

**Felix Varela Senior High School**  
**Parent/Student Handbook**  
**2022-2023**



**We are Varela!**

**Home of the Vipers**

**Nery Fins, Principal**

**15255 SW 96<sup>th</sup> Street**

**Miami, Florida 33196**

**(305) 752-7900**

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

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**ADMINISTRATIVE DIRECTOR**

## **Vision Statement**

*We provide a world class education for every student.*

## **Mission Statement**

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

## **Values**

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

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

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

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

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

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### Principal's Message

Dear Parents and Students,

Welcome to Felix Varela Senior High, the “Home of the Vipers!” As we embark on yet another year, I am delighted that you have decided on Felix Varela Senior High School to further your high school education and to begin preparing for your college education. Now entering our 20<sup>th</sup> year, Varela is a College Board school, one of three in Miami-Dade County. In addition, we are proud to have ten teachers are credentialed by Florida International University to offer dual enrollment to their students, and twelve College Board readers. We also have a full industry certification academy featuring our new Virtual Reality Program and the only Dental Assisting Academy in the district. This handbook has been carefully crafted to provide you with the necessary information to assist you during your time with us.

Our goal is to provide individualized instruction to all our students, foster innovative and collaborative teaching and build a nurturing environment without compromising our rigorous academic curriculum. Please make sure to visit our website on a regular basis: <http://varelahighschool.org> since it is updated on an ongoing basis with pertinent information regarding all aspects of the high school experience. In addition, for up to date information please follow us on twitter @FelixVarelaHS.

The success of Felix Varela Senior High school is predicated on having a strong support base of school officials, parents, students, and community stakeholders. Your involvement and support of our program is essential in ensuring our students’ success. Therefore, I invite you to participate in our school by volunteering, participating in our Educational Excellence School Advisory Council (EESAC) or PTSA. Whatever the level of support you may provide, it will be greatly appreciated.

We look forward to partnering with you and having a dynamic and successful 2019-2020 school year. On behalf of the faculty and staff of Felix Varela Senior High School, I welcome you and hope your experience is memorable and highly enriching.

Regards,

Nery Fins, Principal





## **Felix Varela Senior High School**

### **Vision Statement**

Felix Varela Senior High School is dedicated to creating a quality learning environment which embraces innovative technology and instructional rigor to meet global challenges by cultivating a safe, nurturing, and equitable environment for students, teachers, parents and our community.

### **Mission Statement**

It is our mission at Felix Varela Senior High School to foster our students' desires to become life-long learners. By incorporating relevant community issues, global technology, and expectations for high academic achievement into our curriculum, we empower our students to know they can succeed in our diverse and dynamic society.

### **Beliefs**

In order to achieve our vision and mission, the administration, faculty, staff, students and parents of Felix Varela Senior High School are committed to the following beliefs.

We believe:

- Everyone can learn.
- In life-long learning.
- In equity in education.
- Learning about diversity creates respect for others.
- Teaching must be relevant and meaningful for learning to occur.
- High expectations are held for all students.
- Teaching and learning are an interactive process.
- Teachers must be positive, caring and empathetic.

**We are Varela!**

## Father Felix Varela

Father Felix Varela was born in Havana, Cuba in 1788 and was raised in St. Augustine, Florida. Grandson of a Spanish Lieutenant, he studied to become a Roman Catholic priest in San Carlos and San Ambrosio Seminary, the only seminary in Cuba. At the age of 23, he was ordained in the Cathedral of Havana. Once ordained, he joined the seminary faculty where he taught Philosophy, Physics and Chemistry. Being a strong advocate for civil rights for all, he joined a petition for the independence of Latin America, and also published an essay which argued for the abolition of slavery. For such ideas, he was sentenced to death by the Spanish government, but before he was arrested, he emigrated to the United States, where he spent the rest of his life.

Continuing his mission for civil rights, he founded the first Spanish-language newspaper in the United States and in 1837 he became the Vicar General of New York, which covered all of New York State and the northern half of New Jersey. In this role, he worked directly with the tremendous influx of Irish refugees at that time. His desire to assist those in need coupled with his gift for languages allowed him to master the Irish language in order to communicate more efficiently with many of the recent Irish arrivals. While Vicar General, he opened day cares for the children of working mothers and created classes whereby those less fortunate could learn to read and write.

Father Varela died on February 25, 1853 in St. Augustine, Florida. His remains were moved to Havana in August of 1912 and he is buried near Havana University. In 1988, on the bicentennial of his birth, the U.S. Postal service issued a \$.32 stamp in his name. Currently, Father Varela is being considered for canonization as a Catholic saint.



## Alma Mater

### **SILVER AND GREEN**

*Silver and Green,  
Those colors we do hail.  
Our flag flies above us saying  
“We Shall Not Fail.”*

*Silver and Green,  
These colors give us fight,  
Our team marching proudly onward  
Glist’ning and bright.*

*Silver and Green  
Make us Vipers through and through!*

*Hail or Varela High  
Our alma Mater Varela High  
We Sing out with pride,  
“Our Varela High.”*



## **Administration**

Principal	Nery Fins
Assistant Principal	Alvin Brown
Assistant Principal	Cathina Burth
Assistant Principal	Lazaro Leal

