

David Fairchild Elementary Parent/Student Handbook 2024-2025



5757 S.W. 45 Street
Miami, Florida 33155
305-665-5483 phone · 305-669-5401 fax

<http://davidfairchild.dadeschools.net>

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Ms. Lucy Amengual, Principal
Ms. Andrea Abrantes, Assistant Principal

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

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Dr. Jose L. Dotres

OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE

Dr. John D. Pace III

Deputy Superintendent

TABLE OF CONTENTS

District's Vision/Mission
School's Mission Statement
Feeder Pattern Schools
Message from Principal
Parent/Guardian acknowledge form of handbook
District/School Calendar
District Testing Calendar
Biography of person the school is named after

Activities

Clubs
Fieldtrips and Special Activities
Parties in School

Fundraisers

Pizza Sale

Attendance Policy/Procedure

Excused Absences and Tardies
Unexcused School Absence
Late Arrival/Early Dismissal
Attendance Review Committee

Arrival/Dismissal

School Hours
Bell Schedule
Parent/Student Guidelines
Arrivals
Dismissals
Late Arrival
Early Sign-Outs
Rainy Day Dismissal

Before and After School Care Program (YMCA)

Bicycles

Bringing Pets to School

Bullying and Harassment

Comprehensive Reading Plan

Cafeteria

Meal Prices
Free Breakfast
Free/Reduced Lunch Program
PAYPAMS
Cafeteria Rules

Clinic

Code of Student Conduct (COSC)

Behaviors and Range of Corrective Strategies
Student Rights and Responsibilities
Dress Code
Uniform Policy
Cell Phones
Internet Use Policy
Confidential Information

Emergency Contact Information

TABLE OF CONTENTS

Financial Obligations

Grade Reporting

Academic Grades

Conduct

Grade Point Average

Interim Report & Report Card Dates

Interim Progress Report

Honor Roll Qualifications

Health Screening

Homework / Make-up Assignments

Immunizations

Insurance

Florida KidCare

Lost and Found

Lunch Bunch

Media Center/Library

Medication

The Parent Academy

Parent-Teacher Association (PTA/PTSA)

Parent Portal

Parking at School

Parking and Safety Regulations for Drop-Off & Pick-Up

Closed Campus

Permanent Records

Protocol for Addressing Concerns

Publications/Communications

- School Messenger
- Student Agenda

Registration Procedures

Safety and Security

The Emergency Operations Plan

Accident Reports

Code Yellow/Code Red

Closing of School

Fire Drills

MDCPS Raptor Security I.D. System

School Activities/Clubs

School Student Services

- Counselor
- Counselor Request
- School Social Worker
- School Speech/Language Therapy
- School Psychologist

School Transportation

Special Education

Textbooks/School Property

Twiglet Bank

Visitors

Volunteer Program

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

Vision

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

Mission

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

Values

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

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

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

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

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

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

David Fairchild Elementary

Vision Statement

Every child to learn and become an active contributing member of the school and society.

Mission Statement

The David Fairchild Elementary staff, parents and community will nurture each child's academic, social, physical, and emotional growth in a safe environment that supports the development of lifelong learners and citizens who are prepared to be productive in a multicultural, technological world.

David Fairchild School Song

David Fairchild is the school for me.
It's the best you will ever see.
We like it here, we all agree,
to her we pledge our loyalty.
Our school is named for a famous man
Who brough back plants from many a land.
In our school his name lives on,
We follow his motto, "push on, push on!"
David Fairchild is the school for me.
It's the best you will ever see.
We like it here, we all agree,
To her we pledge our loyalty.

South Miami Feeder Pattern Schools

Elementary Schools

Coral Terrace Elementary
David Fairchild Elementary
Emerson Elementary
Flagami Elementary
Ludlam Elementary
Sylvania Heights Elementary

Middle Schools

South Miami Middle School
West Miami Middle School
South Miami K-8

Senior High Schools

South Miami Senior High School



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Dr. Jose L. Dotres

Miami-Dade County School Board

Mari Tere Rojas, Chair
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Lucia Baez-Geller
Dr. Dorothy Bendross-Mindingall
Mary Blanco
Danny Espino
Dr. Steve Gallon III
Luisa Santos

August 15, 2024

Dear Parents/Guardians:

It is with great pleasure that I welcome you to David Fairchild Elementary for 2024-2025 school year. I take the responsibility of educating your children seriously and welcome your participation in the process. I feel confident that with the continued support of parents, students, staff, and the community we will succeed in our commitment to achieve the ultimate in performance.

The information contained in the Parent/Student Handbook has been compiled to inform you of important school information, district procedures and a guide for establishing understandings and expectations at home and at school. You are encouraged to take the time to go on-line to <http://davidfairchild.dadeschools.net> and read and discuss the rules and policies with your children. Our staff is committed to helping students learn and achieve optimal potential. If you have questions regarding the information contained in this Parent/Student Handbook, please contact the school at 305-665-5483. With your cooperation and support, we will help our students achieve a productive and successful school experience.

Sincerely,

Lucy Amengual

Lucy Amengual
Principal

Dear Parents/Guardians:

Each parent/guardian of a student enrolled at David Fairchild Elementary School must sign and submit this page to their homeroom teacher to acknowledge the receipt of the 2024-2025 Parent/Student Handbook has been reviewed. The teacher will maintain records of such signed statements.

I have read and discussed the 2024-2025 Parent/Student Handbook with my child.

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Print Student Name

Print Homeroom Teacher Name

Return this page to your child's homeroom teacher by August 30th, 2024

David Fairchild Elementary School • 5757 SW 45 Street • Miami, Florida 33155
Lucy Amengual, Principal • Phone: 305-665-5483 • Fax: 305-669-5401 • <http://davidfairchild.dadeschools.net>



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY



JULY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
(12)	(19)	(14)	(15)	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	T	F
1	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	T	F
	1	2	(3) ^a	4
7	8	9	10	11
14	15	16	17	(18)
(21)	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	T	F
				1
4	(5)	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20) ^a
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	T	F
		3	4	5
6	7	8	9	10
13	14	15	(16)	(17) ^a
20	(21)	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
24	25	26	27	28
(31) ^a				

APRIL 2025				
M	T	W	T	F
	(1)	2	3	4
7	8	9	10	11
14	15	16	17	(18) ^a
21	22	23	24	25
28	29	30		

MAY 2025				
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

JUNE 2025				
M	T	W	T	F
2	3	4	(5)	(6)
(9)	(10)	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (10 month)

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

DAYS IN GRADING PERIOD	
1 - 45	
2 - 46	
3 - 43	
4 - 46	

180 Days Total

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY**

August 12, 2024	Teacher planning day; not available to opt; no students in school
August 13	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 14	Teacher planning day; not available to opt; no students in school
August 15	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
October 3 *+##	Teacher planning day; no students in school, available to opt
October 18	End first grading period; first semester
October 21	Begin second grading period; first semester
November 5	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 20*+##	Teacher planning day; no students in school, available to opt
December 23 – January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End second grading period; first semester
January 17*+##	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
February 17	All Presidents Day; holiday for students and employees
March 21	End third grading period; second semester
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*+##	Teacher planning day; no students in school, available to opt
April 1	Begin fourth grading period; second semester
April 18*+##	Teacher planning day; no students in school; available to opt
May 26	Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	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 5, 2024	June 6, 2025
Assistant Principals and 10-month clerical	August 5, 2024	June 13, 2025
Cafeteria Managers	August 7, 2024	June 6, 2025
Satellite Assistants	August 9, 2024	June 5, 2025
All Instructional Staff, Paraprofessionals & Security	August 12, 2024	June 6, 2025
Assistant to Cafeteria Managers/MAT Specialists	August 13, 2024	June 5, 2025
Cafeteria Workers (part-time)	August 15, 2024	June 5, 2025

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 8, 9, 2024, or June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 1, 2, 2024 or June 16, 17, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 TESTING CALENDAR, GRADES PreK-12
Tentative July 19, 2024

