MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK

LUDLAM ELEMENTARY SCHOOL

6639 SW 74TH STREET
SOUTH MIAMI, FL 33143
(305) 667 - 5551

SCHOOL OFFICE HOURS: MON – FRI 8:00 AM TO 4:00 PM

WEBSITE: HTTPS://LUDLAMELEMENTARY.NET

BEFORE SCHOOL CARE PROGRAM OPERATES FROM 7:00 AM TO 8:35 AM

AFTER SCHOOL CARE PROGRAM OPERATES FROM 2:05 PM TO 6:00 PM

Social Media Accounts

TWITTER: @LUDLAM_ELEM

INSTAGRAM: @ LUDLAM_ELEM

FACEBOOK.COM/LUDLAMELEM

Mrs. Laura Carrasco Perez, Principal

Mrs. Ebonie Battle-Williams, Assistant Principal

MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Ms. Mari Tere Rojas, Chair

Ms. Monica Colucci, Vice Chair

Mr. Roberto J. Alonso

Dr. Dorothy Bendross-Mindingall

Ms. Mary Blanco

Mr. Danny Espino

Mr. Joseph S. Geller

Ms. Luisa Santos

Student Advisor
Alejandro Duran

SUPERINTENDENT OF SCHOOLS
Dr. Jose L. Dotres

OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE
Dr. Michael A. Lewis
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
Monica Colucci, Vice Chair
Roberto J. Alonso
Dr. Dorothy Bendross-Mindingall
Mary Blanco
Danny Espino
Joseph S. Geller
Luisa Santos

August 1, 2026

Dear Parent/Guardian:

On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), welcome to the 2026–2027 school year. At M-DCPS, our purpose is clear: **when every student reaches their full potential, our entire community thrives.** Guided by this belief, we remain committed to providing every student with a world-class education in an "A"-rated school district where **Excellence, Choice, Innovation, and Safety** serve as the foundation for everything we do. Together with our families and community partners, we remain steadfast in our commitment to being the premier educational choice for every student and family we serve.

This Parent/Student Handbook outlines the major policies, procedures, and expectations that guide student life in our District. Please familiarize yourself and your child with its contents, as students are expected to conduct themselves in accordance with these guidelines. While we have made every effort to ensure this handbook contains up-to-date and accurate information, changes or updates may occur throughout the school year. In such cases, these revisions will be communicated to you promptly.

I hope you and your child will take full advantage of the many resources provided by M-DCPS. As a parent or guardian, you are a vital partner in your child's education, and we encourage you to actively participate in school and District functions. Please stay connected by downloading the M-DCPS mobile application and following us on social media (X: @mdcps, Facebook: Miami Schools, and Instagram: @miamischools). For more information regarding specific resources and activities at your child's school, please contact the school directly and ensure the staff has your most current contact information.

Thank you for your continued partnership and for entrusting us with your child's education. I wish you and your child a highly successful academic year.

Sincerely,

Dr. Jose L. Dotres
Superintendent of Schools

JLD:ga
L0043

Perla Tabares Hantman School Board Administration Building
1450 N.E. 2nd Avenue • Miami, Florida 33132
305-995-1000 • www.dadeschools.net

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Welcome to Ludlam Elementary School! It is an absolute honor to serve as Principal in this outstanding community.

Ludlam Elementary continues to work effortlessly by providing students with a world class educational program that focuses on tailored instruction to remediate, accelerate, and enrich student learning.

Communication amongst parents, students, teachers, and stakeholders is integral to the success of our students and school. Thus, I highly encourage every parent to join our PTA and become an active contributor to our school's mission.

Ludlam's longstanding legacy is a direct reflection of the high-quality instruction and educational integrity that our staff and families uphold day in and day out. Collectively, we can help all students reach their highest potential to guarantee that every student at Ludlam Elementary is a success story.

Welcome to Ludlam Elementary School, Home of the Dolphins!

Sincerely,

Laura Carrasco Perez, Principal

Hello, and welcome to our vibrant school community! I am delighted to be part of this incredible journey with our students, families, and dedicated staff.

At Ludlam Elementary, we believe in nurturing the whole child – academically, socially, and emotionally. Our mission is to provide a safe, engaging, and supportive environment where every student can thrive and reach their full potential. We are committed to fostering a love for learning and helping each child build a strong foundation for future success.

Our school is more than just a place to learn; it's a community where curiosity is encouraged, creativity is celebrated, and respect is practiced. We believe in the power of collaboration and are excited to work closely with parents, guardians, and community members to ensure that every student feels valued and supported.

As we embark on this school year, I encourage you to stay connected and involved. Your participation and feedback are vital to our continued growth and success. Please feel free to reach out with any questions or concerns – together, we can make this a fantastic year for our students.

Thank you for being part of the Ludlam Elementary School family. Here's to a wonderful school year ahead!

Kind regards,

Ebonie Battle-Williams, Assistant Principal

Ludlam Elementary School

Vision

Ludlam Elementary aims to provide a quality education where all students will reach their full potential within a caring, secure environment.