## **Leadership Team**

Activities Director	Lissette Lujardo
AP Coordinator / Science Dept. Chair	Diana Escobar
Athletic Director	Ryan Schneider
Asst. Athletic Director	Anthony Aleman
Business Manager	Caryn Cortright
Cafeteria Manager	Ericka D. Simpson
CAP Counselor	Clara Gonzalez
Graduation Coach	Carlos Escobar
Head Custodian	Marcus Harrell
Head of Security	Edgar Karim
Network Administrator	Gracian L. Casas
Reading Coach/PBS Coach	Stephanie Herris
SPED Program Specialist	Ruth Martinez
Student Services Chairperson	Madeleine Yero
SCSI Coordinator	Sharon Hyatt
Test Chairperson	Monica Babich

**Mascot:** Viper

**School Colors:** Hunter green, black, and silver

**Bell Schedule:**

<b>Block 1</b>	7:20 a.m. to 9:20 a.m.
<b>Morning Announcements</b>	9:20 a.m. to 9:35 a.m.
<b>Passing</b>	9:35 a.m. to 9:40 a.m.
<b>Block 2</b>	9:40 a.m. to 12:15 p.m.
<b>Lunch 1</b>	10:30 a.m. to 11:15 a.m.
<b>Lunch 2</b>	11:30 a.m. to 12:15 p.m.
<b>Passing</b>	12:15 p.m. to 12:20 p.m.
<b>Block 3</b>	12:20 p.m. to 2:20 p.m.

**\*\*\*Opening and Closing Hours of Schools**

The school campus is open from 6:45 a.m. (cafeteria only) until 3:00 p.m. unless students are participating in a supervised activity under the direct supervision of a teacher or athletic coach.

**Academic Grading Policy**

Academic grades are to reflect the student's academic progress based on the standards for the grade level/courses in which the student is enrolled.

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

**Academic Programs**

Felix Varela Senior High School has a complete academic program encompassing Core Subjects (English, Mathematics, Reading, Science and Social Studies), Electives (World Languages, Physical Education, Visual and Performing Arts, Computer Science), Advanced Placement

courses (2-D Art and Design, Art History, Drawing, English Language and Composition, English Literature and Composition, Comparative Government and Politics, European History, Human Geography, Macroeconomics, Psychology, United States Government and Politics, United States History, World History: Modern, Research, Seminar, Calculus AB, Calculus BC, Computer Science Principles, Statistics, Biology, Environmental Science, French Language and Culture, Spanish Language and Culture, Spanish Literature and Culture), Advanced Placement Capstone Diploma Program, Industry Certification courses, and Dual Enrollment courses available to students. In addition, the school has three magnet programs—iPREP, Veterinary Science, and Global Studies.

### **Academies of Choice**

The following academies of choice are available to FVSH students: AP Capstone, Dental Assisting, and Virtual Reality.

### **Acceptable Use Policy for Computers, Cellular Telephones and Internet Usage**

The school's policy is extracted from the M-DCPS Acceptable Use Policy for the Exploration and Utilization of the Internet as a Tool for Learning. All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- A. Be polite! Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use profanity, use vulgarities or any other inappropriate language.
- C. Do not engage in activities which are prohibited under local, state, or federal law.
- D. Do not engage in activities which violate the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule **6Gx13-4A-1.21**.
- E. Do not reveal your personal address and/or telephone number or that of other students and/or employees.
- F. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in loss of privileges.
- G. Do not use the network in such a way that would be disruptive to others.
- H. All communications and information accessible via the network should be assumed to be private property.
- I. Do not use the network to send or receive messages that discriminate on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory in nature.
- K. Cell phones are not to be used to break any copyright rules.

- L. Cheating will constitute but not be limited to: the misuse and copying of instructional materials without teacher consent, taking pictures of assessments, forwarding information or posting academic information on social media networks
- M. No videos or pictures can be taken without teacher consent.
- N. No electronic device can be used or out during an assessment.
- O. The use or non-use of electronic devices is ultimately at the teacher's discretion.

Use of any information obtained via the Internet is at the user's own risk. The District will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

The District denies responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider the validity of said information.

### **Activities Participation Requirements**

In order to attend any activity or purchase tickets (including but not limited to Prom, Senior Breakfast, Grad Bash, etc.), the following conditions must be met:

- Student may not have ten (10) or more days of indoor suspension;
- Students may not have five (5) or more days of outdoor suspension;
- Students may not have twenty (20) or more tardies to school;
- Have no outstanding student obligations, including textbook fees, class fees, and library fees;
- Have ten (10) or more unexcused absences during the current school year;
- Have completed his/her community service project (applicable only to seniors);
- Display a valid school ID badge at time of purchase; and
- Purchase only one ticket for his/her own use. (Exception – for the Prom/Homecoming Events, students may purchase two (2) tickets; however, both students must satisfy all their obligations and arrive together for the event).

**Refunds** will not be issued for any reason. Once money has been deposited and the event has been paid for, it is not possible to return monies to ticket purchasers.

### **Advanced Placement Program**

Through AP's college-level courses and exams, you can earn college credit, stand out in the admission process, and learn from some of the most skilled, dedicated, and inspiring teachers

in the world. AP courses can help you acquire the skills and habits you'll need to be successful in college. You'll improve your writing skills, sharpen your problem-solving abilities, and develop time management skills, discipline, and study habits. Felix Varela's AP program has a history of success, as noted by passing rates which exceed district, state, and global mean values. A large part of this success is the faculty's professionalism: Varela's AP teachers are national test writers and scorers, College Board consultants, and district mentors.

