

Middle School Parent/Student Handbook 2020-2021

John F. Kennedy Middle School

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North Miami Beach, FL 33162

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9:10am – 3:50pm

<http://www.jfkmiddle.net>



Follow us on Twitter @JFK_Middle

Miami-Dade County Public Schools

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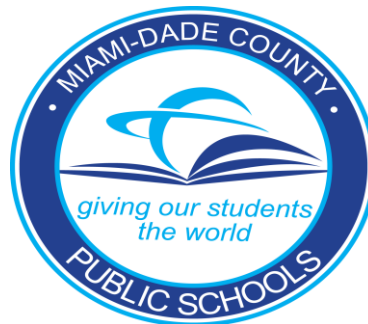


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Miami-Dade County Public Schools

VISION

We are committed to provide educational excellence for all.

MISSION

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

CORE VALUES

Excellence

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

Integrity

We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

Equity

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

Citizenship

We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

Message from the Principal

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to John F. Kennedy Middle School. The faculty and staff join me in welcoming you and your child(ren) to the JFK Middle School family for the 2020-2021 school year. We hope this will be a successful and satisfying year for you and our students. The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. You are encouraged to visit the school website and follow us on Twitter and Instagram in order to stay informed with events taking place at the school.

The wonderful John F. Kennedy Middle School staff and I feel privileged to be a part of this school family. We thank you for your support.

Alicia Costa-Devito

Principal

John F. Kennedy Middle School



Biography

Born on May 29, 1917, in Brookline, Massachusetts, John F. Kennedy served in both the U.S. House of Representatives and U.S. Senate before becoming the 35th president in 1961. As president, Kennedy faced a number of foreign crises, especially in Cuba and Berlin, but managed to secure such achievements as the Nuclear Test-Ban Treaty and the Alliance for Progress. On November 22, 1963, Kennedy was assassinated while riding in a motorcade in Dallas, Texas.

- NAME: John F. Kennedy
- OCCUPATION: Civil Rights Activist, U.S. President, U.S. Representative
 - BIRTH DATE: May 29, 1917
 - DEATH DATE: November 22, 1963
- EDUCATION: The Choate School, Harvard College
 - PLACE OF BIRTH: Brookline, Massachusetts
 - PLACE OF DEATH: Dallas, Texas
 - Full Name: John Fitzgerald Kennedy
 - AKA: JFK
 - AKA: John F. Kennedy
 - Nickname: "Jack"
 - AKA: Jack Kennedy

John F. Kennedy Middle School

Mission Statement

It is the mission of John F. Kennedy Middle School staff, students, parents and community to create an instructional environment which enhances individual achievement while promoting the development of responsible citizens who can efficiently access knowledge, critically assess problems and creatively seek solutions.

La Misión Primordial

La misión primordial de los maestros, estudiantes, padres y de la comunidad de la escuela John F. Kennedy Middle es crear un ambiente educacional y seguro que forme ciudadanos responsables que puedan aprender, identificar problemas y buscar soluciones creativas y positivas.

Misyon

Misyon John F. Kennedy Middle School se travaye, eleve, parent ak man'm kominote ya pou yo kreye yon anviwonment enstriktif ki kabab ede chak andividi reyisi pandan ke yap ede yo vin yon citwayen responsable, ki kapab chache konsepsyon, rezoud problem, kritik e pote solisyon.

School Information

John F Kennedy Middle School, a school priding itself on educational innovation since 1958, has a multicultural population reflecting the diversity of our surrounding North Miami Beach community. We have a population of 1100 students in grades six through eight. Students attending John F. Kennedy Middle School matriculate from area elementary schools including: Greynolds Park Elementary, Oak Grove Elementary Ojus Elementary, Sabal Palm Elementary and Fulford Elementary. Graduating eighth graders attend North Miami Beach Senior High School adjacent to JFK Middle's 17.78 acre campus. John F. Kennedy's Middle School campus is comprised of seven buildings. Over 90% of our students are on free/reduced lunch program. The school population includes standard curriculum students, Gifted students, Student with Disabilities (SWD), and English Language Learners (ELL) and is 68% Black Non-Hispanic (a majority of these are of Haitian-Creole descent), 24% Hispanic, 4% White Non-Hispanic and 4% Asian/Indian/Multiracial. Currently, 530 of the students are enrolled in the Biomedical Environmental Agriculture Technology (BEAT) Magnet. Many programs and initiatives allow us to provide our students with a comprehensive educational product far exceeding those of neighboring competitors.

John F. Kennedy Middle School offers a wide variety of after-school extra-curricular activities to students thereby enhancing their academic, social and physical growth: drama, chess club, mathematics club, Future Educators of America (FEA), Future Farmer of America (FFA), Future Business Leader of America (FBLA), 5000 Role Models of Excellence, National Junior Honor Society, Cheer/Dance Team, basketball, volleyball, soccer, SECME, Microsoft IT Academy, Science Technology, Engineering and Mathematics (STEM), Cambridge Academy and the BEAT Magnet which further advances academic skills via thematic instruction in biomedical and environmental career fields. Additionally, teachers expand their roles in the success of student achievement by developing lessons for science, language arts, mathematics and social studies. John F. Kennedy Middle has received numerous awards and honors during the past several years, including a Florida Agriscience Student Recognition Award, and a Magnet Schools of America National Magnet School of Excellence designation. We are a STEM Gold designated school. The school has also received nearly \$3,000,000,00 in grants such as Magnet Schools Assistance Program, Qualified Zone Academy Bond (QZAB), Education Fund, Chase Bank, Title I, Tittle III, and Title V grants. Furthermore, our student achievement scores have received high marks in Geometry, Civics and Algebra I. We are in the process of completing a multi-million dollar school renovation, which will include a state of the art culinary program, headed by a professional chef. The school prides itself in its dedication to daily improvement in student instruction. John F. Kennedy Middle School is an educational institution where many students come from humble beginnings and most students call Haitian-Creole their first language, yet its commitment to excellence is evident in our school culture. Our them for the school year is: **Together We Can.....**

First Name	Last Name	Subject
Carolyn	Allen	Mathematics
Erynn	Argarate	Exceptional Student Education
Gilda	Bethel	Physical Education
Cecilia	Bermudez	Mathematics
Christine	Billett	ESOL
Jana	Blanco	ESOL
Nicole	Borrajo	Language Arts
Doreen	Cabrera	Magnet Lead Teacher
Darlene	Campbell	Mathematics
Edwyn	Claude	Mathematics
Irlande	Cole	Science
Alcy	Colin	Mathematics
Bettie	Curry	Language Arts
Aston	Daniels	Language Arts
Tameka	Daniels	Exceptional Student Education
Tangula	Deal	Physical Education
Alicia	Costa-Devito	Principal
Jacquelin	Elias	Social Studies
David	Evoy	Language Arts
Jon	Farnham	Language Arts
Dellaressse	Finlay	Mathematics
Carla	Forbes	Exceptional Student Education
Michael	Galadza	Culinary
Jeffery	Gardner	Trust Counselor
Marc	Gauthier	Agriculture
Immacula	Hamilton	Social Studies
Anna	Iglesias	Nursing
Natalia	Inoa	Reading
Peter	Jenkins	Assistant Principal
Tiaquana	Johnson	Science
Phyllis	Kirkland	Computer Applications
Annie	Klian	Mathematics Coach
Matthew	Knight	Science
Lorraine	Labrousse	Mathematics
Mesac	Laurent	Social Studies
Withza	Laurin-Nibbs	Counselor
Sharon	Morrison	Language Arts
Randolph	Morton	Reading
Nichole	Nelson	Mathematics
Kerly	Perard	Counselor
Judith	Pflug	Social Studies