School Mission Statement

To provide all students with an excellent instructional program in which their individual needs are met by qualified teachers who utilize effective teaching practices for every student to be prepared to compete in a global society.

Walter H. Ludlam

Walter Ludlam was a pioneer settler during the early days of Miami's development. He was instrumental in leading his community to petition the construction of Ludlam Road. His influence in our city is evident through a church, post office branch, and Ludlam Elementary School that bear his name. His pioneering spirit and strong sense of family are qualities we should all strive to emulate.

Faculty Roster

Instructional Staff	
Pre-Kindergarten	Chica, Diana
Pre-Kindergarten	Diaz, Ashley
Pre-Kindergarten Para	Cunhill, Krysten
Kindergarten	Hajje, Ileana
First Grade	Zapata, Guiselle
First Grade	Chavez, Jessica
Second Grade	Agrelot, Haydee
Third Grade	Hatten, Marianne
Third Grade	Trigoso, Ashley
Fourth Grade	Garcia, Maite
Fourth Grade	Salgado, Carmen
Fifth Grade	Prieto, Susana
Fifth Grade Gifted	Sardinas, Catherine
ESE	Calzadilla, Katherine
ESE	Valbuena, Elizabeth
Art	Plot, Nina
PE	Aguililla, Alice
Music	Jimenez, Juan
Spanish	Valdes, Teresita
Office & Support Staff	
Guidance Counselor	Alvarez, Sonia
Sec/ Treasurer	De Juan, Johanna
Registrar	Canales, Susan
CIS	Fernandez, Sivis
Aftercare	Cunill, Krysten
School Clerk	Diaz, Jena
Cafeteria	Ruiz, Lyzette
Cafeteria	Gonzalez, Yolaine
Cafeteria	Green, Felicia
One/One Para	Ramos, Iliana
Custodial	
Head Custodian	Fernandez, Juan
Lead Custodian	Torres, Felix
Custodian	Pulido, Jose

Feeder Pattern Schools

Elementary Schools	Middle Schools	Senior High School
Coral Terrace Elementary	West Miami Middle	South Miami Senior
David Fairchild Elementary	South Miami Middle	
Emerson Elementary	South Miami K-8	
Flagami Elementary		
Ludlam Elementary		
Sylvania Heights Elementary		

School Information

- ***Bell Schedule***

8:10 A.M.	Pre-K, Kindergarten, and 1st Grade students picked up by teachers
8:20 A.M.	Tardy bell for Pre-K, Kindergarten, and 1st Grade students
8:25 A.M	2nd, 3rd, 4th, and 5th Grade students picked up by teachers
8:35 A.M.	Tardy Bell for 2nd, 3rd, 4th, and 5th Grade students
1:50 P.M.	Monday through Friday: Dismissal for Pre-K, Kindergarten, and 1st Grade students
1:50 P.M.	**Wednesdays: School-wide Dismissal (Pre-K – 5)**
3:05 P.M.	Monday, Tuesday, Thursday, Friday: Dismissal for 2nd, 3rd, 4th, and 5th Grade

- ***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).

- ***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, and/or parent conference.

- ***Lost and Found School Policy***
  Students should take any found items of clothing to the school office. If something is lost, be sure to check at the office and claim your possession. Mark all personal items brought to school with the student's name for easy identification. Unclaimed articles are donated to needy organizations twice during the school year.

- ***Opening and Closing Hours of Schools***

  Pre-Kindergarten, Kindergarten, and First Grade:
  Monday – Friday 8:20 a.m. – 1:50 p.m.

  Second, Third, Fourth, and Fifth Grade:
  Monday, Tuesday, Thursday and Friday 8:35 a.m. – 3:05 p.m.

Wednesday 8:35 a.m. – 1:50 p.m. (Early Dismissal)

Important Dates

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

School Level	Window Period	School Date
Middle Schools/K-8 Center: Grades 6-8 (**only**) if needed based on school choice	August 31, 2026	Wednesday, August 26, 2026

- ***Interim Progress Report & Report Card Distribution***

Grading Period	Interim Progress Report Distribution	Report Card Available In the Portal No Later Than
1	September 18, 2026	October 23, 2026
2	November 20, 2026	January 22, 2027
3	February 19, 2027	April 2, 2027
4	May 8 , 2027	June 10, 2027

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 Statues, State Board of Education Rules, and Policies established by The School Board of Miami-Dade County.

Alumni305 – Did you attend a Miami-Dade County public school during your K-12 education? If yes, we want you to be part of Alumni305, a new way to connect with your former classmates and support your alma mater. Visit mdcpsalumni.dadeschools.net and sign up.

Before/After School Care Program & Middle School Enrichment After School Program
For those parents considering going back to work and/or are presently working, Miami-Dade County Public Schools will offer After School programs on school days. M-DCPS offers low-cost Before and After School Care programs that serve Elementary, K-8 Center, and select Middle School students. Each of these programs are staffed with state certified instructors, program managers, or activity leaders who are all prepared to enrich and expand the after-school experience of the students they serve.

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 but are only offered as needed. Parents should check with their child's school for specific program 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. Before-school care programs provide supervised, quiet activities for students.