#### **Attendance Policy—Board Rule 6Gx13- 5A-1.041**

Student attendance is necessary for student performance and critical in raising student achievement. Because of the rigor of academic courses and the requirements of the instructional programs, students must make every effort to lessen the loss of instructional time to students. **A student accumulating ten (10) or more unexcused absences in an annual course or five (5) unexcused absences in a designated semester course will have final grade(s) withheld.** Unexcused absences do not require teacher to provide make-up work for the student.

If a student is absent to school,

- he/she must provide a note from parent or guardian upon returning to school within 3 days.
- he/she is to take the note to the Attendance Office (before school or during lunch) to receive an "Admit" which will excuse the absences in the teachers' grade book.
- only excused absences will allow the student to be given make-up work for the day(s) absent. It is the student's responsibility to request the make-up work from the teacher upon his/her return to school.
- Students should retain all admits and attendance documentation until the end of the year in the event that a "No Credit" is issued.
- Student has only 48 hours in which to have an absence excused.

#### **Excused School and Class Absences:**

- 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.



- Medical appointment: If a student is absent from school due to a medical appointment, a written statement from the health care provider indicating the date and time of the appointment must be submitted to the Attendance Office.
- Death in the immediate family.
- Observance of a religious holiday or service when it is mandated for all members of the faith that such a holiday or service is observed.
- School-sponsored activity or event.
- Subpoena by law enforcement agency or mandatory court appearance.
- Outdoor suspension.

Unexcused School and Class Absences:

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. This will in turn not permit the student to make up any work that he/she missed during the absence and the work will be designated a grade of zero.

Arrival to School

School starts promptly at 7:20 am and it is expected that students are in the classroom, at their desk, at 7:20 am. Parents dropping off students in the morning should use the “Parent Pick-up/Drop-off Lane” along 152<sup>nd</sup> Avenue **only**. All students arriving to school each morning will report to either the patio areas or cafeteria until the first bell rings at 7:15 am. Students that have a “Varela Parking Decal” will be allowed to park in the student parking lot. Students arriving on bus (public or private) will enter through the bus lane on 96<sup>th</sup> Street.

Dismissal from School

All students taking a bus home will exit to the Bus Lane on 96<sup>th</sup> Street. Parents who are picking up students must do so at the “Parent Pick-Up/Drop-off Lane” along 152<sup>nd</sup> Avenue. All students must leave at dismissal time unless prior authorization has been given by the school (school-sponsored event, sports practice, etc.).

Tardy Policy

School begins punctually at 7:20 am and students are to be sitting at their desks awaiting instruction when the bell rings. Students arriving later than 7:20 a.m. must report to the Attendance Office to secure an admit. This admit will be their admit to class, but they will be marked as tardy. **There are NO excused tardies**. Due to the fact that FVSH is on block scheduling, tardies may be accrued and count towards unexcused absences. Teachers will use the following disciplinary actions per nine weeks regarding tardiness to class:

- 1<sup>st</sup> - 3<sup>rd</sup> Tardy—Warning
- 4<sup>th</sup> - 5<sup>th</sup> Tardy—Administrative detention after school for one hour
- 6 or more Tardies—Referral to Assistant Principal and progressive indoor suspension

**\*\*\*It is important to note that excessive tardiness to school and/or class may result in the loss of privilege (such as attendance to school functions, eligibility to play or compete on school teams), detentions, parent conferences and other administrative actions.**

Early Dismissal – Board Rule 6Gx13-5A-1.041

The early release of students causes disruption to the academic performance of all and may create safety and security concerns. NO students shall be released within the final 30 minutes of school (1:50 pm) unless authorized by the administration (emergency, sickness, etc.).

**Athletic Program Information**

In order to participate in interscholastic competitions at Varela, an athlete must:

- 1) Have a cumulative GPA of 2.0 or higher
- 2) Show proof of age (birth certificate or passport)
- 3) Complete an athletic physical packet each year
- 4) Purchase appropriate insurance
- 5) Meet the 10/20 attendance policy

For further information, please call:

*Ryan Schneider, Athletic Director at (305) 752-7900, Ext. 2434*

**Bring Your Own Device (BYOD)**

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

**Bus Transported Students**

Riding the M-DCPS school bus is a privilege and the bus driver has absolute jurisdiction over all students on the bus. Students who ride the bus must:

- Remain seated at all times while the bus is in motion.
- Keep all parts of the body inside the window.
- Understand that the bus driver has the right to assign seats.
- Not be late since the bus driver cannot be delayed.

- Not consume food, drinks, candy, or gum while on the bus.

Students who do not comply with the above rules may be prohibited from riding the bus for up to 10 days per incident and will be subject to disciplinary action.

### **Clinic**

The procedure for admittance to the clinic is as follows:

1. A student who is ill must first secure a pass from his/her teacher. Students cannot report to the clinic during the 5-minute passing time between classes.
2. Students must report to the attendance clerical staff and sign the clinic log.
3. Serious illness will require that the staff call a parent or guardian.
4. Students may remain in the clinic for 20 minutes. After 20 minutes, the student will be required to sign out of the clinic and return to class.

### **Closed Campus**

Felix Varela Senior High School students are not allowed off campus during lunch hours. Nor does the school accept food deliveries for students.

