

SHENANDOAH MIDDLE SCHOOL MUSEUMS MAGNET

The logo is a circular emblem with a grey background. Inside the circle is a blue shield-like shape. The shield has a white stylized 'S' and 'M' on the left side. To the right of the shield are three wavy yellow lines. The text 'Shenandoah Middle School Museums Magnet' is written in a light blue font across the bottom of the shield.

PARENT/STUDENT HANDBOOK 2014-2015

**Mr. Humberto J. Miret
Principal**

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Lawrence S. Feldman, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Mr. Carlos L. Curbelo

Dr. Wilbert "Tee" Holloway

Dr. Martin Karp

Dr. Marta Pérez

Ms. Raquel A. Regalado

Julian La Faurie

Student Advisor

Mr. Alberto M. Carvalho
Superintendent of Schools

Mrs. Valtena G. Brown
Chief Operating Officer
School Operations



TABLE OF CONTENTS



District's Vision/Mission	3
Message from Principal	4
School's Vision/Mission Statement	5
School Information	6
Website	6
Feeder Pattern Schools	7
District/School Calendar	8-9
Important Dates	10
Testing	10
Interim Progress Reports	10
Report Cards	10
Activities	11
Clubs	11
Field-Trips and Special Activities	11
Parties in School	11
Athletics	11-12
Fundraisers	12
Attendance Policy	13
Excused Absences and Tardies	13
Unexcused Absences	13
School Hours	14
Bell Schedule	14
Early Sign Out	14
Late Arrival (Tardiness)	14
Supervision Before and After School	14
Cafeteria	15
Free Breakfast	15
Free/Reduced Lunch Program	15
Food Cost	15
PAYPAMS	15
Guidelines for Students During Lunch	15
Cell Phone	16
Clinic	16
Comprehensive Reading Plan	16
Confidential Information	16
Dress Code (Uniform Policy)	17
Emergency Contact Information	17
Financial Obligations	18
Grade Reporting	18
Academic Grades	18
Conduct	18
Grade Point Average	18
Home Learning/Make-up Assignments	18
Hall Passes	19

Health Screening	19
Immunizations	19
Insurance	19
Florida KidCare	20
Interim Progress Reports	20
Internet Use Policy	20
Lost and Found	20
Media Center	21
Out of Area Student Transfer	21
Outdoor Suspension	21
Parent Portal	22
Parent Teacher Student Association (PTSA)	23
Permanent Records	23
Procedure for Requesting Parent/Teacher Conference	23
School Center for Special Instructions (SCSI)	23
Safety and Security	23-24
Emergency Operations Plan	24
Accident Reports	24
Code Yellow/Code Red	24
Closing of School	24
Fire Drills	24
Student Rights and Responsibilities	24
Student Services	25
Textbooks and Financial Responsibilities	25
The Parent Academy	25
Title I	26
Title I Parents-Right to Know Letter	27
Transportation Eligibility	28
Visitors	28
Volunteer Program	28
Code of Student Conduct	29
Behaviors and Range of Corrective Strategies	30-34
Procedures for Addressing Concerns	35
Special Education	35-36

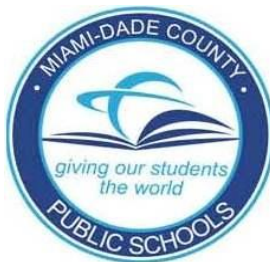
Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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



Message from the Principal

Welcome to Shenandoah Middle Museums Magnet School!

I wish to welcome each one of you to Shenandoah Middle Museums Magnet School for the 2014-2015 school year. Whether this is your first year or your last year here at Shenandoah, you are part of a long tradition of academic excellence and high standards. Here, at Shenandoah Middle, you will have the opportunity to succeed.

Students: Commit yourself to succeed in all endeavors academically and socially. Participate in extra-curricular activities and discover that learning and fun go together. Take pride in yourself and treat everyone with respect.

Parents Remain involved in all aspects of your child's education. Visit the school often, join the Parent Teacher Student Association (PTSA), communicate frequently with your child's teachers, and volunteer with various activities. Stay involved!

We are committed as a staff to provide a safe environment where all students will have the opportunity to become thoughtful, productive, and contributing members of society. We are here to help in any way possible. Success is a team effort and the team consists of students, parents, teachers, and staff.

Best wishes for a successful and happy school year.

