

MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

**GEORGE W. CARVER ELEMENTARY SCHOOL**

238 GRAND AVENUE  
CORAL GABLES, FLORIDA 33133

305-443-5286/305-567-3531(FAX)

**SCHOOL HOURS:**

PRE-K, KINDERGARTEN, FIRST GRADE 8:20AM-1:50PM  
SECOND GRADE – FIFTH GRADE 8:35AM – 3:05AM

**FEE BASED AFTERSCHOOL CARE HOURS:**

PRE-K, KINDERGARTEN, FIRST GRADE 1:50PM-6:00PM  
SECOND GRADE – FIFTH GRADE 3:05AM-6:00PM



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INSTAGRAM/TWITTER/FACEBOOK**

**WWW.GWCES.COM**



MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

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

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

Dr. Steve Gallon III

Ms. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Josh Rios, Student Advisor

**SUPERINTENDENT OF SCHOOLS**

Mr. Alberto M. Carvalho

**SCHOOL OPERATIONS**

Mrs. Valtena G. Brown

**Deputy Superintendent/Chief Operating Officer**



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Vision Statement

*We provide a world class education for every student.*

## Mission Statement

*To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.*

## Values

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

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

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

**Innovation** - *We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.*

**Accountability** - *We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.*



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



## Miami-Dade County Public Schools

*giving our students the world*

*Superintendent of Schools*  
Alberto M. Carvalho

*Miami-Dade County School Board*  
Peila Tabares Hantman, Chair  
Dr. Martin Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Susie V. Castillo  
Dr. Lawrence S. Feldman  
Dr. Steve Gallon III  
Lubby Navarro  
Dr. Marta Pérez  
Mari Tere Rojas

August 2018

Dear Parent/Guardian,

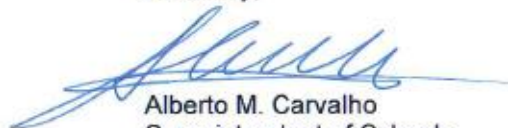
On behalf of the School Board and the dedicated teachers and staff of Miami-Dade County Public Schools (M-DCPS), it is with much pride and enthusiasm that I welcome you to the 2018-2019 school year. We are eager to greet your child and provide him/her with the knowledge and skills needed to thrive in our increasingly globalized society. Students can expect to receive a world-class education that celebrates their uniqueness while fostering curiosity and creativity within a safe and secure learning environment.

This Parent/Student Handbook outlines the major policies and procedures that guide student life in our school system. I strongly encourage you to familiarize yourself with its contents as students are expected to conduct themselves in accordance with the information and guidelines contained herein.

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

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

Sincerely,



Alberto M. Carvalho  
Superintendent of Schools

AMC:cg  
L68

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



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# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## Message from the Principal

Welcome to Carver!

It is with great excitement that I welcome you all back to the “A” rated George Washington Carver Elementary for the 2018-2019 school year! I remain honored and humbled to continue to lead the Carver family and embark upon a new voyage towards academic excellence and first class service. Our theme for this new school year is “**Learning Takes Flight**” where we will be *ascending to higher altitudes in learning!* So, please prepare for a first class flight!

The beginning of each school year is always an exciting time, as it presents opportunities for new beginnings and fresh starts. Your child’s time this year, will be a time to grow, to challenge themselves, and enjoy the adventure of learning.

Our goal is to help students to: grow academically, achieve their creative potential, explore the world via our international magnet programs, all while encouraging a love for learning. We will strive towards building a community where students are encouraged to display good character and make good choices, highlighting the importance of core values.

CARVER PRIDE will continue to be strengthened by our partnerships with our community and parents. The active participation of students, staff, parents, and community stakeholders are essential for our success. Therefore, I encourage you all to sign up to join the PTA, become a Lead Parent, and participate in the many family activities and learning opportunities that we will offer throughout the year.

I look forward to a positive, high energy, and engaging school year that supports student success!