Daniel	Ponkey	CSI
Eva	Ravelo	Science
Alain	Reyes	Social Studies
Alain	Sanon	Mathematics
Charsta	Simmons	Social Studies
Libni	Simons	Technology
Rufus	Smith	Physical Education
Allison	Spicer	Media Specialist
Alicia	Taylor	Language Arts
Pamela	Taylor	Assistant Principal
Shakeita	Taylor	Mathematics
Antonio	Ugalde	Social Studies
Natalie	Watson	Biology
Hadassah	Weiner-Friedman	Science
Ellen	Zilberberg	Language Arts

John F. Kennedy Middle School Website: www.jfkmiddle.net

North Miami Beach Feeder Pattern Schools

Elementary Schools

Greynolds Park Elementary
Fulford Elementary
GKE / Sabal Palm Elementary

Middle Schools

John F. Kennedy Middle

Senior High School

North Miami Beach SH



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2020-2021 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2020					August 2020					September 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	14	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
October 2020					November 2020					December 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	28	29	30	31	
26	27	28	29	30	30					28	29	30	31	
January 2021					February 2021					March 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						28	29	30	31	
April 2021					May 2021					June 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	29					28	29	30		

New Teachers Report
 Teacher Planning Day
 Teacher Planning Day - (No Opt)
 District-wide Professional Development Day

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

Days In Grading Period
1- 42
2- 48
3- 43
4- 47

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2020 – 2021 DISTRICTWIDE ASSESSMENT CALENDAR BY GRADE LEVEL

Revised: September 28, 2020

Be advised that due to the COVID-19 closures, all dates are subject to the reopening of schools.

GRADE 6	
Date	Assessment
September 14 – October 2	i-Ready Diagnostic Test ² : Assessment Period 1 ³
TBD – December 18	Fitness Pretest
October 5 - 23	District ELA Writing Test (DWT) (optional)
November 16 – December 18	Mid-Year Assessments: Algebra 1 and Geometry EOC ¹ (enrolled students)
January 11 – February 3	i-Ready Diagnostic Test ² : Assessment Period 2 ⁵
January 11 – April 30	Fitness Posttest
January 19 – February 19	Mid-Year Assessments: Biology 1 and Civics EOC ² (enrolled students) ¹
January 25 – March 19	ACCESS for ELLs 2.0 (ACCESS) (ELL only)
March 1 – April 16	Florida Standards Alternate Assessment (FSAA) ⁴
April 7 - 16	Florida Standards Assessments (FSA): English Language Arts – Writing Component PBT
April 7 - 16	Florida Standards Assessments (FSA): English Language Arts Reading PBT
May 10 - 14	Florida Standards Assessments (FSA): Mathematics PBT
May 3 - 28	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
May 3 - 28	Florida NGSSS End-of-Course (EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
May 3 – June 1	i-Ready Diagnostic Test ² : Assessment Period 3 (eligible only) ³

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2020 – 2021 DISTRICTWIDE ASSESSMENT CALENDAR BY GRADE LEVEL

Revised: September 28, 2020

Be advised that due to the COVID-19 closures, all dates are subject to the reopening of schools.

GRADE 7	
Date	Assessment
September 14 – October 2	i-Ready Diagnostic Test ² : Assessment Period 1 ³
TBD – November 20	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
TBD – November 20	Florida NGSSS End-of-Course (NGSSS EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
TBD – December 18	Fitness Pretest
October 5 - 23	District ELA Writing Test (DWT) (optional)
November 16- December 18	Mid-Year Assessments: Algebra 1 and Geometry ² (EOC enrolled) ¹
November 30- December 18	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
November 30- December 18	Florida NGSSS End-of-Course (NGSSS EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
January 11 – February 3	i-Ready Diagnostic Test ² : Assessment Period 2
January 11 – April 30	Fitness Posttest
January 19 – February 19	Mid-Year Assessments: Biology 1 and Civics EOC ** (Enrolled students)
January 25 – March 19	ACCESS for ELLs 2.0 (ACCESS) (ELL only)
March 1 – April 16	Florida Standards Alternate Assessment (FSAA) ⁴
April 5 - 16	Florida Standards Assessments (FSA): English Language Arts – Writing Component CBT ²
May 3 - 28	Florida Standards Assessments (FSA): English Language Arts Reading and Mathematics CBT ²
May 3 - 28	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
May 3 - 28	Florida NGSSS End-of-Course (NGSSS EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
May 3 – June 1	i-Ready Diagnostic Test ² : Assessment Period 3 (eligible only) ³

2020 – 2021 DISTRICTWIDE ASSESSMENT CALENDAR BY GRADE LEVEL

Revised: September 28, 2020

Be advised that due to the COVID-19 closures, all dates are subject to the reopening of schools

GRADE 8	
Date	Assessment
September 14 – October 9	Interim Assessment Tests: Baseline Science ¹
September 14 – October 2	i-Ready Diagnostic Test ² : Assessment Period 1 ⁵
TBD – December 18	Fitness Pretest
TBD – November 20	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
TBD – November 20	Florida NGSSS End-of-Course (NGSSS EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
October 5 - 23	District ELA Writing Test (DWT) (optional)
November 16-December 18	Mid-Year Assessments: Algebra 1 and Geometry ² (EOC enrolled) ¹
November 30-December 18	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
November 30-December 18	Florida NGSSS End-of-Course (NGSSS EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
January 11 – February 3	i-Ready Diagnostic Test ² : Assessment Period 2 ³
January 11 – April 30	Fitness Posttest
January 19 – February 19	Mid-Year Assessments: Science, Biology 1, Civics (enrolled students)
January 25 – March 19	ACCESS for ELLs 2.0 (ACCESS) (ELL only)
January 26	Preliminary SAT 8/9 (optional)
February 22 – March 12	Florida Standards Assessments (FSA) Algebra 1 EOC Retake CBT ²
March 1 – April 16	Florida Standards Alternate Assessment (FSAA) ⁴
April 5 – 16	Florida Standards Assessments (FSA): English Language Arts – Writing Component CBT ²
May 3 - 28	Florida Standards Assessments (FSA): English Language Arts Reading and Mathematics CBT ²
May 3 - 28	Florida Standards Assessments (FSA): End-of-Course Assessments: Algebra 1 and Geometry CBT ² (Eligible enrolled students)
May 3 - 28	Florida NGSSS End-of-Course (NGSSS EOC) Assessments: Biology 1 and Civics CBT ² (Eligible enrolled students)
May 17 - 21	Florida Comprehensive Assessment Test Science
May 3 - 14	Advanced Placement Examinations (AP) (Enrolled, registered only)
May 3 – June 1	i-Ready Diagnostic Test ² : Assessment Period 3 (eligible only)

Important Dates -

INTERIM PROGRESS REPORT SCHEDULE

GRADING PERIOD	DISTRIBUTION DATE
1	9/25/2020
2	12/4/2020
3	2/19/2021
4	5/7/2021

Report Cards Sent to Parents By
11/6/2020
2/5/2021
4/16/2021
6/25/2021

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 no curriculum related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a subject area within the school's curriculum. Conversely, no curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

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

Fieldtrips and Special Activities

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

Athletics

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools, and high schools. At the middle schools, athletics consists of intramural and interscholastic programs.

