

**School Operations  
Middle School Parent/Student Handbook  
2013-2014**



**Lake Stevens Middle School  
18484 NW 48 Place  
Miami, FL 33055  
Phone: (305) 620-1294**

Miami-Dade County Public Schools

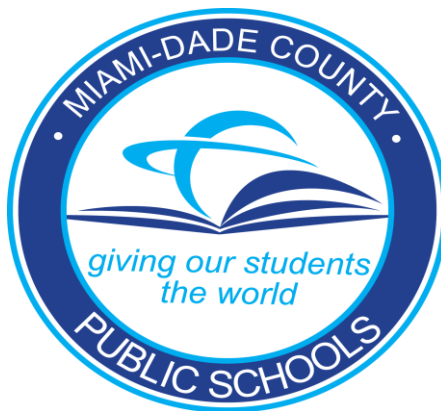
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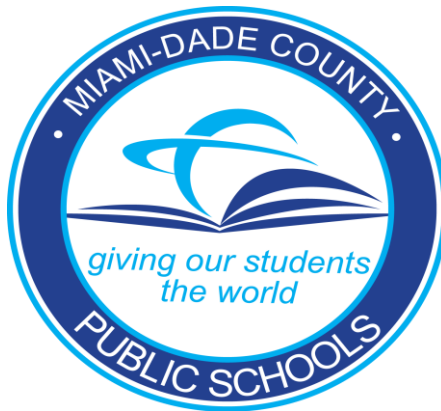
Title I

Title I Parents-Right to Know Letter

# **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.*

## Principal's Message

Welcome to Lake Stevens Middle School. The administrative team and the entire faculty and staff look forward to a promising school year, as we take pride in our dedication to deliver the most relevant and rigorous educational programs possible. We firmly believe that all students can learn well when afforded with the right opportunity combined with a personal commitment to their learning. Each child is included, valued and challenged toward our continuing mission of high academic excellence.

On behalf of the entire Lake Stevens Middle School family, I wish you success in your **pursuit of excellence** during the 2013-2014 school year.

Sincerely,

Dr. Mark Soffian,  
Principal





## Lake Stevens Middle School Mission Statement

It is our belief at Lake Stevens Middle School that the unique and ultimate goal of education is to maximize the physical, mental, and educational development of our students in those skills that are vital to becoming lifelong learners and productive citizens in our society.

## Lake Stevens Middle School Vision

The goal of Lake Stevens Middle School is to encourage independence and responsibility which are characteristics of maturity. Since an orderly atmosphere is essential to inspire learning. These guidelines are for the personal welfare of the students as well as for the common good of the school. It is the desire of Lake Stevens Middle School faculty and staff to create a community of independent, focused individuals seeking a purpose filled education.



Lake Stevens Middle is a **Positive Behavior Support (PBS)** School.  
Our goal is to develop **BRAVE** Spartans:

- **B**e on time
- **R**espect others
- **A**im high
- **V**aliant Efforts
- **E**ager to learn

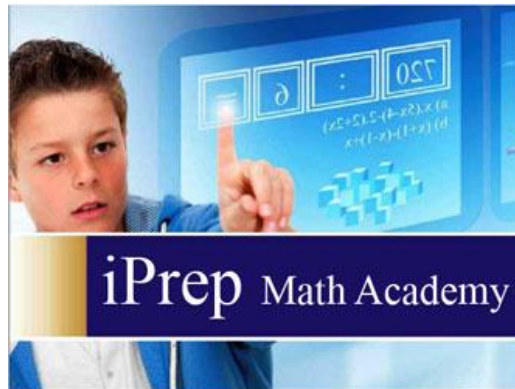




## School Information

Our school is located at 18484 NW. 48th Place in Miami Gardens. We are currently a "C" school with the potential and drive to soon be an "A". Lake Stevens Middle School opened its doors to students in 1973. The school's current population is approximately 700 students and composed of the following ethnic groups; Black, Hispanic, White and Asian.

