

Dr. Rolando Espinosa K-8 Center

11250 NW 86th Street

Doral, FL 33178

(305) 889-5757

(305) 889-5758 Fax

<http://drek8.dadeschools.net>

Parent/Student Handbook

2016 - 2017



Martha M. Muñoz
Principal

Assistant Principals

Derrick J. Moore

Estela Rodríguez

Liliana Suarez

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Miami-Dade County Public Schools

The School Board of Miami-Dade County, FL

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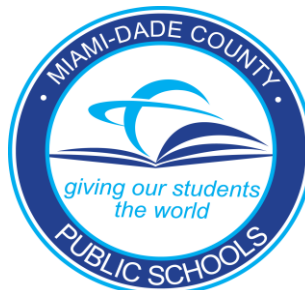
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Superintendent of Schools

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Deputy Superintendent/Chief Operating Officer
Schools Operations



Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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

Core Values

Excellence

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

Integrity

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

Equity

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

Citizenship

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

Dr. Rolando Espinosa K-8 Center

Message from the Principal

Welcome to the 2016 – 2017 academic school year! This school year, in our efforts to maintain high standards of excellence, we rely on the support of parents, students, and the community at large.

At Dr. Rolando Espinosa K-8 Center, we seek daily to educate and prepare our students to be responsible, productive citizens and lifelong learners. We look forward to the opportunity of working with you and your child as we make a difference in the lives of our children. Our focus this year will be on implementing a strong and challenging academic foundation while providing the highest quality education, creating a school where our students feel safe and empowered to learn.

Once again, welcome to the 2016 - 2017 academic school year at Dr. Rolando Espinosa K-8 Center. I am confident that as we pursue excellence in education, we will achieve the highest standards of academic achievement and organizational performance, because we are one team, with the same dream.

Sincerely,

Martha M. Muñoz
Principal



Mission Statement

The Mission of Dr. Rolando Espinosa K-8 Center is to provide an enriching educational environment where students can excel in academics, be responsible citizens, and become successful future leaders in our global society. With the collaboration of the faculty, staff, parents, and community we encourage and guide each of our students to strive for excellence.

Vision

Our Vision at Dr. Rolando Espinosa K-8 Center is to provide a positive learning environment for all students in order for them to achieve their maximum potential as future leaders in our society.

RONALD W. REAGAN/DORAL FEEDER PATTERN SCHOOLS

Name of School	Address	Principal
John I. Smith K-8 Center	10415 NW 52 Street Doral, FL 33178 (305) 406-0220	Genaro Navarro
Eugenia B. Thomas K-8 Center	5950 NW 114 Avenue Doral, FL 33178 (305) 592-7914	Debbie Saumell
Dr. Rolando Espinosa K-8 Center	11250 NW 86 Street Doral, FL 33178 (305) 889-5757	Martha M. Muñoz
Ronald W. Reagan/Doral High School	8600 NW 107 Avenue Doral, FL 33178 (305) 805-1900	Juan C. Boue



Dr. Rolando Espinosa K-8 Center

Parent/Student Handbook

2016-2017

School Hours

Pre-K through 1st Grades: 8:20 am – 1:50 pm daily
2nd through 8th Grades: 8:35 am – 3:05 pm daily
WEDNESDAY – Dismissal at 1:50 p.m. for all students

Breakfast: Pre-K through First Grade (7:40 am – 8:10 am)
Breakfast: Second through Eighth Grade (7:55 am – 8:25 am)

ACCIDENTS AND ILLNESS

Parents, your child's health and well-being are important to us. If a child is injured or becomes ill while in school, parents will be contacted immediately and the student will be kept as comfortable as possible. Parents must make arrangements to pick-up their child from the office. When parents cannot be contacted, the person(s) listed on the EMERGENCY CONTACT CARD will be called. **It is important that the information on the emergency contact card is current and updated whenever there are changes in telephone numbers.**

You can buy Student Accident insurance to provide coverage in the event your child is injured at school or on a field trip and needs immediate First Aid, ambulance, emergency room, or doctor's attention. The school has sent an application for this coverage home with your child. You may also purchase the insurance online at <http://www.k12studentinsurance.com> . A copy can also be located in the Aftercare office.

Any medical condition such as diabetes, asthma, or any other conditions that may prompt the child to become ill when participating in certain school activities, such as physical education, a statement of such condition issued by a physician must be submitted to the school stating the limitation and/or accommodations that should be made. Additionally, the teacher(s) must be made aware of this and/or any other condition that may affect the well-being of the child while in school.

If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain at home until the condition or disease is corrected. In the event of a contagious condition, a doctor's note must accompany the child in order to return to school.

ACTIVITIES

Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications

and class activities. School-sponsored clubs may be curriculum-related or non-curriculum related.

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

AFTER SCHOOL CARE PROGRAM

Your child is now enrolled in our after school care program at [Dr. Rolando Espinosa K-8 Center](#). A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts have been planned for your child's time in our program.

If we can be of assistance, please do not hesitate to call us at [\(305\) 889-5745](#), between the hours of [10:30 a.m.](#) and [6:00 p.m.](#) Our fax number is [\(305\) 889-5758](#). You may also e-mail the program manager at JQuintero23@dadeschools.net.

STAFF: After school care program manager supervises activity leaders that have been screened by Miami-Dade County Public Schools (M-DCPS) to work directly with your children in small groups. All activity leaders are required to receive a minimum of 45 hours of state certified training.

SNACKS: Each day a snack will be provided for your child during the after school care program only. Please notify staff of any food allergies upon registration.

REGISTRATION: All sections of the registration form must be completed. **EMERGENCY CONTACT INFORMATION, AUTHORIZED PICK-UP** and the **EMERGENCY MEDICAL TREATMENT CHECK OFF IS MANDATORY**. It is extremely important that you immediately notify the after school care program manager if you require any changes on your child's registration form.

PROGRAM HOURS AND FEES: Below are the hours of operation for your after school care programs. Students who qualify and are verified as having free or reduced lunch status will be eligible for the lower rate. Proof of free or reduced lunch status for each individual student must be retained in program files for future audit. Fees must be paid in advance based on the enclosed payment schedules. **Fees may be paid by personal check or cash ONLY.** There is no partial payment for partial use of services.

NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE.

PROGRAM HOURS AND FEES

STORY HOUR	Hours of Operation 1:50 p.m. to 3:00 p.m.	\$20 per week (all students) NO WEDNESDAYS
AFTER SCHOOL CARE	Hours of Operation 1:50 p.m. to 6:00 p.m.	\$35 per week (free or reduced lunch student rate) and \$40 per week (regular student rate)

ARRIVAL PROCEDURES:

Pre-Kindergarten through First Grade students will report independently to the **Cafeteria** where supervision will be available from 7:40 a.m. until 8:10 a.m. Students in Pre-K and Kindergarten will be picked up by their teachers by 8:10 a.m.