Bring Your Own Device (BYOD)

Bring Your Own Device allows students, parents, staff, and guests to utilize technology devices at specified times during the instructional day to enhance the learning experience, subject to requirements set out in the District's Network Security Standards. Examples of the types of technology which can be used are Windows laptops/tablets,
Mac laptops, Android tablets, and iPads. More information about the BYOD program as well as minimum device specifications for those that are considering purchasing a device can be found at https://digital.dadeschools.net

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. 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 District Crisis Tea. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:00 a.m. - 4:00 p.m., Monday through Friday. Students and parents may also report bullying through our District's 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.

Clinic

The clinic will be open daily and will service all students from PreK-5th grade. The clinic will provide students with first aide as necessary. If your child needs specific medication at the school, please make an appointment in our main office to attain necessary medical forms. Please remember students are NOT allowed to carry medications to school. All medications must be properly stored at the school clinic with approved doctor medical forms.

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

The School Board of Miami-Dade County, Florida, has adopted the Code of Student Conduct (COSC) to help ensure a safe, supportive, and positive learning environment for all students, employees, and members of the school community.

The Code of Student Conduct promotes a positive school climate that supports academic success, fairness, civility, respect, and responsible citizenship. It outlines the roles and responsibilities of students, parents/guardians, and schools while emphasizing core values, appropriate student behavior, student rights and responsibilities, and procedures for addressing misconduct. Miami-Dade County Public Schools is committed to helping students learn from their

mistakes and make positive choices, Teachers, counselors, and administrators use a variety of age-appropriate corrective and guidance strategies growth. Differences in students' ages and levels of maturity are considered when determining appropriate interventions and disciplinary responses. The Code of Student Conduct applies to all students in K-12 schools. It is in effect while students are on school grounds, riding school transportation, participating in school-sponsored activities, field trips, athletic events, and any other school-related functions where school administrators have responsibility for student supervision

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, or when the student's off-campus conduct has a substantial adverse impact on the educational environment requiring disciplinary action.

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/guardians 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 visiting https://codeofconduct.dadeschools.net 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.

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.

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 the Division of Student Services, at 305-816-0436.

Discrimination/Harassment

The School Board has a prohibition against discrimination and harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sex, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law. 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 or pervasive. For more information, please contact CRC at (305) 995-1580 or visithttps://tinyurl.com/MDCPS-CRC .

The School Board has also adopted a policy Against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical hurt or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly. You may also contact the Bullying/Harassment Helpline, staffed by the Division of Student Services Crisis Team. They can be reached at 305-995-CARE (2273). The Helpline is staffed from 7:00 a.m. – 4:00 p.m., Monday through Friday.

Dismissal

- ***Bicycles/Skateboards***

  It is the parent's responsibility to judge if a child can ride a bicycle to school safely. Bicycles are never to be ridden on school grounds.

  If your child rides a bicycle to school, he/she should know and practice bicycle safety rules. All bicycles should be securely locked. There is no way for us to watch the bicycle and loss or theft may occur. Please register your child's bicycle and keep the serial number in hand. Remember helmets are required for safety when riding bicycles. Remind children not to ride their bikes on campus or walk through the teacher's parking lot.

- ***Rainy Day Dismissal***

  It is important that you plan with your child regarding procedures to follow during inclement weather at dismissal time. Please be sure that your child clearly understands your guidelines regarding school dismissal on a rainy day. The Rainy-Day Dismissal Plan form will be disseminated to all students for completion. Parents/guardians are to return the completed form to your child's teacher on the next school day. This will be of great assistance to teachers at dismissal time. If the condition of the inclement weather is unsafe for dismissal, the administrators will determine the school to be in an emergency status, and teachers will be instructed to keep all students in the classrooms until the weather improves permitting for a safe dismissal. When the administration determines that it is safe to dismiss students, teachers will adhere to the instructions provided by you on the Rainy-Day Dismissal Plan. Students waiting for pick-up by a parent/guardian will be escorted to

the cafeteria. Students will be released to the adults listed on the Student Data Card. Adult supervision will be provided for a period not to exceed 30 minutes after official dismissal time.

- ***Student Drop-Off Pick-up***
-

Parents who transport their children to school must drop them off in front of the school. The school doors open at 7:45 am. Please DO NOT drop off students before this time. There is no supervision of students before 7:45 am. Parents must drive up to the drop-off zone and remain inside their cars. Parents are not to park the cars and walk students inside as this will stop traffic flow. Vehicles parked in the loading areas in front of the school may be subject to citation by local law enforcement.