The calendar will be updated periodically as additional information is obtained about the District, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
July 15 – 26	<i>Florida Assessment of Student Thinking² Grade 10 English Language Arts Reading Retake</i>	FAST ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	<i>Benchmarks for Excellent Student Thinking: End-of-Course Assessments² Algebra 1</i>	B.E.S.T. EOC	Grades 9-12, eligible	
July 25 – 26	<i>Alternative Assessment for Grade 3 Promotion (ITBS)</i>	AAGTP	Grade 3, retained	State ¹
August 15 – September 6	<i>HMH Read 180 MAP Growth Assessment and Code Assessment² (AP1)</i>	HMH Read 180	Grades 6-12 eligible ³	State
August 15 – September 6	<i>Achieve 3000 LevelSet Assessment² (AP1)</i>	Achieve 3000	Grades 11-12 eligible ³	State
August 15 – September 20	<i>Interim Assessment Tests (Baseline): Science, Biology 1²</i>	BBA	Grades 5, 8, Grades 6-12 eligible	District
August 15 – September 26	<i>Florida Assessment of Student Thinking²: Progress Monitoring (PM)1 Reading</i>	FAST: Star	PreK	State
August 15 – September 27	<i>Florida Assessment of Student Thinking²: PM1 Reading Mathematics</i>	FAST: Star	K-2	State
August 15 – September 27	<i>Florida Assessment of Student Thinking²: PM1 Reading</i>	FAST: CAI	Grades 3 – 10	Federal and State
	<i>Mathematics</i>		Grades 3 – 8	
August 29 – December 19	<i>Fitness Pretest</i>	Fitness	Grades 2 - 12	District
September 9 – October 4	<i>Florida Assessment of Student Thinking Grade 10 English Language Arts Reading Retake²</i>	FAST ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	<i>Benchmarks for Excellent Student Thinking: End-of-Course Assessments² Algebra 1 and Geometry</i>	B.E.S.T. EOC	Grades 6-12, eligible	
	<i>Next Generation Sunshine State Standards End-of-Course Assessments² Biology 1, Civics, and US History</i>	NGSSS EOC		
September 16 – October 18	<i>i-Ready Diagnostic Test² Assessment Period (AP) 1</i>	i-Ready	Grades K-8 ¹	State ¹
September 23 – October 11	<i>Florida Alternate Assessment – Performance Task⁴ Grade 10 ELA - Make up Algebra 1 EOC - Make up</i>	FAA	Grades 9-12, eligible	Federal and State
October 1 – 31	<i>Preliminary SAT / National Merit Scholarship Qualifying Test²</i>	PSAT / NMSQT	Grade 9, optional	Nationally Offered
			Grade 10	State
			Grade 11, 12 optional	Nationally Offered
October 1 – 31	<i>Preliminary SAT 8/9²</i>	PSAT 8/9	Grades 8 & 9, optional	Nationally Offered
October 7 – December 13	<i>National Assessment of Educational Progress Long Term Trends</i>	NAEP	Age 13, selected schools	Federal
November 4 – December 19	<i>Florida Civic Literacy Exam²</i>	FCLE	Grade 9-12, enrolled	State
November 13 – 22	<i>Naglieri Nonverbal Ability Test²</i>	NNAT	Grade 1	District

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 TESTING CALENDAR, GRADES PreK-12
Tentative July 19, 2024

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
December 2 – 19	<i>Florida Assessment of Student Thinking²</i> <i>Grade 10 English Language Arts Reading Retake</i>	FAST ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	<i>Benchmarks for Excellent Student Thinking: End-of-Course Assessments²</i> <i>Algebra 1 and Geometry</i>	B.E.S.T. EOC	Grades 6-12, eligible	
	<i>Next Generation Sunshine State Standards End-of-Course Assessments²</i> <i>Biology 1, Civics, and US History</i>	NGSSS EOC		
December 2 – 19	<i>HMH Read 180 MAP Growth Assessment and Code Assessment² (AP2)</i>	HMH Read 180	Grades 6-12 eligible ³	State
December 2 – 19	<i>Achieve 3000 LevelSet Assessment² (AP2)</i>	Achieve 3000	Grades 11-12 eligible ³	State
December 2 – January 24	<i>Florida Assessment of Student Thinking²: PM 2</i> <i>Reading</i> <i>Mathematics</i>	FAST: Star	K-2	State
December 2 - January 24	<i>Florida Assessment of Student Thinking²: PM 2</i> <i>Reading</i>	FAST: CAI	Grades 3 – 10	Federal and State
	<i>Mathematics</i>		Grades 3 – 8	
December 5 – February 12	<i>Florida Assessment of Student Thinking²: PM 2</i> <i>Reading</i>	FAST: Star	PreK	State
January 6 – March 14	<i>National Assessment of Educational Progress Long Term Trends</i>	NAEP	Age 9, selected schools	Federal
January 8 – February 12	<i>Mid-Year Assessments²</i> <i>Algebra 1, Geometry</i>	MYA	Grades 6-12, EOC enrolled	District
January 13 – April 28	<i>Fitness Posttest</i>	Fitness	Grades 2 - 12	District
January 16 – May 2	<i>Grade 3 Reading Student Portfolio</i>	GTRSP	Grade 3	State ¹
January 20 – March 14	<i>Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs)</i>	ACCESS for ELLs	Grades K-12, all current ELLs	Federal and State
January 21 – February 25	<i>Mid-Year Assessments</i> <i>Science, Biology 1², Civics², United States History²</i>	MYA	Grades 5, 8, EOC enrolled	District
January 27– February 21	<i>i-Ready Diagnostic Test² AP2</i>	i-Ready	Grades K-8 ³	State ¹
February 24 – April 11	<i>Florida Alternate Assessment Performance Task⁴</i> <i>English Language Arts and Mathematics</i>	FAA	Grades 3-8	Federal and State
	<i>Writing</i>		Grades 4-8	
	<i>Science</i>		Grade 5 and 8	
	<i>End-of-Course Assessment (Civics)</i>		Grade 7	
March – May	<i>Program for International Student Assessment</i>	PISA	Students aged 15, selected schools	Federal
March 3 – 20	<i>Scholastic Aptitude Test (SAT)²</i>	SAT	Grade 11	State
			Grade 12, optional	
March 10 – April 25	<i>Florida Alternate Assessment⁴</i> <i>English Language Arts</i>	FAA	Grade 9 and 10	Federal and State
	<i>Writing</i>		Grade 9 and 10	
	<i>End-of-Course Assessments: Algebra 1, Biology 1, Geometry, and U.S. History</i>		Grade 9-12, enrolled	
March 17 – May 23	<i>National Assessment of Educational Progress Long Term Trends</i>	NAEP	Age 17, selected schools	Federal
April 1 – 11	<i>Benchmarks for Excellent Student Thinking: Writing Test²</i>	B.E.S.T Writing	Grades 4-10	Federal and State
April 1 – May 30	<i>Florida Civic Literacy Exam²</i>	FCLE	Grade 9-12, enrolled	State
April 7 – 25	<i>HMH Read 180 MAP Growth Assessment and Code Assessment² (AP3)</i>	HMH Read 180	Grades 6-12 eligible ³	State
April 7 – 25	<i>Achieve 3000 LevelSet Assessment² (AP3)</i>	Achieve 3000	Grades 11-12eligible ³	State

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 TESTING CALENDAR, GRADES PreK-12
Tentative July 19, 2024

ADMINISTRATION WINDOW	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
April 14 – May 30	<i>Florida Assessment of Student Thinking²: PM 3 Reading Mathematics</i>	FAST: Star	K-2	State
April 25 – May 21	<i>International Baccalaureate External Written Examinations</i>	IB	Grades 11-12, enrolled and registered	Internationally Offered
April 24 – June 5	<i>Florida Assessment of Student Thinking²: PM 3 Reading</i>	FAST: Star	PreK	State
April 25 – June 11	<i>Cambridge Advanced International Certificate of Education Examinations</i>	AICE	Grades 10 -12, enrolled and registered	Internationally offered
May 1 – 30	<i>Florida Assessment of Student Thinking² Grade 10 English Language Arts Reading Retake</i>	FAST ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	<i>Benchmarks for Excellent Student Thinking: End-of-Course Assessments² Algebra 1</i>	B.E.S.T. EOC	Retake and Grades 6-12, enrolled	
	<i>Benchmarks for Excellent Student Thinking: End-of-Course Assessments² Geometry</i>		Grades 6-12, enrolled	
	<i>Next Generation Sunshine State Standards End-of-Course Assessments² Biology 1, Civics, and US History</i>	NGSSS EOC		
May 1 – 30	<i>Florida Assessment of Student Thinking²: PM 3 Reading</i>	FAST: CAI	Grades 3 – 10	Federal and State
	<i>Mathematics</i>		Grades 3 – 8	
May 1 – 30	<i>Statewide Science Assessments²</i>	Science	Grades 5 and 8	Federal and State
May 5 – 16	<i>Advanced Placement Exams</i>	AP	Grades 8-12, enrolled and registered	Nationally Offered
May 12 – 23	<i>Alternative Standardized Reading Assessment (i-Ready or ITBS)</i>	ASRA	Grade 3 ³	State ¹
July 14 – 25	<i>Florida Assessment of Student Thinking² Grade 10 English Language Arts Reading Retake</i>	FAST ELA RETAKE	Grades 10+, 11, 12, eligible	Federal and State
	<i>Benchmarks for Excellent Student Thinking: End-of-Course Assessments² Algebra 1</i>	B.E.S.T. EOC	Grades 9-12, eligible	

David Fairchild (1876 - 1954)



David Fairchild spent his whole life studying plants. When he was 22 years old he created the Section of Foreign Seed and Plant Introduction of the United States Department of Agriculture. For the next 37 years he traveled around the world looking for plants that the American people would use. He brought many plants into the USA including mangos, alfalfa, nectarines, horseradish, bamboo, and flowering cherries.

