

MAST ACADEMY

A Nationally Recognized School of Excellence

PARENT/STUDENT HANDBOOK 2023-2024

3979 Rickenbacker Causeway
Miami, FL 33149

305-365-6278

8:00 AM- 3:00 PM

<http://www.gomakos.org>



Dr. Cadian Collman-Perez
Principal



HOME OF THE MAKOS



@mast_academy



@mastmakos



The School Board of Miami-Dade County, Florida

Ms. Mari Tere Rojas, Chair

Mr. Danny Espino, Vice Chair

Mr. Roberto J. Alonso

Ms. Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Ms. Mary Blanco

Ms. Monica Colucci

Dr. Steve Gallon III

Ms. Luisa Santos

STUDENT ADVISOR

Zahara-Marie Ronizi

SUPERINTENDENT OF SCHOOLS

Dr. Jose L. Dotres

DEPUTY SUPERINTENDENT

Deputy Superintendent

Dr. John D. Pace III

District Vision Statement

We provide a world class education for every student.

District Mission Statement

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

District Values

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

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

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

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

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

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Guardians:

I am delighted to extend a warm welcome to you and your family as we embark on the 2023-2024 academic year. On behalf of our dedicated staff, I would like to express our enthusiasm for the opportunity to work with you in providing the best possible educational experience for your child. At MAST Academy, A Nationally Recognized School of Excellence, our primary goal is to foster a nurturing and inclusive environment that promotes academic excellence, personal growth, and social development. We believe that education is a partnership between the school, the parents, and the students, and together, we can continue to create a supportive community that empowers each student to reach their full potential.

In this parent handbook, you will find essential information regarding our school's policies, procedures, curriculum, and extracurricular activities. It serves as a valuable resource to guide you throughout the academic year and answer any questions you may have. Please take the time to review and discuss its contents thoroughly with your child(ren) as it will help ensure a smooth and successful experience for both you and your child. Additionally, you are highly encouraged to visit and explore our school's website at www.gomakos.org and join our wonderful PTSA.

We all know that it takes a village to raise a child and it begins with effective communication and working together. Should you have questions or concerns, the enclosed MAST Administrative Responsibilities Table should be used to guide you to your first point of contact. If your concern is not addressed by the staff member contacted, please contact my office, so that we can reach a resolution in a timely manner. We believe that effective collaboration between home and school enhances the educational journey of each student. Please mark your calendar for our Monthly Second Cup of Coffee with the Captain. This is an opportunity for parents and guardians to stop by any time during the event, have a cup of coffee and connect with me. Parental feedback specific to what we are doing well and what we can do to make our amazing school even better is always welcome.

We strive to maintain a safe and secure learning environment for all students. Safety protocols and procedures are diligently enforced, and we continuously evaluate and improve our practices to ensure the well-being of everyone in our school community. Your cooperation and adherence to these guidelines are greatly appreciated. We are excited about the rich educational experiences that await your child this year. Through a comprehensive curriculum, engaging teaching methods, and various extracurricular opportunities, we aim to inspire a lifelong love of learning in each student. We also value the importance of fostering character development, empathy, and respect for others.

In closing, I would like to express my sincere gratitude for entrusting us with the education of your child. Together, let us embrace this academic year with optimism, collaboration, and a shared commitment to your child's success. I look forward to meeting and working with each of you this school year where we will be ***Sailing the Cs of Success: Commitment, Curiosity, Creativity, and Community*** as we take MAST Academy, A Nationally Recognized School of Excellence, a US Department of Education Green Ribbon School, a Florida Department of Environmental Protection Gold Apple School; and a Gold STEM Designation school to even greater heights in 2023-2024.

Thank you for being an essential part of the MAST Academy community.

Go MAKOS!

Sincerely,

Ccollman

Dr. Cadian Collman-Perez, Principal

MAST ACADEMY

PRINCIPAL:	Dr. Cadian Collman-Perez
ASSISTANT PRINCIPALS:	Dr. Michael Gould Mr. Giuseppe Semeraro Ms. Mariam Torossian
MAGNET LEAD:	Ms. Melissa Fernandez
ACTIVITIES DIRECTOR:	Ms. Jennifer Fernandez
ATHLETIC DIRECTOR:	Mr. Carlos Couzo
COLLEGE ASSISTANCE PROGRAM ADVISOR:	Ms. Unethia Fox

HISTORY OF MAST ACADEMY

Established in September 1991, MAST Academy is the only maritime and science technology magnet high school in the Miami-Dade County Public School system. The school graduated its 30th senior class in 2021. The school is staffed by a principal, three assistant principals, one lead teacher, and 141 full and part-time faculty members of whom approximately 84 percent have a master's degree or higher. The senior class of 2024 consists of 217 seniors. MAST has 1578 students in grades 6-12. Students graduate with a full range of honors, AP, Cambridge (AICE) and Dual Enrollment courses. The school includes two large classroom buildings, a pool, boathouse, docks, fitness center, and a media center. Students have immediate access to technology throughout the school.

ACCREDITATION AND MEMBERSHIP

MAST Academy is fully accredited by AdvanceEd (Cognia).

RECOGNITIONS

US Department of Education Green Ribbon School, Florida Department of Environmental Protection Gold Apple School, 2019 Magnet Schools of America, Demonstration School, 2023 Magnet Schools of America Excellence Merit Award, 2019-2022 Magnet Schools of America, Distinction and Merit Awards, Gold STEM Designation, 2023, 2013 - 2018 Newsweek, Top 100 High Schools in the U.S., 2009-2023 State of Florida High-Performing School, 1999-2019 White House Commencement Challenge Finalist, 2010 Florida Department of Education, Recognition as "A" School 2001-2023, 2004-2023 US News and World Report, Top High Schools List, 2008-2023 Washington Post, Best High Schools list, 2008-2023 United States Department of Education Blue Ribbon School, 1994-1996, 2006, and U.S. Department of Education New American High School Showcase Site, 2000



ALMA MATER

*Cross the blue, waters where,
Ocean life roams free
Is the home, of our school,
MAST Academy
Oh, thoughts of our world do we
Seek to contemplate
Joined with our allies its
Care and guard we take.
Integrity and Scholarship
To you our pledge will be
Now with our, hearts do we
Sing this hymn to thee
To our pride, and our home
MAST Academy!*

MAST ACADEMY VISION STATEMENT

Utilizing innovation to educate global citizens.

