

*School Operations*

*Elementary School Parent/Student Handbook*

*Welcome to the 2016 -2017 School Year*

*Power Up! Roadrunners... Innovate, Integrate, Motivate....*



Mrs. Alicia M. Costa-DeVito  
Principal

Mr. Ron A. Butler  
Assistant Principal

[www.gkesabalpalm.com](http://www.gkesabalpalm.com)

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

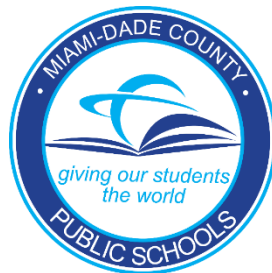
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*Deputy Superintendent/Chief Operating Officer*  
School Operations



## Miami-Dade County Public Schools

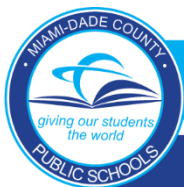
### Gertrude K. Edelman Sabal Palm Elementary School

## VISION/ MISSION STATEMENT

It is our belief that a child-centered program creates an atmosphere in which children can develop academically, physically, socially, morally and emotionally to their fullest potential in order to become contributing members of a technological and global society.

Our primary needs continue to be academic and purpose-centered in nature.

- Of a strong foundation in reading, mathematics, communication and development of critical-thinking and problem solving.
- Fostering of high expectations, a positive self-concept, respect for each other and respect for adults.
- Focus on involvement and interaction of all stakeholders to include the parents, teachers, students and the business community.
- Provision of a technology-rich environment.



# Miami-Dade County Public Schools

*giving our students the world*

## **Superintendent of Schools**

Alberto M. Carvalho

## **Miami-Dade County School Board**

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Dr. Marta Pérez Wurtz

August 22, 2016

Dear Parents:

Welcome to GKE Sabal Palm Elementary School. Our staff is looking forward to meeting you and getting you involved in the education of your child. Working together we can assure each of our students the opportunity to grow to his/her fullest potential.

This handbook has been prepared to make you aware of the regulations, policies and services provided by the school. Please read and use your handbook as a resource for information concerning the school. If you have a question, which has not been addressed in the handbook, do not hesitate to call the school at (305) 651-2411, for clarification. It is our pleasure to help you.

One of our goals is greater understanding and cooperation between the home and school. To that end, we encourage you to visit the school and to attend the parent meetings scheduled throughout the year. Exchanging information is beneficial to both teachers and parents and promotes the best interest of the students.

This Parent/Student Handbook is available on the school website at:  
[www.gkesabalpalm.com](http://www.gkesabalpalm.com)

Sincerely,

*Alicia M. Costa-DeVito*

Alicia M. Costa-DeVito  
Principal

## **Gertrude K. Edelman Sabal Palm Elementary School**

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## FIELD TRIP AND SPECIAL ACTIVITIES

Participation in field trips is a great way for students to gain knowledge about the world outside the school boundary while exploring with peers and teachers. To be able to attend a field trip, your child is required to present a field trip form signed by the parent/guardian to his/her teacher(s) in advance. The field trip form must will be provided by your child's teacher.

You must ensure to turn in the paperwork on time, otherwise, your child might miss the opportunity to join the activity.

A child that does not have a signed form and has not completed all the necessary paperwork, will remain in school the entire day. Even if your child is not able to attend to the field trip, he or she is still required to attend school on that day.

Sometimes, for reasons that are beyond our control, field trips will be cancelled. In that case, vendors who have a "no refund" policy will require schools to pay the full amount of the field trip prior to the event. When this happens, students/ parents will be notified in advance of the vendor's "no refund" policy.

## PARTIES IN THE SCHOOL

Birthday parties celebrations not allowed in school. Also, students must earn the right to attend special activities or receive treats by demonstrating good behavior in school.

## 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 – 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.

If your child must be absent from school due to an illness, please send a note either from you or from their doctor, explaining the reason of the absence, the date and your signature. Doing so will change the unexcused absence status to an excused absence status. Remember that parent/guardians only have 3 school days to provide the school with this paperwork.

## ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee is composed 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 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:
  - Issuing of quarterly, semester or final grades
  - Temporary withholding of quarterly, semester or final grades. The following are among the possible options:
    - Make-up assignments
    - Attendance probation for the following grading period(s)
    - Completion of a school service project

- Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed 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.

## **EXCUSED SCHOOL AND CLASS ABSENCES AND TARDIES**

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the Principal.
3. Death in 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 ABSENCES**

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).

Your child's success at school is dependent upon regular and consistent attendance. Every absence **MUST** be followed by a note stating the reason for the absence. If your child is absent for two consecutive days, please telephone the school providing the reason for the absence. Absences are not excused without such a note even if you have communicated by telephone. A student accumulating five or more unexcused absences during each semester will be subject to the withholding of grades pending a student or parent initiated administrative conference to review all absences. This could affect the promotion of the student to the next grade.

All students with excused absences have the responsibility to request or have their parents request make-up assignments upon their return to school. All class work is not readily subject to make-up work, thus a make-up assignment may reflect a lower grade than would have been received if the student had been in attendance. A lower academic grade will be given to students who do not complete all make-up work. Excessive absences can affect progress and will be reflected in lower academic grades.

## **BRINGING PETS TO SCHOOL**

Parents and students are not allowed to bring pets to school.

## **ARRIVAL AND DISMISSAL**

Students in Pre-Kindergarten, Kindergarten and Grade 1 begin their day at 8:20 am. Students in Grades 2 - 5 will begin their day at 8:35 am. So that your child's school day does not begin too early, we urge that he/she arrive at school approximately ten (10) minutes before the scheduled time. Supervision is not available until that time. Any student who is not in his classroom by their respective starting time is



considered tardy and must report to the office for a late pass and will be marked tardy automatically. After five (5) tardies parents will be required to meet with the administration to discuss the tardy situation.

Students in Pre-Kindergarten, Kindergarten and Grade 1 are to wait by the classroom door. Students in second grade through fifth grade will meet their teacher at the P.E. court. All children are encouraged to have breakfast in the cafeteria. Students planning to participate in the breakfast program should arrive between 7:30 am and 8:05 am. Although parents may bring the student to the classroom, please be reminded this is not the time for conferencing with the teacher. Students should report to the cafeteria immediately upon arriving at school. Breakfast will not be served after 8:05 am for Pre-Kindergarten, Kindergarten and Grade 1 students.

Pre-Kindergarten, Kindergarten and Grade 1 students will be dismissed at 1:50 pm daily. Second through Fifth grade students are dismissed at 3:05 pm on Monday, Tuesday, Thursday, and Friday. Wednesday dismissal is at 1:50 pm. It is important that the person responsible for picking up your child is at school at the time of dismissal and will be required to wait outside of the building.

Children may only be excused from school before the end of the regular school day for a valid reason. When a student must be dismissed early, parents are required to come to the office and sign a Permission to Leave School Early Form.

Under no circumstances will a child be dismissed from their classroom. Parents must present identification or the student will not be released from school.

Primary children not participating in the After School Care Program may not wait at school for their older brothers or sisters who are dismissed at a later hour. There is no supervision for after school hours. The student must be picked up **promptly** after dismissal; your child's safety is **important** to us.