Dr. Fairchild returned to Miami when he was 59 years old. He shared his new plants with other botanists, people who study plants, including Robert Montgomery. Robert founded the Garden and named it in honor of his friend. There are plants in Fairchild Tropical Garden from 1940 when gardeners planted some of the plants. Some of David's exotic plants went into the garden, such as the giant African baobab tree that is near the entrance. David started an official collector's expedition and got more exotic plants. David Fairchild helped make Fairchild Tropical Garden one of the most exciting gardens in all of Florida.

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 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.

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. 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.

"Official Registered Volunteer" Parents/Guardians may be asked to assist the teacher on field trips. **Pregnant mothers are not permitted to accompany students on the bus. Parent chaperones may not bring other children on the trip with them.**

Parties in School

Birthday parties are not allowed. Only two official parties per year are held; one before winter recess and the other is at the end of the school year. **Many students at David Fairchild Elementary have allergic reactions to food and beverage ingredients.**

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. Elementary school students are not allowed to participate in the sale of magazines.

Attendance Policy/Procedure – 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 Absences and Tardies

It is the responsibility of the parent/guardian to report and explain an absence or tardiness to the school within three (3) days upon the student's return to the school or the absence will stay as unexcused.

1. Student illness: **Students missing five (5) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider.** The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in 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 or the principal's designee. 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 suspension.
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal. 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. Illness of others.
4. Non-compliance with immunization requirements (unless lawfully exempted).

Late Arrival and Early Dismissal – School Board Policy 5230

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.

- **School Board Policy 5200**

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

Early Dismissal of students by divorced or separated parents. The enrolling parent shall indicate on the Emergency Students Data form (FM-2733) to the individual(s) to whom the student may be released to during the school day.

Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of his/her right of final appeal to the Regional Superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.
5. An **out of area transfer** may be denied or revoked at any time due to poor attendance and tardiness; or disruptive behavior which results in a significant loss of instructional time. If the transfer is revoked, the student will be assigned to the school that serves the verifiable residence address.

Arrival/Dismissal

School Hours:

Pre-Kindergarten, Kindergarten and First Grade:

Monday - Friday.....8:20 a.m. - 1:50 p.m.

Second, Third, Fourth and Fifth Grade:

Monday, Tuesday, Thursday, and Friday.....8:35 a.m. - 3:05 p.m.

Wednesday.....8:35 a.m. - 1:50 p.m.

Bell Schedule:

8:10 a.m. Pre-K, Kindergarten, 1st Grade Students in Assigned Classrooms

8:20 a.m. Tardy Bell for Pre-K, Kindergarten, and 1st Grade Students

8:25 a.m. 2nd, 3rd, 4th, 5th Grade Students in Assigned Classrooms

8:35 a.m. Tardy Bell for 2nd, 3rd, 4th, and 5th Grade Students

1:50 p.m. Dismissal Bell - Monday, Tuesday, Wednesday, Thursday, Friday--Pre-K, Kindergarten, 1st Gr.

1:50 p.m. Dismissal Bell - Wednesdays, ALL GRADES

3:05 p.m. Dismissal Bell - Monday, Tuesday, Thursday, Friday--2nd, 3rd, 4th, 5th Grades

Parent/Student Morning Guidelines

The safety of our students is a primary concern to the faculty and staff at David Fairchild Elementary School. Students are supervised in the cafeteria (K-2nd Grade) and on the P.E. Court (3rd - 5th Grade) beginning at 8:00 a.m. Any student that arrives before 8:00 a.m. must be registered with the YMCA-Before Care Program (305-479-5769). The students that are supervised on the P.E. court are expected to sit in rows according to their grade and teacher. **David Fairchild Elementary will be a closed campus.** Parents will drop off their child on S.W. 45 Street or on S.W. 58th Avenue side of the school, depending on the student grade level. This is for the safety and protection of our students.

Morning Student Drop-Off for PreK-Kindergarten. Parents of Pre-K students are allowed to walk their child to their assigned classroom in the 'A' wing by 8:20 a.m.

Morning Student Drop-Off for Students in grades kindergarten, 1 & 2. Parents drop of their child in the front of the school on S.W. 45 Street, where child is to go to the cafeteria and wait for their teacher. Student is allowed to eat breakfast.

Morning Student Drop-Off for Students in grade 3, 4, & 5. Parents drop of their child on the side of the school on S.W. 58 Avenue, where child is to go to P.E. Court and wait for their teacher. Student is allowed to go to cafeteria for breakfast and then proceed to P.E. Court after breakfast.

Teachers will meet their students in the cafeteria (K-2nd Grade) or on the P.E. Court (3rd - 5th Grade) and escort them to their classroom-

- ❖ 8:10 a.m. for kindergarten and 1st grade students
- ❖ 8:25 a.m. for 2nd through 5th grades

Opening exercise/announcements begin promptly at 8:35 a.m.

Parents are not to park in the circle area in front of the school. The 'circle area' is only for M-DCPS yellow school buses. **Parents are not to park** in the faculty parking lot. **Parents are not to walk** through the faculty parking lot. Parents must observe the 'No Parking' signs and remember not to park in front of the fire-hydrants.

If your child has permission to walk or ride a bicycle home, then the **parent must** provide a letter to the school. The letter remains on file the main office, indicating that you do give permission. Please include your child's name, the homeroom teacher's name, and the date. Bicycle riders must wear a helmet.

Parents are not allowed to "pop" into the classroom to speak with the teacher or their child without making prior arrangements. We are a closed campus school.

Parents are not allowed to call the school to speak with their child at any time during the day unless it is an emergency; then your phone call will be forwarded to an administrator.

Arrivals

No students should be dropped off **before 8:00 a.m.** Parents who transport their children to school are to drop them off on S.W. 45 Street for 1 & 2 grades and on S.W. 58 Avenue for 3, 4, 5 grades.

******DO NOT PARK IN THE CIRCLE******

Please observe the one-way traffic laws and no parking signs. Vehicles illegally parked may be subject to citation by local law enforcement.

❖ Kindergarten through second grade students will be supervised in the cafeteria.

❖ Third through fifth grade students will be supervised on the P.E. court.

There will be adult supervision in the cafeteria and on the P.E. court until the teachers pick up their students. Kindergarten through 1st grade teachers will pick up their students by 8:10 a.m. 3rd - 5th grade teachers will pick up their students from the P.E. court by 8:25 a.m.

Dismissals

Parents who transport their children to school are to pick them up in front of the school for students in Pre-K, Kindergarten, and 1st and 2nd grades. DO NOT PARK IN THE CIRCLE. Students in 3rd, 4th, and 5th grades are to pick up their children from the west side of the school on S.W. 58 Avenue.

All students are dismissed everyday using our 'Silent Dismissal System'. Every student/parent is given a dismissal code number. The person picking up your child is to have the dismissal code number written on an 8-1/2" x 11" sheet of paper to be displayed/visible on the right-side dashboard of the vehicle. A notice of your child's dismissal code will be disseminated the first week of school. You may always ask your child's teacher or call the office if you should forget your child's dismissal code. It is strongly recommended that you take a photo of the dismissal code number to always have available in your cell phone. When you pull up to the school, either on S.W. 45th Street or on S.W. 58th Avenue, remain in your vehicle in single file in the carpool lane and a staff member will view the code number and enter it in their 'Silent Dismissal System' app on their cell phone. The code number will then be displayed on the corresponding teacher's classroom Promethean Board. Your child will then proceed outside for dismissal to either S.W. 45th Street or to the west side of the school on S.W. 58th Avenue.

All students will be escorted to the vehicle by school personnel. Parents are to remain in their vehicle.

Parents who have children in lower and upper grades must notify the school office so the parent can pick up their children from the front of the school on S.W. 45th Street and the upper grade student will then be dismissed to the front of the school not to the S.W. 58th Avenue side.

Students who are not picked up on time; for parent/guardian arriving more than 10 minutes after dismissal (PK, KG & 1st grade 2:05 p.m.) and 2-5 grades 3:20 p.m.; your child will be placed in the main office where you will have to sign the 'late' pick up log. Parents who are habitually late to pick up their child may be required to sign their child up for the YMCA - After School Care.

Late Arrival/Tardy Students

Students who are tardy to school must report to the main office to secure a Tardy Pass to be admitted to class. Excessive tardies may result in loss of privileges, detention, parent conference, revocation of out of area transfer, and/or suspension.

Early Sign-Outs - School 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 student shall be released **within the final 30 minutes** of the school day unless authorized by the principal's designee (i.e., emergency, sickness.)

