



2609 SW 25<sup>th</sup> AVE  
Miami, FL 33133  
(305) 856-5197

2023-2024

## PARENT/STUDENT HANDBOOK

### School Hours:

Pre-K – 1<sup>st</sup> Grades: 8:20 AM – 1:50 PM  
2<sup>nd</sup> – 5<sup>th</sup> Grades: 8:35 AM – 3:05 PM

Community School Hours: 1:50 PM - 3:05 PM  
Before School Hours: 7:00 AM - 8:15 AM  
After School Hours: 1:50 PM - 6:00 PM



VISIT OUR WEBSITE: [silverbluffelementary.net](http://silverbluffelementary.net)  
FOLLOW US ON TWITTER & INSTAGRAM: @SilverBluffElem  
LIKE US ON FACEBOOK: Silver Bluff Elementary School

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

Ms. Mari Tere Rojas, Chair  
**Mr. Danny Espino, Vice Chair**  
Mr. Roberto J. Alonso  
Ms. Lucia Baez-Geller  
Dr. Dorothy Bendross-Mindingall  
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**Ms. Luisa Santos**

Student Advisor  
Zahara-Marie Ronizi

**SUPERINTENDENT OF SCHOOLS**

Dr. Jose L. Dotres

**OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE**

Dr. John Pace III  
**Deputy Superintendent**

## **Vision Statement**

*Inspired, valued, educated, and empowered students thriving in and beyond the classroom.*

## **Mission Statement**

*To provide relevant learning experiences that foster life-long curiosity and enable ALL students to achieve their full academic, personal, and civic potential.*

## **Values**

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

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

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

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

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

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



# Miami-Dade County Public Schools

*giving our students the world*

*Superintendent of Schools*  
Dr. Jose L. Dotres

*Miami-Dade County School Board*

Mari Tere Rojas, Chair  
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Mary Blanco  
Monica Colucci  
Dr. Steve Gallon III  
Luisa Santos

August 1, 2023

Dear Parent/Guardian:

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

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

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

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

Sincerely,

Dr. Jose L. Dotres  
Superintendent of Schools

JLD:ga  
L0048

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



# SILVER BLUFF ELEMENTARY

2609 SW 25<sup>th</sup> Avenue, Miami, FL 33133

Mayra Barreira, Principal  
Christina Garcia, Assistant Principal

Dear Parents/Guardians of Silver Bluff Elementary Students:

We, at Silver Bluff Elementary, would like to welcome you to the new school year. We are committed to providing the highest quality education possible with comprehensive and innovative programs that challenge our students daily. We look forward to an exciting and productive year as we continue to set high expectations for all of our students. We strongly believe that the years spent at Silver Bluff Elementary will pave the way for our students to become productive citizens and world leaders in an ever-changing global economy.

We have prepared the following Parent/Student Handbook to keep you and your child informed of school policies and procedures. In order to ensure continued excellence, it is imperative that school policies and procedures are adhered to at all times. Please review this handbook with your child including the Receipt Acknowledgement of the Parent/Student Handbook form and send it with your child to his/her homeroom teacher on the next school day along with all the forms found at the end of this handbook, sent home on the first day of school. Please keep the handbook as a reference. You may also visit our website at [silverbluffelementary.net](http://silverbluffelementary.net) for the latest school news.

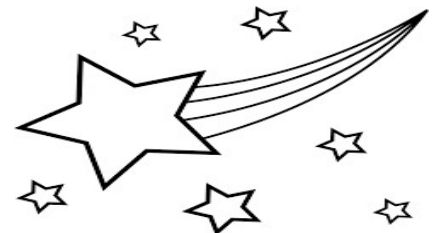
Our commitment to customer service is key to long-term success. Our team is dedicated to ensure visitors feel welcome and receive a great experience when they reach out to us whether by phone or in person. Our team members are well trained to have a pleasant attitude and are knowledgeable and resourceful but they also take an extra step further to exceed-rather than just meet-expectations. They personalize service and ensure that visitors leave fully satisfied.

We thank you for your continued support to our school and above all, for the time and effort you dedicate to your child's education. Working together, we will be able to help our students reach even greater heights.

Sincerely,

A handwritten signature in blue ink that reads "M. Barreira".

Mayra Barreira, Principal





# SILVER BLUFF ELEMENTARY

2609 SW 25<sup>th</sup> Avenue, Miami, FL 33133

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Mayra Barreira, Principal  
Christina Garcia, Assistant Principal

Dear Silver Bluff Elementary Students, Parents, Guardians, and Community,

Greetings! It is with great pride and excitement that I take on this role as the Assistant Principal of Silver Bluff Elementary. I am honored to be at this phenomenal gem of a school, and I believe that with a positive attitude, a growth mindset, and good character anyone can achieve great things.

As the assistant principal, I will work diligently with our leadership team and teachers to meet our students' academic and social-emotional needs. I'll strive to enlist the support of our staff, families, community, and Dade partners to carry out the vision and mission of Silver Bluff Elementary School. Each fall we have an opportunity to start off the new academic year with fresh hopes and the chance to reach new heights as we set goals and strive to reach our full potential. It is my goal to provide a safe and nurturing education environment that challenges our students to reach beyond their expectations to become lifelong learners who will make the world a better place.

I am excited about the possibilities that this school year will bring and proud to be part of the Shinning Stars. I encourage you to follow us on our social media platforms and stay in constant communication via Schoology with your child's teachers. If you have any questions or concerns, please don't hesitate to contact via email or phone. I can be reached at [garciachristina@dadeschools.net](mailto:garciachristina@dadeschools.net) or by phone at (305) 856 - 5197.

Let's have a great school year together at Silver Bluff Elementary.

Sincerely,

A handwritten signature in blue ink that reads "Christina Garcia". The signature is fluid and cursive, with the first name "Christina" being more prominent than the last name "Garcia".

Christina Garcia, Assistant Principal



# SILVER BLUFF ELEMENTARY

## OUR MISSION

Our mission is to focus on academic and personal excellence through research-based instructional programs, expanding current teaching methodologies, increasing parental involvement, organizing available community resources, and planning to meet the needs of the whole child in the 21<sup>st</sup> Century.

## OUR VISION

We believe in providing a stimulating and joyful learning environment focusing on high academic expectations and the emotional wellbeing of students, to produce lifelong learners.

## CORE VALUES

- |              |                  |                 |
|--------------|------------------|-----------------|
| - Excellence | - Equity         | - Student Focus |
| - Innovation | - Accountability | - Joy           |

## VALUES

- |                         |               |                  |
|-------------------------|---------------|------------------|
| - Pursuit of Excellence | - Fairness    | - Responsibility |
| - Loyalty               | - Citizenship | - Honesty        |
| - Kindness              | - Respect     | - Cooperation    |
| - Professionalism       | - Integrity   | - Love           |

## LEADERSHIP

Provide continuous teaching and learning experiences for staff, focusing on efficient management practices that best support our learners.

## STUDENT ACHIEVEMENT

Identify and implement innovative, research-based district-wide programs and initiatives to improve student performance in English, Language Arts, Mathematics, Science, Social Studies, World Languages, Technology, Fine Arts, and Life Skills.

## PROFESSIONAL DEVELOPMENT

Create targeted Professional Development Plans to provide staff with a combination of generic and content-specific approaches to teaching and learning in order to improve the delivery of instruction and student performance.

## FAMILY AND COMMUNITY INVOLVEMENT

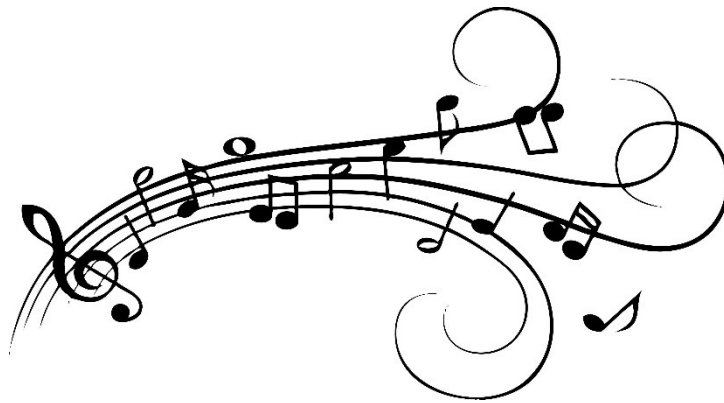
Provide opportunities for families to be involved in their children's education and work with community partners to strengthen our school and continue improving student achievement.

# SILVER BLUFF ELEMENTARY

## ALMA MATER

Silver Bluff we hail to you,  
May our hearts be ever true.  
Silver Bluff we love you so,  
Now and always it will show.

We'll remember loyally,  
All our years and memories.  
We'll remember lovingly,  
Ever faithful to Silver Bluff be!





## **STAFF ROSTER**

### **Administration**

Mayra Barreira  
Christina Garcia

### **Pre-Kindergarten**

Rita Perez-Blanco  
Julia Morales  
Michelle Mejia

### **Kindergarten**

Ivanna Raad  
Sophia Campos

### **First Grade**

Judene Murray  
Meredith Cohen

### **Second Grade**

Paola Ribero  
Eduardo Garcia

### **Third Grade**

Victoria Schrack  
Yelena Servello

### **Fourth Grade**

Maria Pena  
Ana Monnar

### **Fifth Grade**

Alina Hernandez Granda  
Susana Pazos  
Daira Zuleta

### **ESE Department**

Sonia Eidinger – ESE Support  
John Caldwell – ESE Support

### **Special Areas**

Madeleyne Herrera – Reading Coach  
Miriam Sardanas - Math Coach  
Jesus Carnero – Music  
Trent Rolle – Physical Education  
Yenni Espinosa – ESOL  
TBA – Spanish

### **Office Staff**

Vilma Romero Gamoneda – Treasurer  
Haley Czarniak – Registrar  
Illeen Guerra – ASC Manager  
Marcela Lopera – CIS

### **Custodian Staff**

Jorge Infante – Head Custodian  
Xiomara Ferrey – Lead Custodian  
Jose Marcelo Aceredo – Custodian

### **Cafeteria Staff**

Alba Morales – Cafeteria Manager  
Mayelin Fernandez – Food Service Worker  
Sonia Montano – Food Service Worker

### **Security**

Argenis Caicedo

## Coral Gables Feeder Pattern

Location #	School Name	Address	Telephone Number	Principal
0121	<a href="#">Auburndale Elementary</a>	3255 SW 6 Street, Miami FL 33135	305-445-3587	Ms. Ania Marti
0721	<a href="#">George W Carver Elementary</a>	238 Grand Avenue, Coral Gables, 33133	305-443-5286	Ms. Patricia Fairclough
0841	<a href="#">Coconut Grove Elementary</a>	3351 Matilda Street, Miami, FL 33133	305-445-7876	Ms. Kristin Hayes
1801	<a href="#">Fairlawn Elementary</a>	444 SW 60 Avenue, Miami, FL 33144	305-261-8880	Ms. Reandra Jordan
1881	<a href="#">Henry M Flagler Elementary</a>	5222 NW 1 Street, Miami, FL 33126	305-443-2529	Ms. Zulema Lamazares
2781	<a href="#">Kinloch Park Elementary</a>	4275 NW 1 Street, Miami, FL 33126	305-445-1351	Ms. Trellany Parrish-Gay
5041	<a href="#">Silver Bluff Elementary</a>	2609 SW 25 Avenue, Miami, FL 33133	305-856-5197	Ms. Mayra Barreira
5401	<a href="#">Sunset Elementary</a>	5120 SW 72 Street, Miami, FL 33143	305-661-8527	Ms. Ana Alvarez-Armon
5561	<a href="#">Frances S Tucker Elementary</a>	3500 Douglas Road, Miami, FL 33133	305-567-3533	Dr. Fredrelette Pickett
5831	<a href="#">Henry S West Laboratory K-8 Center</a>	5300 Carillo Street, Coral Gables, FL 33146	305-661-7661	Ms. Michelle Sanchez
0961	<a href="#">Coral Gable Preparatory Academy</a>	105 Minorca Avenue, Coral Gables, FL 33134	305-448-1731	Ms. Jeanette Sierra
2741	<a href="#">Key Biscayne K-8 Center</a>	150 West McIntyre Street, Key Biscayne, FL 33149	305-361-5418	Ms. Julissa Piña
6071	<a href="#">George W Carver Middle</a>	4901 Lincoln Drive, Coral Gables, FL 33133	305-444-7388	Ms. Iliana Artime
6331	<a href="#">Kinloch Park Middle</a>	4340 NW 3 Street, Miami, FL 33126	305-445-5467	Ms. Sylvia Coto-Gonzalez
6741	<a href="#">Ponce De Leon Middle</a>	5801 Augusto Street, Coral Gables 33146	305-661-1611	Mr. Anthony Balboa
7071	<a href="#">Coral Gables Senior</a>	450 Bird Road, Coral Gables, FL 33146	305-443-4871	Mr. Toni Ullivarri
7161	<a href="#">Maritime Science Tech. Acad.</a>	3979 Rickenbacker Causeway, Key Biscayne, FL 33149	305-364-6278	Dr. Cadian Collman
7571	<a href="#">International Studies Prep. Acad.</a>	1570 Madruga Avenue, Coral Gables, FL 33146	305-663-7200	Dr. Alina Díaz-Blanco

## **School Information**

Silver Bluff Elementary was built in 1925 and is located at 2609 Southwest 25<sup>th</sup> Avenue. Its services pre-kindergarten through fifth grade students. Silver Bluff is a mandatory uniform school.