- Pre-Kindergarten, Kindergarten, 1st students will be supervised in the cafeteria. Students in grades 2nd-5th will be supervised in the media center. Students are to sit in designated areas and engage in a reading activity.
- Adult supervision is provided promptly at 7:45 a.m. each morning. There is NO adult supervision before 7:45 a.m. For the safety of students, DO NOT drop your child(ren) off before 7:45 a.m. unless they are enrolled in the fee-based Before School Care program.
- By 8:10 a.m. (Pk-1) / 8:25 a.m. (2-5), teachers pick up students from the cafeteria or the media center. Students will NOT be permitted in the halls or classrooms prior to 8:10 a.m.
- School personnel will supervise the meal programs at the school. Students are to be dropped off at the main entrance of the school. Parents are not allowed inside the school campus during drop off.
- Students dropped off prior to 7:45 a.m. must be officially enrolled in the Before School Care Program. Supervision is not available prior to 7:45 a.m.
- Teachers are scheduled to be on duty at 8:05 a.m. (Pk-1) / 8:20 a.m. (2-5). Although many teachers come earlier, this time is utilized to prepare materials and activities for the day. All students will be escorted to the assigned classroom by the teacher beginning at 8:10 a.m. (Pk1) / 8:25 a.m. (2-5). Parents may not walk their child into the classroom. School safety is a collaborative effort and can best be ensured by limiting traffic in our corridors to students and school personnel.

Early Dismissal

Including in the case of divorced, separated or unmarried parents, 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.

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.

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 signed by the registering parent and then returned to the school. 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 student's parent(s) and 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 and name individuals who are authorized or unauthorized to pick up a 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 on the Emergency Student Data Form by the registering parent. 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. Any parent contesting the information provided in the Emergency Student Data Form by another parent may seek assistance from the court governing their parenting matters to compel the registering parent to revise the information. 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.

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 change in placement or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

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 states 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. 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 https://ese2.dadeschools.net/#!/fullWidth/5649.

Fieldtrips
All fieldtrips must be approved by the principal and/or Region Superintendent, as applicable. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance.

Homework
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).

Instructional Materials
Parents who would like to express concerns regarding any educational/library materials may file on objection regarding non-adopted instructional and library/media center and other educational materials by visiting the Instructional Materials link under the parent tab at their school's website or by clicking on the Instructional Materials link on the Dadeschools website.

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. Schools have a responsibility to provide a safe and nondiscriminatory environment where all students can learn. 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 access to all aspects of school life.

M-DCPS Partners Program
Since its inception in 1978, thousands of entities have formed partnerships with our district and schools. Together, these partners continue to share their expertise and valuable resources to

support our students and schools. Are you a small business owner or work for an employer who would like to support our school and be part of this program? If yes, please contact our school's MDPCS Partner Liaison, (insert name) at (insert phone and email address) to discuss how we can form a two-way partnership.

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 for details on menus, meal benefits, prices, programs, and services.

- ***Meal Program Information***
  A school meal program flyer with information for parents will be posted on nutrition.dadeschools.net and on each school's website.

- ***Meal Prices***

Breakfast	Lunch
All Students No Charge	Free-eligible — NO CHARGE Reduced-eligible — $0.40 Paid-$4.20
Adults $ 3.50	Adults $ 5.50

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

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://mdcpsmentalhealthservices.net/ .

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.

Miami-Dade County Public Schools Family Engagement Office's Parent Academy

The Miami-Dade County Public Schools (M-DCPS) Family Engagement Office's Parent Academy operates with the core mission of empowering parents through information, aligned with the goals of the Every Student Succeeds Act (ESSA). By collaborating with district offices, the Parent Academy offers comprehensive training programs that equip parents to become effective advocates and active partners in the educational decision-making process. These sessions cover a wide array of vital topics, including academic expectations, student progression requirements, parental rights, district programs, and technologies available to students. To ensure these resources are accessible to the county's diverse population, all training is offered in English, Spanish, and Haitian Creole through both virtual platforms and in-person sessions.

For families joining the district for the first time, M-DCPS ensures a seamless transition by providing access to the *M-DCPS Parent Academy Resource Guide for Families*. This essential document, which is regularly updated with additional resources, is distributed during the initial registration process at local school sites and remains available online via ParentAcademyMiami.com or can be access via the school district Federal and State Compliance Office website at attendanceservices.dadeschools.net under *Student Registration Requirements*. Committed to the long-term success of every student, the Office of Family Engagement provides this guide as a foundational tool to help new families navigate the public school system and explore the many opportunities available to support their children's success in the classroom and beyond.

Newsletters

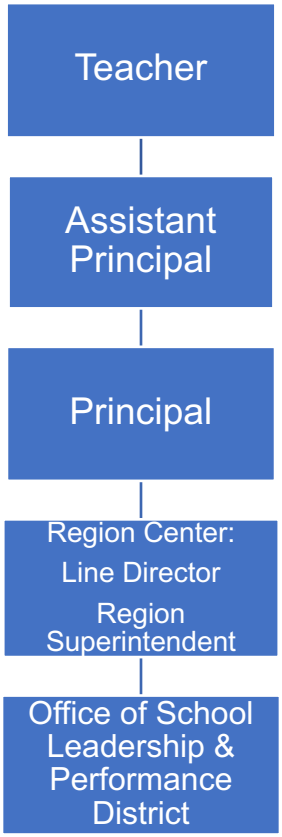
- **Connection Newsletter**
  M-DCPS Office of Communications publishes a monthly newsletter dedicated to M-DCPS parents. Please visit https://news.dadeschools.net/newsletter/042722/ where you can find the latest issue as well as archived issues from the previous year.