Rainy Day Dismissal

It is important that you plan with your child regarding procedures to follow during inclement weather at dismissal time. Please be sure that your child clearly understands your guidelines regarding school dismissal on a rainy day.

If the condition of the inclement weather is unsafe for dismissal, the administration may determine the school to be in an emergency status and teachers will be instructed to keep all students in the classrooms until the weather improves permitting for a safe dismissal.

Before and After School Care Program (YMCA) 305-497-5769

We are pleased to have Before-School Care and After-School Care at David Fairchild Elementary, which is run by the YMCA. In order for your child to attend the YMCA program you must pre-register with them.

Bicycles/Skateboards/Walking

In order to ride a bicycle to school students must have written permission from the parent on file permitting riding a bicycle or walking to and from school and awareness of bicycle and walking safety rules. The letter must include the student's name and classroom teacher. The following bicycle safety rules and policies are those taught to our children. Please help us to reinforce these rules:

- Only one rider may be on the bicycle. A helmet must be worn. (State Law)
- Walk bicycle on school grounds, across crosswalks, and busy intersections. This precaution will prevent many accidents and injuries.
- Park and lock the bicycle in the designated area.
- Bicycle must be equipped with a lock. Please record the serial number of the bicycle, lock, etc., and keep available at home.

Students who fail to follow these rules will be reported to their parents and will not be permitted to continue riding a bicycle to and from school.

Bringing Pets to School

Students are not allowed to bring pets to school. Parent/Guardians are not allowed to bring pets on to the school-grounds.

Bullying and Harassment

Miami-Dade County Public Schools (M-DCPS) and David Fairchild Elementary are committed to providing a safe learning environment for all students. We are dedicated to eradicating bullying and harassment in our schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers. M-DCPS has developed a website which can be accessed through the student, parent, or employee portals located on the dadeschools.net main website or you may access it directly at <http://studentservices.dadeschools.net/safe/bullying.asp>.

Closed Campus

Parents may not accompany their child past the school entrance gate. This is for the safety and protection of our students. If you must speak with a teacher, please send the teacher an email or call the office and leave a message.

Comprehensive Research-Based Plan

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

Cafeteria

Parents must inform the school if their child is allergic to any food/beverage ingredients. It is imperative to notify the school principal of any allergy or other medical conditions their child has and request the appropriate medication form for completion by parent and child's doctor.

Meal Prices

<u>Breakfast</u>	<u>School Lunch</u>
All Students No Charge	All Students No Charge
Adults \$3.00	Adults \$5.00

The Department of Food and Nutrition serves healthy meals daily. Please visit nutrition.dadeschools.net for details on menus, programs, and services.

Free Breakfast and Lunch

Miami-Dade County Public Schools offers breakfast and lunch free of charge to all M-DCPS Students. The breakfast and lunch at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.

PAYPAMS (Pre-Pay for Lunch)

Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to [pay-online](#) for their child's extra meals with a credit or debit card at 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

Cafeteria Rules

Please review these cafeteria rules with your child:

- Once you leave the serving line, you must go to your seat and remain seated.
- Talk softly and only to persons at your same table
- Stay in your seat unless dismissed by a person in charge
- Raise your hand if you need assistance
- Pick up your own trash and litter before leaving
- Always be courteous to the cafeteria workers

- Do not share food
- No parties allowed

Clinic

The school clinic is open for emergencies only. When a child is sent to the clinic because he/she does not feel well, the child may remain in the clinic only for a brief time until he/she feels well enough to return to the classroom, or the parent arrives to pick the child up from school. We emphasize the importance of regular attendance, but children should not be sent to school when they are ill. Pupils with communicable diseases or contagious disorders must not attend school. If a child becomes ill enough to go home during the school day, the Health Screener Technician will contact the parent.

Code of Student Conduct (COSC)

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

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

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

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

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

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

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

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

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

Code of Student Conduct – Elementary

Behaviors and Range of Corrective Strategies – LEVEL I

BEHAVIORS – LEVEL I	RANGE OF CORRECTIVE STRATEGIES – PLAN I	SPECIAL NOTES
<p>LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities, or approved transportation.</p> <p>Disruptive Behaviors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confrontation with another student <input type="checkbox"/> Cutting Class <input type="checkbox"/> Disruptive behavior (including behavior on any school/district property, including school-sponsored transportation, or any school/district-sponsored activity or function) (Minor) <input type="checkbox"/> Failure to comply with class and/or school rules <input type="checkbox"/> Inappropriate public display of affection <input type="checkbox"/> Misrepresentation <input type="checkbox"/> Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1) <input type="checkbox"/> Repeated use of profane or crude language (general, not directed at someone) <input type="checkbox"/> Unauthorized location <input type="checkbox"/> <u>Unauthorized use of wireless communication devices</u> (See Vital Alerts page(s) 47-48) <u>Violation of dress code</u> (See Vital Alerts page(s) 37) 	<p>The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for serious or habitual Level I infractions.</p> <p>Mandatory Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent/guardian contact (See Special Notes #2) <input type="checkbox"/> Student Conference (See Special Notes #3) <p>Other Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student, parents/guardians/staff conference <input type="checkbox"/> Behavior Plan <input type="checkbox"/> Student Contract <input type="checkbox"/> Participation in a counseling session related to infraction <input type="checkbox"/> Refer to outside agency/provider (See Special Notes #4) <input type="checkbox"/> Peer Mediation <input type="checkbox"/> <u>Refer to page(s) 59-66 for additional corrective strategies on the RtIB</u> <input type="checkbox"/> Reprimand <input type="checkbox"/> Detention or other Board-approved in-school program <input type="checkbox"/> <u>Restorative Justice Practices</u>: Pilot Program (at District approved schools) <input type="checkbox"/> <u>Student Court</u> (at District approved schools) <input type="checkbox"/> Confiscation of wireless communication devices <input type="checkbox"/> Refer to Vital Alerts page(s) 37 for prescribed corrective strategies for the <u>violation of the dress code</u>. <input type="checkbox"/> <u>Revocation of the right to participate in social and/or extracurricular activities</u> <input type="checkbox"/> <u>Loss of bus privileges</u> up to 10 days <input type="checkbox"/> Replacement or payment of any damaged property (if appropriate) <input type="checkbox"/> School Center for Special Instruction (<u>SCSI</u>) or other <u>Alternative Education Setting (AES)</u> with the school (1-5 days) (See Special Notes #2, #3, and #5) 	<ul style="list-style-type: none"> <input type="checkbox"/> Level I behaviors generally do not require consultation with School Police. However, administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated. <input type="checkbox"/> If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police. <input type="checkbox"/> Incident-related elements must be included in the description of the incident leading to the disciplinary action. (See Glossary for definitions of incident-related elements). <input type="checkbox"/> Pursuant to School Board Policy 2410, <i>School Health Services Program</i>, principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. #1 See Other Major Incidents, Level III, for obscene or lewd material. #2 Good faith attempt must be made immediately to contact the parent/guardian by telephone. #3 When a student is being assigned to SCSI or other AES, they must be given notice and an opportunity to be heard about the incident. #4 When referring parent(s)/guardian(s) to outside Agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 Request for Outside Providers. #5 For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