Sincerely,

Humberto J. Miret, Principal

SHENANDOAH MIDDLE SCHOOL MUSEUMS MAGNET

Vision Statement

Shenandoah Middle School students can and will achieve educational standards when they are made to feel important, when they are expected to do well, when they are engaged in challenging and meaningful work, and when they are supported by a unified community of teachers and parents. Through our Museums Magnet Program, Shenandoah Middle students will combine the resources and collections of Miami-Dade's museums and cultural institutions to create innovative, multidisciplinary educational experiences for students, parents, and teachers. Our goal is to enable all students to be lifelong learners, productive workers, responsible citizens, and thoughtful participants in their families and global community.

Mission Statement

The Shenandoah Middle School stakeholders believe that students deserve a positive learning environment to nourish the growth and mastery of intellectual, social, cultural, and emotional skills. The improvement and enhancement of academic performance will be accomplished through programs that increase students' proficiency levels in reading, mathematics, science, social studies, humanities, and academic excellence. Additionally, our Museums Magnet Program strives to use the instructional strategies, founded in the humanities, to allow students to develop flexible and rigorous thinking skills based on individual experiences and interactions with object-based learning resources. We will continue to emphasize and increase the use of technology and the active support of community resources such as businesses, industries, universities, cultural partners, and parents to support our academic programs, thereby preparing students to enter post-secondary education and employment in the 21st Century.



School Information

SCHOOL DESCRIPTION

Shenandoah Middle School, established in 1926, is a historically rich building nestled between Little Havana and the City of Coral Gables. Shenandoah Middle School's ethnic composition of 94 percent Hispanic and 6 percent Asian, White, or African-American represents the rich cultural diversity of Miami-Dade County where many of the students are foreign born with roots in South America, Central America, and the Caribbean. The student population of 1,190 includes standard curriculum students, Exceptional Student Education students, and Limited English Proficiency students.

EMPHASIS ON EDUCATIONAL REFORM

Shenandoah Middle School provides educational services based on the Sunshine State Standards to students in grades six through eight. Instruction is provided in traditional classroom settings and in enhanced through computer-based activities in language arts, reading, and mathematics. In addition, the school has instituted an **Extended Foreign Language Program** whose goal is to develop bilingual, biliterate, and bicultural students who will be prepared to meet the challenges of the world of tomorrow. In 2005-2006, Shenandoah Middle School became a **Museums Magnet School**. This program includes partnerships with the Dade Heritage Trust Program, the Historical Museum of Southern Florida, the Lowe Art Museum, the Miami Art Museum, and the Wolfsonian-FIU Museum that link innovative curriculum to the resources and artifacts of each museum, creating living laboratories. Through ongoing visitations and project based learning, students are provided with unprecedented exposure to arts, culture, history, language arts, social studies, and sciences. In order to provide additional support for the District's Comprehensive Reading Plan, the school offers a reading elective to all students in grades six through eight and the Accelerated Reader Program and STAR Programs. School-to-home connections are fostered in the students' home language through newsletters and calendars designed to keep parents and students abreast of developments in the school's curriculum and in extra-curricular activities. During school and after school tutoring are provided for students in all grade levels. Teachers across the curriculum have been trained in and are implementing CRISS strategies in their classrooms. **Title I** funding is used to provide additional teachers and paraprofessionals for the classroom, to enhance the existing curriculum, to lower class sizes, to provide for additional reading and mathematics classes, for a reading specialist, and for a Community Involvement Specialist who visits the students' homes and meets with the parents regarding their children's attendance and overall progress in school. Additionally, the Community Involvement Specialist conducts monthly informational meetings during the year.

SCHOOL WEBSITE

<http://shenandoahms.org>

Feeder Pattern Schools

Elementary Schools

Citrus Grove Elementary
Kensington Park Elementary
Shenandoah Elementary

Middle Schools/K-8 Centers

Shenandoah Middle

Ada Merritt K-8 Center
Coral Way K-8 Center

Senior High Schools

Miami Senior High School
New World School of the Arts





MIAMI-DADE COUNTY PUBLIC SCHOOLS 2014-2015 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2014				
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	

August 2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2014				
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

November 2014				
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

December 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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

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

March 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

May 2015				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2015				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