### **Academic Programs – [Student Progression Plan \(SPP\)](#), [School Board Policy 5410](#)**

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

### **ACCIDENTS AND ILLNESS**

The health and physical well-being of all students is a matter of great concern to everyone in our school. If a child is injured or becomes ill while in school, parents will be contacted immediately, and the student will be kept as comfortable as possible. Parents must make arrangements immediately to pick up their child from the office. When parents cannot be contacted, the person(s) listed on the EMERGENCY CONTACT CARD will be called. IT IS OF UTMOST IMPORTANCE THAT THAT PARENTS MAKE SURE THAT THE INFORMATION ON THE EMERGENCY CONTACT CARD IS CURRENT AND UPDATED WHENEVER THERE ARE CHANGES IN , SUCH AS TELEPHONE NUMBERS AND/OR CONTACTSS.

If your child has a medical condition such as diabetes, asthma, allergies, or any other condition that may that may cause the child to become ill when participating in certain school activities, such as physical education, a statement of such condition issued by a physician must be submitted to the school stating the limitations and/or accommodations that should be made. Additionally, the teacher(s) must be made aware of this and/or any other condition that may affect the well-being of the child while in school.

### **ARRIVAL & DISMISSAL PROCEDURES**

The safety and close supervision of our students during arrival and dismissal is an important and necessary responsibility of the staff. Students are not to be left unsupervised under any circumstances. In the event an emergency arises, please notify an administrator immediately for assistance.

To maintain security of the campus we are limiting entry access during arrival and dismissal times. During arrival times we ask that parents drop students off at the entrance doors. If a Pre-Kindergarten through 1<sup>st</sup> grade student arrives after 8:00 AM parents may drop off the child at the gate by the playground; however, they may not enter the school building. During dismissal times, parents may wait for their child to be escorted outside the building at their designated dismissal areas.

Parents will not be sent to classrooms for conferences alone; therefore, the office personnel will be calling the teacher to escort parent to the classroom. When the conference has completed, teachers are to escort parents back to the main entrance security desk.

### **Arrival Procedures**

Arrival procedures are stipulated as follows:

- All students in Pre-K through First grade will be supervised in the cafeteria. Teachers are to pick up the students in Pre-Kindergarten, Kindergarten and First grade no later than 8:10 AM in the cafeteria.
- Students in Second through Fifth grades will be supervised on the PE Pavilion. Teachers are to pick up their students no later than 8:25 AM on the PE Pavilion.
- Please inform students of line-up procedures, where exactly to line-up, and expectations while waiting to be picked up.
- All instructional personnel without homeroom/classroom responsibilities are assigned to designated posts to assist with a safe and orderly arrival and dismissal and are to report by 8:25 AM for arrival and at 3:05 PM for dismissal (see Arrival and Dismissal Supervision of Students).

### **Bus Arrival Procedures**

- Students who ride the bus to school will be dropped off at the Bus Drop Off Zone and escorted to the café by designated personnel.

### **Rainy Day Arrival Procedures**

- During days with light rain, students in Second through Fifth grade will line up under the Pavilion. In the event of inclement weather conditions, all students are to report to the cafeteria and be seated to wait for their teachers.

### **Dismissal Procedures**

Dismissal procedures are stipulated as follows:

- Prekindergarten, Kindergarten, and First grades will be dismissed on the south side of the PE Pavilion.
- Second and Third grade students will be dismissed at the main entrance walkway off 25<sup>th</sup> Avenue.
- Fourth and Fifth grade students will be dismissed on the south side of the building through PE Pavilion. On Wednesdays, Fifth grade students will be dismissed at the main entrance.

During dismissal parents will not be allowed in the building.

Students waiting for parents to pick them up will be supervised until 15 minutes after dismissal. At 2:05 PM/3:20 PM, students who have not been picked up will be escorted to the main entrance and left under the supervision of the school monitor to call their parents from the office.

### **Rainy Day Dismissal**

On rainy days, parents will be allowed to enter the building to pick up their child from their classroom.

### **Buses**

School monitor and teachers on bus duty will monitor students in bus areas to assist with the safe dismissal of students. In the event that a bus is late, personnel may be required to supervise the bus students as needed.

### **Walkers**

Students who are instructed by their parents to walk must do so immediately upon dismissal. Students cannot wait in any area on school grounds unsupervised. Students will be escorted to the outside walkways to ensure they walk home immediately after dismissal for their safety.

Please discuss safety measures with students walking to and from school in order to increase safety awareness. Crossing guards and school security help increase student safety. Please follow their instructions.

Students who attend the After School Care Program are dismissed as follows:

- Pre-K – 1<sup>st</sup> grade students are picked up from their classroom by an After School Care Activity Leader.
- 2<sup>nd</sup> – 5<sup>th</sup> grade students are dismissed by their teacher to report immediately to the Cafeteria to their Activity Leader.

### **Early Dismissal**

For the safety of our students, students will not be dismissed 30 minutes prior to dismissal:

- Pre-K – 1<sup>st</sup> grade students will not be dismissed as of 1:20 PM.
- 2<sup>nd</sup> – 5<sup>th</sup> grade students will not be dismissed as of 2:35 PM.

### **ASSESSMENTS**

Authentic instruction and assessments are utilized to guide instruction and evaluate student learning. These include but are not limited to, portfolios, response journals, rubrics, checklists, presentations, interviews, explorations, and simulations. Other content-based applicable assessments may be used to evaluate mastery of concepts and standards. Students also need to acquire the habit of reflecting upon their learning and working with others on tasks relevant and meaningful to their lives.

**ACCESS for ELLs 2.0:** ACCESS for ELLs 2.0 is a product of a collaborative effort by the multistate WIDA Consortium that is designed to provide:

- Evidence of program accountability in accordance with Title III of No Child Left Behind (NCLB), which requires schools and districts to meet state accountability objectives for increasing the English language proficiency of English language learners (ELLs).

- Data for charting the progress of newly arrived ELLs and student progress over time.
- Information about the language proficiency levels of individual students that may be helpful in making decisions to exit a student from the English for Speakers of Other Languages (ESOL) program.
- Diagnostically useful information about individual student's strengths and weaknesses in English (with as much specificity as possible).

ACCESS for ELLs 2.0 is a large-scale test of English language proficiency based on the WIDA English Language Development (ELD) Standards that form the core of WIDA's approach to instructing and assessing ELLs in Grades K-12.

**F.A.S.T.:** Florida Assessment of Student Thinking, or F.A.S.T., refers to the new Coordinated Screening and Progress Monitoring (CSPM) System assessments, which are aligned to the Benchmarks in Excellent Student Thinking (B.E.S.T.) Standards.

**i-READY:** The i-Ready diagnostic test is a state mandated, screening and monitoring tool that is administered to all kindergarten through fifth grade students to determine if there is a need for remediation in reading and mathematics instruction. Students in grades Kindergarten through fifth will be assessed on the computer three times per year (usually in September, December, and May).

**STAR EARLY LITERACY:** Quickly measure K–3 students' early literacy with a computer-adaptive assessment designed just for young learners For universal screening, progress monitoring, goal setting, and more.

**STATEWIDE SCIENCE ASSESSMENT:** The Statewide Science Assessment measures student achievement of the Next Generation Sunshine State Standards in science. Students in grade 5 participate in the statewide science assessment. The Standards specify the expectations for student learning in Florida, and the Test Item Specifications describe how the test questions or items on the assessments will measure student achievement of these Standards.

## **ATTENDANCE**

### **ABSENCES/TARDIES POLICY**

Silver Bluff Elementary established the following attendance policy procedures in accordance with the Miami-Dade County Public Schools Board Policy 5200. Students' success in school depends on regular and consistent attendance. Please review the following guidelines:

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than three (3) days from the date of absence. Every absence must be followed by a note from the parent or doctor explaining the nature of the absence. When a student is absent for three consecutive days, your child's teacher should contact you by email, a written note to the teacher or by leaving a message with office personnel to obtain an explanation for the absences. The student must bring a doctor's note when returning to school after three consecutive absences.



Parents will have three ways to submit an admit:

- VIA EMAIL: The district has developed an email resource mailbox address specific to each school's attendance office. The school's attendance email is [5041@dadeschools.net](mailto:5041@dadeschools.net). Parents can send an email directly to the school's attendance resource mailbox stating the cause for the absence and attach documents. The email must include the Student's full name, MDCPS student seven-digit identification number, date of absence, and the reason for the absence. The email subject line should read "Excused Admit".
- VIA THE PARENT PORTAL OR MOBILE APP: A link will be available via the Parent Portal and MDCPS Mobile App for parents to submit admits directly to the school. Through the app, parents will be able to submit attachments and documents.
- IN-PERSON: Parents who wish to submit documentation in person, may do so at the school's attendance office. Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal of the student's school shall have the final authority for determining acceptability of the reason for the absence(s).

### **UNEXCUSED ABSENCES PROCEDURES**

- On the second unexcused absence, the student will receive a warning by the teacher.
- On the third unexcused absence, parent contact will be made by the teacher.
- On the fifth excused/unexcused absence, the student must be referred to the assistant principal. The assistant principal will then contact the parent.
- Students with ten (10) or more unexcused absences in an annual course will be referred to the Attendance Review Committee.

### **EXCESSIVE TARDIES PROCEDURES**

- On the second unexcused tardy, the student will receive a warning by the teacher.
  - On the third unexcused tardy, parent contact will be made by the teacher.
  - On the fifth excused/unexcused tardy, the student will be referred to the guidance counselor and/or assistant principal. A student/parent conference will be scheduled.
- If tardies continue, a school social worker will be assigned, and further action will be taken.

Silver Bluff Elementary School closely monitors students with excessive absences and/or tardies. Five or more absences and/or tardies that have been accumulated throughout the year are considered excessive and referrals will be initiated by your child's teacher. The following are considered excused absences:

- \* Student illness
- \* Medical appointments
- \* Death in the family
- \* Observance of a religious holidays
- \* School related activities that have been pre-approved by the principal



- \* Subpoena by a law enforcement agency or a mandatory court appearance
- Suspensions

Your child's teacher must be made aware of any medical condition such as diabetes, asthma, or any other health related issue that may affect the wellbeing of your child in school. If your child has a medical reason for not participating in physical education activities, a statement of the condition must be obtained from the student's physician and submitted to the school so that modifications are made.

