

# 2013-2014 Opening of Schools Procedures Guide

## **Miami-Dade County Public Schools**

Mr. Alberto M. Carvalho  
*Superintendent of Schools*

Mrs. Valtena G. Brown  
*Chief Operating Officer  
School Operations*

July 2013



# Miami-Dade County Public Schools

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# Preface

The purpose of this guide is to provide assistance to school-sites, Regional Centers, and District personnel, regarding the opening of schools procedures and timelines, as well as, other pertinent information.

If there are any questions concerning any part of the Opening of Schools On-line Procedure Guide, please call the division, office, or department responsible for the items in question.

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## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Training on Free and Reduced Meal Application	Barbara Goleman Senior High (Auditorium)	08/06/13 9:00 am
Opening of Schools Meeting for Attendance Clerks/Registrars	Barbara Goleman Senior High School	08/06/13 8:00am – 12:00 noon
Opening of School Workshop for All Senior High School Principals, Athletic Directors, and Activities Directors	TBA	08/08/13 Principals & Athletic Directors Session 8:00 a.m. – 12:30 p.m. Activities Directors: 10:15 a.m. – 12:00 p.m. (with principals and athletic directors) Athletic & Activities Directors Session: 1:00 p.m. – 3:00 p.m.
Superintendent’s “Opening of Schools” Meeting	TBA	08/09/13 8:30 a.m. – 12:00 noon Tentative
Training on Free and Reduced Meal Application	Miami Palmetto Senior High (Auditorium)	08/09/13 9:00 am
Opening of Schools Meeting for Attendance Clerks/Registrars	Miami Palmetto Senior High School	08/09/13 8:00 am –12:00 noon
Opening of School Meeting Food and Nutrition	Hialeah Gardens Senior High	08/13/13 7:30 am
Middle School Athletic Program meeting for all Middle School Athletic/Activity Coordinators	TBA	08/15/13 10:00 a.m. – 12:00 p.m.
Opening of Schools Meeting for School Social Workers	TBA	08/15/13 8:00 am –12:00 noon
Health Connect in Our Schools Health Team Opening of School Meeting (only for HCiOS nurses, health aides and school social workers)	TBA	08/16/13 8:00 am – 5:00 pm
5000 Role Models of Excellence Project Opening of Schools Meeting Site Directors Training Weekly Briefing # 14299	School Board Administration Building (SBAB), Auditorium 1450 N.E. 2nd Avenue	09/05/13 8 a.m. – 3:00 p.m.

## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
School Health Medical Advisory Committee	TBA	09/04/13 10/16/13 12/04/13 01/15/14 03/05/14 04/23/14 06/04/14
Middle School Student Services Chairpersons	TBA	09/12/13 11/14/13 01/16/14 03/13/14 05/08/14 Time for All Meetings 8:00 am – 3:00 pm
TRUST Specialist Professional Development	TBA	09/13/13 12/11/13 02/21/14 05/14/14 Time for All Meetings 8:00 am – 4:00 pm
Elementary Schools Counselors Technical Assistance Meetings	School Board Auditorium	09/16/13 & 09/19/13 12/03/13 & 12/05/13 02/24/14 & 2/28/14 05/01/14 & 05/02/14 Time for All Meetings 8:30 am – 3:30 pm

## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Student Services Advisory Committee Meetings	South Florida Educational Federal Credit Union	09/17/13 11/19/13 01/14/14 02/ 07/14 03/18/14 05/13/14 Time for All Meetings 10:00 am – 12:00 noon
Adult Education Counselors Technical Assistance Meetings	TBA	09/20/13 11/22/13 01/24/14 03/14/14 05/16/14 Time for All Meetings 8:00 am-3:00 pm
CAP Advisors Technical Assistance Meetings	TBA	09/20/13 11/22/13 01/24/14 03/14/14 05/16/14 Time for All Meetings 8:00 am – 3:00 pm
Senior High School Student Services Chairpersons	TBA	09/20/13 11/22/13 01/24/14 03/14/14 05/16/14 Time for All Meetings 8:30 am – 3:00 pm
CBO HIV/AIDS Policy & Procedures Training	TBA	09/23/13 8:00 am – 12:00 noon

## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
School Social Workers Technical Assistance Meetings	TBA – North	09/23/13 11/12/13 01/07/14 05/01/14
	TBA – North Central	09/24/13 11/13/13 01/08/14 05/02/14
	TBA – South Central	09/25/13 11/14/13 01/09/14 05/05/14
	TBA – South	09/27/13 11/15/13 01/10/14 05/06/14 Time for All Meetings 1:00 pm – 4:00 pm
Medication & Poison Control Workshops	TBA	10/2013 (TBA) 12/2013 (TBA)
Sexual Minority Network Liaisons Professional Development	TBA	10/04/13 12/13/13 03/12/14 05/16/14 Time for All Meetings 8:30 am – 3:30 pm



## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
School Homeless Liaison Meeting	TBA (North, Central, South locations)	10/07/13 10/08/13 10/09/13 03/03/14 03/04/14 03/05/14 Time for All Meetings 8:00 am – 12:00 noon
School Social Worker Professional Development	TBA	10/11/13 12/06/13 03/07/14 05/09/14 Time for All Meetings 8:30 am – 4:00 pm
New (0-3 yrs.) K-8 Center Student Services Teams	TBA	10/16/13 03/19/14 Time for All Meetings 8:30 am – 11:00 am
HIV/AIDS 104 Leadership Training	TBA	10/22/13 8:30 am – 1:00 pm
District Policy Against Bullying and Harassment Professional Development (Train-the-Trainer Sessions)	TBA	10/25/13 11/08/13 02/07/14 Time for All Meetings 8:30 am – 12:00 noon
HIV/AIDS K-12 Curriculum (Middle School)	TBA	10/25/13 8:00 am – 2:30 pm
HIV/AIDS Peer 104 Leadership Training	TBA	10/25/13 8:30 am – 1:00 pm
HIV/AIDS K-12 Curriculum (Elementary)	TBA	11/08/13 8:00 am – 3:30 pm
HIV/AIDS K-12 Curriculum (Senior)	TBA	01/17/14 8:00 am – 3:30 pm

## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Student Services Mini Conference	TBA	02/07/14
Miami National College Fair	Doubletree-Miami Airport Convention Center	02/09/14

ACTION	DUE DATE
Instructional Professionals new to a school site/work location must be observed in their first 30 days of employment.	Observation date(s) will be based on employment start date
FTE SURVEY 1	07/12/13
Transportation information for students for the 2013-2014 school year will be posted on the district's web site for the <b>Transportation Routing System</b> application ( <i>WTRS</i> ).	08/12/13
All Food Service Managers and Satellite Assistants are to attend the Opening of School meeting Return to work dates for food service personnel:	
<ul style="list-style-type: none"> <li>• Food Service Managers</li> </ul>	08/12/13
<ul style="list-style-type: none"> <li>• Satellite Assistants</li> </ul>	08/14/13
<ul style="list-style-type: none"> <li>• Assistant to the Managers and MAT Specialists</li> </ul>	08/16/13
<ul style="list-style-type: none"> <li>• Part-time Employees</li> </ul>	08/19/13
Send M-DCPS HIV/AIDS K-12 Curriculum Letter to parents/guardians, available online (English, Spanish, Creole) at: <a href="http://aidseducation.dadeschools.net/forms.asp">http://aidseducation.dadeschools.net/forms.asp</a>	08/30/13
Send Health Connect in Our Schools (HCiOS) Clinical Cover Letter to parents/guardians, available online, under forms, (English, Spanish, Creole) at: <a href="http://www.thechildrenstrust.org/school-health-teams">http://www.thechildrenstrust.org/school-health-teams</a> <b>NOTE:</b> This is only applicable to schools aligned with HCiOS health teams.	08/30/13
Establish the RtI Team membership and schedule problem solving meetings.	09/01/13
All Probationary Instructional Professionals must participate in two (2) formal Observations (one per semester) in which an Observation of Standards Form (OSF) is completed. The first observation must also include a completed Formative Performance Evaluation (FPE).	<b>First Semester:</b> 09/03/13 – 01/16/14  <b>Second Semester:</b> 01/21/14 – 05/01/14
Review of SPED-EMS Handbook	09/06/13
Review of IEP/EP/Section 504 Quick Reference Cards	09/06/13
SPED-EMS login and Quad A access confirmation	09/06/13

## CALENDAR OF EVENTS AND IMPORTANT DUE DATES

ACTION	DUE DATE
Delete SPED-EMS 2012-2013 student caseloads	09/06/13
Set-up SPED-EMS 2013-2014 student caseloads	09/06/13
The IEP team must convene and consider the End of Course (EOC) waiver <b><i>within the first two weeks</i></b> of the 2013-2014 school year.	09/06/13
The IEP Team must complete the SPED EMS Waiver of EOC Assessment Requirement for Students with Disabilities.	09/06/13
Teachers of students with disabilities and LEAs should review the Matrix of Services information in SPED-EMS	09/06/13
Secondary Schools Bell Schedule	09/06/13
No formal observation shall be conducted during the first ten (10) days of student attendance.	09/09/13 <i>(Observations may begin)</i>
School Improvement Plan (SIP) Peer Reviews	09/16/13 thru 09/20/13
Submit completed School Counselor Management Agreement (see attached Appendix A; FM-7501).	09/20/13
Complete the Student Services School Profile (SSSP) available online (in <b>electronic survey</b> format) at <a href="https://www.surveymonkey.com/s/YSW58FZ">https://www.surveymonkey.com/s/YSW58FZ</a> . Once completed, a copy of each school's SSSP will be e-mailed to the corresponding school principal (see attached sample of SSSP Appendix B).	09/20/13
Provide awareness/information re: District Policy Against Bullying and Harassment for Students, Parents, Staff and School Volunteers. ( <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a> )	10/31/13
Online Principal Certification of Attendance – 1 <sup>st</sup> Grading Period	10/31/13
Title VIII	11/13/13
Submit page 1 of the Bullying and Harassment School Site Compliance Checklist to WL #9721 – Attention: Tamieka McLaughlin	11/15/13
Complete the delivery of the Bullying and Violence Prevention Curriculum (K-12). Lessons are available to download. ( <a href="http://studentservices.dadeschools.net/bullying/b-h_policy_manual.asp">http://studentservices.dadeschools.net/bullying/b-h_policy_manual.asp</a> )	01/10/14
Online Principal Certification of Attendance – 2 <sup>nd</sup> Grading Period	01/24/14
FTE SURVEY 3	02/14/14
Online Principal Certification of Attendance – 3 <sup>rd</sup> Grading Period	04/03/14
Online Principal Certification of Attendance – 4 <sup>th</sup> Grading Period	06/12/14
Secondary Schools Truancy Packages	06/13/14
FTE SURVEY 4	06/20/14

## SCHOOL OPERATIONS OPENING OF SCHOOLS

### ITEMS FOR REVIEW AND ACTION BY THE PRINCIPAL

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

#### FOR IMMEDIATE REVIEW

Strikes prohibited. Florida Statute 447.505

No public employee or employee organization may participate in a strike against a public employer by instigating or supporting, in any manner, a strike. Any violation of this section shall subject the violator to the penalties provided.

#### **A. Items for Principals to Review**

1. Review budget, personnel allocations, and procedures.
2. Review [School Board Policy 2125](#) - Educational Excellence School Advisory Council (EESAC), as required by State Statute.

All schools must schedule an EESAC meeting within the first four weeks of the school year to review, amend, and approve the School Improvement Plan (SIP) posted to the Bureau of School Improvement web-site.

3. Review [School Board Policy 2111](#) - Parental Involvement -- A Home-School-District Partnership. It is mandatory that all parents receive a copy of this rule, either as a hard-copy document or electronically. It may be accessed in English, Spanish, and Haitian-Creole at <http://parents.dadeschools.net>.

In addition, all mandated school level strategies and responsibilities for parental involvement are itemized in this Rule. For technical assistance in implementing any part of the Rule, please contact the Office of Parental Involvement at 305-995-1233.

4. Review appropriate union information with staff, including distribution of appropriate contracts, location of the bulletin boards, identification of building steward and EESAC member.
5. Review Incident Reporting Documents. Handbook located at: [http://ehandbooks.dadeschools.net/user\\_guides/180.pdf](http://ehandbooks.dadeschools.net/user_guides/180.pdf).

6. Review salary supplements and waiver of contractual guideline procedures.
7. Review [School Board Policy - 7230](#) - Gifts to the School District.
8. Review procedures for reporting incidents to Region Offices. District handbook located at: [http://ehandbooks.dadeschools.net/user\\_guides/180.pdf](http://ehandbooks.dadeschools.net/user_guides/180.pdf)
9. Review Manual of Internal Accounting including Travel Policies & Procedures. <http://ehandbooks.dadeschools.net/policies/52.pdf>
10. Review [School Board Policy 5114](#) - Foreign Students.
11. Review with all faculty/staff (i.e. Instructional, Non-instructional, custodial, clerical, etc.) Incident Reporting Responsibilities and Documents. Review and add procedures for reporting child abuse with written acknowledgement for new employees. [http://ehandbooks.dadeschools.net/user\\_guides/180.pdf](http://ehandbooks.dadeschools.net/user_guides/180.pdf) and [School Board Policy 8462](#) - Student Abuse and Neglect.
12. Review and update your school's Juvenile Court Contact Person.
13. Review amended [School Board Policy 5131](#) - Student Transfers.
14. Review Attendance Procedure Manual and The Family Medical Leave (FMLA) guidelines.
15. Review [School Board Policy 5200](#) – Attendance.
16. Review Board Item H-11 approved at the January 16, 2008 Board meeting that requires all middle and senior high schools to submit at least one entry in the South Florida science and Engineering Fair- A Science Technology, and Engineering & mathematics (STEM) Initiative. For H-11 go to: [http://pdfs.dadeschools.net/Bdarch/2008/Bd011608/agenda/H11\\_rev2.PDF](http://pdfs.dadeschools.net/Bdarch/2008/Bd011608/agenda/H11_rev2.PDF) .
17. Review [School Board Policy 5517.01](#) - Bullying and Harassment.
18. Review new opening and closing hours of school (Board Item C-71 approved June 19, 2013. <http://pdfs.dadeschools.net/Bdarch/2013/Bd061913/agenda/c71rev.pdf> .
19. Review [School Board Policy 2460](#) - Exceptional Student Education, as it relates to gifted education.
20. Review Fair Labor Standards Act (FLSA) guidelines regarding dual-employment.



### **Senior High Schools Only**

21. Review Board Item H-11 approved at the January 16, 2008 Board meeting that requires all senior high schools to offer a school-site research course where students are engaged in active research. For H-11 go to: <http://pdfs.dadeschools.net/Bdarch/2008/Bd011608/agenda/H11rev2.PDF> .
22. Submit name of the Advanced Placement coordinator to the Division of Advanced Academic Programs. For further assistance, please contact the Division of Advanced Academic Programs at 305-995-1934.
23. Review the community service graduation requirement.
24. Review Contracts for Student Participation in Interscholastic Competition or Performance.  
(FM-7155) <http://forms.dadeschools.net/webpdf/7155.pdf> &  
(FM-7156) <http://forms.dadeschools.net/webpdf/7156.pdf>.
25. Review the senior high school graduation options.

### **Elementary Schools Only**

26. Review plans for the implementation of the After School Care program. For further assistance, please contact the Office of Community Education and Before/After School Programs at 305-995-0014.

### **B. Items for Principals to Review with Administrative Staff**

1. Review with administrative staff the contents of the current document, Procedures for Promoting and Maintaining a Safe Learning Environment, and [School Board Policy 8405](#) – School Safety.
2. Review the administrative directive regarding Teacher-Parent Communication.
3. Review Incident Reporting Document. Review and add procedures for reporting child abuse with written acknowledgement for new employees. AIRS handbook located at: [http://ehandbooks.dadeschools.net/user\\_guides/180.pdf](http://ehandbooks.dadeschools.net/user_guides/180.pdf). and Child Abuse Reporting Guidelines School Board Policy 8462.