Lake Stevens Middle School seeks to reshape the educational environment through collaborative initiatives with parents and community to foster increased student performance. Each initiative is designed to strengthen teaching skills and promote improvement in the overall school curriculum.



## iPrep Math Academy

Lake Stevens Middle School is proud to announce the new iPrep Math Academy. This state of the Art Technology and Performance-Based class will bring middle school mathematics instruction fully into the 21st century; drive student achievement in mathematics; and open up potential career pathways for students. Please inquire about the student application process.

## School Website

<http://lsms.dadeschools.net>

## Faculty Roster

NAME	SUBJECT
1. ALEXIS-REQUENA, EUPHRASIA	Science
2. BLACKWOOD, CRAIG	Vocational
3. BROOKS, ANTHONY	Language Arts
4. BROWN, DESHANNA	Science
5. CARSWELL, CATRINA	Mathematics
6. DAVIS-COX, PAMELLA	Language Arts
7. DOUGLAS, BRANDON	Music
8. EAFORD, JOHN	Reading
9. EDWARDS, MAX	Mathematics
10. EZEVIKE, VERONICA	Counselor
11. FERNANDEZ, ALEXANDER	Vocational
12. GIBSON, RACQUEL	Mathematics
13. GOODEN, SHARON	Social Studies
14. HARDEE, RONALD	SCSI
15. HARRIS, CRYSTAL	Mathematics
16. HERTL, VERA	Social Studies
17. JOMOLCA, PATRICIA	SPED
18. MARTIN, ELENA	ESOL
19. MURRAY, THELFRED	Language Arts
20. MYERS, ANGEL	Science
21. NELOMS-BARNES, CHAWANA	Reading
22. NORRIS, MELANIE	Social Studies
23. OLIVE, DEBBIE	Mathematics
24. PALMER MORRIS, DAHLIA	Science
25. PIERRE, ODNIEL	Mathematics
26. RAMBO, TANGULAR	SPED
27. RANDOLPH, DEANDRA	Social Studies
28. ROMERO, JANETTE	Mathematics
29. SANCHEZ, LOURDES	Mathematics
30. STRICKLAND, KIMBERLY	Language Arts
31. SWAIN, DANNITRA	Language Arts
32. THOMPSON, EARNESTINE	Science
33. THORNTON, VALERIE	Counselor
34. VACHALA, ANNA	Physical Education
35. WASHINGTON, VANIA	Reading
36. ZIRKE, JENNIFER DR.	SPED

## Feeder Pattern Schools

Elementary Schools	Middle Schools	Senior High School
Brentwood Elem. (Pk-5)	Lake Stevens Middle (6-8)	Miami Carol City Senior (9-12)
Lake Stevens Elem. (Pk-5)	Carol City Middle (6-8)	
Miami Gardens Elem. (Pk-5)		
North Glade Elem. (Pk-5)		

## 2013-2014 SCHOOL CALENDAR

Please access the M-DCPS School Calendar online:  
[http://www.dadeschools.net/calendars/13-14/13-14\\_el-sec.pdf](http://www.dadeschools.net/calendars/13-14/13-14_el-sec.pdf)

## 2013-2014 M-DCPS TESTING CALENDAR

<b>MIAMI-DADE COUNTY PUBLIC SCHOOLS</b> <b>2013-2014 TESTING CALENDAR, GRADES PreK-12</b> 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 - August 9	<i>Florida End-of-Course Assessments*</i>	<a href="#"><u>EOC</u></a>	Grades 6-12, <i>eligible students</i>	Federal and State
July 22	<i>US History</i>			
July 22 - 26	<i>Biology 1</i>			
July 29 - August 2	<i>Algebra 1</i>			
August 5 - 9	<i>Geometry</i>			
July 31 - August 1	<i>Alternative Assessment for Grade 3 Promotion</i>	<a href="#"><u>AAGTP</u></a>	Grade 3, <i>retained only</i>	State
August 19 – September 13	<i>Baseline Benchmark Assessments Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1,</i>	<a href="#"><u>BBA</u></a>	Grades 3-12	State and District