## **LATE ARRIVAL**

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

## **Florida Statute 1003.26 states:**

"... The Legislature finds that early intervention in school attendance matters is the most effective way of producing good attendance habits that will lead to improved student learning and achievement..."

"...The Legislature finds that poor academic performance is associated with nonattendance and that schools must take an active role in enforcing attendance as a means of improving the performance of many students..."

"...If a student is continually sick and repeatedly absent, he or she must be under the supervision of a physician and documentation must be provided to the school, to receive an EXCUSED absence..."

**Students accumulating ten (10) or more absences in an annual course, due to illness, are required to have a note (on file at the school) from a physician to receive an EXCUSED absence.**

## **ATTENDANCE REVIEW COMMITTEE**

The Attendance Review Committee is comprised of a Student Services representative and an administrator or administrative designee which 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 ten (10) unexcused absences;
2. Convene a minimum of six (6) designated times per year; and
3. Review attendance history for students exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.
4. A School Messenger message will be sent by the district to parents of all students with three (3) or more unexcused absences.

## **BEFORE/AFTER SCHOOL CARE PROGRAM & MIDDLE SCHOOL ENRICHMENT AFTER SCHOOL PROGRAM**

For those parents considering going back to work and/or are presently working, there are 240 low cost Before and After School Care programs that serve both Elementary and K-8 Center students and 54 Middle School Enrichment After School programs that help tutor middle school students throughout the Miami-Dade County School district. Each of these programs are staffed with state certified instructors, state certified program managers, or state certified activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

This year, Miami-Dade County Public Schools will offer 294 After School programs on school days. Before-school care programs will be provided as needed.

After-school care programs are conducted from the time of school dismissal until 6:00 p.m. Before-school care programs begin approximately one hour before school starts. Summer Camp operates from 7:00 a.m. until 6:00 p.m. Parents should check with their child's school for specific start times.

All after-school care programs provide planned activities, which include homework assistance, indoor and outdoor games, arts and crafts, snack time and various recreational activities. Many programs offer reading and math tutoring, music, ceramics, chess, drama, and other classes designed to provide participants with a variety of educational and enrichment experiences. Before-school care programs provide supervised, quiet activities for students.

The cost of Elementary and K-8 after school care is \$40 per week; the cost of Middle School Enrichment after school care is \$40 per week; the cost of before school care is \$20 per week and the cost of Summer Camp is \$100.00 per week. These programs are offered by one of five providers:

- Miami-Dade County Public Schools Principal Operated Before After-School Programs
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)
- Family Christian Association of America (FCAA)
- South Florida After-School All Stars (SFASAS)

### **BEFORE/AFTER-SCHOOL CARE PROGRAMS**

Silver Bluff Elementary School offers a principal operated Before and After School Care Program to provide supervision for students whose parents' work schedule interferes with school hours. The programs offer a variety of activities for all students. The hours and fees for the specific programs offered are listed below:

#### **BEFORE SCHOOL CARE PROGRAM**

Hours: 7:00 AM to 8:20 AM: Pre-K through First grade  
7:00 AM to 8:20 AM: Second grade through Fifth grade

#### **ONE HOUR PROGRAM (Pre-K, Kindergarten and First Grade only)**

Hours: 1:50 PM – 3:05 PM (no service on Wednesdays)

#### **AFTER SCHOOL CARE PROGRAM AND COMMUNITY CLASSES**

Hours: 1:50 PM to 6:00 PM  
Price: \$11.00 per child, per day for students who qualify for free/reduced meals (paid monthly)

\$12.00 per child, per day (paid monthly)

**LATE PAYMENT FEES \***

Late Payment Fee \$10.00 after the Payment Due Date

Late Pick-Up Fee \$10.00 for every 15 minutes

\* Students must be picked up promptly by 6:00 PM. **Consistent late pick-up may result in the child being withdrawn from the program.**

The One-Hour Program is specifically designed for students in pre-k, kindergarten and first grade who require only one hour of supervision until older siblings are dismissed at 3:05 PM, when parents can pick them up. The program is available Monday, Tuesday, Thursday, and Friday. This service is not provided on Wednesdays.

For more information on how these programs operate and how to enroll your child, parents may contact the community school specialist at 305-856-5197, ext. 2113 or visit the office to speak with After-School Care personnel from 1:00 PM to 6:00 PM.

**School Insurance**

**Students participating in the Before and/or After-School Care and Community School Program MUST purchase the Student Accident Insurance.** Parents must purchase Student Accident Insurance for their children to provide coverage for immediate first aid, ambulance, emergency room or doctor's attention in the event the child is injured at school, on a field trip, or during the Before and/or After School Care Program. Parents must purchase the Student Accident Insurance coverage by completing online at [k12studentinsurance.com](http://k12studentinsurance.com) and printing the confirmation provided by the website indicated by the insurance company providing the coverage.

**BULLYING PREVENTION**

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

**BUS RULES**

Silver Bluff Elementary School is concerned about our students' safety to and from school. We need your support to ensure that order is maintained on the bus. Therefore, the following procedures and rules have been established and remain effective from the time students get on the bus until they get off the bus. our that our All changes regarding

transportation must be made in writing and given to the child's teacher. Students not abiding by the bus rules could be suspended from riding on the bus.

### Bus Rules

Students will:

- Always follow the directions given by the bus driver.
- Keep hands, feet, and objects to oneself.
- Always remain seated.
- Refrain from fighting or using profanity. This is absolutely forbidden and may result in immediate suspension of service.

### **BRING YOUR OWN DEVICE (BYOD)**

Bring Your Own Device allows students, parents, staff, and guests to integrate the utilization of technology devices at specified times during the instructional day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

### **CAFETERIA RULES**

Please review the rules below with students and encourage them to follow procedures daily.

Students will:

- Line up in an orderly fashion as they enter and exit the cafeteria.
- Use good manners in the cafeteria and treat each other with respect.
- Always remain seated and raise their hand to ask for assistance, if needed.
- Eat their own meal and refrain from trading or sharing food and drink.
- Be responsible for the items on their tray or lunch box.
- Dispose of items on their tray or lunch box in an orderly fashion, once excused by their teacher.
- Always use quiet voices in the cafeteria.

### **CALENDARS**

Each month a parent/student calendar is posted on our website, sent home with your child and is also located in our office. The calendar includes important dates outlining projects, special events, and meetings for your participation and involvement in your child's educational career. Please ask your child for the calendar the first of each month and feel free to view it on the school's website at [silverbluffelementary.net](http://silverbluffelementary.net).

### **CLASS PARTIES**

Culminating class parties will be held twice a year – in December and at the end of the school year. **Birthday celebrations will not be held during the school year.**

### **CLINIC**

The school's clinic is open Monday through Friday from 8:00 AM to 4:00 PM. When students are not feeling well, the teacher will send the student to the nurse with a pass. The nurse will contact parents as needed. If your child is ill, you will need to pick up your child.

## **CLOSING OF SCHOOL**

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

## **CODE OF STUDENT CONDUCT**

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

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

The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors. Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places – including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities – where appropriate school administrators have jurisdiction over students.

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

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

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

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the district. The Code of Student Conduct can be accessed by going to the following website: <http://ehandbooks.dadeschools.net/policies/90/index.htm>. If you do not have access to the Internet, you may go to your child's school and request to review the Code of Student Conduct manual.

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

### **COMMUNITY SCHOOL PROGRAM**

The Community School Program offers an opportunity for the public-school system to determine the needs of the community and provides a mechanism to meet those needs. The curriculum of the Community School Program is as wide and varied as the needs of the community it serves. Community schools provide programs that are funded by fees, tuition, grants, and donations, on community school sites, in adult centers, in satellite programs, and at off-campus, non-public school locations throughout Miami-Dade County.

Each of the 17 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today's world. Annually, thousands of people have taken advantage of these recreational and educational opportunities, and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.

For more specific information on Miami-Dade County Public Schools Community Education and Before and After School Care programs or Middle School Enrichment After School programs, please log on to our website at [www.dadecommunityschools.net](http://www.dadecommunityschools.net) or please call Mr. Victor Ferrante, Executive Director at 305-817-0014.

### **COMPREHENSIVE STUDENT SERVICES PROGRAM**

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



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

### **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 record and are provided the right to challenge the accuracy of these records. These laws state that without the prior consent of the parent, guardian or eligible student, a student's record may not be released, except in accordance with the provisions listed in the above-cited laws. The law provides certain exceptions to the prior consent requirement to the release of student records, which include, but 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 an annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

### **COUNSELOR**

We Silver Bluff Elementary School have two school counselors available not only for academic assistance, but also to assist with social needs, and the mental health of all students. Our counselor is available to assist with academic information and guidelines as determined by the Florida Department of Education. This includes information on promotion, course recovery, and more.

Parents may e-mail or call our school at 305--856-5197 ext. 2120 to speak to the Counselor. child's Students may also request to see the school counselor by filling out a request form which is available in the office.

A broadened emphasis on career-path skills will help with the recognition of the relevance of real-world examples, applications and settings that enable students to make connections between their studies and the world in which they live. These elements will facilitate the development of the students' Middle School Career Portfolio.

### **CURRICULUM**

The curriculum at Silver Bluff Elementary School is challenging, rigorous, and exciting. All Miami-Dade County Public Schools use the Florida State Standards as a basis for teaching and learning. High expectations for students are set and maintained. The master schedule is designed to allow teachers at each grade level collaborative planning time. This practice ensures that all students in each grade level are exposed to a seamless curriculum. Teaching and learning take place with a firsthand, minds-on approach, which engages students in Writing Across the Curriculum, problem solving, and higher-order level thinking skills activities. Additionally, students are assessed weekly through performance-based assessments that require the learner to demonstrate application of a concept, so that teachers can be assured of true mastery. Setting these high standards



for our students enables us to ensure that each child is working towards his/her maximum academic potential. We offer an array of core subjects: reading, writing, language arts, mathematics, social studies, and science while incorporating writing across all disciplines, in addition to the fine arts.

### **CYBERBULLING**

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

### **DELIVERIES TO STUDENTS/STAFF**

In order to maintain an optimal learning environment, we must ensure that each classroom is minimally interrupted during the day. Therefore, office we will not make any deliveries to students or staff. We request your cooperation in preparing your child for school and in making certain that that he/she has all the materials and assignments necessary for the day.

The office staff will not delivery supplies, lunches, home learning assignments, projects, etc., for students or staff. Also, please be advised that that the office will not accept any field trip forms or monies on behalf of teachers, Before/After School Care program, or cafeteria. We appreciate your cooperation and understanding regarding this matter.

### **DETENTION**

If an afterschool detention is necessary, parents will be notified at least 24 hours in advance of the date and reason the detention was issued prior to the child serving the detention.

### **DISCIPLINE / SCHOOL RULES**

Our goal is to provide a warm and caring environment where everyone can experience success. We want our students to feel that they are an important member of the school community. To help attain this goal, the counselor and teachers do their best to instill in all students the core values of citizenship, which are cooperation, fairness, honesty, integrity, kindness, pursuit of excellence, respect, responsibility, and conflict resolution application.

All students are expected to show respect for themselves, other students, and staff members to ensure that optimal learning is achieved. We expect students to behave in ways which are acceptable and conducive to learning. Student misbehavior can be corrected generally when the parent and school personnel work closely together. The school and district have a “zero tolerance” policy for violence and bullying. This type of behavior will not be tolerated and we will adhere to the Code of Student Conduct. Any threats or bullying must be reported immediately to an adult. When positive actions have been taken by parents and teachers and the student still does not maintain acceptable behavior, other alternatives may be utilized as corrective measures. All parents must sign and return the Code of Student Conduct form acknowledging receipt (located at the end of this handbook).