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

	Recess Day
	Begin/End of Grading Period
	Secondary Early Release

Days in Grading Period

- 1-47
- 2-45
- 3-41
- 4-47

2014-15 School Year Calendar

2014

August 14-15	Teacher Planning Days; no students in school
August 18	First Day of School; Beginning first semester
September 1	Labor Day; holiday for students/employees
September 18	Teacher Planning Day; no students in school
October 9	Secondary Early Release Day
October 23	End of first grading period; first semester
October 24	Teacher Planning Day; no students in school
October 27	Begin second grading period; first semester
November 4	Teacher Planning Day; <i>Professional Development Day – Not available to opt</i>
November 11	Obs. of Veterans' Day; holiday for students/employees
November 27-28	Thanksgiving Holiday for students/employees
December 11	Secondary Early Release Day
December 22	Beginning of Winter Recess for students and employees



2015

January 2	End of Winter Recess for students
January 5	Students return to school
January 15	End first semester and second grading period
January 16	Teacher Planning Day; no students in school
January 19	Obs. Dr. Martin Luther King, Jr.'s Birthday; holiday for students/employees
January 20	Begin second semester; third grading period
February 5	Teacher Planning Day; <i>Professional Development Day – Not available to opt</i>
February 16	Secondary Early Release Day
February 17	All Presidents' Day; holiday for students/employees
March 19	Secondary Early Release Day
March 20	End of third grading period; second semester
March 23-27	Spring recess for students and all employees
March 30	Begins fourth grading period; second semester
April 3	Secondary Early Release Day
April 30	Teacher Planning Day; no students in school
May 25	Observance of Memorial Day; holiday for students/employees
June 4	Last Day of School for Students; End of fourth grading period
June 5	Teacher Planning Day; no students in school





2014-2015 Important Testing Dates

March 2 – 13	Florida Standards Assessments English Language Arts – Writing Component (Grades 6-8)
March 2 – April 3	Comprehensive English Language Learning Assessment (CELLA) Grades 6-8 – All Current ESOL Students
April 13 – May 8	Florida Comprehensive Assessment Test (FCAT 2.0): Science Grade 8
April 13 – May 8	Florida Standards Assessments (FSA): English Language and Mathematics Computer Based (CBT) (Grades 6-8)
April 20 – May 15	Florida Standards Assessments (FSA): Algebra 1 and Geometry Eligible Students (CBT)
April 20 – May 22	Florida Standards Assessments (FSA): Biology and Civics Eligible Students (CBT)



Important Dates

<u>INTERIM REPORT DISTRIBUTION</u>	<u>REPORT CARD DISTRIBUTION</u>
September 16-18, 2014	November 5, 2014
November 18-20, 2014	January 29, 2015
February 18-20, 2015	April 8, 2015
April 27-29, 2015	June 17, 2015

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.

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

Fieldtrips and Special Activities

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.



Parties in School

Birthday parties are not allowed.

Athletics

The Middle School Sports Athletic Program (MSAP) is designed to maximize opportunities for school and student participation in a variety of sports and events. Students should be encouraged to participate in activities that satisfy their needs for growth and development. The intramural program provides an opportunity for all students to become involved in team and individual competitions and special events within their school. The interscholastic program allows students who have demonstrated a higher level of proficiency to participate in competitions involving other schools.



Intramurals take place before or after school. No academic credit is awarded. Intramural competitions take place a minimum of two weeks prior to the beginning of interscholastic team practice. Intramurals then continue for an additional four weeks, for a total of six weeks per sport.

Selection of interscholastic teams is made from a school's intramural teams and is based upon student interest, athletic skills and age. To be eligible to participate, seventh and eighth grade students must have at least a **2.00 grade point average** for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final grades of the previous year determine eligibility. It is recommended that each school use a parent consent form to be turned in prior to student participation in athletic tryouts. It is also recommended that students be encouraged to purchase school insurance as a prerequisite for participation.



Participation in the MSAP is optional and a school may participate in any or all of the sports being offered. Shenandoah Middle School currently offers students the opportunity to join and compete in the following sports during the year: basketball (boys and girls), golf (boys and girls), soccer (boys and girls), softball (boys and girls), tennis (boys and girls), track and field (boys and girls), volleyball (boys and girls). Announcements will be made throughout the year as to when the sports will be starting.

Fundraisers – Board Policy 5830

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



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

Bringing Pets to School –

Students are not allowed to bring pets to school.