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. Specifically, for VPK, parents can visit the Parent Portal and apply for any available VPK program with open seats through the SchoolMint application. 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. Parents may also access information at mdcpsearlychildhood.net or ESE.dadeschools.net. For information on Pre-K ESE Programs, parents should contact 305-271-5701 or visit prekese.dadeschools.net to learn more about programming for children with disabilities. Families should also feel welcome to reach out to us at ESE@dadeschools.net with questions and concerns.

Protocol for Addressing Parental Concerns

Parents may generally address their complaints or concerns to the school administration, which may be followed by Region and District department review as deemed appropriate. For issues involving an individual teacher or class, parent/guardian should contact the following individuals starting at the school 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 grade 5, so that there are at least 20 consecutive minutes of free-play recess per day.

Safety and Security

- ***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(16). All occupants of a building where an emergency drill is held are required to participate. One active assailant drill must take place within the first 10 days of the opening of schools, whereas all remaining drills must occur at least once every 4 nine (9) week reporting period. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the District Emergency Operations Plan (EOP) and shall include developmentally appropriate and age-appropriate procedures.

- ***Emergency Operations Plan***
  Student and employee safety is an utmost priority of the Miami-Dade County Public School (M-DCPS) System. The EOP was created to provide District staff, school administration and personnel with the 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, and 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
    - Students will not be released during a lockdown. If you need to pick up your child 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 trained on the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

- ***Fire Drills (Evacuation 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 using - 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.

- ***Standard Response Protocol***
  Miami-Dade County Public Schools adopted the Standard Response Protocol and uses the Standard Response Protocol (SRP) to communicate during emergencies or critical incidents. The SRP is a set of five actions using clear common language that everyone in our school, including students and staff, follow in case of an emergency or critical incident. These actions are HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. Refer to the Appendix to access the SRP Parent/Guardian flyer (Appendix "F"). In addition, parents/guardians can also access the SRP flyer in the parent portal.

- **Behavioral Threat Management**
  Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat management overseen by a District Threat Management Coordinator. Schools must establish School-Based Threat Management Teams 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 management and disciplinary procedures are separate processes. Regardless of whether a threat is determined to low, medium and high, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

- ***Visitors***
  Students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome to visit a school, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. All visitors must first register with security at the main entrance, sign-in, 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.

School Activities/Clubs
All School Activities, clubs, and organizations must be approved by the principal and conform to the School Board 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 noncurricular-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, noncurricular-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurricular-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

- ***Ludlam Clubs***
  - Chess
  - Cheerleading
  - Future Educators of America
  - Safety Patrols
  - STEAM
  - Environmental Club
  - Robotics

School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an interim alternative educational setting to suspension from school. SCSI is designed to provide strategies and resources to students focused on learning new behavior skills. When misconduct in a class result in an assignment to SCSI, the student should be reassigned from only the class in which the misconduct occurred. Continued misconduct can result in the reassignment from all classes.

School Class Picture Process

School class picture monies are not 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 Transportation

Miami-Dade County Public Schools will transport approximately 42,000 students a day this school year, using a fleet of 1008 buses on 750 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.

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.

School 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.

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* not as a VISITOR to track your hours of service.

You can manage your volunteer hours by using the **Hours** tab on the Volunteer Portal in Raptor to view the history of the hours you have volunteered. You can also view the volunteer activities and total time you have volunteered in the **My Hours History** workspace.

If you need to add or modify your hours, please contact the School Volunteer Liaison, (*Insert Name) at (Insert Email)*

Who Can Volunteer?

- Students- M-DCPS students; college/university students charter/private school students
- Parents - Guardians, primary caregivers
- Employees - Administrators, teachers, and staff of M-DCPS;

- Community Members and Organizations - businesses, retirees, local organizers, community and faith-based organizations, alumni, and college students

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

Wireless Communication Device (WCD) Use Policy
In accordance with state law, students in elementary and middle schools (grades pre-kindergarten – 8th) are not permitted to use or display personal wireless communication devices during the school day unless an exception applies. High School students (grades 9th – 12th) may display and use their personal wireless communication device during the school day, but may not use their personal device during instructional time unless expressly directed by a teacher solely for educational purposes.

The school is not responsible if a student's wireless communication or any electronic device or personal device is lost or stolen. For information about exceptions to the wireless communication device rules, parents may refer to School Board Policy 7540.03 – Student Responsible Use of Technology, Social Media, and District Network Systems & Internet Safety**,** and the applicable Code of Student Conduct.

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.