	<i>United States History, and Civics</i>			
August 19 - October 1	<i>Florida Kindergarten Readiness Screener (Early Childhood Observation System and Florida Assessment for Instruction in Reading)</i>	<a href="#"><b>FLKRS (ECHOS and FAIR)</b></a>	Kindergarten	State
August 20 – October 15	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	<a href="#"><b>FAIR</b></a>	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>	<a href="#"><b>DWT</b></a>	Grades 4, 8, 10	State and District
September/October	<i>Preliminary ACT Test</i>	<a href="#"><b>PLAN</b></a>	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>	<b>RTTDDA</b>	TBD	State
September 3 - 30	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 1 (AP1)</i>	<a href="#"><b>VPK</b></a>	Prekindergarten	State
September 16 - 27	<i>Florida End-of-Course Assessment* US History, Biology 1, Algebra 1, and Geometry****</i>	<a href="#"><b>EOC</b></a>	Grades 6-12, <i>eligible students</i>	Federal and State
October 7 - 18	<i>Florida Comprehensive Assessment Test Reading Retake*</i>	<a href="#"><b>FCAT 2.0 RETAKE</b></a>	Grades 10+,11, 12, <i>eligible students</i>	State
October 16	<i>College Board Preliminary SAT/National Merit Scholarship Qualifying Test</i>	<a href="#"><b>PSAT/N MSQT</b></a>	Grade 09, <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>	<a href="#"><u>IA</u></a>	Grades 3-12	State and District
November 12-13	<i>Grade 3 Mid-Year Promotion</i>	<a href="#"><u>GTMYP</u></a>	Grade 3, <i>eligible, retained students</i>	State
November 25 – January 30	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	<a href="#"><u>FAIR</u></a>	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>	<a href="#"><u>FCEPF</u></a>	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>	<a href="#"><u>EOC</u></a>	Grades 6-12, <i>eligible students</i>	Federal and State
December 3 - 4	<i>Florida Comprehensive Assessment Test 2.0 Writing Prompt Field Test</i>	<a href="#"><u>FCAT 2.0</u></a>	Grades 4, 8, 10	State
January 6 - 21	<i>District Writing Mid-Year Test</i>	<a href="#"><u>DWT</u></a>	Grades 4, 8, 10	State and District
January 7 - February 4	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 2 (AP2)</i>	<a href="#"><u>VPK</u></a>	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>	<a href="#"><u>IA</u></a>	Grade 3-12	State and District
January 21 - May 9	<i>Grade 3 Reading Student Portfolio</i>	<a href="#"><u>GTRSP</u></a>	Grade 3	State

January 27 – March 20	<i>National Assessment of Educational Progress</i>	<a href="#"><u>NAEP</u></a>	Grades 4, 8, 12, <i>selected schools</i>	Federal
February	<i>Florida’s Postsecondary Education Readiness Test</i>	<a href="#"><u>PERT</u></a>	Grades 11, <i>eligible students</i>	State
February 24 - April 9	<i>Florida Alternate Assessment</i>	<a href="#"><u>FAA</u></a>	Grades 3-11***	State
February 25 - 26	<i>Florida Comprehensive Assessment Test 2.0 Writing</i>	<a href="#"><u>FCAT 2.0 WRITING</u></a>	Grades 4, 8, 10	State
March (Tentative)	<i>Partnership for Assessment of Readiness for College and Careers Field Tests</i>	<b>PARCC</b>	TBD	Federal and State
March 3 – April 4	<i>Comprehensive English Language Learning Assessment</i>	<a href="#"><u>CELLA</u></a>	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>	<a href="#"><u>SAT-10</u></a>	Grades K-2	District
April 7 - 11	<i>Florida Comprehensive Assessment Test Reading Retake *</i>	<a href="#"><u>FCAT 2.0 RETAKE</u></a>	Grades 10+,11, 12, <i>eligible students</i>	State
April 17 - May 28	<i>Florida Assessments for Instruction in Reading Assessments Period 3 (AP3)</i>	<a href="#"><u>FAIR</u></a>	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>	<a href="#"><u>FCAT 2.0</u></a>		Federal and