Our concerns are here to assist children in developing social skills, not to punish them. It is our goal to create an atmosphere that is friendly, cooperative, and conducive to learning for all our students. certain understandings are necessary to achieve this atmosphere, as well as to protect the health and safety of all our students; therefore, we have established the following school rules:

### **School Rules**

Students pledge to:

- Follow directions the first-time given.
- Treat others and their property with respect.
- Use quiet voices in the classroom and in the hallways.
- Be cooperative and exercise self-control at all times.
- Bring agenda and all necessary school supplies daily.
- Do not leave school grounds without proper authorization.
- Eat and drink only in the cafeteria.
- Follow all school uniform guidelines daily.
- Report to school ready to learn and on time daily.
- Strive to be the best they can be.

Silver Bluff Elementary School is committed to excellence and considers discipline essential to the educational process. We believe all students are capable of following school rules and expect them to behave properly in school. As a result, all students have the responsibility to behave in a manner that allows teachers to facilitate learning and students to learn, and which does not violate the best interest of any person in our school community.

Silver Bluff Elementary School We believe proper discipline is maintained to advance the purpose of education consistent with applicable state law and school board policies. In order to provide students with a calm, safe, and secure environment for education, our school practices the following:

Teachers Rights are:

1. To have a classroom that provides an optimal learning environment.
2. To determine, establish, and request appropriate behavior from students.
3. To ask for help from parents, the principal, and other school personnel when assistance is needed.

Students Rights are:

1. To be provided with a classroom atmosphere that is most conducive to learning.
2. To provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student abstain from inappropriate behavior.

### **DISCRIMINATION/HARASSMENT**

The School Board has a prohibition against discrimination and harassment based on age, sex, race, color, ethnic or national origin, religion, marital status, disability, age, political

beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of which prohibits all forms of sex discrimination and unwelcomes sexual conduct. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, and persistent. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>. The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly.

### **DISMISSAL PROCEDURES**

To avoid serious congestion in the main entrance to the building, we will be dismissing students from different locations within the building as follows:

- Prekindergarten, Kindergarten, & First Grade students will be dismissed on the south side of the building by the PE Pavilion gate off 26<sup>th</sup> Terrace.
- Second and Third grade students will be dismissed at the main entrance walkway off 25<sup>th</sup> Avenue.
- Fourth and Fifth grade students will be dismissed on the south side of the building by the PE Pavilion gate off 26<sup>th</sup> Terrace.

During dismissal parents will not be allowed in the building.

Students waiting for parents to pick them up will be supervised until 15 minutes after dismissal. At 2:05 PM or 3:20 PM, students who have not been picked up will be escorted to the main entrance and left under the supervision of the school monitor to call their parents from the office.

In the dismissal car line, parents will be asked to display the Dismissal Decal on the dashboard to help with the flow of traffic. The decal is given to parents during the first week of school. If extras are needed, please contact your child's homeroom teacher.

## Dismissal Car Decal



**Student:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

### **Rainy Day Pick-Up**

On rainy days parents will be allowed to enter the building to pick up their child from their classroom.

### **Buses**

School monitor and teachers on bus duty will monitor students in bus areas to assist with the safe dismissal of students.

### **Walkers**

Students who are instructed by their parents to walk home at dismissal must do so immediately upon dismissal. It is imperative; however, that the office have a written permission from the students' parents allowing them to walk home. Students cannot wait unsupervised in any area on school grounds. Students will be escorted to the outside walkways to ensure they walk home immediately after dismissal for their safety.

Parents will be required to send a written note specifying that the student is to walk home. Please discuss safety measures with students walking to and from school to increase safety awareness.

Crossing guards and school security help increase student safety. Please follow their instructions.

Students who attend the After School Care Program are dismissed as follows:

- ✓ Pre-K – 1<sup>st</sup> grade students are picked up from their classroom by an After School Care activity leader.
- ✓ 2<sup>nd</sup> – 5<sup>th</sup> grade students are dismissed by their teacher to report immediately to the cafeteria to their activity leader.

### **After School Care**

Parents will report to the office to sign out their child and wait for the student to arrive. The student will come to the office to ensure that he/she is going home with the authorized

parent/guardian. We kindly remind you that due to safety reasons, we will not be able to offer a “call ahead service” to have your child waiting for you prior to your arrival.

Under no circumstances should any student remain in the building or return to the building after dismissal. All students are expected to leave school grounds within 10 minutes following dismissal time except for students who are enrolled in the After School Care Program. Students who remain on or around the school grounds for a longer period are considered high risk and will be taken to the office to contact their parents.

### **EARLY SIGN OUT**

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

For the safety of our students, students will not be dismissed 30 minutes prior to dismissal:

- Pre-K – 1<sup>st</sup> grade students will not be dismissed as of 1:20 PM.
- 2<sup>nd</sup> – 5<sup>th</sup> grade students will not be dismissed as of 2:35 PM.

### **ELECTRONIC DEVICES (Non BYOD)**

Students are not permitted to bring any personal electronic devices (CD players, iPods, iPads, MP3 players, DVD players, digital cameras, Game Boys, etc.) to school. Only approved devices with approval from the teacher and proper form signed by the parent/guardian will be allowed. Cellular phones and personal electronic devices will be confiscated from students not adhering to these guidelines and returned to the parent/guardian. We are not responsible your child lost or stolen items brought to school.

Please be reminded that students carrying cellular phones must ensure that the phones are not visible and are turned off while on school grounds. Cellular phones and all other electronic devices must not interrupt instruction or disrupt the school day.

### **ELEVATOR**

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs. If a student requires use of the elevator due to medical restrictions, documentation must be provided by the parent/guardian.

### **EMERGENCY CONTACT INFORMATION**

It is imperative that we have the most current and accurate emergency contact information on file for each student. This means we need the home telephone number of the student, as well as the name(s), address(es) and telephone number(s) of relatives, neighbors or friends who can be reached in case of an emergency, if you cannot be contacted. Emergency Student Contact Cards are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned.

School regulations require that we have Emergency Student Contact Cards readily available on file in the office, which includes vital information for the student in case of an emergency. Please complete both sides of this card entirely, sign it, and return the card it with your child to his/her teacher. The information provided on the Emergency Student Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. This card is sent every year at the beginning of the school year for parents to complete and/or update. It is imperative and vital that the information contained therein is clear and accurate. No space(s) should be left blank. In cases where the information requested does not apply, write N/A (not applicable). However, the more information we have on this card, the better the school will be able to expedite any situation that may arise.

If any change to the information on the Emergency Contact Card occurs at any time during the school year, it is the responsibility of the parent to update the information on the card by visiting the office. Information must be changed or updated by the parent/guardian in person; changes cannot be made over the telephone.

### **EMERGENCY OPERATIONS PLAN**

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

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; 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 MDSPD Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.



## BeSafe Anonymous Reporting System

**BeSafe:  
Anonymous  
Reporting  
System**

**TEXT Your Tip Via Cellphone!**



Send text to 274637 (CRIMES)  
Then type in the word keyword: Besafe.  
Then, type your tip, i.e. who, what, when,  
where. (Standard Text Message Rates Apply)

**Submit Tip On-Line!**  
Go To  
**[www.dadeschools.net](http://www.dadeschools.net)**  
Or Use the Website!  
**<http://besafe.dadeschools.net>**



**Call In Your Tip!**  
**305-995-2677**  
**Remain Anonymous!**



***Report Crimes, Weapons, Drugs or Any Safety Concerns!***

**Available 24 Hours a day / 7 days a Week!**

**Be Safe!**

**Miami-Dade County Public Schools**  
**"Committed to the safety of all of its students"**



- **Emergency Drills**  
Six emergency drills, to include active shooter, hostage situations, bomb threats, and other potential emergencies will take place during the school year in accordance with Florida Administrative Code 6A-1.0018(15). All occupants of building where an emergency drill is held are required to participate. The first emergency drill must take place within the first 10 days of the opening of schools, whereas all remaining drills must occur at least every 45 days that school is in session. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.
- **Fire Drills**  
Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.
- **Lockdown Procedures**  
Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty, and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.
- **Threat Assessments**  
Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessments. Schools must establish a Threat Assessment Team comprised of an administrator, counselor, teacher, and law enforcement officer. The schools utilize a problem-solving approach to harm prevention that involves assessment and intervention with students who threaten violence or harm. When a preliminary determination is made, that a student poses a threat of violence the team shall further convene to determine the best course of action. Authorized members of the team may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services as applicable. Threat assessments and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.
- **Visitors**

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

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.

### **EMERGENCY CONTACT INFORMATION**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The form should be completed by the registering parent. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form with regard to pick up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

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

### **EESAC**

The Educational Excellence Advisory Council (EESAC) is the sole body responsible for final decision making at the school relating to the implementation of the components of

the School Improvement Plan. The EESAC work together to accomplish the goals of the school by:

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

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

## **EXCEPTIONAL STUDENT EDUCATION/SECTION 504**

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

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

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

## **FIELD TRIPS**

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. The district continues to follow pandemic, such as COVID-19, health and safety guidance from local health officials/experts, Center for Disease Control and Prevention (CDC), and the Florida Department of Education. The approval of out-of-country/out-of-state trips can be contingent on this guidance.

Field trips are designed to enhance the curriculum by providing students with related experiences beyond the classroom. In order for students to participate in field trip activities, the following must be adhered to:

- Parents must complete the Parent Permission for Field Trip Form sent home by the teacher and return it before the deadline.
- Parents must send in cash to cover the cost of fees and transportation (as required) by the due date – money that has not been received by the due date will prevent the student from participating in the field trip. **REFUNDS WILL NOT BE ISSUED.**

- Students must wear the PTA spirit T-shirt with their uniform bottom; however, in some cases the full uniform may be.
- Students must arrive at school on time (or as specified for special field trips) on the day of the field trip.

Students may not be denied the privilege of participating in a field trip due to behavior. However, the parent may need to chaperone his/her child in case of continuous disruptive behavior. **Other siblings are not allowed to participate with parent chaperones. Also, parent chaperones must be cleared as a school volunteer to accompany their child on a field trip.**

Any student not participating in a field trip will be assigned to another teacher with appropriate class work for the student. When a field trip is scheduled, staying home will not be considered an **excused absence**. It is very important that that parents adhere to the field trip collection deadlines. We will not be able to collect any money or field trip forms past the specified deadline date. Please do not ask the office staff to place money, forms or any other items in the teacher's mailbox as we do not accept any type of deliveries for students or staff. Your child must hand deliver required documents to his/her teacher by the due date. All students must be in attendance on the day of the field trip to be allowed to attend.

### **FINANCIAL OBLIGATIONS**

All financial obligations incurred, i.e., Before and/or After School Care programs, school fees, textbook loss or damaged, electronic devices, club activities, overdue or lost library books, etc., must be paid during the school year and prior to the end of the school year or upon departing our school.

### **GRADING**

Grades are distributed four times a year; approximately every nine weeks.

#### **Kindergarten:**

The subjects that appear on the kindergarten report card are as follows: Language Arts, Reading, Mathematics, Science, Social Studies, PE, and Conduct. Students Effort will be addressed within the comment section.

#### **Kindergarten grading is as follows:**

- |                               |               |          |
|-------------------------------|---------------|----------|
| • E (Excellent progress)      | 90% - 100%    | 4 points |
| • G (Good progress)           | 80% - 89%     | 3 points |
| • S (Satisfactory progress)   | 70% - 79%     | 2 points |
| • M (Minimal progress)        | 60% - 69%     | 1 point  |
| • U (Unsatisfactory progress) | 59% and below | 0 points |

#### **First through Fifth Grade:**

Students in first through fifth grade earn three types of grades: Academic, Effort, and Conduct.