Second Grade through Fourth Grade students will report independently to the **PE Pavilion** where supervision will be available from 7:40 a.m. until 8:25 a.m. Students in Second through Fourth grade will be picked up by their teachers by 8:25 a.m.

Fifth Grade and Middle School students will report to the **Basketball Courts** where supervision will be available from 7:40 a.m. until 8:25 a.m. Students in Fifth grade will be picked up by their teachers by 8:25 a.m. Students in Middle school will report to their homeroom class by 8:25 a.m.

Supervised arrival activities take place as follows:

- For the safety of all students, parents will not be allowed into the building during arrivals.
- All students walking or riding a bike to school (with parent or without), must enter the school through the basketball court entrance located on the North side of the school along 86th street.
- All students dropped off at school via car, must utilize parent pick-up/drop-off area located on the South side of the school.
- Bus students will be dropped off on North side of the school (86th Street) and must enter the school through the basketball court entrance located on the North side of the school along 86th street.
- The tardy bell rings at 8:20 am for Pre-K through First grade students and 8:35 am for Second through Eighth grade students. All students not inside their classroom upon the ringing of the tardy bell, must report to the Main Office to obtain a tardy pass.
- When dropping off your child, via automobile, in the parent drop-off area on the south side of the building, you must pull up as far as possible in the designated area to allow your child out of the vehicle. Your child will exit from the inside lane and only through the car doors located on the right hand side.
- Limited parking will be available in the area located on the outside of the Faculty parking lot, as well as, on 86th Street after 9:00 a.m. and before 12:30 p.m.
- Do not stop, park or get out of your vehicle to open your car's trunk or doors as this creates a safety hazard and delays traffic in the area. Your child must gather all of his/her belongings and exit the car quickly and safely on the passenger side (right hand side).

ARRIVAL DURING INCLEMENT WEATHER

During inclement weather, traffic will be heavy during the morning. Please allow ample of time for your child to arrive to school on time and follow the established procedures to assist us in maintaining a safe and orderly arrival for all students and staff.

ATTENDANCE

Attendance Policy – Board Rule 6Gx13- 5A-1.041 Board Policy 5200

We have established the following attendance policy procedures in accordance with the Miami-Dade County Public Schools Rule 6Gx13-5A-1.041.

There is nothing more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in their academic achievement. This can result in grade failure and loss of interest in learning.

Please note that in order for students to be awarded with perfect attendance, they must be present and on time daily. Perfect attendance certificates will not be awarded if tardies exist.

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. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee

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

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the Region superintendent or designee.

4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

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

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

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

Any absence that does not fall into one of the above is an Unexcused Absence. A note must always be written to the teacher whenever a student is absent.

Late Arrival

Students who are tardy to school **must be accompanied by a parent or guardian** and must report to the main office to secure a tardy pass. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and

count towards unexcused absences. **Excessive tardies will not be tolerated!**

BICYCLES

Students must bring a chain and lock to secure their bicycles. We will not be liable for bicycles that are stolen.

BIKE RIDING

Students must bring a chain and lock to secure their bicycles. We will not be liable for bicycles that are stolen.

BOOK FAIR

Book fair(s) will be held under the supervision of the media specialist. Books will be available for purchase at varying prices and for all grade levels. Proceeds from the book fair help support the media center and school programs.

BREAKFAST

Students are welcome to have breakfast, the most important meal of the day, free of charge. Breakfast for Pre-K through First grade students is scheduled from **7:40 a.m.** until **8:10 a.m.** Breakfast for Second through Eighth grade students is scheduled from **7:55 a.m.** until **8:25 a.m.** Please be advised that parents will not be permitted in the cafeteria to pay for students' lunch or to have breakfast with students. After eating breakfast, students are to report to their designated teacher pick-up area. All Pre-K through First grade students must be in their classrooms no later than **8:20 a.m.** All Pre-K through First grade students not inside their classroom by **8:20 a.m.** must report to the Main Office for a tardy pass. The classroom teacher will officially mark the student tardy in the grade book. All Second through Eighth grade students must be in their classrooms no later than **8:35 a.m.** Second through Eighth grade students not inside their classroom by **8:35 a.m.** must report to the Main Office for a tardy pass. The classroom teacher will officially mark the student tardy in the grade book.

BRINGING PETS TO SCHOOL

Students are not allowed to bring pets to school. Parents, please do not bring your pet(s) with you to pick-up or drop-off your child(ren). Do not bring your pet(s) inside the building during rainy day dismissal as well.

BUSES

All students departing by bus will be escorted to the Bus Drop-Off/Pick-Up area by designated school personnel during dismissal. Designated school personnel will supervise and ensure students board their bus safely and accordingly.

CAFETERIA

Breakfast All Students - No charge

Lunch

	FULL AMOUNT	REDUCED AMOUNT
Elementary	\$2.25 per day	\$0.40 per day
Middle School	\$2.50 per day	\$0.40 per day

CAFETERIA RULES

1. Remain seated at all times.
2. Raise your hand for assistance.
3. Use indoor voices.
4. Keep your area clean.

5. Wait to be called for dismissal

CARE OF SCHOOL AND PERSONAL PROPERTY

It is important for parents and members of the community to instill upon children and young adults' pride in their school. It is forbidden for youngsters to be inside the building unauthorized. Writing on walls, damaging or stealing school property is considered a misdemeanor and offenders will be penalized accordingly through the justice system. Please direct your children to stay away from the building after-school hours or during weekends.

Students must not mark on school furniture, walls, ceilings, floors, or equipment with a pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students and staff will be referred to the proper law enforcement agency. Incident of destruction to school property before, during, or after-school should be reported to appropriate school personnel. If you should happen to damage something by accident, you should report it to a teacher of the office immediately.

Students are cautioned not to bring large amounts of money. Any audio/visual equipment such as radios, cameras, etc. are NOT allowed at school unless permission has been granted by the teacher for a special project or event.

Any item that is prohibited, or considered dangerous, may be confiscated by the staff and kept until the end of the school year. Parents will be required to come to school in order for the item to be returned to the student.

Notebooks, jackets, sweaters, raincoats, lunch boxes and/or wallets should be marked with the owner's name in large letters. The few minutes taken to do so makes return of lost items much more likely. When a student wears glasses or watches, we ask that the student take responsibility for the care of them.