Attendance Policy

Board Policy 5200



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

Excused School and Class Absences and Tardies

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



Unexcused School Absence

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

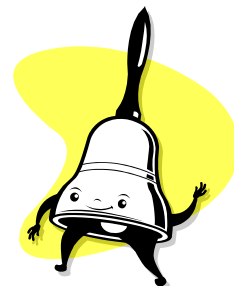
1. Absences due to vacations, personal services, local non-school event, program or sporting activity.
2. Absences due to older students providing day care services for siblings.
3. Absences due to illness of others.
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Bell Schedule

School Hours: School hours are from **8:35 a.m. to 3:05 p.m.**

Bell Schedule:

8:35	-	8:50	Homeroom
8:55	-	10:55	
11:00	-	1:10	Lunches
1:10	-	3:05	



Early Sign-out - Board Policy 5200



The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes (2:35 p.m.) of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness). ***Keep in mind that excessive (5 or more within a nine week period) absences from a particular period may result in a lower academic grade for that period.***

Late Arrival (Tardiness)

Students who are tardy to school must report to the Attendance Office to secure an admit to class slip. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.



Supervision Before/After School

The safety and well being of students is a priority at our school. There will be **NO SUPERVISION** available for students arriving early to school or leaving late from school. Student arrival and departure times should coincide as closely as possible with the opening and closing of school hours. A bell will ring at 8:30 a.m. for students to report to their classrooms. In addition, no student should remain on campus more than 15 minutes after the school day ends unless participating in a school sponsored activity. Our students' safety is our top priority. Please help us maintain the safety of your children.



Cafeteria



Free Breakfast

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

Free/Reduced Lunch Program

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



Food Cost

Breakfast: 7:30 a.m. – 8:25 a.m.

All Students	No charge
Adults	\$2.00

Lunch: 10:55 a.m. – 1:10 p.m.

Students	\$2.50
Reduced Price, Students	\$0.40
Adults	\$3.00

PAYPAMS

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

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

Guidelines for Students During Lunch

- Students are to report to the cafeteria in an orderly fashion as directed by teachers.
- Students are not to walk out of line to "meet up" with other classmates from different classes.
- After entering the cafeteria students are to follow the instructions of school personnel.
- Always be courteous to the cafeteria workers.
- The noise level must be controlled in order to have a proper and orderly environment during lunch. Students are not to yell in the cafeteria.
- Students are responsible for the trash dropped or left behind in their area.



Cell Phones

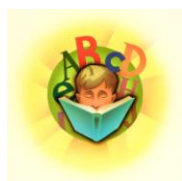


Possession of a cellular phone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cell phone which disrupts the educational process; the use of a cell phone during school hours; and the possession or use of a cell phone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC. Cell phones will be confiscated by school personnel if in use during school hours and returned only to a parent/guardian.

Clinic

Shenandoah Middle School does not have a clinic. If a student becomes ill or is injured while at school, he/she can go to the attendance office. It is extremely important that parents' emergency numbers are kept current; accidents or sudden illnesses can occur at school and emergency numbers are of the utmost importance.

Comprehensive Reading Plan



All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the language arts teacher. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

Confidential Information

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



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

Dress Code

Board Rule Board Policy 5511

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



SHENANDOAH MIDDLE SCHOOL IS A MANDATORY UNIFORM SCHOOL. UNIFORMS MUST BE WORN APPROPRIATELY EVERYDAY. The required uniform includes the following options:

- a. Polo shirts in black, purple, and/or gray with school monogram. Polo shirts will be sold by the Ibiley Uniform store.
- b. Navy blue, black, and/or khaki pants. (Pants may be bought at any store).

Students are to come to school with proper school attire at all times. When students wear items in an unusual fashion, the distraction in the class reduces the attention of the students in that class. Any articles of clothing with obscene or suggestive sayings, symbols, or pictures on them are considered inappropriate and will not be permitted in school. In addition, the following rules must also be adhered to:

- a. No shorts of any kind, leggings, stretch pants, or Capri pants may be worn.
- b. No jeans or jeans shorts.
- c. No hats may be worn in the building except for religious purposes.
- d. No clogs, thongs, sandals, or other shoes without backstraps or that expose the toes.

Violation of the uniform policy - We encourage students and parents to assist the school in complying with the uniform dress code policy. If a student is not appropriately dressed in the school uniform, he/she will be in violation of the Shenandoah Middle School uniform policy. A progressive discipline approach will be enforced to encourage full compliance. This is a summary of the uniform policy and cannot cover all aspects. If in doubt regarding any aspect of the uniform policy, please contact the school.