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

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

Fundraisers – Board Policy 5830

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

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

Bringing Pets to School

Students are **NOT** allowed to bring pets to school.

Attendance Policy – Board Policy 5200

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

Excused School and Class Absences and Tardies

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

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. Failure to provide required documentation **within three (3) school days upon the return to school** will result in an unexcused absence. Unexcused absences include:

1. Vacations, personal services, local non-school event, program, or sporting activity.
2. Older students providing day care services for siblings.
3. Sick/illness of others.

4. Non-compliance with immunization requirements (unless lawfully exempted).

Arrival/Dismissal

School Hours: Classes begin at 9:10 a.m. and ends at 3:50 p.m. each day, unless otherwise noted.

Bell and Lunch Schedule

2020-2021

9:10 a.m. - 9:15 a.m.	Announcements/Attendance
9:15 a.m.	Block 1 begins (period 1 or 2)
11:10 a.m.	Block 1 ends
11:10 a.m. - 11:15 a.m.	Break
11:15 a.m.	Lunch
11:45 a.m.	Lunch ends
11:50 a.m.	Prepare for Block 2
11:55 a.m.	Block 2 begins (period 3 or 4)
1:50 p.m.	Block 2 ends
1:50 p.m. - 1:55 p.m.	Break
1:55 p.m.	Block 3 begins (period 5 or 6)
3:50 p.m.	Block 3 ends

115 minutes

5 minute break

30 minute lunch

5 minute break

115 minutes

5 minute break

115 minutes

Student Lunch Prices

ELEMENTARY \$2.25

SECONDARY \$2.50

Reduced price lunch is \$0.40 at all grade levels.

Breakfast is Free to All
Students!

Late Arrival (Tardiness)

Students who are tardy to school must report to the front desk to secure a red pass. After 10:30am must report with parent/legal guardian to the Main Office. Excessive tardies will result in parent contact, loss of privileges, detention, parent conference, and/or indoor suspension.

Early Sign-out – Board Policy 5200

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

Rainy Day Dismissal –

Any student wishing to make parent contact to discuss transportation arrangements by telephone will be provided an opportunity through the main office after school. Walking students will be permitted to remain on campus, under cover, until such time staff determines that weather conditions are safe enough for students who walk home. It is highly advisable that parents' rainy-day pick-up procedures/locations with their child in advance. Parents picking up their child by are encouraged to park in appropriately marked parking lot stalls and enter the campus to retrieve your child.

Comprehensive Researched Based Reading Plan (CRRP)

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

Messages and Use of Telephones –

A telephone specifically for student use is in the main office. Students must first secure a pass from their teacher to go to the main office. The main office is open between the hours of 8:00 a.m. and 4:00 p.m. each day. Students must adhere to the district and school policies concerning the use of personal cell phones.

Lost and Found –

The lost and found is in the main office. Students must secure a pass from their teacher to go to the main office. The main office is open between the hours of 8:00 a.m. and 4:00 p.m. each day.

Free Breakfast

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

Free/Reduced Lunch Program

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

PAYPAMS

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

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

Cafeteria Rules

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

Registration Procedures –

For all registration information, please see Ms. Lopez, John F. Kennedy Middle School Registrar. She may reach by telephone at 305-947-1451, ext. 2272.

Confidential Information

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

to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

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

Parent-Teacher Association (PTA/PTSA)

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

Emergency Contact Information

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

Halls/Hall Passes

Approximately 5 minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do **not** push, run, or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without an official Yellow Pass. Teachers are **NOT** to give verbal permission for a student to exit the classroom.

Code of Student Conduct

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On March 12, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of

clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English, Haitian/Creole and Spanish versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

Student Rights and Responsibilities

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

Dress Code – Board Policy 5511

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

Uniform Policy –

John F. Kennedy Middle is **mandatory** uniform school. As a part of our responsibility to prepare you for a successful life after public education, we present this dress code, which we hope will help us realize our duty to educate, within the context of the reality of the times that we live. It is an important component of our school uniform policy. We solicit your suggestions and your continued cooperation.

1. **Sixth grade** – Light blue polo shirt and navy blue or khaki pants.
Seventh grade - Navy blue polo shirt and navy blue or khaki pants.
Eighth grade - White polo shirt and navy blue or khaki pants.
2. Students attending John F. Kennedy Middle School will be clean, neat, and well-groomed on campus or whenever representing our school on field trips, at meetings, or any other off-campus activity. We require our students to wear their clothing as the clothing was designed to be worn.
3. Leggings are inappropriate attire when worn alone but may be worn under other clothing that meet the length requirement for skirts.
4. Clogs, thongs, tap shoes, athletic spikes, flip-flops, and shoes and/or sandals without backs or back straps are not permitted. Safety requires that all students wear proper close-toed shoes or sneakers while on campus.

5. Written messages, pictures, or symbols on clothing which portray ideas which are harmful to the health, safety, and welfare of students (i.e.: messages which promote smoking, alcohol or other drug use, sex, profanity, ethnic or racial bias, anti-Semitism, violence, etc.) are not permitted on campus.
6. Tube tops, tank tops, see-through blouses, sleeveless shirts bare backs, bare midriffs and/or bare shoulders are not permitted on campus.
7. Pants must be work to the ankles and the waistband must be on the hips. Skirts and shorts must be of a length that is deemed appropriate, if you think the item may be too short, wear something else.
8. Hats, headbands, scarves, or sunglasses are not to be worn on campus except during special team, and/or school-wide events, as field day, hat day, etc.
9. Hooded jackets are not a part of the school uniform and are not permitted as well as shirts or blouses over the school uniform. The school uniform must **always** be visible.
10. Any item of clothing that disrupts the normal learning process (in the professional judgment of the classroom teacher or the administration) is inappropriate attire for JFK students.

Cell Phones

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

Internet Use Policy – Board Policy 7540.03

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

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student

can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

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

Immunizations-Requirements for School Entry:

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

Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2020-2021 enrollment application and additional information to the parents.

Florida Kid Care

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

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

Parent Portal



Parents



Miami-Dade County Public Schools

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

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

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

1

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

2

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

3

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

www.dadeschools.net

Financial Obligations (Customize for elementary or high school as needed/optional)

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

Grade Reporting

Academic Grades

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

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

Conduct

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

Grade Point Average

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

Interim Progress Report

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

Homework / Make-up Assignments

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

Out of Area Student Transfers – Board Policy 5131

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

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

Textbooks –

Textbooks are issued to students during the first two weeks of the school year. Students are financially responsible for returning all issued textbooks and library books. It is the responsibility of the student to care for the textbook they have been assigned. Students will be charged for lost or damaged books and ***may be excluded from activities and events until all financial obligations are met.*** Prior to withdrawing from John F. Kennedy Middle School, students will be responsible for returning all assigned books or for paying for any books lost or damaged. If a student pays for a lost or damaged textbook, ***it is highly recommended that parents keep their proof of payment (receipt) for all textbooks until graduation.***

Permanent Records (FYI – from the Student Educational Records Manual)

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

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

STUDENT RULES, DRESS CODE, CAFETERIA AND ATTENDANCE PROCEDURES

Students are responsible for knowing and following the information presented in this packet. Go over this with your parents and keep it in your notebook.

