive and supportive school climate, and empowers our school community to pursue excellence in all areas.

SPOTsuccess will allow all school staff members to recognize and reward exemplary student behavior. Model student recognitions will include

- ❖ Certificates of Achievement
- ❖ **SPOTsuccess** Stickers
- ❖ Letters to Parent
- ❖ Postings on the MDCPS Website Parent/Student Portal



SPOTsuccess Logo



SPOTsuccess Sticker



SPOTsuccess Certificate

Ways to Recognize Students for Model Behavior

ELEMENTARY STUDENTS	SECONDARY STUDENTS
 <ul style="list-style-type: none"> ▪ SPOTsuccess recognition. ▪ Extra music and reading time. ▪ Certificate/trophy/ribbon/plaque ▪ Time for music and dancing ▪ Music while doing school work ▪ Extra computer time/game ▪ Free time at the end of class ▪ Group activity ▪ Class Field Trip ▪ A reward (gift certificate, free admission to a school function) ▪ Outdoor class ▪ Recognition from a local newspaper, media or politician ▪ Recognition by the “Do the Right Thing” program sponsored by the Miami-Dade Police Department ▪ Outdoor reading ▪ Fun walk with the principal or teacher ▪ Note home to parents ▪ Appointed the class messenger ▪ Taking care of the class pet ▪ Eating with the teacher ▪ Selecting prizes from a treasure box ▪ Pencil toppers ▪ Stars, smiley faces or stickers ▪ Paperback books ▪ Extra recess ▪ Sports equipment ▪ Leading of class line to lunch or recess ▪ Recognition during morning announcements or on closed circuit television ▪ Selection as a model student of the month and display photograph in an appropriate location 	<ul style="list-style-type: none"> ▪ SPOTsuccess recognition ▪ Certificate/trophy/ribbon/plaque/medals ▪ Gift certificate to local merchants ▪ Free pass to sporting event or play ▪ Walk break for entire class ▪ Guest presenters in class ▪ Class field trip ▪ Praise for good behavior and work ▪ Note home to parents ▪ A call to parents ▪ Recognition by the “Do the Right Thing” program sponsored by the Miami-Dade Police Department ▪ Coupon for prizes and privileges or surprise gift bag with school supplies ▪ Outdoor Class ▪ Recognition from a local newspaper, media or politician ▪ Photo recognition bulletin board ▪ Outdoor reading ▪ Music while doing school work ▪ Extra computer time/game ▪ Sitting with friends ▪ Music concert at school ▪ Pep rally ▪ Paperback book ▪ Magazine subscription ▪ T-shirt/hat/sunglasses ▪ Sports equipment ▪ Prime parking spot ▪ Recognition during morning announcements or on closed circuit television ▪ Recognition in school newspaper ▪ Selection as a model student of the month and display photograph in an appropriate location

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

Ruth K. Broad Bay Harbor K-8 Center is a mandatory uniform school.

Middle School Uniform

Tops: Burgundy collar polo type shirts with school logo only, school T-shirts are permitted on Fridays. NO TANK TOPS, HALTER TOPS, STRAPLESS/SLEEVELESS TOPS ALLOWED. NO ALTERED TOPS.

Sweaters: Burgundy school sweater with logo on the back.

Bottoms: Solid Colors Black or Khaki only “Dockers-style” long pants, shorts (appropriate length) or skirts (1 inch above the knee). NO LEGGINGS OR STRETCH PANTS.

Shoes: MUST BE CLOSED STYLE SHOE, no flip flops, crocs, or other sandal type shoe.

Elementary Uniform

Tops: Hunter green or white shirt with school logo only. NO TANK TOPS, HALTER TOPS, STRAPLESS/SLEEVELESS TOPS ALLOWED. NO ALTERED TOPS.

Sweaters: Hunter green school sweater with logo on the back.

Bottoms: Solid color Khaki pants “Dockers-style”, shorts (appropriate length) or skirts (1 inch above the knee). NO LEGGINGS OR STRETCH PANTS.

Shoes: MUST BE CLOSED STYLE SHOE, no flip flops, crocs, or other sandal type shoe.

****Uniform tops and sweaters are sold in the PTA school store.***

NO JEANS OF ANY KIND OR COLOR ARE PERMITTED EXCEPT ON DESIGNATED DAYS WHICH ARE ANNOUNCED IN ADVANCE. On such days, no torn jeans, all clothing must conform to M-DCPS guidelines. No inappropriate words, graphics, etc allowed on clothing and students must wear uniform shirts with jeans. NO HEAD GEAR!!!! - no rubber bands on head, no bandanas, girls may wear scrunches on hair, but may not wear silk bonnets or wrap scarves, no sport head bands, no hats, no low cut apparel, no miniskirts.

Cell Phones

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

Internet Use Policy – Board Policy 7540.03

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

Health Screening

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

Scoliosis Screening (6th grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. A sample letter (**FM-4382**) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations

Requirements for School Entry:

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

Insurance

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the 2013-2014 enrollment application and additional information to the parents.

Florida KidCare

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

*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to

families to enroll their children in Florida KidCare. Go to www.floridakidcare.org for enrollment procedures.