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

Code of Student Conduct – Elementary

Behaviors and Range of Corrective Strategies – LEVEL II

BEHAVIORS – LEVEL II	RANGE OF CORRECTIVE STRATEGIES – PLAN II	SPECIAL NOTES
<p>LEVEL II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <p>Seriously Disruptive Behaviors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cheating <input type="checkbox"/> Confrontation with a staff member <input type="checkbox"/> Defiance of school personnel <input type="checkbox"/> Distribution of items or materials that are inappropriate for an educational setting (See Special Notes #1) <input type="checkbox"/> Failure to comply with previously prescribed corrective strategies <input type="checkbox"/> False accusation <input type="checkbox"/> Fighting (minor) <input type="checkbox"/> Forgery (Written Misrepresentation) <input type="checkbox"/> Harassment (non-protected categories) <input type="checkbox"/> Instigative behavior <input type="checkbox"/> Joining clubs or groups NOT approved by the School Board <input type="checkbox"/> Leaving school grounds without permission <input type="checkbox"/> Libel <input type="checkbox"/> Petty theft (under \$750.00) <input type="checkbox"/> Possession of and/or use of tobacco products or smoking/vaping devices. (See Glossary) <input type="checkbox"/> Prohibited sales on school grounds other than controlled substances) <input type="checkbox"/> <u>Simulating a firearm or weapon</u> <input type="checkbox"/> Slander <input type="checkbox"/> Use of profane or provocative language directed at someone <input type="checkbox"/> Vandalism (minor) 	<p>The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.</p> <p>Mandatory Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent/guardian contact (See Special Notes #2) <input type="checkbox"/> Student conference (See Special Notes #3) <p>Other Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any Corrective Strategies from Level I <input type="checkbox"/> Participation in counseling session related to the infraction <input type="checkbox"/> Refer to outside agency/provider (See Special Notes #4) <input type="checkbox"/> <u>Refer to page(s) 59-66 for additional corrective strategies on the RtIB</u> <input type="checkbox"/> School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior <input type="checkbox"/> Refer to tobacco/vaping cessation program (See Special Notes #4) <input type="checkbox"/> <u>Restorative Justice Practices Pilot Program</u> (at District approved schools) <input type="checkbox"/> <u>Student Court</u> (at District approved schools) <input type="checkbox"/> <u>Assignment to an Alternative Educational</u> Setting within the student's currently assigned school (See Special Notes #2, #3, and #5) 	<ul style="list-style-type: none"> <input type="checkbox"/> Level II behaviors generally do not require consultation with School Police. However, administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated. <input type="checkbox"/> If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police. <input type="checkbox"/> Incident-related elements must be included in the description of the incident leading to the disciplinary action. (See Glossary for definitions of incident-related elements). <input type="checkbox"/> Pursuant to School Board Policy 2410, <i>School Health Services Program</i>, principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. <p>#1 See Other Major Incidents Level III, for obscene or lewd material.</p> <p>#2 Good faith attempt must be made immediately to contact the parent/guardian by telephone.</p> <p>#3 When a student is being assigned to SCSJ or other AES, they must be given notice and an opportunity to be heard about the incident.</p> <p>#4 When referring parent(s)/guardian(s) to outside Agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 Request for Outside Providers.</p> <p>#5 For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p>
<p style="text-align: center;">Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>		

Code of Student Conduct – Elementary

Behaviors and Range of Corrective Strategies – LEVEL III (Continued to Next Page)

BEHAVIORS – LEVEL III	RANGE OF CORRECTIVE STRATEGIES – PLAN III	SPECIAL NOTES
<p>Level III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.</p> <p>Offensive/Harmful Behaviors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Breaking and Entering/Burglary <input type="checkbox"/> Bullying (repeated harassment) (See Special Notes #1) (See Vital Alerts page(s) 37-40; 70) <input type="checkbox"/> Disruption on campus or any school/district property, including school-sponsored transportation, or any school/district-sponsored activity or function (Major) <input type="checkbox"/> Fighting (Serious) <input type="checkbox"/> False Activation of Fire Alarm System <input type="checkbox"/> Gambling <input type="checkbox"/> Harassment (Civil Rights) (See Special Notes #2) (See Vital Alerts page(s) 37-40; 76) <input type="checkbox"/> Hazing (Misdemeanor) <input type="checkbox"/> Improper Activation of Fire Extinguisher <input type="checkbox"/> Other Major Incidents <input type="checkbox"/> Possession of simulated weapons <input type="checkbox"/> Possessing or brandishing: a simulated firearm or weapon more than 2 inches in overall length; BB gun; air or gas-operated gun; electric weapons or devices; or any look-alike item <input type="checkbox"/> Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Vital Alert Under the influence page(s) 44) 	<p>The principal or designee must select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN IV for repeated, serious, or habitual Level III infractions.</p> <p>Mandatory Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent/guardian contact (See Special Notes #4) <input type="checkbox"/> Student conference (See Special Notes #5) <p>Other Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any Corrective Strategies from Level I & II <input type="checkbox"/> Assignment to an Alternative Educational Setting (1-10 days) (See Special Notes #4, #5, #6, and #7, #8) <input type="checkbox"/> Permanent removal from class and reassignment to different class (placement review committee decision required) <input type="checkbox"/> Suspension (See Special Notes #4, 5, #6, #7, #8) <input type="checkbox"/> Recommendation for expulsion (See page(s) 55) (See Special Note #8) 	<ul style="list-style-type: none"> <input type="checkbox"/> All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must consult with Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s). However, principal or designee must conduct the administrative investigation and apply corrective strategies as warranted. The principal must reconcile the SPAR with corrective strategies for the incident in Student Case Management. <input type="checkbox"/> Allegations of Bullying and Harassment that are not able to be substantiated after investigation must be reported in SESIR as Unsubstantiated Bullying and Unsubstantiated Harassment. <input type="checkbox"/> Incident-related elements must be included in the description of the incident leading to the disciplinary action. (See Glossary for definitions of incident-related elements). <input type="checkbox"/> Pursuant to School Board Policy 2410, <i>School Health Services Program</i>, principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. #1 Bullying infractions do not require a SPAR unless incident is Hazing-related. #2 Harassment Civil Rights does not require a SPAR but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580. #3 Sexual Harassment must be reported to the Office of Civil Rights Compliance (CRC) at 305-995-1580 and to the Miami-Dade Schools Police to determine if a SPAR is required. If you suspect child abuse or neglect, immediately call the DCF Abuse Hotline as outlined in School Board Policy 8462 – Student Abuse, Abandonment and Neglect. Corrective strategies for Sexual Harassment may be issued only in accordance with the District’s Title IX Sexual Harassment Manual.

Code of Student Conduct – Elementary

Behaviors and Range of Corrective Strategies – LEVEL III (continuation)

BEHAVIORS – LEVEL III	RANGE OF CORRECTIVE STRATEGIES – PLAN III	SPECIAL NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Sexting (Level 1) (See Vital Alerts page(s) 42; 82) <input type="checkbox"/> Sexual Harassment (See Special Notes #2, #3) (See Vital Alerts page(s) 43 and Glossary page(s) 77; 83) <input type="checkbox"/> Sexual Offenses (Other) See Other Major Incidents for obscene or lewd materials <input type="checkbox"/> Technology and Computer-Related Offense (Level 1) (See Vital Alerts page(s) 45-46) <input type="checkbox"/> Threat/Intimidation (also known as Assault) against any student or individual who is not an official employee or employee under F.S. 784.081) (See Special Notes #6) <input type="checkbox"/> Trespassing <input type="checkbox"/> Vandalism (Major) 		<p>#4 Good faith attempt must be made immediately to contact the parent/guardian by telephone.</p> <p>#5 When a student is being assigned to SCSJ or other AES, they must be given notice and an opportunity to be heard about the incident.</p> <p>#6 For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#7 The assignment of a student to the Student Success Center is voluntary. If the parent elects to send the student to the Success Center, the student will receive supervision and academic and behavioral interventions while the student serves the suspension.</p> <p>#8 Suspension of students from school programs is a last resort, to be utilized only in the most extenuating circumstances as determined by the principal after other learning-centered corrective strategies have been employed and with Region notification.</p> <p>#9 If a student makes a threat or false report, the school must refer the student to the school's Threat Assessment Team and mental health services identified by the District pursuant to F.S. 1012.684(4). The principal must consult with the Region Office before issuing corrective strategies. If more than one student is involved in making a threat or false report, Region Offices must review to ensure consistency of discipline as appropriate.</p>
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>		

Code of Student Conduct – Elementary

Behaviors and Range of Corrective Strategies – LEVEL IV

BEHAVIORS – LEVEL IV	RANGE OF CORRECTIVE STRATEGIES – PLAN IV	SPECIAL NOTES
<p>LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p> <p>Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Battery (Physical Attack) against a non-staff member <input type="checkbox"/> Grand theft (over \$750.00) <input type="checkbox"/> Hazing (Felony) <input type="checkbox"/> Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering <input type="checkbox"/> Motor vehicle theft <input type="checkbox"/> Robbery <input type="checkbox"/> Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Vital Alerts for Under the Influence page(s) 44) <input type="checkbox"/> Sexting (Level 2) (See Vital Alerts page(s) 43; 82) <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Technology and Computer-Related Offense (Level 2) (See Vital Alerts page(s) 45-46) 	<p>The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.</p> <p>Mandatory Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent/guardian contact (See Special Notes #2) <input type="checkbox"/> Student conference (See Special Notes #3) <p>Other Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any Corrective Strategies from Level I-III (See Special Note #2, #3, #4 and #5) <input type="checkbox"/> Recommendation for expulsion (See page(s) 55) 	<p>All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s). However, principal or designee must conduct the administrative investigation and apply corrective strategies as warranted. The principal must reconcile the SPAR with corrective strategies for the incident in Student Case Management.</p> <p>For sexual assault and sexting (Level 2), in addition to contacting Miami-Dade Schools Police, the principal must also contact the Office of Civil Rights Compliance.</p> <p>Incident-related elements must be included in the description of the incident leading to the disciplinary action. (See Glossary for definitions of incident-related elements).</p> <p><input type="checkbox"/> Pursuant to School Board Policy 2410, <i>School Health Services Program</i>, principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463.</p> <p>#2 Good faith attempt must be made immediately to contact the parent/guardian by telephone.</p> <p>#3 When a student is being assigned to SCSJ or other AES, they must be given notice and an opportunity to be heard about the incident.</p> <p>#4 For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#5 The assignment of a student to the Student Success Center is voluntary. If the parent elects to send the student to the Success Center, the student will receive supervision and academic and behavioral interventions while the student serves the suspension.</p>
<p style="text-align: center;">Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>		