#### **The grading symbols are as follows:**

<b>ACADEMIC Point Scale</b>	<b>Interpretation</b>	<b>Number Value</b>
A – Outstanding 4.0	Outstanding Progress 90 – 100%	4.00
B – Good	Above Average Progress 80 – 89%	3.50 – 4.00
C – Satisfactory	Average Progress 70 – 79%	1.50 – 2.49
D – Improvement Needed	Lowest Acceptable Progress 60 – 69%	1.00 – 1.49
F – Unsatisfactory Progress	Failure 0 – 59%	0 – 0.99

#### EFFORT

- 1 – Outstanding
- 2 – Satisfactory
- 3 – Needs Improvement

#### CONDUCT

- A – Excellent
- B – Good
- C – Satisfactory
- D – Improvement Needed
- F – Unsatisfactory Progress

#### HALL PASS

In keeping with the high expectations set forth by Silver Bluff Elementary School, safety and behavior in and around school grounds are of the highest caliber. Students are to walk in the hallways in a silent and orderly fashion and are to abide by all school rules. Students are not permitted to push, run, or loiter in the hallways or in any other area of the building. Walls are to be kept clean always. Students are to utilize a hall pass when they are in the hallways without their teacher for any reason. All students must abide by all school monitor's expectations and guidelines.

#### HEAD LICE (PEDICULOSIS CAPITIS)

**Children with head lice are not permitted in school.** In the last few years there has been a significant increase in incident of Pediculosis Capitis (head lice). This is a national problem and Miami-Dade County is no exception. Having head lice should not be an embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. By working together, we can prevent a serious increase of Pediculosis Capitis. Please understand that children do not catch head lice from the school, rather, they get it from other children. If your child gets head lice, he/she must stay home until all lice and nits are removed. Upon returning to school he/she will be sent to the office to get checked and secure permission from the office staff to remain in school. If you think your child is infected, please contact your child's teacher or the office immediately so we can take the necessary precautions. Our school nurse can also inform you on how to treat this condition.

#### 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.

*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 screening to be performed annually for all students. The school will send a letter to all parents notifying them of the screening. To view the vision and health screening calendar you may visit: <http://comprehensivehealthservices.dadeschools.net/>

*Florida KidCare – Child Health Insurance* – Florida KidCare is a comprehensive health insurance for children from birth to age 18 who are uninsured. Any family can apply; the amount you pay is based on income and family size. Non-citizen children may also qualify. Florida KidCare accepts applications all year. No interview is required. You can apply online at [www.floridakidcare.org](http://www.floridakidcare.org) and click “Apply Online Now”. If you would like more assistance, call 1-888-540-5437 or call The Parent Academy at 305-995-2680.

## **HOME LEARNING**

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

<b>PURPOSE RELEVANCE</b>	Home Learning is any activity or assignment developed by the teacher to be completed beyond the school day that may include practicing skills learned in class, checking for mastery, reading, studying, projects, or completion of assignments. Home Learning is carefully constructed to be completed within a reasonable time frame with minimal adult help. Home Learning supports good study habits that yield positive academic performance.			
<b>CONSISTENCY BALANCE</b>	<b>GR</b>	<b>DISTRICT TIMEFRAME GUIDELINES</b>		30 minutes of recreational reading
		K-1	30 minutes	
		2-3	45 minutes	
		4-5	60 minutes	
	In pursuit of a balanced life for students after school that supports family activities, recreation, and other extracurricular experiences, homework will comply with district timeframe guidelines with similarity between teachers at each grade level. Weekends and holidays are primarily reserved for family time. Students may elect to use weekends to review, make up work, complete projects, and enjoy recreational reading and/or computer time.			
<b>CHOICE &amp; COORDINATION OF ASSIGNMENTS</b>	Whenever possible, home learning will offer opportunities for students to select an assignment or some component of an assignment. Students may be asked to explore subject matters of interest. Teachers will work together as a grade level to coordinate the dissemination of assignments to ensure home learning confirms with the district’s timeframe guidelines per grade level.			



<b>GRADING</b>	Home Learning will be reviewed and discussed in a timely manner. Teachers will grade selected home learning assignments for accuracy and completion. Specific grade level home learning policies will be communicated to parents at the beginning of the school year.
<b>COMMUNICATION SUPPORT</b>	Home Learning assignments will be clearly explained to students in class and whenever possible will be an extension of classwork to ensure students understand the assignment. Students will be assigned homework buddies to work with or call for help.
<b>PARENTS' ROLE</b>	<p>To help their children, all parents/guardians should:</p> <ul style="list-style-type: none"> <li>• Provide a suitable place for study, free from distraction.</li> <li>• Encourage their child and offer suggestions but insist that the child do his/her own work.</li> <li>• Participate eagerly in assignments that call for active parental involvement.</li> <li>• Check to see that homework assignments are completed.</li> <li>• Express interest in what the student is learning.</li> <li>• Assist in balancing homework with other activities.</li> <li>• Talk with the teachers if assignments seem to cause students continuing problems.</li> </ul>

Reading is a universal skill that relates to all subjects. When specific home learning assignments are not given, or when the home learning assignment is completed in an expeditious manner, every student will read, minimally, for the time specified in this policy. Kindergarten teachers shall exercise judgment in making home learning assignments, considering the child's readiness level and the type of work to be accomplished. It is recommended that parents read aloud to their children.

Students will be responsible for:

- Completing all assigned home learning as directed.
- Returning home learning assignments to the teacher on the designated due date.
  - Submitting home learning assignments which reflect careful attention to detail and quality of work.
  - Devoting a specified amount of time to reading as part of their home learning assignment.
  - Reading at least 30 MINUTES DAILY.
  - In the primary grades, particularly Pre-K through third grade, parents should take time to:
    - **Read to their child(ren)**
    - **Read with their child(ren)**
    - **Listen to their child(ren) read**

These practices will help encourage independent reading habits, which in turn, will enhance reading comprehension. Reading should be primarily for pleasure and based on the interest of the child. However, when possible and appropriate, discuss the reading by



including open-ended questions that require more than “yes” or “no” answers. This will help develop critical thinking skills. Your child’s teachers, as well as the media specialist at the school, are ready to assist with any questions you may have regarding books that best meet the needs of your child(ren).

### **HONOR ROLL/RECOGNITION CEREMONIES**

Honor Rolls are an effective means of motivating and recognizing perfect attendance, effort, conduct, and citizenship. Guidelines for Honor Rolls will exemplify performance criteria established by the Miami-Dade County School Board. Recognition ceremonies are held at the end of every nine-week period in your child’s classroom to recognize students for their achievements. The end of year Honor Roll will be held in the cafeteria followed by a classroom visit.

### **IMPORTANT DATES**

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

<b>School Level</b>	<b>Window Period</b>	<b>School Date</b>
Elementary/K-8 Centers	Week of August 28, 2023	TBA
Middle Schools/K-8 Center (Grades 6-8)	Week of September 5, 2023	
Senior High Schools	Week of September 11, 2023	
Special Centers	Week of September 11, 2023	

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

<b>Grading Period</b>	<b>Interim Progress Report Distribution</b>	<b>Report Card Distribution</b>
1	September 22, 2023	November 10, 2023
2	December 1, 2023	February 2, 2023
3	February 23, 2024	April 26, 2023
4	May 17, 2024	June 21, 2023

### **IMMUNIZATIONS**

By law, all students who are entering, attending, or transferring to a public school in pre-kindergarten through 12<sup>th</sup> grade must have a complete Florida Certification of Immunization Form DH 680, Part A, B, or C. Students entering, attending or transferring to grades Pre-k and 5<sup>th</sup> grade for the first time will be required to have one (1) dose of the varicella (chicken pox) vaccine. Students entering, attending, or transferring to Kindergarten through 5<sup>th</sup> grade will require two (2) doses of the varicella (chicken pox) vaccine.

The following are required for proof of immunization:

1. A completed Florida Certification of Immunization – Form DH 680 – per the child’s/student’s grade level

2. State of Florida School Entry Health Exam – DH 3040 – no older than 12 months Tuberculosis Clinical Screening, PPD or Chest X-ray.

### **INTERIM PROGRESS REPORTS**

Progress reports are sent home at the mid-point of each nine-week marking period. This notification provides you with the opportunity to schedule a conference with your child's teacher and to explore ways progress may be improved (if necessary) before the report cards are issued. A second progress report will be sent home if your child is still not demonstrating satisfactory progress or if an unanticipated reduction in performance becomes evident in academics, conduct, and/or effort.

### **INTERNET ACCEPTABLE USE POLICY (School Board Policy 7540.04)**

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 secure permission in writing from their parents to have access to the Internet during school hours for the purpose of research, visiting educational websites, etc. Permission forms will be kept on file for the school year. **If students do not return the permission forms signed by a parent/guardian, they will not be given access to log on to the internet.** Teachers will approve access to students as assignments are granted. Students are prohibited from bypassing the district's current filtering technology with the use of their software on a removable device. In addition, the District prohibits the transmission of materials such as copyright materials, threatening or obscene material or materials protected by trade secret, which violates local, state and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning, or solicitation.

### **LGBTQ SUPPORT**

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

### **LIBRARY/MEDIA CENTER**

We strongly encourage all students to develop a daily reading time for enjoyment and to reinforce the reading skills taught at school. Library bound books are very expensive. Students are responsible for all books and will be charged for lost or damaged books checked out to them. Please stress at home the importance of respect for school materials and property. Students with outstanding book balances will not be allowed to check out

additional books. All payments are to be made in CASH and are NON-REFUNDABLE should the student find the book after paying for it. Students may renew books, if needed. However, if students do not renew the books, they are considered late and a fee will be assessed for every day that the book is late. Students will be charged for lost and/or damaged books checked out to them. All late fee and lost or damaged fee payments must be made in CASH and are NON-REFUNDABLE.

### **LOST AND FOUND ITEMS**

Please be sure your child's name is on his/her wallet, purse, coat, sweater, raincoat, lunch box, book bag, textbook, folders, notebooks, agendas etc. Many of these articles are lost and remain unclaimed each year. to and visit the school monitor's desk near the front entrance. During each lunch period students in the Lower Academy have the opportunity to identify their lost items from the bins located in front of the stage. Students in the Upper Academy may secure permission from their teacher and identify their lost items in the Upper Academy Office.

### **MEALTIME ENVIRONMENT**

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

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

- ***Free Student Meals***

All students enrolled in district managed sites will have access to school meals at no charge.

- ***Meal Program Information***

All school meal program flyer with information for parents will be posted on the school's website and at [nutrition.dadeschools.net](http://nutrition.dadeschools.net).

- ***Meal Prices***

<b>Breakfast</b>	<b>School Lunch &amp; Prices</b>
All Students No Charge	All Students No Charge
Adults: \$3.00	Adults: \$5.00

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

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

### **MEDICATION**

Procedures for administering medication to students have been approved by the School Board. If your child requires medication during the school day, please ensure that you visit the Office to secure the proper form that must be completed by the doctor prescribing

the medication, its proper administration, along with the doctor's signature. Submit the completed form to the nurse in the office. We nurse cannot administer medication to your child unless the previously mentioned procedures are followed. Do not send any type of medication without proper authorization with your child since he/she will not be allowed to take it. The form is also required for students with known allergies such as peanut butter or bee stings that require the use of an EpiPen.

### **MENTAL HEALTH SERVICES**

Miami-Dade County Public Schools established The Department of Mental Health Services to expand school and community-based mental health services and resources to ensure ongoing coordination of services to further support the emotional and mental well-being of students. The programs in place provide prevention initiatives, intervention services for students and family support for students who may be experiencing a mental health challenge. Students in need of intensive services can receive support from contracted agencies at no cost to families. For assistance contact your child's school, the Parent Assistance Line at (305) 995-7100 or visit <https://mentalhealthservices.dadeschools.net/#!/fullWidth/3939>.