Preparing For Takeoff,

**Patricia D. Fairclough, Ed.S**

Principal



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**G. W. Carver Elementary School**

**Vision Statement**

*Our vision is to provide a multilingual environment that prepares students for global success in an ever-changing world.*

**Mission Statement**

*The mission of the International Students/International Education Magnet program at G. W. Carver Elementary is to foster an innovative, multilingual program with an academically challenging and rigorous curriculum, ensuring student achievement and personal growth for success in global society.*

**School Song**

We're at Little Carver glad to be here today.  
Learning all our basics Monday through Friday.  
You'll always see me here 'cause school is cool.  
I never misbehave Little Carver Rules.  
Reading and Writing, Science and History  
There are kids from all around the world you see.  
We're at Little Carver glad to be here today.  
Learning all our basics Monday through Friday.  
You'll always see me here 'cause school is cool.  
I never misbehave Little Carver Rules.  
Music and Art, Spanish and P.E.  
We are going to be the best that we can be.  
We're at Little Carver glad to be here today.  
Learning all our basics Monday through Friday.  
You'll always see me here 'cause school is cool.  
I never misbehave Little Carver Rules.





MIAMI-DADE COUNTY PUBLIC SCHOOL  
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## Faculty Roster

**Prekindergarten**  
Elizabeth Couto  
Esmeralda Feliz

**Kindergarten**  
Maria Ferrer  
Renata Milanez  
Geraldine Cameron  
Rebeca Gonzalez

**First Grade**  
Heydi Fernandez  
Barbara Hernandez  
Monica Trailor  
Rachel Gomez  
TBA

**Second Grade**  
Raisa Fernandez  
Lucrecia Riverol  
Natalie Louie

**Third Grade**  
Tarcia Black  
Suad Kaddour  
Eileen Angulo

**Fourth Grade**  
Suzanne Hudson  
Alexandra Durr

**Fifth Grade**  
Desiree Lamarche  
Ashley Vangates  
Matilde Gonzalez

**Zone Mechanic**  
Brad Berman

**Microsystem Technician**  
Grace Iudica & David Mallis

**ESE Department**  
Kaitlin Cunningham  
Rosemary Marchan

**Bilingual Department**  
Rosalyn Navarro  
Leonor Beayne  
Damary Ordonez

**ESOL/BCC**  
TBA  
Olga Gonzalez

**Office Staff**  
Wendy Jacques, Clerical  
Elena Rosas, Secretary/Treasurer  
Rosie Manzano, Registrar

**Counselor**  
Terry Faldon

**Art Department**  
Marlon Zuniga

**Music Department**  
Curtis Lanoue

**Physical Education Department**  
TBA

**Media Specialist**  
Marisela Kelly

**Plant Operations**  
Darryl Scavella  
Katrina Greer  
Efrain Espinosa-Iglesias

**Security Staff**  
Venus Bolden  
Marta Alcala



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**Feeder Pattern Schools**

Elementary Schools

G. W. Carver Elementary School  
Frances S. Tucker Elementary School  
Coconut Grover Elementary School  
Henry M. Flagler Elementary School  
Kinloch Park Elementary School  
Fairlawn Elementary School  
Silver Bluff Elementary School  
Sunset Elementary School  
Henry S. West Laboratory School

K-8 Centers

Key Biscayne K-8 Center

Middle Schools

Kinloch Park Middle School  
Ponce de Leon Middle School  
G. W. Carver Elementary School

High Schools

Coral Gables Senior High School  
International Studies Preparatory Academy



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## School Information

- **Bell Schedule**

A vital element of the educational process entails regular school attendance and reporting to class on time each day. All students in kindergarten through 5<sup>th</sup> grade are to report to cafeteria. Supervision will be available at 7:45AM in the cafeteria only. Students in kindergarten and 1<sup>st</sup> grade will be picked up from the cafeteria at 8:10AM. Classes begin at 8:20AM and students that are not in the classroom by 8:20AM will be marked tardy. Students in 2<sup>nd</sup> through 5<sup>th</sup> grade will be picked up from the cafeteria at 8:20/8:25AM. Classes begin at 8:35AM and students that are not in the classroom by 8:35AM will be marked tardy.

