

# Devon Aire K-8 Center Home of the Jaguars



## Middle School Parent/Student Handbook 2015-2016

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## **Message from the Administration**

Dear Students and Parents/Guardians,

Welcome to another exciting year at Devon Aire K-8 Center. We begin the 2014-2015 school year with high expectations for all students, staff, parents/guardians, and community members.

A new school year presents opportunities for various beginnings – new classes, new materials, new teachers, and new friends. Whether your child is new to our school or a current student, we hope that he or she will find this school to be a memorable and exciting one. Of course collaboration is, the key, and toward that end, we suggest that you read this student planner thoroughly with your child. It will tell you exactly what we expect from each student and what services and benefits are available from our school.

Together we can achieve the districts mission to “provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as life long learners and responsible citizens.” We are certain that together, we can help all students reach their highest potential and ensure that every student is a success story.

We are always open to any suggestions you might have to improve the overall effectiveness of our school. We encourage you to become a part of our school family by joining the P.T.S.A. and/or Educational Excellence School Advisory Council.

Our teachers and staff are eager to work with you and your child in attaining academic excellence and success this school year. Encourage your child to follow the school rules, dress for success, give maximum effort in school work, and we assure you that he or she will have a great experience at an “A” school, where every child is a success story.

## **Activities**

### **Clubs**

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

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

### **Fieldtrips and Special Activities**

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

### **Athletics**

Any student interested in participating in interscholastic sports must purchase school insurance prior to participation at any level. Additional information on the school's athletic programs may be obtained from the Athletic Director.

A student is eligible to participate in interscholastic sports if he/she:

- Undergoes a physical evaluation no earlier than April 1
- Presents an original birth certificate
- Has a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale
- Adheres to the principles of good sportsmanship and the ethics of competition at all times

Students may be declared ineligible:

- By the principal due to lack of attendance, improper conduct, or other valid reasons

### **Fundraisers – Board Policy 5830**

#### **Bringing Pets to School**

Students are not allowed to bring pets to school.

#### **Attendance Policy – Board Policy 5200**

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

### **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 regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### **Unexcused School Absence**

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)

### **Arrival/Dismissal**

#### **School Hours**

Monday, Tuesday, Thursday, and Friday 8:35-3:05

Wednesday 8:35-1:50

#### **Bell Schedule**

Monday, Tuesday, Thursday, and Friday

8:35 – 8:45	Homeroom
8:48 – 10:42	Block I
10:45 – 12:39	Block II
12:42 – 3:05	Block III and Lunch

Wednesday

8:35 – 8:44	Homeroom
8:47 – 10:16	Block I
10:19 – 11:48	Block II
11:51 – 1:50	Block III and Lunch

**Before and After School Care Program**

The Before/After School Program at Devon Aire K-8 Center offers 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 305-273-2131. Our fax number is 305-270-1826.

The Devon Aire K-8 Center Before School Care, After School Care, and Story Hour Programs are fully licensed by the Department of Children and Families (DCF). All staff members have been screened according to the DCF guidelines.

**Late Arrival (Tardiness)**

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

**Early Sign-out**

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

**Rainy Day Dismissal**

In the event it rains during dismissal, teachers will be notified over the afternoon announcements that “Rainy Day Procedures” will be followed. Teachers will then accompany their students to the 200 & 300 buildings. The grade level chairperson is responsible for making sure that a walkie talkie is secured. Students need to remain in the designated room until their name is called for pick-up. Bus students will wait under the P.E. shelter with a security guard, and they will be walked to their assigned bus upon arrival. In the event the student has an older sibling at this school, the teacher will drop off the student in the classroom with their brother or sister to wait for pick up.

200 Building

- 201 - Kindergarten & 1<sup>st</sup> grade
- 203 - 2<sup>nd</sup> grade
- 205 - 4<sup>th</sup> grade
- 207 - 3<sup>rd</sup> grade

300 Building

- 301 - 5<sup>th</sup> grade
- 303 - 6<sup>th</sup> grade
- 305 - 8<sup>th</sup> grade
- 307 - 7<sup>th</sup> grade

**Comprehensive Reading Plan**

Middle school students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taking into account when accounting for this requirement. In secondary schools, the independent reading is a school wide program, and it is the school’s responsibility to develop a plan that allows for independent reading time in all subject areas.