Emergency Contact Information



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

Financial Obligations



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

Grade Reporting



Academic Grades

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

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

Conduct

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

Grade Point Average

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

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

Homework /Make-Up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s). Homework assignments are meant to reinforce the daily and weekly objectives of the classroom. All subject areas are pertinent in the development of basic skills. Homework assignments can consist of teacher-made questions, chapter summations, long-range projects, research papers, problem-solving exercises, studying for quizzes/tests and other teacher-directed activities.



Hall Passes



Approximately five minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Security Monitors in the exercise of their duties and present your hall pass courteously when asked to do so. At no time is a student to be out of the classroom during class without an official Yellow Pass (one per student). Teachers are not to give verbal permission for a student to exit the classroom.

Health Screening

Tuberculosis Clinical Screening – Each students 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 school. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

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

Immunizations

Requirements for School Entry:

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3041 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.



Insurance

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

Florida KidCare - Child Insurance You can Afford!

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

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

Go to www.floridakidcare.org for enrollment procedures.

Interim Progress Reports

An "Interim Progress Report" will be issued to each student in the middle of each nine-week grading period to notify parents of student's academic status. Students must sign to acknowledge receipt of the information. Additionally, an "Unsatisfactory Progress" notice will be sent at any time a student's grades drops to unsatisfactory before the end of each grading period.

Internet Use Policy



Board Policy 7540.03

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

Lost and Found

The school cannot be responsible for lost or stolen student property. Do not bring large amounts of money to school; however, if you do need to bring money, pay for what you need early in the morning. Do not keep cash in backpacks or purses during the school day. Leave jewelry at home. **PURSES, WATCHES, GLASSES, BOOK BAGS, AND OTHER VALUABLES SHOULD NEVER BE LEFT UNATTENDED. WRITE YOUR NAME ON ALL ITEMS BROUGHT TO SCHOOL, INCLUDING COATS AND JACKETS.** Students who find lost articles are asked to take them to the attendance office. Lost articles that are not claimed in the attendance office within 30 days will be given to charitable organizations.

Media Center

The Library-Media Center is open Monday through Friday from 8:00 AM to 3:15 PM. Students may come before school to check-out books, read Periodicals or do research on the computers. If the student has a homework that needs to be printed, he/she should bring blank paper to print a limited amount of pages. Students may use the library during the school day but must have an official yellow hall pass signed by their teacher. Students may check-out up to two (2) books at a time for a period of two (2) weeks. Overdue book fees are not collected from students, but if students lose books, students must pay for them. Teachers will also schedule their class(es) to come check-out books or use the resources/computers during the school day. This year Shenandoah Middle will have a BOOK FAIR in OCTOBER and another one in the spring!



Out of Area Student Transfer

Board Policy 5131

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with 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, the parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

Outdoor Suspension

A student placed in outdoor suspension will receive an F for every class missed, unless work is made-up and turned in by the student according to the due dates assigned. The student is responsible for asking his/her teacher for missed work. The grades will then be averaged with all other grades from the regular period.

Parent Portal

Parent Portal



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

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

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

1

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

2

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

3

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

Parent Teacher Student Association (PTSA)



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

Permanent Records

(FYI - _from the Student Educational Records Manual)

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

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

Procedure for Requesting Parent/Teacher Conferences



We encourage a close line of communication between parents and teachers. You can request a return phone call from a teacher via main office or note given to student. When a conference with a teacher is necessary, parents are to contact the individual teacher for an appointment. If you wish a team conference, please make arrangements with the team leader.

School Center for Special Instruction (SCSI)

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

Safety and Security

The Emergency Operations Plan

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and

provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

Student Rights and Responsibilities

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



Student Services

Guidance and counseling services are provided by school guidance counselors at every PK-12 school. School guidance counselors assist students in the developmental acquisition of knowledge and skills that will help them reach their academic, personal/social, health and career/community potential. The ultimate goal of the program is for students to graduate with the competencies necessary to be able to make self-directed, realistic, and responsible decisions and to be successful contributors to society. School guidance counselors provide counseling and guidance services to individual students and groups of students. They also provide professional support to teachers, parents, and administrators through consultation and collaboration.

Request for students to see a counselor –

1. Obtain a “counselor request form” from the attendance office before or after school.
2. Fill in all the information and return it to the attendance office or to the Homeroom teacher.
3. The counselor will send for the student as soon as possible based on the request.
4. In an emergency situation, the student may ask his/her teacher for a pass to the guidance office.
5. Students are not allowed to go to the office between classes. Students must go to their class first and get a pass to go to the office.