### **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.

### **Code of Student Conduct**

Felix Varela Senior High School will follow all guidelines stipulated in the M-DCPS Code of Student Conduct. Students are expected to comply with all rules and regulations and will be held to the highest standards of excellence. Students not complying with the school rules and policies will face disciplinary action as outlines in the Code of Student Conduct. A copy of the Code of Student Conduct can be found at: [Secondary Code of Student Conduct](#)

### **Conduct on School Grounds**

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

## **Detentions**

Detentions are held Monday through Thursday in the cafeteria from 2:30 p.m. to 3:30 p.m. Students will be given written notification of a detention 24 hours in advance. Students who do not serve the detention will face further disciplinary action.

## **Dual Enrollment**

Students are encouraged to enroll in dual enrollment classes with Miami Dade College and Florida International University. Students must qualify to take dual enrollment courses by maintaining a 3.0 unweighted GPA and have passed the ELA Reading tests/SAT test. At FVSH, we offer numerous dual enrollment courses in connection with Florida International University. These classes are taught on the FVSH campus during the school day by credentialed FVSH teachers. Students interested in registering for an off-campus dual enrollment class should see an administrator for the appropriate paperwork.

## **Elevator**

The school elevator is to be used only by individuals with disabilities or injuries. Keys are available from the main office on a limited basis.

## **Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to take the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the event of an emergency. Parents/Guardians who provide a cell phone number will receive text messages should an emergency arise. **Students may only be released from school to the persons listed on the form after presenting a form of picture identification.** No persons, other than school staff, will have access to the information submitted.

## **Faculty and Staff**

A listing of faculty and staff is available on the FVSH website at <https://www.varelahighschool.org/>.

## **Field Trips**

As part of the students' educational experience, teachers, club sponsors, and the Activities Director may plan field trips. Any time during the school day, before or after school hours, or on weekends that a student or group of students participates in a school-sponsored activity, each student must return a completed field trip form to the teacher/sponsor/coach in order to participate.

Absences due to school field trips are excused and class work missed must be completed in a timely fashion. Students participating in a field trip or school-sponsored activity are viewed as representatives of FVSH and should behave appropriately. Infractions of school rules during a field trip will result in punishment as determined by the Code of Student Conduct.

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

## **Food Deliveries to the School**

FVSH prohibits the delivery of food to the class by a parent/guardian or delivery agency. Food will not be accepted by the office for delivery to a student in class. It is the student's responsibility to request an alternative lunch from the Cafeteria Manager in the case of not bringing lunch to school.

## **Flu Vaccine**

M-DCPS has again partnered with Healthy Schools, LLC for the 2019-2020 school year to provide **FREE** flu vaccines to students enrolled in M-DCPS and each school will have a specific clinic date.

Parents/guardians have the option of providing consent through the Parent Portal using their digital devices or completing a paper consent form. Parents/Guardians **MUST** provide consent if they want their child to receive the flu vaccine. Parents/Guardians should contact the school to determine when the flu vaccine will be offered.

## **Fundraising Sales**

In advance of the sale of candy and/or merchandise on school grounds or at school events, the activities director must grant approval. All club members as well as booster members are strictly prohibited from panhandling. No student may sell any items for personal profit. This is a violation of the **Code of Student Conduct** (Level II) and administrative actions will be enforced.

## **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
- F = .9 and lower

## **Vandalism/Graffiti**

Students who are caught with graffiti/vandalism paraphernalia (permanent marking pens, spray paint cans, etc.) will be placed in indoor suspension. Those students caught placing graffiti on any school property will face disciplinary action according to the Code of Student Conduct and may face criminal charges.

## **Hall Passes**

Students must have an official yellow hall pass at all times during the class period. The hall pass must include the student's name, date, time, purpose, and teacher's signature in ink. Students who are caught in the hallways without a pass will be considered skipping class and will face disciplinary action.

## **High School Graduation Requirements**

In order to graduate from high school and earn a diploma, students must successfully complete the required credits, earn the required GPA, and earn a passing score on various state graduation tests (ELA and EOC). Please contact your child's counselor for an updated graduation requirement list. [MDCPS Graduation Guidelines](#)

## **Home Learning**

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

### **Identification (ID) Badges**

All FVSH students receive one free identification card/badge with a lanyard each school year. Students are to wear their ID at all times while on school property and at any off-campus function in order to ensure student safety. IDs must be on a lanyard, not attached to clothes, bookbags, etc.

Students may not alter or deface their ID, nor should the ID be in possession of another student.

A replacement ID is available for \$2.00

### **Industry Certification for Students**

Felix Varela Senior offers students of all grades the opportunity to take courses and earn Industry Certification in a variety of areas. Please contact your child's counselor for more information.

### **Lost and Found**

The Lost and Found is located within the Attendance Office.

### **Magnets**

Felix Varela has three magnets: Pre-Veterinary Science, Global Studies and iPrep. Each magnet has its own entrance requirements. Please contact the Magnet Lead teachers, Ms. Alonso and or Ms. Faedo at 305-752-7900 for further information.

### **Mealtime Environment**

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

- **Free Breakfast**

M-DCPS offers free breakfast for all students.

- **Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by M-DCPS provide free and reduced-price lunch for qualifying students. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents of the application process and meal program. Parents are encouraged to complete an online application at the [Department of Food and Nutrition](http://Department of Food and Nutrition) at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the Main Office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

- **Meal Prices**

Breakfast	Lunch
All students—No charge	Elementary students—\$ 2.25
Adults—\$ 2.00	Middle/Secondary students—\$ 2.50
	Reduced-price lunch (all grade levels)—\$ 0.40
	Adults—\$ 3.00

- **PayPAMS**

Miami-Dade County Public Schools’ Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child’s meals with a credit or debit card at [paypams.com](http://paypams.com). Parents/guardians create an account in PayPAMS for the child, and will be able to:

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

- **Peanut Allergies**



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

### **Meeting with Counselors**

Meetings with counselors may be initiated by students, parents, teachers, or counselors. Counselor request forms are available on the FVSH website and within the main office.