Students should not leave money or other valuables inside their desks. The school administrators and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.

CELL PHONES

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

CODE OF STUDENT CONDUCT

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

enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English/Spanish versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or DRE Website located at: <http://drek-8.dadeschools.net>.

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action to bring about positive student behavior. To that end, the violations have been divided into five subgroups and a variety of administrative actions, depending upon the severity of the misconduct, have been recommended or mandated. It should be mentioned here that before, during, and after the implementation of any disciplinary action, student services personnel play a vital role in assisting the student in resolving any problems influencing his/her behavior.

At Dr. Rolando Espinosa K-8 Center, we have established a behavior modification program to bring about positive student behavior. All staff members strive to implement this program. Students needing help are referred to the counselor. Depending on the severity of the behavior Parents are contacted as soon as problems that need their attention arise, and the administration has conferences with students and/or parents for appropriate and rapid intervention.

Any student who has a firearm at school or who commits an assault with a weapon will be subject to a felony arrest, fingerprinting, and referral to the judicial system, according to state statutes; and recommended for expulsion from Miami-Dade County Public Schools.

The Code of Student Conduct identifies violations identified by principals, administrators, teachers, students and community members that are representative of those acts frequently causing disruption of the orderly educational process. It should be pointed out, however, that this list is not a;-inclusive and a student committing an act of misconduct not listed will nevertheless, be subjected to the discretionary authority of the Principal. As part of our discipline plan students may be assigned detention. Parents will be responsible for their children serving the assigned detention.

Since the primary purpose of the school is to provide an appropriate instructional program to meet the needs and challenge the abilities of each student, it is necessary that a safe learning atmosphere also be provided. A child's school behavior affects his/her self-discipline and his/her playmates. Most importantly, your child's school behavior affects his/her academic progress.

We believe that all of us – staff, parents, and students share in the desire to maintain the best possible educational climate. We all work constantly towards this goal. This type of climate helps to promote learning. We ask you cooperation in making certain that your son/daughter understands the need for responsible behavior.

We LOVE our children and we are proud of your parenting skills. The behavior expected from students at school is a combination of common courtesy and safety considerations. Please help us maintain a pleasant environment by following these rules.

- Fighting is **NOT** permissible and will **NOT** be tolerated. No one may hit another person or disturb another person's property or school property. Hands, feet, and objects are kept to ourselves. Refrain from intimidating, harassing or threatening others.
- Bullying will **NOT** be tolerated! No one may exhibit behaviors that include actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group.
- Students must use courteous language, be respectful at all times and follow directions the first time that they are given. Defiance of school staff will not be tolerated.
- Behave courteously to any adult and other students. The use of profane language or gestures is not allowed.
- Possession of weapons or other dangerous objects such as knives are not allowed on school grounds.
- Students are responsible for participating in class and completing and returning home learning as assigned daily.
- Students should **NOT** bring toys or any electronic devices such as IPOD's, Video Games, PSP, etc. to school. At no time during the school day will students be permitted to wear ear plugs and use cell phones without the permission of an adult. The school is **NOT** responsible for any of these items.
- Students should remain quiet and orderly in classrooms and hallways. Students must not run. They also may not be in the hallway alone without a hall pass.
- Students must walk in the hallway in a line with their arms at their sides at all times.
- Students are not allowed to bring gum to school.
- Students are not allowed to leave school grounds without the proper authorization.
- Follow all school uniform guidelines daily.

COMPREHENSIVE RESEARCH-BASED READING PLAN

The goal of the Comprehensive Research-Based Reading Plan is to ensure that students are reading at or above grade level. The plan is aligned with the critical components of the multi-tiered system of supports framework, including data-based problem-solving, utilizing student-centered response to instruction/intervention data to make educational decisions. Key elements of a multi-tiered system involve 1) providing effective core instruction for all students; 2) administering high quality assessments to monitor progress and identify students and systems in need of intervention; 3) instructional use of a wide variety of complex texts to challenge student vocabulary and comprehension learning; and 4) designing and implementing interventions that are matched to student needs. Through the implementation of the K-12 Comprehensive Research-Based Reading Plan, Florida schools continue to build proficiency in the implementation of an effective multi-tiered system of supports meeting the needs of all students.

Students entering middle school who are not reading on grade level have a variety of reading intervention and learning needs. A single program or strategy is not sufficient for remediation, and, likewise, remediation is not sufficient for low-performing middle school and high school students. In addition to focusing on the development of foundational skills, instruction needs to engage students in complex cognitive tasks that challenge students to apply their foundational skills. This application needs to include high-level thinking opportunities for students to grapple with and construct meaning from complex texts.

CONFIDENTIAL INFORMATION

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

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

CONFLICT RESOLUTION

Resolutions to conflict are resolved in a nonviolent manner. If there is a conflict between students, please encourage your child to seek out their teacher or counselor for assistance.

CURRICULUM

At Dr. Rolando Espinosa K-8 Center, high expectations for students are set and maintained. Our curriculum is invigorating and challenging. Florida Standards and Cambridge Studies represent an approach to instruction which emphasizes the application of knowledge in a manner which may be observed and measured. The lessons require students to engage in activities designed to apply learning with an increased emphasis on higher order thinking skills. Students are evaluated not only on knowledge gained, but primarily on their ability to perform tasks associated with the knowledge acquired.

DELIVERIES TO STUDENTS / STAFF

In order to maintain an optimal learning environment, we must ensure that each classroom is minimally interrupted during the day. Therefore, we will not make any deliveries to students or staff. We request your cooperation in preparing your child for school and in making certain that he/she has all the materials and assignments necessary for the day.

We will not deliver supplies, lunches, home learning assignments or projects to the classrooms. Also, please be advised that the office will not accept any field trip forms or monies on behalf of teachers, After Care, Community School, or cafeteria. We appreciate your cooperation and understanding in this matter.

DETENTION

Occasionally, it may be appropriate to keep a child after-school to make up assignments that were not completed during the school day due to the child's misconduct, as a consequence for poor

behavior, or for excessive tardiness to school. When after-school detention is necessary, you will be notified as to the time and the reasons before the child is actually detained. Parents are responsible for the student immediately after the dismissal of the detention. This includes providing transportation home for students serving detentions.

DISMISSAL PROCEDURES

To ensure the safety of our students, the following procedures have been established according to the needs of the student body and the ability of school personnel to concur with these needs.