April 22 - 25	<i>Mathematics</i>		Grades 3, 4, 7, 8	State
	<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>	<u><a href="#">VPK</a></u>	Prekindergarten	State
April 28 - May 30	<i>Florida End-of-Course Assessments*</i>	<u><a href="#">EOC</a></u>	<i>Grades 6-12, 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>	<b>RTTDDA</b>	TBD	State
May 1 - 21	<i>International Baccalaureate External Written Examinations</i>	<u><a href="#">IB</a></u>	Grades 11-12, <i>enrolled, registered students only</i>	Internationally Offered

May 5 - 16	<i>Advanced Placement Examinations</i>	<a href="#"><u>AP</u></a>	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered
May 6 - June 11	<i>Cambridge Advanced International Certificate of Education Examinations</i>	<b>AICE</b>	Grades 9-12, <i>enrolled, registered students only</i>	Internationally Offered
May 12 - 16	<i>Florida Competency Examination on Personal Fitness</i>	<a href="#"><u>FCEPF</u></a>	Grades 10-12, <i>Optional</i>	State
May 23 - June 4	<i>Alternative Standardized Reading Assessment</i>	<a href="#"><u>ASRA</u></a>	Grade 3, <i>eligible students</i>	State
May (Tentative)	<i>AP/Cambridge Capstone</i>	<a href="#"><u>AP</u></a>	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered
<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)		<a href="#"><u>PERT</u></a>	Grades 10-12	State
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs		<a href="#"><u>APREND A</u></a>	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 decision for Gifted Program		<a href="#"><u>ITBS/ITED</u></a>	Grades K-12, <i>eligible students</i>	Federal and State



Exit ESOL Program (six semesters or more)		Grades 2-12, eligible students, <i>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	<a href="#"><u>M-DOLPS-R</u></a>	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	<a href="#"><u>On-line CELLA</u></a>	Grade 1-12, <i>eligible students</i>	Federal and State

### Important Dates - Tentative

Interim Report Distribution	Report Card Distribution
September 20, 2013	November 15, 2013
December 03, 2013	February 7, 2014
February 19, 2014	April 17, 2014
May 1, 2014	June 27, 2014

## **Activities**

### **Clubs**

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

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

Please note that at the high school level, students participating in a performing group or any club that participates in interscholastic competition must sign the Miami-Dade County Public Schools Contract for Student Participation in Interscholastic Competitions or Performances, M-DCPS Form 7155 (Board Policy 5845 – Student Activities). This form must also be signed by a student's parent or guardian.

### **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. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

### **Athletics**

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools and high schools. Athletics at the K-8 Centers consists of intramural programs. At the middle schools, athletics consists of intramural and interscholastic programs. At the high school level, interscholastic programs are offered at most senior high schools. If a student attends a M-DCPS senior high school that does not offer athletics, he or she may participate at their home zoned high school.

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

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

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

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

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

### **Bringing Pets to School**

Students are not allowed to bring pets to school.

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

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

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

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

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

### **School Hours**

7:20am - 2:10pm

# LAKE STEVENS MIDDLE SCHOOL

## BELL SCHEDULE

7:20am - 2:10pm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Homeroom	HR / Literacy	HR / Literacy	HR / Literacy	HR / Literacy
1	1		1	
2		2		2
3	3 (Lunch)		3 (Lunch)	
4 (Lunch)		4 (Lunch)		4 (Lunch)
5	5		5	
6		6		6