4. Review M-DCPS Safety Program, Health Inspection Reports, recycling program guidelines, Emergency Operations Plan Manual. Appoint a safety committee chairperson and safety committee; explain committee duties and responsibilities.
5. Review [School Board Policy 5517.01](#) - Bullying and Harassment.
6. Review new performance assessment calendar, timelines, and procedures for teachers newly hired in accordance with Section 1012.34, Florida Statutes. <http://ipegs.dadeschools.net/default.asp>.
7. Assign at least one student service employee the specific responsibility of identifying and utilizing the youth-serving agencies within the community to assist in working with problem students and their families.
8. Review the roles of student services personnel. (Refer to the most recent edition of the document, Comprehensive Student Services Programs, PK-Adult, which is included as a part of [School Board Policy 2411](#)- School Counseling. Complete and submit Student Services-School Profiles to the Division of Student Services (FM-5265 <http://forms.dadeschools.net/webpdf/5265.pdf> & FM-4181 <http://forms.dadeschools.net/webpdf/4181.pdf> ).
9. Send letters and the Directory Information Opt-Out Form (**FM-6479** <http://forms.dadeschools.net/webpdf/6479.pdf> ) to parents, legal guardians, and eligible students informing them of their rights. The review of any records must be noted on the Record of Access Card. The provisions for access to student records should also be reviewed with all appropriate clerical and student services staff members. (Refer to the current document, Student Educational Records, which is part of and included in School Board Policy 8330 – Student Records) Review document, Student Educational Records, “Directory Information” on page 2. Review Unlisted Telephone Notification Form (**FM-6603** <http://forms.dadeschools.net/webpdf/6603.pdf>).
10. Review instructions for administering the free and reduced-price meal program when this information is published and disseminated. Determine the school’s policy for providing nourishment to students who are not approved for free meals and do not have lunch money. Please complete “School Plan for Providing Nourishment for Students Without Meal Benefits or Funds to Purchase a Meal,” and submit it to the Department of Food and Nutrition.

11. Review the current School-site MEP Evaluation System with all appropriate personnel. (Refer to Manual of Procedures for Managerial Exempt Personnel and the M-DCPS School-site MEP Evaluation System Observation and Evaluation Forms and Procedures for Leadership Practice Manual).
12. Discuss and plan in-service activities for administrative, instructional, and non-instructional staff. For secondary schools, discuss and plan the activities for the secondary early release days. (See the Calendar and Registration System at <http://calendar.dadeschools.net/cal/calendar.nsf> district-sponsored in-service offerings.)
13. Review Procedures for Teacher Observation and Teacher Evaluation (IPEGS) <http://ipegs.dadeschools.net/>.
14. Review the Personnel Investigative Model (PIM) User's Guide to ensure that all administrative staff members are fully cognizant of the procedures indicated therein at: [http://ops.dadeschools.net/pdfs/PIM\\_user\\_guide.pdf](http://ops.dadeschools.net/pdfs/PIM_user_guide.pdf).
15. Review Title I guidelines that are contained in the current two documents for (a) [Title I Handbook](#); and (b) [Title I School-Based Budget Systems](#). These documents are available on the District website, [e-handbooks \(http://ehandbooks.dadeschools.net/ehome.asp?Page=Main\)](http://ehandbooks.dadeschools.net/ehome.asp?Page=Main).
16. Review School Volunteer Application. User Guide located at: [http://ehandbooks.dadeschools.net/user\\_guides/166/index.html](http://ehandbooks.dadeschools.net/user_guides/166/index.html)
17. Review Dade Partners Proposal FM #6481 located at: <http://forms.dadeschools.net/webpdf/6481.pdf> .
18. Review memorandum on Protocol Guidelines for Program Introductions of School Board Members and Board Administrative Assistants. The handbook is located at <http://ehandbooks.dadeschools.net/policies/171.pdf> .
19. Review Florida Statutes related to instructional and administrative certification requirements (1012.42, F.S.). Each school site must have a copy of a current, valid Florida Educator's Certificate for each instructional and administrative employee.
20. Review the Report of Out-of-Field Teachers (T13794401/**FM-5784** <http://forms.dadeschools.net/webpdf/5784.pdf> ) and obtain and file documentation that selected teachers have taken the required six semester hours credit prior to August 31, 2006.

21. Review the procedure for documenting and collecting information necessary to complete the Payroll Certification Report. This mandated documentation of time on task is required for all full and part-time employees who are assigned and funded through federal and state grants.
22. Review procedures for reporting incidents to Regional Center staff. AIRS handbook located at: [http://ehandbooks.dadeschools.net/user\\_guides/180.pdf](http://ehandbooks.dadeschools.net/user_guides/180.pdf).
23. Review [School Board Policy 5114](#) - Foreign Students, regarding school site responsibilities.
24. Review Field Trip Procedures Manual located at: <http://ehandbooks.dadeschools.net/policies/131.pdf> .
25. Review Transportation E-Handbook located at: <http://ehandbooks.dadeschools.net/policies/42.pdf> .
26. Review [School Board Policy 5131](#) - Student Transfers.
27. Review Attendance Procedure Manual located at: <http://ehandbooks.dadeschools.net/policies/89.pdf> .
28. Review [School Board Policy 5200](#) – Attendance.
29. Review Attendance Procedures Manual and guidelines for the Family Medical Leave Act (FMLA).
30. Review Crisis Prevention/Intervention Documents.
31. Review Crisis Hotline Reporting Form.
32. Review and complete Bullying and Harassment Compliance Checklist:  
([http://briefings.dadeschools.net/files/20018\\_Bullying\\_Policy\\_Compliance\\_Checklist.pdf](http://briefings.dadeschools.net/files/20018_Bullying_Policy_Compliance_Checklist.pdf)).
33. Provide annual awareness/information re: District Policy Against Bullying and Harassment.  
Elluminate training - <http://illuminate.dadeschools.net>.  
PowerPoint presentation available:  
(<http://studentservices.dadeschools.net/bullying/>)
34. Review the following School Board Policies:
  - a. [1113](#) Conflicting Employment or Contractual Relationship
  - b. [1124](#) Drug-Free Workplace
  - c. [1129](#) Conflict of Interest

- d. [1139](#) Educator Misconduct
- e. [1170.01](#) Employee Assistance Program
- f. [1210](#) Standards of Ethical Conduct
- g. [1210.01](#) Code of Ethics
- h. [1213](#) Student Supervision and Welfare
- i. [1215](#) Tobacco Use
- j. [1217](#) Weapons
- k. [1362](#) Anti-Discrimination/Harassment
- l. [1362.02](#) Anti-Discrimination/Harassment Complaint Procedure
- m. [1380](#) Threatening Behavior Toward Staff Members
- n. [1590](#) Personnel File
- o. [8141](#) Mandatory Reporting of Misconduct by Certificated Employees

### Elementary Schools Only

- 35. Develop a plan of action for working with students who have been retained at the end of the school year or the summer session. Please review the School Improvement Plan (SIP) “Activities Associated with Elementary School Student Retention”.

### Middle Schools Only

- 36. Middle School Athletic & Activity Programs
  - a. Athletic & Activity Facilitator –Each traditional middle school principal **will assign** a member of the faculty to serve as the Athletic & Activity Facilitator at their respective school site. The facilitator will assist the principal in overseeing the overall operations of the extracurricular athletic and activity programs to ensure compliance with all Middle School Athletic Programs and district-wide activities based on rules and regulations. The facilitator will also attend and participate in all meetings and workshops scheduled by the Division of Athletics and Activities.
  - b. Middle School Athletic Eligibility Requirements – The eligibility of all student athletes is predicated on the following:
    1. Earned a minimum 2.0 GPA in both academic and conduct in their assigned marking period.
    2. A Varsity student athlete born before September 1, 1998, (be less than 15 years 9 months old at the start of the season) may not compete in this team category.
    3. A Junior Varsity student athlete born before September 1, 2000 (be less than 13 years 9 months



old at the start of the season), may not compete in this team category.

- c. Supervision of Athletic Events/Crowd Control – The principal of the home/host school shall assume full responsibility for crowd management. Supervision at all athletic events/crowd control is mandated. Supervision requires the physical presence of the assigned administrator at the actual athletic event site.
- d. Athletic Coaching Personnel – All non-instructional coaches must possess a valid Temporary, Professional or Athletic Coaching Certificate issued by the Florida Department of Education.
- e. Booster Clubs – The Principal must meet with all the school's booster clubs and review District guidelines with them at the start of the school year. The M-DCPS Booster Club Guidelines are available through <http://ehandbooks.dadeschools.net/policies/124.pdf>
- f. Club Sponsors – The principal or his/her designee should meet with all club sponsors at the beginning of the school year to review the items listed in the *Club Advisor Handbook* which can be found at <http://ehandbooks.dadeschools.net/ehome.asp?Page=Main> and to also review procedures for fundraising and other club related activities as specified in the *Manual of Internal Fund Accounting*. Clubs with national/state affiliations should also review the guidelines of these parent organizations

### **Senior High Schools Only**

#### **37. Senior High School Activities Programs**

- a. Eligibility – Students who wish to compete in *interscholastic* competitions with a club or school group must maintain a cumulative GPA of 2.00 and an average of “C” or above in conduct. Examples would be interscholastic band competitions, debate competitions, drama competitions, etc. Must comply with M-DCPS Contract for Student Participation in Interscholastic Competitions or Performance (FM-7155).
- b. Club Sponsors – The principal or his/her designee should meet with all club sponsors at the beginning of the school year to review the items listed in the *Club Advisor Handbook* which can be found at <http://ehandbooks.dadeschools.net/ehome.asp?Page=Main> and to also review procedures for fundraising and

other club related activities as specified in the *Manual of Internal Fund Accounting*. Clubs with national/state affiliations should also review the guidelines of these parent organizations.

- c. Booster Clubs – The principal must meet with all school booster clubs and review District guidelines with them at the start of the school year. The *M-DCPS Booster Club Guidelines* can be found at <http://ehandbooks.dadeschools.net/ehome.asp?Page=Main>. It is strongly recommended that each booster club president *sign for receipt of the handbook*.
- d. Club Data – Each club sponsor must complete the individual club data collection form by the end of October 2013. Senior High School Activities Directors are then required to complete the school club data collection form by the end of October. The required forms can currently be found by accessing the activities directors' website at <http://activities.dadeschools.net/index.asp>.

### 38. Senior High School Athletic Programs

- a. Senior High Athletic Eligibility Requirements – To be eligible to represent your school in interscholastic athletics, a student-athlete must:
  - 1. Maintain a cumulative un-weighted 2.0 GPA
  - 2. Maintain a 2.0 GPA in conduct for the previous semester
  - 3. Be less than 19 years 9 months old at the start of the season
  - 4. Submit a physical evaluation using (FM-3439 <http://forms.dadeschools.net/webpdf/3439.pdf> ) for the current school year
  - 5. Purchase School Board approved Interscholastic Athletic Insurance and/or football insurance
  - 6. Must comply with M-DCPS Contract for Student Participation in Interscholastic Competitions or Performance (FM-7155 <http://forms.dadeschools.net/webpdf/7155.pdf> ) and Board Policy 5845 – Student Activities.
- b. Student Transfers - Students transferring into your school without a corresponding change of address will be ineligible for one full year from the date of transfer. Any questions related to athletic eligibility and transfers should be referred to your Athletic Director.
- c. Supervision of Athletic Events/Crowd Control – Supervision at all athletic events/crowd control is mandated by the Superintendent of Schools. The

principal of the home/host school shall assume full responsibility for crowd management and must identify himself/herself to the head game official. The GMAC Policy Regarding Behavior at Athletic Events and the Superintendent's Directive Policy G1 (Appendix B) specifies how athletic events are to be administratively supervised. Adequate supervision requires the physical presence of the assigned administrator at the actual athletic event site.

- d. Athletic Coaching Personnel – All coaches must possess a valid Temporary, Professional or Athletic Coaching Certificate issued by the Florida Department of Education. M-DCPS does **not** allow volunteer coaches. Coach's services may **not** be contracted until the coach has been processed and cleared by the Certification Office and registered in the Division of Athletics/Activities and Accreditation. All coaches must receive remuneration from M-DCPS for services.
- e. Booster Clubs – The Principal must meet with all the school's booster clubs and review District guidelines with them at the start of the school year. The M-DCPS Booster Club Guidelines are available through <http://ehandbooks.dadeschools.net/policies/124.pdf>
- f. FHSAA Policy on Athletic Recruiting – This policy applies to any student who transfers attendance to your school at any time during the student's high school career, after having begun the 9<sup>th</sup> grade in another school, regardless of whether the transfer occurs during the school year or during the summer period between school years. The Affidavit of Compliance with Policy on Athletic Recruiting form must be read and signed in the presence of a Notary Public by each transfer student and his/her parent or guardian. The Principal and Athletic Director of the school to which the student transfers are also required to sign the Affidavit. Affidavit can be located at: [http://www.fhsaa.org/sites/default/files/ga04\\_affidavit\\_4.pdf](http://www.fhsaa.org/sites/default/files/ga04_affidavit_4.pdf)
- g. Weather – During the school year the possibility of electrical storms, electrical strikes, and severe inclement weather increases. Therefore, emphasis must be placed on early detection and recognition of these natural occurrences. Refer to the Emergency Management Procedures Manual for appropriate action in inclement weather. You should review and discuss your school's emergency procedures with your athletic and activities staff.

### C. Items for Principals to Review with Faculty and Staff

1. Review the School Operations' webpage at <http://schooloperations.dadeschools.net/> for all special event information and "Toolkits".
2. Review the K-12 Comprehensive Research-based Reading Plan. <http://languageartsreading.dadeschools.net/>
3. Review the following School Board Policies:
  - a. [2125](#) Educational Excellence
  - b. [3210](#) and [4210](#) School Advisory Council
  - c. [3210.01](#) and [4210.01](#) Standards of Ethical Conduct
  - d. [3129](#) and [4129](#) Code of Ethics
  - e. [3113](#) and [4113](#) Conflict of Interest
  - f. [3124](#) and [4124](#) Conflicting Employment or Contractual Relationship
  - g. [3139](#) Drug-Free Workplace
  - h. [3170.01](#) and [4170.01](#) Educator Misconduct
  - i. [3213](#) and [4213](#) Employee Assistance Program
  - j. [3215](#) and [4215](#) Student Supervision and Welfare
  - k. [3217](#) and [4217](#) Tobacco Use
  - l. [3362](#) and [4362](#) Weapons
  - m. [3362.02](#) and [4362.02](#) Anti-Discrimination/Harassment
  - n. [3380](#) and [4389](#) Complaint Procedure
  - o. [3590](#) and [4590](#) Threatening Behavior Toward Staff Members
  - p. [5500](#) Personnel Files
  - q. [5511](#) Student Conduct and Discipline
  - r. [5610](#) Dress and Grooming
  - s. [5630](#) Suspension and Expulsion of Students
  - t. [5730](#) Corporal Punishment and Use of Reasonable Force
  - u. [7540.03](#) Equal Access for Non-District Sponsored, Student Clubs
  - v. [7540.05](#) Staff Network and Acceptable Use and Safety
  - w. [8141](#) Staff Electronic Mail
  - x. [8400](#) Mandatory Reporting of Misconduct by Certificated Employees
  - y. [8442](#) Health and Safety Issues
  - z. [8462](#) Reporting Accidents
  - Student Abuse and Neglect

4. Review the procedures to implement the Progress Monitoring Plan, Student Performance Conference, and the K-12 Comprehensive Research-based Reading Plan (K-12 CRRP). The Progress monitoring Plan is located at: [http://ehandbooks.dadeschools.net/user\\_guides/7.pdf](http://ehandbooks.dadeschools.net/user_guides/7.pdf)
5. Introduce the Reading Coach (es) and review the role of the Reading Coach as outlined in the K-12 CRRP.
6. Establish a Reading Leadership Team as outlined in the K-12 CRRP.
7. Thoroughly inform and clarify for all teachers and administrative staff the contents of the Code of Student Conduct (Elementary or Secondary) and the Code of Conduct for Adult Students and make provisions for conveying the contents to all students. Establish/review procedure for ensuring that all students receive a copy of the appropriate Code of Student Conduct according to the appropriate school level (elementary/secondary). Miami-Dade County Public Schools Code of Conduct link is: <http://ehandbooks.dadeschools.net/policies/90/index.htm>.
8. Develop and inform all teachers of procedures for removing disruptive students from the class. These procedures should allow for ready removal from class, notification to principal or designee, and a statement from the teacher detailing the misbehavior and previous action taken. An assignment to a previously designated location will be made by the principal or designee. Parents should be informed within the same day, if possible, of procedures for getting a student back in class any time the removal is for more than one day. Miami-Dade County Public Schools Code of Conduct link is: <http://ehandbooks.dadeschools.net/policies/90/index.htm>.
9. Review all documents relative to teacher/parent communication (i.e.: M-DCPS/UTD Contract Article XX, Section 11; [School Board Policy 2111](#) - Parent Involvement -- A Home-School-District-Partnership).
10. Review and implement the procedures for the distribution, collection, and submission of student accident insurance forms. Materials and instructions will be provided before the opening of school.
11. Review the procedure for distributing and collecting (**FM 1614** <http://forms.dadeschools.net/default.asp> ) English, Spanish and Haitian Creole, Statement of Non-Affiliation with Sororities and Fraternities, from all incoming secondary school students and students who have not previously filled out a card or who



have not been registered in a secondary school in Miami-Dade County.