MAST ACADEMY MISSION STATEMENT

Maritime and Science Technology Academy focuses on diversity, environmental awareness, and technology. Our school incorporates a thematic and inquiry-based approach, problem-solving, and experiential learning to provide students with opportunities for life-long learning, which impacts the global community.

MESSAGE FROM OUR ASSISTANT PRINCIPALS

Dear MAST Parents:

As Assistant Principal of MAST Academy, I am happy to welcome you to our school. For those of you who are new to our school, I want you to know that you are coming to a wonderful place. My returning parents, happy to have you back. Our teachers and staff are passionate, caring, hardworking, and are always learning something new for the benefit of your children. We are a collaborative and driven group of people who take learning seriously while also making personal connections that help students succeed.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential that will make a difference in their education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We recognize that to be successful in school, our children need support from both the home and school. I am a big believer in communication and honesty. If we are honest with each other and communicate with each other, then we will be successful.

Please consider joining our school's volunteer program as our students will greatly benefit from your involvement and contributions to the school's program and its operations. The wonderful MAKOS staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Dr. Michael Gould
Assistant Principal
(Grades 11-12)

Dear Parents and Guardians,

It brings me pleasure in welcoming you to another memorable school year. I am eager to continue working alongside you and the community to ensure the best possible educational experience for your child. I am proud to be able to collaborate with an amazing faculty and staff that is prepared to deliver a world class education.

I look forward to a strong partnership with all stakeholders working towards a common goal of educating the whole student while implementing rigorous academic courses and providing extracurricular activities that meet the needs of a diverse student body. With your support and collaboration, we can continue to build on the foundation and push beyond expectations.

I am grateful for the opportunity to service MAST Academy each day. I am excited to be part of the amazing MAST family.

Sincerely,

Mr. Giuseppe Semeraro
Assistant Principal
(Grades 6-8)

Dear MAST Family,

Welcome aboard! It is with great pride and excitement to welcome you to MAST Academy as your Assistant Principal. I am committed to working together with the administration, students, parents, and staff to nurture the academic, social, and emotional development of each of our students as we embark on this new year together.

It is an honor to be part of a community so enthusiastic about education and working with a staff dedicated to the success of every student. Together, we will foster our tradition of excellence and community which makes MAST Academy such a special place.

I look forward to meeting you all this fall and look forward to an outstanding year of seeing our students flourish together.

Sincerely,

Ms. Mariam Torossian (Grades 9-10)
Assistant Principal



2023 – 2024 FACULTY ROSTER

ACTIVITIES

Jennifer Fernandez

MATHEMATICS

Lilia Avendano
Dana Bortes
Richard Cooper
Jennifer Garnett
Georgette Jaquet Nesbitt
Alicia Martinez
Angelica Ortiz
Laura Rampey
Fernando Rodriguez
Diego Silva
Brandon Simon
*Dana Yancoskie

SOCIAL STUDIES

Matthew Bunch
Ida Caproon
Jose Companioni
Jorge Galguera
Mayling Ganuza
Jared Lutz
*Bryan McFarland
Teresita Mendoza
Angelica Ponce
Jeffrey Raymond
Maria Sardinia
Charles Silva
Kelly Webner

FINE ARTS/VOCATIONAL /ELECTIVES

Eida Delafuente
Eugene Cruz
Luis Gomez Hernandez
Napalys Juodzevicius
Eduardo Lacayo
Lucia Portuondo
Mario Vallias-Jean

LIFE SKILLS/PHYSICAL EDUCATION

*Carlos Couzo
Alexander Donis
Carrie Funcia
Rui Gomes
Ruth Gutierrez
Kelly Hendrickson
Chief Allan Joseph (JROTC)
Nicholas Kontos
Lt. Billy Phillips (JROTC)

STUDENT SERVICES

*Kelly Apolinar
Karla Cortes
Brittany Cooper (TRUST)
Merissa Evans
Unethia Fox (CAP)
Paula Gamble (ESE & 504 Support)

ELA/READING/ WORLD LANGUAGE

Dr. Samantha Bañal
Ximena Cianferoni
*Stella Crespo
Nancy Felix
Evangelina Fernandez
Nicole Fernandez
Rene Ferrer
Derthalie Frederic-Jasmin
Heather Hodson
Ann Intrieri Paz
Dr. Vivian Leon
Esperanza Martinez
Lynn Paisley
Nicholas Partagas
Dr. Lindsey Peters
Vicki Powell-Williams
Valentina Procopio
Taylor Ruppel
Matthew Shimon
Randall Stewart
Kristian Tomov
Cristina Vasquez-Villegas
Otto Zequeira

SCIENCE

Susana Alvarez
Evgenii Arkhangelskii
Monica Branton
Justine Deresz
Melanie Ervin
Dr. Julie Hood
Michelle Jimenez
Kenya Jones-Roberts
Pamela Kolonias
Ann Martinez
*Tomas Pendola
Eric Perez
Andres Smith
Noemi Soto
Mario Wood

LIBRARY MEDIA

Jennifer Reyes

MAGNET LEAD

Melissa Fernandez

TESTING

Katerina Galeri

- Department Chair

FEEDER PATTERN SCHOOLS

Mr. Alejandro Perez
Administrative Director
Central Region Office

Elementary Schools

Auburndale Elementary
George W. Carver Elementary
Coconut Grove Elementary
Coral Gables Preparatory Academy
Fairlawn Elementary
Henry M. Flagler Elementary
Key Biscayne K-8 Center
Kinloch Park Elementary
Silver Bluff Elementary
Sunset Elementary
Frances S. Tucker Elementary
Henry S. West Laboratory Elementary

Middle Schools

George W. Carver Middle
Kinloch Park Middle
Ponce de Leon Middle

Senior High Schools

Coral Gables Senior
MAST Academy
International Studies Preparatory Academy

Alternating Block Example				
M	T	W	Th	F
A	B	A	B	A
B	A	B	A	B
X	A	B	A	B
A	B	A	X	B

BELL SCHEDULE

MAST Academy Alternating Day Block Bell Schedule
(with six-minute passing time)