**Please be advised if you are picking up your child from school, children will not be signed out during the last thirty minutes of the school day prior to dismissal.**

## **SCHOOL HOURS**

Prekindergarten, Kindergarten, Grade 1	8:20 am – 1:50 pm (Monday – Friday)
Grades 2 - 5	8:35 am – 3:05 pm (Monday, Tuesday, Thursday, Friday)
	8:35 am – 1:50 pm (Wednesday)

## **BEFORE/AFTER SCHOOL CARE PROGRAM**

South Florida After-School All-Stars is the Before/After School Care Program provider for our school. The program is available between the hours of 1:50 - 6:00 pm for Pre-Kindergarten, Kindergarten and Grade 1. The program is also provided for second through fifth grade students from 3:05 – 6:00 pm. Children should be picked up on time. The After-School Care Program provides supervised activities for your child until 6:00 pm. For more information, please call (786) 517-2868.

## **LATE ARRIVAL**

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

## **EARLY DISMISSAL - 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 or Principal's designee (i.e., emergency, sickness).

## **RAINY DAYS**

It is most important that all children understand the plan for rainy days. These plans must be made in advance. Children will not be allowed to call home to make rainy day arrangements.

During thunder and lightning storms children will remain in their classrooms until the storm subsides or a parent comes to pick them up. We do not dismiss children early due to rain. Our primary concern is for the safety of the children. Please be patient when picking up children on rainy days as traffic may be heavily congested around the school and the surrounding areas.

## PARENT PICK-UP

Please be responsible and pick-up your child on time.

## COMPREHENSIVE READING PLAN

Elementary students must 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.

## MESSAGES AND USE OF TELEPHONES

Telephone messages cannot be delivered to children in the classroom, except in emergencies. This is for students' protection. We are not able to adequately identify parents, relatives, etc., over the telephone. Emergencies will be handled on an individual basis. Messages for the teachers may be left directly in that teacher's mailbox. The teacher will return your phone call.

## LOST AND FOUND

Please be sure your child's name is in his/her wallet, purse, coat, sweater, raincoat, lunch box, etc. Many of these articles are lost and unclaimed each year. Lost articles may be claimed in the office when properly identified.

## CAFETERIA

### Food Cost

Breakfast		Lunch	
All Students	No charge	Elementary Students	\$2.25
Adults	\$2.00	Secondary Students	\$2.50
		Reduced Price, Students	\$0.40
		Adults and non-students	\$3.00

## FREE BREAKFAST

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

## FREE/REDUCED LUNCH PROGRAM

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

## PAYPAMS

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

- View the account balance
- Schedule automatic payments
- Receive low-balance e-mail reminders
- View a report of daily spending and cafeteria purchases

## CAFETERIA RULES

Stay in your seat.  
Follow directions.  
Respect others.  
Be polite and helpful.  
Take care of your school.

## **LUNCH/BREAKFAST PROGRAM**

The cafeteria is part of the school breakfast/lunch program of the Miami-Dade County School. M-DCPS Department of Food and Nutrition serves breakfast at no charge to all students every day.

- Breakfast and lunch are prepared and served according to sound sanitary and nutritional principles which make eating an enjoyable experience. Children may gain many benefits from eating the school lunch and/or breakfast. Please encourage your child to do so.
- The lunch menu for the week is published in the Miami Herald and on the following website: [nutrition.dadeschools.net](http://nutrition.dadeschools.net).

We follow this menu whenever possible.

- A child who forgets or loses his/her lunch will be given cereal as a substitute. No loans of lunch money will be given.
- Lunches and/or breakfast may be paid for a week in advance. Please send the correct amount; we do not have change available. Place the money in an envelope bearing your child's name and teacher's name. If your child is absent or brings his/her lunch and/or breakfast after pre-paying, the balance will be carried forward to the next week.
- Applications for free or reduced price lunch/breakfast will be sent home with all children during the beginning of school.

All applications must be fully completed. Proof of income (e.g., letter from employer, copy of check stub, and/or government welfare statement) will be requested at a later date. If your child was on free or reduced lunch last year this will entitle them to start the program this year until a proper application can be completed. Students on reduced price breakfast/lunch must pay for the week in advance to qualify for this program.

- We expect the same high standards of behavior during food service as during any other part of the school day.

## **CONFERENCES**

We appreciate the keen interest you show in the progress of your children. When you wish to arrange a conference with your child's teacher, please send a note to the teacher and indicate a date and time which is convenient for you. Teachers should receive the note with ample time to respond and confirm a conference date and time. You also may also choose to communicate with the teacher via email. We appreciate your cooperation in not seeking "emergency conferences" during school hours. A conference while school is in session takes instructional time away from the students and it is not allowed.

## **CONFIDENTIAL INFORMATION**

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

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

## **PARENT-TEACHER ASSOCIATION (PTA)**

GKE Sabal Palm Elementary School's Parent-Teacher Association works with the state and national PTA to provide support to the schools and the community. The PTA supports the faculty and administration in their efforts to improve educational and extracurricular activities in the school. The PTA also works to encourage parent, student and public involvement at the school as a whole.

The greatest portion of your child's day is spent at school. Their growth and development is our joint responsibility. Working and planning together for the good and welfare of our children is the function of the PTA. We, therefore, urge you to become an active member in helping to further the goals and growth of our PTA.

## **EMERGENCY CONTACT INFORMATION**

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully

completed and then returned. The information provided on the Student Data/Emergency Contact Card 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 contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

Please make sure you provide the school with a proper updated and **working** contact numbers to reach you in case of an emergency. Your child's well-being depends on the school being able to reach you in the case of an emergency. Make sure that you add the name of all individuals allowed to pick up your child from school. If the person is not on your contact card, they will not be allowed to have the student released to them.

## **HALLS/HALL PASSES**

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

At no time is a student to be out of the classroom during class without a Hall Pass. Teachers are not to give verbal permission for a student to exit the classroom.

## **CODE OF STUDENT CONDUCT**

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

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

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

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

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


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

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

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

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

# BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL I Behaviors</b> are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</p> <p style="text-align: center;"><b>LEVEL I</b></p> <p><b>Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Unauthorized location</li> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Misrepresentation</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Possession of items or materials that are inappropriate for an educational setting (See Special Notes <sup>#1</sup>)</li> <li>• Inappropriate public display of affection</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized use of electronic devices</li> <li>• Violation of dress code (See Special Notes <sup>#2</sup>)</li> </ul> 	<p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN I</b>. Principals may authorize use of <b>PLAN II</b> for serious or habitual <b>Level I</b> infractions.</p> <p style="text-align: center;"><b>PLAN I</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#3</sup>)</li> <li>• Reprimand</li> <li>• Student, parents/guardians/staff conference</li> <li>• Peer mediation</li> <li>• Revocation of the right to participate in social and/or extracurricular activities</li> <li>• Confiscation of wireless communication devices</li> <li>• Detention or other Board-approved in-school program</li> <li>• Temporary assignment from class where the infraction occurred</li> <li>• Student contract</li> <li>• School Center for Special Instruction (SCSI) (See Special Notes <sup>#4</sup>)</li> <li>• Replacement or payment for any damaged property (if appropriate)</li> <li>• Temporary loss of bus privileges (if appropriate)</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes <sup>#5</sup>)</li> <li>• Behavior Plan</li> <li>• Refer to page(s) 43-48 for additional corrective strategies on the RtI/B/MTSS.</li> <li>• Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <p>#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>#2 See Vital Alerts for the policy and prescribed corrective strategies p. 34</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p>#3 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#5 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>
<p style="text-align: center;"><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	



## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>Level II Behaviors</b> are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <p style="text-align: center;"><b>LEVEL II</b></p> <p><b>Seriously Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Confrontation with a staff member</li> <li>• Defiance of school personnel</li> <li>• Distribution of items or materials that are inappropriate for an educational setting(See Special Notes <sup>#1</sup> )</li> <li>• Failure to comply with previously prescribed corrective strategies</li> <li>• False accusation</li> <li>• Fighting (minor)</li> <li>• Harassment (non-sexual or isolated)</li> <li>• Instigative behavior</li> <li>• Leaving school grounds without permission</li> <li>• Joining clubs or groups not approved by the School Board</li> <li>• Libel</li> <li>• Petty theft (under \$300.00)</li> <li>• Use of profane or provocative language directed at someone</li> <li>• Prohibited sales on school grounds (other than controlled substances)</li> <li>• Possession of and/or use of tobacco products or smoking devices. (See Glossary)</li> <li>• Slander</li> <li>• Vandalism (minor)</li> </ul>	<p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN II</b>. The use of appropriate strategies from previous PLAN may be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN II</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#2</sup> )</li> <li>• School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior</li> <li>• Corrective Strategies from Level I</li> <li>• Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes <sup>#3</sup> )</li> <li>• Participation in counseling session related to the infraction Refer to outside agency/provider (See Special Notes <sup>#4</sup> )</li> <li>• Diversion Center</li> <li>• Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <p><b>#1</b> See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><b>#2</b> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><b>#3</b> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><b>#4</b> 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 style="text-align: center;"><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL III Behaviors</b> 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 style="text-align: center;"><b>LEVEL III</b></p> <p><b>Offensive/Harmful Behaviors</b></p> <ul style="list-style-type: none"> <li>• Assault/Threat against a non-staff member</li> <li>• Breaking and Entering/Burglary</li> <li>• Bullying (repeated harassment) (See Special Notes <sup>#1</sup>)</li> <li>• Disruption on campus/Disorderly conduct</li> <li>• Fighting (serious)</li> <li>• Harassment (Civil Rights)(See Special Notes <sup>#2</sup>)</li> <li>• Hazing (misdemeanor)</li> <li>• Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Note <sup>#3</sup>)</li> <li>• Possession of simulated weapons</li> <li>• Sexting (1) (see page 35)</li> <li>• Sexual harassment (See Special Notes <sup>#2</sup>)</li> <li>• Trespassing</li> <li>• Vandalism (major)</li> </ul>	<p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN III</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of <b>PLAN IV</b> for repeated, serious or habitual <b>Level III</b> infractions.</p> <p style="text-align: center;"><b>PLAN III</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#4</sup>)</li> <li>• Suspension from school for one to ten days (See Special Notes <sup>#5</sup>)</li> <li>• Corrective Strategies from Level I &amp; II</li> <li>• Permanent removal from class (placement review committee decision required)</li> <li>• Diversion Center</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes <sup>#6</sup>)</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <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).</p> <p><sup>#1</sup> Bullying infractions do not require a SPAR unless incident is Hazing related.</p> <p><sup>#2</sup> Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.</p> <p><sup>#3</sup> See Vital Alerts for the Policy p.36.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><sup>#4</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><sup>#5</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><sup>#6</sup> 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 style="text-align: center;"><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	



## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL IV Behaviors</b> 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 style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Battery against a non-staff member</li> <li>• Grand theft (over \$300.00)</li> <li>• Hate crime</li> <li>• Hazing (felony)</li> <li>• Motor vehicle theft</li> <li>• Other major crimes/incidents</li> <li>• 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</li> <li>• Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes <sup>#1</sup> )</li> <li>• Sexting (2) (See pages 35)</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul>	<p>The principal or designee <u>must</u> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN IV</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#2</sup> )</li> <li>• Suspension from school for one to ten days (See Special Notes <sup>#3</sup> )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes <sup>#4</sup> )</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion.</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <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).</p> <p><sup>#1</sup> See Vital Alerts for the Policy p. 36.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><sup>#2</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><sup>#3</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><sup>#4</sup> 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 style="text-align: center;"><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	



## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL V Behaviors</b> are the most serious acts of misconduct and violent actions that threaten life.</p> <p style="text-align: center;"><b>LEVEL V</b></p> <p><b>Most Serious, Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Aggravated assault</li> <li>• Aggravated battery against a non-staff member</li> <li>• Armed robbery</li> <li>• Arson</li> <li>• Assault/Threat against M-DCPS employees or persons conducting official business</li> <li>• Battery or Aggravated battery against M-DCPS employees or persons conducting official business(See Special Notes <sup>#1</sup>)</li> <li>• Homicide</li> <li>• Kidnapping/Abduction</li> <li>• Making a false report/threat against the school(See Special Notes <sup>#1</sup>)</li> <li>• Sexting (3) Offense (See page 36)</li> <li>• Sexual battery</li> <li>• Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes <sup>#1</sup>)</li> </ul>	<p>The principal or designee <u>must</u> use the following strategies from <b>PLAN V</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN V</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#2</sup> )</li> <li>• Suspension from school for ten days (See Special Notes <sup>#3</sup> )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes <sup>#4</sup> )</li> <li>• Recommendation for expulsion</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>➤ 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).</li> <li>➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.</li> <li>➤ This level of infraction may result in an expulsion requiring School Board action.</li> </ul> <p><sup>1</sup> Mandatory one year expulsion.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <p><sup>#2</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><sup>#3</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><sup>#4</sup> 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 style="text-align: center;">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 reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

### DRESS CODE

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

GKE Sabal Palm Elementary has a **mandatory** uniform program. **All students** must wear a uniform **every day**. A survey was conducted during the spring of 1995 and the overwhelming majority of our parents voted for the mandatory program. If a student comes to school without a uniform, he or she will be sent to the office to contact his or her parent. Please ensure your child comes to school every day wearing a uniform.

On March 22, 1995 the Miami-Dade County School Board voted to amend Board Rule 6Gx13-5C-1.031 to include Specific Regulations VI, A-I, which establishes the right of schools to implement mandatory uniform programs according to the conditions stated in the rule.

Uniforms are available from Ibiley School Uniforms, Target, Walmart and other major vendors.

### CELL PHONES

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and 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, is a violation of the COSC.

### 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.

### DISCIPLINE PLAN

GKE Sabal Palm Elementary is committed to excellence in its school program and considers discipline essential to the educational process. We believe all students can behave in school, and that all students have the responsibility to behave in a manner which allows teachers to teach, students to learn, and which does not violate the best interest of any person in the school community.

We believe discipline should be maintained with procedures, which will advance the purposes of education while remaining consistent with applicable state law and school board policies. In order to provide students a calm, safe, secure environment for education, our school practices Assertive Discipline, based on the following precepts:

### TEACHERS' RIGHTS

1. To have a classroom that provides the optimal learning environment.
2. To determine and request appropriate behavior from students.
3. To ask for help from parents, principal and other school personnel when assistance is needed for a student.

### STUDENTS' RIGHTS

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student limit his/her inappropriate behavior.

Assertive Discipline is practiced school-wide. Each teacher has a plan outlining class rules, consequences, and rewards. Classroom plans containing specific information are sent home at the beginning of the year.

## **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.

## **ILLNESS**

The health and physical well-being of all our students is a matter of great concern to us. For the sake of classmates, children should not come to school if they are suffering from running sores, headache, nausea, fever, or any communicable disease or condition.

When a child becomes too ill to remain in the class, we will contact you. For this reason, it is most important that we are notified immediately if telephone numbers are changed. Administering or dispensing of medicines (including aspirin) to students by employees of the school system without specific authorization by a licensed physician and the parent of the student is forbidden. Students will not be allowed to keep and/or take any medication without the proper documentation.