Parent Portal



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

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

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

1

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

2

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

3

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

Financial Obligations (Customize for elementary or high school as needed/optional)

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

Grade Reporting

Academic Grades

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

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

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

Conduct

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

Grade Point Average

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

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

Interim Progress Report

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

Homework / Make-up Assignments

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

Out of Area Student Transfers – Board Policy 5131

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

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, parent(s) must meet with Regional Special Education (SPED) personnel to ensure that the programmatic needs of the student can be met at the requested school.

Textbooks

The State of Florida furnishes all basic textbooks for loan by the students. Students are responsible for all textbooks, library books and materials issued to them during the school year. Books not returned to the school and those damaged must be paid for by the student.

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

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

- a) student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address student
- d) names or student's parent(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

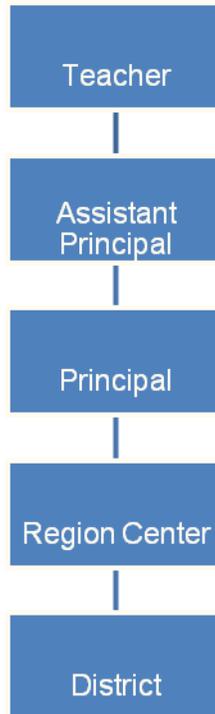
Publications

THE BOBCAT TIMES

We hope you enjoy the talents of our middle school reporters who are guided by Journalism teachers, Mrs. Yesenia Castillo and Mrs. Lori Russo.

Procedures for Addressing Concerns

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



School Center for Special Instructions (SCSI)

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

School Transportation

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

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

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

Safety and Security

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

Transporting Students to School

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).

Bicycles/Skateboards

All bicycles are to be parked in the area provided for them on the school grounds and locked. The school will not be responsible for any lost or stolen bicycles, or vandalism.

ABSOLUTELY NO SKATEBOARDS ARE ALLOWED IN SCHOOL. Parents will have to pick up skateboards that are brought to school.

Visitors

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

Elevator

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

Media Center

The Media Center is open for students from 9:00 a. m. to 2:00 p. m. daily.

<http://teacherweb.com/FL/RuthKBroadBayHarborK-8Center/bobcats/apt1.aspx>

Special Education

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

Prior to referral for evaluation, School districts have the responsibility to ensure that students suspected of having a disability are subject to general education intervention procedures, as appropriate.

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

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

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

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

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

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

Student Services

Academic Advisement

Celida Cuenca Counselor, Elementary
Susan De Leon Counselor, Middle School

Attendance

Cynthia Alford

Clinic

School Clinic
Monday-Friday
8:00AM to 4:00PM
Phone: (305) 865-7912 Ext 126

School Psychologist

Dr. L. Taitt

School Social Worker

Ms. M. Arriso

Speech Therapy

Mrs. N. Jackson

Receptionist

Donna Greco

Registrar

Joyce Azevedo

The Parent Academy

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

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

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

Volunteer Program

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

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

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

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

TITLE I ADMINISTRATION (Applicable to Schools in Title I Program)

The Title I Administration Parent Program helps parents/guardians become more engaged with their children's education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose, the Title I funded Community Involvement Specialists (CIS) or Community Liaison Specialists (CLS) at schools implementing the Title I Program, assist school-sites, the District and Region Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in schools implementing the Title I Program are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named below that are marked with an asterisk (*), will be distributed to parents by the school site, and are available in English, Spanish and/or Haitian-Creole, respectively.

The School Board of Miami-Dade County Bylaws & Policies, 2111-Parent Involvement-A Home-School-District Partnership

M-DCPS Title I District-Level Parent Involvement Plan

*Title I Program Parent Notification Letter

*Title I School-Level Parent Involvement Plan

*Title I School-Parent Compact

*Title I Annual Parent Meeting "Open House"

Title I District Advisory Council (DAC)

Title I Region Centers Parent Advisory Council (PAC)

Title I Homeless Assistance Centers (HAC) services

Title I Migrant Education Program (MEP)

Title I Challenging Higher Education for Students in our Schools (CHESS) Program

Title I Neglected and Delinquent Center (N&D) services

DAC Talk Newsletter for Title I Parents and Title I Parent Quarterly Bulletin

PARENT RESOURCE CENTERS/AREAS:

School Site Parent Resource Centers/

School Site Parent Reception Areas

Title I Neighborhood Resource Center (NRC) – North
7900 NW 27th Avenue, Suite F9
Miami, FL 33147
(Northside Shopping Centre, 130 South Ct.)

Title I NRC - Gratigny
733 E.57th Street
Miami, FL 33013
(M-DCPS North Region Center)

Title I (NRC) – South
5555 SW 93rd Avenue, Portable #3
Miami, FL 33165
(FDLRS South Site)

Miami-Dade County Public Schools
Office of Parental Involvement
1450 NE 2nd Avenue, Suite 216
Miami, FL 33132

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to: <http://title1.dadeschools.net/>.

(Title I Parent's Right to Know - *Place on School's Letterhead*)

Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

School Principal

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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.

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.

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