Supervised dismissal activities take place as follows:

- For the safety of all students, parents will not be allowed into the building during dismissal.
- All Elementary students walking or riding a bike home, will be exiting the building through the Main Entrance (East/Lakeside) of the school. All Middle school students walking or riding a bike home, will exit the building through the basketball court gate located on the North side of the school along 86th street.
- Walkers heading East on 86th Street must not cross the street until reaching the crosswalks located on 86th Street and 112th Ave.
- Walkers heading West on 86th Street must not cross the street until reaching the stop sign on 113th Street.
- All student walkers picked up by parents via walking will be dismissed by the teacher outside the Main Entrance (East/Lakeside) of the school.
- All students picked up at school via car, must utilize parent pick-up/drop-off area located on the South side of the school.
- Bus students will be picked up on North side of the school (86th Street).
- Parents picking up aftercare students may enter the school though the Main Entrance (East/Lakeside) and proceed to the aftercare office.
- **ONLY** those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the after school care program manager or administrator will be made before any child is released to a person not listed on the registration form. No sibling under the age of eighteen is allowed to pick up any student from the After School Care Program.
- When picking up your child in the drop-off/pick-up area, you must pull up as far as possible in the designated area to allow your child into the vehicle. Your child will enter from the inside lane and only through the car doors located on the right hand side.
- Parents **must** display their Dismissal Sign with their child's first and last name on their vehicle's dashboard.
 - Pre-K and Kindergarten = Green
 - First Grade = Orange
 - Second = Yellow
 - Third = Blue
 - Fourth = Red
 - Fifth = Pink
 - Middle School = Purple

Parents may not stop in the middle of the street and tell students to run across 86 Street into oncoming traffic. We are desperately trying to prevent any accidents, serious injuries and/or fatality. Parents are highly discouraged from parking on our neighbors' grass,

yards or driveways as this may result in fines, citations and having your vehicle towed by the City of Doral.

DRESS CODE – Board Rule 6Gx13- 5C-1.031

Board Policy 5511

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

EARLY DISMISSAL - Board Rule 6Gx13- 5A-1.041

Board Policy 5200

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

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL – EESAC

The Educational Excellence School Advisory Council (EESAC) serves as a communication link between the administration, staff, students, parents, business organizations, and community of Dr Rolando Espinosa K-8 Center. The EESAC assists in the preparation and evaluation of the School Improvement Plan (SIP). Additionally, the council is responsible for addressing all state and district goals and has the authority to periodically review the SIP and amend as needed.

ELEVATOR

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

EMERGENCY CONTACT INFORMATION

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

FIELD TRIPS

Field trips are designed to enhance the curriculum by providing students with related experiences beyond the classroom. In order for students to participate in field trip activities, the following must be adhered to:

- Parents must complete the Parent Permission for Field Trip Form sent home by the teacher and return before the deadline.
- Parents must send in the money (**CASH ONLY**) to cover the cost of fees and transportation (as required) by the due date – money that has not been received by the due date will prevent the student from participating in the field trip. **REFUNDS WILL BE NOT BE ISSUED.**
- Students must wear the school T-shirt with uniform bottom or full uniform.
- Students must arrive at school by 8:30 a.m. on the day of the field trip or they will be excluded.

Students will not be denied the privilege of participating in a field trip due to behavior. However, the teacher will invite the parent to chaperone his/her child in case of continuous disruptive behavior. **Younger brothers and sisters are not allowed to participate with parent chaperones. Also, parent chaperone must be cleared as a school volunteer in order to accompany their child on a field trip.**

Any student not participating in a field trip will be assigned to another teacher's class with appropriate class work for the student. When a field trip is scheduled, staying home will not be considered an **excused absence**. It is very important that parents adhere to field trip collection deadlines. We will not be able to collect any money or field trip forms past the specified deadline date. Please do not ask the office staff to place money, forms or any other items in teacher's mailbox. Your child must hand deliver required documents to his/her teacher by the due date.

FINANCIAL OBLIGATIONS

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

FREE BREAKFAST

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

FREE/REDUCED LUNCH PROGRAMS

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

FUNDRAISERS – Board Rule 6Gx13 – 5C-1.07

Board Policy 5830

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An *Application for Fundraising Activity*, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place

outside of school grounds. This approval can be obtained by completing M_DCPS Form 5656, *Region Center Approval for Fundraising Activity (Community Sales)*.

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

GRADING SYSTEM/ REPORT CARDS

Report cards are distributed every nine (9) weeks and are a record of the progress of each student. The sections on academic grades, effort and conduct are very important because the development of good work habits and attitudes tend to ensure effective learning of the necessary skills. A child is graded on mastery of grade level competencies. Letter grades of A, B, C, D, and F reflect the child's performance against grade level requirements. If there are any questions about your child's report card, please contact his/her teacher immediately.

It is the school's desire that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the report card is prepared. The Interim Progress Report is to be signed by the parent or guardian and returned to the homeroom teacher.

KINDERGARTEN GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
E	90-100%	Outstanding Progress	4
G	80-89%	Above Average Progress	3
S	70-79%	Average Progress	2
M	60-69%	Lowest Acceptable Progress	1
U	0-59%	Failure	0

A grade of "incomplete" (Inc) is given only in those cases where illness, emergency, or by pre-arrangement. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

FIRST - TWELFTH GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90-100%	Outstanding	4
B	80-90%	Above Average Progress	3
C	70-79%	Average Progress	2
D	60-69%	Lowest Acceptable Progress	1
F	0-59%	Failure	0
I	0	Incomplete (Secondary only)	0

Conduct

Conduct grades are to be used to communicate to both students and their parents/guardians the

teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

Grade Point Average

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

HALLS/HALL PASSES

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

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

HEAD LICE (PEDICULOSIS CAPITIS)

Children with head lice are not permitted in school. In the last few years there has been a significant increase in the incidence of Pediculosis Capitis (head lice). This is a national problem and Miami-Dade County is no exception. Having head lice should not be an embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. By working together we can prevent a serious increase of Pediculosis Capitis. Please understand that children do not catch head lice from the school, rather, they get it from other children. If your child gets head lice, he/she must stay home until all lice and nits are removed.

Upon returning to school he/she will be sent to the office to get checked and secure permission from the office staff to remain in school. If you think your child is infected, please contact your child's teacher or the school office at (305) 889-5757 immediately so we can take the necessary precautions. The office personnel can also inform you on how to treat this condition.

HEALTH REQUIREMENTS FOR SCHOOL ENTRANCE "NEW"

Florida Statute 1003.22 mandates compulsory immunization as a prerequisite to school attendance.

1. By law all students who are entering, attending or transferring to a public school in pre-kindergarten through 12th grade must have a completed Florida Certification of immunization Form 680, Part A, B or C or a religious exemption from DH 681 form if printed on white, blue or any color paper. Forms may be completed by hand or printed from the Florida State Online Tracking System (Florida SHOTS).

