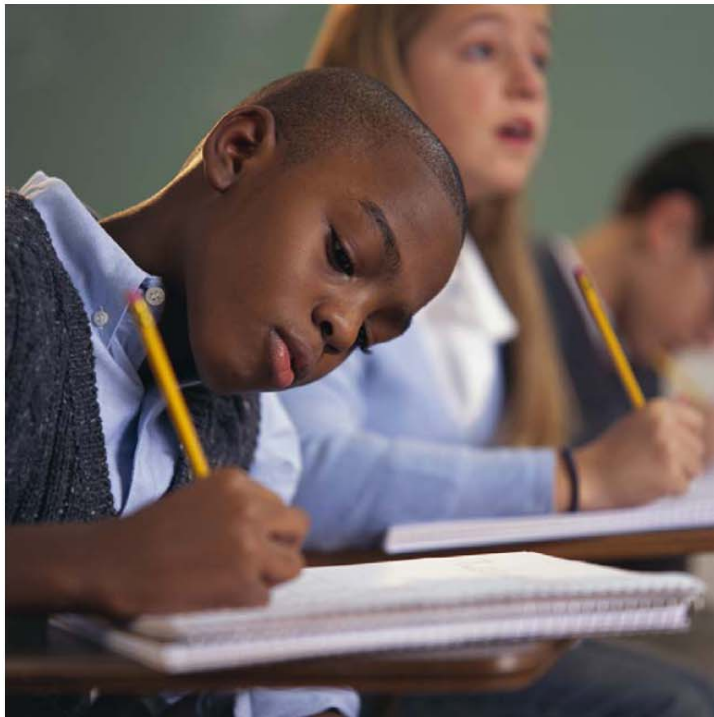


## **School Operations**

### **Elementary School Parent/Student Handbook**



**CHRISTINA M. EVE ELEMENTARY  
2013-2014**

# **MIAMI-DADE COUNTY PUBLIC SCHOOLS**

## **School Board Members**

Ms. Perla Tabares Hantman, Chair  
Dr. Martin Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Ms. Susie V. Castillo  
Ms. Carlos L. Curbelo  
Dr. Lawrence S. Feldman  
Dr. Wilbert "Tee" Holloway  
Dr. Marta Pérez  
Ms. Raquel A. Regalado

Krisna Maddy, Student Advisor

## **Superintendent of Schools**

Alberto M. Carvalho

## **Chief Operating Officer School Operations**

Mrs. Valena G. Brown

**Miami-Dade County Public Schools**  
**July 2013**

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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**

It is a pleasure to welcome back all of our students and their families to the 2013-2014 school year. The faculty and staff at Christina M. Eve Elementary School is committed to continuing to provide your children with the same level of academic excellence that you have experienced in previous years.

I am happy to announce that Christina M. Eve Elementary School has once again earned an A+ rating from the State of Florida. Moreover, we rank among the top performing schools in the district due to the scores produced by our students on the 2013 FCAT administration. In November of 2012, Mr. Aulow and I traveled to Washington DC to receive the prestigious National Blue Ribbon School Award. Christina M. Eve Elementary School was the only school in Miami-Dade County to be honored as a National Blue Ribbon School of Excellence. The accomplishments of our students are a product of hard work, perseverance, expectations that surpass basic standards and a quest for success. The staff of Christina M. Eve Elementary School takes great pride in the success of each of our students with the belief that each child will excel to the very best of their individual ability.

Together we must forge ahead with the determination and an expectation that our CME students will lead the way in years to come. Together, we will create a foundation for excellence that our students can build upon as they pursue higher levels of education.

## **Christina M. Eve Elementary Mission Statement**

Christina M. Eve Elementary will strive to form a true partnership between home, school and community that is committed to providing a quality educational program that meets the individual needs of our students. This will be accomplished through a research-developed curriculum infused with technology and character development; while providing a safe and inviting learning environment that will result in productive citizens prepared to compete in a global society.

## CHRISTINA M. EVE



Christina M. Eve was born March 18, 1917 in Gainesville, Florida, to Jesse and Nellie Martin. Encouraged by his sister Kizzie Dorsey, who often spoke of the business boom in Miami, Jesse moved the family to Miami in 1925. Christina grew up in Overtown at 1717 NW 5<sup>th</sup> avenue with the Johnson, Bethel, Newbold, and Sand families as neighbors. Her family attended Ebenezer United Methodist Church, where Christina M. Eve had been an active member for 75 years.

Christina M. Eve attended Dunbar Elementary and went on to graduate from Booker T. Washington Senior High School in 1935. In 1939, she graduated from Bethune-Cookman College in Daytona, Florida, and then returned to Miami to become a substitute teacher for the Dade County Public School System. Later on, she became a permanent teacher at Liberty City Elementary School. In 1940, while teaching at Liberty City, Christina along with other teachers, helped organize the Egelloc Civic and Social Club. The Egelloc Club was established by a group of women dedicated to social change and the improvement of conditions for black youth in the Miami community. The club was named Egelloc (college spelled backwards) because it was something that all the women had in common; they were all college graduates. Today, the Egelloc Club continues to be a contributing force in the community. One of the major programs instituted by the Club is the "Men of Tomorrow", a program that encourages 11th grade males to continue their pursuit of higher education.

Christina became a member of Sigma Gamma Rho Sorority, Inc., Gamma Delta Sigma Chapter in 1968. Since that time, she served as Basileus (President), 1st Anti-Basileus (Vice-President), Parliamentarian for numerous years and chaired various committees throughout the years. She was inducted into the Sigma Gamma Rho Sorority, Inc. National Hall of Fame in 1998. Mrs. Eve, a dedicated member of this organization, served as CEO of the Ailene V. Taylor Memorial Center from 1994 to 2004.

In 1943, Christina married and moved to New York for 15 years. In New York she owned and operated her own business, Public Demographics and Mail Listing. During World War II, the U. S. Government employed her as a Junior Buyer for the New York Military Subsistence Market center. Christina states the "this was one of the most interesting jobs I ever held outside of teaching."