APPENDIX A – School Calendars

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2026-2027 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

JULY 2026				
M	T	W	T	F
		1	2	~~3~~
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2026				
M	T	W	T	F
3	4	5	6	7
(10)	(11)	(12)	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2026				
M	T	W	T	F
	1	2	3	4
~~7~~	8	9	10	11
14	15	16	17	18
(21)[a]	22	23	24	25
28	29	30		

OCTOBER 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026				
M	T	W	T	F
2	3	4	5	6
9	10	~~11~~	12	13
16	17	18	19	20
~~23~~	~~24~~	~~25~~	~~26~~	~~27~~
30				

DECEMBER 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)[a]
~~21~~	~~22~~	~~23~~	~~24~~	~~25~~
~~28~~	~~29~~	~~30~~	~~31~~	

JANUARY 2027				
M	T	W	T	F
				~~1~~
4	5	6	7	8
11	12	13	14	(15)[a]
~~18~~	19	20	21	22
25	26	27	28	29

FEBRUARY 2027				
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

MARCH 2027				
M	T	W	T	F
1	2	3	4	5
8	9	(10)[a]	11	12
15	16	17	18	19
~~22~~	~~23~~	~~24~~	~~25~~	~~26~~
(29)[a]	30	31		

APRIL 2027				
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

MAY 2027				
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~~				

JUNE 2027				
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		

New Teachers Report
Teacher Planning Day
District-wide Professional Learning Day
[a] Teacher Planning Day available to opt
Recess Day (10 and 11.5 month)

Recess Day
Beg/End of Grading Period
Legal Holiday
Legal Holiday (12-month)
○ Available to opt

DAYS IN GRADING PERIOD
1 - 45
2 - 46
3 - 42
4 - 47

180 Days Total

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2026-2027 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

August 10, 2026	Teacher planning day; not available to opt; no students in school
August 11	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 12	Teacher planning day; not available to opt; no students in school
August 13	First day of school; begin first semester
September 7	Labor Day; holiday for students and employees
September 21 *+#	Teacher planning day; no students in school, available to opt
October 16	End of first grading period; first semester
October 19	Beginning of second grading period; first semester
November 3	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 23-25	Recess Days (10-month and 11.5-month employees only)
November 26	Thanksgiving; Board-approved holiday for students and employees
November 27	Recess Day for students and employees
December 18*+#	Teacher planning day; no students in school, available to opt
December 21 – January 1, 2027	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 14	End of second grading period; first semester
January 15 *+#	Teacher planning day; no students in school, available to opt
January 18	Dr. Martin Luther King, Jr.'s birthday; holiday for students and employees
January 19	Beginning of third grading period; second semester
February 15	All Presidents Day; holiday for students and employees
March 10 *+#	Teacher planning day; no students in school, available to opt
March 19	End of third grading period; second semester
March 22-26	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 29 *+#	Teacher planning day; no students in school, available to opt
March 30	Beginning of fourth grading period; second semester
May 31	Memorial Day; holiday for students and employees
June 3	Last day of school; end fourth grading period; second semester
June 4	Teacher planning day; not available to opt; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 3, 2026	June 4, 2027
Assistant Principals and 10-month clerical	August 3, 2026	June 11, 2027
Cafeteria Managers	August 5, 2026	June 4, 2027
Satellite Assistants	August 7, 2026	June 3, 2027
All Instructional Staff, Paraprofessionals & Security	August 10, 2026	June 4, 2027
Assistant to Cafeteria Managers/MAT Specialists	August 11, 2026	June 3, 2027
Cafeteria Workers (part-time)	August 13, 2026	June 3, 2027

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 6, 7, 2026, or June 7, 8, 2027, in lieu of any one or two of the following days: September 21, 2026, December 18, 2026, January 15, 2027, March 10, 2027, and March 29, 2027. August 11, 2026, and November 3, 2026, are District-wide Professional Learning Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days June 7, 8, 2027, in lieu of any one or two of the following days: September 21, 2026, December 18, 2026, January 15, 2027, March 10, 2027, and March 29, 2027. August 11, 2026, and November 3, 2026, are District-wide Professional Learning Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, July 30, 31, 2026 or June 14, 15, 2027, in lieu of any one or two of the following days: September 21, 2026, December 18, 2026, January 15, 2027, March 10, 2027, and March 29, 2027. August 11, 2026, and November 3, 2026, are District-wide Professional Learning Days and are not available to opt.

APPENDIX B – Florida Statues 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. Physical education provides students the opportunity to attain their optimal of fitness while participating in a carefully planned program of physical activities. Through participation, students develop interest and skills that promote and encourage lifetime fitness while stimulating brain functions that enhance academic achievement.

- 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 accesses 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.

- 8141 – MANDATORY REPORTING OF MISCONDUCT BY EMPLOYEES
  - III. Parental Notification of Alleged Misconduct
    - Within thirty (30) days of the date on which the District learns of misconduct by instructional personnel, educational support employees, and school administrators that affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, lewd conduct with a student, or any conduct that would result in disqualification from educator certification or employment as provided in F.S. 1012.315 the parent of a student who was subjected to or affected by such misconduct shall receive written notification informing the parent.

- 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. Emergency drills for active assailant and other emergencies shall be conducted at least once every nine (9) week reporting period.

- 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.
  - Florida Statute 943.082 states that if, following an investigation, it is determined that a person knowingly submitted a false tip through FortifyFL, the Internet protocol (IP) address of the device on which the tip was submitted will be provided to law enforcement agencies for further investigation, and the reporting party may be subject to criminal penalties under s. 837.05. In all other circumstances, unless the reporting party has chosen to disclose his or her identity, the report will remain anonymous.