2. Beginning with the 2016-2017 school year, students entering, attending or transferring to the following grades for the first time (Pre-K, **9**, 10, 11, and 12 grades) in a Florida school will be required to have one **(1) dose of varicella (chicken pox) vaccine.**
3. Beginning with the 2016-2017 school year, students entering, attending or transferring to Kindergarten, 1, 2, 3, 4, 5, 6, 7 and **8th grades** will be required to have two **(2) doses of the varicella (chicken pox) vaccine.**
4. The varicella vaccine is not required if the student has documented history confirming the he/she has previously been infected with varicella. Please note, students that have been retained in the 9th grade must obtain one (1) dose of the varicella vaccine or show documented history of a previous varicella infection. In addition, students that have been retained in the 8th grade must obtain two (2) doses of the varicella vaccine or show documented history of a previous varicella infection.
5. Students entering, attending, transferring, or being retained in the 7th grade will be required to be inoculated with the Tetanus and Diphtheria toxoids and acellular pertussis (Tdap) vaccine.
6. The final dose of IPV (polio) vaccine must be administered on or after the student's 4th birthday for entry into Kindergarten. A 5th dose is required if the 4th dose was administered prior to the 4th birthday.
7. Students in grades 1 through 12 do not have to be recalled if all four (4) polio doses were administered prior to the 4th birthday.
8. Pneumococcal Conjugate vaccine is required for children from 2 months through 59 months of age.
9. Haemmophilus influenza type b (Hib) vaccination is required for public/private preschool from 2 months through 59 months of age. The number of doses required for Hib vaccination varies, depending on the child's age and type of vaccine received. .
10. Two (2) valid doses of measles vaccination (MMR) are required for students enrolling in/attending Kindergarten through the 12th grades.
11. The Hepatitis B (Hep-B) vaccine series is required for students enrolling in/attending Pre-Kindergarten through the 12th grades.
12. In accordance with the Florida Plan for School Health Services, all Pre-Kindergarten through 12th grade students must submit documentation verifying that a student's health examination was performed within the 12-month period preceding initial entry into a Florida school.
13. A completed Student Health Examination (DH 3040) Form, including proof a Tuberculosis Clinical Screening and appropriate follow up if necessary, should be completed and signed by a licensed practicing health care provider, and presented to the school during initial registration.

HEALTH SCREENING

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

HOME LEARNING

Students are expected to complete and return daily home learning assignments. Home learning is an extension of the learning that takes place in school. It provides an opportunity for

developmental practice, independent study skills, independent research, and creative thinking. Home learning also develops responsibility skills in the students.

Total Daily Average Monday through Friday

- Grade Level K-1 30 minutes
- Grade Level 2-3 45 minutes
- Grade Level 4-5 60 minutes
- Grade Level 6-8 75 minutes

***In addition, all students are required to read at least 30 minutes daily.**

Parents can maximize their child’s learning by:

- Providing a quiet place and time conducive to studying and learning.
- Read aloud to your child.
- Listen to your child read to you.
- Review the home learning for neatness and completeness.
- Supplementing school instruction by helping with reading, writing and math.
- Avoid temptation of doing the assignment yourself.

HONOR ROLL

Honor rolls are an effective means of motivating and recognizing effort, citizenship, academic performance, and perfect attendance.

In order to receive honor roll in Miami-Dade County Public Schools the student must demonstrate the following criteria:

	Principal’s Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	All As	All As and Bs	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All As	All As and Bs	All As and Bs	All As

INTERIM PROGRESS REPORT

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

Grading Period	Distribution Dates
1	September 22, 2016
2	December 8, 2016

3	February 23, 2017
4	May 4, 2017

INTERNET USE POLICY– Board Rule 6Gx13- 6A-1.112

Board Policy 7540.03

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

INSURANCE

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

LOST AND FOUND

Articles found in and around the school should be turned in to the main office or PTA office where the owners may reclaim their property upon proper identification in the clinic. Students may claim lost property before and after-school. Please properly label any of your child’s possession in the event they are misplaced at school. These items may include lunch boxes, coats, sweaters, wallets, purposes, etc. Parents are advised not to allow children to wear expensive jewelry or bring extra money to school.

MEDIA PROGRAM

In addition to the regular media program and the scheduled book fairs, the Dr. Rolando Espinosa K-8 Center’s Media Center offers a wide variety of activities that enhance the total school program. Our media specialist directs the News Team, which broadcasts live each morning. Children from all grade levels are trained as news commentators and become familiar with various aspects of closed circuit TV production. Students are responsible for the library books they check out. Please ensure that library books are turned in on time and any late fees are paid.

MEDICATION AT SCHOOL

School personnel are required to follow the strictest guidelines to administer any medication to students. We urge you to dispense all medications at home whenever possible. If medication must be brought to school, the Miami-Dade County School Board has established clearly defined guidelines which we are required to follow.

All prescription or non-prescription medication require a Written Permission Form from the prescribing physician specifying dosage, child’s name, and the time the medication is to be given along with the authorization for us to allow the child to take the medicine at school. Further, School Board policy requires each child to sign a log when taking medication. Non-prescriptive or over the counter drugs require a Written Permission Form that will also be kept on file in the main office.

MIDDLE SCHOOL BELL SCHEDULE

Mondays & Thursdays (8:35 AM – 3:05 PM).....PERIODS 1, 3, 5
Tuesdays & Fridays (8:35 AM – 3:05 PM).....PERIODS 2, 4, 6
Wednesdays (8:35 AM – 1:50 PM).....EVERY PERIOD

MISSION STATEMENT

As a staff, we have carefully devised a mission statement that reflects our vision for our school. This mission is displayed in every classroom and in all the school's common areas.

MONTHLY CALENDAR

Each month a calendar is emailed to DRE families and posted on our website (drek8@dadeschools.net) for your viewing. The calendar will include school news, important dates outlining projects, special events, meetings for your participation and other information. Please remember to view it on our website at the beginning of each month. Please visit our website at *drek8.dadeschools.net* to view these documents online.

OFF LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, safety considerations dictate the designation of a few off-limit areas where students and parents are not allowed. These areas include the boiler room, storage areas, inner office, teacher's lounge, kitchen maintenance area, trash collection area, faculty parking lot and the delivery area.