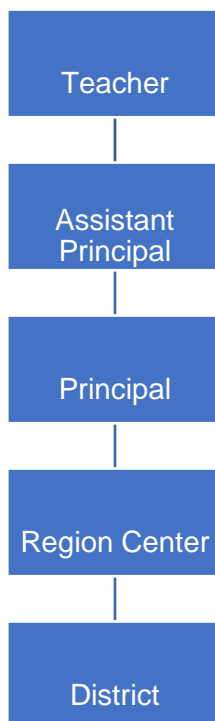
1. **Opportunity** – Students should always keep in mind that school is the place to achieve opportunity for the future through education. Rules must be followed, and lessons studied if opportunity is to be acquired.
2. **Bus Behavior** – Follow driver's rules. Assistant Principals issue disciplinary consequence for noncompliance. Students can be removed from the bus for misbehavior. Remain seated; talk softly; do not throw; keep hands and feet to self; and respect the driver and aides.
3. **Hall Passes** – Must have one in hand while in hall during class time. Pass must have student's name, time leaving staff member, destination, and signature of sending staff member. Use restrooms before school, during lunch or P. E. Use restrooms during class for emergencies only. Go directly to where the pass says you are to go. Make sure staff members give you a pass when you leave them (teachers, librarian, secretaries, counselors, and administrators).
4. **Crime Watch** – Report potential problems or infraction of rules to a counselor, security monitor, administrator, or teacher. Your name will not be disclosed. We must work together to make our school safe. Help the community.
5. **Child Abuse** – Report these problems to a teacher, counselor, or administrator. Teachers discuss what it is with the students.
6. **Trespassing** – Younger and older brothers and sisters cannot wait on or around the campus for you. You may not visit other campuses; that is trespassing.
7. **Time into Building** – Do **not** enter the building until the 9:00 AM bell rings. Only enter through the doors near the media center. Detentions will be issued. If a teacher wants you at his/her class early, you must meet that teacher in the patio as he/she enters the building or have a pass from the teacher.
8. **Media Center** – Opens at 8:30 a.m. for research and study, not socializing.
9. **Guidance Request Forms** – To see a counselor ask your H.R. teacher to give you a Guidance Request Form, fill out and give it to your H.R. teacher or drop it off in the Guidance Office and get to class on time. Your counselor will call you down. Do not just arrive unless it is an extreme personal problem.
10. **Homeroom Announcements** – Students must be quiet and pay attention to all announcements.
11. **Lost and Found** – Main Office – Students are to conduct their business before and after school or between classes if it will not prevent them from being to class on time.
12. **Security of Belongings** – Keep close watch over your belongings. Chain your bike to the bike rack. **Do not** share P.E. lockers. **Do not** bring valuables or extra money to school or “show off” your money to others. Place valuables in P.E. lockers while at P.E. The school is **not** responsible for loss of personal property, including electronic devices, sports equipment, jewelry, money, and bicycles/skateboards.
13. **Medication** – The school **can not** dispense medication unless the proper forms are completed. Medication must be dispensed from the clinic.
14. **Eating on Campus** – Eat and drink only inside the cafeteria and spill out area. Throw all trash in the trash cans before leaving these areas, do not litter anywhere. Respect your school.

15. **Graffiti** – Please report any incidents. Ten (10) day suspensions will be issued. Magic markers are not allowed in students' possession.
16. **Breakfast** – The breakfast program starts at 8:15 a.m. and the last meal will be served at 8:55 a.m. Students must be out of the cafeteria by 8:55 a.m.
17. **Detentions** – They are held in the auditorium from 4:00 – 5:00 PM on Monday and Wednesday. Un-served detention will be doubled. Un-served detentions will eventually result in a referral to the administration.
18. **Respect for Others** – No excuses for verbal or physical altercation or passing rumors about two angry students. Do not get involved in “She said, he said”. Report these problems to a counselor or administrator for peaceful resolution before school, between classes or at lunch. Report any emergencies to your teacher who may send you to the office.
19. **Cell Phones, IPOD, ITOUCH, TABLETS** – Not to be brought to school. They will be confiscated and returned to parents only. **Cell phones** must be off and out of sight between 9:00 a.m. and 3:50 p.m.
20. **Running** – There is **no** running in or around the buildings or spill out. Running causes injuries.
21. **Tardiness** – Be in all classes **on time**. Detentions will be issued for initial tardiest and stricter punishment for continued tardiness to class and/or school.
22. **Horseplay** – Playful pushing, wrestling, punching, flicking, grabbing, kicking, slamming, tripping, flipping, pinching, gouging, yelling, cursing, chasing, etc., many times contribute to injury, fights, and property damage. This behavior is not allowed.
23. **Bullying/Harassment** – Report problems to an administrator or counselor right away. Try to do this before or after school or during lunch. Do not let someone bothering you escalate into a problem for both of you.
24. **No Loitering Between Classes** – You must keep moving while in the halls. Do not stand at or outside classroom doors. Socializing between classes will result in tardiness.
25. **Follow Directions of All Adults** – No arguing, defiance, attitudes, etc. “You can catch a lot more flies with honey than with vinegar.” Follow directions first time given.
26. **Parking Lot** – **Off limits to students**. Parents should **not** drive cars into the teachers' parking lot.
27. **Lounge and Mailroom** – **No** students in either area at any time. Students are **not** allowed to get mail for teachers. Do not use the office door near the mailroom.
28. **Phone Use** – The only permissible reason for calling home during school hours is for illness. A pass must first be received from a teacher to go to the clinic. Cell phones are **not** to be used from 9:10 a.m. - 3:50 p.m.
29. **Food and Drinks** – Food and drink are only to be consumed in the cafeteria and spill-out. Properly discard trash when finished. Gum is **not** allowed anywhere.
30. **Respect for Property** – Do no litter, vandalize, disturb plants, put feet on walls or do anything else, which defaces our school. No magic markers in school. Take pride in your school.
31. **Profanity** – Will not be tolerated. Reflects what your family has taught you and your ability to communicate properly. If in doubt of what you are about to say, do not.