MONDAY BELL SCHEDULE	
<b>Warning Bell 7:15</b>	
HR Advisement	7:20 – 7:30
Period 1	7:35 – 8:25
Period 2	8:30 – 9:20
Period 3	9:25 – 10:15
Period 4**	10:20 – 12:20
<i>Lunch 1</i>	10:30 – 11:00
<i>Lunch 2</i>	11:10 – 11:40
<i>Lunch 3</i>	11:50 – 12:20
Period 5	12:25 – 1:15
Period 6	1:20 – 2:10
**30 minutes of silent reading is built into the 4 <sup>th</sup> period schedule)	

TUESDAY & THURSDAY BELL SCHEDULE (BLOCK)	
<b>Warning Bell 7:15</b>	
Homeroom	7:20 – 7:55 (Literacy)
Period 1	8:00 – 9:50
Period 3	9:55 – 12:15
<i>Lunch 1</i>	10:25 – 10:55
<i>Lunch 2</i>	11:05 – 11:35
<i>Lunch 3</i>	11:45 – 12:15
Period 5	12:20 – 2:10

WEDNESDAY & FRIDAY BELL SCHEDULE (BLOCK)	
<b>Warning Bell 7:15</b>	
Homeroom	7:20 – 7:55 (Literacy)
Period 2	8:00 – 9:50
Period 4	9:55 – 12:15
<i>Lunch 1</i>	10:25 – 10:55
<i>Lunch 2</i>	11:05 – 11:35
<i>Lunch 3</i>	11:45 – 12:15
Period 6	12:20 – 2:10

### **After School Care Program**

We are pleased to offer a Middle School Enrichment Program through the After-School All-Stars partnership with Miami-Dade County Public Schools. After-School All-Stars provides comprehensive after-school programs that keep children safe and help them succeed in school and life. For registration information please visit our main office.

### **Late Arrival (Tardiness)**

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

### **Early Sign-out - Board Policy 5200**

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

### **Comprehensive Reading Plan**

All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

### **Lost and Found**

Students may claim lost items in the main office in the Lost and Found cabinet.

## **Cafeteria**

### **Food Cost**

Breakfast	Lunch	
All Students = No charge	Elementary Students	\$2.25
Adults \$2.00	Secondary Students	\$2.50
	Reduced Price, Students	\$0.40
	Adults	\$3.00

### **Free Breakfast**

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

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

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides 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 or can be completed on-line at <https://freeandreducedmealapp.dadeschools.net>. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year.**

## **PAYPAMS**

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

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

## **Cafeteria Rules**

- keep in a single line
- always be courteous to the cafeteria workers
- always use acceptable table manners
- discard the trash appropriately

## **Registration Procedures**

Registration and transfers are handled by our main office Monday through Friday 8:30AM-12:00PM

## **Confidential Information**

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

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

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

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

## **Emergency Contact Information**

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

## **Halls/Hall Passes**

Approximately (insert minutes) are allowed to pass from class to class. 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 your 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 Pass (Student Agenda). Teachers are not to give verbal permission for a student to exit the classroom.

## **Code of Student Conduct**

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

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

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

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

Principals are authorized to take administrative action whenever a student's behavior away from school has a detrimental effect upon other students or on the orderly educational process. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

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

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

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

Parents/guardians can access the COSC in English, Spanish and Haitian-Creole on the M-DCPS' website at [ehandbooks.dadeschools.net/policies/90/index.htm](http://ehandbooks.dadeschools.net/policies/90/index.htm) or they may request a copy from their child's school.



## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

### BEHAVIORS

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

### LEVEL I

#### Disruptive Behaviors

- Unauthorized location
- Confrontation with another student
- Cutting class
- Misrepresentation
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1 )
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code (See Special Notes #2 )



#### Special Notes

- #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- #2 See Vital Alerts for the policy and prescribed corrective strategies p. 40.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
  - If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police

### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN I

- Parent/guardian contact (See Special Notes #3 )
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) (See Special Notes #4 )
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #5 )
- Behavior Plan
- Refer to page(s) 49-55 for additional corrective strategies on the RtIB/MTSS.
- Refer to page 40 for the prescribed corrective strategies for the violation of the dress code.

#### Special Notes

- #3 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #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.