**Messages and Use of Telephones**

Passes will be given to students to use the phone in the main office during school time for emergencies only. After 3:00 p.m., a phone will be available in the After School Care office for emergency use. The use of cell phones is not allowed during school hours.

### **Lost and Found**

Lost textbooks should be returned immediately to either the student's homeroom teacher or the subject area teachers. Inquiries for lost textbooks, therefore, should be made in those areas. Students should also check in the main office for lost textbooks before paying for them. Articles and garments of any type should be turned in to the main office. Articles may be claimed from the main office during school hours. During the months of December and May, all garments in Lost and Found will be donated to a community agency. The agency will, in turn, give them to individuals in need.

### **Money, Jewelry, Radios, etc.**

No radios, IPOD's, CD or tape players, skateboards, laser pens, or other such items are allowed in school. Also, do not bring large sums of money or valuable jewelry, or other expensive items to school. If you bring these items to school, they will be collected by the administration and returned to parents. If it is valuable to you, leave it at home.

### **Cafeteria**

#### **Food Cost**

Breakfast		Lunch	
All Students	No charge	Students	\$2.50
Adults	\$2.00	Reduced Price, Students	\$0.40
		Adults	\$3.00

#### **Free Breakfast**

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

#### **Free/Reduced Lunch Program**

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents 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 next school year.**

#### **PAYPAMS**

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the Internet 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

#### **Cafeteria Rules**

During the lunch period the students must:

1. Stay in line and be escorted to and from the cafeteria.
2. Enter the cafeteria and sit in the designated area.
3. Remain at their table until the end of the lunch period even if they are not eating lunch.
4. Walk in an orderly manner to the food line when their table/class is called.
5. After receiving food, return to the same seat.
6. Talk in quiet tones.



7. Comply with reasonable requests.
8. Wait for their table to be called to take their tray and trash in their area to the dumping station.
9. Return to their table after dumping their trash and wait to be excused.
10. Leave their area clean and free of trays, cartons, napkins, and litter.
11. Exit the cafeteria in an orderly and quiet manner.

### **Food And Drink**

Students can only eat and drink in the school cafeteria during breakfast and lunch. No food or gum is allowed anywhere in the buildings.

### **Vending Machines**

Students are not permitted to use the vending machines in the teacher's lounge.

### **Registration Procedures**

Florida Statute 232.01 pertaining to the age of admission states that for the 2011-2012 school year, the requirements are as follows:

#### **Grades Sixth through Eighth**

A report card or certificate showing promotion is required.

All students, 6-8, prior to entering Miami-Dade County Public Schools for the first time must:

- Have a current physical examination and Tuberculosis screening dated within one year prior to entering school (form 3040) and a certificate of immunization (form 680).
- Proof of two (2) doses of MMR vaccine given on or after the first (1) birthday will be required for all students in K-8.
- The Hepatitis-B vaccine series is required for all students entering Pre-kindergarten-8.
- Proof of Varicella vaccine or disease (chicken pox) for all students entering Pre-kindergarten and 1-7. Kindergarten students must have two (2) doses.
- TB Booster required for grades 7-8.
- A state certified birth certificate or other approved proof of age, i.e. passport.
- Show proof of residency in Miami-Dade County and within school's attendance boundaries.

#### **Withdrawals and Transfers**

The registrar will handle all withdrawals/transfers. The following procedures must be followed:

1. For transfers/withdrawals, parent/guardian must show proof of address change.
2. All textbooks must be returned to the teacher who issued the books.
3. All financial obligations must be finalized.
4. Complete a withdrawal card to be signed by:
  - a. The registrar
  - b. All teachers (if books are not returned, a note will be placed on the back of the card giving the name of book, cost, and condition to be recorded on the Permanent Record Card by Office).

#### **Change of Address**

A parent or guardian must inform the office in person of any changes in address or phone number. This will ensure proper order when addressing mailings and making contact in case of emergency. Proper proof needs to be presented when correcting an address.

### **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 provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian, or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

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

### **Parent-Teacher Association (PTA/PTSA)**

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

### **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 you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. 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.

### **Halls/Hall Passes**

Approximately (insert minutes) are allowed to pass from class to class. 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 Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

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

### **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. On January 16, 2008, 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, and Haitian/Creole versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

**LEVEL I Behaviors** are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

### LEVEL I

#### Disruptive Behaviors

- Unauthorized location
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting \*
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code



#### Special Notes

- \* See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN I**. Principals may authorize use of **PLAN II** for repeated, serious or habitual **Level I** infractions.