Free breakfast is served for children beginning at 7:45AM in the cafeteria. Students wishing to eat breakfast at school must report to the cafeteria immediately upon entering the building. Supervision of students will not be available prior to 7:45AM. Students should arrive to have breakfast with ample time to eat and arrive to class on time.

- **Morning Procedures**

Students should be seated in their classrooms when the bell rings (8:20AM – Pre-K, Kinder and First, 8:35AM – 2<sup>nd</sup> through 5<sup>th</sup> Grade). Please cooperate with the hall monitors in the exercise of their duties. Parents may not stand in the hallway with their children to wait for the teacher. All students must report to the cafeteria in the mornings. Teachers may not conference with parents in the morning once their students are present.

- **Early Sign Out**

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

- **Late Arrival**

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

- **Lost and Found School Policy**

Lost and found items will be in the main office.

- **Opening and Closing Hours of Schools**

School Hours			
Grade	Arrival	Dismissal	Day(s)
Pre-K	8:20	11:20 and 1:50	Monday – Friday
K and 1 <sup>st</sup>	8:20	1:50	Monday – Friday
2 <sup>nd</sup> – 5 <sup>th</sup>	8:35	3:05	Monday, Tuesday, Thursday, Friday
2 <sup>nd</sup> – 5 <sup>th</sup>	8:35	1:50	Wednesdays Only



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Breakfast is served from 7:45AM to 8:05AM for student in pre-kindergarten, kindergarten and first grade. Breakfast is served from 7:45AM to 8:15AM for students in 2<sup>nd</sup> through 5<sup>th</sup> grade. The line will close promptly at 8:15AM.

## Attendance

- **School Attendance**

Students are to be counted in attendance **only if they are present for at least two (2) hours of the day** or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

- **Excused School and Class Absences**

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 to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
3. Death in family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: Public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor Suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

- **Unexcused School Absence**

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

Unexcused absences include:

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



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## Important Dates

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

School Level	Window Period	School Date
Elementary/K8 Center	September 4-7, 2018	<b>September 5, 2018 5PM</b>
Middle Schools	September 12-14 & 17, 2018	<u>N/A</u>
Senior High	October 3-4 & 8-9, 2018	<u>N/A</u>
Special Centers	October 3-4 & 8-9, 2018	<u>N/A</u>

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

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	9/21/2018	11/09/2018
2	11/30/2018	2/01/2019
3	3/01/2019	4/12/2019
4	5/3/2019	6/21/2019

- **School Calendar of Events**

### HOLIDAYS/RECESS DAYS

- Monday, Sept. 3 - Labor Day
- Friday, Nov. 12 - Veterans Day
- Thursday, Nov. 22 - Thanksgiving Day
- Friday, Nov. 23 – Thanksgiving Recess
- Monday, Dec. 24 through Friday, Jan 4 - Winter Recess
- Monday, Jan. 21- Observance of Dr. Martin Luther King's birthday
- Monday, Feb. 18- All Presidents Day
- Monday, March 25 through Friday, March 29 - Spring Recess
- Monday, May 27- Memorial Day

### TEACHER PLANNING DAYS

- Thursday, Aug. 16
- Friday, Aug. 17
- Thursday, Sept 10
- Wednesday, Sept. 19
- Monday, Oct. 26
- Tuesday, Nov. 6
- Wednesday, Nov. 21
- Friday, Jan. 18
- Friday, April 19
- Friday, June 7



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## **Academic Programs – Student Progression Plan (SPP)**

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

## **Bring Your Own Device (BYOD)**

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

## **Cell Phones**

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

## **Clinic**

The school clinic is serviced by our clerical staff that have been trained to deal with minor injuries and provide preliminary first aid functions as needed. Parents will be notified immediately in case of illness or accident. If you cannot be located, we will call those individuals listed on your emergency contact. The school is not allowed to administer medication without written permission from the attending physician. If your child is unable to participate in any school activity because of medical reasons please send a note and the doctors' statement to school.