OUT OF AREA STUDENT TRANSFER – Board Rule 6Gx13- 5A-1.08 Board Policy 5131

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

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

PARENT ACADEMY

The Parent Academy is a free, year-round engagement and skill building program of Miami-Dade County Public School (M-DCPS). The goals are to educate parents about the importance of their

role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, the Parent Academy provides classes and workshops for parents/guardian; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, the Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help your Child Learn
- Parenting Skills
- Early Childhood
- Arts & Culture
- Languages
- Computer Technology
- Health and Wellness
- Financial Skills
- Personal Growth

The Parent Academy “campus” is spread throughout every corner of this community and offers free classes and workshops at over 201 local sites such as public school, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the Course Directory section on The Parent Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

PARENT CONFERENCES

We appreciate the interest you express in the progress of your children. The relationship between school and home are always better enhanced by open discussions of mutual problems and proposals. A spirit of understanding, cooperation, and progress is what makes a school and community a better place to live and learn.

Conferences should be arranged only by appointment at the request of the parent, teachers, counselor, assistant principal, or principal. Only when a child feels that there is understanding, appreciation and active cooperation between home and school can he/she do his/her best in his/her schoolwork. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential and growth, as well as any particular challenges he/she may be experiencing in school.

If at any time there is a need or desire for a parent/teacher conference, please call in advance for an appointment at the school's telephone number (305) 889-5757. Please keep in mind that the teacher will return the phone call or e-mail within 24 hours from the time the teacher receives the message (subject to working hours).

PARENT PORTAL

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

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal.

PARENT-TEACHER ASSOCIATION (PTA/PTSA)

The Dr. Rolando Espinosa K-8 Center Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. Our PTA supports the faculty and administration in their efforts to improve educational and extracurricular activities in the school. They also work to encourage parent, student and public involvement at the school as a whole.

PARENT VOLUNTEER PROGRAM

Dr. Rolando Espinosa K-8 Center encourages parents to become active participants in the School Volunteer Program. Interested persons must be at least 18 years of age and may contact the school office to offer their services. Volunteers are used in the reading programs, as library helpers, clinic volunteers, in classrooms as teacher helpers and with projects, etc. Parents and grandparents, we need your help. Please call the school office if you have a few hours a week you can "give" to the children of our school. All volunteers are placed by the administrative team and are asked to sign in and out on a daily basis. An application must also be completed annually.

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

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

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

- Complete Registration Form #1764, date and sign, and submit to a school or work location.
- 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.

PARENTAL INVOLVEMENT-ALWAYS PARENTS CAN HELP

Parents are our children's first teachers. It is through developing a partnership of school and home that Dr. Rolando Espinosa K-8 Center can nurture a true family atmosphere. For this reason, we have made parents and community an integral part of the school. Teacher/parent communication takes place on an ongoing basis and trust is built to keep the lines of communication open between the school and home.

Other programs are available to strengthen parental responsibility and involvement through encouraging parents to:

- Serve on the Educational Excellence School Advisory Council (EESAC)
- Work as Dade Partners and/or School Volunteers
- Participate in offered parent workshops
- Join PTA

PARKING LOT

Parents may not use the teachers' parking lot to load or unload their children. This parking lot is for the use of the school faculty only. We have limited parking spaces available. Parents who wish to come into the building may park in any of the designated 22 visitor's parking spaces located in the northwest side of the building.

PARTIES

Classroom events may be planned by the teacher as part of his/her lesson of study. The teacher and the room parent will plan these events and will contact parents for assistance. Arrangements for these events will be in keeping with school policies.

Birthday parties are not allowed. Cupcakes, cakes, etc. are not allowed.

PAYPAMS

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

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

PERMANENT RECORDS

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

- a) pupil's or student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn

Under the Family Rights and Privacy Act of 1974, Dr. Rolando Espinosa K-8 Center has established written policies regarding the confidentiality of student educational and discipline records. These policies ensure privacy of student information and are in compliance with state and federal guidelines. Records are maintained in various offices on the school's campus and are available ONLY to teachers and staff members working directly with the student. Records are NOT released to any entity without prior written consent of the parent or guardian of the child. Parents of Exceptional Student Education students are advised of confidentiality of records during conferences. Any psychological or therapeutical testing that is recommended for students by the staff requires prior written notice to parents before any testing can occur. The principal has the responsibility of maintaining these records, and the office personnel will periodically review them for the purpose of correcting or deleting inaccurate, misleading or inappropriate information. You may arrange for an appointment to review your child's records.

PHYSICAL EDUCATION

The Physical Education program motivates and teachers students to value physical fitness and provides activities important for the physical well-being of students. The basic purpose of Physical Education at Dr. Rolando Espinosa K-8 Center lies in the belief that all children of elementary school age should have an opportunity to develop fundamental skills of body movement toward attainment of a satisfying degree of physical fitness, and build a wholesome attitude toward physical activity. Specifically, the students engage in team games, creative play, exercise and educational activities.

Students will be required to wear appropriate footwear for physical education. The School Board Dress Code for elementary is as follows:

- No metal/plastic football bleats on shoes.
- No clogs, thongs, sandals, or other shoes without back straps
- No hats except those worn for religious purposes.
- When physical education activities require it, girls should wear shorts under their skirts.

If your child is not able to participate in the Physical Education Program, a note must be signed by your doctor stating the reason for the exemption and the duration of the exemption. When a child has been ill for a day or so, a note from the parents can be used instead of a doctor's note. Parents are requested to inform the office and document any health, physical or medical problems that their child may have, such as a heart condition, high blood pressure, sickle cell anemia, asthma, etc. Knowledge of your child's health problems will assist our staff in helping your child if he/she becomes ill.

PICTURES

Class pictures and individual pictures are taken by a professional photographer annually. There will be several price packages offered. The purchasing of these pictures is optional. Parents may elect to purchase pictures by paying for the pictures in advance. All picture monies are due at least two days before the scheduled picture day. A flyer will be sent home with additional information regarding school pictures.

PROMOTIONS/RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth.

The primary reasons for considering retention are:

- indifference or lack of effort on the part of a capable student
- frequency of long absences
- poor academic performance

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be notified of any retention decision.

REGISTRATION

Kindergarten Registration

Any child who will attain the age of five (5) years on or before September 1, 2016 shall be eligible to enroll in Kindergarten at any time during the 2015-2016 school year.

First Grade Registration

Any child who will attain the age of six (6) years on or before September 1, 2015 shall be eligible to enroll in first grade at any time during the 2016-2017 school year, provided that the child has successfully completed kindergarten.

Any child who has successfully completed Kindergarten and will attain the age of six (6) years after September 1, 2016, must initially be enrolled in Kindergarten for the 2016-2017 school year. Non-public school kindergarten students entering first grade must spend 20 days in kindergarten, before actual placement in the first grade classroom is considered by the principal.