Code of Student Conduct – Elementary

Behaviors and Range of Corrective Strategies – LEVEL V

<p>BEHAVIORS – LEVEL V</p>	<p>RANGE OF CORRECTIVE STRATEGIES – PLAN V</p>	<p>SPECIAL NOTES</p>
<p>LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.</p> <p>Most Serious, Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aggravated assault <input type="checkbox"/> Aggravated battery against a non-staff member <input type="checkbox"/> Armed robbery <input type="checkbox"/> Arson <input type="checkbox"/> Battery (Physical Attack) or Aggravated battery against Specified Officials or Employees (See Special Notes #1) <input type="checkbox"/> Homicide <input type="checkbox"/> Kidnapping/Abduction <input type="checkbox"/> Threat (Also known as Assault/ False Report – Zero Tolerance against specified officials or employees under F.S. 784.081 (See Special Notes #1 & #5)) <input type="checkbox"/> Threat/False Report – Zero Tolerance against any school/district property, including school-sponsored transportation, or any school/district-sponsored activity or function. (See Special Notes #1 & #6) <input type="checkbox"/> Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. (See Special Notes #1 & #6) <input type="checkbox"/> Sexting (Level 3) Offense (See Vital Alerts page(s) 43; 82) <input type="checkbox"/> Sexual battery <input type="checkbox"/> Technology and Computer Related Offense (Level 3) (See Vital Alerts page(s) 45-46) 	<p>The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.</p> <p>Mandatory Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent/guardian contact (See Special Notes #2) <input type="checkbox"/> Student conference (See Special Notes #3) <p>Other Corrective Strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any Corrective Strategies from Level I-III (See Special Note #2, #3, #4, and #5) <input type="checkbox"/> Recommendation for expulsion (See page(s) 55) 	<ul style="list-style-type: none"> <input type="checkbox"/> All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s). However, principal or designee must conduct the administrative investigation and apply corrective strategies as warranted. The principal must reconcile the SPAR with corrective strategies for the incident in Student Case Management. <input type="checkbox"/> For sexual battery and sexting (Level 3), in addition to contacting Miami-Dade Schools Police, the principal must also contact the Office of Civil Rights Compliance. <input type="checkbox"/> The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion. <input type="checkbox"/> This level of infraction may result in an expulsion requiring School Board action. <input type="checkbox"/> Incident-related elements must be included in the description of the incident leading to the disciplinary action. (See Glossary for definitions of incident-related elements). <input type="checkbox"/> Pursuant to School Board Policy 2410, <i>School Health Services Program</i>, principals shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. #1 Mandatory one year expulsion. #2 Good faith attempt must be made immediately to contact the parent/guardian by telephone. #3 When a student is being assigned to SCSi or other AES, they must be given notice and an opportunity to be heard about the incident. #4 For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian within 24 hours via U.S. mail. #5 The assignment of a student to the Student Success Center is voluntary. If the parent elects to send the student to the Success Center, the student will receive supervision and academic and behavioral interventions while the student serves the suspension. #6 If a student brings a firearm or weapon and/or makes a threat or false report, the school must refer the student to the school's Threat Assessment Team and mental health services identified by the school District pursuant to F.S. 1012.584(4). The principal must consult with Region Office before issuing corrective strategies. If more than one student is involved in making a threat or false report, Region Offices must review to ensure consistency of discipline as appropriate.
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>		

Student Rights and Responsibilities

The rights and responsibilities presented in the Code of Student Conduct (COSC) 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.

In order to avoid accidents and protect the health and welfare of the children, we ask your cooperation in seeing that the following items do not come to school.

- Chewing gum and candy
- Knives and other sharp objects, guns and bullets (including toy guns). Bringing a knife, gun or any potential weapon will automatically result in a ten-day suspension and may include a recommendation for expulsion.
- Money in large amounts
- Toys, including Game Boys, virtual pets, and MP3 Players, unless pre-arranged with the teacher
- No pets
- Heirlooms and irreplaceable or valuable articles
- Glass containers

Dress Code – Board Policy 5511 (Dress and Grooming)

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

Uniform Policy (Royal Blue Top/Khaki bottoms or dress)

David Fairchild Elementary is a mandatory uniform school. All students are required to wear the school uniform. This uniform consists of a royal blue polo shirt (collar with three buttons) or our PTA 'Spirit' T-shirt and khaki pants shorts, skorts, jumpers or dress. The royal blue polo shirt (no logo required) will be worn Monday thru Thursday. Friday's only students may wear the PTA 'Spirit' T-shirt. All footwears must be closed shoe or sneaker with rubber soles, no opened-toed shoes, and no sandals.

Parents/guardians may request an Application for Exemption from the main office. The principal will meet with the parents/guardian to discuss the uniform policy and the objections to the policy. The purposes of this meeting include: (1) ensuring that the parents understand the justification and goals of the uniform policy; (2) verifying the accuracy of the information on the application; and (3) preventing fraud or misrepresentation. Application for exemptions will be accepted within the first four weeks of school. If it is determined that the waiver request will be granted, a Confirmation of Uniform Exemption letter will be sent to the parent.

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, i.e., 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 students being transported on a M-DCPS school bus, would be a violation of the COSC.

The following rules must be followed regarding the possession, use, and display of wireless devices:

- Students may possess, display, and use wireless communication devices before or after the instructional day.
- Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day. This includes during class, in the media center/library, during lunch breaks, during class changes and during any other structured activity.
- Students must ensure that devices are turned off during the instructional day.
- Students shall not use wireless communication devices while being transported on an M-DCPS school bus.
- Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the instructional day.
- The school is not responsible if a student's wireless communication device is lost or stolen.
- If the above rules are not followed the wireless communication device will be removed from the student's possession and be given to an administrator.

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.

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.

Emergency Contact Information

Emergency Student Data forms (FM-2733) are distributed during the first week of school. Students are expected to bring the form home and present it to their parents or guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Form 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 Emergency Student Data Form after presenting picture identification. No persons, other than school staff will have access to the information submitted. Any divorced or separated parent contesting the information on the Emergency Student Data

Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

When students are released early from school, in case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individuals(s) to whom the student may be released during the school day.

Financial Obligations

All financial obligations incurred, i.e., school fees, textbook lost or damaged, overdue or lost library books, and VPK payments must be paid in the school treasurer’s office.

Grade Reporting - Academic Grades

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

KINDERGARTEN GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE VALUE	POINT
E	90-100%	Outstanding progress	4	
G	80-89%	Above average progress	3	
S	70-79%	Average progress	2	
M	60-69%	Lowest acceptable	1	
U	0-59%	Failure	0	
GRADES 1-5	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE VALUE	POINT
A	90-100%	Outstanding progress	4	
B	80-89%	Above average progress	3	
C	70-79%	Average progress	2	
D	60-69%	Lowest acceptable	1	
F	0-59%	Failure	0	
I	0	Incomplete	0	

Grade Reporting - Conduct

Conduct grades are to be used to communicate to both students and their parents/guardians 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
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INTERIM PROGRESS REPORTS AND REPORT CARDS DISTRIBUTION DATES:

GRADING PERIOD	INTERIM PROGRESS REPORT DISTRIBUTION	REPORT CARD AVAILABLE ON THE PORTAL
1	September 20, 2024	October 23, 2024
2	November 22, 2024	January 23, 2025
3	February 21, 2025	April 2, 2025
4	May 9, 2025	June 11, 2025

Interim Progress Report

Interim progress reports will 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.

Honor Roll Qualifications Listed below are the District Guidelines:

	Principal's	Superior Honor Roll	Honor Roll	Citizenship	Perfect Attendance
Academic Average	4.00	3.60	3.00 - 3.59	-	-
Academic Grades	All A's	All A's and B's	All A's and B's	-	-
Effort	All 1's	All 1's and 2's	All 1's and 2's (3.00 or greater)	All 1's and 2's	-
Conduct Average	4.00	3.60	3.00	4.0	-
100 % Attendance	-	-	-	-	100% Perfect Attendance

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.

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).

Home Learning - Frequency and quantity of home learning assignments:

Grade Level	Assignments	(All Subjects)
K-1	Daily 5 days a week	30 Minutes
2-3	Daily 5 days a week	45 Minutes
4-5	Daily 5 days a week	60 Minutes

Note: These times do not reflect the additional 30 minutes that are to be devoted to reading. Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an

expeditious manner, every student will read minimally for the time specified in this Board Rule. Kindergarten teachers shall exercise judgment in doing homework assignments, considering the child's readiness level and the type of work to be accomplished. It is recommended that parents/guardians read aloud to their children.