Mrs. Eve returned to Miami when her father died, and her mother became ill. Before Christina's arrival, Mrs. Linnie W. Fannin spotted her name on a list of returning educators and immediately hired her to teach at R. R. Moton Elementary. She was later appointed as the reading teacher for the district.

Christina M. Eve was in charge of developing and writing diagnostic tests to be used by south districts to improve student reading levels and fundamentals. At the time, she was part of the only diagnostic center in the country.

As a result of her success with literacy program in Dade County, The Carnegie Foundation selected Christina M. Eve as Associate Director of all reading fundamentals at Bethune-Cookman College. Mrs. Eve was responsible for training teachers in surrounding counties.

Christina M. Eve was appointed assistant principal of Pine Villa Elementary from 1968 to 1969. In 1970, she became the first black to be appointed principal at an all white school, Treasure Island Elementary on Miami Beach, and served in that capacity from 1970 to 1980. In 1980, Mrs. Eve was selected as the first principal at the newly opened, and only Solar Energy School in the Southeast, Gloria Floyd Elementary in South Dade. She served as principal there until she retired from the Dade County Public School system in 1984.

Christina M. Eve achieved great success, and received many accolades over the years: BA Degree (Shaw University, Raleigh, NC); Master's Degree (New York University); Advanced Study (University of Miami), Barry University, FL Atlantic University; Sigma Gamma Rho Sorority-Registered Agent of the Allene V. Taylor Memorial Center; United Methodist-District Secretary; Church Women United - 1st Vice President; Dade County Retired Teachers Association-1st black female president; Class of 1935 (High School) – Class President; and letter of commendation from Senator Robert Graham and Governor Lawton Chiles for her dedication and accomplishments in education.

On November 9, 2000, Eve was bestowed yet another honor by Miami-Dade County Public Schools: a brand new 8 million dollar school was dedicated in her honor, Christina M. Eve Elementary School.

On Friday, December 16, 2005, at 4:04 p.m. she quietly slipped away to her heavenly home to be with her parents and siblings: James, Lenora and Jessee: who preceded her in death.

### School Information

School Address: 16251 S.W. 99 Street  
Miami, FL 33196

Voting District: 7

School Phone: 305-383-9392

Board Member: Mr. Carlos L. Curbelo

School Grade: A+

Student Population: 740

Website: [cme.dadeschools.net](http://cme.dadeschools.net)

Uniforms: Mandatory Uniform School

Feeder Pattern: Felix Varela Sr. High

Year of Construction: 1998

Educational Programs: Standard Curriculum, ESOL, Special Education, Extended Foreign Language, Gifted, Prekindergarten, Academic Excellence

### Feeder Pattern Schools

Elementary Schools

Middle Schools

Senior High School

Oliver Hoover

Hammocks Middle School

Felix Varela Sr. High

Gilbert Porter

Jorge Mas Canosa

Norma Bossard



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

July 2013				
M	T	W	T	F
1	2	3	<del>4</del>	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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

September 2013				
M	T	W	T	F
<del>8</del>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	<del>26</del>	27
30				

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

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

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

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

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

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

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

May 2014				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<del>26</del>	27	28	29	30

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

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

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

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



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

August 15, 16, 2013	Teacher planning days; no students in school
August 19	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
September 5*+##	Teacher planning day; no students in school
September 26	Secondary early release day
October 24	End first grading period; first semester
October 25*+##	Teacher planning day; no students in school
October 28	Begin second grading period; first semester
November 8	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 12	Secondary early release day
December 23- January 3, 2014	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees;
January 16	End first semester and second grading period
January 17 *+##	Teacher planning day; no students in school
January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin second semester; third grading period
February 7	Teacher planning day; Professional Development Day-not available to opt; no students in school
February 13	Secondary early release day
February 17	All Presidents Day; holiday for students and employees
March 13	Secondary early release day
March 20	End third grading period; second semester
March 21*+##	Teacher planning day; no students in school
March 24 - 28	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
March 31*+##	Begin fourth grading period; second semester
April 17	Secondary early release day
April 18*+##	Teacher planning day; no students in school
May 26	Observance of Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	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

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 8, 2013	June 6, 2014
Assistant Principals and 10-month clerical	August 8, 2013	June 13, 2014
Cafeteria Managers	August 12, 2013	June 6, 2014
Satellite Assistants	August 14, 2013	June 5, 2014
All Instructional Staff, Paraprofessionals & Security	August 15, 2013	June 6, 2014
Assistant to Cafeteria Managers/MAT Specialists	August 16, 2013	June 5, 2014
Cafeteria Workers (part-time)	August 19, 2013	June 5, 2014

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 13, 14, 2013, or June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, 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 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, 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 6, 7, 2013, or June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, are Professional Development Days and are not available to opt.

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

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

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

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

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

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

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

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

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

**Notes:**

\*Designates computer-based testing.

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

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

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

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

### **Attendance Policy – Board Rule 6Gx13-5A-1.041**

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 of students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

### **Attendance**

Students are to be counted in attendance only if they are actually present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student (Board Policy 5200 – Attendance)

After the student accumulates five (5) absences, a letter will be sent home advising parents of the student's current attendance status. In addition, the assistant principal will follow up with a phone call to schedule a parent conference with the principal for the purpose of reviewing the absences. Students with excessive absences will also be referred to the school counselor and/or social worker who will conduct a home visit to render assistance, where possible. **Students with excessive absences may be excluded from field trips or other school functions in order to make up for lost instructional time.**

### **The Attendance Review Committee**

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

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

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

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

### **Unexcused School Absence**

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

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

### **Unexcused Tardiness**

Any tardiness that does not fall into one of the following excused tardiness categories will to be considered unexcused. In order to comply with School Board Rule, 6Gx13-5A-1.04 Christina M. Eve Elementary will adhere to the following tardy policy developed jointly by the school and the PTA:

- After the third unexcused tardy, parent contact will be made and student will forfeit perfect attendance recognition.
- After the fifth unexcused tardy the student will serve detention and stop participating in extracurricular activities.
- After the tenth unexcused tardy the effort grade in the subject missed will be lowered.
- After the fifteenth tardy, tardiness will be considered a Group II Code of Student Conduct Violation, Defiance of School Personnel's Authority.