If a child has a medical reason for not participating in physical education, a statement must be obtained from the physician. It is extremely important that the physician provide activities that must be modified at school.

## **IMMUNIZATIONS**

### ***Requirements for School Entry:***

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

## **INSURANCE**

The Student Protection Plan is designed to cover students or injuries 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**

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

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

KidCare. Please visit [www.floridakidcare.org](http://www.floridakidcare.org) for enrollment procedures.

## **ITEMS TO LEAVE AT HOME**

1. Chewing gum and candy are not allowed at school.
2. Baseball bats, yoyo's, rubber bands, knives and other sharp objects. Toy guns are items that can be hazardous and distracting educationally and must not be brought to school.
3. Money in large amounts. Please send only what your child needs for the day, since the risk of lost money is always present.
4. Toys, unless prearranged with the teacher. Children are too easily distracted by their and other children's toys.
5. All pets. Animals on the playground or in the classroom are a potential danger.
6. Heirloom and irreplaceable or valuable articles must not be brought to school.

The school faculty and staff reserves the right to withhold any item forbidden in this list until the end of the school year. So please, do not bring anything that is not used in the classroom for learning.

## FINANCIAL OBLIGATIONS

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

## GRADE REPORTING

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	Numerical Value	Interpretation	Grade Point Value
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-60%	Lowest acceptable progress	1
U	0-59%	Failure	0

Grades 1-5	Numerical Value	Interpretation	Grade Point Value
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-60%	Lowest acceptable progress	1
F	0-59%	Failure	0

## 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

## HONOR ROLL QUALIFICATIONS

Honor roll qualifications are as follows:

	Principal's Honor Roll	Regular Honor Roll
Academic Average	4.0	3.5 -3.9
Academic Grades	All A's	All A's & B's
Effort	All 1's	All 1's & 2's
Conduct Average	4.0	All 1's & 2's
Conduct Grades	All A's	All A's & B's

## INTERIM PROGRESS REPORT

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

Report cards are issued every nine weeks. Please give special attention to the Basic Skills areas: reading, writing, mathematics, science, and social studies. Interim Progress Reports and unsatisfactory work notices are sent home at mid-point in each marking period. This notification provides you with the opportunity to schedule a conference with your child's teacher to explore ways progress may be improved.

## REPORT CARDS AND GRADING GUIDELINES

Report cards are distributed every nine weeks. The report card should provide a basis for parent-child evaluation or progress. Grades are given in the following three areas:

### 1. ACADEMICS:

An indication of the level of mastery of the Florida Standards appropriate for the grade level.

**"A"** – A grade of "A" indicates the student has demonstrated EXCELLENT achievement in the subject and/or the skills area. The student consistently performs academically at a level, which is considerably higher than typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of, and ability to, effectively utilize the content of the program. An "A" student will have achieved and exceeded all of the instructional objectives and standards established for the subject during the nine-week grading period.

**"B"** – A grade of "B" indicates the student has demonstrated GOOD but not outstanding achievement in the subject area. The student consistently performs at a level, which is above that which is expected of a typical student in the same program or subject. The student has mastered skills and content beyond those required for successful completion of the instructional program. The "B" student will be progressing at a rate which would enable the student to have achieved virtually all instructional objectives and standards established for the grading period.

**"C"** – A grade of "C" indicates the student has demonstrated SATISFACTORY academic achievement. The student performs at an average level in terms of mastery of skills and/or content. The student's rate of progress permits mastery of more than the minimal instructional objectives and standards of the program.

**"D"** – A grade of "D" indicates the MINIMAL ACCEPTABLE level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and standards for the program has been mastered.

**"F"** – A grade of "F" indicates a level of academic performance which is UNSATISFACTORY. Students functioning at this level are not mastering the minimal instructional objectives and standards required in the instructional program.

### 2. EFFORT

The desire and initiative displayed in learning.

**"1"** – Outstanding – The student will, when necessary, resubmit a task in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

**"2"** – Satisfactory – All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on tasks. The student usually works at a level commensurate with the student's ability.

**"3"** – Insufficient – Little attention is paid to completing assignments well and/or on time, or in a manner commensurate with the student's ability.

### 3. CONDUCT

The manner in which a student performs in relation to classroom and School Board standards for behavior.

**"A"** – A conduct grade of "A" reflects EXCELLENT behavior on the part of the student. The student usually finishes assignments on time and usually stays on task.

**"B"** – A conduct grade of "B" reflects consistently GOOD behavior. The student meets established standards for student conduct.

**"C"** – A conduct grade of "C" reflects SATISFACTORY in the student's behavior is generally acceptable according to established standards of conduct.

"D" – A conduct grade of "D" reflects that there is IMPROVEMENT NEEDED IN THE STUDENT'S OVERALL BEHAVIOR. The student does not consistently demonstrate behavior which acceptable.

"D" – A conduct grade of "D" reflects that there is IMPROVEMENT NEEDED IN THE STUDENT'S OVERALL BEHAVIOR. The student does not consistently demonstrate behavior which is acceptable.

"F" – A conduct grade of "F" reflects UNSATISFACTORY overall behavior. The student regularly violates established classroom, school, or district standards on behavior.

UNSATISFACTORY PROGRESS REPORTS are sent home at any time the student's work is such that he/she is at risk of failing.

A PRE-KINDERGARTEN PROGRAM is available to our community. This is an upgraded program and no report cards are issued.

KINDERGARTEN grading guidelines are included with the kindergarten student's report cards at the end of first grading period.

## REPORT CARDS AND GRADING GUIDELINES

Parents/guardians are highly encouraged to review students' attendance and grades online at the Parent Portal. Please use the steps below to access this information on the Portal:



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

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

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

1

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

2

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

3

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

## **HOMEWORK/MAKEUP ASSIGNMENTS**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s). Homework is required for all students. It should be done neatly with papers headed properly with name, date and subject. Homework provides an opportunity for remedial drill, developmental practice, enrichment activities, development of study skills, and self-discipline. Home study assignments are not given to introduce new work, but to reinforce skills that have been taught previously in the classroom.

In addition to the teacher's assignment, on a daily basis children should

- Read a library book for a minimum of 30 minutes per evening.
- Study and write the weekly spelling list.
- Write and study the arithmetic facts. (Children must know their facts with speed and accuracy.)

The above is in addition to any other homework, which the teacher may assign. Homework is assigned five days a week for a minimum time of thirty to sixty minutes.

If possible, set aside a special quiet place and time either in the afternoon or early evening for study time or reading for pleasure. This will foster good work habits and improve reading ability.

If your child consistently has no homework assignment or spends an unusual amount of time on homework assignments, or is experiencing difficulty, please request a conference with his/her teacher.