Immunizations - Requirements for School Entry

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

Insurance

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the enrollment application and additional information to the parents.

Florida KidCare (health insurance)

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

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

Lost and Found

Lost and misplaced personal articles such as lunch boxes, sweaters, backpacks, etc., are placed on a rack in front of the main office. It is much easier to retrieve lost items if they are marked with your child's name. Small items lost such as keys and glasses are kept in the main office.

Lunch Bunch

Lunch Bunch is a reading program that allows parent/guardian volunteer readers to read age-appropriate books to an assigned group of children (including their own) during lunch time. If you are interested in reading to an assigned group of children from your child's class, please complete the Lunch Bunch Program Volunteer Reader Form in the main office.

Media Center/Library

The Media Center is open during the regular school day. Students may select and check out material during the school day.

Students, who have overdue, lost, or damaged books, may not check out additional books. Lost or damaged books must be paid for in full. Books are checked out for two (2) weeks but may be returned earlier or renewed for additional time.

Medication (FM-2702E)

Written medication authorization signed by the child's medical provider and parent shall be provided **before** any prescribed medication or treatment may be administered to any students during school hours. Parents may administer medication or treatment. The child's medical provider and the parent must also authorize in writing any self-medication by the student such as epi-pen and inhalers. Medication shall not be carried by the student in the school except as approved by the principal. Furthermore, no student is allowed to provide or sell any type of over-the-counter medication to another student.

There are certain physical/medical conditions that require daily and periodic medication. Procedures to be followed for these circumstances are stated in the Authorization for Medication form (FM- 2702E) that will be sent home upon request. A new form must be completed every new school year. Only medication in its original container labeled with the date, the student's name and exact dosage will be administered.

Miami-Dade County Public School has assigned a Health Technician to administer medication at school.

The 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 country.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshops offerings are listed on The Parent Academy website at www.theparentacademy.net. For additional information, please call The Parent Academy at 305-995-2680 or the Department of Family Support Services at 305-271-8257.

Parent-Teacher Association (PTA)

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



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).

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



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

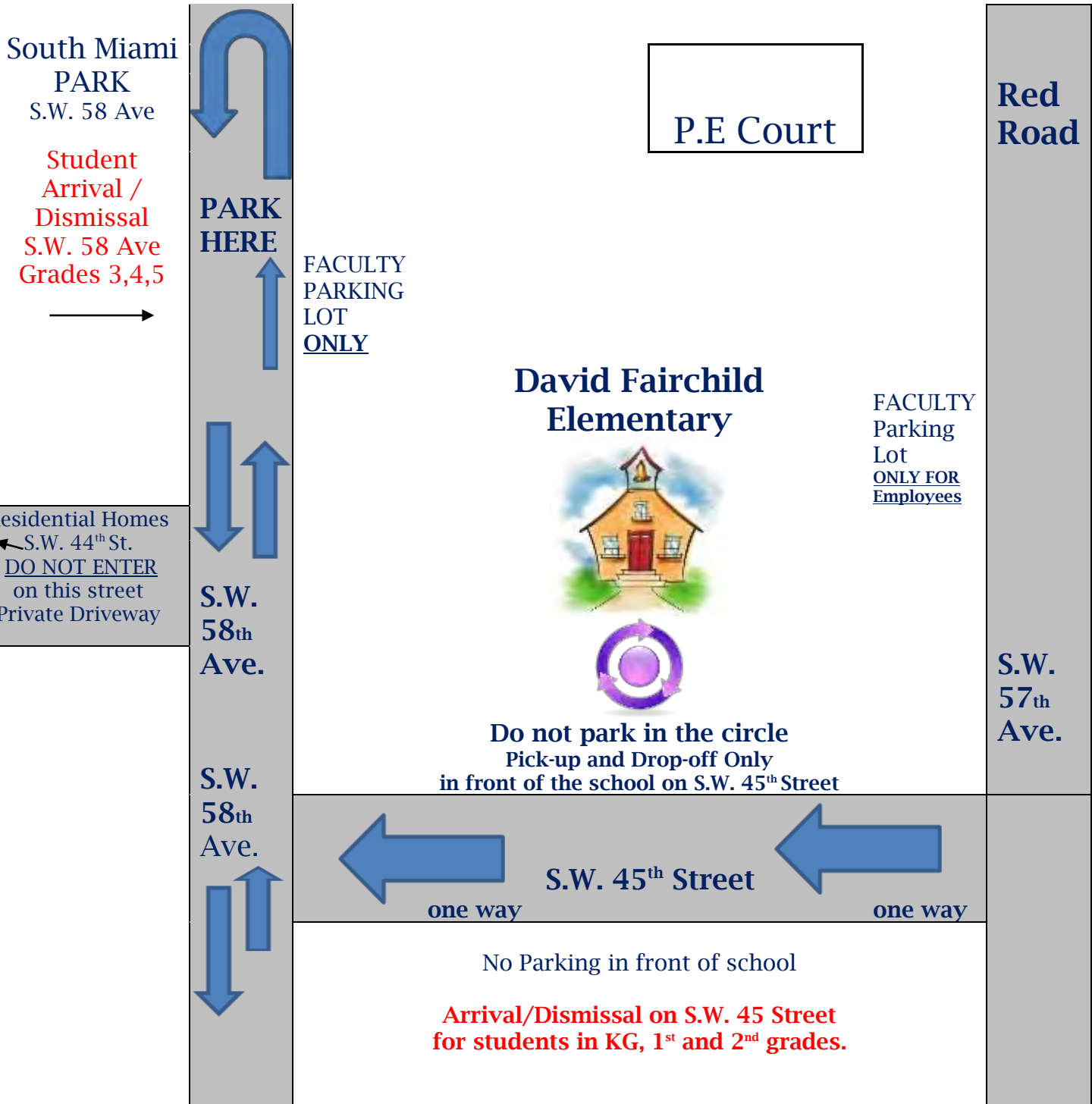


- Login to Parent Portal - for student grades, bus routes, attendance, and other important information.

Parking School

Since parking facilities limited, please observe NO

PARKING signs. Miami-Dade County police will ticket. **DO NOT PARK THE WRONG DIRECTION OR MAKE 'U' TURNS.** These practices are illegal and endanger children and adults. **Do not park** in the school circular driveway, across the street from the school, the pickup/drop off lane or faculty parking lot. You are permitted to park in the South Miami Park area, near the back of the school.



PARKING AND SAFETY REGULATIONS FOR DROP-OFF AND PICK-UP

Morning drop-off will begin at 8:00 a.m. Pre-K, Kindergarten, 1st, and 2nd graders are to be dropped off in front of the school on S.W. 45th Street. All students in 3rd, 4th, 5th grades are to be dropped off at the west side of the school, on S.W. 58th Avenue. We ask that all parents remain in their vehicles during both drop-off and pick-up in order to keep traffic moving. **Remember that S.W. 45th Street is designated one way going westbound during drop-off and pick-up with no parking permitted.**

To ensure maximum safety for students, parents and staff, students are dismissed with the schools 'Silent Dismissal System'. Parents must have the student's dismissal code number written on an 8-1/2" x 11" sheet of paper placed on the right side of their vehicle's dashboard. Staff will read the student code number and inform the appreciate teacher to dismiss your child.

Please do not park in the No Parking Zone across the street from the school. As the police will be enforcing the posted signs. Never Park in the faculty parking lot or walk your children through the faculty parking lot. No matter what commitments we have, nothing can be as important as the safety of our children. Please help us.

These rules are implemented for the safety of our students, parents and staff members all voiced by parents, administration, community, and local law enforcement.

Together we have drawn up a list of **Our of Most Outstanding Traffic Safety Concerns:**

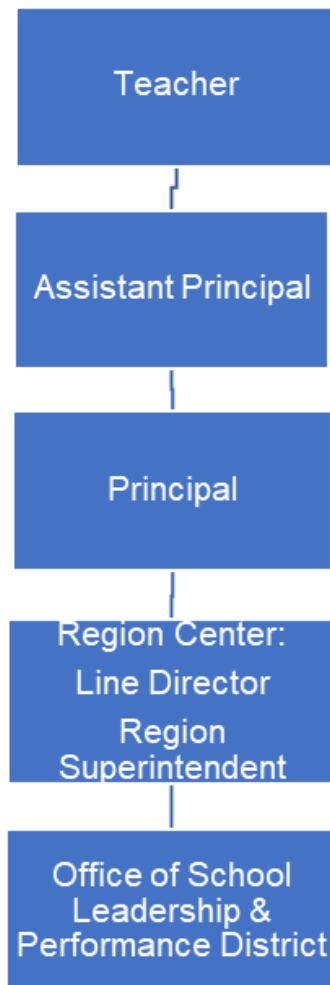
- Parents who drop children off on the wrong side of the street.
- Parents who double park.
- Parents who do not observe the posted 15 MPH speed zone.
- Parents who encourage children to cross the street between parked cars.
- Parents who do not follow the school's designated safety pick-up/drop-off zones.
- Parents who park their vehicles in the no-parking drive through lane.
- Parents who ignore the one-way (west) designation on 45th Street during drop-off and pick-up.
- Parents who park on our neighbor's driveways and lawns.