Textbooks/Financial Responsibility



Textbooks are issued to students in all academic classes. The textbooks are the property of the school and are on loan to the students. Students are responsible for all textbooks issued to them. Textbooks must be neatly covered to avoid damage. **If a book is lost, damaged, or stolen, it must be paid for before another book can be issued.**

The Parent Academy

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

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

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

Title I Administration

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

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

The School Board of Miami-Dade County Bylaws & Policies, 2111-Parent Involvement-A Home-School-District Partnership M-DCPS Title I District-Level Parent Involvement Plan

*Title I Program Parent Notification Letter

*Title I School-Level Parent Involvement Plan

*Title I School-Parent Compact

Title I Annual Parent Meeting -- "Open House"

Title I District Advisory Council (DAC)

Title I Region Centers Parent Advisory Council (PAC)

Title I Homeless Assistance Centers (HAC) services

Title I Migrant Education Program (MEP)

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

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

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

PARENT RESOURCE CENTERS/AREAS:

School Site Parent Resource Centers/School Site Parent Reception Areas

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

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

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

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

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

Title I Parent's Right to Know Letter

August 18, 2014

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,

Humberto J. Miret

Principal

Transportation Eligibility

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

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

Visitors

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



Volunteer Program

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

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

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

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



Code of Student Conduct



Code of Student Conduct

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

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

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

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

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

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

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

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

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

BEHAVIORS

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

LEVEL I

Disruptive Behaviors

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



Special Notes

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

RANGE OF CORRECTIVE STRATEGIES

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

PLAN I

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

Special Notes

- ^{#3} Good faith attempt must be made immediately to contact parent/guardian by telephone.
- ^{#4} Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- ^{#5} When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II

BEHAVIORS

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

LEVEL II

Seriously Disruptive Behaviors

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

Special Notes

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

RANGE OF CORRECTIVE STRATEGIES

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

PLAN II

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

Special Notes

- #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #3 Written notice must be sent to the parent/guardian Within 24 hours via U.S. mail.
- #4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III

BEHAVIORS

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

LEVEL III

I. Offensive/Harmful Behaviors

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment) (See Special Notes ^{#1})
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)(See Special Notes ^{#2})
- Hazing (misdemeanor)
- Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Note ^{#3})
- Possession of simulated weapons
- Sexting (1) (see page 40)
- Sexual harassment (See Special Notes ^{#2})
- Trespassing
- Vandalism (major)

Special Notes

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

^{#1} Bullying infractions do not require a SPAR

^{#2} Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

^{#3} See Vital Alerts for the Policy p.41-42.

RANGE OF CORRECTIVE STRATEGIES

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

PLAN III

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

Special Notes

^{#4} Good faith attempt must be made immediately to contact parent/guardian by telephone.

^{#5} Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

^{#6} When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

BEHAVIORS

LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

LEVEL IV

Dangerous or Violent Behaviors

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering
- Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes ^{#1})
- Sexting (2) (See pages 41)
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

Special Notes

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

#1 See Vital Alerts for the Policy p.41-42.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** use the following strategies from **PLAN IV**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN IV

- Parent/guardian contact (See Special Notes ^{#2})
- Suspension from school for one to ten days (See Special Notes ^{#3})
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes ^{#4})
- Recommendation for alternative educational setting
- Recommendation for expulsion.

Special Notes

#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.

#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V

BEHAVIORS

LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.

LEVEL V

Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business(See Special Notes ^{#1})
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school(See Special Notes ^{#1})
- Sexting (3) Offense (See page 41)
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes ^{#1})

Special Notes

- All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).
 - The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
 - This level of infraction may result in an expulsion requiring School Board action.
- #1 Mandatory one year expulsion.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from **PLAN V**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN V

- Parent/guardian contact (See Special Notes ^{#2})
- Suspension from school for ten days (See Special Notes ^{#3})
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes ^{#4})
- Recommendation for expulsion

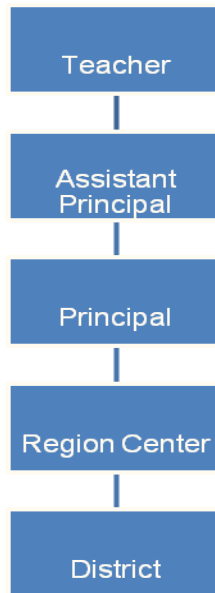
Special Notes

- #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.
- #3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- #4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