## **Closing of School**

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

## **Code of Student Conduct**

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

The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures.

The newly adopted Code of Student Conduct can be accessed by going to the following website: <http://ehandbooks.dadeschools.net/policies/90/index.htm>. If you do not have access to the



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Internet, you may go to your child's school and request to review the Code of Student Conduct manual.

Please take the time to review and discuss the importance of the Code of Student Conduct with your child or children.

## **Community School Program**

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

Each of the 39 Community Education Centers offer classes for individuals of all ages, skill levels and language capabilities. Students enrolling in language or computer classes have the opportunity to enhance the job skills needed to satisfy the demands of today's world. Annually, thousands of people have taken advantage of these recreational and educational opportunities, and if an individual or group wants to acquire a specific new skill, Miami-Dade County Public Schools can work with each to create a class that suits the needs of all interests.

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

## **Dismissal**

Students are expected to depart from the school grounds immediately at dismissal. Children are not to remain on the grounds unless permission has been granted by appropriate school personnel.

Parents/guardians who pick up their children should wait in the designated student pick up/drop off zones. Students will be escorted by staff to the appropriate zone. Parents may not pick their children in the classrooms.

Parent pick-up/drop off drive through service is located by the tent in the teachers' parking lot on Lincoln Drive. This is a drive thru area only – no parking is allowed.

Walkers are dismissed from the front of the school on Grand Avenue. If you choose to park on Grand Avenue, please observe the NO PARKING signs as the Miami Dade County Police Department will issue tickets. **You may not under any circumstances stop your vehicle on the roadway and load or unload your child from your vehicle. If you wish to remain in the car, use the drive-through service.**



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In certain instances, it may become necessary for a student to remain after school with a teacher. Parents will be notified in writing and/or by phone 24 hours prior to the actual time the student must stay after school.

## **Rainy Day Dismissal**

If your child walks, it's important that he/she knows what to do on a rainy day. On a wet drizzly day, we will bring students out as usual. In SEVERE weather situations, students are picked up in the classrooms. As conditions improve, the remaining students are brought outside.

## **After School Care Programs**

After school care is offered at the following locations:

- YMCA - On school ground after care service
- CORAL GABLES YOUTH CENTER - Call 305-460-5339
- BOYS AND GIRLS CLUB - Call 305-446-9940
- THE BARNYARD - Call 305-446-6216
- VIRRICK PARK - Call 305-445-0123
- ARMBRISTER PARK - Call 305-442-0376
- WHITE TIGER & DRAGON MARTIALS ARTS - Call 305-505-4919

## **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

## **Fieldtrips**

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

## **Flu Vaccine**

Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2018-2019 school year to provide FREE flu vaccines to students enrolled in M-DCPS. This year's "TEACH FLU A LESSON" student vaccination campaign will begin September 11 thru October 11. Each school will have a specific clinic date.

Parents/guardians have the option of providing consent through the Parent-Portal using their digital devices or complete a paper consent form. Parents/Guardians MUST provide consent if they want





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their child to receive the flu vaccine. Parents/Guardians should contact their child's school to determine when the flu vaccine will be offered at their child's school.

## **Homework**

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

The suggested guidelines for daily home learning gradually increase for students in grades kindergarten through five as follows:

<u>Grade Level</u>	<u>Total Daily Time</u>
KG - First	30 minutes written/ minimum of 30 minutes reading
Second - Third	45 minutes written/ minimum of 30 minutes reading
Fourth - Fifth	60 minutes written/ minimum of 30 minutes reading

In general, home learning assignments will be completed for the following day; however, long-range assignments (e.g. special projects) may take extra periods of time as assigned by the teacher.

## **Mealtime Environment**

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

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

- **Free Breakfast**  
Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.
- **Free/Reduced Price Lunch Program**  
The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.