32. **Drugs, Fighting, Weapons, Vandalism, Gang Activity** – Ten (10) day suspension and/or recommendation for removal from John F. Kennedy Middle School.
33. **Hall Traffic** – Remain to the right in the halls and stairs. Use assigned stairs for up and down. Middle stairs – up and end stairs – down. **No** loitering (standing around) between classes.
34. **Smoking** – **No** smoking or use of fire on school grounds.
35. **Truancy** – You are expected to be in class every day. Skipping will be dealt with in a very strict manner. The classroom is where your future is earned.
36. **Talking Out of Turn or Back to Teachers** – If you disagree with a teacher’s decision, speak politely with him/her after class or school in an attempt to resolve any misunderstandings. You may not take up the class time with your appeal. Teachers have 20 to 30 other students who need their expertise the entire period in order to be educated. This is a very important requirement for our school’s success.
37. **Theft** – Turn lost and found items over to the teacher or attendance office. We do not play “Finders keepers, losers’ weepers”. Do **not** bother other people’s belongings. Do **not** touch their stuff.
38. **Obscene Material** – Do not possess or produce any obscene material. Disciplinary action will be taken. Do **not** speak in a rude manner to fellow students.
39. **Home-learning** – All students should be doing written work, reading, or studying at least two hours every Sunday through Thursday evenings in order to be competitive. No exceptions.
40. **Selling of Food or Other Goods** – Prohibited on school grounds. Items will be confiscated. Have no more food with you than you would normally consume in a day.
41. **Fighting** – Both students will be placed in the alternate to suspension program for up to 10 days. You are to walk away if someone is trying to provoke you into a fight. Go to an adult early in the situation.
42. **Outdoor Suspension** – When assigned an outdoor suspension you are to remain in your house or be with your parents. You are not to be out in the community before, during or after school.
43. **School Supplies** – Every student should arrive to school every day with a notebook, paper, pencil, pen and textbooks. Arriving empty-handed does not reflect that you are here for an education.
44. **Street Crossing** – **Only** cross the street at 10th Avenue, 12th Avenue or **the crosswalk** in front of the school. Do **not** exit or enter cars in the street.
45. **Seeing a Guidance Counselor** – Secure a guidance request form from any teacher and have them send it down with their attendance or place it in the counselors’ mailbox. Do not just arrive at the Guidance Office before 1st period or between classes.

Procedures for Addressing Concerns

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



School Center for Special Instructions (SCSI)

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

School Transportation

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

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

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

Safety and Security

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

Transporting Students to School

Parents are reminded that when transporting students to school that they bring their child to the campus and not drop students off in the surrounding community as school officials cannot be responsible for monitoring students not dropped off or picked up on campus. Students are reminded that they may not leave campus for any reason. Parents are asked to pull off the road when dropping off or picking up students so as not to disrupt traffic flow. North Miami Beach, Miami-Dade County Public Schools and Metro-Dade Police Officers Can issue warnings, ticket drivers and tow vehicles parked in our "no parking" zones. Parents are asked to use properly marked parking stalls in the two parking lots located at the south side of John F. Kennedy Middle School.

Bicycles/Skateboards

Students riding bicycles to school are encouraged to lock them in the bicycle rack located directly in front of the school. The area is electronically monitored twenty-four hours a day via closed-circuit television and periodically patrolled by school security staff. Although the school does take reasonable precautions to secure the area, bicyclists using this area do so at "their own risk".

Visitors

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

Elevator

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

Media Center

Students may access the media center daily from 8:20 a.m. to 4:00 p.m. Students using the media center during the school day, from 9:10 a.m. to 3:50 p.m. will be required to have a hall pass from their teacher. Students may not access the media center “on their own” during their lunch period as student may only access the media center with a hall pass from the teacher.

Checkout of Books – Refer to the John F. Kennedy Middle School Media Center Handbook for policies and procedures for students. Copies of the JFKMS Media Center Handbook are available for parent and student review, upon request, form the John F. Kennedy Middle School Media Center.

Special Education

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

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

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

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

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

The Individuals with Disabilities Education Act (IDEA) states that parents/guardians of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include,

but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

Student Services

Ms. Withza Laurin-Nibbs and Ms. Perard are available to all students and their families to assist with academic counseling as well as to assist with referrals to outside agencies.

The Parent Academy

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

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

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

Volunteer Program

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

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

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

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

TITLE I ADMINISTRATION

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

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

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

*Title I Program Parent Notification Letter

*Title I School-Level Parent Involvement Plan

*Title I School-Parent Compact

*Title I Annual Parent Meeting -- "Open House"

*Title I District Advisory Council (DAC)

*Title I Region Centers Parent Advisory Council (PAC)

*Title I Homeless Assistance Centers (HAC) services

- *Title I Migrant Education Program (MEP)
- *Title I Challenging Higher Education for Students in our Schools (CHESS) Program
- *Title I Neglected and Delinquent Center (N&D) services

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

PARENT RESOURCE CENTERS/AREAS:

School Site Parent Resource Centers/School Site Parent Reception Areas

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

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

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

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

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

Dear Parents/Guardian:

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

You have the right to request the following information:

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

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

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

Sincerely,

Mrs. Alicia Costa-DeVito, Principal

Anti-Discrimination Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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

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

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

Revised 07/2020

Política Antidiscriminatoria

La Junta Escolar del Condado Miami-Dade, Florida se adhiere a una política antidiscriminatoria en el empleo y en programas / actividades educativas y se esfuerza de manera afirmativa por proporcionar oportunidades equitativas a todos según lo requiere:

Título VI de la Ley de Derechos Civiles del 1964 — prohíbe la discriminación por motivo de raza, color, religión u origen nacional.

Título VII de la Ley de Derechos Civiles del 1964 -en su forma enmendada — prohíbe la discriminación en el lugar de empleo por motivo de raza, color, religión, género u origen nacional.

Título IX de las Enmiendas de la Educación del 1972 — prohíbe la discriminación por motivo de género. Las M-DCPS no discriminan por motivo de género en ningún programa o actividad de educación que opera según requiere el Título IX. Las M-DCPS tampoco discriminan por motivo de género en admisiones o empleo.

Ley de Discriminación por motivo de Edad del 1975 — prohíbe la discriminación por motivo de edad en programas o actividades.

Ley de Discriminación por motivo de Edad en el Lugar de Empleo del 1967 (ADEA) en su forma enmendada — prohíbe la discriminación por motivo de edad con respecto a las personas que tienen por lo menos 40 años de edad.

Ley de Igualdad Salarial del 1963 en su forma enmendada — prohíbe la discriminación por motivo de género en el pago de salarios a mujeres y hombres que realicen labores de considerable igualdad en el mismo establecimiento.

Sección 504 de la Ley de Rehabilitación del 1973 — prohíbe la discriminación de los discapacitados.

Ley de Estadounidenses con Discapacidades del 1990 (ADA) — prohíbe la discriminación contra personas con discapacidades en lugares de empleo, servicios públicos, acomodación pública y telecomunicaciones.

La Ley de Ausencia Familiar y Médica del 1993 (FMLA) — requiere que los empleadores cubiertos proporcionen hasta 12 semanas de baja sin pago con protección de empleo para empleados "elegibles" por ciertos motivos familiares y médicos.

Ley de Discriminación por Embarazo del 1978 — prohíbe la discriminación en lugares de empleo por motivo de embarazo, parto o condiciones médicas relacionadas.

Ley de Equidad en la Educación de la Florida (FEEA) — prohíbe la discriminación contra estudiantes o empleados por motivo de raza, género, origen nacional, estado civil o discapacidad.

Ley de Derechos Civiles de la Florida del 1992 — a toda persona dentro del estado, le garantiza la libertad de ser discriminado por motivo de raza, color, religión, sexo, origen nacional, edad, discapacidad o estado civil.

Título II de la Ley de No Discriminación por Información Genética del 2008 (GINA) — prohíbe la discriminación contra empleados o solicitantes por motivo de información genética.