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

PROCEDURES FOR ADDRESSING CONCERNS

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



SPECIAL EDUCATION

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

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

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

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

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

The Individuals with Disabilities Education Act (IDEA) states that parents/guardians of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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

Revised: (07.14)

Política Antidiscriminatoria

Leyes Federales y del Estado de la Florida

La Junta Escolar del Condado de Miami-Dade se adhiere a una política antidiscriminatoria en el empleo y los programas/ actividades educacionales y se esfuerza de manera afirmativa por proporcionar oportunidades equitativas a todos según requieren las leyes siguientes.

El Título VI de la Ley de Derechos Civiles de 1964 – que prohíbe la discriminación fundada en la raza, el color de la piel, la religión o la nacionalidad.

El Título VII de la Ley de Derechos Civiles de 1964 según se ha enmendado – que prohíbe la discriminación en el empleo fundada en la raza, el color de la piel, la religión, el sexo o la nacionalidad.

El Título IX de las Enmiendas Educacionales de 1972 – prohíbe la discriminación fundada en el sexo.

La Ley de Discriminación en el Empleo por Causa de la Edad de 1967 (ADEA), según se ha enmendado - prohíbe la discriminación fundada en la edad con respecto a personas que tienen 40 años como mínimo.

La Ley de Igualdad en la Paga de 1963, según se ha enmendado, prohíbe la discriminación por sexo en el pago de salarios a las mujeres y los hombres que desempeñan sustancialmente las mismas tareas en el mismo establecimiento.

El Artículo 504 de la Ley de Rehabilitación de 1973—prohíbe la discriminación de las personas discapacitadas.

La Ley de Americanos con Discapacidades de 1990 (ADA) – prohíbe la discriminación de contra individuos con discapacidades en empleo, servicio público, ajustes y telecomunicaciones.

La Ley de Licencias por Motivos Familiares y Médicos de 1993 (FMLA) – exige que los empleadores cubiertos brinden a los empleados hasta 12 semanas de 'licencia' sin paga, con protección del empleo para empleados elegibles, por ciertos motivos familiares y médicos.

Ley de Discriminación por Embarazo de 1978, prohíbe la discriminación en el empleo fundada en el embarazo, el nacimiento de un hijo o las condiciones médicas relacionadas con los mismos.

La Ley de Equidad en la Educación de la Florida (FEEA) – prohíbe la discriminación de los estudiantes o empleados fundada en la raza, el sexo, la nacionalidad, el estado civil o la discapacidad.

La Ley de Derechos Civiles de la Florida de 1992 – garantiza a todos los individuos que estén dentro del estado se vean libres de discriminación fundada en la raza, color de la piel, religión, sexo, nacionalidad, edad, discapacidad edad, discapacidad o estado civil.

La Ley de Título II de no Discriminación por Información Genética de 2008 (GINA) – prohíbe la discriminación en contra de empleados o aspirantes fundada en la información genética.

La Ley de Acceso Equitativo para los Boy Scouts of America de 2002 – ninguna escuela pública debe negarse a ofrecer acceso equitativo o igualdad de oportunidades para que los grupos se reúnan en los edificios de las escuela o en las instalaciones escolares antes o después de las horas de clases, o que se discrimine contra cualquier grupo afiliado oficialmente con los Boy Scouts of America o cualquier otro grupo juvenil o comunitario listado en la Ley de Título 36 (como sociedad patriótica).

Los **veteranos** tienen derechos de reempleo en virtud de P.L. 93-508 (Ley Federal) y el Artículo 295.07 de los Estatutos de la Florida que estipulan preferencias categóricas para el empleo.

Además:

Las políticas de la Junta Escolar **1362, 3362, 4362 y 5517** – Prohíben el acoso y la discriminación contra los estudiantes, empleados o aspirantes a empleo fundado en el sexo, raza, color, etnia, nacionalidad, religión, estado civil, discapacidad, información genética, edad, creencias políticas, orientación sexual, género, identificación de género, antecedentes sociales y familiares, preferencias lingüísticas, embarazo o cualquier otra categoría prohibida por la ley. Además, también están prohibidas cualquier tipo de represalias por participar en una actividad que esté protegida por la ley.

Revised: (07.14)