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- **Meal Prices**

Breakfast	School Lunch	Prices
All Students No Charge	Elementary Students	\$ 2.25
Adults \$ 2.00	Middle/Secondary Students	\$ 2.50
	Reduced Price lunch, all grade levels	\$ 0.40
	Adults	\$ 3.00

- **PAYPAMS**

Miami-Dade County Public School’s Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child’s meals with a credit or debit card at [paypams.com](http://paypams.com). Parents/guardians create an account in PayPams 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

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

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

### Newsletters

G. W. Carver provides a folder labeled “***Thursday Communicator***”. This folder is sent home every Thursday with important school information, events, activities, rules and procedures. Please check your child’s bookbag for this folder. We will keep parents informed on our website at [www.gwces.com](http://www.gwces.com), through our monthly calendar and rote calls.

### Parties in School

Individual celebrations are not allowed during school hours (**includes birthday parties**).

### Parent Academy

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

The Parent Academy supports parents in becoming more involved in their children’s education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county.

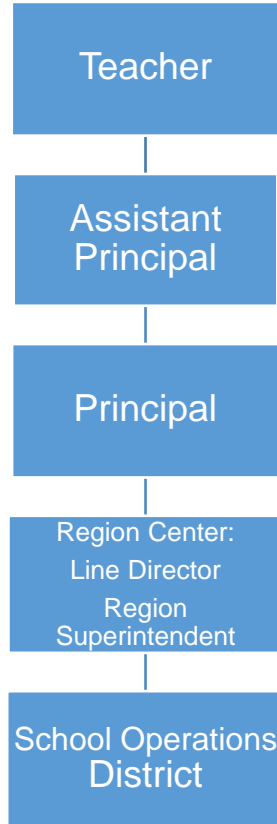


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Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call The Parent Academy at 305-995-2680.

## Protocol for Addressing Concerns

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



## Recess

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

Schools shall provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5, so that there are at least 20 consecutive minutes of free-play recess per day.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **Safety and Security**

- **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety 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.

- **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 parents/guardians to remember during a Critical Incident are as follows:

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

All school administrators, Region Center Superintendents/Directors and all 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.

BeSafe Anonymous Reporting System (SEE ATTACHED FLYER)

[http://hoover.dadeschools.net/portable\\_doc/68128\\_Be\\_Safe\\_Anonymous\\_Reporting\\_System\\_Flyer.pdf](http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf)

- **Fire Drills**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- **Visitors**

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

## **School Activities/Clubs**

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

- **Clubs**

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

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

- **School Club List**

- *Book Club*
- *Art Club*
- *Drama Club*
- *SECME/Science Club*

## **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. SCSI is designed to provide strategies and resources to students focused on learning new behavior skills. 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 the removal from all classes.

## **School Class Picture Process**

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

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

## **School Transportation**

Miami-Dade County Public Schools will transport 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/guardians 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 pick up and delivery. Information on student bus assignments will be posted on the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

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

## **Special Education**

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

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 Records**

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.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## **Student Services**

The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilingual populations enrolled in Miami-Dade County Public Schools.

## **Student Success Centers**

The Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) exhibiting Level III-IV behavior and (with Region approval) habitual Level II infractions of the Code of Student Conduct.

## **Telephones**

Our school telephone is very busy. We need it for school business, emergencies and for important incoming calls. Please see that arrangements for extra activities and after school care are made before your child leaves home. Students will not be allowed to use the telephone except in emergencies. Messages to students may only be delivered on an emergency basis. Please limit telephone calls. Each phone call causes an interruption to the instructional program and wastes valuable teaching time. For the safety of students, messages regarding dismissal will not be taken via phone.

## **Toolkits**

- [Back to School Toolkit](http://toolkit.dadeschools.net) – Please visit [toolkit.dadeschools.net](http://toolkit.dadeschools.net) for additional school information.