### PLAN I

- Parent/guardian contact \*\*
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) \*\*\*
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan

#### Special Notes

- \*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.
- \*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

### LEVEL II

#### Seriously Disruptive Behaviors

- Cheating/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting\*
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

#### Special Notes

- \* See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of **PLAN III** for repeated, serious or habitual **Level II** infractions.

### PLAN II

- Parent/guardian contact \*\*
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days\*\*\*
- Diversion Center



#### Special Notes

- \*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.
- \*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

**LEVEL III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

### LEVEL III

**Offensive/Harmful Behaviors**

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)\*
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)\*\*
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment\*\*
- Trespassing
- Vandalism (major)

Special Notes

- All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.
- \* Bullying infractions do not require a SPAR
- \*\* Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

### PLAN III

- Parent/guardian contact\*\*\*
- Suspension from school for one to ten days\*\*\*\*
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion



Special Notes

- \*\*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.
- \*\*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

### BEHAVIORS

**LEVEL IV Behaviors** are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

### LEVEL IV

#### Dangerous or Violent Behaviors

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

#### Special Notes

- All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

### RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** use the following strategies from **PLAN IV**. The use of appropriate strategies from previous **PLANS** may also be used in conjunction with this **PLAN**.

### PLAN IV

- Parent/guardian contact\*
- Suspension from school for one to ten days\*\*
- Recommendation for alternative educational setting
- Recommendation for expulsion.

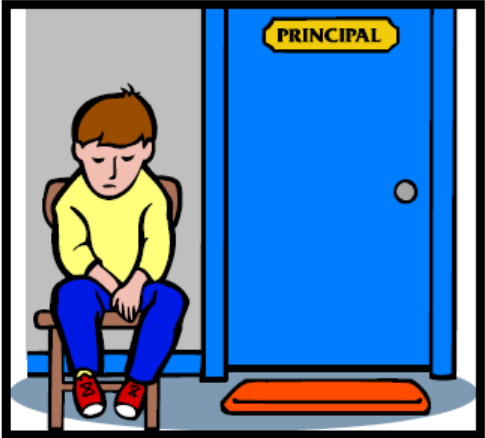


#### Special Notes

- \* Good Faith attempt must be made immediately to contact parent/guardian by telephone.

\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL V Behaviors</b> are the most serious acts of misconduct and violent actions that threaten life.</p> <h3 style="text-align: center;">LEVEL V</h3> <p><b>Most Serious, Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Aggravated assault</li> <li>• Aggravated battery against a non-staff member</li> <li>• Armed robbery</li> <li>• Arson</li> <li>• Assault/Threat against M-DCPS employees or persons conducting official business</li> <li>• Battery or Aggravated battery against M-DCPS employees or persons conducting official business*</li> <li>• Homicide</li> <li>• Kidnapping/Abduction</li> <li>• Making a false report/threat against the school*</li> <li>• Sexual battery</li> <li>• Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.*</li> </ul>	<p>The principal or designee <b>must</b> use the following strategies from <b>PLAN V</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <h3 style="text-align: center;">PLAN V</h3> <ul style="list-style-type: none"> <li>• Parent/guardian contact **</li> <li>• Suspension from school for ten days ***</li> <li>• Recommendation for expulsion</li> </ul> <div style="text-align: center; margin: 20px 0;">  </div>
<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> <li>➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</li> <li>➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.</li> </ul> <p>* Mandatory one year expulsion.</p>	<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> <li>** Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>*** Send written notice to parent/guardian within 24 hours via U.S. mail.</li> <li>➤ This level of infraction may result in an expulsion requiring School Board action.</li> </ul>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	



### **Student Rights and Responsibilities**

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

**Dress Code** Students are expected to come to school with proper attention 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.

### **Uniform Policy**

Devon Aire K-8 Center is a mandatory uniform school. All students are expected to wear their uniforms each day. Below is a list of what clothing pieces students are to wear to school. Approved school colors are royal blue, black, and gray polo for the Middle School level. Bottoms are to be navy blue, khaki, or blue Jeans (appropriate relaxed fit). For both boys and girls, shirts are to be tucked in and a belt is to be worn if the piece of clothing has belt loops. All students are to wear closed shoes. No sandals or roller shoes are allowed.