### **Arrival**

A vital element of the educational process entails regular school attendance and reporting to class on time each day.

Students in grades Pre-kindergarten through 1<sup>st</sup> grade are expected to arrive promptly by 8:20a.m. each morning. It is recommended that they arrive by 8:10 a.m. at their designated areas so that they may participate in any pre-class activities designed by staff. Students in 2<sup>nd</sup> grade through 5<sup>th</sup> grade are expected to arrive promptly by 8:35a.m. each morning. It is recommended that they arrive by 8:25 a.m. at their designated areas so that they may participate in any pre-class activities designed by staff. Children will be considered late after 8:35 a.m.

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

Breakfast is served for children beginning at 7:45 a.m. in the cafeteria. Students wishing to eat breakfast at school must report to the cafeteria immediately upon entering the building. Supervision of students will not be available prior to 8:00 a.m. other than children reporting to breakfast at 7:45 a.m.

Students in prekindergarten through first grade are to report to Building 3 between the hours of 8:00 a.m. to 8:10 a.m. where they will be supervised by selected staff. Students in 2<sup>nd</sup> through 5<sup>th</sup> grade must report to the P.E. shelter where supervision will be provided. Pre-Kindergarten through 1<sup>st</sup> grade teachers will open their classroom doors at 8:10 a.m. each morning. Second through fifth grade teachers will pick up students at 8:25 each morning and escort them to their respective classrooms. Parents are asked to refrain from entering the main building due to security reasons.

Students in 2<sup>nd</sup> through 5<sup>th</sup> grade who arrive after the 8:25 bell may be brought to the double doors located in the center of the main building. Parents are not permitted to enter the building. Designated school staff will be present in the center foyer area to supervise children commuting to their respective classrooms. Your cooperation in this matter is greatly appreciated.

<b>School Hours</b>			
<b>Grade</b>	<b>Arrival</b>	<b>Dismissal</b>	<b>Day(s)</b>
Prek ½ day	8:20	11:30	Monday - Friday
Prek – 1 <sup>st</sup>	8:20	1:50	Monday - Friday
2 <sup>nd</sup> – 5 <sup>th</sup>	8:35	3:05	Monday, Tuesday, Thursday, Friday
2 <sup>nd</sup> – 5 <sup>th</sup>	8:35	1:50	Wednesdays Only

Breakfast is served from 7:45 a.m. to 8:15 a.m.. The line will close promptly at 8:15 a.m. Students are expected to arrive to school beginning at 8:00 a.m in the morning and report to their designated locations. Refer to arrival procedures above.

### **Dismissal**

#### **Early dismissal – Board Rule 6Gx13-5A-1.41**

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).

Students are to remain in school until the regularly scheduled dismissal time each day. Students may be dismissed early in the event of an emergency or medical appointment which cannot be scheduled after school hours. Students will only be dismissed to individuals with the proper photo identification who have been authorized to pick-up the child.

**Note:** Students will not be dismissed early to anyone without valid photo identification. In addition, only those individuals listed on the **Emergency Contact and Release Card** will be permitted to pick up the child.

#### **Dismissal:**

Students are expected to depart from the school grounds immediately at dismissal. Children are not to remain on the grounds unless permission has been granted by appropriate school personnel.

Parents/guardians who pick up their children should wait in the designated student pick up/drop off zones (see below). Students will be escorted by staff to the appropriate zone.

In certain instances, it may become necessary for a student to remain after school with a teacher. Parents will be notified in writing and/or by phone 24 hours prior to the actual time the student must stay after school.

### **STUDENT CAR POOL ZONES**

There are two designated car pool lanes for the loading and unloading of students. Please adhere to the following in order to alleviate traffic and ensure student safety.

- Prek-3<sup>rd</sup> grade will be dismissed in the driveway area inside the employee parking lot located on 162<sup>nd</sup> Avenue.
- 4<sup>th</sup>-5<sup>th</sup> grade will be dismissed in front of the school on 99<sup>th</sup> Street behind the cones that indicate bus area.

Students may be dropped off in either area but must be picked up as indicated above. Traffic should flow continuously in both areas and all speed zones must be observed with great caution. It is also recommended drivers exercise extreme caution while commuting through any areas where children are present.

### **Rainy Day Dismissal**

In the event of rain or bad weather, please leave specific rainy day directions with the teacher as well as your child. It is impossible for every student to use one telephone, and children become anxious when they are not sure as to what they should do.

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

Before and after school care and supervision is available to all students Pre-K through grade five. Registration packets for these programs are available in the Main office.

<b>After School Care Fees and Hours</b>			
<b>Program</b>	<b>Time</b>	<b>Cost per Day</b>	<b>Day(s)</b>
Before School Care	7:15-8:35 a.m.	\$4.00/day	Monday - Friday
Story Hour	1:50-3:05 p.m.	\$4.00/day	Monday - Friday
After School Care	1:50-6:30 p.m.	\$8.00/day	Monday - Friday
<b>Note:</b> After Care Services begin at 1:50 p.m. on Wednesdays.			

Parents, please note that the payment will be collected on a monthly basis one week in advance. Students participating in the Before/After Care program must purchase school insurance.

### **Bringing Pets to School**

Students are not allowed to bring pets to school. Pets are not permitted on school property.

### **Cafeteria**

#### **Food Cost**

<u>Breakfast</u>		<u>Lunch</u>	
All Students	No Charge	Students	\$2.25
Adults	\$2.00	Reduced Price, Students	\$.40
		Adults	\$3.00

#### **Free Breakfast**

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

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

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

#### **Lunch Payments:**

Students are responsible for their own lunch money and may pay daily or prepay for the week. Parents are encouraged to prepay for the week or the month. Pre-payment is made the first day of the week checks should be made payable to Christina M. Eve Elementary School. If a student is absent a credit will be issued. Questions regarding your child's prepaid account should be directed to the cafeteria manager at 305-383-9392 ext. 120. Students who do not have lunch money will receive an alternate meal for lunch.