## **Transgender**

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

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

## **Uniform Policy**

In accordance with Miami-Dade County School Board rule 6Gx13 – 5C – 1.031 parents have voted to have a mandatory uniform program at our school. Clothing may be purchased at any store but must conform to the styles and provisions of the school's Uniform Dress Code. School spirit t-shirts or sweatshirts are permitted to be worn on Fridays.

The George W. Carver Elementary Uniform Dress Code is as follows:

Shirts: Knit polo shirts with collars, sleeves, and logo

Skirts, Jumper, or Culottes: Khaki

Solid Colors: Red or navy blue

Pants: Khaki - Belts are optional.

Shorts: Khaki – Belts are optional.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Embroidered uniform shirts and patches are sold through our PTA. (Order forms are available in the main office.

- **Prohibited Items**

Nylon gym shorts/pants are prohibited.

- **Miami-Dade County Schools Shoe Policy**

The Miami-Dade County School Board dress code policy prohibits the wearing of metal cleats on shoes, roller-skate sneakers, tap shoes, clogs, crocs, sandals or other open-toe shoes. Physical education requires that shoes be appropriate for running or other sports activities. Closed-toe styles with rubber soles are recommended and should be worn with socks. Sneakers are acceptable; however, shoes without back straps are not permitted for safety reasons.

### Verifications of Residency

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

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

### Volunteer Program

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

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

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

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





# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## APPENDIX A – School Calendars



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2018					August 2018					September 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	<del>4</del>	5	6			1	2	3	<del>3</del>	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					

October 2018					November 2018					December 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	<del>12</del>	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
29	30	31			26	27	28	29	30	<del>31</del>				

January 2019					February 2019					March 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		<del>1</del>	<del>2</del>	<del>3</del>					1					1
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15
<del>21</del>	22	23	24	25	<del>18</del>	19	20	21	22	18	19	20	21	22
28	29	30	31		25	26	27	28		<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

April 2019					May 2019					June 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				<del>27</del>	28	29	30	31					

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"></td> <td>New Teachers Report</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>Teacher Planning Day</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>Teacher Planning Day - (No Opt)</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>District-wide Professional Development Day</td> </tr> </table>		New Teachers Report		Teacher Planning Day		Teacher Planning Day - (No Opt)		District-wide Professional Development Day	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"></td> <td>Recess Day</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>Beg/End of Grading Period</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>Secondary Early Release</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>Legal Holiday</td> </tr> </table>		Recess Day		Beg/End of Grading Period		Secondary Early Release		Legal Holiday
	New Teachers Report																
	Teacher Planning Day																
	Teacher Planning Day - (No Opt)																
	District-wide Professional Development Day																
	Recess Day																
	Beg/End of Grading Period																
	Secondary Early Release																
	Legal Holiday																

Days In Grading Period
1- 46
2- 44
3- 43
4- 47

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 16, 17	Teacher planning days; no students in school
August 20	First Day of School; begin first semester
September 3	Labor Day; holiday for students and employees
September 10*+##	Teacher planning day; no students in school
September 19*+##	Teacher planning day; no students in school
September 27	Secondary early release day
October 25	End first grading period; first semester
October 26	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 29	Begin second grading period; first semester
November 6	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 12	Observation of Veterans' Day; holiday for students and employees
November 21*+##	Teacher planning day; no students in school
November 22	Thanksgiving; Board-approved holiday for students and employees
November 23	Recess Day
December 24- January 4, 2019	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees;
January 17	End first semester and second grading period
January 18*+##	Teacher planning day; no students in school
January 21	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22	Begin third grading period; second semester
February 18	All Presidents Day; holiday for students and employees
March 14	Secondary early release day
March 22	End third grading period; second semester
March 25-29	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 1	Begin fourth grading period; second semester
April 11	Secondary early release day
April 19*+##	Teacher planning day; no students in school
May 9	Secondary early release day
May 27	Observance of Memorial Day; holiday for students and employees
June 6	Last Day of School; end fourth grading period; second semester
June 7	Teacher planning day; not available to opt; no students in school