MAST ACADEMY

Daily Bell Schedule (Alternating Block)

A DAY/B DAY	Time	Number of Minutes
Period 1 (Students have Period 1 every day)	8:00 AM – 8:50 AM Homeport: 8:50 AM – 9:00 AM	50 minutes + 10 minutes for HP
Passing	9:00 AM – 9:06 AM	6 minutes
BLOCK I (Periods 2/3)	9:06 AM - 10:46 AM	100 minutes
Passing	10:46 AM – 10:52 AM	6 minutes
BLOCK II (Periods 4/5)	10:52 AM - 1:14 PM	100 minutes (37 Minutes included for lunch)
Lunch A	10:46 AM – 11:23 AM (IN CLASS AT 11:28 AM)	37 minutes
Lunch B	11:23 AM – 12:00 PM (IN CLASS AT 12:05 PM)	37 minutes
Lunch C	12:00 PM – 12:37 PM (IN CLASS AT 12:42 PM)	37 minutes
Lunch D	12:37 PM – 1:14 PM	37 minutes
Passing	1:14 PM – 1:20 PM	6 minutes
BLOCK III (Periods 6/7)	1:20 PM – 3:00 PM	100 minutes

Over ten days

Period 1	=	500 min.
Homeport	=	100 min.
Period 2	=	500 min.
Period 3	=	500 min.
Period 4	=	500 min.
Period 5	=	500 min.
Period 6	=	500 min.
Period 7	=	500 min.

A Day – Periods 1, 3, 5, and 7 meet
B Day – Periods 1, 2, 4, and 6 meet

BLOCK SCHEDULE CALENDAR

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
7	8	9	10	11
14	15	16	17A	18B
21A	22B	23A	24B	25A
28B	29A	30B	31A	

SEPTEMBER 2023				
M	T	W	T	F
4H	5A	6B	7A	8B
11A	12B	13A	14B	15A
18B	19A	20B	21A	22B
25	26A	27B	28A	29B

OCTOBER 2023				
M	T	W	T	F
2A	3B	4A	5B	6A
9B	10A	11B	12A	13B
16A	17B	18A	19B	20A
23B	24A	25B	26A	27
30B	31A			

NOVEMBER 2023				
M	T	W	T	F
		1B	2A	3B
6A	7B	8A	9B	10
13A	14B	15A	16B	17A
20	21	22	23	24
27B	28A	29B	30A	

DECEMBER 2023				
M	T	W	T	F
				1B
4A	5B	6A	7B	8A
11B	12A	13B	14A	15B
18A	19B	20A	21B	22
25	26	27	28	29

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

FEBRUARY 2024				
M	T	W	T	F
			1A	2B
5A	6B	7A	8B	9A
12B	13A	14B	15A	16B
19	20A	21B	22A	23B
26A	27B	28A	29B	

MARCH 2024				
M	T	W	T	F
				1A
4B	5A	6B	7A	8B
11A	12B	13A	14B	15A
18B	19A	20B	21A	22 ^a
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1A	2B	3A	4B	5A
8B	9A	10 ^a	11B	12A
15B	16A	17B	18A	19B
22A	23B	24A	25B	26A
29B	30A			

MAY 2024				
M	T	W	T	F
		1B	2A	3B
6A	7B	8A	9B	10A
13B	14A	15B	16A	17B
20A	21B	22A	23B	24A
27	28B	29A	30B	31A

JUNE 2024				
M	T	W	T	F
3B	4A	5B	6A	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

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

A: Periods 1, 3, 5, 7 meet
B: Periods 1, 2, 4, 6 meet
*Available to opt

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

MAST ACADEMY ADMINISTRATIVE RESPONSIBILITIES

2023-2024

**Faculty & Staff are encouraged to use their department or Grade Level Chairperson as the first point of contact.
Please use this document as a guide for which administrator to contact when assistance is needed.**

Giuseppe Semeraro, AP Admin. Asst. – Ms. Guerrero Grades 6-8 Instructional Leader/Data Analysis, Vocational, Fine Arts, Electives, ESE (including Gifted Education & 504s), Physical Education & JROTC	Dr. Michael Gould, APC Admin. Asst. – Ms. Nieto-Thomas Principal's Designee Grades 11-12 Instructional Leader/Data Analysis, Mathematics, Science, & Social Studies	Mariam Torossian, AP Admin. Asst. – Ms. Gonzalez Grades 9-10 Instructional Leader/Data Analysis Testing, Language Arts, Reading, English Language Learners, Student Services, World Languages & Media Center	Administrative/Leadership Team		
6-8 th Grade Discipline & Uniform/Dress Code Compliance	11 th & 12 th Grade Discipline & Uniform/Dress Code Compliance	9 th & 10 th Grade Discipline & Uniform/Dress Code Compliance	Katerina Galeri - Testing Chair AP Coordinator Testing Data Analysis		
Accident Reports (ASPEN)	Beginning & New Teacher Program	Advanced Academics & Dual Enrollment	Kelly Apolarin - Student Services Chair Academic Advisement Master Schedule		
Activities	Bell Schedule	Articulation	Jennifer Fernandez – Activities Director		
Athletics	Café Supervision	Café Supervision	Activities Coverage	Grad Night	Senior Awards Program
Café Supervision	Curriculum Council Coordinator	Clerical	Activities Director	Graduation	Social Media & Website
Custodial*/Café Personnel	EESAC	Daily Substitute Coordinator/Substitute Teachers	Activities Request	Honor Roll	Student Assemblies
Dade Partners/Volunteers/PTSA/Boosters	Teacher Certificate	Electronic Gradebook	Awards	Master Calendar	Parking Decals
ESE Compliance	Graduation	Employees-of-the-Year	Assemblies (Underclass)	Metrorail Passes	Students & Staff IDs
Facilities & Maintenance	IPEGS Observation	FTE & Class Size	Café Supervision	Open House	United Way (Students)
Fire/Lockdown Drills Coordinator	Student Attendance	Health Screening/Clinic	Club Organizations	Operating Reports	Weekly Calendars
Grants			Fieldtrips	School Picture Coordinator	
			Fundraising		
IPEGS Observation	Magnet Grades 11 & 12	Immunization Compliance	Melissa Fernandez – Magnet Lead		
Key Distribution	Master Scheduling	IPEGS Observation	Admissions	Curriculum Bulletin	Magnet Programs
Magnet Grades 6-8	Opening/Closing of School Procedures	Lunch Program & Monitoring	Accreditation Coordinator	Data Analysis	Master Schedule
Payroll (Back-up)	Procedures for ELOs/Tutoring	Magnet Grades 9 & 10	Cambridge Program Coordinator	Dual Enrollment	Outreach Programs
Property Control	Professional Dev.	School Climate Survey	instructor Awards Application	Magnet Lead	School Tours
Security Personnel & Safety Committee	Professional Learning Communities Coordinator	School-wide Literacy Initiatives	Writer		
Student Transportation		Student Records	Café Supervision		
Student/Staff Parking					
Supervision of Students Arrival/Dismissal	School Improvement Process	Supervision of Students Arrival/Dismissal	Nicole Fernandez Gifted Services Coordinator & ESOL Liaison		
	STEM Designation				
Technology	Supervision of Students Arrival/Dismissal	Textbook Inventories/Orders	Paula Gamble ESE & 504 Services Coordinator		
Zone Mechanic	Teacher Schedules	United Way Campaign			
Mr. Semeraro is responsible for the supervision of the custodial staff; however, all administrators are responsible for overseeing the cleanliness and upkeep of the facilities.			Carlos Couzo – Athletic Director		
Building 1 (Main): Front Entrance and Interior West of the Boat including Cafeteria, Media Center, Life Skills Building, Locker Rooms, and Pool area– Ms. Torossian			Athletic Awards Program	Athletic Facilities	Practice Schedule/ Physicals
Building 1 (Main): Front Entrance and Interior East of the Boat – including Auditorium, Engineering, and Art areas – Dr. Gould			Activities Bus	Athletic Events	Supervision & Organization-All
Building 5 including Parking Garage, Elevator, Patio, Walkway, and Stairwells – Mr. Semeraro			Athletic Event Coverage	Fundraising	
*All administrators are responsible for supervision of students/arrival/dismissal.				FHSAA/GMAC Reports	
				Gender Equity	
			Unethia Fox – CAP Advisor		
			Career Planning & Exploration	College Prep Day for Juniors	Scholarships and Grants
			College Application & Admission Process	Financial Aid Process	Support for Undocumented Students
			College Fairs	Post-Secondary Planning	