Registration is held in the spring for children entering school in the fall. Any child who was not registered during the spring should report with their parent to the appropriate school's office complete the registration process and class assignment.

All students entering a Miami-Dade County Public School for the first time must present:

- Birth Certificate
- Physical Examination Certificate
- Certificate of Immunization
- Two Forms of Proof of Address (water, gas or light bill, lease or notarized deed)
- Social Security Card
- Proof of grade level

and complete:

- Emergency Contact Cards
- Cumulative Record Information Sheet
- Tuition Exemption Application
- Home Language Survey

Pupils will be assigned to classes and begin attending school when registration is complete.

STUDENTS MUST ATTEND THE SCHOOL WITHIN THEIR ATTENDANCE BOUNDARY

AREA. Students are to attend the school in which the parent or legal guardian resides.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. A parent may request a conference with their child's teacher at any time during the school year. Please call the school office for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Grading Period	Distribution Dates
1	November 16, 2016
2	February 14, 2017
3	April 18, 2017
4	June 27, 2017

SAFETY AND SECURITY

The Emergency Operations Plan

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

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

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

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

Accident Reports

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

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

SAFETY PATROLS

The Safety Patrols are chosen by the Patrol sponsor from a list of students recommended from Fifth Grade teachers. Reliable, trustworthy pupils whose schoolwork and citizenship are exemplary are eligible for selection to the Safety Patrols. All students must obey the Safety Patrols when they are on duty at their post.

Our Safety Patrols, supervised by a member of our staff, are part of our school safety program. Respect and obedience of patrol rules are expected at all times for the safety of your child. Most of our students walk to school, and many have to cross-busy streets and intersections. We ask parents to encourage their children to use all safety precautions. No jaywalking! It's dangerous and against the law.

Parents who transport their children should be aware of and observe the special signs, which require a driver to slow to a speed of 15 m.p.h. We also request that you do not pull into the teacher parking lot when dropping off or picking up the students. Please do not stop in the middle of the street to let the student out, as this is a very hazardous practice. Officers from the Public Safety Department often patrol the school in the morning and afternoons, and will issue tickets for violations of the above traffic practices. Parents should have periodic talks with their children about the hazards of talking to strangers while going to and from school. Students or parents should report to the principal any strangers whose cars are parked around the school or cruising the area. Students are instructed each day to go directly home from school before going anywhere else in the afternoon. Parents should reinforce this idea with their children so that we can avoid any needless anxiety.

SCHOOL IMPROVEMENT PLAN (SIP)

The School Improvement Plan initiative is a process for achieving quality outcomes. It is constantly in a state of change as it moves forward to meet the needs of our students. The idea of education reform and school improvement is a vision of a better educational system. The new visions of schooling include:

- The school community working towards continuous quality improvement
- Learning that prepares students for the 21st century
- Learning experiences meeting the needs of students

Each school in the State of Florida has developed a School Improvement Plan with the help of teachers, students, administrative staff, parents, and community members depending on the needs of the students it serves.

The Dr. Rolando Espinosa K-8 Center family is committed to promoting higher expectations for all students and to accept only "peak performance" from each individual child. In taking on the responsibility of developing the potential of each student, we realize that changes in the delivery of instruction must occur. Therefore, the goals of our School Improvement Plan focus on reading comprehension, math application, process writing, the scientific method, and extensive staff

development. This plan will be carried out within the next year and it will be successful only with your help and support.

SCIENCE FAIR

Our students will present a school wide science fair. This activity is one of the highlights of our academic year. Parents are encouraged to support this activity and to promote the interests of their children in the science fair projects as these projects contribute to students' science grade.

SKATEBOARDS/ROLLER BLADES

Due to the number of serious injuries caused by the use of skateboards and/or rollerblades, they are no longer permitted at the school.

SPECIAL EDUCATION

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

Prior to referral for evaluation, the student must have been referred to the school's intervention team, known as the Student Support Team (SST).

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

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

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

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The Summary of Procedural Safeguards for Parents of Students with Disabilities documents all the information about the rights of parents/guardians. This notice of procedural safeguards is made available to the parent, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent may request to receive a copy.

Other rights that are presented in the procedural safeguards document include, but are not limited to, the right of prior written notice; informed consent ; participation in meetings; records,

independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

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

SPECIAL PROGRAMS

BILINGUAL PROGRAMS

- English for Speakers of Other Language (ESOL)
Children who lack native proficiency in English are scheduled into special classes, which focus on oral language skills. Bilingual Curriculum Content provides for teaching the content areas in the native language.
- Spanish for Spanish Speakers (Spanish –S)
Spanish –S enables the native speakers of Spanish to maintain their oral language skills and introduces reading and writing skills.
- Spanish as a Second Language (Spanish–SL)
Spanish-SL is offered in Second through Fifth grade. It provides students the opportunity to learn to communicate in Spanish.
- Extended Foreign Language (EFL)
The EFL Program is offered in selected classes in Kindergarten through Fifth grade. Language Arts and curriculum content are taught in both English and Spanish. The program is designed for a group of students who, after successfully participating in the program for one year, are automatically enrolled in the subsequent grade level in order to move towards a continuum of bilingual studies. In order to remain in the program students must maintain a "C" or above grade in all the core subject areas and score 80% or higher on the EFL comprehensive exam given in May.
- Curriculum Content in the Home Language (CCHL)
The CCHL Program offers basic skills and concept in a language other than English. Instruction in the home language complements each curriculum in English and is offered where there are limited English proficient students and in special programs, such as Bilingual School Organization and special language centers.

CAMBRIDGE PROGRAM

The Cambridge Program offers an international, pre-university curriculum and examination system that emphasizes the value of a broad and balanced study for academically able students. The Cambridge curriculum aims to encourage the skills of independent research and investigation, the use of initiative and creativity and the application of knowledge and skills. A range of assessment techniques is used. An important principle of this examination system is that

students are rewarded for positive achievement - what they know, understand, and can do - rather than being penalized for an accumulation of errors. This requires students to demonstrate a high level of literacy and the ability to organize knowledge and ideas to produce reasoned, written responses.

FINE ARTS PROGRAM

- The Art program provides opportunities for students to develop talents in drawing, painting, printmaking and various other crafts.
- The Music program develops appreciation as well as actual vocal and instrumental skills in this important area.

STUDENT SERVICES

The purpose of the guidance program is to help each individual student achieve his/her highest growth potential, both emotionally and socially. We try to do this in several ways:

- Help the new student feel at home in our school with new teachers and friends in a different setting.
- Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
- A testing program designed to help the student learn as much as possible about his capabilities.
- The counselor welcomes the opportunity to talk things over with any student, parent or teacher.