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

### **OUT OF AREA STUDENT TRANSFER**

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

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

### **PARENT ACADEMY**

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

The Parent Academy supports parents in becoming more involved in their children's education and empowers them to set and achieve personal empowerment goals for

higher education and career advancement by providing free, year-round workshops, classes and events at schools, neighborhood centers, and community agencies across the county.

Parents can participate in virtual and in-person sessions that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call The Parent Academy at 305-271-8257.

### **PARENT CONFERENCES**

Parents are the first teachers of their children. It is through the partnership between school and home that Silver Bluff Elementary can nurture a true family atmosphere. For this reason, we have made parents and the community an integral part of the school. Teacher/Parent communication takes place on an ongoing basis and trust is built to keep the lines of communication open between the school and home.

Parents are encouraged to request a conference whenever they feel it is needed. However, to expedite this matter, it is important to involve the necessary personnel. Therefore, when the concern is regarding any issue related to the classroom, parents are asked to contact the teacher and arrange for a parent/teacher conference. If you wish to arrange a conference with your child's teacher, please send a note to the teacher with your child or email the teacher indicating the reason for the conference and several dates and times which are convenient for you. Teachers are usually available for scheduled conferences at a time mutually convenient for both. When you call the office to speak with a teacher, the office staff will be happy to take a message. Please understand teachers will not be interrupted from teaching to attend a phone call.

When leaving a message for a teacher you can expect a return call within 48 hours. Remember, there are days teachers may not have planning time; therefore, the teacher may not call you immediately. Emails are highly encouraged since all staff members have an email address. You may visit our website to secure a staff member's email address.

Parent conferences should not interfere with classroom instruction. This includes arrival and dismissal times when teachers are monitoring and supervising students. If after a parent/teacher conference the problem is still unresolved, please feel free to contact the Administration. Remember that

### **PARENT PORTAL**

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). In order to access information in the portal, you must first establish a parent user account. Once you have established an account, you can see and update personal information, see your child's information – including grades, attendance, and bus route information and have access to the *Parent Resource* link, which takes you to sites such as The Parent Academy, Schools of Choice, etc.

### **PARENT RESOURCE CENTER**

A Parent Resource Center has been setup in the office to encourage parents to actively participate in the education of their children. This Please stop by the office for assistance. Other programs are available to strengthen parental responsibility and involvement by encouraging parents to:

- Serve on the Educational Excellence School Advisory Council (EESAC)
- Become involved as a Dade Partner and/or School Volunteer
- Participate in offered workshops
- Learn technology application along with their children
- Become a member of the Parent-Teacher-Association (PTA)

### **PARENT TEACHER ASSOCIATION (PTA)**

The greatest portion of your child's day is spent at school. His/her growth and development are our joint responsibility. Working and planning together for the welfare of our children is the function of the PTA. Therefore, we urge you and your child to become active members in helping to further the goal and growth of our PTA. Membership information and forms, including dues, will be sent home at the beginning of the school year and throughout the school year (this form is also included at the end of this handbook).

The PTA sells the approved t-shirts that all students are to wear on Spirit Days, which are held every Friday or (or last day of the week). The PTA also sells the required agendas for all students. All PTA members are required to sign in and wear a pass provided by the office at all times while volunteering at our school. Together, we can make a difference!

### **PARENT TOOLKITS**

Visit <http://toolkit.dadeschools.net> for back-to-school information. Please note, for the opening of 2023-2024 school year, the site will direct you to <http://reopening.dadeschools.net> for the most updated information.

### **PERMANENT RECORDS**

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

- a) Pupil's or student's full legal name
- b) Authenticated birth date, place of birth, race, and sex
- c) Last known address of pupil or student
- d) Name 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 and date withdrawn

### **PETS**

Parents and/or students are not allowed to bring pets to school. Pets are not permitted on school grounds. Please refer to Board Policy 8390, Animals on District Property. Service animals are permitted with the required documentation provided.

#### Requirement Documentation:

- 1) Written determination that the student will be allowed to be accompanied by a service animal in his or her current IEP, Section 504 Plan or documented approval by a school staff team designated by the principal contained in the student's cumulative file if the student does not have a current IEP or 504 Plan.
- 2) Current satisfactory health certificate or report of examination from a veterinarian for the service animal.
- 3) Level II criminal background check for the handler pursuant to Policy 8475 if the handler is not the student.

#### **PREKINDERGARTEN PROGRAMS**

M-DCPS offers a variety of prekindergarten programs throughout the District. Parents should contact their home school for the available options for Pre-K students. For additional information on VPK or Head Start/Early Head Start Programs, parents may contact the Department of Early Childhood Programs at 305-995-7632. For information on Pre-K ESE Programs, parents should contact 305-271-5701. Parents may also access information at [earlychildhood.dadeschools.net](http://earlychildhood.dadeschools.net).

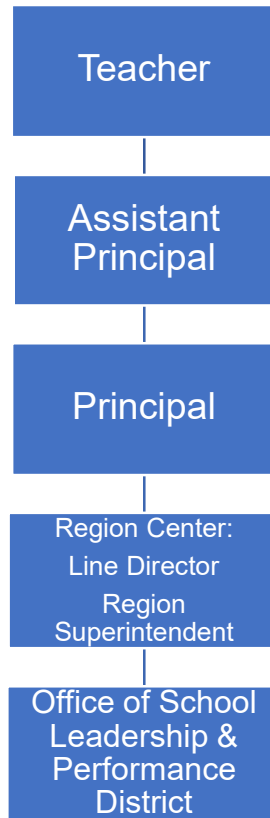
#### **PROMOTION/RETENTION**

Pupil promotion/retention is based on achievement of instructional goals and the ability to function at the next grade level academically, socially, and emotionally. Minimum standards for promotion have been established in the District's Student Progression Plan. Parents of students being considered for retention will be notified and a meeting will be convened.

#### **PROTOCOL FOR ADDRESSING CONCERNS**

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





### **PUBLIC/PRIVATE COLLABORATION**

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

### **RECESS**

Recess is supervised, unstructured playtime where children have choices, develop rules for play, and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.

Schools shall provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through fifth grade so that there are at least 20 consecutive minutes of free-play recess per day.

### **REGISTRATION PROCEDURES**

We welcome all new students and their families to our school. Please visit our office to receive a complete registration packet or visit our website.

### **REPORT CARDS**

Report cards are issued quarterly (every nine weeks). Please give special attention to all skill areas; Mathematics, Language Arts, Reading, Social Studies, and Science. Grades

are assigned based on achievement. The report card provides a basis for parent-child evaluation of progress and plans for improvement. Parents are to retain the copy of the report card and return the envelope with their signature on the next school day. Through parent/teacher conferences and report cards, you can remain abreast of how your child is progressing. However, it is the parent's responsibility to contact the teacher at any time there is uncertainty or concern about their child's progress. Parents can visit the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net) to access their child's grades.

### **RESPECT FOR PROPERTY**

Children must be taught to respect school property at all times. They must respect the property of their classmates. Students finding money or articles on school grounds must submit these articles to the office. We Silver Bluff Elementary teach and encourage our students to be good and honest citizens and reward students for doing so monthly at Silver Bluff Elementary. You may visit the Values Matter website at <http://osi.dadeschools.net/valuesmatter/>.

### **SAFETY**

Our school is located in a busy section of the neighborhood. Children may need to cross many streets to get to and from school. We teach and review the following safety rules and ask that you discuss them with your children as well:

- Always use the crosswalks, cross only at the corners, and obey the Safety Crossing Guards and the Safety Patrols. They are there to assist and ensure students are safe.
  - Look both ways before crossing streets.
  - Do not cut through the parking lot including the Parent Pick-Up/Drop-Off areas. Use the sidewalk always to cross.
- Watch for moving cars in the Parent Drop-Off/Pick-Up areas.

### **SAFETY AND SECURITY**

The safety and security of our students and staff is paramount. Please refer to our Emergency Operations Plan on page 27.

### **SAFETY PATROLS AND YOUTH CRIME WATCH**

The School Safety Patrol Program and Youth Crime Watch Program serve the very important function of making our school grounds safer for our students. Their primary purpose is to direct children to stay safe and do the right thing by obeying rules. Safety Patrol and Youth Crime Watch members are chosen by the Programs Sponsors. Students are recommended by their teachers. Reliable, trustworthy students whose schoolwork and citizenship skills are satisfactory will be eligible for selection and appointment. No student shall be appointed until his/her parent or guardian gives the consent in writing for the student to serve. All students must obey the members of the Safety Patrol and Youth Crime Watch while they are on duty.

### **SCHOOL ACTIVITIES/CLUBS**

All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 – Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

- **Clubs**

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

- **School Club List** – Silver Bluff Elementary has the current clubs available: *Future Educators of America (FEA)*, *Safety Patrols*, *Mental Health Club*, *Chorus*, *Violin*, and *Environmental Club*.

### **SCHOOL CLASS PICTURE PROCESS**

The school class picture monies will no longer be collected by school staff for this activity. Collection of monies will be conducted by the photographer and/or photographer's staff.

At no time, shall a staff member, parent, volunteer, or member of a school-allied organization such as the PTA handle school class picture monies.

### **SCHOOL INSURANCE (Student Accident Insurance)**

Your child's health and wellbeing are important to us. You can buy the Student Accident Insurance coverage in the event your child is injured at school or on a field trip and requires immediate first aid, ambulance, emergency room or doctor's attention. An application for this coverage will be sent home with your child. The application must be returned immediately to your child's homeroom teacher. All students in the Before School Care, After School Care, and Community School programs must purchase the student accident insurance in order to be enrolled. Parents must fill out the application and bring us a copy of the insurance if enrolled in the Before/After School Care programs and Community Classes.

### **SCHOOL TRANSPORTATION**

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

Before school begins, parents/guardians of all students eligible for bus transportation should log on the BusPlannerWeb and view the bus assignment. The information is updated nightly, and a link is provided on the parent portal. Parents/guardians are encouraged to check the BusPlannerWeb throughout the school year to obtain 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.

### **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.

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. 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/>.

### **SPECIAL PROGRAMS**

Students who have special learning or behavioral needs are identified by their teacher and referred to a School Support Team (SST) made up of school personnel to meet and discuss the student's performance and make recommendations for changes in the child's educational program. The SST and the child's parent/guardian will determine if there is a possible need for special placement in a program for exceptional children such as Learning Disabilities, Gifted, Speech and/or Language Therapy, etc. The School Psychologist administers the required tests with parent's consent.

We have a Speech and Language Pathologist who works with students that have been identified as meeting criteria for speech and/or language services. Students may be tested in the areas of speech, language fluency and voice and hearing, based on referrals from teachers, counselors or parents. All testing and speech/language education services are part of the Miami-Dade County Public School Exceptional Education Program and are free of charge.

#### **English Language Learners (ELL)**

English Language Learners (LLELL) is a program for students whose native language is one other than English and who are classified as less than independent in English. It includes listening, comprehension, oral expression, pronunciation, reading, and writing as it supports the skills and concepts presented in the regular language arts curriculum. The ELL program is a mandated program for students who meet the criteria.

#### **Extended Foreign Language (EFL)**

Extended Foreign Language (EFL) refers to a program delivery system offered at Silver Bluff Elementary in kindergarten through fourth grade. The EFL program emphasizes the

teaching of Language Arts and curriculum content in both English and Spanish. The program is designed for a group of students at each grade level who, after successfully participating in the program for one school year, are automatically enrolled in the subsequent grade level to move towards a continuum of bilingual studies through twelfth grade.

### World Languages

World Languages is a kindergarten through fifth grade language arts program which enables students to become functionally literate in Spanish by reinforcing and acquiring skills focusing on oral expression, reading, and handwriting. The instructional program is a comprehensive, sequential spiral governed by the structure of the Spanish language, with development of functional proficiencies in all language arts as its primary goal. The program reflects present day Hispanic societies and cultural heritage.

Although the development of literacy skills forms a major portion of the program, significant attention is also devoted to growth in the language, to extend the language of the home and neighborhood to a level of maximum usefulness in the world of work. The program is open to any student whose proficiency in Spanish allows him/her to benefit from the program.