COVID-19 Protocols

This section outlines protocols that will be implemented when dealing with the COVID-19 pandemic. Promoting everyday protective measures is critical to maintaining safety. Please speak with your child about the importance of adhering to the COVID-19 protocols at all times.

Student Arrivals:

Families are asked to conduct a daily health screening of their child for signs and symptoms of a communicable disease, including COVID-19, prior to sending their child to school. If the student presents any of the signs and/or symptoms while at home, the parent/guardian is asked to keep their child at home and seek medical attention from their child's healthcare provider.

Hand sanitizer will be available at entry locations and throughout the school. Face coverings are not required but are available upon request at entry locations. Students are expected to wash and sanitize their hands frequently.

Classroom Assignments:

Student stations will be placed at three feet apart when feasible. For optimal sanitization, every classroom has access to hand hygiene products. Teachers will maintain seating charts of their classroom periods in order to perform targeted contact identification. The ability to identify where students were seated is essential to the performance of targeted quarantine.

Office Visits:

Please preschedule office visits with student services/counselors, etc., unless it's an emergency. Please call the Attendance Office prior to showing up to sign-out your child early.

Restrooms:

To mitigate the spread of germs, the recommended number of students who can access the restroom at any one time is limited to two students. Other students should wait outside of the restroom until they are able to enter.

If your child is pending Covid-19 results; is awaiting COVID-19 test results; tested positive for COVID-19, please do not send your child to school.

This is the end of the COVID-19 Protocols Section.

- **Early Sign Out**

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

- **Late Arrival**

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

- **Lost and Found School Policy**

- The school is not responsible for loss of personal property or schoolbooks.
- Lost or found items should be reported/submitted to the Activities Director, Ms. Jennifer Fernandez
- The school is not responsible for any lost/stolen electronic devices.

- **Opening and Closing Hours of Schools**

School hours are 8:00 AM to 3:00 PM. Breakfast is served 7:30 AM to 7:55 AM. All students must be in class and ready to learn by 8:00 AM.

- **Replacement ID Badges**

The first Shipmate's Pass (ID badge) is given to each student free of charge and is part of the MAST Academy's school safety plan and Shipshape Dress Code. The approved lanyards are sold by our PTSA. Replacement ID Badges (\$2 charge) are issued during 1st period in the Activities Office. Violations will result in loss of privileges. **All students are required to wear their Shipmate's Pass (ID Badge) with approved lanyard daily. Not wearing your Shipmate's Pass (ID Badge) is a violation of the M-DCPS Code of Student Conduct.**

Important Dates & Meetings

- **Back to School Nights – Open House**
 - **Grades 6-8: TBA**
 - **Grades 9-12: TBA**
- **Interim Progress Report & Report Card Distribution**

Grading Period	Interim Progress Report Distribution	Report Card Distribution
1	09/22/2023	11/9/2023
2	12/1/2023	02/2/2024
3	02/23/2024	04/26/2024
4	05/17/2024	06/21/2024

- **EESAC/PTSA/2ND CUP OF COFFEE WITH THE CAPTAIN MEETING DATES**

EESAC Meeting *3:10 pm - 4:10 pm (Second Tuesday)	PTSA Meetings *Tentative	Second Cup of Coffee with the Captain 9:00 am – 10:00 am (Third Thursday)
September 12, 2023 Art Room	August 24, 2023 -8:00 am Board Meeting – Boardroom	September 21, 2023 Cafeteria
October 10, 2023 Art Room	September 14, 2023 - 8:00 am Boardroom	October 19, 2023 Cafeteria
November 14, 2023 Art Room	<i>September 28, 2023 – 6:00 pm*</i> <i>General Meeting - Auditorium</i>	November 16, 2023 Cafeteria
December 12, 2023 Art Room	October 12, 2023 - 8:00 am Boardroom	December 21, 2023 Cafeteria
January 9, 2024 Art Room	November 9, 2023-8:00 am Boardroom	January 18, 2024 Cafeteria
February 13, 2024 Art Room	December 14, 2023 - 8:00 am Boardroom	February 15, 2024 Cafeteria
March 12, 2024 Art Room	January 11, 2024 - 8:00 am Boardroom	March 21, 2024 Cafeteria
April 9, 2024 Art Room	<i>January 24, 2024 – 6:00 pm*</i> <i>General Meeting - Auditorium</i>	April 18, 2024 Cafeteria
May 14, 2024 Art Room	February 8, 2024 -8:00 am Boardroom	May 16, 2024 Cafeteria
	March 14, 2024 - 8:00 am Boardroom	
	April 11, 2024 - 8:00 am Boardroom	
	May 9, 2024 – 8:00 am Boardroom	
	<i>May 23, 2024 – 6:00 pm*</i> <i>General Meeting – Auditorium</i>	