Ley de Acceso Equitativo para los Boy Scouts of America del 2002 — ninguna escuela pública debe negarse a ofrecer acceso equitativo o igualdad de oportunidad justa para que los grupos se reúnan en los planteles escolares o edificios escolares antes o después de las horas de clases, ni tampoco discriminar contra cualquier grupo de afiliación oficial con los Boy Scouts of America o cualquier otro grupo juvenil o comunitario enumerado en el Título 36 (como sociedad patriótica).

A los **veteranos** se les proporciona derechos de reemplazo de acuerdo al P.L. 93-508 (Ley Federal) y Sección 295.07 (Estatutos de la Florida), que estipulan preferencias categóricas para el empleo.

Además:

Las Políticas de la Junta Escolar 1362, 3362, 4362 y 5517 — Prohíben el acoso y/o la discriminación contra estudiantes, empleados o solicitantes por motivo de sexo, raza, color, origen étnico u origen nacional, religión, estado civil, discapacidad, información genética, edad, creencia política, orientación sexual, género, identificación de género, origen social y familiar, preferencia lingüística, embarazo, estado de ciudadanía y cualquier otro motivo prohibido por ley. La represalia por participar en una actividad que esté protegida también es prohibida.

Para más información sobre el Título IX o cualquier otra inquietud concerniente a la discriminación / el acoso, comuníquese con el Secretario Adj. para Derechos Civiles (Asst. Secretary for Civil Rights) del Departamento de Educación de los EE. UU. (U.S. Department of Education):

Office of Civil Rights Compliance (CRC)

Oficina del Cumplimiento de Derechos Civiles

Executive Director/Title IX Coordinator

Director Ejecutivo / Coordinador de Título IX

155 N.E. 15th Street, Suite P104E

Miami, Florida 33132

Teléfono: (305) 995-1580 TDD: (305) 995-2400

Correo electrónico: crc@dadeschools.net Sitio web: <https://hrdadeschools.net/civilrights>

Revisado 07/2020

Règ Kont Diskriminasyon

Komisyon Konsèy Lekòl Miami-Dade County, Florid aplike règ kont diskriminasyon nan anplwa ak pwogram/aktivite edikasyonèl e li fè efò pozitif pou ofri opòtinite egal pou tout moun nan:

“Title VI of the Civil Rights Act of 1964” (Akò 1964 sou Dwa Sivil ‘Title VI’) - entèdi diskriminasyon sou baz ras, koulè, relijyon, oubyen orijin nasyonal.

“Title VII of the Civil Rights Act of 1964” (Akò 1964 sou Dwa Sivil ‘Title VII’) jan yo amande li — entèdi diskriminasyon nan anplwa sou baz ras, koulè, relijyon, sèks (fi/gason) oubyen orijin nasyonal.

“Title IX of the Education Amendments of 1972” (Amandman 1972 nan Edikasyon ‘Title IX’) - entèdi diskriminasyon sou baz sèks (fi/gason). M-DCPS pa diskrimine sou baz sèks nan kèlkeswa pwogram edikasyon oubyen aktivite li opere jan Title IX mande l. M-DCPS pa diskrimine tou sou baz sèks nan admisyon oubyen anplwa.

“Age Discrimination Act of 1975” (Akò 1975 Kont Diskriminasyon sou Laj) - entèdi diskriminasyon baze sou laj nan pwogram oubyen aktivite.

“Age Discrimination in Employment Act of 1967 (ADEA)” (Akò 1967 Kont Diskriminasyon sou Laj nan Anplwa) jan yo amande li - entèdi diskriminasyon sou baz laj nan sa ki konsène moun ki gen omwen 40 an.

“The Equal Pay Act of 1963” (Akò 1963 sou Egalite nan Salè) jan yo amande li — entèdi diskriminasyon kont sèks (fi/gason) nan salè pou fi ak gason ki ap pèfòme sibstansyèlman travay egal nan menm etablisman an.

“Section 504 of the Rehabilitation Act of 1973” (Seksyon 504 Akò 1973 sou Reyabilitasyon) — entèdi diskriminasyon kont moun ki gen andikap.

“Americans with Disabilities Act of 1990 (ADA)” (Akò 1990 sou Ameriken ki gen Andikap) — entèdi diskriminasyon kont moun ki gen andikap nan anplwa, sèvis leta, akomodasyon piblik ak telekomunikasyon.

“The Family and Medical Leave Act of 1993 (FMLA)” (Akò 1993 sou Vakans Medikal ak Fanmi) — mande pou anplwaye ki anba akò sa a bay jiska 12 semèn vankans san peye pou pwoteksyon travay pou anplwaye ki elijib pou sèten rezon famiyal ak medikal.

“The Pregnancy Discrimination Act of 1978” (Akò 1978 Kont Diskriminasyon nan Gwosès) — Entèdi diskriminasyon nan anplwa sou baz gwosès, akouchman, oubyen kondisyon medikal ki gen rapò ak sa.

“Florida Educational Equity Act (FEEA)” (Akò sou Egalite nan Edikasyon nan Florid) — entèdi diskriminasyon sou baz ras, sèks (fi/gason), orijin nasyonal, kondisyon marital, oubyen andikap kont yon elèv oubyen yon anplwaye.

“Florida Civil Rights Act of 1992” (Akò 1992 sou Dwa Sivil nan Florid) — asire pou tout moun anndan eta a gen libète kont diskriminasyon akòz ras, koulè, relijyon, sèks, orijin nasyonal, laj, andikap, oubyen kondisyon marital.

“Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)” (Akò 2008 ‘Title II’ sou Absans Diskriminasyon nan Enfòmasyon Jenetik) - entèdi diskriminasyon kont anplwaye ak aplikan akòz enfòmasyon jenetik.

“Boy Scouts of America Equal Access Act of 2002” (Akò 2002 sou Aksè Egal pou Eskout Gason nan Amerik la) — Okenn lekòl leta pa dwe anpeche aksè egal, oubyen yon opòtinite rezonab pou gwoup rankontre sou pwopriyete lekòl oubyen nan etablisman lekòl anvan oubyen aprè lè lekòl, oubyen fè diskriminasyon kont kèlkeswa gwoup ki afilye ofisyèlman avèk ‘Boy Scouts of America’, oubyen nenpòt gwoup jèn oubyen gwoup kominotè ki sou lis ‘Title 36’ (kòm yon sosyete patriyotik).

Veteran gen dwa pou rejwenn anplwa ann akò avèk P.L. 93-508 (Lwa Federal) ak Seksyon 295.07 (Lwa Florid), ki ensiste sou preferans kategorik pou anplwa.

Anplis:

Règ Komisyon Konsèy Lekòl 1362, 3362, 4362, ak 5517 - Entèdi arasman e/oubyen diskriminasyon kont elèv anplwaye, oubyen aplikan sou baz sèks, ras, koulè, etnisite oubyen orijin nasyonal, relijyon, sitiyaasyon marital, andikap, enfòmasyon jenetik, laj, opinyon politik, oryantasyon seksyèl, sèks fi/gason, idantifikasyon seksyèl, ran sosyal ak istwa famiyal, preferans lengwistik, gwosès, kondisyon sitwayènte oubyen nenpòt lòt baz lalwa entèdi.