12. Review performance assessment criteria and procedures; include time-lines and documents related to observations and evaluations. (Refer to M-DCPS/UTD Contract, Article XIII Located at: [http://www.dadeschools.net/employees/labor\\_union/UTD/Art\\_XIII.pdf](http://www.dadeschools.net/employees/labor_union/UTD/Art_XIII.pdf)) . Provide copies to all certified staff members.
13. Review the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida and the Standards of Competent Professional Performance (Florida State Board of Education Administrative Rules, 6B-1, 6B-5). Provide copies and acknowledgement of receipt to all certified staff members. <http://eac.dadeschools.net/CodeOfEthics.asp>
14. Review the Manual of Internal Accounting procedures with appropriate personnel (club sponsors, activities chairperson, etc.). Review procedures for receipt of goods, supplies, and materials to include handling/distribution of funds, etc. <http://ehandbooks.dadeschools.net/policies/52.pdf>
15. Maintain all personnel files, in file jackets (with inserts), for all full-time employees in accordance with [School Board Policy 1590](#) – Personnel Files, and the document, *Personnel Files Procedures*.
16. Review "HIV-AIDS Information" work-site information packet. <http://ehandbooks.dadeschools.net/policies/167.pdf>
17. Review policies and procedures to be included in staff handbooks as provided by the Office of Professional Standards. (Refer to the Office of Professional Standards Procedures Manual), <http://ops.dadeschools.net>. Specifically the following:
  - a. How to Use Common Sense and Professional Judgment to Avoid Legal Complications in Teaching
  - b. Common Sense Suggestions for Non-Instructional Personnel
18. Review the current Guidelines for Implementation of Miami-Dade County Public Schools District Plan for Limited English Proficient Students, and Division of Bilingual Education and World Language/Procedures Manual 2005. [http://ehandbooks.dadeschools.net/user\\_guides/134/index.html](http://ehandbooks.dadeschools.net/user_guides/134/index.html)
19. Review the Critical Incident Response Plan and the responsibilities of the Critical Incident Response Team.

Distribute the Critical Incident Response Plan (CIRP) Teachers' Responsibilities to all teachers. Complete and submit the Critical Incident Response Team Profile Form (**FM-5092** <http://forms.dadeschools.net/webpdf/5092.pdf> ) to the Division of Student/Career Services. Develop a Critical Incident Response Team meeting schedule for the school year; for example: Quarterly.

20. Review the current guidelines in the Procedures for Promoting and Maintaining a Safe Learning Environment and [School Board Policy 8405](#) – School Safety.
21. Remind all staff members of the professional responsibility of each educator to provide the principal with a copy of a current valid Florida Educator's Certificate and copies of other documentation such as Statement of Eligibility and/or college transcripts, as may be applicable (Florida State Board of Education Administrative Rule 6A-1.0503). <https://www.flrules.org/gateway/RuleNo.asp?title=FINANCE%20AND%20ADMINISTRATION&ID=6A-1.0503>
22. Remind all teachers of the requirements related to African-American History, Holocaust, Hispanic, and Women's contributions to the history of the United States, character education, and the sacrifices made by veterans.
23. Remind all senior high school staff of the community service graduation requirement.
24. Remind all staff members of the required Daily Attendance Reporting Procedures as outlined in the Student Attendance Reporting Procedures Grade PK-12 from Attendance Services. [School Board Policy 5200](#) – Attendance.
25. Review membership of Educational Excellence School Advisory Council (EESAC). Make plans to conduct elections to fill vacancies. [School Board Policy 2125](#) – Educational Excellence School Advisory Council.
26. Inform all employees of the district's Exposure Control Plan, Blood-borne Pathogens Standard and the availability of the Hepatitis B vaccination series. Eligible employees will be notified as to training dates for initial or annual training sessions which they must attend.
27. Inform all employees of the District's implementation of the employment-related provisions of the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA). Please refer to the documents - Americans with Disabilities Act: A Guide for Administrators and the FMLA guidelines.

28. Refer to the document, Employee Assistance Program Guidelines (EAP), and advise staff of the services provided by the program and the procedures for voluntary self-referral.
29. Review policies and guidelines for working with school volunteers, including procedures for background checks, clearance, and placement (Jessica Lundsford Act).
30. Review with staff, guidelines regarding the implementation of the Title I School-wide Program (elementary, K-8 centers, middle, and senior high schools).
31. Remind all staff members to contact Intergovernmental Affairs and Grants Administration prior to developing and/or submitting any grant application, except for those submitted to the Education Fund (The Ed Fund) [www.educationfund.org](http://www.educationfund.org).
32. Inform teachers of the availability of grant opportunities published in a monthly newsletter available on the Intergovernmental Affairs and Grants administration website at [http://grants.dadeschools.net/funding\\_newsletter.asp](http://grants.dadeschools.net/funding_newsletter.asp).
33. Review the district's nondiscrimination policy covering both students and employees, as contained in [School Board Policy 1362](#) – Anti-Discrimination/Harassment; [School Board Policy 1362.02](#) – Anti-Discrimination/Harassment Complaint Procedure, and [School Board Policy 5517](#) - Anti-Discrimination/Harassment (Students). In addition, it is recommended that each staff member receive and sign-off on an 8 1/2" x 11" copy of the Discrimination/Harassment Poster.
34. Review the changes in the grading of students in Kindergarten.
35. Review Florida Department of Education Professional Development System Evaluation protocol standards which contains procedures for developing individual professional development plans **(FM-5983** Rev.04-01 <http://forms.dadeschools.net/webpdf/5983.pdf>) for each classroom teacher.
36. Implement the specific directives and procedures identified in the Instructional Performance Evaluation and Growth Systems (IPEGS) Prior to implementation, review with all certified instructional personnel, all of the components of the system used for evaluation pursuant to section 1012.34, Florida Statute.

37. Review Field Trip Procedures manual to include -2011 in-house field trip procedures.  
<http://ehandbooks.dadeschools.net/policies/131.pdf>
38. Review transportation E-Handbook and Miami-Dade County Public Schools' electronic Transportation Handbook for School Staff. <http://ehandbooks.dadeschools.net/policies/42.pdf>
39. Review the school's policy for providing nourishment to students not eligible to receive a free meal and who do not have money (school funds, PTA funds or PTA/school provided sandwich, etc.
40. Review School Support Team (SST) procedures with staff.  
<http://ehandbooks.dadeschools.net/policies/149.pdf>
41. Review the time lines related to Individual Educational Plans (IEP'S) and re-evaluation as stipulated in the Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students available at <http://spededservices.dadeschools.net/>.
42. Review the Division of Special Education Local Education Agency (LEA) Implementation Guide available at <http://spededservices.dadeschools.net/> .
43. Review the time lines related to Educational Plans (EP's) and gifted education procedures as stipulated in the Policies and Procedures of Specially Designed Instruction and Related Services for Exceptional Students.  
<http://ehandbooks.dadeschools.net/policies/149.pdf>
44. Review new opening and closing hours of school (Board Item C-71 approved June 19, 2013.  
<http://pdfs.dadeschools.net/Bdarch/2013/Bd061913/agenda/c71rev.pdf>
45. Review **Florida KidCare program**. Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.  
\*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to [www.floridakidcare.org](http://www.floridakidcare.org) for enrollment procedures.

46. Review BeSafe Anonymous Reporting System.  
[http://hoover.dadeschools.net/portable\\_doc/68128\\_Be\\_Safe\\_Anonymous\\_Reporting\\_System\\_Flyer.pdf](http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf) .
47. Review [School Board Policy 2410](#) – School Health Services Program.
48. Review [School Board Policy 8453](#) – Direct contact Communicable Diseases
49. Review [School Board Policy 5136.02](#) - Sexting:  
<http://studentservices.dadeschools.net/sexting/index.asp>.
50. Review M-DCPS Procedures Manual, Empowering Students to Engage in Positive Communication:  
<http://ehandbooks.dadeschools.net/policies/27.pdf> .

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: School Operations / Division of Athletics, Activities and Accreditation

Department Head: Dr. Marcos M. Moran

Department Website: <http://athleticsactivities.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Opening of School Workshop for All Senior High School Principals, Athletic Directors, and Activities Directors	TBD	08/08/13 Principals & Athletic Directors Session 8:00 a.m. – 12:30 p.m. Activities Directors: 10:15 a.m. – 12:00 p.m. (with principals and athletic directors) Athletic & Activities Directors Session: 1:00 p.m. – 3:00 p.m.
Middle School Athletic Program meeting for all Middle School Athletic/Activity Coordinators	TBD	08/15/13 10:00 a.m. – 12:00 p.m.

## School Operations

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### Opening of Schools Online Procedures Guide

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Review Contracts for Student Participation in Interscholastic Competition or Performance (FM-7155) (FM-7156)			X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Review Field Trip Procedures Manual	X	X	X
<p>Middle School Athletic and Activity Programs</p> <ul style="list-style-type: none"> <li>• <u>Athletics &amp; Activities Facilitator</u> – Each traditional middle school principal will assign a member of the faculty to serve as the Athletic &amp; Activity Facilitator at their respective school site. The facilitator will assist the principal in overseeing the overall operations of the extracurricular athletic and activity programs to ensure compliance with all Middle School Athletic Programs and district-wide activities based on rules and regulations. The facilitator will also attend and participate in all meetings and workshops scheduled by the Division of Athletics and Activities.</li> <li>• <u>Middle School Athletic Eligibility Requirements</u> – The eligibility of all student athletes is predicated on the following: <ul style="list-style-type: none"> <li>➤ Earned a minimum of 2.0 GPA in both academic and conduct in their assigned marking period.</li> <li>➤ A Varsity student athlete born before September 1, 1998 (be less than 15 years 9 months old at the start of the season), may not compete in this team category.</li> <li>➤ A Junior Varsity student athlete born before September 1, 2000, (be less than 13 years 9</li> </ul> </li> </ul>		X	



## School Operations

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### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
<p>months old at the start of the season), may not compete in this team category.</p> <ul style="list-style-type: none"> <li>• <u>Supervision of Athletic Events/Crowd Control</u> – The principal of the home/host school shall assume full responsibility for crowd management. Supervision at all athletic events/crowd control is mandated. Supervision requires the physical presence of the assigned administrator at the actual athletic event site.</li> <li>• <u>Athletic Coaching Personnel</u> – All non-instructional coaches must possess a valid Temporary, Professional or Athletic Coaching Certificate issued by the Florida Department of Education.</li> </ul>			
<p><u>Booster Clubs</u> – The Principal must meet with all the school’s booster clubs and review District guidelines with them at the start of the school year. The M-DCPS Booster Club Guidelines are available through <a href="http://ehandbooks.dadeschools.net">http://ehandbooks.dadeschools.net</a>.</p>	X	X	X
<p><u>Club Sponsors</u> – The principal or his/her designee should meet with all club sponsors at the beginning of the school year to review the items listed in the Club Advisor Handbook which can be found at <a href="http://ehandbooks.dadeschools.net">http://ehandbooks.dadeschools.net</a> and to also review procedures for fundraising and other club related activities as specified in the Manual of Internal Fund Accounting. Clubs and national/state affiliations should also review the guidelines of these parent organizations.</p>	X	X	X
<p><u>Performing Group</u> – The principal or his/her designee should meet with all performing group sponsors at the beginning of the school year to review the items listed in the Performance Group Guidelines which can be found at <a href="http://ehandbooks.dadeschools.net">http://ehandbooks.dadeschools.net</a></p>	X	X	X
<p>Senior High School Activities Programs Eligibility – Students who wish to compete in interscholastic competitions with a club or school group must maintain a cumulative GPA of 2.00 and an average of “C” or above in conduct. Examples would be interscholastic band competitions, debate competitions, drama competitions, etc. Must comply with M-DCPS Contract for Student Participation in Interscholastic Competitions or Performance (FM-7155) and Board Policy 5845 – Student Activities.</p>			X
<p>Senior High School Athletic Programs</p> <ul style="list-style-type: none"> <li>• <u>Senior High Athletic Eligibility Requirements</u> – To be eligible to represent your school in interscholastic athletics, a student-athlete must:</li> </ul>			X

## School Operations

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### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
<ul style="list-style-type: none"> <li>○ Maintain a cumulative un-weighted 2.0 GPA as reflected on the Extra Curricular Activity Report</li> <li>○ Maintain a 2.0 GPA in conduct for the previous semester</li> <li>○ Be less than 19 years 9 months old at the start of the season</li> <li>○ Submit a physical evaluation using FM-3439 Rev. 06-13 (See Appendix B for the current school year)</li> <li>○ Purchase School Board approved Interscholastic Athletic Insurance and/or football insurance</li> <li>○ Must comply with M-DCPS Contract for Student Participation in Interscholastic Competitions or Performance (FM-7155) and Board Policy 5845 – Student Activities.</li> </ul> <ul style="list-style-type: none"> <li>● <u>Student Transfers</u> – Students transferring into your school without a corresponding change of address will be ineligible for one full year from the date of transfer. Any questions related to athletic eligibility and transfers should be referred to your Athletic Director.</li> <li>● <u>Supervision of Athletic Events/Crowd Control</u> – Supervision at all athletic events/crowd control is mandated by the Superintendent of Schools. The principal of the home/host school shall assume full responsibility for crowd management and must identify himself/herself to the head game official. <u>The GMAC Policy Regarding Behavior at Athletic Events and the Superintendent’s Directive Policy G1</u> (Appendix B) specifies how athletic events are to be administratively supervised. Adequate supervision requires the physical presence of the assigned administrator at the actual athletic event site.</li> <li>● <u>Athletic Coaching Personnel</u> – All coaches must possess a valid Temporary, Professional or Athletic Coaching Certificate issued by the Florida Department of Education. M-DCPS does <b>not</b> allow volunteer coaches. Coach’s services may <b>not</b> be contracted until the coach has been processed and cleared by the Certification Office and registered in the Division of Athletics/Activities and Accreditation. All coaches must receive remuneration from M-DCPS for services, Board Policy 3120.03 – Athletic Coaches.</li> <li>● <u>Weather</u> – During the school year the possibility of electrical storms, electrical strikes, and severe</li> </ul>			

**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
inclement weather increases. Therefore, emphasis must be placed on early detection and recognition of these natural occurrences. Refer to the Emergency Management Procedures Manual for appropriate action in inclement weather. You should review and discuss your school's emergency procedures with your athletic and activities staff.			

**ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
Dress Code, Board Policy 5511 – Dress and Grooming	X	X	X
Equal Access, Board Policy 5730 - Equal Access for Nondistrict-Sponsored, Student Clubs and Activities		X	X
Review Field Trip Procedures Manual to include 2013-2014 in-house field trip procedures. Review process of registering students traveling out of country with the U.S. Department of State. Board Policies 2340 – Field and Other District-Sponsored Trips and 8640 – Transportation for Field and Other District-Sponsored Trips	X	X	X

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Appendix: Yes  No

Appendix A1: 2013 - 2014 School Calendar: Elementary and Secondary

Appendix A2: 2013 - 2014 School Calendar: Adult/Vocational Education

Appendix A3: 2013 - 2014 School Calendar: Juvenile Justice Education

Appendix B: Athletic Policies and Compliance documents and forms

Appendix C: Physical Form 3439



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2013-2014 SCHOOL CALENDAR

### ELEMENTARY AND SECONDARY

July 2013				
M	T	W	T	F
1	2	3	<del>4</del>	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2013				
M	T	W	T	F
			1	2
5	6	7	<del>8</del>	<del>9</del>
<del>12</del>	<del>13</del>	<del>14</del>	15	16
19	20	21	22	23
26	27	28	29	30

September 2013				
M	T	W	T	F
<del>2</del>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	<del>26</del>	27
30				

October 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2013				
M	T	W	T	F
				1
4	5	6	7	8*
<del>11</del>	12	13	14	15
18	19	20	21	22
25	26	27	<del>28</del>	<del>29</del>

December 2013				
M	T	W	T	F
2	3	4	5	6
9	10	11	<del>12</del>	13
16	17	18	19	20
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
<del>30</del>	<del>31</del>			

January 2014				
M	T	W	T	F
		<del>1</del>	<del>2</del>	<del>3</del>
6	7	8	9	10
13	14	15	16	17
<del>20</del>	21	22	23	24
27	28	29	30	31

February 2014				
M	T	W	T	F
3	4	5	6	7*
10	11	12	<del>13</del>	14
<del>17</del>	18	19	20	21
24	25	26	27	28

March 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	<del>13</del>	14
17	18	19	20	21
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
31				

April 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	<del>17</del>	18
21	22	23	24	25
28	29	30		

May 2014				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<del>26</del>	27	28	29	30

June 2014				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Florida Comprehensive Assessment Test® FCAT 2.0		
October 7 – 18, 2013	RETAKES* FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
December 3 – 4, 2013	FCAT 2.0 Writing Prompt Field Test	4, 8, and 10
February 25 – 26, 2014	FCAT 2.0 Writing	4, 8, and 10
April 7 – 11, 2014	RETAKES* FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
April 22 – 25, 2014**	FCAT 2.0 Mathematics FCAT 2.0 Reading FCAT 2.0 Science	3, 4, 7, and 8 3, 4, and 5 5, 8
April 22 – May 1, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	6* 7* and 10*
April 28 – May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	5* 6*, 8*, and 9*

	New Teachers Report	
	Teacher Planning Day	Days in Grading Period
	Teacher Planning Day No Opt	1-47
	Legal Holiday	2-45
	Recess Day	3-41
	Beg/End of Grading Period	4-47
	Secondary Early Release	

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

**2013-2014 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY  
MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MIAMI, FLORIDA**

August 15, 16, 2013	Teacher planning days; no students in school
August 19	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
September 5*+##	Teacher planning day; no students in school
September 26	Secondary early release day
October 24	End first grading period; first semester
October 25*+##	Teacher planning day; no students in school
October 28	Begin second grading period; first semester
November 8	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 12	Secondary early release day
December 23- January 3, 2014	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees;
January 16	End first semester and second grading period
January 17 *+##	Teacher planning day; no students in school
January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin second semester; third grading period
February 7	Teacher planning day; Professional Development Day-not available to opt; no students in school
February 13	Secondary early release day
February 17	All Presidents Day; holiday for students and employees
March 13	Secondary early release day
March 20	End third grading period; second semester
March 21*+##	Teacher planning day; no students in school
March 24 - 28	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
March 31*+##	Begin fourth grading period; second semester
April 17	Secondary early release day
April 18*+##	Teacher planning day; no students in school
May 26	Observance of Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; no students in school

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

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 8, 2013	June 6, 2014
Assistant Principals and 10-month clerical	August 8, 2013	June 13, 2014
Cafeteria Managers	August 12, 2013	June 6, 2014
Satellite Assistants	August 14, 2013	June 5, 2014
All Instructional Staff, Paraprofessionals & Security	August 15, 2013	June 6, 2014
Assistant to Cafeteria Managers/MAT Specialists	August 16, 2013	June 5, 2014
Cafeteria Workers (part-time)	August 19, 2013	June 5, 2014

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 13, 14, 2013, or June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, are Professional Development Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days, June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, are Professional Development Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 6, 7, 2013, or June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, are Professional Development Days and are not available to opt.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2013-2014 CALENDAR

### ADULT/VOCATIONAL EDUCATION

August 2013				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2013				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2013				
M	T	W	T	F
				1
4	5	6	7	8*
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2013				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2014				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2014				
M	T	W	T	F
3	4	5	6	7*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2014				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2014				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

July 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

#### Florida Comprehensive Assessment Test® FCAT 2.0

October 7 – 18, 2013	RETAKES* FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
December 3 – 4, 2013	FCAT 2.0 Writing Prompt Field Test	4, 8, and 10
February 25 – 26, 2014	FCAT 2.0 Writing	4, 8, and 10
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April 22 – 25, 2014**	FCAT 2.0 Mathematics FCAT 2.0 Reading FCAT 2.0 Science	3, 4, 7, and 8 3, 4, and 5 5, 8
April 22 – May 1, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	6* 7* and 10*
April 28 – May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	5* 6*, 8*, and 9*

	New Teachers Report
	Teacher Planning Day
	Teacher Planning Day No Opt

	Legal Holiday
	Recess Day
	Beg/End of Grading Period

#### Days in Grading Period

1-82

2-64

3-70

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



**2013-2014 SCHOOL CALENDAR  
ADULT/VOCATIONAL EDUCATION  
MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MIAMI, FLORIDA**

**HOLIDAYS – 2013**

September 2	Labor Day
November 11	Veterans' Day
November 28	Thanksgiving

**HOLIDAYS – 2014**

January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 17	All President's Day
May 26	Observance of Memorial Day

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3			
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July
10	19	22	17	14	18	18	15	13	8	21	21	20
<b>TOTAL: 82</b>					<b>TOTAL: 64</b>				<b>TOTAL: 70</b>			

Total Trimester Days Students Are in School = 216

\*Teachers may opt to work one or more days, August 13, 14, 2013, in lieu of any of the teacher planning days except August 16, 2013, and the designated Professional Development Days, November 8, 2013, and February 7, 2014. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS 2013-2014 CALENDAR JUVENILE JUSTICE EDUCATION

July 2013				
M	T	W	T	F
1*	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2013					
M	T	W	T	F	
			1	2	
5	6	7	8	9	10
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

September 2013					
M	T	W	T	F	
<del>2</del>	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	21
23	24	25	26	27	
30					

October 2013					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	19
21	22	23	24	25	
28	29	30	31		

November 2013					
M	T	W	T	F	
				1	2
4	5	6	7	8*	
11	12	13	14	15	16
18	19	20	21	22	
25	26	27	28	29	

December 2013					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	14
16	17	18	19	20	
23	24	25	26	27	
30	31				

January 2014					
M	T	W	T	F	
		<del>1</del>	<del>2</del>	<del>3</del>	
6	7	8	9	10	11
13	14	15	16	17	
20	21	22	23	24	25
27	28	29	30	31	

February 2014					
M	T	W	T	F	
3	4	5	6	7*	8
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	1

March 2014					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	15
17	18	19	20	21	
24	25	26	27	28	
31					

April 2014					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	12
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

May 2014					
M	T	W	T	F	
			1	2	3
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	31

June 2014					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	14
16	17	18	19	20	
23	24	25	26	27	
30					

July 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

<ul style="list-style-type: none"> <li> Teacher Planning Day</li> <li> Teacher Planning Day No Opt</li> <li> Legal Holiday</li> <li> Recess Day</li> <li> Teacher Planning Day (2012-2013 calendar)</li> </ul>	<ul style="list-style-type: none"> <li> Summer Break</li> <li> Beg/End of Grading Period</li> <li> Secondary Early Release</li> <li> Saturday Classes</li> </ul>	<p>Days in Grading Period</p> <table border="0"> <tr><td>1-30</td><td>4-45</td></tr> <tr><td>2-49</td><td>5-37</td></tr> <tr><td>3-49</td><td>6-30</td></tr> </table>	1-30	4-45	2-49	5-37	3-49	6-30
1-30	4-45							
2-49	5-37							
3-49	6-30							

Florida Comprehensive Assessment Test® FCAT 2.0		
October 7 – 18, 2013	RETAKES* FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
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April 22 – May 1, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	6* 7* and 10*
April 28 – May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	5* 6*, 8*, and 9*

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

**2013-2014 SCHOOL CALENDAR  
JUVENILE JUSTICE EDUCATION  
MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MIAMI, FLORIDA**

July 1, 2013	Teacher planning day; no students in school (2012-2013 calendar)
July 2, 3, 4	Summer Break Days, no compensation
July 5	Begin Summer grading period
August 10	Saturday classes
August 14	End Summer grading period
August 15	Teacher planning day; no students in school
August 16	Teacher planning day; no students in school
August 19	Begin first grading period, first semester
September 2	Labor Day; holiday for students and employees
September 5*	Teacher planning day; no students in school
September 21	Saturday classes
September 26	Early release day for students; half-day planning for teachers
October 19	Saturday classes
October 24	End first grading period
October 25*	Teacher planning day; no students in school
October 28	Begin second grading period; first semester
November 2	Saturday classes
November 8	Teacher planning day; Professional Development Day – not available to opt; no students in School
November 11	Observance of Veterans' Day; holiday for students and employees
November 16	Saturday classes
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess day
December 12	Early release day for students; half-day planning for teachers
December 14	Saturday classes
December 23 – January 3, 2014	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees
January 11	Saturday classes
January 16	End second grading period; first semester
January 17*	Teacher planning day; no students in school
January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
January 25	Saturday classes
February 7	Teacher planning day; Professional Development Day – not available to opt; no students in School
February 8	Saturday classes
February 13	Early release day for students; half-day planning for teachers
February 17	All Presidents' Day; holiday for students and employees
March 1	Saturday classes
March 13	Early release day for students; half-day planning for teachers
March 15	Saturday classes
March 20	End third grading period; second semester
March 21*	Teacher planning day; no students in school
March 24-28	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
March 31	Begin fourth grading period; second semester
April 12	Saturday classes
April 17	Early release day for students; half-day planning for teachers
April 18*	Teacher planning day; no students in school
May 3	Saturday classes
May 19	End of fourth grading period, second semester
May 20*	Teacher planning day; no students in school
May 21	Begin fifth grading period
May 26	Observance of Memorial Day; holiday for students and employees
May 31	Saturday classes
June 14	Saturday classes
June 30	End of fifth grading period
July 1	Teacher planning day; no students in school
July 2	Summer Break Day, no compensation
July 4	Recess Day; no compensation

**\*Teachers/paraprofessionals, school support personnel, and 10-month secretarial/clerical employees** may opt to work one or two days July 3, 2013, and July 2, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, April 18, 2014, May 20, 2014, and July 1, 2014. November 8, 2013, and February 7, 2014, are Professional Development Days and are not available to opt.



Greater Miami Athletic Conference  
**Policy Regarding Behavior at Athletic Events and  
The Superintendent’s Directive**

It is the responsibility of each school to provide safe and sportsmanlike environment at all athletic events. The host and visiting schools’ crowd control staff will work jointly to discourage the commingling of spectators from opposing schools. For contests where separation of spectators is not possible, every effort will be made through the use of crowd control staff to ensure that the commingling of spectators is a peaceful and controlled situation. Spectators will not be permitted to commingle with teams during, or after any athletic event.

Each school in their school’s current crowd control plan should address and inform the student body through public address announcements and assemblies of the following areas of concern:

- The importance of good sportsmanship.
- The necessity of proper crowd control to ensure the safety of all who attend and participate at interscholastic athletic events.

**1. RESPONSIBILITY FOR CROWD MANAGEMENT**

The principal/designee of the home/host school shall assume full responsibility for crowd management and must identify himself/herself to the head game official PRIOR to the beginning of each contest for BASEBALL, BASKETBALL, FOOTBALL, SOCCER, SOFTBALL, TRACK & FIELD, VOLLEYBALL, AND WRESTLING.

The athletic director, assistant athletic director, and/or athletic business manager may be the designee for all sports except varsity football (see chart). The head varsity coach may be the designee for the junior varsity game of the sport which he or she coaches (see chart). For all other sports, as specified in the chart, the head varsity coach shall assume responsibility for crowd management.

**RESPONSIBILITY FOR CROWD CONTROL**

<b>Sport</b>	<b>Personnel Responsible for Crowd Management</b>
Varsity Baseball	Principal/Designee
Junior Varsity Baseball	Principal /Designee or Head Varsity Baseball Coach
Varsity Basketball	Principal/Designee
Junior Varsity Basketball	Principal /Designee
Varsity Football	Principal and Assistant Principal(s)
Junior Varsity Football	Principal/Designee



<b>Sport</b>	<b>Personnel Responsible for Crowd Management</b>
Varsity Soccer	Principal/Designee
Junior Varsity Soccer	Principal/Designee
Varsity Softball	Principal/Designee
Junior Varsity Softball	Principal/Designee or Head Varsity Softball Coach
Track and Field	Principal/Designee
Varsity Volleyball	Principal/Designee
Junior Varsity Volleyball	Principal/Designee
Varsity Wrestling	Principal/Designee
Junior Varsity Wrestling	Principal/Designee
Badminton	Designee or Head Badminton Coach
Bowling	Designee or Head Bowling Coach
Cross Country	Designee or Head Cross Country Coach
Golf	Designee or Head Golf Coach
Swimming	Designee or Head Swimming Coach
Tennis	Designee or Head Tennis Coach
Water Polo	Principal/Designee or Head Water Polo Coach

**2. REPORTING TO THE OFFICIAL**

The principal/designee or athletic director shall inform the head game official as to where the principal or designee will be stationed during the game in case of need. It is strongly recommended that during football games one assistant principal be present on the field and that the other assistant principal(s) be assigned to the stands to assist in crowd control.

**If reporting to the head game official does not occur within 30 minutes prior to the scheduled time of the contest, the home/host school shall be assessed a fine of \$100 and the school will receive an official reprimand from the Administrator, Division of Athletics/Activities and Accreditation.**

**3. MISCONDUCT BY COACHES/ATHLETIC PERSONNEL**

Unsportsmanlike conduct by a varsity/junior varsity coach or any person acting in an official capacity for a school before, during, or after an athletic event which results in a written report by a game or other official, shall result in a fine of a minimum of **\$250** to the school. A second violation during the same school year, in the same sport, shall result in a minimum fine of **\$500**. Subsequent infractions shall result in progressive fines of **\$100** being added to preceding fine amounts. These disciplinary actions would be in addition to penalties assessed by the Florida High School Athletic Association (FHSAA).



## Policy G1

**Note 1:** In cases where a school is fined because of misconduct on the part of a member of the athletic staff (i.e., coach, athletic director, athletic business manager, athletic trainer, etc.), the Superintendent of Schools will be provided the name of the offender no later than one workday following the decision to fine.

**Note 2:** Progressive amounts of fines will end with the close of each school year; however, penalties of a non-monetary nature can extend into ensuing school years, i.e., probation, ineligibility for championships.

**Florida Statute 784.081 - Assault or Battery on Sports Officials**  
**Any person who commits assault or battery on an official is subject to the penalties as outlined in Florida Statute 784.081.**  
**This law took effect October 1, 2004.**

#### 4. SPECTATOR SIDELINE CONTROL

Venues where permanent barriers separating spectators from players do not exist, provisions should be made to restrain spectators from advancing onto the field of play and/or interfering with the ability of game officials to properly administer the rules of the game. Every effort should be made to prevent the commingling of players and spectators and it is recommended that, where feasible, players and spectators of the same school are on the same side of the playing field. It is strongly recommended that anyone who is not a player in uniform, cheerleader/mascot in uniform must have a sideline pass issued by the athletic director of each school. Children will not be allowed on the sidelines.

Failure to make reasonable attempts to comply with these recommendations may result in penalties similar to those specified in Article 15, GMAC Bylaws 2004.

#### 5. LEAVING THE BENCH/SIDELINES AREA

There shall never be any justifiable reason for player(s) and/or other team-affiliated personnel to leave the bench/sidelines area with intent to participate in an altercation. Schools whose players/personnel violate this ruling shall be assessed a minimum fine of **\$250**, and all violators will be suspended for a seven (7) day two (2) game minimum (football one (1) game), for the first offense. Subsequent violations of this nature during the same school year shall subject the offending school to penalties similar to those listed in Article 15, GMAC Bylaws 2004.



**6. RESPONSIBILITIES FOR HOSTING HOME EVENTS AND TOURNAMENTS - GMAC/FHSAA**

The principal/designee of the home/host school will be responsible for making the necessary preparations and decisions to manage the event and for the filing/completion of the necessary GMAC/FHSAA reports.

For tournament purposes, the guidelines set forth by the FHSAA Sport Manuals under the section of Local Management will be followed. The local tournament director will be ultimately responsible for making all necessary preparations and decisions in hosting his/her respective tournament. Any issue or controversy that arises which was not addressed in the tournament planning minutes will be decided by the tournament director.

**7. TICKET SALES LIMITATIONS**

Ticket sales for any athletic contest to be played in an enclosed arena should never exceed ninety percent (90%) of actual seating capacity. Every attempt should be made to seat each spectator. Entrance/exit areas and bleacher aisles should remain free of congestion. Additionally, sidelines and baselines should have restricted passage while the game is in progress.

**8. SIGNS, BANNERS, NOISEMAKERS AND BANDS**

Signs and banners which make derogatory references or are of a challenging nature to opposing teams and spectators shall be banned from all athletic events. Signs or banners should never be paraded before opposing schools' team benches or bleachers. Noisemakers such as air horns, musical instruments, radios, which can disrupt the orderly flow of a game, shall be prohibited at all contests. When bands are present, with the exception of football, playing should not occur while the game is in progress.