2023-2024 Testing Calendar

Please follow the link for the testing calendar: <https://arda.dadeschools.net/#/fullWidth/3937>

Academic Programs – [Student Progression Plan \(SPP\)](#)

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

Bring Your Own Device (BYOD)

Bring Your Own Device allows students, parents, staff, and guests to integrate the utilization of technology devices at specified times during the instructional day to enhance the learning experience. Examples of the types of technology, which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

Clinic

Our school does not have a full-service clinic. Students who do not feel well are allowed to call home and may lay down in our school clinic until parent arrives to pick them up.

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.

Cyberbullying

Cyberbullying is a form of bullying that takes place virtually over digital devices such as computers, smartphones, and tablets. Cyberbullying most commonly takes place via social media, texting, instant messaging, and email. Say NO to cyberbullying! If you or someone you know is being bullied, report this information to the Bullying/Harassment Anonymous Hotline at 305-995-CARE (2273), the TRUST Counselor, your Guidance Counselor or an administrator (assistant principal or principal) immediately.

Resources:

- StopBullying.gov

Discrimination/Harassment

The School Board has a prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. Students are encouraged to promptly report incidents of discriminatory or harassing conduct to the Principal or the Office of Civil Rights Compliance (CRC), so that the conduct can be addressed before it becomes severe, pervasive, or persistent. The School Board has also adopted a policy against Bullying and Harassment with Bullying defined by state law as systematically and chronically inflicting physical harm or psychological distress on one or more students. Complaints of bullying should be reported to the principal promptly. MAST has a zero-tolerance policy for bullying, discriminatory or harassing conduct. Parents, please speak with your child about the importance of respecting others and displaying kindness. For bullying, discriminatory, or harassing conduct, the M-DCPS Code of Student Conduct and the MAST Academy Magnet Agreement will be used to guide the disciplinary actions up to and including immediate withdrawal from MAST Academy.

Dismissal

Students are required to use the exit closest to the building where their last class is located. All students must leave campus at dismissal except for those students previously authorized to remain for school-approved activities.

Bicycles/Skateboards

Students are not permitted to ride a bike or skateboard to school as there is no safe route to do so for our students.

Rainy Day Dismissal

Students are encouraged to bring a raincoat or small umbrella inside their bookbags for rainy days and are encouraged to stay inside their last block classroom, if possible until the weather improves.

Student Drop-Off Pick-up

Parents dropping off and picking up students on the school property should use the parent drop off/pick up lane. **Please do not drop off students in the parking garage, on Rickenbacker Causeway or in the beach parking lot.**

Students who are dropped off in the left lane in front of the school must exit the vehicle from the left side and use the pedestrian bridge to avoid crossing in front of cars that are dropping off in the right lane.

Students who are dropped off in the right lane must exit the vehicle from the right side and go directly into the main building or use the ramp.

Early Dismissal

In the case of divorced, separated parents, or unmarried, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

Elevator

The school elevator is to be used by individuals who are disabled or injured and cannot use the stairs. Administrative approval is required in order for students to use the elevators.

Emergency Contact Information

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parent contesting the information in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

Fieldtrips

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a “no refund” policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor’s “no refund” policy.

Homework

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

Homework will be assigned based on established class policy. It is acceptable that assignments be given over some weekends or holidays. Individual students’ differing learning styles and ability levels will be reflected in assigned homework. Opportunities for advanced learners to excel will be reflected in the depth and complexity of the homework given. Struggling students may have homework modified to their ability.

Illness/Excused Absences: Students granted an excused absence or tardy have the right to make-up all course work within three school days upon the return to school. After successful completion of all make-up assignments, the students will not be penalized for the absence.

Late Work: Credit given for late work will be at the discretion of the teacher as outlined in their respective syllabus.

Consequences for Chronic Late or Missing Work: The teacher of a student who is chronic with late and missing homework should have a plan of progressive consequences, which should include, but not limited to, parent notification and parent conferences. If remediation is not forthcoming, the teacher should refer the student to the grade level counselor and set up intervention strategies with parents, and students.

Parents will be informed about homework procedures by teachers during Back-to-School Night, at conferences, and through written correspondences. Teachers will review appropriate general study habits for successful completion of homework and preparation for special assignments or assignments. At teacher's discretion, homework assignments may be modified on an individual student basis.

Planning of homework assignments will be part of the overall grade level team's and individual teacher's planning process to ensure assignments are standards content driven, that teachers and grade levels teaming within or across curriculum are aware of homework assignments and testing being given, so that the amount of homework is in line with school policy.

To successfully complete homework, students should:

- . Listen carefully to all directions regarding homework.
- . Ask questions if the assignments are not clear.
- . Budget time wisely. Begin assignments promptly and turn them in when due.
- . Strive for best results. Work independently unless help is needed.
- . Make up any work missed.

Interscholastic Athletics/Intramurals

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

For participation in interscholastic athletics at the middle school level, a student must have a 2.00 GPA in conduct and academics to participate. His or her parent must sign the M-DCPS *Middle School Athletic Program Consent and Release from Liability Certificate*. For participation in interscholastic athletics at the high school level, a GPA of 2.00 in conduct and academics is required except for incoming 9th grade students. All participants must purchase athletic insurance to participate and must have a current physical form on file.

A home education student must register his or her intent to participate in interscholastic extracurricular activities as a representative of the school before participation.