Pou plis enfòmasyon sou ‘Title IX’ oubyen nenpòt lòt kesyon sou diskriminasyon/arasman kontakte Asistan Sekretè pou Dwa Sivil Depatman Edikasyon oubyen:

Office of Civil Rights Compliance (CRC)

Executive Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E

Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>

Addendum to 2020-2021 Parent/Student Handbook
Miami-Dade County Public Schools
COVID-19 Policies and Procedures for the Schoolhouse Instructional Model

During declared health emergencies, the District will implement policies and procedures consistent with applicable Centers for Disease Control and Prevention (CDC) and Florida Department of Health (FDOH) guidance. In addition, as applicable, the District will consult with and comply with applicable local health department protections. Requirements and procedures established by the District in response to an emergency affecting the health safety and welfare of our students and staff will take precedence over provisions of the Parent/Student Handbook when necessary and until the emergency has ended. Due to circumstances related to the COVID-19 public health emergency, Miami-Dade County Public Schools may need to alter or suspend select in-person operations to protect the health and safety of its students, employees, and their families. Please refer to <http://reopening.dadeschools.net/index.html> to find updated information regarding the District's reopening plan. The following procedures and guidelines are applicable to student attendance in brick and mortar buildings during Stage II reopening.

Arrival Procedures During Stage II

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups. Students who arrive prior to 8:15 a.m. will be held at the front of the school and the Magnet Loop and will be monitored by Security beginning at 7:30 a.m. -Beginning at 8:15 a.m. students will be permitted to enter the campus to wait at the designated areas below or if they are eating Breakfast, they will proceed to the Cafeteria. Breakfast will be served as Grab and Go, and they will be permitted to eat in the cafeteria. The cafeteria floors and tables have been marked to ensure appropriate distancing while waiting in line and eating. Once students finish eating, custodial staff will clean area as needed. During arrival security and staff will be assigned to supervise the different areas to ensure student supervision and adherence to CDC guidelines such as wearing a mask and maintaining social distancing. Students must enter the building by themselves; no visitors should enter the building during morning arrival. Drop off: The Magnet loop will be used for students whose first period classes are in that building (mostly magnet) and they will remain in the covered walkway adjacent to the building (230 students) and supervised by security and selected staff; Buses will drop off in the front of the school and rear entrance will be open for drop off of students whose first period classes are in Building 2 and West Wing. Walkers will be allowed to enter from the rear and the front of the school. To provide social distancing, students from Magnet building will wait to enter under the covered walkway and in the plaza. 6th Graders will wait in the auditorium (109 students); 7th grade (109 students) in spill out areas and 8th grade in Cafeteria (96 students). The School Resource Officer will be assigned to monitor the traffic entering and exiting the magnet loop. ESE teachers will pick up students at the bus loading zone in the front of the building. These students will enter with their teacher using the main entrance by the front office. Bike riders will park bikes in the front of the school, by main entrance and enter the building via main entry point. -Students will be required to stop at a sanitation station prior to entering the cafeteria and/or classrooms. -Parents will not be permitted to enter the campus without an appointment. If there is an extenuating circumstance whereby a parent must speak to school personnel, an administrator will be contacted via radio to aid the

parent. When parents do enter the building, they will be screened by security at the single point of entry for visitors. Parents and guardians must provide appropriate documentation for clearance through the Raptor system and will also need to complete the health screening protocols. Tardy students will enter via single point of entry in the front of the school and will go to main office for pass. The arrival plan will be shared with teachers, students and parents via School Messenger, faculty meetings and social media.

Dismissal Procedures During Stage II

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups.

Dismissal will be staggered by building beginning with the ASD classes who make their way to the front at 3:40, at 3:45 beginning with the West Wing (building 8) (which are organized predominantly by grade level) and the Magnet 2nd floor. Security, teachers, and administration will be present at dismissal. The Magnet loop will open for parent pick up as well as dismissal, the Magnet loop is located in the front of the building on NE 167th. The front of the school will be utilized for school buses and 2 exits are available for students to exit. There are additional exits for students who parents pick them up on 169thst. which is in the back of the school. Early pick-up by parent: One adult or guardian can sign students out early. Early sign-out must be conducted prior to 3:20 p.m. If parents need to enter building for early pick-up, they will be screened by security at the single point entry. They must complete the health screening protocol. Left-over students: The front of the building will be used for students not picked up. Students who are lingering on campus will be asked to leave by security and administrators. SRO will remain at the front of the school during dismissal.

Breakfast/Lunch During Stage II

There are two points of entry into the cafeteria and one exit. During breakfast, Grab and Go bags will be made available. Tables have been designated in the cafeteria for students to eat their breakfast, all tables have been marked with an X for seating to social distance according to CDC guidelines. Additional sanitizing will take place before and after all meals by assigned custodial staff. During lunch, students will have the option between two grab and go lunches to limit the amount of time in the line. Students will be issued an ID with their student number. Cashiers will take the number and enter information in the system. Alpha lists will be provided as well if a student does not have the ID. Traffic flow arrows and stickers have been placed six feet apart in the three serving lines. Every other cafeteria seat has been marked with an X to allow for social distancing, the cafeteria will seat approximately 96 students. Additional seating will be available in the spill out area which can seat 100 students. There will be 4 lunch periods to accommodate smaller groups. Cafeteria and spill out supervision will be provided by the CSI teacher, security, Administration, Counselors and Magnet Lead teacher. Each student will be responsible for disposing of their own trash in the receptacles provided. Students will do this as their table is called upon for dismissal. Plexi-glass barriers have been placed between the cashier and students.

School Transitions

All MDCPS schools have put procedures in place to limit large group gatherings. Signage has been placed throughout every campus to remind students of the expectations to promote the safest learning environment possible. When transition between classrooms is necessary schools have developed a plan of either one way or two-lane hallways depending on school design and need. School staff will monitor transitions to ensure students are maintaining maximum social distancing and wearing face coverings. Parents should remind students of the need to comply with school procedures to ensure their safety as well as their classmates.

The hallways on each floor of each building have been marked with directional arrows dictating 1-way movement. The magnet building (building number 7) 1st floor the students will walk in one direction north and utilize the East staircase to go to the second floor. The students will move North on the second floor and come down the stairs by the West entrance. In the two-story building, (building #3) the first-floor movement will flow as the evacuation drill would split in the center half heading East and half West. The second floor will move the same way East and West as an evacuation plan and the center staircase will only be used for going up, while the East and West staircases will be utilized to respectively for coming down. The West Wing (building 8) has one-way direction going clockwise utilizing the South stairs to go up and North to come down. We have directional arrows on the floor and walls in all areas specifying the direction of movement. Security is posted outside all 3 buildings utilized for instruction, as well as the front desk and Magnet front desk. The security will circulate throughout their assigned buildings (posts) and lock and unlock the bathrooms as needed (during class time as they will remain locked during transitional periods). Security will ensure only two students utilize the restroom at a time. The security, administration, and teachers will assist during transitions reminding students to social distance. There are signs on the front of each elevator reiterating 2 people only as well as on bathroom doors. All stakeholders will be informed of the transitional expectations through social media, The messenger system as well as Twitter and the School website. We will reiterate transitional expectations consistency during the morning announcements as well in-between classes and model the expectations through an informative video. Custodial Schedule depicts every 30 minutes a custodian is responsible for checking an assigned restroom in their assigned area and initialing once inspected and cleaned. Custodial schedules are staggered so to have available custodians throughout the school day to maintain the cleanliness of the school and replenish necessary COVID require items.