**9. GUIDELINES FOR MARCHING BANDS AT FOOTBALL GAMES**

During any performance (pre-game, halftime, or post-game) marching bands should only enter and exit the field of play from their home sidelines or designated end zone. (The designated end zone is the one utilized by the band's team during the pre-game warm-up.) At *no* time is a marching band member(s) permitted to be on the opponent's side. It is strongly recommended that band members and/or cheerleaders do not commingle on the opponent's side of the field or stands.

**10. PAYMENT OF FINES**

Fines will be assessed by the GMAC Executive Secretary, and will be made payable to the GMAC. Fines must be paid within ten workdays of the receipt of notification of the fine.





## Policy G1

### 11. REPEATED VIOLATIONS

Repeated violations of rulings addressed in this directive will subject offending schools to more-severe penalties as listed in Article 15, GMAC Bylaws 2004.

### 12. ENFORCEMENT AND APPEALS PROCEDURES

- Verbal report of misconduct/ejection by game or other official to the GMAC to establish necessity of the report.
- Written report by the game or other official to the GMAC and to the Administrator, Division of Athletics/Activities and Accreditation, copies of which will be sent to the principal and athletic director of the schools involved.
- Assessment of the fine and/or suspension.
- Payment of the fine.
- Appeal of the fine and/or suspension (if desired) to the GMAC Executive Secretary, within ten (10) school days of receipt of penalty, along with all supporting documentation (including fine).
- Appeal the fine and/or suspension to the Executive Committee.
- Appeal of the fine and/or suspension (if desired and/or necessary) to the Superintendent of Schools (or designee).

**Miami-Dade County Public Schools  
Division of Athletics and Activities  
Athletic Physical Form Procedures**

**Procedures for Completing M-DCPS Athletic Physical Form FM-3439 Rev. (06-13)**

Page 1

- Please be sure to complete the following sections:
  - Section I - Student Information
  - Section II - Parent/Guardian Information
  - Section III - Parent/Guardian Insurance Information
- The physical will not be accepted as complete if any information is missing.

**Florida High School Athletic Association (FHSAA) Preparticipation Physical Evaluation EL2  
Created 06/12**

Page 1

- Complete Part 1, Student Information
- Complete Part 2, Medical History. Check "Yes" or "No" to the questions. If the student/parent answers "Yes" to any question, explain why or what at the bottom of page in section provided.
- Student signature and date required
- Parent/Guardian signature and date required

Page 2

- Part 3, Physical Examination, is to be completed by a licensed physician, licensed osteopathic physician, licensed chiropractic physician, licensed physician assistant, or certified registered nurse practitioner.
- The FHSAA EL2 will not be accepted without an official signature and stamp from the medical office where the physical was completed.

Page 3

- This page should only be used if the student is referred to a specialist or another doctor for medical clearance to participate in sports.

**FHSAA Consent and Release from Liability Certificate EL3 – REVISED 05/13**

Parent/Guardian and Student: please read **BOTH** pages thoroughly before entering information and signing.

Page 1

- Part 2, Parental/Guardian Consent, Acknowledgement and Release
  - Section A, Parent/Guardian should list any sport(s) in which the student is **NOT** allowed to participate.
  - Section G, Parent/Guardian must check off all insurance options that apply to their child.
- Parent/Guardian signature and date required
- Student signature and date required

**FHSAA Consent and Release from Liability Certificate for Concussion and Heat-Related Illness  
EL3CH – NEW FORM**

Page 1- **Concussion Information**

- Read thoroughly, parent/guardian and student
- Student signature and date required
- Parent/Guardian signature and date required

Page 2 - **FHSAA Heat-Related Illnesses Information**

- Read thoroughly, parent/guardian and student
- Student signature and date required
- Parent/Guardian signature and date required

**MDCPS Contract for Student Participation in Interscholastic Competitions or Performances  
Form FM-7155 Rev. (06-12)**

- Complete information requested at top of page
- Read thoroughly, parent/guardian and student
- Student signature and date required
- Parent/Guardian signature and date required

**Student Acknowledgement and Consent FM-3439**

- Read thoroughly, parent/guardian and student sections pages 1 and 2

Page 1

- Student signature and date required

Page 2

- Parent/Guardian read the parent/Guardian Acknowledgement and consent section starting on page and continued at the top of page 2.
- If parent grants child permission to participate in all interscholastic athletics, write “**None**” in the blank provided.
- If parent does not grant child permission to participate in all interscholastic athletics, **list the sports not allowed** for participation in the blank provided.
- Parent/Guardian signature and date required, and **MUST BE NOTARIZED WITH AN OFFICIAL NOTARY STAMP AND SIGNATURE.**
- **Sportsmanship Agreement**
  - Parent/Guardian signature and date required

**Once packet is complete with all required signatures, dates, and notarization, student is eligible to participate in the pre-season sports physical examination.**



Miami-Dade County Public Schools  
Division of Athletics and Activities  
ATHLETIC PHYSICAL FORM

SCHOOL NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_ / \_\_\_\_\_ GRADE \_\_\_\_\_

SPORT(S) \_\_\_\_\_

**SECTION I - STUDENT INFORMATION**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ FEMALE  MALE  ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ARE YOU A UNITED STATES CITIZEN YES  NO  EMAIL \_\_\_\_\_

**SECTION II - PARENT/GUARDIAN INFORMATION**

FATHER \_\_\_\_\_ PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

MOTHER \_\_\_\_\_ PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

EMERGENCY CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

EMERGENCY CONTACT PHONE \_\_\_\_\_

**SCHOOL BOARD INSURANCE INFORMATION**

IN ACCORDANCE TO SCHOOL BOARD POLICY 2431, INTERSCHOLASTIC ATHLETICS:

It must be understood that the school, the athletic department, and/or the School Board assumes no direct or implied responsibilities for expenses resulting from any athletic injury. **All students taking part in the interscholastic athletic program must participate in a Board-approved insurance program for that sport.** Purchase of School Board-approved insurance is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. **Benefits under this insurance program are secondary to benefits covered under any other hospital-medical-surgical coverage that you may have purchased.** Only those charges in excess of the amount payable by your other insurance will be paid, and the total payment will not exceed 100% of all bills for any one accident. **Any charges or expenses, including deductibles not covered by the School Board-approved insurance policies, are the responsibilities of the parent or guardian. All School Board-approved insurance is non-refundable.**

**SECTION III - PARENT/GUARDIAN INSURANCE INFORMATION**

**PRIMARY INSURANCE INFORMATION THAT INCLUDES YOUR CHILD:**

NAME OF INSURED \_\_\_\_\_ EMPLOYER \_\_\_\_\_

INSURANCE COMPANY NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

INSURANCE COMPANY ADDRESS \_\_\_\_\_

INSURANCE POLICY # \_\_\_\_\_ GROUP # \_\_\_\_\_

PRIMARY CARE PHYSICIAN \_\_\_\_\_ PHONE # \_\_\_\_\_



Preparticipation Physical Evaluation (Page 1 of 3)

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the evaluation as written on page 2.

**Part 1. Student Information (to be completed by student or parent)**

Student's Name: \_\_\_\_\_ Sex: \_\_\_\_ Age: \_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 School: \_\_\_\_\_ Grade in School: \_\_\_\_ Sport(s): \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Name of Parent/Guardian: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Person to Contact in Case of Emergency: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
 Personal/Family Physician: \_\_\_\_\_ City/State: \_\_\_\_\_ Office Phone: (\_\_\_\_) \_\_\_\_\_

**Part 2. Medical History (to be completed by student or parent). Explain "yes" answers below. Circle questions you don't know answers to.**

	Yes	No		Yes	No
1. Have you had a medical illness or injury since your last check up or sports physical?	___	___	26. Have you ever become ill from exercising in the heat?	___	___
2. Do you have an ongoing chronic illness?	___	___	27. Do you cough, wheeze or have trouble breathing during or after activity?	___	___
3. Have you ever been hospitalized overnight?	___	___	28. Do you have asthma?	___	___
4. Have you ever had surgery?	___	___	29. Do you have seasonal allergies that require medical treatment?	___	___
5. Are you currently taking any prescription or non-prescription (over-the-counter) medications or pills or using an inhaler?	___	___	30. Do you use any special protective or corrective equipment or medical devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, shunt, retainer on your teeth or hearing aid)?	___	___
6. Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance?	___	___	31. Have you had any problems with your eyes or vision?	___	___
7. Do you have any allergies (for example, pollen, latex, medicine, food or stinging insects)?	___	___	32. Do you wear glasses, contacts or protective eyewear?	___	___
8. Have you ever had a rash or hives develop during or after exercise?	___	___	33. Have you ever had a sprain, strain or swelling after injury?	___	___
9. Have you ever passed out during or after exercise?	___	___	34. Have you broken or fractured any bones or dislocated any joints?	___	___
10. Have you ever been dizzy during or after exercise?	___	___	35. Have you had any other problems with pain or swelling in muscles, tendons, bones or joints?	___	___
11. Have you ever had chest pain during or after exercise?	___	___	<i>If yes, check appropriate blank and explain below:</i>		
12. Do you get tired more quickly than your friends do during exercise?	___	___	___ Head	___ Elbow	___ Hip
13. Have you ever had racing of your heart or skipped heartbeats?	___	___	___ Neck	___ Forearm	___ Thigh
14. Have you had high blood pressure or high cholesterol?	___	___	___ Back	___ Wrist	___ Knee
15. Have you ever been told you have a heart murmur?	___	___	___ Chest	___ Hand	___ Shin/Calf
16. Has any family member or relative died of heart problems or sudden death before age 50?	___	___	___ Shoulder	___ Finger	___ Ankle
17. Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?	___	___	___ Upper Arm	___ Foot	
18. Has a physician ever denied or restricted your participation in sports for any heart problems?	___	___	36. Do you want to weigh more or less than you do now?	___	___
19. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, blisters or pressure sores)?	___	___	37. Do you lose weight regularly to meet weight requirements for your sport?	___	___
20. Have you ever had a head injury or concussion?	___	___	38. Do you feel stressed out?	___	___
21. Have you ever been knocked out, become unconscious or lost your memory?	___	___	39. Have you ever been diagnosed with sickle cell anemia?	___	___
22. Have you ever had a seizure?	___	___	40. Have you ever been diagnosed with having the sickle cell trait?	___	___
23. Do you have frequent or severe headaches?	___	___	41. Record the dates of your most recent immunizations (shots) for:		
24. Have you ever had numbness or tingling in your arms, hands, legs or feet?	___	___	Tetanus: _____ Measles: _____		
25. Have you ever had a stinger, burner or pinched nerve?	___	___	Hepatitis B: _____ Chickenpox: _____		

**FEMALES ONLY (optional)**

42. When was your first menstrual period? \_\_\_\_\_  
 43. When was your most recent menstrual period? \_\_\_\_\_  
 44. How much time do you usually have from the start of one period to the start of another? \_\_\_\_\_  
 45. How many periods have you had in the last year? \_\_\_\_\_  
 46. What was the longest time between periods in the last year? \_\_\_\_\_

Explain "Yes" answers here: \_\_\_\_\_

We hereby state, to the best of our knowledge, that our answers to the above questions are complete and correct. In addition to the routine medical evaluation required by s.1006.20, Florida Statutes, and FHSAA Bylaw 9.7, we understand and acknowledge that we are hereby advised that the student should undergo a cardiovascular assessment, which may include such diagnostic tests as electrocardiogram (EKG), echocardiogram (ECG) and/or cardio stress test.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Preparticipation Physical Evaluation (Page 2 of 3)

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the evaluation as written on page 2.

Part 3. Physical Examination (to be completed by licensed physician, licensed osteopathic physician, licensed chiropractic physician, licensed physician assistant or certified advanced registered nurse practitioner).

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_
Height: \_\_\_\_\_ Weight: \_\_\_\_\_ % Body Fat (optional): \_\_\_\_\_ Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_/\_\_\_ (\_\_\_/\_\_\_, \_\_\_/\_\_\_)
Temperature: \_\_\_\_\_ Hearing: right: P \_\_\_ F \_\_\_ left: P \_\_\_ F \_\_\_
Visual Acuity: Right 20/\_\_\_\_ Left 20/\_\_\_\_ Corrected: Yes No Pupils: Equal \_\_\_\_\_ Unequal \_\_\_\_\_

FINDINGS NORMAL ABNORMAL FINDINGS INITIALS\*

MEDICAL

- 1. Appearance
2. Eyes/Ears/Nose/Throat
3. Lymph Nodes
4. Heart
5. Pulses
6. Lungs
7. Abdomen
8. Genitalia (males only)
9. Skin

MUSCULOSKELETAL

- 10. Neck
11. Back
12. Shoulder/Arm
13. Elbow/Forearm
14. Wrist/Hand
15. Hip/Thigh
16. Knee
17. Leg/Ankle
18. Foot

\* - station-based examination only

ASSESSMENT OF EXAMINING PHYSICIAN/PHYSICIAN ASSISTANT/NURSE PRACTITIONER

I hereby certify that each examination listed above was performed by myself or an individual under my direct supervision with the following conclusion(s):

\_\_\_ Cleared without limitation
\_\_\_ Disability: \_\_\_\_\_ Diagnosis: \_\_\_\_\_
\_\_\_ Precautions: \_\_\_\_\_
\_\_\_ Not cleared for: \_\_\_\_\_ Reason: \_\_\_\_\_
\_\_\_ Cleared after completing evaluation/rehabilitation for: \_\_\_\_\_
\_\_\_ Referred to \_\_\_\_\_ For: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Name of Physician/Physician Assistant/Nurse Practitioner (print): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_
Address: \_\_\_\_\_

Signature of Physician/Physician Assistant/Nurse Practitioner: \_\_\_\_\_



# Preparticipation Physical Evaluation (Page 3 of 3)

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the evaluation as written on page 2.

**ASSESSMENT OF PHYSICIAN TO WHOM REFERRED (if applicable)**

I hereby certify that the examination(s) for which referred was/were performed by myself or an individual under my direct supervision with the following conclusion(s):

Cleared without limitation

Disability: \_\_\_\_\_ Diagnosis: \_\_\_\_\_

Precautions: \_\_\_\_\_

Not cleared for: \_\_\_\_\_ Reason: \_\_\_\_\_

Cleared after completing evaluation/rehabilitation for: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Name of Physician (print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_

*Based on recommendations developed by the American Academy of Family Physicians, American Academy of Pediatrics, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine and American Osteopathic Academy for Sports Medicine.*





# Consent and Release from Liability Certificate (Page 1 of 2)

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the most recent signature. This form is non-transferable.

School: \_\_\_\_\_ School District (if applicable): \_\_\_\_\_

### Part 1. Student Acknowledgement and Release (to be signed by student at the bottom)

I have read the (condensed) FHSAA Eligibility Rules printed on the reverse side of this "Consent and Release Certificate" and know of no reason why I am not eligible to represent my school in interscholastic athletic competition. If accepted as a representative, I agree to follow the rules of my school and FHSAA and to abide by their decisions. I know that athletic participation is a privilege. I know of the risks involved in athletic participation, understand that serious injury, including the potential for a concussion, and even death, is possible in such participation, and choose to accept such risks. I voluntarily accept any and all responsibility for my own safety and welfare while participating in athletics, with full understanding of the risks involved. Should I be 18 years of age or older, or should I be emancipated from my parent(s)/guardian(s), I hereby release and hold harmless my school, the schools against which it competes, the school district, the contest officials and FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action against FHSAA because of any accident or mishap involving my athletic participation. I hereby authorize the use or disclosure of my individually identifiable health information should treatment for illness or injury become necessary. I hereby grant to FHSAA the right to review all records relevant to my athletic eligibility including, but not limited to, my records relating to enrollment and attendance, academic standing, age, discipline, finances, residence and physical fitness. I hereby grant the released parties the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein. I understand that the authorizations and rights granted herein are voluntary and that I may revoke any or all of them at any time by submitting said revocation in writing to my school. By doing so, however, I understand that I will no longer be eligible for participation in interscholastic athletics.

### Part 2. Parental/Guardian Consent, Acknowledgement and Release (to be completed and signed by a parent(s)/guardian(s) at the bottom; where divorced or separated, parent/guardian with legal custody must sign.)