Students who occasionally forget their lunch money may call a parent to obtain money. Due to limited non-instructional personnel, students will not be able to call home every time they forget their lunch.

### **PAYPAMS**

Miami Dade County Public School's Department of Food and Nutrition has started a program to allow 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**

Good cafeteria manners and good eating habits are a part of our school instructional program. While we expect students to enjoy the lunch period, they must remain inside the cafeteria with their assigned class, and in their assigned seats. Students are responsible for picking up their lunch litter. In order to ensure a safe and enjoyable lunch period for children, students are required to adhere to the following rules:

1. Remain seated at all times.
2. Request permission from a cafeteria monitor if you need to get up.
3. Keep your hands and feet to yourself at all times.
4. Refrain from sharing food or removing food from another student's tray.
5. Speak softly to neighbors around you.
6. Do not throw or play with food.

### **Special Consideration:**

Please refrain from bringing food to a specific group of students during lunch time as this creates a disruption in the cafeteria and negatively affects the excluded children.

Parents are not permitted to visit with students during mealtime in the school cafeteria. Such visitations interfere with the students' regular routine, causes overcrowding in designated areas, and may affect the safety and supervision of children during the lunch period. Student safety is our primary goal.

### **Cell Phones**

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

### **Clinic**

The school clinic is serviced by clerical staff that has been trained to deal with minor injuries and provide preliminary first aid functions as needed. Parents will be notified immediately in case of illness or accident. If you cannot be located, we will call those individuals listed on your emergency contact. If you or your contact cannot be reached, the school secretary will call the doctor listed on your registration card. The school is not allowed to administer medication without written permission from the attending physician. If your child is unable to participate in any school activity because of medical reasons please send a note and the doctors' statement to school.

### **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, interest 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 on noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.


### **Code of Student Conduct**

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On January 16, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

Additionally, M-DCPS is proud to launch SPOT success, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, log on to M-DCPS Website at <http://www2dadeschools.net/parents/parents.htm>, click on Parent Portal and follow the directions on the screen. If you need additional assistance, you may contact your children's school(s).



**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 <u>must</u> 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 RtIb/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> <ul style="list-style-type: none"> <li>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li> <li>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</li> </ul>	<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 <sup>#1</sup> )</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 and/or use of tobacco products</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 <sup>#2</sup> )</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 <sup>#3</sup> )</li> <li>• Participation in counseling session related to the infraction Refer to outside agency/provider (See Special Notes <sup>#4</sup> )</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><b>#1</b> 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><b>#2</b> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><b>#3</b> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><b>#4</b> 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**

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<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 <b>PLANS</b> may also be used <u>in conjunction with</u> this <b>PLAN</b>. Principals may authorize the use of <b>PLAN IV</b> for repeated, serious or habitual Level III 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 <sup>#1</sup> )</li> <li>• Disruption on campus/Disorderly conduct</li> <li>• Fighting (serious)</li> <li>• Harassment (Civil Rights)(See Special Notes <sup>#2</sup> )</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 <sup>#3</sup> )</li> <li>• Possession of simulated weapons</li> <li>• Sexting (1) (see page 35)</li> <li>• Sexual harassment (See Special Notes <sup>#2</sup> )</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 <sup>#4</sup> )</li> <li>• Suspension from school for one to ten days (See Special Notes <sup>#5</sup> )</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 <sup>#6</sup> )</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><sup>#1</sup> Bullying infractions do not require a SPAR</p> <p><sup>#2</sup> 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><sup>#3</sup> See Vital Alerts for the Policy p.36.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><sup>#4</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><sup>#5</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><sup>#6</sup> 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 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>The principal or designee <u>must</u> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p>
<p style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Battery against a 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 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 style="text-align: center;">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 V**

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<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.

### **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 provide 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.

### **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.

### **Dress Code** – Board Rule 6Gx13-5C-1.031

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 rule shall be subject to appropriate disciplinary measures.

### **Uniform Policy**

In accordance with Miami-Dade County School Board rule 6Gx13 – 5C – 1.031 parents have voted to have a mandatory uniform program at our school. Clothing may be purchased at any store but must conform to the styles and provisions of the school's Uniform Dress Code.

Purchases at Ibiley Uniforms generate uniform vouchers for children who are not financially able to buy uniforms. Ibiley has opened their local store at 11530 S.W. 120 Street. The Christina M. Eve Elementary Uniform Dress Code is as follows:

Shirts: Knit polo shirts with collars, sleeves, and logo

Solid Colors: White, Kelly Green, and Burgundy

Striped colors: White/Kelly Green

Skirts, Jumper, Culottes: Khaki

**Shirts must be tucked in at all times.**

Shorts: Khaki-elastic waist bands or styles at Ibiley

Pants: Khaki-elastic waist bands or styles at Ibiley. Belts are optional.

Shoes: Closed Shoes See section below

Fieldtrip T-Shirt: Sold by P.T.A.

Logo: Ibiley carries the official school logo.

### **Prohibited Items:**

Denim, corduroy, jean type and nylon gym shorts are prohibited.

### **Miami-Dade County Schools Shoe Policy**

The Miami-Dade County School Board dress code policy prohibits the wearing of metal cleats on shoes, roller-skate sneakers, tap shoes, clogs, sandals or other open-toe shoes. Physical education requires that shoes be appropriate for running or other sports activities.

### **Exemptions**

Parents or guardians may request an Application for Exemption from the Uniform Program, which delineates the steps to be followed in the exemption procedure.

### **Elevator**

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

### **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 contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

### **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 vendors "no refund" policy.

### **Financial Obligations**

All financial obligations incurred, (i.e., school fees, textbook loss or damage, lunch fees, club activities, overdue or lost library books) must be paid in full to the school's treasurer. All financial obligations must be fulfilled prior to transfer or withdrawal of student from school.

### **Florida KidCare**

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

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

If you have any questions regarding Florida KidCare please contact Fatima Vellojin in the main office 305-383-9392.

### **Fundraisers – Board Rule 6Gx13-5C-1.07**

Sale of magazines shall be permitted by students in grades 9, 10, 11, and 12 only. Solicitations shall be permitted in homes only if a student is accompanied by an adult; no soliciting in offices or businesses of any kind. The fundraising activities in each school shall be limited to two weeks. Promotional activities shall be kept within reasonable bounds and competition among schools, and among students in individual schools, shall not be unduly stimulated.