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II

### BEHAVIORS

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

### LEVEL II

#### Seriously Disruptive Behaviors

- Cheating
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting(See Special Notes <sup>#1</sup> )
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.

### PLAN II

- Parent/guardian contact (See Special **Notes** <sup>#2</sup> )
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Corrective Strategies from Level I
- Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes <sup>#3</sup> )
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes <sup>#4</sup> )
- Diversion Center
- Refer to page(s) 49-55 for additional corrective strategies on the RtIB/MTSS.

#### Special Notes

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

#### Special Notes

- #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #3 Written notice must be sent to the parent/guardian Within 24 hours via U.S. mail.
- #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.

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III

### BEHAVIORS

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

### LEVEL III

#### I. Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment) (See Special Notes <sup>#1</sup> )
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)(See Special Notes <sup>#2</sup> )
- Hazing (misdemeanor)
- 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> )
- Possession of simulated weapons
- Sexting (1) (see page 40)
- Sexual harassment (See Special Notes <sup>#2</sup> )
- Trespassing
- Vandalism (major)

#### Special Notes

➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

<sup>#1</sup> Bullying infractions do not require a SPAR

<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.

<sup>#3</sup> See Vital Alerts for the Policy p.41-42.

### RANGE OF CORRECTIVE STRATEGIES

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

### PLAN III

- Parent/guardian contact (See Special Notes <sup>#4</sup> )
- Suspension from school for one to ten days (See Special Notes <sup>#5</sup> )
- Corrective Strategies from Level I & II
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes <sup>#6</sup> )

#### Special Notes

<sup>#4</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.

<sup>#5</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

<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.

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

<b>BEHAVIORS</b>	<b>RANGE OF CORRECTIVE STRATEGIES</b>
<p><b>LEVEL IV Behaviors</b> are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p> <p style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Battery against a <u>non-staff</u> member</li> <li>• Grand theft (over \$300.00)</li> <li>• Hate crime</li> <li>• Hazing (felony)</li> <li>• Motor vehicle theft</li> <li>• Other major crimes/incidents</li> <li>• 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 <sup>#1</sup> )</li> <li>• Sexting (2) (See pages 41)</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul>	<p>The principal or designee <b>must</b> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN IV</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#2</sup> )</li> <li>• Suspension from school for one to 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 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><sup>#1</sup> See Vital Alerts for the Policy p.41-42.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><sup>#2</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><sup>#3</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><sup>#4</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 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 41)</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 <b>must</b> 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>➤ <b>All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</b> 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>#1 Mandatory one year expulsion.</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><b>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</b></p>	

## **Student Rights and Responsibilities**

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

## **Dress Code – Board Policy 5511**

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

## **Uniform Policy**

### **Mandatory Uniform Policy**

Students are expected to come to school with proper attention to personal cleanliness, grooming, and neatness of dress. Lake Stevens Middle School is a **mandatory uniform school**. All students are required to be in compliance with policy at all times during every school day unless otherwise directed. This policy is strictly enforced daily and students with infractions will be given an after-school detention for noncompliance.

Tops for boys and girls may be any of the following:

- White long or short sleeved polo shirt, solid polo (white or navy). It is recommended for tops to carry the school logo.

#### **NO T-SHIRTS ALLOWED**

Bottoms for boys may be any of the following:

- Bermudas (navy or khaki), long “uniform” pants.

#### **NO SWEAT PANTS OR JEANS ALLOWED NO HOODED SWEAT SHIRTS ALLOWED**

Bottoms for girls may be any of the following:

- Knee-length skirt – No slits (navy or khaki), long “uniform” pants or Bermudas (navy or khaki).

#### **NO SWEAT PANTS, JEANS, OR TENNIS SKIRTS ALLOWED.**

- Shoes with metal cleats, clogs, thongs, taps, bedroom slippers, skate shoes, or shoes without back straps are **not** permitted.
- No school emblem required.
- No name brand emblems allowed on any clothing.
- All attire must be appropriate size.