A. I hereby give consent for my child/ward to participate in any FHSAA recognized or sanctioned sport **EXCEPT** for the following sport(s):

#### List sport(s) exceptions here

- B. I understand that participation may necessitate an early dismissal from classes.
- C. I know of, and acknowledge that my child/ward knows of, the risks involved in interscholastic athletic participation, understand that serious injury, and even death, is possible in such participation and choose to accept any and all responsibility for his/her safety and welfare while participating in athletics. With full understanding of the risks involved, I release and hold harmless my child's/ward's school, the schools against which it competes, the school district, the contest officials and FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action against the FHSAA because of any accident or mishap involving the athletic participation of my child/ward. I authorize emergency medical treatment for my child/ward should the need arise for such treatment while my child/ward is under the supervision of the school. I further hereby authorize the use or disclosure of my child's/ward's individually identifiable health information should treatment for illness or injury become necessary. I consent to the disclosure, by my child's/ward's school, to the FHSAA, upon its request, of all records relevant to his/her athletic eligibility including, but not limited to, his/her records relating to enrollment and attendance, academic standing, age, discipline, finances, residence and physical fitness. I grant the released parties the right to photograph and/or videotape my child/ward and further to use said child's/ward's name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.
- D. I am aware of the potential danger of concussions and/or head and neck injuries in interscholastic athletics. I also have knowledge about the risk of continuing to participate once such an injury is sustained without proper medical clearance.

**READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF MY CHILD'S/WARD'S SCHOOL, THE SCHOOLS AGAINST WHICH IT COMPETES, THE SCHOOL DISTRICT, THE CONTEST OFFICIALS AND FHSAA USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM MY CHILD'S/WARD'S SCHOOL, THE SCHOOLS AGAINST WHICH IT COMPETES, THE SCHOOL DISTRICT, THE CONTEST OFFICIALS AND FHSAA IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND MY CHILD'S/WARD'S SCHOOL, THE SCHOOLS AGAINST WHICH IT COMPETES, THE SCHOOL DISTRICT, THE CONTEST OFFICIALS AND FHSAA HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.**

E. I agree that in the event we/I pursue litigation seeking injunctive relief or other legal action impacting my child (individually) or my child's team participation in FHSAA state series contests, such action shall be filed in the Alachua County, Florida, Circuit Court.

F. I understand that the authorizations and rights granted herein are voluntary and that I may revoke any or all of them at any time by submitting said revocation in writing to my school. By doing so, however, I understand that my child/ward will no longer be eligible for participation in interscholastic athletics.

G. Please check the appropriate box(es):

\_\_\_\_ My child/ward is covered under our family health insurance plan, which has limits of not less than \$25,000.

Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

\_\_\_\_ My child/ward is covered by his/her school's activities medical base insurance plan.

\_\_\_\_ I have purchased supplemental football insurance through my child's/ward's school.

**I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE (Only one parent/guardian signature is required)**

Name of Parent/Guardian (printed) \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Parent/Guardian (printed) \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE (student must sign)**

Name of Student (printed) \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



## Consent and Release from Liability Certificate (Page 2 of 2)

This completed form must be kept on file by the school.

### Attention Student and Parent(s)/Guardian(s)

Your school is a member of the Florida High School Athletic Association (FHSAA) and follows established rules. To be eligible to represent your school in interscholastic athletics, in an FHSAA recognized sport (i.e. bowling, competitive cheerleading, girls flag football, lacrosse, boys volleyball, water polo and girls weightlifting or sanctioned sport (i.e. baseball, basketball, cross country, tackle football, golf, soccer, fast-pitch softball, swimming & diving, tennis, track & field, girls volleyball, boys weightlifting and wrestling), the student:

1. Must be regularly enrolled and in regular attendance at your school. **If the student is a home education student or attends a charter school or Florida Virtual School - Full time Program or a special/alternative school or certain small non-member private schools, the student must declare in writing his/her intention to participate in athletics to the school at which the student is permitted to participate.** Home education students and students attending small non-member private schools must be approved through the use of a separate form prior to any participation. (FHSAA Bylaw 9.2, Policy 16 and Administrative Procedure 1. )
2. Must attend school within 10 days of the beginning of **each semester** to be eligible during **that semester**. (FHSAA Bylaw 9.2)
3. Must maintain at least a cumulative 2.0 grade point average on a 4.0 unweighted scale prior to the semester in which the student wishes to participate. This GPA must include all courses taken since the student entered high school. A sixth, seventh or eighth grade student must have earned at least a 2.0 grade point average on 4.0 unweighted scale the previous semester. (FHSAA Bylaw 9.4)
4. Must not have graduated from any high school or its equivalent. (FHSAA Bylaw 9.4)
5. Must participate at the school in which the student first enrolls (attends), or at which the student first takes part in an athletic practice, at the beginning of the school year. (FHSAA Bylaw 9.2)
6. Must not transfer schools after the first day of practice of a sport , or otherwise the student cannot participate at the new school for the remainder of the school year. Exceptions may apply. See your school's principal/athletic director after first attending the new school. (FHSAA Bylaw 9.3)
7. Must not participate on a non-school team (i.e., AAU, American Legion, club setting, etc.) which is affiliated with a school or coached by a representative of a school other than the one the student attends, or has attended, and then attend that school, otherwise the student will be ineligible there for one year. (FHSAA Bylaw 9.2) Exceptions may apply. See your school's principal/athletic director after first attending the new school.
8. Must not transfer to a school that the student's coach has relocated to within a year, otherwise the student may be ineligible there for one year. (FHSAA Bylaw 9.3)
9. Must not have **enrolled in the ninth grade for the first time** more than four school years ago. If the student is a sixth, seventh or eighth grade student, the student must not participate if repeating that grade. (FHSAA Bylaw 9.5)
10. Must have signed permission to participate from the student's parent(s)/guardian(s) on a form (EL3) provided the school. (Bylaw 9.8)
11. Must be less than 19 years 9 months old to participate in high school; 16 years 9 months old to participate in junior high school; and 15 years 9 months old to participate in middle school, otherwise the student becomes ineligible to participate at that level. (FHSAA Bylaw 9.6)
12. Must undergo a pre-participation physical evaluation and be certified as being physically fit for participation in interscholastic athletics (form EL2). The physical evaluation is valid for 365 calendar days from the date that it was administered after which time the student must successfully undergo another physical evaluation to continue his/her participation. Parents and students must also submit a completed EL3CH which serves to address heat illness and concussion dangers. (FHSAA Bylaw 9.7)
13. Must be an amateur. This means the student must not accept money, gift or donation for participating in a sport, or use a name other than his/her own when participating. (FHSAA Bylaw 9.9)
14. Must not participate in an all-star contest in a sport prior to completing his/her high school eligibility in that sport. (FHSAA Policy 26)
15. Must display good sportsmanship and follow the rules of competition **before, during and after** every contest in which the student participates. If not, the student may be suspended from participation for a period of time. (FHSAA Bylaw 7.1)
16. Must not provide false information to his/her school or to the FHSAA to gain eligibility. (FHSAA Bylaw 9.1)
17. Youth exchange, other international and immigrant students must be approved by the FHSAA office prior to any participation. Exceptions may apply. See your school's principal/athletic director. (FHSAA Policy 17)
- 18. This form is non-transferable;** a separate form must be completed for each different school at which a student participates.

If the student is declared or ruled ineligible due to one or more of the FHSAA rules and regulations, the student has the right to request that the school file an appeal on behalf of the student. See the principal or athletic director for information regarding this process.



# Consent and Release from Liability Certificate for Concussion and Heat-Related Illness (Page 1 of 2)

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the most recent signature.

## Concussion Information

### What is a concussion?

Concussion is a brain injury. Concussions, as well as all other head injuries, are serious. They can be caused by a bump, a twist of the head, sudden deceleration or acceleration, a blow or jolt to the head, or by a blow to another part of the body with force transmitted to the head. You can't see a concussion, and more than 90% of all concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. All concussions are potentially serious and, if not managed properly, may result in complications including brain damage and, in rare cases, even death. Even a "ding" or a bump on the head can be serious. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, your child should be immediately removed from play, evaluated by a medical professional and cleared by a medical doctor.

### What are the signs and symptoms of concussion?

Concussion symptoms may appear immediately after the injury or can take several days to appear. Studies have shown that it takes on average 10-14 days or longer for symptoms to resolve and, in rare cases or if the athlete has sustained multiple concussions, the symptoms can be prolonged. Signs and symptoms of concussion can include: (not all-inclusive)

- Vacant stare or seeing stars
- Lack of awareness of surroundings
- Emotions out of proportion to circumstances (inappropriate crying or anger)
- Headache or persistent headache, nausea, vomiting
- Altered vision
- Sensitivity to light or noise
- Delayed verbal and motor responses
- Disorientation, slurred or incoherent speech
- Dizziness, including light-headedness, vertigo (spinning) or loss of equilibrium (being off balance or swimming sensation)
- Decreases coordination, reaction time
- Confusion and inability to focus attention
- Memory loss
- Sudden change in academic performance or drop in grades
- Irritability, depression, anxiety, sleep disturbances, easy fatigability
- In rare cases, loss of consciousness

### What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with signs and symptoms of concussion should be removed from activity (play or practice) immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to sustaining another concussion. Athletes who sustain a second concussion before the symptoms of the first concussion have resolved and the brain has had a chance to heal are at risk for prolonged concussion symptoms, permanent disability and even death (called "Second Impact Syndrome" where the brain swells uncontrollably). There is also evidence that multiple concussions can lead to long-term symptoms, including early dementia.

### What do I do if I suspect my child has suffered a concussion?

Any athlete suspected of suffering a concussion should be removed from the activity immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from an appropriate health-care professional (AHCP). In Florida, an appropriate health-care professional (AHCP) is defined as either a licensed physician (MD, as per Chapter 458, Florida Statutes), a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes) or a licensed nurse practitioner (NP, as per Chapter 464, Florida Statutes). Close observation of the athlete should continue for several hours. You should also seek medical care and inform your child's coach if you think that your child may have a concussion. Remember, it's better to miss one game than to have your life changed forever. When in doubt, sit them out.

### When can my child return to play or practice?

Following physician evaluation, the *return to activity process* requires the athlete to be completely symptom free, after which time they would complete a step-wise protocol under the supervision of a licensed athletic trainer, coach or medical professional and then, receive written medical clearance of an AHCP.

For current and up-to-date information on concussions, visit <http://www.cdc.gov/concussioninyouthsports/> or <http://www.seeingstarsfoundation.org>

## Statement of Student Athlete Responsibility

**I accept responsibility for reporting all injuries and illnesses to my parents, team doctor, athletic trainer, or coaches associated with my sport including any signs and symptoms of CONCUSSION. I have read and understand the above information on concussion. I will inform the supervising coach, athletic trainer or team physician immediately if I experience any of these symptoms or witness a teammate with these symptoms. Furthermore, I have been advised of the dangers of participation for myself and that of my child/ward.**

Name of Student-Athlete (printed)	Signature of Student-Athlete	Date / /
Name of Parent/Guardian (printed)	Signature of Parent/Guardian	Date / /



# Consent and Release from Liability Certificate for Concussion and Heat-Related Illness (Page 2 of 2)

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the most recent signature.

## FHSAA Heat-Related Illnesses Information

People suffer heat-related illness when their bodies cannot properly cool themselves by sweating. Sweating is the body's natural air conditioning, but when a person's body temperature rises rapidly, sweating just isn't enough. Heat-related illnesses can be serious and life threatening. Very high body temperatures may damage the brain or other vital organs, and can cause disability and even death. Heat-related illnesses and deaths are preventable.

**Heat Stroke** is the most serious heat-related illness. It happens when the body's temperature rises quickly and the body cannot cool down. Heat Stroke can cause permanent disability and death.

**Heat Exhaustion** is a milder type of heat-related illness. It usually develops after a number of days in high temperature weather and not drinking enough fluids.

**Heat Cramps** usually affect people who sweat a lot during demanding activity. Sweating reduces the body's salt and moisture and can cause painful cramps, usually in the abdomen, arms, or legs. Heat cramps may also be a symptom of heat exhaustion.

### Who's at Risk?

Those at highest risk include the elderly, the very young, people with mental illness and people with chronic diseases. However, even young and healthy individuals can succumb to heat if they participate in demanding physical activities during hot weather. Other conditions that can increase your risk for heat-related illness include obesity, fever, dehydration, poor circulation, sunburn, and prescription drug or alcohol use.

By signing this agreement, the undersigned acknowledges that the information on page 1 and page 2 have been read and understood.

\_\_\_\_\_  
Name of Student-Athlete (printed)

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



**Miami-Dade County Public Schools**  
**Contract for**  
**Student Participation in Interscholastic Competitions or Performances**  
**per School Board Policy 5845, Student Activities**

**Senior High School** \_\_\_\_\_

**Student Name** (Print or Type) \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

**Team/Performing Group** \_\_\_\_\_

A student who participates in interscholastic competitions and/or performance groups should demonstrate high standards of ethics and promote the development of good character and other life skills. A model student participant should exhibit a high degree of decorum demonstrating respect for self, family, and all people regardless of ethnicity, race, religion, gender or physical condition. As a representative of Miami-Dade County Public Schools (M-DCPS), I commit to adhering to the following values and team rules.

**Core Values**

**CITIZENSHIP**

I will:

- Comply with school, classroom and interscholastic competition rules.
- Respect all laws and rules of society.
- Use appropriate language at all times.
- Demonstrate behavior that is fair, civil, polite and courteous.
- Abide by and understand the rules of the competition in which I am participating.

**COOPERATION**

I will:

- Resolve conflicts with peers in an appropriate and lawful manner.
- Adhere to the school dress code.
- Accept responsibility for my own behavior.
- Support classmates and team members in their lawful endeavors.
- Demonstrate school pride in an appropriate manner.
- Cooperate with administrators, teachers, coaches, and sponsors.

**COMPASSION**

I will:

- Provide support to people who are in need of assistance.
- Demonstrate kindness to peers and adults.
- Assist teachers, coaches, and sponsors in making my school environment a positive place in which to learn.
- Support community outreach programs and charities when possible.
- Make contributions of time and energy that enrich the school environment.

**HONESTY and RESPONSIBILITY**

I will:

- Tell the truth.
- Live and compete honorably.
- Report any inappropriate or illegal act to an administrator, teacher, coach, or sponsor.
- Complete all work independently.
- Return lost property to the owner.
- Attend school and all classes regularly and on .time.

**INTEGRITY**

I will:

- Express beliefs and feelings without regard to social pressure and do what's right even when it is unpopular or personally costly. Help fellow classmates and teammates.
- Support school activities and interscholastic programs.
- Exercise self-control.
- Engage in healthy life-style practices.

**EXCELLENCE**

I will:

- Put forth maximum effort and complete all academic assignments.
- Maintain a cumulative GPA of at least 2.00.
- Maintain an average conduct grade of at least 2.00 in each semester.
- Commit to being a student first and to getting the best education I can.

**FAIRNESS and RESPECT**

I will:

- Participate in activities that are safe, respectful and lawful.
- Treat all adults (administrators, teachers, coaches, and sponsors) and peers (teammates) with respect.
- Treat all people the same regardless of ethnicity, race, religion, gender, age or disability.
- Respect the integrity and judgment of competition judges or game officials.

**Team Performing Group Rules**

All interscholastic athletics and school activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through interscholastic competitions or performances:

- 1) A student must maintain a cumulative 2.00 GPA or higher as specified by s. 1003.43(1) Florida Statutes.
- 2) A student must receive a minimum 2.00 in conduct in the preceding semester.
- 3) If a student is assigned to Indoor Suspension/School Center for Specialized Instruction (SCSI), he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to SCSI takes place on/or includes a Friday, the student will be unable to participate in interscholastic competitions or performances on the weekend.
- 4) A student who is serving an Outdoor Suspension cannot practice or participate in interscholastic competitions or performances and may be subject to further sanctions or penalties.
- 5) A student who has a total of eleven (11) cumulative days of suspension (indoor and outdoor) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year. (Outdoor suspension is considered an absence.)
- 6) A student who has ten (10) or more cumulative absences will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year. (Outdoor suspension is considered an absence.)
- 7) A student who has twenty (20) or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
- 8) A student must be reported as present for the school day in order to participate in interscholastic competitions or performances, including practices.
- 9) A student who participates in interscholastic competitions or performances and has not performed at grade level as defined by the Florida Department of Education will seek two (2) hours per week of academic tutoring. Failure to seek required tutoring will result in a seven (7) calendar day suspension from interscholastic competitions or performances.
- 10) Any student who is arrested for conduct occurring on or off school grounds will be prohibited from participating in all interscholastic competitions or performances for a minimum of ten (10) days, including practices.