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 9, 2018	June 7, 2019
Assistant Principals and 10-month clerical	August 9, 2018	June 14, 2019
Cafeteria Managers	August 13, 2018	June 7, 2019
Satellite Assistants	August 15, 2018	June 6, 2019
All Instructional Staff, Paraprofessionals & Security	August 16, 2018	June 7, 2019
Assistant to Cafeteria Managers/MAT Specialists	August 17, 2018	June 6, 2019
Cafeteria Workers (part-time)	August 20, 2018	June 6, 2019

\*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 14, 15, 2018, or June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 10, 11, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 7, 8, 2018, or June 17, 18, 2019, in lieu of any one or two of the following days: September 10, 2018, September 19, 2018, November 21, 2018, January 18, 2019 and April 19, 2019. October 26, 2018 and November 6, 2018, are District-wide Professional Development Days and are not available to opt.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

August 2018					September 2018					October 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	<del>1</del>	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31						29	30	31		
November 2018					December 2018					January 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
<del>12</del>	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>19</del>	22	23	24	25
26	27	28	29	30	<del>29</del>					28	29	30	31	
February 2019					March 2019					April 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1					1	1	2	3	4	5
4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
<del>18</del>	19	20	21	22	18	19	20	21	22	22	23	24	25	26
25	26	27	28		<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	29	30			
May 2019					June 2019					July 2019				
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	<del>4</del>	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
<del>27</del>	28	29	30	31						29	30	31		
August 2019					New Teachers Report Teacher Planning Day Teacher Planning Day - (No Opt) District-wide Professional Development Recess Day Beg/End of Grading Period Legal Holiday					Days In Grading Period 1- 81 2- 62 3- 73				
M	T	W	T	F										
			1	2										
5	6	7	8	9										
12	13	14	15	16										
19	20	21	22	23										
26	27	28	29	30										

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



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

HOLIDAYS 2018	
September 3	Labor Day
November 12	Veterans' Day
November 22	Thanksgiving Day

HOLIDAYS 2019	
January 21	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 18	All Presidents' Day
May 27	Observance of Memorial Day

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
10	17	22	17	15	17	19	16	10	11	22	19	21	0
TOTAL: 81					TOTAL: 62				TOTAL: 73				
<b>TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216</b>													

\*Teachers may opt to work one or two days, August 14, 15, 2018, in lieu of any of the teacher planning days except August 17, 2018, and the designated District-wide Professional Development Days, October 26, 2018 and November 6, 2018. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

\*\*August 1, 2019 is a Teacher planning day; not available to opt.



MIAMI-DADE COUNTY PUBLIC SCHOOL  
PARENT/STUDENT HANDBOOK

**APPENDIX B –Commonly Referenced State of Florida House Bills  
and School Board Policies**

View all policies at <http://www.dadeschools.net/schoolboard/rules/>

**Academics**

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION
  - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- 2370.01 – VIRTUAL INSTRUCTION
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
  - Parents have the ability to access their child's instructional materials at <http://im.dadeschools.net/>.
  - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.



# MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

- 5410 - STUDENT PROGRESSION PLAN
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

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

- 3213 - STUDENT SUPERVISION AND WELFARE
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
- 5540 - INVESTIGATIONS INVOLVING STUDENTS
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- 5772 - WEAPONS
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 7217 - WEAPONS
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
- 8405 - SCHOOL SAFETY
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.



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- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES

The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

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

- 5112 - ENTRANCE REQUIREMENTS

- Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:

- Original birth certificate
- Verification of age and legal name
- Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
- Two (2) verification of parent/legal current residence (address)

- 5114 - FOREIGN STUDENTS

- Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.

- 5320 – IMMUNIZATION

- All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

## **Animals on District Property**

- 8390 - ANIMALS ON DISTRICT PROPERTY

- Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
- Students are not allowed to bring pets to school.

## **Anti-Discrimination Policy**

- 3362 - ANTI-DISCRIMINATION/HARASSMENT

- The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender,



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gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.