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 if required, and a Florida Certificate of Immunization, DH-680 Form
  - Verification of parent/legal guardian 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. 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). Students with a documented history of the varicella (chicken pox) disease by a medical provider on the Florida Certificate of Immunization DH-680 Form 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 Board will enforce its prohibition against discrimination and harassment based on age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sex, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination and harassment, including discrimination and harassment prohibited by 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 age, citizenship status, color, disability, ethnic or national origin, Family Medical Leave Act (FMLA), gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sex, sexual harassment, sexual orientation, social/family background, and any other basis prohibited by law.

- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS
  - This policy provides the steps for individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their principal. Additionally, they may report complaints of discriminatory or harassing conduct to the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - All complaints involving student-on-student harassment will be first investigated at the school site. If such complaints are made directly to a District office, the Region Office, or the CRC Office, they will be referred to the school site for the initial investigation. For more information on discrimination and harassment based on the protected categories, please contact CRC at (305) 995-1580 or visit http://tinyurl.com/MDCPS-CRC.

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 within three (3) schools days upon the return to school. 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. A student is in attendance for a full school day if the student is actually present for at least two (2) hours of the school day, is engaged in an approved, school-sponsored educational activity which constitutes a part of the instructional program for the student, or is participating in pre-approved extra-curricular activities.
    - 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. Prior to the administration of any prescribed medication by the school nurse or school staff, the student's parent shall provide to the Principal written medication authorization signed by the child's medical provider.

Code of Student Conduct

- 2455 - DROPOUT PREVENTION AND ACADEMIC INTERVENTION PROGRAMS
  - The Superintendent may provide dropout prevention and academic intervention programs for students who, in the opinion of the Superintendent, will benefit from such programs. Participation in a dropout prevention and academic intervention 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.

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.

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.

Fieldtrips/School Social Events

- 2340 - FIELD 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.
  - Field trips also include 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 TRIPS

- Regular or special-purpose school vehicles shall be used for transportation on field 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 AND PHYSICAL EDUCATION 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
  - Miami-Dade County Public Schools participates in the National School Lunch and Breakfast Program and offers healthy meals every day. For the 2026-2027 School Year, M-DCPS will implement a hybrid model combining CEP alongside traditional free and reduced meal applications.

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 Services

- 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 their child's health, identify 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 (Body Mass Index) 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.

- 2410.01 MENTAL HEALTH SERVICES
  - In accordance with F.S. 1006.041, the School Board will implement a school-based mental health assistance program that includes training classroom teachers and other school staff in detecting and responding to mental health issues and connecting children, youth, and families who may experience behavioral issues with appropriate services.

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.

Interscholastic Athletics

- 2431 - INTERSCHOLASTIC ATHLETICS
  - A student participates in an interscholastic athletic activity and transfers to another school during the school year may continue to participate in the same interscholastic athletic activity at the prior school for the remainder of the school year if the parents of the student participating in the activity provide for the transportation of the student to and from the prior school at which the student participates in the activity. The student must continue to fulfill all eligibility requirements and meet the same standards of acceptance, behavior, and performance which is required of other students participating.
  - A student may not participate in an interscholastic athletic activity if the student participated in that same activity at another school during the school year, unless the student meets specific criteria as outlined in Board Policy 2431.

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/School 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.

- 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 – SCHOOL CHOICE AND CONTROLLED OPEN ENROLLMENT

- This policy governs all District school choice placements , except for -placements in Magnet programs/schools that are subject to specific admissions requirements and governed by School Board Policy 2370, Magnet Choice Schools/Programs.
- Controlled Open Enrollment allows the School District to make K-12 school assignments using parent's indicated preferential educational choice as a significant factor. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment policies and plans.
- The Controlled Open Enrollment process will only be available following the annual magnet application window and will remain open for not less than four (4) weeks. All controlled open enrollment placements are subject to an approval process.
- F.S 1003.3101 this section states that each school district board shall establish a transfer process for a parent to request his or her child be transferred to another classroom teacher. Parents cannot choose a specific classroom teacher for their child. Parents may request for his or her child to be transferred to another classroom teacher by contacting the school's administration who will respond to the request within two weeks. Parents will be provided with reasons for any requests which are denied.

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.

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.

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 the 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 limits access and use of social media by students and staff members from the District's network, except for educational purposes.

- 7540.01 – SECURITY OF DISTRICT TECHNOLOGY
  - All District technology, as defined in Policy 7540, is considered District property and is to be used primarily for business or educational purposes. The District

retains the right to access and review all District technology, including the District network, at any time. Users should have no expectation that any information on these systems is confidential or private.

- 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS, & INTERNET SAFETY
    - 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.