### **The Parent Academy**

The Parent Academy (TPA) is part of the Department of Family Support Services and was created to engage and support families in the educational process. TPA helps caregivers become more involved in their children’s education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county. TPA also provides valuable training and information on relevant topics that impact children’s lives, including helping children learn, parenting skills, financial management, health and wellness.

Parents can participate in workshops and classes that meet their needs. For additional information, please call The Parent Academy at 305-271-8257.

### **Parent and/or Student Concerns**

Parents are urged to take an active part in their child’s schoolwork. Parent-teacher conferences can be scheduled by emailing the teacher directly. All email addresses can be found on the school’s website. To aid parents and students seeking resolution of concerns and complaints, the following procedures have been developed:

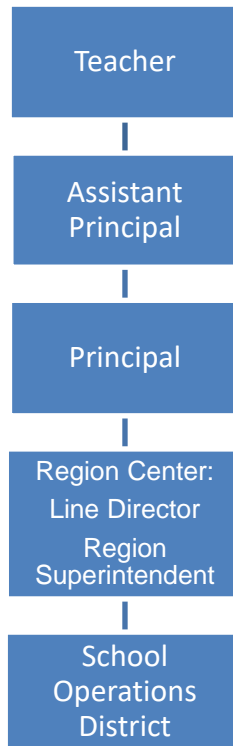
- Level 1            A conference with the teacher
- Level 2            A conference with the counselor
- Level 3            A conference with the Assistant Principal who will evaluate the situation and render a decision
- Level 4            A conference with the principal
- Level 5            A meeting with Regional personnel

### **Parent Portal**

Parents have access through the Parent Portal to view their child’s grades and attendance on a daily basis. Parents must visit the Main Office with proper identification to request a Parent PIN number which will be required to create an account to access the Portal. To access the Parent Portal, please go to [www.dadeschools.net/parents](http://www.dadeschools.net/parents).

### Protocol for Addressing Concerns

Parents/guardians should address any concerns in the following manner:



### Safety and Security

- ***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.

- ***Emergency Operations Plan***

Student and employee safety is a primary concern of M-DCPS. The Emergency Operations Plan (EOP) was created to provide school personnel with the 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. During a Critical Incident, parents/guardians should:

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

All school administrators, Region Center Superintendents/Directors and 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.

- ***Fire Drills***

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

### **School-sponsored Clubs**

FVSH offers membership in various clubs such as honor societies, interest, and service clubs. A list of clubs is given to each student at the beginning of the year. Students interested in joining a club should contact the sponsor for membership information. Any group of students wishing to form a new club should contact the Activities Director.

## **Senior Year Activities—Participation Requirements**

Participation in all Senior Activities that require purchasing tickets is contingent upon the following:

- Payment in full of all outstanding balances for classes and clubs prior to purchasing a ticket.
- Completion of a senior contract.
- Submission of a community service project by December of their graduating year.
- Display of a valid school photo ID badge when purchasing a ticket.
- Registration and completion of a college entrance exam such as the ACT or SAT

Additional requirements for Grad Bash:

- A parent/guardian must attend the senior parent night meeting.
- Student must have sold one magazine in their junior year or two items from the senior year catalog.
- The student cannot accumulate 10 or more unexcused absences from school or 20 or more tardies to school.

The administration reserves the right to withhold students who are not in good standing from attending Grad Bash.

## **School Transportation**

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

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

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

## **Smoking**

Smoking is prohibited on school grounds. Florida state law prohibits possession of tobacco products by all minors. Both smoking and/or carrying tobacco products are offenses that will result in disciplinary action.

## **Social Media Responsibilities**

Social Media usage by students requires a careful analysis of what the student is posting. Students should be encouraged to make solid responsible choices when posting materials. Any threats, inappropriate pictures/content, derogatory statements, etc. can result in administrative disciplinary actions and in the case of threats, the School Police will be notified immediately.

## **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.

If you are the parent/guardian of a child with disabilities and have any questions or concerns, please contact a staff member from the special education department and/or your child's student service provider at FVSH. Information is also available at <http://ese.dadeschools.net/>.

## **Student Center for Special Instruction (SCSI)**

Student discipline is governed by the Code of Student Conduct. The school offers an internal suspension program for minor offenses. The parent and student will be notified if the student is to be placed in SCSI by an administrator.

## **Student Fees**

Certain classes, clubs and programs have additional fees. The Treasurer has a list of all fees for parents and students to view. These fees will be maintained all four years the student is in attendance at Felix Varela Senior High. It is suggested that all fees be paid annually to avoid large amounts owed during the student's senior year. Outstanding fees can result in the denial of certain activities and will not allow seniors to participate in Senior Activities.

## **Student Parking**

In order to obtain a parking permit, students must have the following items:

- Current driver's license
- Florida vehicle registration
- Current insurance card with the student's name on the policy

Parking permits are for 11<sup>th</sup> and 12<sup>th</sup> graders only who are in academic and behavioral good standing. Permits are \$20.00 and are valid for the 2019-2020 school year only. Permits must be displayed at all times during the time the car is in the school parking lot. Failure to comply with the above rules and regulations may result in the loss of parking privileges. If a person is found with an illegal parking permit, the permit will be confiscated and disciplinary action will be taken. FVSH assumes no liability for any theft or damage to vehicles. If information given on the application for a student parking permit is found to be false, the parking permit will be confiscated and disciplinary action will be taken.