### **STUDENT RECORDS**

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

### **STUDENTS 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.

## **STUDENT SERVICES**

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

The Guidance Program is an integral part of the total school program. It supports instructional services through consultation, program development, and counseling.

## **STUDENT SUCCESS CENTERS**

Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) violating the Code of Student Conduct Level II and III behaviors as well as habitual Level II infractions with Region Approval.

## **TELEPHONE/TELEPHONE MESSAGES**

The school is equipped with a business telephone system to help transact the business of the school and the lines must remain free for this purpose. Children often will ask to use the school phone to ask parent's permission to go home with a friend. Children may use the phone only for emergencies.

It is most difficult to accept messages for individual children without interrupting the instructional activities of an entire class. We would appreciate your cooperation in not asking the office staff to deliver a message to an individual child unless in extreme emergency. RAINY DAYS ARE NOT CONSIDERED EMERGENCIES. PLEASE ENSURE PRIOR ARRANGEMENTS SHOULDARE MADE.

## **TEXTBOOKS**

Textbooks are furnished by the State of Florida and distributed by the classroom teacher. All children have textbooks which have been individually selected to meet their needs. Students will be charged for lost books as well as those damaged as a result of negligence. Please stress to your child the importance of respect for school materials and property. All payments for damaged and lost textbooks are to be paid in CASH and are non-refundable if the student finds the book after paying for it.

Textbooks which are assigned to specific students must have the student's full name written with pen in the space provided on the inside cover of the book. If the books are misplaced, they can readily be returned to the student.

In normal usage, the first year a book is labeled as "A" condition; the second year, "B" condition; the third year, "C" condition; and the fourth year, "D" condition. When a book is lost and/or damaged, your child will be responsible for the book and payment must be assessed as follows:

- New book in A condition – new book price (Adoption Year)
- Used book in B condition –  $\frac{3}{4}$  of book price (Second Year)
- Used book in C condition –  $\frac{1}{2}$  of book price (Third Year)

Used book in D condition – ¼ of book price (Fourth Year or Older)

Deliberate damage such as marking on the edges of a book and/or tearing out or removing pages will be penalized by payment of the full price for a new book.

### **TITLE I ADMINISTRATION**

The Title I Administration Parental Program helps parents/guardians become more engaged with their child'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 Title I schools assist school-sites and 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 Title I schools can 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 Haitian-Creole.

#### ***PROGRAM COMPONENTS:***

M-DCPS Title I Parental Involvement Plan

\*Title I Program Parent Notification Letter

\*Title I School's Parental 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) I and II Community Partnership for Homeless (CPH)

Title I Migrant Education Program (MEP)

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

Title I Home Instruction for Parents of Preschool Youngsters (HIPPY) Program

#### **PARENT RESOURCE CENTERS**

School Site Parent Resource Center/School Site Parent Reception Area is located in our office and in the following location:

Title I Neighborhood Resource Center – North

7900 NW 27<sup>th</sup> Avenue, Suite F9

Miami, FL 33147

(Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South

5555 SW 93<sup>rd</sup> Avenue, Portable #3

Miami, FL 33165



(FDLRS South Site)

Should you need further information regarding the Title I Program, please speak with the Title I CIS or parent representative at the school site.

### **TOYS**

Students are not allowed to bring toys, candy, or gum of any kind to school. If found, it will be confiscated and returned only to the parent/guardian.

### **TRANSGENDER**

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

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

### **UNIFORMS**

Silver Bluff Elementary has a mandatory school uniform program. All students must wear the appropriate uniform daily. Shirts are to be tucked in and belt worn. Skirts/shorts must be at knee length. Hats and other items will not be allowed.

The School Board Policy 5511 addresses the student dress code. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom.

**Fridays (or the last day of the week) are School Spirit Days.** Therefore, your child may wear their Spirit Day T-shirt sold by the PTA with uniform bottom. Students participating in any school related field trips must wear their Spirit Day t-shirt. In addition, closed toe shoes must be worn daily.

School uniforms may be purchased at a store of your choice. It is important to note that wherever the parents decide to purchase the uniform from, the following standards must be observed:

#### **UNIFORM FOR STUDENTS IN PRE-K THROUGH FIFTH GRADES**

BOYS UNIFORM	COLOR	GIRLS UNIFORM	COLOR
Shorts and/or Pants	Navy Blue or Khaki	Shorts, Pants, Skorts,	Navy Blue or Khaki

		or Skirts Navy Blue	
Shirts (Polo style)	White or Navy Blue	Shirts (Polo style)	White or Navy Blue

Spirit Day t-shirts are mandatory for Field Trips and may be worn on Spirit Day (Fridays) – sold by PTA. Skirts/shorts must be at knee length. Logos are to be worn on polos.

- Closed toe shoes must be worn (sandals are not allowed)
- Shirts must be tucked in at all times.
- Pants will be belted at the waist and extend to the ankles. All pants must be size appropriate. Cargo pants, sweatpants, exercise pants, stretch pants, and jeans (of any color) are not permitted.
- Writing, designs, slogans or pictures of any kind are not permitted on jackets/sweaters. Wearing the hood while on campus is not permitted.
- All students will wear school, club, team, and other school sponsored T-Shirts on specified days only which have been approved by the principal or the principal's designee.

### **VERIFICATIONS OF RESIDENCY**

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

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

### **VISITORS/GUESTS TO SCHOOL**

For the safety and protection of all students and staff, visitors/guests (including parents) must always sign in and obtain a Visitor's pass from the school monitor at the main entrance lobby before proceeding to any areas of the school building. Parents are not permitted to go to their child's classroom unannounced during school hours, since visitors' dropping in disrupts normal routines and interrupts instruction. We appreciate your cooperation in providing a fine and safe learning environment for our children.

Miami-Dade County School Board Policy requires all visitors to report to the office before going into the building; this is for the students' and staff's safety. Please comply with this request as it is strictly enforced. All visitors must sign-in and wear a Visitor's Pass at all times while on school property. When leaving school grounds, parents and visitors must sign out and return the pass to the school monitor or school personnel in the main entrance lobby.

Visitors will observe the fire code regulation of the school and refrain from smoking. Animals/pets are not allowed on school grounds at any time. Service animals are permitted with the required documents provided.

## **VOLUNTEER PROGRAM**

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

### **Be a School Volunteer**

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

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

To Become a School Volunteer:

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

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

### **Steps to Managing Your Volunteer Hours**

Who Can Volunteer?

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

[Parents](#) Guardians, primary caregivers

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

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

## **WITHDRAWALS AND TRANSFERS**

A student who transfers from one school to another within the county must secure a transfer from the sending school before he/she can be admitted to our school Silver Bluff Elementary. Parents/guardians must apply in person for the transfer and must provide the following items as verification of a change in residence:

- Broker's or attorney's statement of parent's purchase of residence or properly executed lease agreement
- Current Florida Power and Light (FPL) bill or deposit receipt showing new address
- Properly executed lease agreement

If it becomes necessary to withdraw your child, please notify the school at least one day in advance. At that time, all necessary procedures will be explained. We must also make certain that all textbooks, library books, electronic devices, lunch accounts, and Before/After School Care and Community School Program fees are accounted for and that no money is owed prior to withdrawing your child.



# SILVER BLUFF ELEMENTARY

2609 SW 25<sup>th</sup> Avenue, Miami, FL 33133

Mayra Barreira, Principal  
Christina Garcia, Asst. Principal

August 2023

Dear Parents/Guardian:

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

You have the right to request the following information:

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

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

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

Sincerely,

A handwritten signature in blue ink that reads "M. Barreira".

Mayra Barreira



# SILVER BLUFF ELEMENTARY

2609 SW 25<sup>th</sup> Avenue, Miami, FL 33133

Mayra Barreira, Principal  
Christina Garcia, Asst. Principal

August 2022

Dear Parents and Guardians:

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

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.

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

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

I consider each and every parent/guardian a valuable partner of Miami-Dade County Public Schools and recognize that you share the same goal as all of our schools, which is to create a safe learning environment that promotes academic success. For this reason, we hope that you understand the importance of the District's expectations for student behavior, and the corrective strategies should misconduct occur.

Regards,

A handwritten signature in blue ink that reads "M. Barreira".

Mayra Barreira  
Principal



# Appendix A - School Calendar



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



JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
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	

SEPTEMBER 2023				
M	T	W	T	F
				1
		5	6	7
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 <sup>a</sup>
25	26	27	28	29

JANUARY 2024				
M	T	W	T	F
8	9	10	11	12
15	16	17	18	19 <sup>a</sup>
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 <sup>a</sup>
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10 <sup>a</sup>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

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

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

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



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

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

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

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

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

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

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

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

**View all School Board Policies at: [School Board Bylaws & Policies](#)**

### **Academics**

- [2235 - MUSIC, ART, AND PHYSICAL EDUCATION](#)
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- [2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION](#)
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- [2370.01 – VIRTUAL INSTRUCTION](#)
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- [2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION](#)
  - No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information.
  - Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

- 2417 – REPRODUCTIVE HEALTH AND DISEASE EDUCATION
  - The School Board shall provide comprehensive reproductive health and disease education to secondary students.
  - Parents will be notified in advance when the reproductive health and disease lessons will be taught in the classroom and encouraged to review the program content and instructional materials.
  - Parents may request that a student be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment; and the process for requesting such exemption. An appropriate alternative educational assignment will be provided for any student who receives an exemption.
  
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
  
- 2432 – DRIVER EDUCATION
  - The driver education program is designed for high school students who elect to participate in any of the available state approved driver education courses and that the purpose of the program is to introduce students to Florida driving laws/rules of the road and safe driving behavior.
  
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
  
- 2510 - INSTRUCTIONAL MATERIALS, SCHOOL LIBRARY/MEDIA CENTER, AND OTHER EDUCATIONAL MATERIALS
  - Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public and committees convened for such purposes must include parents of district students.
  - The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District. This list can be accessed at <http://im.dadeschools.net/>. Elementary schools shall maintain

a list of materials available at the school on the school website. Parents may object to instructional materials in accordance with District procedures.

- 2623 - [STUDENT ASSESSMENT](#)
  - Student assessment shall comply with the law and State Board of Education rules to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of the District.
  - State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be administered to all eligible students at the times designated by the State Board of Education.
  - Administrative procedures for test security and confidentiality of student results are in place to maintain the integrity of District and State assessments.
  
- [5410 - STUDENT PROGRESSION PLAN](#)
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

#### **Accident Reports/Incident Reports/School Safety**

- [1139 – EDUCATOR MISCONDUCT](#)
  - Within 24 hours after notification to the Superintendent or governing board chair of a charter school by a law enforcement agency that an employee has been arrested for a felony or misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.
  
- [3213 - STUDENT SUPERVISION AND WELFARE](#)
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.

- Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- Staff members shall provide proper instruction in safety matters.
- Any parent with a concern regarding the implementation of the provisions of F.S. 1001.42(8)(c) may file a written complaint with the principal of their child's school.
- [5540 - INVESTIGATIONS INVOLVING STUDENTS](#)
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- [5772 - WEAPONS](#)
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned or private vehicle.
- [7217 - WEAPONS](#)
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned or private vehicle.
- [8405 - SCHOOL SAFETY](#)
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a



school-related event or are on their way to and from school. Parents have the right to access SESIR data and to receive timely notification of threats, unlawful acts, and significant emergencies, certain arrests of employees. Student identification cards issued by the District to students in grades 6 through 12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines. Drills for active assailant and hostage situations shall be conducted at least as often as emergency drills and fire drills.