## **OUT OF AREA TRANSFER – Board Policy 5131**

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

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

## **PERMANENT RECORDS**

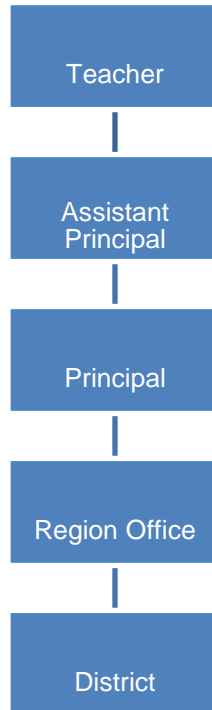
Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

- Student's full legal name
- Authenticated birth date, place of birth, race, and sex
- Last known address student
- Names of student's parent(s)
- Name and location of last school attended
- Number of days present and absent, date enrolled, date withdrawn
- Courses taken and record of achievement, such as grades, credits, or certification of competence
- Date of graduation or date of program completion, including a statement of diploma, that is standard, special, certificate of completion, or General Equivalency Diploma
- State and/or District standardized assessment/achievement test results, if required for graduation
- Written records of access to the student's record
- Home Language Survey



## PROCEDURES FOR ADDRESSING CONCERNS

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



## SCHOOL CENTER FOR SPECIAL INSTRUCTIONS (SCSI)

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

## MINI-BUSES/PRIVATE BUSES

Mini-buses and private buses pick up and deliver children at the bus zone. It is important that your child know the name of the bus driver. The school cannot accept the responsibility for waiting until the bus arrives. It is the bus driver's responsibility to be at school during dismissal and to account for all the children riding their bus.

## 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 1,100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

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

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

## SAFETY AND SECURITY

### The Emergency Operations Plan

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



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

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

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

## **ACCIDENT REPORTS**

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

## **CODE YELLOW/CODE RED**

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

## **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.

## **SAFETY**

Security monitors are assigned to posts surrounding the school beginning at 7:30 am and at the 3:05 pm dismissal. Children are instructed to obey all directions given by security monitors, who are trained in safety procedures to keep our children from harm. If children must cross the streets, they should use the pedestrian traffic lights and obey the crossing guard who is on duty. **There is no supervision before 7:30 a.m. or after 3:05 p.m. at GKE Sabal Palm Elementary School, therefore, do not leave your child unsupervised.**

Please discuss with your child the route they should take both to and from school, as well as the safe actions they must follow in order to "arrive safe". Pedestrians should walk facing traffic where no sidewalks exist. Bicycle riders must ride on the side of the street.

Parents who meet children after school will help our dismissal procedures if they meet their children outside the assigned gates. Please park your car in the designated parking areas. Students will not be dismissed in the faculty parking lot. You are reminded that no U-turns are permitted on any of the streets surrounding the school, and that you should observe the no parking areas at cross-walks, fire lanes, loading zones, and bus parking areas. You should also observe the 15 MPH speed limits surrounding the school area.

Please emphasize to your child the danger of loitering on the way home, talking to strangers, accepting rides from strangers, or going to the home of a friend without permission. Children are not permitted to leave the school grounds at any time during school hours without a parent or other authorized person.

## **FIRE DRILLS**

Ten fire drills will take place 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. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate

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

## VISITORS

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice.

For the safety and protection of our students, all visitors must first obtain clearance from the office. Visitors **must** show a picture ID, sign-in at the main office, and wear an identification name tag during the time they are at school. No visitor, parent, guardian, or family member of a student is allowed in the classroom before checking-in the office. It is the responsibility of any and all staff member to stop and direct the visitor to the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

For the safety and protection of students all visitors **MUST** obtain clearance from the office before proceeding to a classroom. No child will be permitted to leave the building with a visitor (this refers to parents, too) unless a written form has been signed in the office and a photo ID has been presented.

It is expected that all visitors will observe the fire code regulations of the school and refrain from smoking.

## LIBRARY

We strongly encourage all students to develop the habit of a daily reading period for enjoyment at home and to reinforce the reading skills taught at school. Our media center has approximately 13,300 books from which your child may choose. Library-bound books are very expensive. Students are responsible for returning library books in good condition and in a timely manner. Students will be charged for lost or damaged books.

## SPECIAL EDUCATION

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

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

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

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

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

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

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

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

## STUDENT SERVICES-CLINIC

School personnel may administer and/or dispense medication to students in compliance with procedures approved by the Dade County Department of Public Health.

## THE PARENT ACADEMY

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

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

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

## VOLUNTEER PROGRAM

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers.

There are two different levels of volunteerism.

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

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

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

## TITLE I ADMINISTRATION

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

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

The School Board of Miami-Dade County Bylaws & Policies, 2111-Parent Involvement-A Home-School-District Partnership

M-DCPS Title I District-Level Parent Involvement Plan

\*Title I Program Parent Notification Letter

\*Title I School-Level Parent Involvement Plan

\*Title I School-Parent Compact

\*Title I Annual Parent Meeting "Open House"

Title I District Advisory Council (DAC)

Title I Region Centers Parent Advisory Council (PAC)

Title I Homeless Assistance Centers (HAC) services

Title I Migrant Education Program (MEP)

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

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

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

### PARENT RESOURCE CENTERS/AREAS:

School Site Parent Resource Centers/School Site Parent Reception Areas

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

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

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

Miami-Dade County Public  
Office of Parental Involvement  
1450 NE 2<sup>nd</sup> Avenue, Suite 216  
Miami, FL 33132

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site.

For additional Title I Program information, please go to: <http://title1.dadeschools.net/> .



# Miami-Dade County Public Schools

*giving our students the world*

## Superintendent of Schools

Alberto M. Carvalho

## Miami-Dade County School Board

Perla Tabares Hantman, Chair  
Dr. Dorothy Bendross-Mindingall, Vice Chair  
Susie V. Castillo  
Dr. Lawrence S. Feldman  
Dr. Wilbert "Tee" Holloway  
Dr. Martin Karp  
Lubby Navarro  
Raquel A. Regalado  
Dr. Marta Pérez Wurtz

August 22, 2016

Dear Parents/Guardians:

This year our school will receive a special federal funding, which will be used (in addition to our regular State and local funding) to improve the educational program for all students in our school. This federal funding will allow us to implement the Title I Schoolwide Program.

The Title I Schoolwide Program will allow us to provide supplemental instruction in the areas of reading, writing, mathematics and science to our students through our School Improvement Plan. This plan has been cooperatively developed by our faculty and parents. We have tried very hard to make sure that our plan reflects the special needs of our students. In general, this federal funding will be used to add instructional staff; purchase additional, instructional materials and/or equipment; support the regular classroom with computer-assisted instruction; provide special training to parents and/or staff; and provide additional, motivational/ high interest activities for our students.

We are excited about our instructional plans for your child during the coming school year. You are strongly encouraged to attend our Title I Parent Meeting; visit with us to observe program activities and to become more informed about your child's participation. We want you to know, that through your participation with the Title I District Advisory Committee (DAC) and our Regional Center's Parent Advisory Council (PAC) meetings; and with our school site's parental meetings and workshops, your opportunities for parental engagement and parental input are increased.

We also look forward to our parents working together with our school staff in the annual evaluation and redesign of the content and effectiveness of our school's Title I School-Parent Compact and our school's Title I Parental Involvement Plan. Once completed, we provide copies of these documents in our school for use throughout the school year. Additionally, the Title I Administration handbook for this school year is available.

Please know that my office and/or our Community Involvement specialist (CIS) or the Community Liaison Specialist (CLS), or the parent contact person at our school, are your resources to get *No Child Left Behind Act of 2001* (NCLB) updates; and parental *"Right to Know"* information regarding: the professional qualifications of your children's classroom teachers; State Approved Supplemental Educational Services (SES); Annual Measurable Objectives Report (AMO); the School Accountability Report (SPAR); the School's District Title I Parental Involvement Plan; and the School District's Complaint Procedures.

If you have any questions about the Title I Program or the kind of instruction your child is receiving, please contact me at (305) 651-2411.