## **Student Records**

Parents, guardians, and students are protected from individuals' access to information in students' educational records and are provided the right to challenge the accuracy of these records by The Family Educational Rights and Privacy Act and Florida statutes. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions 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 parents, guardians or eligible students with annual written notice of their right to inspect and review student records. Once a student reaches 18 years of age or is attends an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, as identified in s. 1007.27(2), meets the requirements of this paragraph and does not have to take the EOC assessment for the corresponding course.

## **Student Schedule Changes**

Schedule changes will be granted only if there is a legitimate reason for the change and if there is room available in the class.

Once school begins, schedule changes will only be granted if there is an error on the schedule or if a course completed in summer school affects the present course selection. No changes will be made in advanced academic classes until the completion of the first nine weeks, and then, only by special permission. This policy includes parent overrides.

## **Student Services**

The program structure supports educational reform initiatives and takes into consideration current social climate and the unique issues faced by the multicultural/multilinguistic populations enrolled in M-DCPS. [MDCPS Student Progression Plan](#)

## **Student Success Centers**

The Student Success Centers provide an educational setting and safe-haven for referred students (ages 11 and older) exhibiting Level III-IV behavior and (with Region approval) habitual Level II infractions of the Code of Student Conduct.

## **Suspension**

An assignment to SCSi (indoor suspension) is a permissible absence from class; therefore, assignments completed in SCSi will be accepted by the teacher for a grade. It is the student's responsibility to complete the work that is assigned, during the period of suspension, within the allotted time. Students assigned to the Student Success Center will receive a permissible absence from school. The parent may request the work by emailing the teachers via the school website. Those students assigned to the Success Center may not come onto school grounds or attend any school functions. Students who attend a school function are subject to disciplinary action, even if the event is off school grounds or after school hours.

## **Textbooks and Electronic Devices**

All textbooks and electronic devices will have a bar code which will be scanned with the student's identification card. All textbooks are loaned to students for their use during the school year.

Textbooks are to be kept clean and handled carefully. Students will be required to pay for any lost or damaged books. Students' and teachers' names must be written on the book label on the inside cover. Student obligation fees are assessed according to damage. If a student alters, damages or defaces the textbook's bar code, he/she will be charged the full cost of the textbook.

### **Transcripts**

Transcript will be available 3 to 5 business days after requesting them from the main office at a cost of \$3.00. The transcript will not show class rank.

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

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

### **Treasurer's Office**

The school Treasurer is responsible for the collection of all fees including those for lost or damaged textbooks, team uniforms, electronic devices, parking decals, locks, permanent ID badges, and class/departmental fees. The Treasurer's office is open for students during both lunches and after school until 3:00 p.m. **NO CHECKS** will be accepted—only cash.

### **Twenty/Twenty Rule (20/20 Rule)**

FVSH has a 20/20 rule whereby NO student is allowed to be released from class during the first 20 minutes and the last 20 minutes of class.

### **Uniform Policy**



Felix Varela Senior High is a uniform school. A detailed copy of the Uniform Policy can be viewed on the school website.

### **Verifications of Residency**

If verification is not provided or acceptable, the Superintendent may verify the student's residence.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under [F.S. 837.06](#). In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under [F.S. 95.525](#).

### **Visitors to the School**

Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to the main office. All visitors to the school are to enter through the main entrance and register with security, sign-in, and produce photo identification, and then can proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest. No visitor is allowed to enter a classroom or any other school room or Miami-Dade County Public School bus. In addition, students are not permitted to have guests attend school with them at any time.

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.

### **Volunteer Program**

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

There are two different levels of volunteerism:

<b>Level 1—requires completion of a database background check</b>	<b>Level 2—requires completion of a fingerprint background check</b>
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<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</li> <li>•Athletic/Physical education assistants</li> <li>•Overnight chaperones</li> </ul>
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Any individual interested in volunteering in Miami-Dade County Public Schools must:

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

### **Weapons**

No student shall bring onto school property or have in his/her possession (car, locker, backpack, etc.) any firearm, knife, pocket knife of any size, or razor blade, box cutter, weapon or destructive device. Students may be subject to random metal detection searches as per district guidelines.

Any student in violation of this rule shall be referred to the Success Center for a 10-day period with recommendation for expulsion.

Based on reasonable suspicion, a student (his/her locker, car, backpack, etc.) may be searched by a school administrator.

## **APPENDIX B—Commonly Referenced State of Florida House Bills and School Board Policies**

View all policies at <http://www.dadeschools.net/schoolboard/rules/>

### **Academics/Curriculum Bulletin**

- 2235 - MUSIC, ART, AND PHYSICAL EDUCATION
  - Music, art, and physical education are fundamental subjects in the school's curriculum because they contribute to every child's academic and social development. Art and Music education helps level the "learning field" across socio-economic boundaries while strengthening student problem-solving and critical thinking skills and contributing to the overall academic achievement of students.
- 2240 - CONTROVERSIAL ISSUES AND STUDENT EXPRESSION