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

Mealtime Environment

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

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

- **Free Breakfast**

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

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at the Department of Food and Nutrition at freeandreducedmealapp.dadeschools.net. Paper applications are available in the school's front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

Meal Prices

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

PAYPAMS

Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child's meals with a credit or debit

card at paypams.com. Parents/guardians create an account in PayPams for the child, and will be able to access the following:

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

Peanut Allergies/Peanut-Free School

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

MAST Food Waste Reduction

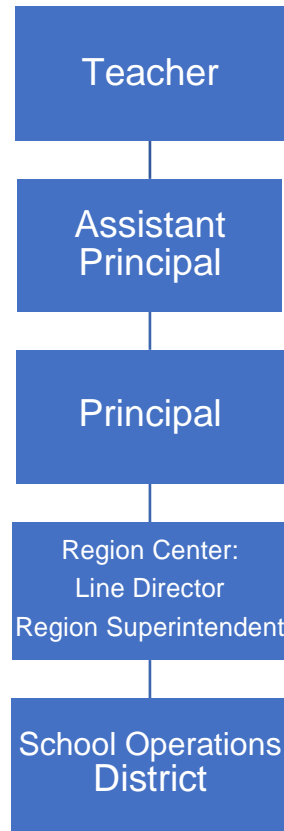
MAST Academy encourages all students to do their part to contribute to our school's sustainability efforts. As a Florida Department of Environmental Protection Gold Apple School, it is important that all students do their part to help with Food Waste Reduction. There are Food Share Carts/Tables located in the cafeteria for students to place unopened food that they do not want instead of throwing it in the trash. Food on the Food Share Carts/Tables may be consumed by other students. At the end of the day, items remaining on the Food Share Carts/Tables will be delivered to a community food bank.

Mental Health Services

Miami-Dade County Public Schools established The Department of Mental Health Services to ensure the coordination of school and community resources and services to support the specific mental health needs of students. The programs in place provide prevention initiatives and services for students with pre-existing mental health challenges. For assistance contact your child's TRUST or Guidance Counselor at MAST or the parent assistance line at (305) 995-7100 or visit www.mentalhealthservices.dadeschools.net.

Protocol for Addressing Parental Concerns

Parents should address their complaints or concerns to the school administration for resolution. If the school's administration is unable to resolve the issue, parents may then contact the Region and subsequently the appropriate District department if necessitated. For issues involving an individual teacher or class, parent/guardian should address their concerns to the following individuals in the order below.



Public-Private Collaboration

Requests for private instructional personnel to collaborate with public instructional personnel in the educational setting should be directed to the principal for application of District procedures.

Recess

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

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

Safety and Security

- **Emergency Operations Plan**

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

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.
- If there is a need for offsite parent reunification, parents are to drive to Booker T. Washington Senior High School, the designated parent reunification site for MAST Academy.

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

Be Safe Anonymous Reporting System

http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf

- **Fire Drills**

Ten fire drills will take place during the school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers, and staff must remain outside the building at their designated muster station until permission is given to re-enter. Teachers are responsible for supervising their students before, during and after the drill.

- **Lockdown Procedures**

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

- **Threat Assessments**

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

- **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 with the principal to view the school. Classroom visits require a request with 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

School Activities/Clubs

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

- **Clubs**

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

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurricular-related clubs are student groups whose goals are special interest oriented

and not directly related to the curriculum. Meetings of noncurricular-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

- **School Club List**

Club list is available on our school website at www.gomakos.org

School Class Picture Process

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

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

School Transportation

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1,100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for students with special needs in some instances.

Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick-up and delivery. Information on student bus assignments will be posted on the Parent Portal at www.dadeschools.net. The information on bus assignments on the [Parent Portal](#) is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact Ms. Terry Kralievits at TKralievits@dadeschools.net for information.

Special Education/Section 504

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

Students who are not eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973.

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

Student Records

The education records and personally identifiable information of students are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible students are also provided the right to challenge the accuracy of their education records in accordance with the procedures outlined in School Board Policy 8330.

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

Student Services

The Division of Student Services provides prevention and intervention services to PK-Adult students throughout the district. These services focus on the elimination of social and emotional barriers that inhibit students' academic success and prepare students to be college and career ready. An integrated team of uniquely trained student services professionals deliver these direct services to students.

The Parent Academy

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

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

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

Transgender and Gender Non-Conforming Students

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity.¹ Every student has the right to learn

in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

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

Verification of Residency

If verification is not provided or acceptable, the Superintendent may verify the student's residence. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under [F.S. 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [F.S. 95.525](#).

Volunteer Program

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

Level 1 - complete a database background check

- Day chaperones for field trips
- Classroom assistants
- Math and/or reading tutors.

Level 2 - complete a fingerprint background check

- Certified Volunteers
- Mentors
- Listeners
- Athletic/Physical Education Assistants
- Overnight chaperones.

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

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

APPENDIX A – School Calendars



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				
M	T	W	T	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

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

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

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
28	29	30	31	

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

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

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2023-2024 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA
(Revised – 06/26/23)**

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 5, 2024	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 15	End first semester and second grading period
January 18	Teacher planning day; no students in school
January 19*+ #	Begin third grading period; second semester
January 22	All Presidents Day; holiday for students and employees
February 19	Teacher planning day; no students in school
March 22*+ #	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 25-29	End third grading period; second semester
April 9	Teacher planning day; no students in school
April 10*+ #	Begin fourth grading period; second semester
April 11	Observance of Memorial Day; holiday for students and employees
May 27	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school
June 7	

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

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 11, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, March 22, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

APPENDIX B – Florida Statutes and School Board Policies

View all School Board Policies at: [School Board Bylaws & Policies](#)

Academics

- **2235 - MUSIC, ART, AND PHYSICAL EDUCATION**
 - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students. Physical Education provides students the opportunity to attain their optimal level of fitness while participating in a carefully planned program of physical activities. Through participation, students develop interest and skills that promote and encourage lifetime fitness while stimulating brain functions that enhance academic achievement.
- **2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION**
 - Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- **2370.01 – VIRTUAL INSTRUCTION**
 - The enrollment period for the district-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- **2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM**
 - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- **2440 - SUMMER SCHOOL**
 - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The School Board may also choose to implement summer enhancement programs, contingent upon available funding. The School Board shall provide transportation for full-time SPED students and other students as appropriate.
- **2510 – INSTRUCTIONAL MATERIALS AND RESOURCES**
 - Parents have the ability to access their child's instructional materials

at <http://im.dadeschools.net/>.