### **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.

<b>KINDERGARTEN GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
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

<b>K-12 GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
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

#### **Honor Roll Qualifications**

	<b>Principal's Honor Roll</b>	<b>Regular Honor Roll</b>
Academic Average	4.0	3.50 – higher
Academic Grades	All As	All As and Bs
Effort	All 1	All 1 and 2
Conduct Average	4.0	3.5 or higher
Conduct Grades	All As	All As and Bs

## 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.

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

### 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.

### Heath Screenings

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.

Vision and Hearing Screening – The Florida Legislature Statute, 381.0056 and School Board Rule 6Gx13-5D-1.021 School Health Services Program, mandates vision and hearing screenings to be performed annually for students in kindergarten, first, second, third, and sixth grades (applies to k-8) centers, and new students to the state in fourth and fifth grades. The school will send a letter to all parents notifying of the screenings.

To view the vision and health screening calendar you may visit:

<http://comprehensivehealthservices.dadeschools.net/Vision%20and%20Hearing%20Master%20Calendar%202008-2009.pdf>.

### 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).

Homework assignments will be appropriate for the student's grade level, and will enhance or reinforce assignments completed at school. They serve the following purpose(s):

- develop student's responsibility to write down the assignment, take home all books, papers, and items necessary to complete it, and return it to school accurately completed on the date it is due;
- provide drill or practice on a concept or skill already taught; and
- provide real life application of skills and understanding.

The homework policy of the Miami-Dade County Public Schools emphasizes the importance of reading and encourages parents to become involved in the implementation of the home study guidelines.

All students, K-12, must read 30 minutes each night as part of their daily home learning activities. Of course, parents or other family members should make every effort to read to students who cannot read on their own.

In addition, recommended daily home learning averages are as follows:

Grade Level	Frequency of Homework	Total Daily Average (All Subjects)
K - 1	Daily (5 days a week)	30 minutes
2 - 3	Daily (5 days a week)	45 minutes
4 -5	Daily (5 days a week)	60 minutes

Parents may help in the following ways:

- Showing an interest in the student's work;
- Providing a place and time for quiet study;
- Assisting in practice with spelling words and number combinations;
- Encouraging home reading and listening to the student read;
- Reviewing the homework for neatness and completeness;
- Refraining from doing the work for the student; and
- Discussing problems related to home study with the teacher.

We would appreciate hearing from you concerning your child's home learning. If you have questions about your child's assignment or directions, teacher feedback or the amount of time necessary for your child to complete assignments, please contact your child's teacher. The ultimate beneficiary of a good home learning policy will be your child. Your input and involvement are earnestly solicited and will be deeply appreciated.



## **Immunizations**

### **Requirement 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

### **Internet Use Policy** – See Board Rule 6Gx13-6A-1.112

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.

### **Insurance**

The Student Protection Plan is designed to cover student 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. Schools are responsible for forwarding enrollment applications to School Insurance of Florida. **All applications received by School Insurance of Florida by September 4, 2012 will allow enrolled children to have coverage effective retroactive to the first day of school.** See the application for complete policy benefits rates and exclusions.

### **Media Center**

The Christina M. Eve Library Media Program provides learning resources and instruction in information literacy skills for students, staff, and parents. Our primary users are our students, who may check out books throughout the school day. Students in kindergarten through first grades may check out one book, students in second grade take two books, and intermediate students may check out three books.

The library media center collection supports the Accelerated Reader (AR) program, in which students read books at their independent reading level, and then take comprehension quizzes on computers. Students and parents may search for titles of AR quizzes owned by the school on our website, <http://cmegators.com>. A Book Fair is scheduled twice each year to provide an opportunity for students and parents to buy books for home collections. The PTA is our partner in planning and staffing the Book Fairs. Parents may also check out books from the school library collection. After completing an application form, parents may check out three books for a period of two weeks.

### **Medication**

The administering or dispensing of any medicine (including aspirin) to students by employees of the Miami-Dade County public Schools without specific written authorization by a licensed physician and parents/guardians of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent/guardian and the physician must sign a Miami-Dade County School Board authorization form. Please obtain this form from the school office. All medicine shall be received and stored in original containers. When the medication is not in use it will be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

### **The 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.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, The Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help Your Child Learn (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Early Childhood (*Example: Developing Early Literacy Skills*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Languages (*Example: American Sign Language for Families*)
- Computer Technology (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Financial Skills (*Example: Financing Your Child's College Education*)
- Personal Growth (*Example: GED Preparation – offered through Adult Education*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy’s Web site at [www.theparentacademy.net](http://www.theparentacademy.net). The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

### **Parent Portal**

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see 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.

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



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

The Christina M. Eve Elementary 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. The PTA/PTSA supports the faculty and administration in their efforts to improve educational and extracurricular activities in the school. Parents and students are encouraged to become involved in the PTA/PTSA.

### **Parties in School**

Birthday parties are not allowed. Also, students must earn the right to attend special activities or receive treats by demonstrating good behavior in school.

### **Pediculosis(Head Lice)**

Students will be checked periodically for head lice. Students will be sent home if school personnel suspect lice in the hair. Parents will be provided with a letter which includes treatment options to help resolve the problem.

The student **MAY NOT** return to school until treatment has been administered and **ALL NITS** have been removed from the hair. Before being admitted to class, the student will be checked to determine if any nits are still present.

To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, shampoo frequently, and encourage girls who have long hair not to wear it loose. Parents should immediately notify the school if their child has lice.

### **Personal Belongings**

Each teacher will inform pupils about necessary school supplies. Children should bring to school only items requested by the teacher. Please put your child’s name on all personal belongings that are easily lost. Check our lost and found frequently for stray articles. All unclaimed items will be donated to charity.

### **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 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

**Registration Procedures**

Students entering prekindergarten classes must be 4 years old on or before September 1<sup>st</sup>. Students entering kindergarten must be 5 years old on or before September 1<sup>st</sup>. To enter 1<sup>st</sup> grade, students must be 6 years old on or before September 1<sup>st</sup> and should have successfully completed kindergarten.