- Students are encouraged to participate in discussions, speeches, and other expressions in which many points of view, including those that are controversial, are freely explored. A controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.
- 2370.01 – VIRTUAL INSTRUCTION
  - The enrollment period for the District-operated full-time virtual instruction program, Miami-Dade Online Academy, opens in the spring of each school year for a minimum of ninety days and closes thirty days before the first day of the school year.
- 2421 - K-12 CAREER-TECHNICAL EDUCATION PROGRAM
  - Career-technical education is designed to provide career and technical education experiences. These experiences will complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.
- 2440 - SUMMER SCHOOL
  - The School Board may conduct a summer program of academic instruction for students in grades K-12 and Special Education (SPED) students needing extended school year services as identified in their Individual Education Plan (I.E.P.). The Board may also choose to implement summer enhancement programs, contingent upon available funding. The Board shall provide transportation for full-time SPED students and other students as appropriate.
- 2510 – INSTRUCTIONAL MATERIALS AND RESOURCES
  - Parents have the ability to access their child’s instructional materials at <http://im.dadeschools.net/>.
  - Additionally, in accordance with Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student and within a reasonable period of time after the request is received by the building principal.
- 5410 - STUDENT PROGRESSION PLAN
  - Provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next, Kindergarten through grade 12 and Adult Education. The information presented in the document is derived from requirements set forth by Florida Statutes, State Board of Education Rules and policies established by The School Board of Miami-Dade County.

- 3213 - STUDENT SUPERVISION AND WELFARE
  - Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property
  
- 5540 - INVESTIGATIONS INVOLVING STUDENTS
  - School administrators shall respond to incidents involving students occurring on school grounds or at school-sponsored events. When conducting an initial fact inquiry, if an administrator suspects that a crime has been committed, they must report the matter to School Police or another appropriate law enforcement agency to assume the investigative responsibilities.
  
- 5772 - WEAPONS
  - Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
  
- 7217 - WEAPONS
  - Visitors are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.
  
- 8405 - SCHOOL SAFETY
  - The School Board is committed to maintaining a safe and drug-free environment in all of the District's schools. School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. School administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.
  
- 8410 - CRITICAL INCIDENT RESPONSE/EMERGENCY PROCEDURES

The District Critical Incident Response Team (DCIRT) is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources.

## **Admission, Registration and Immunization Requirements**

- **5112 - ENTRANCE REQUIREMENTS**
  - Establishes the admission and registration requirements for students entering school. The following documents and forms are to be provided upon initial registration:
    - Original birth certificate
    - Verification of age and legal name
    - Proof of a physical examination by an approved health care provider including a tuberculosis clinical screening, appropriate follow-up, and a certificate of immunization
    - Two (2) verification of parent/legal current residence (address)
  
- **5114 - FOREIGN STUDENTS**
  - Entry requirements into schools are the same for all students, regardless of country of birth and immigration status. All students will register at the school of the actual residence of the parent in the attendance area as approved by the School Board.
  
- **5320 – IMMUNIZATION**
  - All students shall be immunized against polio, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, hepatitis B, and Haemophilus Influenzae in accordance with State law, unless specifically exempt for medical or religious reasons. All Pre-K and Kindergarten students must also be immunized against varicella (chicken pox) or verification from the parent of a documented history of the disease. This policy applies to students who currently attend school in the District and those eligible to attend.

## **Animals on District Property**

- **8390 - ANIMALS ON DISTRICT PROPERTY**
  - Service animals as required by law are permitted in schools. “Service animals” pursuant to 28 C.F.R. 35.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
  - All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every State and County veterinary requirement, including but not limited to, rabies vaccination or other inoculations required to be properly licensed.
  - Students are not allowed to bring pets to school.

## **Anti-Discrimination Policy**

- **3362 - ANTI-DISCRIMINATION/HARASSMENT**

- The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.
  - This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.
- 5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT
    - A parent may request a Hope Scholarship for a student who was subjected to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offense, assault, threat, intimidation, or fighting at school.
- 5517 – ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)
    - The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property, or at another location if it occurs during an activity sponsored by the Board.
- 5517.01 – BULLYING AND HARASSMENT
    - The School Board is committed to providing a safe learning environment for all students and shall strive to eradicate bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, Board employees, visitors, or volunteers.
- 5517.02 - DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR
    - Students and parents are encouraged to promptly report complaints of discriminatory or harassing conduct to their Principal. Additionally, they may file the complaint directly with the Region Office or the District’s Office of Civil Rights Compliance (CRC).
    - The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students and their parents.

- This policy provides the steps to individual complaints of discrimination of harassing conduct and the process for addressing the complaints.

### **Attendance Policy/School Hours**

- 5200 – ATTENDANCE:
  - Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.
- 5225 - ABSENCES FOR RELIGIOUS HOLIDAYS
  - Student absences for religious purposes, as identified on the approved holidays listed in the [Student Attendance Reporting Procedures PK-12 Handbook](#), may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level.
- 5230 - LATE ARRIVAL AND EARLY DISMISSAL
  - Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period. To be counted "present" for the day, the student must be in attendance for a minimum of **two hours** of the day unless extenuating circumstances exist.
- 8220 - SCHOOL DAY
  - The Superintendent shall annually establish the hours of the school day. The Superintendent may authorize exceptions from the regular school day.
  - The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

### **Ceremonies & Observances**

- 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
  - Acknowledgement of, explanation of, and teaching about religious holidays of various religions is permitted. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

### **Class Size**

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

**Clinic**

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

**Code of Student Conduct**

- 2451 - ALTERNATIVE SCHOOL PROGRAMS
  - The Superintendent may provide alternative education programs for students who, in the opinion of the Superintendent, will benefit from this educational option. Participation in an alternative program does not exempt the student from complying with school attendance rules or the Code of Conduct.
  