Sincerely,

*Alicia M. Costa-DeVito*

Alicia M. Costa-DeVito  
Principal

**Gertrude K. Edelman Sabal Palm Elementary School**

17101 NE 7<sup>th</sup> Avenue • North Miami Beach, FL 33162 • Alicia M. Costa-DeVito, Principal  
305-651-2411 • 305-654-7218 (FAX) • [www.gkesabalpalm.com](http://www.gkesabalpalm.com)



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**Raquel A. Regalado**

**Dr. Marta Pérez Wurtz**

August 22, 2016

Dear Parents/Guardians:

According to the guidelines established by the Florida Legislature, at the beginning of each school year, parents shall be notified of the screening activities available through the School Health Services Program.

School Board Rule 6Gx3-5D-1021 mandates hearing screening for students in grades kindergarten, first, second, fourth, and for students entering Florida schools for the first time in grades three and five. Also, vision screening is mandated for students in grades kindergarten, first, fourth, and for students entering Florida schools for the first time in grades two, three and five. Additional grade levels may be provided with a health appraisal and screening services such as vision, hearing, growth and development, and nutrition in accordance with priorities reflected in the local county health plan, subject to the availability of staff and funds.

It should be understood that such screenings do not substitute for a thorough examination by a health care provider, but are tests that can be given with ease to large numbers of apparently healthy children in an attempt to identify those children who are in need of a more thorough examination.

It is requested that you provide the school with written notification if you do not want your child to participate in the screening program.

Sincerely,

*Alicia M. Costa-DeVito*

Alicia M. Costa-DeVito  
Principal

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August 22, 2016

Dear Parent/Guardian:

The State of Florida, in response to the Jimmy Ryce tragedy, amended the Sexual Predators Act, requiring that all individuals designated as sexual predators "register within 48 hours after entering the county of permanent or temporary residence. Temporary residence includes a stay of two or more weeks." Florida law requires that local law enforcement notify the community, in order to comply with the Florida Statutes, the Miami-Dade Police Department is responsible to notify each licensed day care center, elementary school, middle school, and high school within a one mile radius of the presence of the sexual predator with temporary or permanent residence in Miami-Dade County.

As a result of this law, Miami-Dade County Public Schools has agreed to work with law enforcement agencies to assist in the notification process. During the course of the school year, you will be receiving letters from your child's principal informing you that a sexual predator has moved into Miami-Dade County. When you receive these letters, I hope that you will seek to provide protection to your child by reviewing safety precautions with him or her at home. If you are in need of additional resources for educating your child on safety measures, we encourage you to contact your school or visit the following websites, FDLE's Guide Lights to Protect Your Child's Safety located at <http://www.fdle.state.fl.us/Publications/childsafety.asp>, and the National Center for Missing and Exploited Children located at <http://www.missingkids.com/>. If you have any doubts regarding how to handle the situation with your child or need additional information about sexual predators in general, please contact your local law enforcement agency.

The efforts of the school system, combined with yours and those of local law enforcement agencies, will help enhance the safety of our children. Your cooperation is greatly appreciated.

Sincerely,

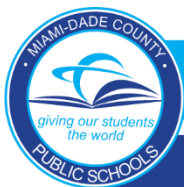
Alberto Carvalho  
Superintendent of Schools

cc: School Board Members  
School Board Attorney  
All Work Locations

## **GKE Sabal Palm Elementary School**

17101 NE 7<sup>th</sup> Avenue • North Miami Beach, FL 33162 • Alicia M. Costa-DeVito, Principal  
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Dr. Marta Pérez Wurtz

August 22, 2016

Dear Parent/Guardian:

On a yearly basis, parents/guardians may find it necessary to request a transfer to a school, which is not the one in their Board-approved attendance area. These in-county reassignments of students may be sought for a variety of reasons:

- Hardship
- Health hardship
- Emotional Hardship
- Curriculum
- Majority to Minority
- Overcrowded school to non-overcrowded school
- Administrative

Transportation will not be provided when a request of reassignment is made to a specific school. The region office serving the parent's/guardian's home address is authorized to deny or approve any request for transfer.

Should you desire to obtain more specific information regarding student transfer procedures, please do not hesitate to contact the Transfer Office in the North Region Office, at (305) 572-2800. It is located at 733 E. 57<sup>th</sup> Street, Hialeah, Florida, 33013.

Sincerely,

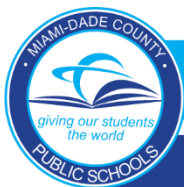
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Dr. Marta Pérez Wurtz

August 22, 2016

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to restrict the release of directory information which includes, name, address, telephone if it is a listed number, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended. If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.

2. The right to restrict the release of a student's name, addresses, and telephone listing to military recruiters and institutions of higher education as required by federal law. This request applies to our students in the senior high schools. M-DCPS is required to advise you of this requirement and afford you the opportunity to notify the school, if you do not want this information disclosed to the military recruiters and institutions of higher learning. If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.

3. The right to inspect and review the student's educational records upon request. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records may be requested and obtained.

4. The right to request the amendment of the student's educational record that the parents or an eligible student believes is inaccurate, misleading, or inappropriate. Parents or eligible students may ask Miami-Dade County Public Schools (M-DCPS) to amend a record that they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.

5. The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by M-DCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, MDCPS discloses educational records without consent to the officials of another school district or postsecondary institution in which a student seeks or intends to enroll.

6. The right to file a complaint with the U. S. Department of Education concerning alleged failures by MDCPS to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

If you have any questions, please contact GKE Sabal Palm Elementary School at (305) 651-2411.

Sincerely,

*Alicia M. Costa-DeVito*

Alicia M. Costa-DeVito  
Principal

**Gertrude K. Edelman Sabal Palm Elementary School**

17101 NE 7<sup>th</sup> Avenue • North Miami Beach, FL 33162 • Alicia M. Costa-DeVito, Principal  
305-651-2411 • 305-654-7218 (FAX) • [www.gkesabalpalm.com](http://www.gkesabalpalm.com)

GKE Sabal Palm Elem. Parent/Student Handbook

## Civil Rights and Diversity Compliance Discrimination/Harassment

<b>THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENTS.</b>	
DISCRIMINATION/HARASSMENT	
<p><b>It is the policy of the School Board, that all students and employees be treated with respect. The School Board strives affirmatively to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of the employment process. Slurs, innuendos, hostile treatment, violence, or other verbal or physical conduct against a student or employee reflecting his/her race, ethnic origin, gender, or any other of the categories described below, will NOT be tolerated by the School Board.</b></p>	
<p><b>The School Board Policy covers the following protected categories:</b></p> <ul style="list-style-type: none"> <li>➤ Gender ➤ Marital Status</li> <li>➤ Race ➤ Religion</li> <li>➤ Color <input type="checkbox"/> ➤ Sexual Orientation</li> <li>➤ Age ➤ Political Beliefs</li> <li>➤ Disability <input type="checkbox"/> ➤ Pregnancy</li> <li>➤ Social and Family Background</li> <li>➤ Linguistic Preference</li> <li>➤ Ethnic or National Origin</li> </ul> <p><b>RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW.</b></p>	<p><b>Sexual Harassment will NOT be tolerated.</b></p> <p><b>Sexual Harassment includes:</b></p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances;</li> <li>• Requests for sexual favors; and</li> <li>• Other verbal or physical conduct of a sexual nature</li> </ul> <p><b>When:</b></p> <ul style="list-style-type: none"> <li>• Submission to such conduct is made – either explicitly or implicitly - a term or condition of employment or participation in an educational program;</li> <li>• Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or</li> <li>• Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.</li> </ul>
<p><b>If any student, employee, or applicant has a complaint of discrimination/harassment that cannot be resolved with the appropriate school system administrator, said complaint can be made to:</b></p> <p style="text-align: center;"><b>Office of Civil Rights Compliance</b>  155 N.E. 15th Street, Suite P104E  Miami, Florida 33132  Phone: 305 995-1580 Fax: 305 995-2047  Mail Code: 9760 Hours: M-F, 8:00 AM - 4:30 PM  E-mail: <a href="mailto:crc@dadeschools.net">crc@dadeschools.net</a></p>	

## **Federal and State Laws**

The School Board of Miami-Dade County, Florida, adheres to the policy of non-discrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity to all as required by:

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

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

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

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

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

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

**Americans with Disability 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 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 reasons.