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

Parents are guaranteed the right to inspect and review their children's educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).

Protocol for Addressing Concerns

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



Publications/Communication - School Messenger

School Messenger is the communications system by which the District may inform parents and employees about important news in the District and at each school. The principal (or designee) will send messages to homes using School Messenger communication periodically or in the event of an emergency. **Please make sure your telephone numbers and email addresses are updated at all times.**

Student Agenda

Our PTA provides each student in grades 2nd - 5th with a new home learning agenda each year. Students in grades 2nd - 5th will write their home learning assignments each day. This is an important communication tool between home and school.

Registration Procedures

The following documents are required for Pre-K, Kindergarten and New Students to M-DCPS:

- Immunization Records (Blue Card Form DH 680)
 - *Two Measles (preferably as MMR)
 - *Completion of Hepatitis B Vaccine
 - *Chicken Pox Vaccine (Varicella) or Documentation of Varicella Disease
- Physical Examination, including TB test results or X-Ray
(State of Florida School Entry Health Exam - Yellow Form DH 3040 - no older than 12 months)
- Birth Certificate (Original)
- Proof of Address (need two different documents) (FPL Bill/Water Bill/ Copy of Lease or Renters Agreement or Homestead Exemption form)

Safety and Security

Raptor Security I.D. System. Miami-Dade County Public Schools has implemented the Raptor I.D. Security System to scan all visitors entering the school at the security station in the front of the school.

The Emergency Operations Plan (EOP)

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

BeSafe Anonymous Reporting System (Insert Flyer)

http://hoover.dadeschools.net/portable_doc/6812_Be_Safe_Anonymous_Reporting_System_Flyer.pdf or <http://besafe.dadeschools.net> or call and remain anonymous at 305-995-2677.

Accident Reports

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

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

Lockdown Procedures

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

Threat Assessments

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

School Activities/Clubs

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

- **Clubs**

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

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

- **School Club/Activities**

- Botany Club - Students will learn the basics of planting. They will learn how to use vegetables and herbs in nutritious meals. Also, help maintain the school gardens.
- Chorus - Students prepare for shows that take place in the school and the community. Sometimes instruments are incorporated in performances.
- Future Educators of America - The FEA organization is designed to encourage fifth grade students to develop positive attitudes towards teaching and learning, by working with teachers in their classrooms.
- Media Center Helpers - The Media Center Specialist/Librarian will teach fifth grade students to assist with a variety of projects throughout the school year.
- Safety Patrol - Fifth grade students who serve as role models. They are trained to supervise, monitor, and assist their classmates, in a polite and positive manner, while helping to ensure the safety of all.
- Student Council - Is a way for students to share ideas, interests, and concerns with teachers and the school administration.
- Twiglet Bank - Simulates real-life banking situations for the students. The fifth-grade students are the bank tellers and operators of the bank that opens on Wednesdays, from 1:50–3:00 p.m.
- WKID - Is for fifth grade students who are interested in learning about TV and radio production, both on, and off camera. They provide daily news to students and staff with informative and entertaining announcements.

School Student Services

Counselor/Social Worker/School Psychologist/Speech-Language Pathologist

The David Fairchild Elementary School Student Services Team consists of a full-time school counselor, an itinerant social worker, and an itinerant school psychologist. These individuals work closely with students, parents, community agencies and school personnel to ensure that every student is provided the opportunity to maximize his or her social, emotional, and intellectual abilities. The Student Services Team assists students to feel at ease with teachers and the school environment. They conduct individual and group counseling sessions to address students' social and emotional needs. They provide conflict resolution training to students and teachers and work diligently to prevent bullying and violence in the school and community. The Student Services Team meets with parents, teachers, and school administration to discuss student academic and behavioral needs and to determine if students need assistance outside of the traditional classroom setting. Occasionally, Student Services personnel will conduct home visits to meet with parents. Students Services Personnel welcome the opportunity to meet with parents, discuss concerns and assist students in any way possible.

David Fairchild Elementary School has a full-time Counselor on staff. Individual and group counseling are provided as recommended by administration or when special circumstances in a child's life dictate it. The counselor is a trained professional who can provide help in understanding your child and who is also available to assist in improving your child's behavioral and academic performance.

Parents are invited to visit the School Counselor with questions and concerns. The School Counselor can act as a liaison between parents, teachers, community, and social service agencies and/or administration. Please call the school at (305) 665-5483 for an appointment with the counselor.

School Counselor Request

Counseling is included in every student's curriculum at David Fairchild Elementary School. The counseling team is comprised of the following, the School Counselor, Administrators, Student Services Personnel and Teachers.

Students and parents meet with the Counselor for a variety of reasons. Parents may contact the Counselor to learn more about parenting skills, to improve family relationships, to obtain information about outside agencies, or to gain support and understanding. Children seek help from the Counselor to improve peer relations, to express feelings, to feel good about school, to solve problems, to change inappropriate behavior and to discuss their academic performance.

Parents may contact the School Counselor at (305) 665-5483 or alexischin@dadeschools.net. Students may request help from the Counselor through their teacher, parents or by leaving a note in the main office. You do not need to have a problem or let a problem develop before you visit the School Counselor.

School Social Worker

The School Social Worker is a member of the Student Services Department and is concerned with the pupil's personal characteristics, home life, and school life. The Social Worker acts as a liaison between the home and the school.

The School Social Worker aids in the following:

- Compulsory school attendance laws
- Service of community agencies
- Student address verification
- Liaison between school and parent in regard to student's academic grades or behavior.

School Speech/Language Therapy

All children enrolled in the public schools of Miami-Dade County, who are in need of speech/language correction, are eligible to attend therapy classes. Such children may be referred for testing by the classroom teacher, parent, or other staff members. The children who are in need of speech correction are resourced to the speech pathologist for speech therapy on our campus.

School Psychologist

The Guidance Department of Miami-Dade County School System provides each school with the services of psychologist. Our school psychologist will work with staff, students, and parents whenever referrals are initiated. Students may be referred for psychological screening in order to ascertain eligibility for the ESE or Gifted Programs.

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 pickup and delivery. Information on student bus assignments will be posted on the Parent Portal at <http://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/Section 504

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

Students who are eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973.

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

Textbooks/School Property

Textbooks and library books are furnished by the State of Florida and distributed by the school. Students are responsible for books issued to them and parents are responsible to pay fines in proportion to any loss or damage to these books. Fines are also imposed for damage to school property.

Twiglet Bank

Our caboose on campus (called the Twiglet Bank) is an actual Branch of the First National Bank of South Miami. Our fifth-grade students operate this bank every Wednesday from 1:50 p.m. until 3:00 p.m. Your child can deposit his/her money into a savings account or open a new savings account. This may be done from October through April. **With a minimum initial deposit of \$10.00 and both the child's and parent's social security numbers, any student may open an account and add money to it every Wednesday.** Join us and teach your child to save! If you have any questions, you may call the school at (305) 665-5483 or the First National Bank of South Miami at (305) 667-5511, 5750 Sunset Drive, South Miami, 33143.

Visitors / Volunteers

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 and then proceed to the main office. All visitors must provide a valid I.D. which is scanned in the MDCPS Raptor Security System. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Volunteer Program

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

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

<http://ehandbooks.dadeschools.net/userguides/pdf/166.pdf>

To register as a School Volunteer, you need a parent or community account.

1. Using your parent or community account credentials (*username and password*) log into one of the listed portals:

- Parents will log into (Parent Portal)
- M-DCPS Students (Student Portal)
- M-DCPS Employees (Employee Portal) and
- All other volunteers will log into the (Community Portal)

2. Click the ***Services and Sites*** tab at the top

3. Click on the ***“Be a School Volunteer!”*** link

4. Choose your school(s) and activity(ies) in which you wish to volunteer

5. Go to your selected school/location and show your picture identification

6. If both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal and the other Parent/Guardian must register through the Community Portal (after creating a Community Portal account).

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.

Volunteers at David Fairchild School must attend a mandatory Volunteer Orientation Meeting each year. Meeting dates and times will be advertised online and via the monthly parent calendar.

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, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

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

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

Age Discrimination in Employment Act of 1967 (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 qualified students with disabilities.

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

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

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

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

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

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

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

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

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

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

**Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
156 N.E. 16th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <https://brdadeschools.net/civilrights>**

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