- [8410 – EMERGENCY MANAGEMENT, PREPAREDNESS, AND RESPONSE](#)
  - The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe emergency management and emergency preparedness procedures for District schools, in consultations with appropriate public safety agencies, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats, weapon-use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms (see Policy 8420.01); and exposure as a result of a manmade emergency; and that such emergencies are best met by preparedness and planning.
  - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.
- [FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM](#)
  - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFL has also been placed on each school site information page.

### **Admission, Registration and Immunization Requirements**

- [5112 - ENTRANCE REQUIREMENTS](#)
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - Original birth certificate
    - Verification of age and legal name

- Proof of a physical examination by an approved health care provider including a tuberculosis health clinical screening, appropriate follow-up, and a Florida Certificate of Immunization-680 Form
  - Verification of parent/legal current residence (address)
- Requires the registering parent to submit truthful and accurate information in accordance with current court orders related to parenting matters.
- The school shall abide by information provided by the parent who completes the initial registration documents or “registering parent”. Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Parents have the right to change the registering parent by agreement. Any subsequent change to the registering parent listed in the District’s student information system must be verified by both parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another District school. Any parent contesting the information on the initial registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an *Agreement to Change of Registering Parent Form* (FM-7600) at any time.
- 5114 - FOREIGN STUDENTS
  - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.
- 5320 – IMMUNIZATION
  - All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Student’s with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the District and those eligible to attend.
  - A student who has not completed the required immunization will not be admitted to school.
  - The Centers for Disease Control (CDC) also recommends students should receive an annual flu vaccine by the end of October, and all eligible students are encouraged to receive the COVID-19 vaccine including COVID-19 vaccine booster shots to help protect against the virus.

## **Animals on District Property**

- 8390 - ANIMALS ON DISTRICT PROPERTY
  - Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually



trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

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

## **Anti-Discrimination Policy**

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

- The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination and harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, which includes Title IX of the Education Amendments of 1972.
- This policy prohibits discrimination and harassment at locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

- **5517.01 – BULLYING AND HARASSMENT**

- The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- This policy is also incorporated by reference into the *Code of Student Conduct*, and supersedes any existing policy, guideline, or Board policy regarding bullying and harassment that may be inconsistent with this policy. These policies apply to all students in the District.

- This policy does not replace the District's current policy prohibiting harassment on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, and pregnancy.
- [5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS](#)
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - All complaints involving student to student harassment, except sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints of sexual harassment of a student will be investigated by the CRC Office with support from the school in accordance with the District's Title IX Sexual Harassment Manual. For more information, please contact CRC at (305) 995-1580 or visit <http://hrdadeschools.net/civilrights>.
  - This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

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

- [5200 – ATTENDANCE](#)
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
  - Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.
  - Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.
- [5225 - ABSENCES FOR RELIGIOUS HOLIDAYS](#)

- Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- [5230 - LATE ARRIVAL AND EARLY DISMISSAL](#)
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.
  - The registering parent –shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters.
- [8220 - SCHOOL DAY](#)
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## **Ceremonies & Observances**

- [8800 - RELIGIOUS CEREMONIES/OBSERVANCES AND MOMENT OF QUIET REFLECTION](#)
  - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program. The principal of each school shall require teachers in the first class period of the school day in all grades to set aside at least one (1) minute, but not more than two (2) minutes, daily, for moment of silence, during which time students may not interfere with other students'

participation. The amendments prohibit a teacher from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence and require each teacher in the first class period of the day to encourage parents and guardians to discuss the moment of silence with their children and make suggestions as to how their children can best use this time.

### **Class Size**

- [CLASS SIZE STATE STATUTE](#)
  - Florida citizens approved an amendment that set limits on the number of students in core academic classes in public schools. The amendment requires classes to be in compliance at the class level. However, pursuant to language passed by the 2013 Florida Legislature in [HB 7009](#) and subsequently approved by the Governor, amending [Florida Statute 1002.31](#), Public School Parental Choice, the calculation for compliance with class size limits pursuant to [Florida Statute 1003.03](#) for a school or program that is a public school of choice is measured by the average number of students at the school level.

### **Clinic**

- [5330 – STUDENT USE OF MEDICATIONS](#)
  - The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

### **Code of Student Conduct**

- [2451 - ALTERNATIVE SCHOOL PROGRAMS](#)
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- [5136.02 - SEXTING](#)
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. It is the District's mission to ensure the social,

physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.

- **5500 - STUDENT CONDUCT AND DISCIPLINE**

- Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The *Code of Student Conduct Elementary*, *Code of Student Conduct Secondary*, and the *Post-Secondary Code of Student Conduct*, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.
- The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for the maintenance of appropriate student behavior are issued by memorandum from District administration.
- The Superintendent shall make the Code of Student Conduct available to all students and their parents.

- **5511 - DRESS CODE AND SCHOOL UNIFORMS**

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

## **Digital Conversion/Social Media**

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

- The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users

include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

## **Equal Opportunity**

- [2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY](#)
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.
- [5111.01 - HOMELESS STUDENTS](#)
  - The District Project UP-START program serves children and youth who are identified as meeting the Federal definition of "homeless". Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education (FAPE) in public schools and preschool education programs in the same manner as all other District students.
  - Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the District's academic and extra-curricular activities for which they meet relevant eligibility criteria. To that end, homeless students shall not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness and shall remove barriers identifying homeless children and youth.

## **Fieldtrips/School Social Events**

- [2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS](#)
  - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
  - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is

under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

- [5850 - SCHOOL SOCIAL EVENTS](#)
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- [8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS](#)
  - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

### **Financial Obligations**

- [6152 - STUDENT FEES](#)
  - The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction.

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

- [8500 - FOOD SERVICES](#)
  - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- [8510 - WELLNESS POLICY](#)
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
  - The District Wellness Policy provides guidelines for food sold on campus for fund raising activities.
- [8531 - STUDENT MEALS](#)
  - All students will receive school meals (breakfast and lunch) at no charge during School Year 2023-2024 as the district will continue with the United States Department of Agriculture's Community Eligibility Provision.

### **Fundraising**



- 5830 – STUDENT FUNDRAISING

- Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
- No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.

- 6605 – CROWDFUNDING

- Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.

- 9211 – SCHOOL – ALLIED AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

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

## Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM

- The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.
- Vision, hearing, scoliosis, and growth and development screenings are conducted based on mandated grade levels. Screenings do not substitute a thorough examination in a medical providers office. Parents/guardians must provide the school with **written notification** if you **do not** want your child to participate in the screening program.

## **Homework**

- [2330 - HOMEWORK](#)
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. While homework should provide opportunities for students to reinforce what is taught in the classroom, the assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge. Homework assignments should engage students in purposeful, relevant learning that meets their academic needs, with assignments emphasizing quality and depth over length and repetition. Homework is not to be assigned as punishment.

## **Internship**

- [2424 - STUDENT INTERNSHIPS](#)
  - Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.

## **Parent Choice Student Transfers**

- [2431 - INTERSCHOLASTIC ATHLETICS](#)
  - The District's program of interscholastic athletics shall include all activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district. Middle school/K-8 center athletic teams may not play out-of-county or against out-of-county teams within the county. All students shall be permitted to select their own school team sports activities without duress or interference by any employee.
  - All high schools may become members of and be governed by the Florida High School Athletic Association (FHSA) rules and regulations.
- [5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE](#)
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- [5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT](#)
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to Magnet programs/schools that are subject to specific admissions requirements and governed by [School Board Policy 2370](#), Magnet Programs/Schools.

- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year. Controlled open enrollment transfers are subject to approval by the Region Superintendent.

## **Parent Involvement**

- [2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP](#)
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- [5780 – PARENTS’ BILL OF RIGHTS](#)
  - The Parents’ Bill of Rights contains information about School Board policies to support strong, continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. See also <https://parentsbillofrights.dadeschools.net/>.
- [9210 - PARENT ORGANIZATIONS](#)
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

- [8810 - THE AMERICAN FLAG AND OFFICIAL MOTTO OF THE STATE OF FLORIDA](#)
  - The Pledge of Allegiance shall be recited at the beginning of the day in every school.
  - A student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

## **Privacy**

- [2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION](#)

- Parents have the right to inspect, upon request, a survey or evaluation created by a third party, or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

### **Schools of Choice/Magnet Schools**

- [2370 - MAGNET PROGRAMS/SCHOOLS](#)
  - Magnet programs/schools expand school choice, address declining enrollment, reduce overcrowding, comply with Federal and State mandates, meet parent/student interests, enhance education quality, and foster diverse student enrollments. These unique educational programs operate within the District, with extra resources and services offered to students beyond a single attendance boundary area.

### **School Transportation/Bus Safety Conduct**

- [8600 – TRANSPORTATION](#)
  - Students living more than two miles from their home school will be eligible for District-provided bus transportation. Students who attend school out of their home school zone will not be eligible for District-provided transportation.

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

- [2260.01 SECTION 504 PROCEDURES FOR STUDENTS WITH DISABILITIES](#)
  - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.
- [2460 – EXCEPTIONAL STUDENT EDUCATION](#)
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures (SP &P).
- [FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION](#)
  - Parents who wish to request public-private collaboration in the educational setting should direct requests to the principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

## **Student Activities**

- [5845 - STUDENT ACTIVITIES](#)
  - All clubs and organizations approved by the principal to operate within the school must comply with this district policy. A student who wishes to represent the school through interscholastic competitions or performance must comply with the criteria set forth in policy.

## **Student Records/Access to Student Records**

- [8330 - STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS](#)
  - In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records.
  - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- [8350 - CONFIDENTIALITY](#)
  - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

## **Student Services**

- [2290 - CHARACTER EDUCATION](#)
  - The School Board shall assist all students in developing the core values and strength of character needed for them to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.
- [5530 - DRUG PREVENTION](#)
  - Schools shall strive to prevent drug abuse and help drug abusers through educational means.

- The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

## **Title I – Schoolwide Program**

- [2261 - TITLE I SERVICES](#)

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

## **Technology**

- [7540 – COMPUTER TECHNOLOGY AND NETWORKS](#)

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

- [7540.01 – TECHNOLOGY PRIVACY](#)

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

- [7540.06 – STUDENT ELECTRONIC MAIL](#)

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

their parents and any other individuals or groups issued District student e-mail accounts

### **Threat Assessments**

- [FLORIDA STATUTES, SECTION 1006.07\(7\)](#)
  - The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff and students.

### **Visitors**

- [9150 - SCHOOL VISITORS](#)
  - Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.
  - The principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual. A visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.

### **Volunteer Program**

- [2430.01 - SCHOOL VOLUNTEERS](#)
  - The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent or his/her designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.



## APPENDIX C – Parents’ Bill of Rights




# PARENTS’ BILL OF RIGHTS

## P arent Rights and Responsibilities Under Florida Statutes:

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

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

## APPENDIX D – FortifyFL



# FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

### QUICKLY AND EASILY SUBMIT A TIP

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

**Anonymous or Non-Anonymous**

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

**Convenient**


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

**Include Photos and Video**

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

### QUICKLY SEND TO AUTHORITIES

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



**Your School Officials**

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

**Local Law Enforcement**

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



**State-Level Officials**




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

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

## #FORTIFYFL

## GETFORTIFYFL.COM





FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org



## APPENDIX E – Discrimination/Harassment Poster and Policy

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

### DISCRIMINATION / HARASSMENT

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

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

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

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

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

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

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

**Office of Civil Rights Compliance (CRC)**  
 Executive Director/Title IX Coordinator  
 155 N.E. 15th Street, Suite P104E  
 Miami, Florida 33132  
 Phone: (305) 995-1580 TDD: (305) 995-2400  
 Email: [crc@ddadeschools.net](mailto:crc@ddadeschools.net)  
 Website: <https://www.hrdadeschools.net/civilrights/>

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

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

(Rev. 07/2020)

## Anti-Discrimination Policy

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

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

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

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

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

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

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

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

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

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

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

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

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

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

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

### In Addition:

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

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

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E  
Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://nrdadeschools.net/civilrights>

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