**I have read and understand the requirements of the Contract for Student Participation in Interscholastic Competitions or Performances. I understand that participation in interscholastic competitions or performances is a privilege and not a right. I understand that I am expected to perform according to this contract and the team/performing group rules. I understand that there may be sanctions or penalties, which may include suspension or dismissal from the team/performing group.**

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# Escuelas Públicas del Condado de Miami-Dade

## Contrato para la participación de los estudiantes en competencias inter escolares o presentaciones

### Póliza 5845 – Actividades de Estudiantes

Nombre de la Escuela \_\_\_\_\_

Nombre del/de la estudiante (Imprimir en letra de molde) \_\_\_\_\_

Número de Identificación (ID) del/de la estudiante \_\_\_\_\_

Equipo/Grupo a cargo de la presentación \_\_\_\_\_

El/la estudiante que participa en competencias inter escolares y/o los grupos que realizan presentaciones deben demostrar altos estándares éticos y fomentar el desarrollo de una buena reputación y de otras destrezas para la vida. El/la participante estudiantil modelo debe mostrar un alto grado de decoro que demuestre respeto por si mismo(a), la familia y todas las personas. Independientemente de su origen étnico, raza, religión, sexo o estado físico. Como representante de las Escuelas Publicas del Condado de Miami-Dade (M-DCPS, por sus siglas en inglés), me comprometo a adherirme a los siguientes valores y reglas de equipo.

#### Los valores fundamentales

##### CIVISMO

Haré lo siguiente:

- Cumpliré las reglas de las escuela, del aula y de la competencia entre escuelas.
- Respetaré todas las leyes y reglas de la sociedad.
- Emplearé un lenguaje apropiado en todo momento.
- Mostraré una conducta que sea justa, atenta, amable y cortés.
- Respetaré y comprenderé las reglas de la competencia en la que este participando.

##### COOPERACION

Haré lo siguiente:

- Solucionaré los conflictos con mis semejantes en una forma apropiada y legal.
- Cumpliré el código de vestuario de la escuela.
- Asumiré la responsabilidad de mi propia conducta.
- Apoyaré a mis compañeros de clase y a los miembros del equipo en sus esfuerzos legítimos.
- Me mostraré orgulloso(a) de mi escuela en una forma apropiada.
- Cooperaré con los administradores, maestros, instructores y patrocinadores.

##### COMPASION

Haré lo siguiente:

- Proporcionaré apoyo a las personas que necesitan asistencia.
- Mostraré amabilidad a mis compañeros y a adultos
- Ayudare a los maestros, instructores y patrocinadores a hacer que mi entorno escolar sea un lugar positivo en el cual aprender.
- Apoyaré todo lo posible a los programas de asistencia a la comunidad y a las instituciones benefactoras.
- Contribuiré tiempo y energía a fin de enriquecer el ambiente escolar.

##### HONESTIDAD Y RESPONSABILIDAD

Haré lo siguiente:

- Diré la verdad.
- Viviré y competiré honorablemente.
- Denunciare cualquier acto inapropiado o ilegal a la administración, maestro(a), entrenador(a) o patrocinador(a).
- Realizare todas mis tareas independientemente.
- Devolveré todas las posesiones perdidas a sus dueños.
- Asistiré a la escuela y a todas las clases regularmente y con puntualidad.

##### INTEGRIDAD

Haré lo siguiente:

- Expresaré mis creencias y sentimientos independientemente de las presiones sociales y haré el bien aún cuando ello sea impopular o personalmente costoso.
- Ayudaré a mis compañeros de clase y de equipo.
- Apoyaré a las actividades de la escuela y los programas entre escuelas.
- Ejerceré control sobre mi propia conducta.
- Participare en prácticas relacionadas con un estilo de vida saludable.

## **EXCELENCIA**

Haré lo siguiente:

- Me esforzare al máximo y llevare a cabo todas mis tareas académicas.
- Mantendré un promedio acumulativo de calificaciones (GPA, por sus siglas en ingles) de 2.00 por lo menos.
- Mantendré un promedio de calificación en conducta de 2.00 por lo menos en cada semestre.
- Me haré el compromiso de ser primeramente un estudiante y de obtener la mejor educación que me sea posible.

## **JUSTICIA Y RESPETO**

Haré lo siguiente:

- Participaré en actividades que sean seguras, respetuosas y lícitas.
- Trataré con respeto a todos los adultos (administradores, maestros, entrenadores y patrocinadores) y a mis compañeros de equipo.
- Trataré igualmente a todas las personas, independiente de su origen étnico, raza, religión, sexo, edad o discapacidad.
- Respetaré la integridad y la opinión de los árbitros de la competencia o de los oficiales a cargo del juego.

### **Reglas para equipos y grupos a cargo de presentaciones**

Todas las actividades de atletismo Inter-escolares y escolares tienen la intención de contribuir a la excelencia académica en general que logre el/la estudiante participante. Las siguientes reglas y consecuencias se consideran las condiciones básicas que deberá cumplir un(a) estudiante que desee representar a su escuela mediante competencias inter escolares o presentaciones.

- 1) El/La estudiante deberá mantener un promedio acumulativo de calificaciones (GPA, por sus siglas en ingles) de 2.00 o superior, según se especifica en s. 10003.43(1), de los *Estatutos de la Florida*.
- 2) El/La estudiante deberá recibir un mínimo de 2.00 en conducta cada semestre.
- 3) Si se asigna a un/a estudiante al Centro Suspensión Interna para la Instrucción Especializada (SCSI, por sus siglas en ingles), el/ella no podrá participar en competencias inter escolares o presentaciones en los días en los que este asignado(a). Si la asignación al SCSI toma lugar y/o incluye a un viernes, el/la estudiante no podrá participar en competencias inter escolares o presentaciones durante el fin de semana.
- 4) El/La estudiante que esta cumpliendo una suspensión externa no podrá practicar o participar en competencias inter escolares o presentaciones y pudiera estar sujeto/a a mas sanciones o penalidades.
- 5) No se permitirá al/a la estudiante que tenga un total de once (11) días de suspensión acumulados que participe en competencias inter escolares o presentaciones por el resto del curso escolar.
- 6) No se permitirá alta la estudiante que tenga diez (10) o mas ausencias acumuladas que participe en competencias inter escolares o presentaciones por el resto del curso escolar.
- 7) No se permitirá al/a la estudiante que tenga veinte (20) o mas tardanza acumuladas que participe en competencias inter escolares o presentaciones por el resto del curso escolar.
- 8) Se deberá reportar al/a la estudiante como presente el día de clases para que pueda participar en competencias inter escolares o presentaciones, incluso en practicas.
- 9) El/La estudiante que participe en competencias inter escolares o presentaciones y que no se haya desempeñado a su nivel de grado según especifican el Departamento de Educación de la Florida asistirá a dos (2) horas semanales de clases académicas privadas. La falta de asistencia a las clases privadas requeridas resultara en una suspensión de las competencias inter escolares y las presentaciones de siete (7) días de calendario.
- 10) A cualquier estudiante al que se le arreste por actos ocurridos dentro o fuera de la escuela se le prohibirá la participación en todas las competencias inter escolares o presentaciones, incluso las practicas, por un mínimo de diez (10) días.

**He leído y comprendo los requisitos del Contrato para la Participación del Estudiante en Competencias Inter Escolares o Presentaciones. Entiendo que la participación en competencias inter escolares o presentaciones es un privilegio y no un derecho. Entiendo que se espera de mi que actúe según este contrato y las reglas del equipo/de la presentación. Entiendo que pudiera haber sanciones o penalidades, las cuales pudieran incluir la suspensión o expulsión del equipo/grupo a cargo de la presentación.**

Firma del/de la estudiante \_\_\_\_\_ Fecha \_\_\_\_\_

Firma del padre/de la madre \_\_\_\_\_ Fecha \_\_\_\_\_





**Lekòl Leta Miami Dade County  
Kontra pou  
Patisipasyon Elèv nan Konpetisyon oubyen Pèfòmans Entè-Eskolè**

**Lekòl Segondè** \_\_\_\_\_

**Non Elèv la (Enprime oubyen Tape)** \_\_\_\_\_

**Nimewo ID Elèv la** \_\_\_\_\_

**Ekip/Gwoup ki ap Pèfòme a** \_\_\_\_\_

Yon elèv ki patisipe nan konpetisyon e/oubyen gwoup k ap pèfòme entèn-eskolè dwe demontre estanda wo pou etik e pwomote bonjan karaktè ak lòt ladrès lavi. Yon elèv modèl kap patisipe dwe egzibe yon degre dekwòm pou demontre respè pou pwòp tèt li, fanmi ak tout lòt moun san gade etnisite, ras, relijyon, fi/gason, oubyen kondisyon fizik diferan. Kòm yon reprezantatif nan "Miami-Dade County Public Schools (M-DCPS)" Lekòl Leta. Mwen pran angajman pou m obeyi valè ak règ sa yo.

**Valè Prensipal**

**SITWAYENNTÉ**

Mwen ap:

- Konfòme m ak règ lekòl la, salklas yo e konpetisyon entè-eskolè yo.
- Respekte tout lwa oubyen règ sosyete a.
- Sèvi ak langaj ki apwopriye tout tan.
- Demontre konduit ki jis, sivil, janti e koutwa.
- Obeyi e konprann règ konpetisyon mwen ap patisipe a.

**KOLABORASYON**

Mwen ap:

- Rezoud konfli ak kondisip mwen nan manyè ki apwopriye e legal.
- Suiv kòd abiman an.
- Aksepte responsablite pou pwòp konduit mwen
- Sipòte kondisip klas e mamn epik yo nan sa yo ap antreprann ki legal.
- Demontre fyète nan lekòl la nan manyè apwopriye.
- Kolabore ak administratè, pwofesè, antrenè e moun k ap patwone yo.

**KONPASYON**

Mwen ap:

- Ofri sipò bay moun ki bezwen asistans.
- Demontre jantiyès pou kondisip mwen ak gramnoun.
- Ede pwofesè, antrenè e moun k ap patwone yo nan fè anbyans lekòl la yon kote pozitif pou moun aprann.
- Sipòte pwogram ale jwenn kominote a ak òganizasyon charitab lè li posib.
- Bay kontribisyon tan ak enejè mwen nan anbyans lekòl la.

**ONÈTÈTÈ ak RESPONSABILITE**

Mwen ap:

- Di laverite.
- Viv e fè konpetisyon onorabman.
- Repòte nenpòt zak ki pa apwopriye oubyen ilegal bay yon administratè, pwofesè antrenè oubyen moun k ap patwone.
- Fini tout travay mwen endepandaman.
- Retounen bagay bay mèl li ki ta pèdi l.
- Ale nan tout klas mwen regilyèman e alè.

**ENTEGRITE**

Mwen ap:

- Ekspriye kwayans ak santiman mwen san pè pou presyon sosyal, e fè sa ki jis menmsi sa pa popilè oubyen li va koute mwen anpil pèsònèlman.
- Ede kondisip klas ak kondisip ekip mwen.
- Sipòte aktivite lekòl yo e pwogram entè-eskolè yo.
- Kontwòle tèt mwen.
- Pratike yon estildevi ansante.

## **EKSELANS**

Mwen ap:

- Fè efò maksimòm e fini tout travay akademik yo ba mwen fe.
- Kenbe yon mwayèn jeneral (GPA) omwen 2.00.
- Kenbe yon nòt mwayèn pou konduit omwen 2.00 nan chak trimès.
- Angaje m pou m yon elèv dabò e pou m kab gen meye edikasyon posib.

## **ENPASYALITE ak RESPÈ**

Mwen ap:

- Patisipe nan aktivite ki ansekirite, respektab e legal.
- Trete tout granmoun (administratè, pwofesè, antrenè, e moun k ap patwone yo ak kondisip ( ekip) mwen ak respè.
- Trete tout moun egal-ego san gade etnisite, ras, relijyon, fi/gason, laj oubyen andomajman.
- Respekte entegrite e jijman gadyen konpetisyon oubyen ofisye jwèt yo.

### **Reg Ekip/Gwoup ki ap Pèfòme**

Nan tout espò entè-eskolè ak aktivite lekòl fèt pou yo kab kontribye a tout ekxelans siksè akademik yon patisipan elèv. Elèv dwe we règ ak konsekans ki suiv yo kòm kondisyon debaz yo dwe satisfè si yo vle reprezante lekòl la oubyen atravè konpetisyon oubyen pèfòmans entè-eskolè.

- 1) Yon elèv dwe kenbe yon "GPA" mwayèn jeneral 2.00 oubyen pi wo jan yo espesifye li nan s. 1003.43(1) nan *Estat (Lwa) Florid la*.
- 2) Yon elèv dwe resevwa yon mwayèn 2.00 minimòm pou konduit chak trimès.
- 3) Si yo plase yon elèv nan "Indoor Suspension/School Center for Specialized Instruction (SCSI)", (Sispansyon Anndan Sant Lekòl la pou Enstriksyon Espesyalize), li pap kab patisipe nan konpetisyon oubyen pèfòmans entè-eskolè nan jou sa a (yo). Si jou li ap patisipe nan "SCSI" la tonbe jou oubyen ligen ladan vandredi, elèv la pap kab patisipe nan konpetisyon oubyen pèfòmans entè-eskolè nan fèn semèn sa a.
- 4) Yon elèv ki ap sèvi pinisyon deyò pap kab antrene oubyen patisipe nan konpetisyon oubyen pèfòmans entè-eskolè eli kab sijè pou yo ajoute sou sanksyon an oubyen penalite a.
- 5) Yon elèv ki akimile yon total onz (11) jou sispansyon, yo pap pèmèt li patisipe nan konpetisyon oubyen pèfòmans entè-eskolè pou rès ane lekòl la.
- 6) Yon elèv ki akimile dis (10) oubyen plis absan, yo pap pèmèt li patisipe nan konpetisyon oubyen pèfòmans entè-eskolè pou rès tan ki rete nan ane lekòl la.
- 7) Yon elèv ki akimile ven (20) oubyen plis ameta yo pap pèmèt li patisipe nan konpetisyon oubyen pèfòmans entè-eskolè pou rès tan ki rete nan ane lekòl la.
- 8) Yon elèv dwe prezan nan jou lekòl la pou li kab patisipe nan konpetisyon oubyen pèfòmans entè-eskolè ki gen ladan antrenman.
- 9) Yon elèv ki ap patisipe nan konpetisyon oubyen nan pèfòmans entè-eskolè e li pap pèfòme nan nivo ane eskolè li ye nan fason Depatman Edikasyon Florid la defini an ap gen pou li ale nan leson patikilye akademik pou de (2)èd tan pa semèn. Si li pa ale nan leson patikilye yo mande a, rezilta a sèke li ap gen pinisyon pou sèt (7) jou nan kalandriye konpetisyon oubyen pèfòmans entè-eskolè.
- 10) Nenpòt elèv yo arete pou konduit ki pase anndan oubyen deyò teren lekòl la, yo ap defann li patisipe nan tout konpetisyon oubyen pèfòmans entè-eskolè pou yon minimòm dis (10) jou, ki gen ladan repetisyon.

Mwen te lie konprann demand yo ki nan Kontra a pou Patisipasyon Elèv nan Konpetisyon oubyen Pèfòmans entè-eskolè. Mwen konprann patisipasyon nan konpetisyon oubyen pèfòmans entè-eskolè se yon privilej e se pa yon dwa. Mwen konprann yo atann pou mwen pèfòme dapre kontra ak règ pou ekip/gwoup ki ap pèfòme a. Mwen konprann kab genyen sanksyon oubyen penalite, ki kab genyen ladan sipansyon oubyen revokasyon nan ekip/gwoup k ap pèfòme a.

Siyati Elev (yo) \_\_\_\_\_ Dat \_\_\_\_\_

Siyati Paran (yo) \_\_\_\_\_ Dat \_\_\_\_\_

## STUDENT ACKNOWLEDGEMENT AND CONSENT

I have read and signed the Florida High School Athletic Association (FHSAA) *Consent and Release from Liability Certificate* (EL3) and I have also read signed the Miami-Dade County Public Schools (M-DCPS) *Contract for Student Participation in Interscholastic Competitions or Performances* (FM-7155). I also agree to comply with M-DCPS Board Policies and the Greater Miami Athletic Conference (GMAC) Bylaws in regard to athletic participation and student transfers.

I agree to follow the rules of M-DCPS, the GMAC, and the FHSAA and abide by their decisions. I know that athletic participation is a privilege. I know of the risks involved in athletic participation, understand that serious injury, including the potential for concussion, and even death, is possible in such participation, and choose to accept such risks. I voluntarily accept any and all responsibility for my own safety and welfare while participating in athletics, with full understanding of the risks involved, including the responsibility of reporting my injuries and illnesses to the appropriate M-DCPS staff, including the symptoms of concussion.