Additionally, many parents are not aware that the school provides the services of a psychologist. Usually, this service is initiated by your child's teacher, but may, in some cases, be requested by the parent.

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT UNITED WAY

The Student United Way Campaign gives our students an opportunity to give back to the community. A variety of fund raising activities will take place during this time. In the past our students and their families have been very generous.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits;

- Come to class prepared with pencil, paper, and all necessary materials.

- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for home learning.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

TELEPHONE/TELEPHONE MESSAGES

The school is equipped with a business telephone, (305) 889-5757, to help transact the business of the school and our lines must be kept open for this purpose. Children may not use the telephone except for EMERGENCIES.

Telephone calls to the school regarding a change in who will be picking up a student after-school, or how the student will be going home will not be reported to the child. The reason for this action is that the school cannot determine if the person calling over the phone is indeed an authorized contact person. Such changes need to be prearranged in person by an authorized contact person from the emergency contact card in the main office. The authorized contact person will be required to show a picture identification card. This procedure has been established to insure your child’s safety at our school.

Students will not use the office telephone for personal calls except in an emergency and with staff permission.

Teachers are in their classrooms during the day. You are welcome to call the office and leave a message for your child’s teacher and they will return your call within 24 hours.

TEXTBOOKS

Students are responsible for taking care of assigned textbooks and materials. Textbooks are very expensive and if your child loses or damages a textbook or textbooks, a fee will be charged to replace the book. Please encourage your child to take proper care of school materials.

TRANSFERS/WITHDRAWALS

Students who move out of our attendance area are not eligible to attend Dr. Rolando Espinosa K-8 Center. Please notify the school office, in person, two days before you expect your child to withdraw or transfer to another school. You will need special transfer papers to register your child in another school. Proof of new address, (in the form of a light bill, a lease, or a closing statement) **MUST BE PRESENTED** before a transfer can be issued. These three things are the **ONLY** ones acceptable to issue transfer papers.

A student wishing to transfer from one school to another within Miami-Dade County shall obtain the transfer from his or her present school before being admitted to another school. Verification shall include either of the two items listed below or a letter issued by a School Social Worker.

- A broker's or attorney's statement that verifies the parent's purchase of residence or a properly executed lease agreement; and

- An electricity deposit receipt or billing statement that shows the parent's name and service address. If the deposit receipt is used, the billing statement must also be submitted to the school within 40 days of registration or the transfer will be revoked.

We retain the right to ask for proof of address and completion of transfer contract at the time a student transfers into Dr. Rolando Espinosa K-8 Center. **Students who are on Region or District approved transfers are required to adhere to school rules and procedures or their transfer may be revoked by the Principal.**

TRANSPORTATION ELIGIBILITY

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles.

Students who do not meet these requirements are not eligible for transportation services.

Special provisions are made for Special Education students.

UNIFORMS (MANDATORY PROGRAM)

We are pleased to announce to you that Dr. Rolando Espinosa K-8 Center has a mandatory uniform program for the 2015-2016 school year.

You, the parents of the students of Dr. Rolando Espinosa K-8 Center, voted overwhelmingly in favor of making our uniform program mandatory. Therefore, all students are required to wear the approved uniform, which has been selected by the school uniform committee. In addition to the mandated uniform, closed shoes are to be worn to avoid injuries. Jeans are NOT part of the school uniform.

Each Friday (or the last day of the school week) we celebrate Spirit Day at Dr. Rolando Espinosa K-8 Center. On this day, students may wear their spirit T-shirt and uniform bottoms. We feel that this is a fun, casual way to end the week, however we must, at the same time, continue to adhere to the Miami-Dade County Public School Board's dress code which prohibits written messages, pictures, or symbols on clothing which portray ideas which are harmful to the health, safety and welfare of students. Tube tops, see-through blouses, bare backs, bare midriffs, and sleeveless undershirts (tank tops) are also inappropriate for Spirit Day.

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming and neatness of dress. Please see below the appropriate uniform required:

- No metal/plastic football cleats on shoes
- No clogs, thongs, sandals, crocs or other shoes without back straps
- No hats, except those worn for religious purposes

VISITORS

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

Parents are welcome to visit our school (on official school business), however, we do ask that you adhere to school board policy regarding parent visitation. Between the time pupils are admitted to the classroom and the time they are dismissed, teachers must be permitted to devote their attention to their pupils. No conferences can be held while teachers have direct responsibility for children. In certain instances, appointments can be scheduled during the teacher's "special subject" or planning periods throughout the day at the teacher's discretion. Parents or members of the community are not permitted to "socialize" with employees during the workday. Parents are not permitted to visit a teacher's room without an appointment and only after signing in the main office first.

We appreciate your cooperation in providing a positive learning environment for our children. It is expected that all visitors observe fire regulation and refrain from smoking on school grounds.

WALKERS

- Students who are instructed by their parents to walk must do so immediately upon dismissal. Students cannot wait in any area on school grounds unsupervised. Your child will be escorted by designated staff to the outside walkways and asked to leave school grounds immediately after dismissal.
- If your child walks to and/or from school, please discuss safety measures with your child in order to increase safety awareness.
- We have school security monitors to help increase our students' safety. Please ask your child to follow their instructions.
- Under no circumstances should older siblings or relatives attending Dr. Rolando Espinosa K-8 Center be made responsible for their younger siblings or relatives while waiting for parents.

Under no circumstances should any student remain in the building or return to the building after dismissal. All students are expected to leave school grounds within 15 minutes following dismissal time except for students who are enrolled in the After School-Care Program. Students who remain on or around the school grounds for a longer period of time (more than 15 minutes) after dismissal are considered high risk.

WALKING YOUR CHILD TO SCHOOL

When walking your child to school, all children are to be walked to the basketball court entryway. **Please note that there is no entry into the building.**

- Make sure your child's route to school is a safe route with adult crossing guards at every intersection.
- Be realistic about your child's pedestrian skills.
- First consider whether or not your child is ready to walk to school without an adult.

Pedestrian injuries are the second leading cause of unintentional death among children ages five to 14. If your child walks to school, or to a bus stop, teach them these simple rules:

- Look left, right, and left again before crossing the street.
- Always try to cross a street when a crossing guard is present.
- Mind all traffic signals and/or the crossing guard, and never cross the street against a light, even if there is no traffic coming.
- Walk with a buddy.

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

School Board Policies [1362](#), [3362](#), [4362](#), and [5517](#) - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, 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. Retaliation for engaging in a protected activity is also prohibited.