- This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT

A parent may request a Hope Scholarship for a student who was subjected to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offense, assault, threat, intimidation, or fighting at school.
- 5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
  - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.
- 5517.01 – BULLYING AND HARASSMENT
  - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS
  - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
  - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.
  - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

## **Attendance Policy/School Hours**

- 5200 – ATTENDANCE:
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.





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- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

## **Ceremonies & Observances**

- 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
  - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

## **Class Size**

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

## **Clinic**

- 5330 – USE OF MEDICATIONS
  - The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend



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school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

## Code of Student Conduct

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
  
- 5136.02 - SEXTING
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
  
- 5500 - STUDENT CONDUCT AND DISCIPLINE
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.
  - A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
  - The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
  
- 5511 - DRESS CODE AND SCHOOL UNIFORMS
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their 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.



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## **Digital Conversion/Social Media**

- 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

## **Equal Opportunity**

- 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
  - The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
- 5111.01 - HOMELESS STUDENTS
  - Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

## **Fieldtrips/School Social Events**

- 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
  - Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.
- 5850 - SCHOOL SOCIAL EVENTS
  - School facilities and appropriate staff will be made available for social events approved by the principal within and outside school facilities.
- 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
  - Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips.



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## Financial Obligations

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

## Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
  - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- 8531 - FREE AND REDUCED-PRICE MEALS
  - All students determined to be economically needy shall be provided upon request a free or reduced price meal or meals at school.

## Fundraising

- 5830 – STUDENT FUNDRAISING
  - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
  - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- 6605 – CROWDFUNDING
  - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.



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- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
  - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

## Health Screening

- 2410 - SCHOOL HEALTH SERVICES PROGRAM
  - The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed. Vision, hearing, scoliosis and growth and development screenings are conducted based on mandated grade levels.
  - Screenings do not substitute a thorough examination in a medical provider's office.

## Homework

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

## Internship

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

## Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE
  - The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.



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

## **Parent Involvement**

- 2111 - PARENT INVOLVEMENT– A HOME-SCHOOL-DISTRICT PARTNERSHIP
  - A collaborative environment is encouraged in which the parents and families of District students are invited and encouraged to be involved stakeholders in the school community. This policy establishes the framework and responsibilities for implementation of strategies to increase family and community involvement. A copy of this policy must be distributed to all parents.
- 9210 - PARENT ORGANIZATIONS
  - The Parent-Teacher/Parent-Teacher-Student Associations (PTA/PTSA) in the District are acknowledged as sincerely interested in, and staunch supporters of public education in Miami-Dade County.

## **Pledge of Allegiance**

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

## **Privacy**

- 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
  - Parents have the right to inspect, upon request, a survey or evaluation created by a third party or any instrument used in the collection of personal information before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation or instrument within a reasonable period of time after the request is received by the principal.

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

- 2370 - MAGNET PROGRAMS/SCHOOLS
  - Magnet programs/schools broaden public school choice, stem declining enrollment, mitigate overcrowding, help comply with Federal and State-mandated public school choice provisions, accommodate parent/student interest, improve the quality of education, and promote diverse student enrollments. Magnet programs/schools are unique educational programs operating within the District, for which additional resources and/or ancillary services may be provided to help make such educational experiences available to students beyond a single attendance boundary area.

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

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



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## Special Education

- 2460 – EXCEPTIONAL STUDENT EDUCATION
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

## Student Activities

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

## Student Records/Access to Student Records

- 8330 - STUDENT RECORDS
  - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
  - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

## Student Services

- 2290 - CHARACTER EDUCATION
  - The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.
- 5530 - DRUG PREVENTION
  - Schools shall strive to prevent drug abuse and help drug abusers through educational means.
  - The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

## Title I School-wide Program



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- 2261 - TITLE I SERVICES

- The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

## Visitors

- 9150 - SCHOOL VISITORS

- Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
- The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

## Volunteer Program

- 2430.01 - SCHOOL VOLUNTEERS

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