Specifically:

Belts are required. All skirts and Bermudas must be knee length. All pants must be worn at the WAIST LEVEL, not below.

**NO HOODED SWEAT SHIRTS; NO CAPS, HATS, SCARVES OR HEADADDRESS ALLOWED, EXCEPT FOR RELIGIOUS REASONS**

## **Cell Phones**

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

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

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

## **Health Screening**

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

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

## **Immunizations**

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

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

## **Insurance**

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2011-2012 enrollment application and additional information to the parents.

### **Florida KidCare**

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

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

## Parent Portal



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

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

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

1

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

2

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

3

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



### **Financial Obligations**

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

### **Academic Grades**

Academic grades are to reflect the student's academic progress based on the standards 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>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 the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### **Grade Point Average**

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

### **Interim Progress Report**

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

### **Homework / Make-up Assignments**

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

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

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

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

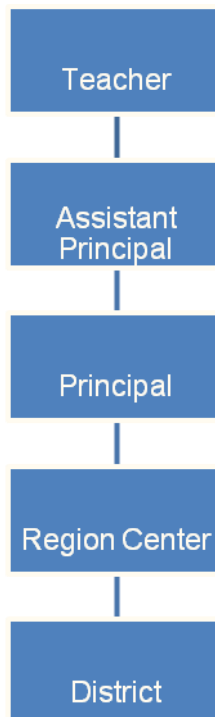
### **Permanent Records**

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

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

### **Procedures for Addressing Concerns**

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



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

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

### **School Transportation**

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

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

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

## ***Safety and Security***

### **The Emergency Operations Plan**

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

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

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

### **Accident Reports**

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

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

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

### **Closing of School**

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

### **Fire Drills**

Ten fire drills will take place according to the Miami-Dade County Public 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, teacher and staff must remain outside the building until permission is given to re-enter.

### **Transporting Students to School**

Student drop off in the morning is located in the front of the school campus. Students are encouraged to take advantage of the District-provided free breakfast before school each day.

### **Visitors**

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

### **Elevator**

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

### **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/guardian consents to initial placement.

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

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

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

Parent/guardian involvement in the special education process is very important. Parents/guardians 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/guardians 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. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

## ***Student Services***

### **Academic Advisement**

Students at risk of failing a course are provided with academic advisement at the end of each quarter. Academic advising is an ongoing process monitored by the counselors as part of the Student Services team.

### **Clinic**

The parent/guardian of a child needing medication during school hours must see the school nurse to complete the appropriate release forms. Clinic hours are

### **Counselor Request**

Students seeking an appointment with a counselor should fill out a counselor request form found in the main office. Parents/guardians seeking an appointment with a counselor can call the main office to arrange for an appointment.

### **School Psychologist and Social Worker**

Parents/guardians seeking an appointment with the school psychologist and/or social worker must contact the main office to speak to Dr. Jennifer Zirke, Program Specialist.

## The Parent Academy

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

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

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

## Volunteer Program

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

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

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

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

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

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

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

The School Board of Miami-Dade County Bylaws & Policies, 2111-Parent Involvement-A Home-School-District Partnership  
M-DCPS Title I District-Level Parent Involvement Plan  
\*Title I Program Parent Notification Letter  
\*Title I School-Level Parent Involvement Plan  
\*Title I School-Parent Compact  
Title I Annual Parent Meeting -- "Open House"  
Title I District Advisory Council (DAC)  
Title I Region Centers Parent Advisory Council (PAC)  
Title I Homeless Assistance Centers (HAC) services  
Title I Migrant Education Program (MEP)  
Title I Challenging Higher Education for Students in our Schools (CHESS) Program  
Title I Neglected and Delinquent Center (N&D) services  
*DAC Talk Newsletter for Title I Parents and Title I Parent Quarterly Bulletin*

### **PARENT RESOURCE CENTERS/AREAS:**

School Site Parent Resource Centers/School Site Parent Reception Areas

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

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

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

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

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

## Anti-Discrimination Policy

### Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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