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

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

**School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10** – prohibits harassment and/or discrimination against a student or employee on the basis of gender race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2016-2017 TESTING CALENDAR, GRADES PreK-12**

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 11 - 21	<i>Florida Standards Assessments: End-of-Course Assessments Algebra 1 CBT*</i>	<b>FSA EOC</b>	Grades 9-12, <i>eligible students</i>	Federal and State
	<i>Florida Next Generation Sunshine State Standards End-of-Course Assessments Algebra 1 Retake CBT*</i>	<b>NGSSS EOC</b>		
July 28 - 29	<i>Alternative Assessment for Grade 3 Promotion</i>	<b>AAGTP</b>	Grade 3, <i>retained only</i>	State
August 22 - September 16	<i>Interim Assessment Tests (Baseline): Science</i>	<b>BIA</b>	Grades 5, 8	State <sup>1</sup>
August 22 - September 6	<i>Galileo Baseline Assessment for Head Start Students</i>	<b>Galileo</b>	Head Start Students	Federal <sup>1</sup>
August 22 - October 5	<i>Florida Kindergarten Readiness Screener (Work Sampling System)</i>	<b>FLKRS (WSS)</b>	Kindergarten	State
August 22 - November 4	<i>Florida Assessments for Instruction in Reading* Assessment Period 1 (AP1)</i>	<b>FAIR-FS</b>	Grades 9-10**	State
August 29 - September 30	<i>i-Ready Diagnostic Test* (AP1)</i>	<b>I-READY</b>	Grades K-8**	State <sup>1</sup>
September 6 - October 5	<i>Florida VPK Assessment (AP1)</i>	<b>VPK</b>	Prekindergarten	State
September 12 - 23	<i>Florida Standards Assessments: End-of-Course Assessments Algebra 1, Geometry, and Algebra 2 CBT*</i>	<b>FSA EOC</b>	Grades 6-12, <i>eligible students</i>	Federal and State
	<i>Florida Next Generation Sunshine State Standards End-of-Course Assessments Algebra 1 Retake, Biology 1, Civics, and US History CBT*</i>	<b>NGSSS EOC</b>	Grades 6-12, <i>eligible students</i>	
September 26 - January 27	<i>Preliminary SAT 8/9</i>	<b>PSAT 8/9</b>	Grades 8 & 9, <i>optional</i>	Nationally Offered

October 3 - 31	<i>FITNESSGRAM Pretest</i>	<b>FITNESSGRAM</b>	Grades 4-12, students enrolled in PE courses	District
October 4 - 28	District ELA Writing Test	<b>DWT</b>	Grades 4-10, optional	District offered
October 10 - 21	<i>Florida Standards Assessments English Language Arts Grade 10 Retake CBT*</i> Writing Component	<b>FSA ELA RETAKE</b>	Grades 10+, 11, 12, eligible students	Federal and State
October 10 - 28	Reading/Listening Component			
October 10 - 21	<i>Florida Comprehensive Assessment Test 2.0 Reading Retake CBT*</i>	<b>FCAT 2.0 RETAKE</b>	Grades 10+, 11, 12, eligible students	Federal and State
October 19	<i>Preliminary SAT/National Merit Scholarship Qualifying Test</i>	<b>PSAT/NMSQT</b>	Grade 09, Optional	Nationally Offered
			Grade 10	State
			Grade 11, Optional	Nationally Offered
November 7 - February 10	<i>Florida Assessments for Instruction in Reading* Assessment Period 2 (AP2)</i>	<b>FAIR-FS</b>	Grades 9-10**	State
November 9 - 10	<i>Grade 3 Mid-Year Promotion</i>	<b>GTMYP</b>	Grade 3, eligible, retained students	State
November 14 – December 16	<i>Mid-Year Assessments English Language Arts, Mathematics, Algebra 1, Algebra 2, Geometry</i>	<b>MYA</b>	Grades 3-8 Grades 9-10, EOC enrolled students	State <sup>1</sup>
November 28 – December 2	<i>Florida Competency Examination on Personal Fitness</i>	<b>FCEPF</b>	Grade 11, Optional	State
November 28 –	<i>Florida Standards Assessments: End-of-Course Assessments Algebra 1, Geometry, and Algebra 2 CBT*</i>	<b>FSA EOC</b>	Grades 6-12,	Federal and State

December 16	<i>Florida Next Generation Sunshine State Standards End-of-Course Assessments Algebra 1 Retake, Biology 1, Civics, and US History CBT*</i>	<b>NGSSS EOC</b>	<i>eligible students</i>	
November 28 - December 23	<i>i-Ready Diagnostic Test* (AP2)</i>	<b>i-Ready</b>	Grades K-8**	State <sup>1</sup>
January 10 - February 8	<i>Florida VPK Assessment (AP2)</i>	<b>VPK</b>	Prekindergarten	State
January 24 - February 17	<i>Mid-Year Assessments Science, Biology 1, United States History, and Civics</i>	<b>MYA</b>	Grades 5, 8, EOC enrolled students	State <sup>1</sup>
January 24 - May 5	<i>Grade 3 Reading Student Portfolio</i>	<b>GTRSP</b>	Grade 3	State
January 30 – March 10	<i>National Assessment of Educational Progress Reading, Mathematics, and Science</i>	<b>NAEP</b>	Grades 4, 8, 12, Selected schools	Federal
January 30 - March 24	<i>ACCESS for ELLs 2.0</i>	<b>ACCESS</b>	Grades K-12, all current ELLs	Federal and State
February 13 - June 9	<i>Florida Assessments for Instruction in Reading* Assessment Period 3 (AP3)</i>	<b>FAIR-FS</b>	Grades 9-10**	State
February 27 - March 10	<i>Florida Standards Assessments English Language Arts - Writing Component</i>	<b>FSA</b>	Grades 4-7; and Grades 8-10 CBT*	Federal and State
	<i>English Language Arts Grade 10 Retake - Writing Component CBT*</i>	<b>FSA ELA RETAKE</b>	Grades 10+, 11, 12, eligible students	
February 27 - April 14	<i>Florida Standards Alternate Assessment English Language Arts and Mathematics</i>	<b>FSAA</b>	Grades 3-8***	Federal and State
	Writing		Grades 4-8***	
	Science End-of-Course Assessment (Civics)		Grades 5 and 8	