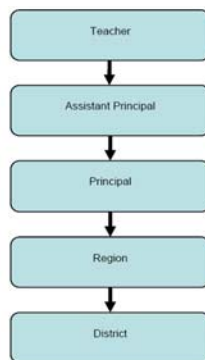
Students entering Miami-Dade County Public Schools for the first time must present the following documents: proof of age (birth certificate, valid passport); proof of a current physical examination including a tuberculosis clinical screening, appropriate follow-up and a certificate of immunization.

**Additionally, as proof of residence two of the following must be provided:**

1. Broker or attorney's statement of parents' purchase of residence or properly executed lease agreement.
2. A current Homestead Exemption Card
3. Electric deposit receipt or electric bill, showing name and service address
4. Students transferring from other school districts should provide their most recent report card from the last school they attended, in addition to the proper immunization and health documents and proof of address.

**Procedures for Addressing Concerns**

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



**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, Regional 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 Report**

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 students. In the event a school administrator announces a possible threat to the safety of students and staff within the community (Code Yellow), or an imminent threat to the safety of students and staff 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. Access to the building will not be permitted until the all cleared is announced.

## **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 each year according to the Miami-Dade County Public School 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.

## **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.

## **Special Education**

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

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Child Study Team (CST), the Student Support Team (SST) or the Student Development Team (SDT).

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, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent may request to receive a copy.

Other 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**

### **Counselor Request**

Christina M. Eve Elementary School is pleased to provide the services of a full time elementary guidance counselor. Our counselor is available for individual conference or parent meetings. Please take advantage of her services.

### **School Psychologist**

The school has a part time school psychologist who works closely with teachers, parents, and students.

### **School Social Worker**

The school social worker is assigned to the school once a week.

## **Speech Therapy**

Christina M. Eve Elementary School has an onsite speech therapist that provides speech and language services to students who meet the criteria.

## **Textbooks**

All textbooks, library books, and supplementary materials required by your child for school and most homework are furnished by the school.

Help us teach your child to be responsible, by taking good care of their books and materials. Charges will be assessed for lost or damaged books, and/or materials.

## **Telephones**

Our school telephone is very busy. We need it for school business, emergencies and for important incoming calls. Please see that arrangements for extra activities and after school care are made before your child leaves home. Students will not be allowed to use the telephone except in emergencies. Messages to students may only be delivered on an emergency basis. Please limit telephone calls or deliveries to the classroom. Each phone call causes an interruption to the instructional program and wastes valuable teaching time. For the safety of students, we request that messages on dismissal not be delivered by telephone.

## **Transportation Eligibility**

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

## **Transporting Students to School**

Please review with your child safe practices in getting to and from school

Walkers – Students who walk should be well informed about the route to take and the rules of good safety. Discuss with your child the danger of talking to or accepting rides from strangers.

Bus Riders – Pupils who are transported by bus are subject to the rules and regulations set by the Transportation Department.

Cars – Students who are transported by car should be aware of the pickup location. Parents should be properly parked before allowing students to get in or out of their car. Children should always exit or enter a car on the curbside. Double parking is a safety hazard and is illegal.

## **Bicycles/Skateboards**

Bicycles – Children who travel by bicycle must observe the following rules:

1. All traffic rules must be obeyed.
2. Every bicycle should have good lock and serial number recorded at home and with the local police.
3. Only one child rides on a bicycle.
4. Ride on the right side of the street WITH TRAFFIC.
5. Ride single file on bicycles. Dismount when crossing the street to enter the school grounds.
6. Walk with bicycles once you enter the school grounds.
7. Please keep bikes locked when on school grounds.

Bicycle helmets are required as safety precaution

## **Visitors Procedures**

Visitors, INCLUDING PARENTS are **NOT** permitted to go to children's classes unannounced during school hours because this disrupts normal routine and instruction. All visitors are to register in the main office. Your cooperation will enable the school to provide a safe and orderly learning environment for students. Any unauthorized person on school property will be requested to leave.

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parent/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.

## **Volunteer Program**

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

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

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

- Complete Registration Form #1764, date and sign, and submit to a school or work location.
- 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.

Parents are encouraged to provide assistance to pupils and teachers by engaging in a variety of services. The Volunteer Program provides valuable assistance to the instructional program. All volunteers are placed according to the school's needs. **Volunteers are never placed in their child's class. All volunteers must undergo a background check before being assigned prior to participating in the program.**

All volunteers must take part in an orientation process prior to becoming active in the school. The purpose of the orientation process is to inform volunteers of District requirements and procedures that must be followed at all times. Like visitors, volunteers must sign in daily and collect their volunteer pass from office personnel. In order to accompany classes on field trips, volunteers must provide a minimum of 5 hours service to the school in a capacity beyond fieldtrip supervision.

6Gx13- 1B-1.012

Participation by the Public

### **PARENTAL INVOLVEMENT -- A HOME-SCHOOL-DISTRICT PARTNERSHIP**

The School Board of Miami-Dade County recognizes that strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. This school board policy creates a collaborative environment in which the parents and families of our students are invited and encouraged to be involved stakeholders in the school community. It establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents (e.g., by providing paper copies, electronic copies, or other appropriate means of distribution). In this rule, the term "parent" refers to any adult--mother, father, older sibling, aunt, uncle, grandparent, guardian/foster parent, mentor—who plays a significant role in the care of a student or students enrolled in Miami-Dade County Public Schools (M-DCPS). Although parental involvement is the specific focus of this policy, it is recognized that all those concerned with the education of students must work together cooperatively to meet the needs of students. When the term "school" is used in this Board rule, it is used in the broadest possible sense. It refers not only to the customary kindergarten through grade 12 programs, but also to the early childhood, adult education, and community schools' programs.