### **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.

### **Internet Use Policy** – Board Policy 7540.04

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.

### **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.

### **Immunizations**

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

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

### **Insurance**



The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward 2013-2014 enrollment application and additional information to the parents.

### 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 them to sites such as Parent Academy, School of Choice, etc.



Miami-Dade County  
Public Schools  
*Presents the gateway to your*

**"myDadeschools" Parent Portal** It is as easy as 1, 2, 3, 4

- 1 Obtain your 6 digit Parent Identification Number (PIN)**  
By visiting your child's school
- 2 Create a parent account, login to:**  
<http://myportal.dadeschools.net/parent>
- 3 IT IS RECOMMENDED (AFTER 24 HRS) TO RESET YOUR PASSWORD WITH PASSWORD MANAGEMENT P-SYNCH**
- 4 Login to "myDadeschools" - Parent Portal**  
for student grades, attendance, and important information

[www.dadeschools.net](http://www.dadeschools.net)

## **Financial Obligations**

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, field trip, school pictures and yearbook money must be paid in the school's treasurer's office. Overdue or lost library books must be paid in the Media Center. The treasurer's office, located in the back office, is primarily used for collecting funds generally by students in the school.

Collection of fees at Devon Aire K-8 Center is held at the beginning of each semester, most instructional materials are provided by the Miami-Dade County Public School System. However, it is necessary with special courses to charge fees when materials are taken home or consumed by the student. These fees are kept at a minimum and are carefully spent so that the student gains maximum benefits from fees paid.

## **Grade Reporting**

### **Academic Grades**

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

<b>K-12 GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
A	90-100%	Outstanding progress	4
B	80-89%	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	0

### **Conduct**

Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### **Grade Point Average**

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

### **Honor Roll Qualifications**

	<b>Principal's Honor Roll</b>	<b>Regular Honor Roll</b>	<b>Citizenship Honor Roll</b>
Academic Average	4.0	3.50 – 3.59	
Academic Grades	All As	All As and Bs	
Midterm Grades	All As	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.0 or higher	4.0
Conduct Grades	All As	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 mid-grading period.

### **Homework / Make-up Assignments**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher (s).

### **Out of Area Transfer – Board Rule 6Gx13- 5A-1.08**

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 Regional Superintendent (or designated regional 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 105 percent in the 2008-2009 school year; below 100 percent in the 2009-2010 school year, and below 100 percent thereafter.

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, the parent(s)/guardian(s) must meet with Regional Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

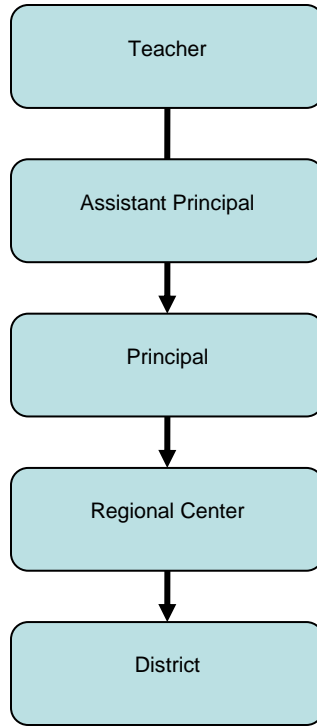
### **Permanent Records (FYI – from the Student Educational Records Manual)**

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 birthdate, 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

**Procedures for Addressing Concerns**

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



**School Center for Special Instructions (SCSI)**

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

**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.

Eligible students will be provided bus passes on the first day of entry into school. Should a student have a question regarding eligibility for free school bus transportation, he/she should contact the Attendance Clerk in the main office.

## **Safety and Security**

### **The Emergency Operations Plan**

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

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

All school administrators, 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 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, teacher and staff must remain outside the building until permission is given to re-enter.

### **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents 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.

### **Elevator**

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

### **Media Center**

Devon Aire K-8 Center's Library Media Services' mission is to collaborate with students, parents, and educators at all levels in assisting students to become active and creative locators, evaluators, and users of information. With these skills, as well as knowledge of the information search process, students will become skillful consumers and producers of information. This foundation will enable students to become lifelong learners in a dynamic and ever-changing world.

We are open for access and check-out, and we encourage parents to create an account that enables them to check out up to ten books at a time. We look forward to serving you!