- Additionally, in accordance with School Board Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.
- 5410 - STUDENT PROGRESSION PLAN
 - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

Accident Reports/Incident Reports/School Safety

- 3213 - STUDENT SUPERVISION AND WELFARE
 - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.
- 5540 - INVESTIGATIONS INVOLVING STUDENTS
 - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
- 5772 - WEAPONS
 - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned vehicle.
- 7217 - WEAPONS
 - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the School Board including, but not limited to, property leased, owned, or contracted for by the School Board, a school-sponsored event, or in a School Board-owned vehicle.

- 8405 - SCHOOL SAFETY
 - The School Board is committed to maintaining a safe and drug-free environment in all of the district's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.
- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES
 - The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.
- FLORIDA STATUTES, SECTION 943.082 – SCHOOL SAFETY AWARENESS PROGRAM
 - FortifyFL is a suspicious activity reporting tool that allows users to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. It is available for free download from the Apple App Store and Google Play Store. It may also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. A link to FortifyFL has also been placed on each school site information page. Florida Statute 943.082 states that if following an investigation, it is determined that a person knowingly submitted a false tip through FortifyFL, the Internet protocol (IP) address of the device on which the tip was submitted will be provided to law enforcement agencies for further investigation, and the reporting party may be subject to criminal penalties under s. 837.05. In all other circumstances, unless the reporting party has chosen to disclose his or her identity, the report will remain anonymous.

Admission, Registration and Immunization Requirements

- 5112 - ENTRANCE REQUIREMENTS
 - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
 - Original birth certificate
 - Verification of age and legal name
 - Proof of a physical examination by an approved healthcare provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
 - Two (2) verification of parent/legal current residence (address)

- **5114 - FOREIGN STUDENTS**

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

- **5320 – IMMUNIZATION**

- All students shall be immunized against polio, measles-mumps-rubella (MMR) diphtheria, pertussis tetanus (DTaP), hepatitis B, and varicella (chicken pox). Students with a documented history of the varicella (chicken pox) disease are not required to receive the varicella vaccine. This policy applies to students who currently attend school in the district and those eligible to attend.
- A student who has not completed the required immunization will not be admitted to school.
- Students may receive the Haemophilus Influenzae vaccine during school hours for free. Parents/Guardians MUST provide consent. Parents/guardians should contact their child's school to determine when the flu vaccine will be offered at their child's school.

Animals on District Property

- **8390 - ANIMALS ON DISTRICT PROPERTY**

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

Anti-Discrimination Policy

- **1362, 3362 & 4362 - ANTI-DISCRIMINATION/HARASSMENT**

- The School Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
- This policy provides the [steps to individual complaints of discrimination](#) of harassing conduct and the process for addressing the complaints.

- **5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)**

- The School Board shall comply with all Federal laws and regulations prohibiting discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference,

pregnancy, and any other basis prohibited by law and all requirements and regulations of the U.S. Department of Education. The School Board will enforce its prohibition against such discrimination/harassment against students by other students in accordance with School Board Policies 5517 and 5517.02. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the School Board.

- 5517.01 – BULLYING AND HARASSMENT

- The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools, with bullying defined as systematically and chronically inflicting physical harm or psychological distress on one or more students.
- The School Board is committed to providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, School Board employees, visitors, or volunteers.
- This policy provides the steps to individual complaints of bullying and harassment and the process for addressing the complaints.

- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS

- Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to the principal. Additionally, they may file the complaint directly with the Region Office or the District's Office of Civil Rights Compliance (CRC).
- All complaints involving student to student harassment, including sexual harassment, will be first investigated at the school site. If such complaints are made directly to the District Office, the Region Office or the CRC Office, they will be referred to the school site for the initial investigation. Complaints involving harassment, including sexual harassment, of a student by an employee or other representatives of the school system will be investigated by the CRC Office.
- This policy provides the steps to individual complaints of discrimination and harassment based on protected categories and the process for addressing the complaints.

Attendance Policy/School Hours

- 5200 – ATTENDANCE

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

- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS

- Student absences for religious purposes, as identified on the approved holidays listed in the Student Attendance Reporting Procedures PK-12 Handbook, may not

prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.

- 5230 - LATE ARRIVAL AND EARLY DISMISSAL

- Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of two hours of the day unless extenuating circumstances exist.
- The parent – and in the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

- 8220 - SCHOOL DAY

- The Superintendent shall annually establish the hours of the school day.
- The Superintendent may authorize exceptions from the regular school day.
- The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

Ceremonies & Observances

- 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

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

Class Size

- CLASS SIZE STATE STATUTE

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

Clinic

- 5330 – USE OF MEDICATIONS
 - The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically- prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Code of Student Conduct

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
 - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
- 5136.02 - SEXTING
 - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. The consequences for engaging in sexting, is outlined in the MDCP Code of Student Conduct. It is the district's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
- 5500 - STUDENT CONDUCT AND DISCIPLINE
 - The Code of Student Conduct (COSC) is aligned to local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment, which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also 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, it should also be noted that behaviors committed on or off the school campus may be violations of the COSC and may also be violations of Florida law. These violations may result in disciplinary actions imposed by local law enforcement authorities, in addition to those of the school/district. The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students, including assignment to an interim

alternative educational setting pursuant to the Code of Student Conduct and, in accordance with the student's due process rights.

- **5511 - DRESS CODE AND SCHOOL UNIFORMS**

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

Digital Conversion/Social Media

- **7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**

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

Equal Opportunity

- **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

- The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or School Board Policy.

- **5111.01 - HOMELESS STUDENTS**

- Homeless children and youth, including those who are not currently enrolled in school due to homelessness, shall have equal access to the same free appropriate public education and preschool education programs in the same manner as all other District students. Additionally, homeless students shall have access to other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the district's academic and extra-curricular activities for which they meet relevant eligibility criteria.

Fieldtrips/School Social Events

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

Financial Obligations

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

Food & Nutrition/Wellness Policy

- 8500 - FOOD SERVICES
 - The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student's educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
 - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
 - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.