- 7540.06 – STUDENT ELECTRONIC MAIL
    - This policy establishes the use of the District student electronic mail (e-mail) system 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 the student e-mail system are students, their parents and any other individuals or groups issued District student e-mail accounts

Threat Management

- FLORIDA STATUTES, SECTION 1006.07(7)
    - The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Management 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

Parent 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

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
Monica Colucci, Vice Chair
Roberto J. Alonso
Dr. Dorothy Bendross-Mindingall
Mary Blanco
Danny Espino
Joseph S. Geller
Luisa Santos

July 1, 2026

Dear Parents and Guardians,

Miami-Dade County Public Schools recognizes that a primary concern of all, is the safety of our children. In an effort to make schools safe, School Resource Officers (SROs) will be available in all schools to facilitate a safe learning environment. The SRO Program focuses on building meaningful relationships between police and the school community.

For the SRO Program to be successful and effective, your participation is essential. Your involvement helps to ensure that your child's school is a safe haven where all students can continue to receive a high-quality learning experience. We encourage you to report threats and/or suspicious activity by utilizing FortifyFL, which can be found throughout the district website or at www.getfortifyfl.com. In addition, you may continue to report suspicious activity through our "SEE something SAY something" campaign, at 305-995-COPS (2677).

Please visit our website at www.mdspolice.com where you can access additional departmental information and follow us on our social media channels for current updates. If you have any questions about the SRO program, or if we can be of any help to you or your child, please feel free to contact the SRO at your child's school or call us at 305-995-COPS (2677).

I wish you all a safe and successful school year.

Sincerely,

Ivan E. Silva
Chief of Police

L#020

cc: School Site Principal

Perla Tabares Hantman School Board Administration Building
1450 N.E. 2nd Avenue • Miami, Florida 33132
305-995-1000 • www.dadeschools.net

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

Download on the App Store | GET IT ON Google Play

FLORIDA DEPARTMENT OF EDUCATION

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. Discrimination and harassment based on the protected categories listed below will NOT be tolerated by the School Board.

M-DCPS School Board Policies prohibit discrimination and harassment based on the following protected categories:

AGE - This category prevents denial of equal employment and/or educational opportunities because of a person's age.

CITIZENSHIP STATUS - This category prevents denial of equal employment and/or educational opportunities because of a person's citizenship or immigration status.

COLOR - This category prevents denial of equal employment 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.

DISABILITY - This category prevents denial of equal employment and/or educational opportunities because a person either 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.

ETHNIC/NATIONAL ORIGIN - This category prevents denial of equal employment and/or educational opportunities because of a person's or their ancestors' place of origin; or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

FAMILY MEDICAL LEAVE ACT (FMLA) - This category prevents harassment or discrimination against and eligible employee exercising their right to take up to 12 work weeks of leave during any 12 month period for one or more of the reasons defined in the FMLA statute.

GENDER - This category prevents denial of equal employment and/or educational opportunities because of a person's gender.

GENDER IDENTITY/STEREOTYPES - This category prevents denial of equal 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.

GENETIC INFORMATION (GINA) - This category prevents denial of equal employment opportunities and/or harassment because of a person's genetic information.

LINGUISTIC PREFERENCE - This category prevents denial of equal employment and/or educational opportunities because of the language a person speaks unless there is a legitimate business need for requiring that a specific language be spoken.

MARITAL STATUS - This category prevents denial of equal employment and/or educational opportunities because a person is or is not married.

POLITICAL BELIEFS - This category prevents denial of equal employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

PREGNANCY - This category prevents denial of equal employment and/or educational opportunities due to current pregnancy, past pregnancy, potential pregnancy, medical conditions related to pregnancy or childbirth including breastfeeding/lactation.

RACE - This category prevents denial of equal 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. This category also prevents discrimination and harassment because of marriage to or association with an individual of a different race.

RELIGION - This category prevents denial of equal employment and/or educational opportunities because of a person's sincerely held religious beliefs.

RETALIATION - This category prevents adverse action against individuals because they engaged in a protected activity such as complaining about discrimination, filing a charge of discrimination, or participating in civil rights investigative proceedings.

SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's biological sex.

SEXUAL HARASSMENT - This category prevents denial of equal employment and/or educational opportunities due to sexual harassment

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because of person's actual or perceived sexual orientation.

SOCIAL AND FAMILY BACKGROUND - This category prevents denial of equal employment and/or educational opportunities because of a person's socio-economic, familial and/or educational background.

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

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.

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)
District 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
Website: https://tinyurl.com/MDCPS-CRC

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

Department of Exceptional Student Education
1501 N.E. 2nd Avenue, Suite 407
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: https://ese.dadeschools.net

Rev. 06/2025

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, as amended - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. 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, as amended (ADEA) - 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 the 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 qualified students with disabilities.

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, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, 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 38 U.S.C. § 4312 (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 discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

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)
District Director/Title IX Coordinator
155 NE 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: https://tinyurl.com/MDCPS-CRC

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

Department of Exceptional Student Education
1501 NE 2nd Ave, Suite 407
Miami, Florida 33132
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Email: ese@dadeschools.net
Website: https://ese.dadeschools.net

Rev. 06/2025

APPENDIX F – Standard Response Protocol

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

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K12 2021 STANDARD RESPONSE PROTOCOL

APPENDIX G – Dadeschools Mobile App