## **I. PARENT RESPONSIBILITIES**

**A. Parents as Their Children's First Teachers.** The importance of parents as teachers shall be recognized by parents and supported by the school. Schools will provide parents with the appropriate support and assistance needed in understanding and meeting the expectations of this role. Parents are expected to:

- Set guidelines and clear expectations of good behavior and academic performance;
- Ensure that their children have a quiet place and time to read, study, and complete homework;
- Discuss daily work assignments, progress reports, and report cards with their children;
- Ensure that their children attend school on time every day and promptly report any absences or tardiness;
- Communicate with the school through written and electronic messages, telephone, and/or conference meetings;
- Ensure that their children have the materials needed to complete class work and home learning;
- Take an active part in school activities, such as Back-to-School Night, PTA meetings, participating in workshops, and parent/student activities, etc.;
- Keep their children healthy by ensuring that they get enough sleep, appropriate nutrition, and medical care;
- Bring to the attention of appropriate school personnel any problem or condition that negatively affects their children, or other children in the school community;
- Help their children develop a good self-image by providing care, discipline, support, interest, and concern;
- Provide the school with current and accurate home, work, and emergency contact information; and
- Foster in their children a positive attitude towards school and learning.

### **B. Parents as Advisors, Advocates and Participants in Decision Making.**

- **Advisors.** Parents are encouraged to participate in and influence decisions, raise issues or concerns, appeal decisions, and resolve problems.
- **Advocates.** Parents are encouraged to become advocates for children on issues that affect children. They are urged to join and take a leadership role in a PTA, PTSA or other parent organization.
- **Educational Excellence School Advisory Councils.** Parents must be elected to serve as active members of Educational Excellence School Advisory Councils (EESAC) and in other important decision-making bodies, where required by state and federal statutes. This will include the involvement of parents in the development of the Local Educational Agency Title I

Plan required under section 1112 of *The No Child Left Behind Act of 2001* as well as their involvement in the process of school review and improvement required under section 1116 of the Act.

- **Title I School-Parent Compacts.** In each school implementing the Title I Program, parents shall jointly with the school develop the annual Title I School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This compact will also identify how the school and parents will build and develop a partnership to help children achieve the State's high standards.
- **Title I School's Parental Involvement Policy.** In each school implementing the Title I Program, parents shall jointly with the school add language to the existing M-DCPS School Board Rule 6Gx13- 1B-1.012, Parental Involvement – A Home-School-District Partnership, to describe how the school will carry out the parental involvement requirements in Section 1118 of *The No Child Left Behind Act of 2001*. This amended document will serve as the Title I School's Parental Involvement Policy. Additionally, parents in the Title I Program shall be involved in the annual evaluation and redesign of the content and effectiveness of this document, in efforts towards improving the academic quality of the school.

## II. SCHOOL LEVEL STRATEGIES AND RESPONSIBILITIES

- Parent Outreach Liaisons.** Each school principal will identify one or more individuals who will serve as a liaison to all parents in the school community. Responsibilities include: assessing the needs of parents; communicating this information to the school's principal and the school's advisory group(s); and informing parents of school and District services, offerings, and programs in their primary language. This individual may be a Community Involvement Specialist, another staff member, or a Certified Volunteer.
- Space for Parents.** School principals will provide a Parent Resource Center as a place for parents to meet, post, and review current bulletins, and exchange information.
- Access to Schools.** Reasonable efforts will be made to make the school building a welcoming place, clearly accessible to parents. Parents are expected to recognize, however, that their right to access does not transcend the rights of students and teachers to an orderly educational environment.
- Sensitivity to Exceptionalities.** Reasonable efforts will be made to assist parents in understanding the needs and rights of their children. Reasonable efforts should be made to assist school personnel, students and parents in understanding the needs and rights of children with different exceptionalities.
- Accommodations for Parents.** School personnel should utilize flexible and creative methods to accommodate the schedules of parents, and, with the assistance of businesses, agencies and organizations, to encourage participation by addressing the need for child care, transportation and other resources. Every reasonable accommodation should be made for School Board employees who are parents to participate in the education of their children.
- Communication.** Communication between parents and the school shall be encouraged at all grade levels, including regular parent/teacher communication, and providing parents with meaningful scope of student work. Reasonable efforts will be made to communicate with parents in their primary language. The mode of communication should also be adjusted when necessary to promote comprehension, acceptance, and trust. Additionally, schools implementing the Title I Program will distribute annually to parents, at the onset of the school year, the Title I Program Notification Letter, in a format, and to the extent practicable, in a language such parents understand.
- Parent Orientation.** Schools will conduct orientation meetings that provide information about school procedures and programs as well as opportunities for active participation. Additionally, schools in the Title I Program should conduct an initial Orientation Meeting at the onset of the school year (which may be held during the Open House meeting/orientation) to inform parents of their school's participation in the Title I Program, to explain the parental requirements in Section 1118 of *The No Child Left Behind Act of 2001*, and to explain the Rights of the Parents to be involved.
- Educational Excellence School Advisory Councils.** Schools must ensure that parents are included as active members of Educational Excellence School Advisory Councils and other important decision-making bodies as required by federal and state statute. To ensure that parents are knowledgeable about this involvement, all parents must receive information regarding the role of EESAC, meeting schedules, and parent elections. With the support of the EESAC, principals will develop and support strategies that facilitate opportunities for all parents to be involved in at least one support activity during the course of the year.
- Title I School-Parent Compacts.** Each school implementing the Title I Program shall ensure that parents in the Program are involved in jointly developing, and that they receive, the annual Title I School-Parent Compact as required in Section 1118(d) of the *No Child Left Behind Act of 2001* that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
- Title I School's Parental Involvement Policy.** In each school implementing the Title I Program, parents shall jointly with the school create a policy which incorporates the existing M-DCPS School Board Rule 6Gx13- 1B-1.012, Parental Involvement – A Home-School-District Partnership, and which describes how the school will carry out the parental involvement requirements in Section 1118 of *The No Child Left Behind Act of 2001*. This amended document will serve as the Title I School's Parental Involvement Policy. Additionally, parents in the Title I Program shall be involved in the annual evaluation and redesign of the content and effectiveness of this document, in efforts towards improving the academic quality of the school.
- Learning Opportunities for Parents.** With the assistance of The Parent Academy and other appropriate District offices, schools should identify and implement community centered, parent friendly programs and affiliations for parents to learn. The learning opportunities should target appropriate student age levels, including the needs of children from birth to age six

as well as the developmental and cognitive needs and expectations of students. Additional learning opportunities should be provided for young adults, including those who are already parents, to learn how to be effective parents.