			Grade 7	
March 13 - April 28	Florida Standards Alternate Assessment English Language Arts	<b>FSAA</b>	Grades 9 and 10***	Federal and State
	Writing		Grades 9 and 10***	
	End-of-Course Assessments: Algebra 1, Biology 1, Geometry, and U.S. History		Grades 9- 12 enrolled students***	
March 27 - 30	Stanford Achievement Test	<b>SAT-10</b>	Grades K-2	District
March 27 - 31	Florida Standards Assessments English Language Arts - Reading	<b>FSA</b>	Grades 3	Federal and State
March 27 - April 7	<i>Florida Standards Assessments English Language Arts Grade 10 Retake- Reading Component CBT*</i>	<b>FSA ELA RETAKE</b>	Grades 10+, 11, 12 <i>eligible students</i>	Federal and State
	Algebra 1 Retake CBT*	<b>FSA EOC ALGEBRA 1 RETAKE</b>	Grades 6- 12 <i>eligible students</i>	
	<i>Florida Comprehensive Assessment Test 2.0 Reading Retake CBT*</i>	<b>FCAT 2.0 RETAKE</b>	Grades 10+, 11, 12 <i>eligible students</i>	
	<i>Florida Next Generation Sunshine State Standards End-of-Course Assessments Algebra 1 Retake CBT*</i>	<b>NGSSS EOC RETAKE</b>	Grades 7- 12, <i>eligible students</i>	
April 3 - 28	<i>FITNESSGRAM Posttest</i>	<b>FITNESSGR AM</b>	Grades 4- 12, students enrolled in PE courses	District
April 17 - May 12	<i>Florida Standards Assessments English Language Arts - Reading CBT*</i>	<b>FSA</b>	Grade 4-10	Federal and State
	<i>Mathematics CBT*</i>		Grades 3 -8	
April 17 - May 12	<i>Florida Standards Assessments: End-of- Course Assessments Algebra 1, Geometry, and Algebra 2 CBT*</i>	<b>FSA EOC</b>	Grades 6- 12, <i>eligible students</i>	Federal and State

April 17 - May 19	<i>Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT*</i>	<b>NGSSS EOC</b>	Grades 6-12, <i>eligible students</i>	Federal and State
April 18 - May 15	<i>Florida VPK Assessment Assessment Period 3 (AP3)</i>	<b>VPK</b>	Prekindergarten	State
April 24 - June 9	<i>Cambridge Advanced International Certificate of Education Examinations</i>	<b>AICE</b>	Grades 9-12, <i>enrolled, registered students only</i>	Internationally Offered
May 1 - 5	<i>Florida Comprehensive Assessment Test 2.0 Science</i>	<b>FCAT 2.0</b>	Grades 5 and 8	Federal and State
May 1 - 5	<i>Florida Competency Examination on Personal Fitness</i>	<b>FCEPF</b>	Grade 11, <i>Optional</i>	State
May 1 - 12	<i>Advanced Placement Exams</i>	<b>AP</b>	Grades 8-12, <i>enrolled, registered students only</i>	Nationally Offered
May 1 - 19	<i>International Baccalaureate External Written Examinations</i>	<b>IB</b>	Grades 11-12, <i>enrolled, registered students only</i>	Internationally Offered
May 8 - June 2	<i>i-Ready Diagnostic Test* (AP3)</i>	<b>i-Ready</b>	Grades K-8 (selected students)*** *	State <sup>1</sup>
May 30 - June 7	<i>Alternative Standardized Reading Assessment</i>	<b>ASRA</b>	Grade 3, <i>eligible students</i>	State

#### TESTS GIVEN ON AN AS-NEEDED BASIS

DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
<b>Acuscreen</b> Screening for Head Start Students new to the program, or students requiring further interventions; conducted within the first 45 calendar days from the date of entry.	<b>Acuscreen</b>	Head Start students	Federal <sup>1</sup>



<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs	<b>APRENDA</b>	Grades K-12, <i>eligible ELLs</i>	State
<i>Battelle Developmental Inventory Second Edition (Initial)</i> Administered to SPED students within 30 calendar days of student entering PreK program. Administered March 1 - 15 for SPED students exiting the PreK program.	<b>BDI-2</b>	PreK SPED Students	State
<i>e-Deca2</i> <i>Screening for Head Start students new to program must be completed within the first 45 calendar days from the date of entry.</i>	<b>DECA</b>	Head Start students	Federal <sup>1</sup>
Florida Standards Alternate Assessment (FSAA) - Datafolio Data Collection Records September 2016, November 2016, and February 2017	<b>FSAA</b>	Eligible Students	Federal and State
English Language Arts - Reading & Writing		Grades 3-10	
Mathematics		Grades 3-8	
NGSSS Science		Grades 5 and 8	
End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry, U.S. History)		Grades 9-12 <i>eligible enrolled students</i>	
<i>Industry Certification Examination</i> Federal or state regulatory agency-developed assessment instruments leading to licensure.	<b>ICE</b>	Grade 6-12, <i>eligible enrolled students</i>	Federal and State
<i>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i> Placement decision for Gifted Program ACCEL Option	<b>ITBS/ITED</b>	Grades K-12, <i>eligible students</i>	Federal and State
<i>Miami-Dade County Oral Language Proficiency Scale Revised</i> Placement decisions for ESOL Exit ESOL Program-(only if exiting KG via an ELL Committee prior to Spring administration of ACCESS for ELLs 2.0	<b>M-DCOLPS-R</b>	Grade K, <i>eligible students</i>	Federal and State
<i>Online Comprehensive English Language Learning Assessment</i>	<b>Online CELLA</b>	Grades 1-12,	Federal and State

Placement decisions for ESOL Extension of services for ESOL Program		<i>eligible students</i>	
<i>Florida's Postsecondary Education Readiness Test</i> Dual Enrollment Placement, Comparative Score for Algebra 1 EOC	<b>PERT</b>	Grades 10-12	State

\*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance. Students take the current SAT up until January 2016. Starting in March 2016, students will take the redesigned SAT, and the current SAT will no longer be offered.

- Notes:
- <sup>1</sup>District-selected assessment to comply with state and/or federal mandate.  
\*Designates computer-based testing only, with paper-based accommodations available for eligible students with disabilities.  
\*\*The following students in all schools must participate in progress monitoring, as specified in the calendar:  
- Grades K-8: i-Ready, all students  
- Grades 9-10: FAIR, Levels 1 and 2.  
\*\*\*Only includes ESE students exempted from standardized testing at these grade levels.
- \*\*\*\*ELA ONLY required for students in Reading grades K-2, students in Reading scoring below the 50<sup>th</sup> percentile on SAT-10 in grade 3, and students with FSA Reading Levels 1 and 2 in grades 4-8

## IMPORTANT DATES IN 2016-2017 SCHOOL YEAR

Interim Report Distribution	Report Card Distribution
September 22, 2016	November 16, 2016
December 8, 2016	February 14, 2017
February 23, 2017	April 18, 2017
May 4, 2017	June 27, 2017

### HOLIDAYS

- Monday, Sept. 5 - Labor Day
- Friday, Nov. 11 - Veterans Day
- Thursday, Nov. 24 - Thanksgiving Day
- Monday, Jan. 16 - Observance of Dr. Martin Luther King's birthday
- Monday, Feb. 20 - All Presidents Day
- Monday, May 29 - Memorial Day

### TEACHER PLANNING DAYS

- Thursday, Aug. 18
- Friday, Aug. 19
- Tuesday, Aug. 30 – Professional Development Day
- Monday, Oct. 3
- Wednesday, Oct. 12
- Tuesday, Nov. 8 - Professional Development Day
- Wednesday, Nov. 23
- Monday, Jan. 23
- Friday, March 24
- Friday, June 9

### RECESS DAYS

Friday, Nov. 25 - Thanksgiving Recess  
Monday, Dec. 26 through Friday, Jan 6 - Winter Recess  
Monday, April 10 through Friday, April 14 - Spring Recess