### **Special Education**

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

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Child Study Team (CST), the Problem Solving Team (PST) or the Student Development Team (SDT).

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's 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/guardian involvement in the special education process is very important. Parents/guardians 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/guardians 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. This notice of procedural safeguards is made available to the parent/guardian, 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/guardian may request to receive a copy.

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special

education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

## **Student Services**

### **Counseling Team**

The team consists of School Counselors for the Elementary and Middle School as well as a TRUST (To Reach Ultimate Success Together) Specialist who conducts a substance abuse, crisis prevention/intervention program.

### **School Guidance Counselor**

- Provides activities that support a comprehensive program based on standards and benchmarks for student skill development in the areas of academic achievement, personal/social growth, career/community awareness, and Health and Wellness.
- Provides individual, small group, and classroom guidance activities.
- Provides individual and small group counseling.
- Consults with parents, teachers, administrators, and community agencies.
- Collaborates with faculty, administrators, and other student services team members.

### **Roles and Responsibilities**

- Provide individual and small group counseling for students with special needs. Special needs include, but are not limited to, students with counseling on their Individual Educational Plan, who have been retained, with poor attendance, dealing with a crisis, with discipline referrals or difficulty with peer relationships.
- Conduct guidance sessions in the classroom to assist students at various developmental stages in developing life long skills, e.g., problem solving, decision making, goal setting.
- Provide individual counseling sessions to help students deal with crisis intervention, transitional issues, and personal/family issues.
- Support and implement required retention procedures as stipulated in the Student Progression Plan. Counselors provide individual and small group counseling activities designed to address the needs of students who have been retained or are in danger of being retained, e.g. study skills, decision-making skills, and/or self-concept.
- Consult with parents/guardians and teachers, to assist in developing appropriate strategies and improve student behavior to promote academic achievement.
- Consult with students and parents/guardians to help them understand test information and options. Parent conferences are held to provide test interpretation.
- Provide students with career awareness information as it relates to decisions in preparing for middle school.
- Plan, coordinate and conduct school-wide student services activities, e.g. parent education groups, classroom lessons, conflict mediation, bully and drug prevention, academic advisement, career awareness, and orientation and articulation activities.
- Provide academic support to classroom teachers by addressing student's skill levels at various developmental stages.

### **Counselor Request**

To contact a counselor:

- Student can fill out "Talk Box" form located in main and back office.
- Parent can call 305-274-7100
- Student and/or parent can request counseling through a teacher/administrator.
- Log on to the Devon Aire K-8 Center Website (<http://devonaire.dadeschools.net/>). Click on Faculty and Staff under either Elementary or Middle School. Click on Special Areas. Click on any Counselor's e-mail or website icon for link. More Student Services information can be found at <http://studentservices.dadeschools.net/>.

### **School Psychologist**

The school psychologist functions as a member of the total educational team. The school psychologist brings to the team specialized knowledge and skills related to learning processes, techniques of assessment of learning and social adjustment, research design, and modification of behaviors.

### **School Social Worker**

The school social worker is trained in human development and behavior, assessment, interpersonal communication, and social work practice with individuals, families, and groups. They provide a range of services including home visitation, psychological histories, adaptive behavior assessments, student conferences, referral to community agencies, and individual and group counseling.

### **Speech Therapy**

The school based therapy program provides intervention for students identified as speech or language impaired and support for those identified as needing speech and/or language as a related service. The SLP screens and/or evaluates speech/language/hearing of students referred by teachers/parents or other school personnel; the SLP is a resource for teachers and a member of the Special Education team.

### **Medication**

Medication, prescription/non-prescription, must be brought to school by a parent/guardian with written instructions and permission from a certified physician. Prescription drugs must be left in original containers. All prescription/non-prescription medication must be left in the office. Students are not to bring medication to school under any circumstances.

### **The Parent Academy**

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians 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/guardians; 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 (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Early Childhood (*Example: Developing Early Literacy Skills*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Languages (*Example: American Sign Language for Families*)
- Computer Technology (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Financial Skills (*Example: Financing Your Child's College Education*)
- Personal Growth (*Example: GED Preparation – offered through Adult Education*)

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 schools, 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](http://www.theparentacademy.net). The



Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

**Volunteer Program**

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

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

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

- Complete Registration Form #1764, date and sign, and submit it to a school or work location.
- Show a current valid government-issued identification with picture.
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.