- L. **Volunteers and Tutors.** Principals should utilize the special knowledge, abilities, talents, and cultural experiences of parents to enhance school activities and experiences. In order to maintain a strong volunteer program, principals will identify staff who will actively recruit, train, appropriately place, support, and monitor parents in instructional and extra-curricular programs. Volunteer procedures and forms will be made available throughout the year.
- M. **Resources for Parents.** In order to assist parents, resources should be made available for check-out at the school site, such as: audio/visual, print, computer, and web based programs; "how-to" programs broadcast on educational television and radio; pamphlets and books developed especially to aid the parent-as-teacher; copies of course schedules and homework assignments; lists of grade level and course objectives; testing guidelines; and schedules. Additionally, the Title I Handbook should be made available for check-out to parents of students in the Title I Program.
- N. **Advocacy.** Schools, Regional Centers and the District will support parents to become advisors and advocates for their children. They will provide understandable, accessible, and well-publicized opportunities as well as information about student and parent responsibilities and rights in order that parents may advocate effectively. Regional Parent Liaisons will provide information and assistance to parents of children with exceptionalities.

### III. DISTRICT LEVEL STRATEGIES AND RESPONSIBILITIES

- A. **District Parent Resource Office.** The Office of Parental Involvement functions as a liaison with parents to provide a District level point of communication for referral and direction on parental involvement issues. It is the primary responsibility of this office to promote parental involvement, facilitate implementation of this policy, and maintain contact with various groups and individuals representing parents. The office will assist other programs in the implementation of parent involvement strategies. These programs will include The Parent Academy, Early Childhood Programs, Bilingual Parent Outreach Program, State and District-run Voluntary Pre-kindergarten (VPK) programs, and Title I Administration.
- B. **Parent Involvement Training.** The Office of Parental Involvement, in cooperation with The Parent Academy, Title Administration, and other appropriate District offices, where applicable, will develop and provide training programs to give parents the information, tools, and resources on how to be successful advisors, advocates, and partners in the decision-making process. The training programs must include assistance to parents to understand such topics as the Sunshine State Standards, the FCAT and other assessments, the requirements of *The No Child Left Behind Act*, ways to monitor a child's progress, and ways to work with educators to improve student achievement. The District should also facilitate parent-to-parent training programs.
- C. **Support for Parental Involvement Strategies.** Through the Office of Parental Involvement, The Parent Academy, Title I Administration, and other appropriate District offices, the District shall provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance as well as to build the schools' and parents' capacity for strong parental involvement as defined in the No Child Left Behind Act, section 1118. Additionally, schools implementing the Title I Program will receive support and assistance through the following Title I components: parental District Advisory Council's general and executive board meetings, the Parent Outreach Program, Community Involvement Specialists, Parent Advisory Councils, and District and school-site Parent Resource Centers.
- D. **Support for Communication.** Appropriate District offices will develop and implement effective communication methods to ensure that all families, regardless of income, ethnic background, or language, receive and share school to home and home-to-school communications. Additionally, Title I Administration will provide to schools implementing the Title I Program the sample Title I Program Notification Letter, to be distributed to their parents annually, at the onset of the school year.
- E. **Staff Training.** Training procedures should include the importance of parental involvement. Training programs will be identified by the Office of Parental Involvement, Title I Administration, The Parent Academy, and other appropriate District offices, to assist personnel in acquiring techniques that promote effective communication with parents and the cultivation of parental involvement.
- F. **Resource Guide.** A resource guide will be developed for school staff members, parents, and the community, to include best practices and a directory of contact information for programs, and persons with expertise in the area of parental involvement. Additionally, the Title I Administration Handbook is an appropriate resource to support schools implementing the Title I Program, in this area.
- G. **Title I School-Parent Compacts.** Title I Administration will ensure that all schools participating in the Title I Program jointly with parents develop the annual Title I School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Title I Administration will assist with ensuring that schools distribute the Compacts to all parents in the Title I Program.
- H. **Title I District Wide Parental Involvement Policy.** School Board Rule 6Gx13- 1B-1.012, Parental Involvement – A Home-School-District Partnership, serves as the District Wide Parental Involvement Policy required by *The No Child Left Behind Act of 2001* for schools implementing the Title I Program. This Policy has been developed jointly with, and agreed upon by, parents of children participating in the Title I Program. Title I Administration will assist in ensuring that this Policy is distributed to all parents in the Title I Program.
- I. **Evaluation.** The Office of Parental Involvement and the Family and Community Involvement Advisory Committee, on which the majority of the members are parents, will annually assess the implementation of the Parent Involvement Policy, using outcome-based data, including, but not limited to, the School Climate Survey and the Parent Benchmarks Survey, and



will make written recommendations for improvement. This assessment will identify barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings of the evaluation will be used to design strategies for more effective parental involvement and to revise existing parental involvement policies.

- J. **Business Involvement.** The active cooperation of the community's businesses, agencies, organizations, and postsecondary institutions will be sought to partner with the District to provide on-site opportunities for parents to learn more about the school district, the educational needs of students, and about parenting in general. These entities may be asked to partner with the district to provide educational experiences at the school sites. Members of the community will be encouraged to assist students by participating in programs such as Listeners, Mentors, and Role Models. Businesses will be encouraged to provide flexible time or release time for employees to visit their children's school. The District will establish a program to designate businesses as "school friendly" when they meet established District criteria.

Specific Authority: 1001.41(1)(2); 1001.42(23); 1001.43(10) F.S.

Law Implemented, Interpreted, or Made Specific: 1001.32(2)(4); 1001.43(5); 1002.20(1)(2)(18)(b)(20)(b)(c) F.S.; The No Child Left Behind Act of 2001, P.L. 107-110

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

New: 6-13-07

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

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

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

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

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

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

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

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

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

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

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

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

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.