- 5136.02 - SEXTING
  - Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. [add something about disciplinary measures] It is the District's mission to ensure the social, physical, psychological, and academic well-being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
  
- 5500 - STUDENT CONDUCT AND DISCIPLINE
  - The Miami-Dade County School Board [Code of Student Conduct \(COSC\)](#) focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.



- A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.
- The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.
- **5511 - DRESS CODE AND SCHOOL UNIFORMS**
  - Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their 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 policy shall be subject to appropriate disciplinary measures.

### **Digital Conversion/Social Media**

- **7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**
  - The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

### **Equal Opportunity**

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

### OPPORTUNITY

- The School Board shall provide equal opportunity for all students and will not discriminate or tolerate harassment in its educational programs or activities on any basis prohibited by law or Board policy.
- 5111.01 - HOMELESS STUDENTS
  - Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

### **Fieldtrips/School Social Events**

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

### **Financial Obligations**

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

### **Food & Nutrition/Wellness Policy**

- 8500 - FOOD SERVICES

- The Food and Nutrition service program strives to provide school food services consistent with the nutritional needs of students and provide school food services that contribute to the student’s educational experiences and the development of desirable eating habits.
- 8510 - WELLNESS POLICY
  - The District is committed to providing a healthy environment for students and staff within the school environment, recognizing that individuals must be physically, mentally, and socially healthy in order to promote wellness and academic performance.
  - The District focuses on achieving five goals: nutrition, physical education, physical activity: recess, health & nutrition literacy and preventive healthcare.
- 8531 - FREE AND REDUCED-PRICE MEALS
  - All students determined to be economically needy shall be provided upon request a free or reduced-price meal or meals at school.

**Fundraising**

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

- The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits.

### **Health Screening**

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

### **Homework**

- 2330 - HOMEWORK
  - Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

### **Internship**

- 2424 - STUDENT INTERNSHIPS
  - Student participation in an internship program authorized by the High School to Business Career Enhancement Act may serve as a positive educational experience and provide a foundation for future employment opportunities.

### **Parent Choice Student Transfers**

- 2431 - INTERSCHOLASTIC ATHLETICS
  - All activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district.
  - All high schools shall be members of and governed by the Florida High School Athletic Association (FHSA) rules and regulations and shall comply with the eligibility requirements established by the FHSA.
- 5120 - STUDENT SCHOOL ASSIGNMENT AND ATTENDANCE BOUNDARY COMMITTEE

- The assignment of students to District schools shall be consistent with the best interests of students and the best use of District resources.
- **5131 – STUDENT TRANSFERS AND CONTROLLED OPEN ENROLLMENT**
  - This policy governs all regular school transfers from one (1) school to another, except for transfers to magnet schools and programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools.
  - Controlled Open Enrollment allows the School District to make K-12 school assignments using parents indicated preferential educational choice in-county and out-of-county. This section of the policy does not apply to charter schools. Charter schools must adopt their own controlled open enrollment plan.
  - Controlled Open Enrollment is active during a specific window period between end of year and the subsequent school year.

### **Parent Involvement**

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

### **Pledge of Allegiance**

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

### **Privacy**

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

### **Schools of Choice/Magnet Schools**

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

### **School Transportation/Bus Safety Conduct**

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

### **Special Education**

- 2460 – EXCEPTIONAL STUDENT EDUCATION
  - The School Board shall provide a free, appropriate, public education for students with disabilities according to State and Federal laws, rules, and regulations and shall implement the procedures document entitled Exceptional Student Education Policies and Procedures.

### **Student Activities**

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

### **Student Records/Access to Student Records**

- 8330 - STUDENT RECORDS
  - Parents and eligible students have the right to access education records, including the right to inspect and review those records, and have the right to waive their access to their education records in certain circumstances. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information, except under certain circumstances.
  
- 8350 - CONFIDENTIALITY

- A student's educational record and all personally identifiable information shall not be properly released except on the condition that the information being transferred will not be subsequently released to any other party without first obtaining the consent of the parent or adult/eligible student.

### **Student Services**

- 2290 - CHARACTER EDUCATION
  - The School Board shall assist all students in developing the core values and strength of character needed for them by to become caring, responsible citizens at home, school, and in the community. There are nine core values that form the basis for the character education program. These values are Citizenship, Cooperation, Fairness, Honesty, Kindness, Integrity, Pursuit of Excellence, Respect, and Responsibility.
- 5530 - DRUG PREVENTION
  - Schools shall strive to prevent drug abuse and help drug abusers through educational means.
  - The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

### **Title I School-wide Program**

- 2261 - TITLE I SERVICES
  - The School Board shall augment the educational program of disadvantaged students through the use of Federal funds, in compliance with all Federal or statutory requirements as outlined in the Elementary and Secondary School Improvement Act of 1965 and its amendments.

### **Visitors**

- 9150 - SCHOOL VISITORS
  - Parents, other adult residents of the community, and interested educators are encouraged to visit schools.
  - The Principal has the authority, however, to prohibit the entry of any person to a school or expel any person when there is reason to believe the presence of such person would be detrimental. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request assistance from School Police or the local law enforcement agency to remove the individual.

## **Volunteer Program**

- 2430.01 - SCHOOL VOLUNTEERS
  - The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent or his/her designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.