School custodial staff will perform routine environmental cleaning or regular cleaning for most surfaces. School site custodial procedures have been adjusted to increase the frequency of sanitizing high-touch areas with hospital-grade germicide throughout the day. Upon the end of each day, custodial teams will sanitize all areas of the campus in preparation for the next day of learning.

Duty to Report Symptoms

If anyone in the student's household is diagnosed with COVID-19, parents/guardians must report that exposure to the school(s). The school will consult with the public health department to assess what precautions should be taken, including but not limited to, asking your student to stay home from school for fourteen (14) days in order to protect the school community. This is a precaution, and the school will work with you to keep your student engaged and current on all schoolwork to the extent possible during the fourteen (14) day period.

Daily Pre-Arrival Health Screening

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19. At this time, those symptoms include: a fever over 100.4 degrees Fahrenheit; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea. If a student develops any of these symptoms, the symptoms should be reported to the school and discussed prior to the student reporting to school.

While the District will not be taking temperature checks on-site at this time, the school will rely on the students, staff, and families to report accurate information for the safety of all the other families affected throughout the District.

All information provided will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from transmission of the virus.

If you have symptoms or are diagnosed with COVID-19, or a family member residing in your household tests positive for COVID-19, your student may be required to stay home until they can be tested or receive medical clearance indicating they do not have COVID-19 and can safely return to school.

Expectations of All Students at School

General:

1. Stay home if sick.
2. Sanitize hands with hand sanitizer that contains at least 60% alcohol upon entering the building.
3. Wash hands frequently or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
4. Avoid touching face and eyes.
5. Wash/sanitize hands after touching or removing facial covering.
6. Limit use of shared objects, such as physical education equipment, playground equipment, art supplies, toys, and games. Shared objects will be cleaned after each use.
7. Bring personal water bottles with water. Water fountains will be turned off and hydration stations will be made available for refills.
8. Follow all directions provided by teachers or administrators for the safety of the school community. It is especially important that students stay in the classrooms and spaces

Face Coverings and Social Distancing:

1. All persons must maximize physical distancing to the extent possible under the circumstances.
2. All persons must wear facial coverings that cover both the mouth and nose when on school board property, at a school board activity, or riding a bus or in other approved transportation. Students and children over 2 years of age are expected to come to school each day with their personal face coverings. However, quality facial coverings will be available for distribution to students in case of emergency or to reduce stigma where necessary. Students are responsible for their own personal property and face coverings should be stored appropriately. If your child needs a face covering, please contact your child's principal.
3. Facial coverings must be made from a minimum of double layer cloth and be snug fitting to cover both the nose and mouth. Facial coverings should not include any type of exhalation valves or vents or masks designed as a costume.
4. It is recommended to have two face coverings available each day in case one face covering becomes unfit for use. Under no circumstances should student share or swap facial coverings. To learn more about appropriate face covering use and the types of face coverings recommended for use in schools, please review pages 28 and 29 of the District's Reopening Guide [Reopening Guide-English](#)
5. All student facial coverings must meet the requirements of the *Code of Student Conduct* and Policy 5511, Dress Code and School Uniform. Face coverings are apparel/accessory and must not include obscene, profane, drug-related, gang-related, or inflammatory messages or pictorial graphics. Face coverings which include inappropriate language that could be perceived as offensive, derogatory, threatening, or intimidating are strictly prohibited. Repeated display of such face coverings will constitute disciplinary measures as outlined in the *Code of Student Conduct*.
6. Refusal to wear a face covering after directed to comply by an authority figure will constitute defiance of school personnel and/or disruptive behavior pursuant to the *Code of Student Conduct*. Continuous refusal to comply may result in a student being assigned to online or remote learning. Developmental ages and intellectual, developmental, and behavioral disabilities must be duly considered by the principal, as appropriate.
7. Students participating in extracurricular activities, such as athletics, musical or theatrical performances, where the wearing of facial coverings is not practicable or may create a health risk, will be directed by their teacher, coach, or advisor as to when facial coverings may be removed during the activity such as swimming or high intensity activities where breathing may be more difficult. However, students must continue to follow maximum social distancing and all other safety procedures in place for the activity and must resume wearing the facial covering when directed to do so.
8. Exemptions from the use of facial coverings must be requested directly to the school principal. Supporting documentation for the any exemption will be required. Students who have difficulty breathing, or sensory issues arising from a documented medical or psychological issue, or students who have communication issues and may require the

teacher or service provider to see their mouth, may request an exemption from the Principal. If appropriate, they may be asked to wear a clear facial covering or face shield. Face shields must wrap around the sides of the wearer's face and extend below the chin. Documentation from a medical provider must be on file and reviewed by staff before a student will be excused from this facial covering requirement.

9. Facial coverings should not be required for anyone who is unconscious, incapacitated, or otherwise unable to remove the facial covering without assistance.

Student Illness at School

If a student becomes ill or exhibits symptoms of COVID-19 while at school, the student will be separated from other students and staff to the designated space identified as the school's Isolation Room. While in the Isolation Room, the student will be monitored by school staff. Students must be picked up by a parent/guardian after initial illness identification. The District will contact parents/guardians and, if needed, the student's emergency contacts. Parents/guardians and/or emergency contacts will be informed of the importance of the student being picked up for the safety of the student and others.

Return to School

1. Students presenting with general illness symptoms that are non-COVID related will need to remain home until they are symptom-free without the use of medication for 24 hours.
2. Students presenting with COVID-like symptoms, **but no known COVID contact**, are required to remain home until they receive a negative COVID test OR are fever-free without the use of medication for 24 hours AND have improved symptoms.
3. Students presenting with COVID-like symptoms, and **have a known COVID contact**, are required to remain home until they are cleared from isolation or quarantine by a medical professional AND they are fever free without the use of medication for 24 hours AND have improved symptoms.

Parents and other Visitors

To prevent the spread of COVID-19, visitor access will be limited and restricted to the main office. Visitors are not permitted to enter any District buildings under the following conditions:

1. The individual has any of the following symptoms: a temperature of 100.4 degrees or higher; shortness of breath; cough; loss of taste or smell; muscle aches; weakness; chills; nausea; vomiting; or any other symptoms of COVID-19;
2. The individual has tested positive for COVID-19;
3. The individual has been exposed to someone with symptoms of COVID-19;
4. The individual has been exposed to someone who has tested positive for COVID-19.

Any visitors that are permitted to enter District buildings will be subject to screening, must wear a face covering and adhere to all District guidelines contained at [MDCPS Reopening Website](#), CDC, FDOH, and local health department guidelines.

ACKNOWLEDGEMENT OF ADDENDUM TO PARENT/STUDENT HANDBOOK

Student Name

Student ID#

School

Homeroom

ACKNOWLEDGEMENT

I have read this Addendum to the 2020-2021 Parent/Student Handbook. I agree to abide by these requirements, as well as any other applicable District guidelines, and understand that these requirements are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my child, to take my child's temperature, and to ensure that there is no appearance of illness that would warrant my child staying home from school. I acknowledge that this is my responsibility and that for the safety of my school community, I must comply with these policies.

Student Signature

Date

Parent/Guardian Signature

Date

Miami-Dade County Public Schools