- 8531 - FREE AND REDUCED-PRICE MEALS
 - All students determined to be economically needy shall be provided upon request a free or reduced-price meal or meals at school.

Fundraising

- 5830 – STUDENT FUNDRAISING
 - Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.
 - No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes.
- 6605 – CROWDFUNDING
 - Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes requires the approval of the Superintendent or his/her designee.
- 9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES
 - The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

Health Screening

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

school with written notification if you **do not** want your child to participate in the screening program.

Homework

- 2330 - HOMEWORK

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

Internship

- 2424 - STUDENT INTERNSHIPS

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

Parent Choice Student Transfers

- 2431 - INTERSCHOLASTIC ATHLETICS

- All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
- All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations and shall comply with the eligibility requirements established by the FHSAA.

- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE

- The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.

- 5131 – CONTROLLED OPEN ENROLLMENT/PARENT / STUDENT TRANSFERS

- This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by School Board Policy 2370, Magnet Programs/Schools.
- Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
- Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

Parent Involvement

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

Pledge of Allegiance

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

Privacy

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

Schools of Choice/Magnet Schools

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

School Transportation/Bus Safety Conduct

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

Special Education/Section 504

- 2260.01 SECTION 504 PROCUDURES FOR STUDENTS WITH DISABILITIES
 - A student is entitled to a free appropriate public education FAPE and may be entitled to Section 504 accommodations if s/he has a physical or mental impairment that substantially limits one (1) or more major life activities.
- 2460 – EXCEPTIONAL STUDENT EDUCATION
 - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.
- FLORIDA STATUTES, SECTION 1003.572 - PUBLIC-PRIVATE COLLABORATION
 - Parents who wish to request public-private collaboration in the educational setting should direct requests to the principal for application of District procedures. Requests should be made in writing on District forms and specify the purpose of the collaboration. The principal will review requests and provide approval in accordance with statutory guidelines.

Student Activities

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

Student Records/Access to Student Records

- 8330 - STUDENT RECORDS
 - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
- 8350 - CONFIDENTIALITY
 - A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being

transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

Student Services

- 2290 - CHARACTER EDUCATION

- The School Board shall assist all students in developing the core values and strength of character needed for them to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.

- 5530 - DRUG PREVENTION

- Schools shall strive to prevent drug abuse and help drug abusers through educational means.
- The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

- FLORIDA STATUTES, SECTION 1006.07(7)

- The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff of students.

Title I – Schoolwide Program

- 2261 - TITLE I SERVICES

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

Technology

- 7540 – COMPUTER TECHNOLOGY AND NETWORKS

- The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. The School Board prohibits any access and use of social media by students and staff members from the district's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

- 7540.01 – TECHNOLOGY PRIVACY

- All computers, telephone systems, electronic mail systems, and voice mail systems are the district's property and are to be used primarily for business purposes. The district has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, telephone system, electronic mail system, and voice mail system.

- 7540.03 – STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS

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

- 7540.06 – STUDENT ELECTRONIC MAIL

- This policy establishes the use of District student electronic mail (e-mail) system by students, their parents and others and applies to any and all electronic messages composed, sent or received by anyone using the district's student e-mail system. Authorized users of e-mail are students, their parents and any other individuals or groups issued District student e-mail accounts.

Threat Assessments

- FLORIDA STATUTES, SECTION 1006.07(7)

- The Marjory Stoneman Douglas Act, among other things, requires the school district to form Threat Assessment Teams at each school to coordinate resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students.

Visitors

- 9150 - SCHOOL VISITORS

- Parents, other adult residents of the community, and interested educators are encouraged to visit schools. All visitors must present identification that will be processed through the District's RAPTOR system prior to being permitted entry into the school grounds.
- The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual. A

visitor's refusal to adhere to the school principal's directive to leave the school grounds, will subject the visitor to arrest.

Volunteer Program

- 2430.01 - SCHOOL VOLUNTEERS

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

APPENDIX C – Disclosure at Time of Registration



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Clear Form

DISCLOSURE AT TIME OF REGISTRATION

Chapter 1006.07 (1)(b), requires that any student seeking admission to a public school in the State of Florida will provide the following information at the time of initial registration:

- 1) Has the student ever been expelled from any school, in or out of the State of Florida?

YES ☐ NO ☐

If your answer to question 1 is "YES", please list each and every instance for which the student was expelled.

- 2) Please state whether the student has ever been arrested where the arrest resulted in the student being formally charged. If your answer is "YES", please list each and every arrest which resulted in a formal charge.

- 3) Please state whether the student has ever been involved as a party in a case before the Juvenile Justice System? If so, state each action taken by the Juvenile Justice System which involved the student.

- 4) Please state whether the student has any corresponding referrals to mental health services related to your answers to Questions 1, 2 and 3. If yes, please list them.

Student's Name _____ ID. # _____
(Please Print)

Ethnic _____ (Check all that apply) Race: White ☐ Black ☐ Asian ☐
Hispanic ☐ (Y/N) American Indian ☐ Native Pacific Islander ☐

Date of Birth _____ Parent's/Guardian's Name _____

Address _____

Signature (Parent/Guardian) _____

Signature (Student) _____ Date Signed _____

FM-5740E Rev.(08-19)

APPENDIX D – Discrimination/Harassment Poster and Policy

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
ADHERES TO A POLICY OF NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENT

DISCRIMINATION / HARASSMENT

It is the policy of the School Board that all students and employees be treated with respect. The School Board affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by the School Board.

The School Board Policy Covers the Following Protected Categories:

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

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

COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

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

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

GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

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

PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

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

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

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

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

Sexual Harassment will NOT be tolerated.

MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ANY EDUCATION PROGRAM OR ACTIVITY THAT IT OPERATES AS REQUIRED BY TITLE IX. M-DCPS ALSO DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ADMISSIONS OR EMPLOYMENT.

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

Retaliation is an adverse action taken against an individual because they engaged in a protected activity, such as complaining about discrimination, threatening to file a charge of discrimination, or participating in investigative proceedings.

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

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

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

Division of Special Education
504 Coordinator
1501 N.E. 2nd Avenue, Suite 409
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: <http://ese.dadeschools.net>

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