Should I be 18 years of age or older, or should I be emancipated from my parent(s)/guardian(s), I hereby release and hold harmless The School Board of Miami-Dade County, Florida, my school, the schools against which it competes, the contest officials, GMAC, and FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action against the parties named because of any accident or mishap involving my athletic participation. I hereby authorize the use or disclosure of my individually identifiable health information should treatment for illness or injury become necessary. **I hereby grant to FHSAA the right to review all records relevant to my athletic eligibility including, but not limited to, my records relating to enrollment and attendance, academic standing, age, discipline, finances, residence, and physical fitness.** I grant the released parties the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. I understand and agree that such use (of my name, image or other information) by the school district or any entity authorized by it shall be without compensation to me. The released parties, however, are under no obligation to exercise said rights herein. I understand that the authorizations and rights granted herein are voluntary and that I may revoke any or all of them at any time by submitting said revocation in writing to my school. By doing so, however, I understand that I will no longer be eligible for participation in interscholastic athletics. **I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE.**

\_\_\_\_\_  
Name of Student Printed

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## PARENT/GUARDIAN ACKNOWLEDGEMENT AND CONSENT

I/we have read and signed the Florida High School Athletic Association (FHSAA) *Consent and Release from Liability Certificate* (EL3) and I/we have also read signed the Miami-Dade County Public Schools (M-DCPS) *Contract for Student Participation in Interscholastic Competitions or Performances* (FM-7155). I/we also agree that my child will comply with M-DCPS Board Policies and the Greater Miami Athletic Conference (GMAC) Bylaws in regard to athletic participation and student transfers. I/we know of, and acknowledge, that my/our child/ward knows of, the risks involved in interscholastic athletic competition, understand that serious injury and even death, is possible in such participation and choose to accept any and all responsibility for his/her safety and welfare while participating in athletics, with full understanding of the risks involved, including the responsibility of reporting my/our child's/ward's injuries and illnesses to the appropriate M-DCPS staff, including the symptoms of concussion.

With the full understanding of the risks involved, I/we for ourselves, and for our child/ward, HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT(S) NOT TO SUE The School Board of Miami-Dade County, Florida, its members, officers, employees, agents, representatives, insurers, and assigns (referred to as "releases"), from any and all liability to the undersigned, his/her parents, child, personal representatives, assigns, heirs, and next of kin for any and all damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise which is in any way related to the athletic participation of the child/ward. I/we for ourselves and for our child/ward, HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of releases or otherwise which is in any way related to the athletic participation of the child/ward. I/we authorize emergency medical treatment for my/our child/ward should the need arise for such treatment while my/our child/ward is under the supervision of the school. I/we hereby authorize the use or disclosure of my/our child's/ward's individually identifiable health information should treatment for illness or injury become necessary. **I/we consent to the disclosure, by my/our child's/ward's school, to the FHSAA, upon its request, of all the records relevant to his/her athletic eligibility including, but not limited to, his or her records relating to enrollment and attendance, academic standing, age, discipline, finances, residence, and physical fitness.** In addition, I/we grant the releases the right to photograph and/or videotape my/our child/ward and further to use said child's/ward's name face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. I understand and agree that such use (of my name, image or other information) by the school district or any entity authorized by it shall be without compensation to me. The released parties, however, are under no obligation to exercise said rights herein.

I/we understand that the authorizations and rights granted herein are voluntary and that I/we may revoke any or all of them at any time by submitting said revocation in writing to my/our child's/ward's school. By doing so, however, I/we understand that my/our child/ward will no longer be eligible for participation in interscholastic athletics. **I / WE HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE.**

I/we have read and understood the previous information. Furthermore, I/we have reviewed my/our child's medical history form (EL2) and agree that it is accurate and complete. I/we give consent for my/our child to participate in ImPACT Testing: Cognitive Testing and Post Concussion Testing. I/we give consent for the medical staff to perform the pre-season sport physical examination on my/our child, which I/we understand is not a substitute for regular check-ups and care from our own family physician. I/we also give consent for trained medical staff (licensed athletic trainer, fire/rescue, physician) to treat my/our child, if necessary, at any physical, practice, or game upon my/our absence. My/our signature in the space(s) below indicates that the requirements have been carefully read and permission is granted for my/our child to participate in all interscholastic athletics, with the exception of

\_\_\_\_\_  
**(IF NO EXCEPTION, WRITE "NONE")**

PARENT/GUARDIAN \_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_  
(Please print name) (Please print name)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Father Mother Guardian

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Father Mother Guardian

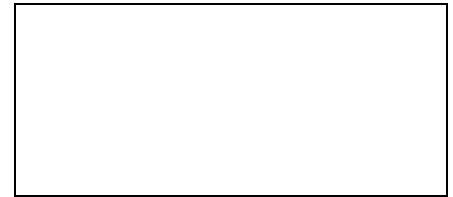
SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

BY \_\_\_\_\_, WHO PRODUCED A LEGAL IDENTIFICATION OR IS PERSONALLY KNOWN TO ME.

NOTARY NAME \_\_\_\_\_  
(Please print name)

NOTARY SIGNATURE \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_



NOTARY SEAL

## SPORTSMANSHIP AGREEMENT

### Dear Parent/Guardians:

Your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to complete. We, who are concerned with the educational development of boys and girls through athletics, feel that a properly controlled, well-organized sports program meets the students' needs for self-expression, mental alertness and physical growth. Our hope is to maintain a program that is sound in purpose and that will further each student's educational maturity.

When your son-daughter enlists in one of our sports programs, the school staff commits to the following responsibilities and obligations: 1) encourage and monitor classroom achievement; 2) provide adequate equipment and facilities; 3) provide a certified head coach; 4) provide equalized contests with skilled officials; and 5) provide adequately supervised transportation to away events when possible. It must be understood that being part of an athletic team does not guarantee a minimum amount of playing time. Head coaches and their staff will determine who will represent the school in the sport for which they are responsible. High school athletics is an extra-curricular activity that makes it a privilege to participate and not a right.

As parents you have committed yourselves to certain responsibilities and obligation as well. As a parent/guardian of a potential athlete at this school you are expected to do the following: 1) encourage your son/daughter to work hard in the classroom; 2) support our coaches' decisions or to arrange a private meeting with both the coach and/or athletic director should a conflict arise; and 3) attend as many games as possible and cheer for our school, and specifically, for your child.

Good conduct is expected on the part of all involved. Profanity and/or unnecessary comments toward student athletes, game officials, coaches and other fans will not be tolerated at any interscholastic contest. Such behavior may result in the dismissal or removal of such an offender from participation in, or attendance at school athletic events.

Please understand that college athletic scholarships are earned by meeting certain academic and athletic requirements that are set forth by the National Collegiate Athletic Association (NCAA). Guideline and information on the college recruiting process are available in the Athletic Director's Office or through the NCAA Clearinghouse.

By Signing below, I agree and understand the contents contained in this letter.

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

\_\_\_\_\_  
(DATE)

## School Operations

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### Opening of Schools Online Procedures Guide

**Department:** Federal and State Compliance Office

**Department Head:** Charlene Burks

**Department Website:** <http://attendanceservices.dadeschools.net/index.asp>

ACTION	DUE DATE
FTE Survey 1	07/12/13
FTE Survey 2	10/18/13
FTE Survey 3	02/14/14
FTE Survey 4	06/20/14
Secondary Schools Bell Schedule	09/06/13
Online Principal Certification of Attendance – 1 <sup>st</sup> Grading Period	10/31/13
Online Principal Certification of Attendance – 2 <sup>nd</sup> Grading Period	01/24/14
Online Principal Certification of Attendance – 3 <sup>rd</sup> Grading Period	04/03/14
Online Principal Certification of Attendance – 4 <sup>th</sup> Grading Period	06/12/14
Title VIII	11/13/13
Secondary Schools Truancy Packages	06/13/14

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item: Student Attendance	Elem.	Mid.	Sr.
<p>The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under their direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be their duty to see that such instructions are followed” (State Board Policy <a href="#">6A-1.044</a>, Pupil Attendance Records).</p> <p>Students are to be counted in school attendance only if they are actually present for at least two hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student (Board Policy 5200 – Attendance). Students are to be counted in class attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity. Attendance is defined as school attendance, class attendance, tardiness and early sign-out. Absences initially will be recorded as “unexcused” and will be changed to “excused” upon receipt of reason for absence.</p> <p>A student’s illness, medical appointment, death in immediate family, observance of religious holidays when it is mandated for the members of that faith, Military Connected Students in the deployment of military families, school-sponsored or educational enrichment activity approved in advance by the principal, attendance at a center under the Department of Children and Families supervision, subpoena by a law enforcement agency or mandatory court appearance, outdoor suspensions, and documented absences beyond the control of the parent/guardian as approved by the principal are the only acceptable reasons for a student to be granted an excused absence. It is the responsibility of the parent/guardian to report and explain an absence or tardiness to the school within three days upon the student’s return to school or the absence will stay as unexcused.</p>	X	X	X

## School Operations

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### Opening of Schools Online Procedures Guide

<b>Item: Student Attendance</b>	Elem.	Mid.	Sr.
<p>Students with excused absences will have three days or the amount of time out of school for the excused absence to make-up all missed work. Failure to make up assignments for excused absences will result in the lower assessment of the student's academic and/or effort grade. Parents and students are required to appear before an Attendance Review Committee to receive counseling and support relative to the attendance history of the students. In addition, students may be given prescribed activities that are designed to mitigate the loss of instructional time.</p> <p>A student accumulating ten or more class unexcused absences in an annual course or five or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.</p> <p>If a student does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition. Any student who has a total of fifteen (15) days of unexcused absence from school within a ninety (90) calendar day period will be considered habitually absent. This information is submitted to the Florida Department Highway <a href="http://fldoe.org/ese/pdf/y2007-6.pdf">http://fldoe.org/ese/pdf/y2007-6.pdf</a> and the student will be ineligible to receive or maintain driving privileges. Driving privileges may be reinstated upon demonstration of 30 consecutive days of attendance without any unexcused absences.</p> <p>Specific guidelines for student attendance are reflected in Board Policy 5200-Attendance, found at <a href="http://www.neola.com/miamidade-fl/search/policies/po5200.htm">http://www.neola.com/miamidade-fl/search/policies/po5200.htm</a> and in the Student Attendance Reporting Procedures Grades PK–12 <a href="http://ehandbooks.dadeschools.net/policies/89.pdf">http://ehandbooks.dadeschools.net/policies/89.pdf</a></p>			

<b>Item: Perfect Attendance from K-12</b>	Elem.	Mid.	Sr.
Attendance Services oversees the K -12 District Perfect Attendance Recognition Program.	X	X	X

<b>Item: Student Transfers</b>	Elem.	Mid.	Sr.
Transfers Regulations pertaining to student transfers are stated in Board Policy <a href="#">5131-Student Transfers</a> . General regulations that apply to student transfers are:	X	X	X

## School Operations

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<b>Item: Student Transfers</b>	Elem.	Mid.	Sr.
<p>A parent/guardian wishing to transfer a student from one school to another within the district due to an address change shall secure the transfer from the sending school before being admitted to the new school. The parent/guardian shall apply for the transfer in person at the child's currently enrolled school and shall provide verification of a change of residence. Verification shall include two of the following:</p> <ul style="list-style-type: none"> <li>• Broker's or attorney's statement of parent's/legal guardian's purchase of residence, or properly executed lease agreement.</li> <li>• Current Homestead Exemption Card.</li> <li>• Electric deposit payment receipt or electric billing statement showing name and service address. If an electric deposit payment receipt is used as verification, the electric billing statement must also be submitted to the school within 40 calendar days after registration. Failure to submit this electric billing statement within 40 calendar days will result in revocation of the transfer.</li> <li>• If parents or guardians are unable to provide verification of change of residence, student should be enrolled and school should make immediate arrangements for a home visit.</li> <li>• The transfer shall be presented to the school serving the new home address. Students whose names were sent to a new school on a transmittal list should be considered enrolled for the new school year. The school assignment becomes the sending school in the transfer process.</li> <li>• A student who requests and is eligible for a transfer may not be denied the transfer, nor have school records withheld, because of unpaid fees, lost textbooks, etc.</li> <li>• Transportation for students granted transfers will not normally be provided, unless the student is granted a transfer under the John M. McKay Scholarship programs.</li> </ul>			

<b>Item: Opportunity Scholarship Program</b>	Elem.	Mid.	Sr.
<p><b>Eligibility</b> The parent or guardian of a public school student may request and receive an Opportunity Scholarship Program transfer in accordance with Section 1002.38, Florida Statutes, if:</p> <ul style="list-style-type: none"> <li>• By assigned school attendance area or by special assignment, the student has spent the prior school</li> </ul>	X	X	X



## School Operations

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### Opening of Schools Online Procedures Guide

<b>Item: Opportunity Scholarship Program</b>	Elem.	Mid.	Sr.
<p>year in attendance at a public school that has been designated as performance grade category “F” and that has had two years in a four-year period of such low performance, and the student’s attendance occurred during a school year in which such designation was in effect;</p> <ul style="list-style-type: none"> <li>• The student has been in attendance elsewhere in the public school system and has been assigned for the next year, to a school designated as performance grade category “F”: for two school years in a four-year period; or</li> <li>• The student is new to the district and/or entering kindergarten or first grade and has been assigned to such school for next school year, by school attendance area or by special assignment.</li> </ul>			

<b>Item: John M. McKay Scholarship</b>	Elem.	Mid.	Sr.
<p><b>Eligibility</b></p> <p>The parent or guardian of a public school student may request and receive a John M. McKay Scholarship for Students with Disabilities Program Transfer in accordance with Section 1002.39, Florida Statutes, if:</p> <ul style="list-style-type: none"> <li>• the student has been enrolled and reported for funding during the October and February FEFP surveys in a Florida public school and will be entering grades K- 12 and</li> <li>• the student is a student with a disability for whom an Individual Educational Plan (IEP) has been written.</li> </ul>	X	X	X

Appendix: Yes \_\_\_\_\_ No   X

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: Food and Nutrition

Department Head: Penny Parham

Department Website: <http://nutrition.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Opening of School Meeting	Hialeah Gardens Senior High	08/13/13 7:30 am
Training on Free and Reduced Meal Application*	Barbara Goleman Senior (Auditorium)	08/06/13 9:00 am
Training on Free and Reduced Meal Application*	Miami Palmetto Senior (Auditorium)	08/09/13 9:00 am

ACTION	DUE DATE
All Food Service Managers and Satellite Assistants are to attend the Opening of School meeting.	
Return to work dates for food service personnel:	
• Food Service Managers	08/12/13
• Satellite Assistants	08/14/13
• Part-time Employees	08/19/13
• Assistant to the Managers and MAT Specialists	08/16/13
Attendance Clerks and Registrars assigned to collect and review family meal applications should attend their designated meeting.	

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
Every student must be given a Free and Reduced Price Meal Application (schools receive paper applications in three (3) languages). Additional applications may be obtained by calling the Department of Food and Nutrition at 786-275-0400, <b>Option 1</b> . The on-line application is available at <a href="http://nutrition.dadeschools.net">http://nutrition.dadeschools.net</a> and all households are encouraged to apply on-line.	X	X	X

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board rules, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

#### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
Breakfast is offered <b>FREE</b> to all Miami-Dade County Public School (M-DCPS) students each school day.			
Lunch Prices: Elementary full price \$2.25, Secondary full price \$2.50, Reduced price lunch, all grade levels \$.40	X	X	X

Appendix: Yes \_\_\_\_ No X

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: School Operations/Special Programs

Department Head: Mark E. Zaher

Department Website: <http://specialprograms.dadeschools.net/>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
N/A	

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

School Operations/Special Programs

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Juvenile Court Contacts (JCC) directory located in the district portal. <b><i>Every principal is required to review and update their school's JCC listing online, by Friday, September 13, 2013 (see attachment).</i></b>	X	X	X
Sexual Predators Notification letter from Mrs. Valtena G. Brown, Chief Operations Officer, School Operations. Distribute to all parent(s)/guardian(s) to inform them of the Miami-Dade County Public Schools involvement in the notification process (see attached) and the refer to the <i>Procedures for Promoting and Maintaining a Safe Learning Environment</i> , Guideline #40.	X	X	X

**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

**ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF**

<b>Item:</b>	Elem.	Mid.	Sr.
Review the contents of the current document, <i>Procedures for Promoting and Maintaining a Safe Learning Environment</i> .	X	X	X

**ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF**

<b>Item:</b>	Elem.	Mid.	Sr.
Review the Emergency Operations Plan (EOP) and the responsibilities of the School-Based Critical Incident Response Team. Distribute the EOP Teacher's Responsibilities to all teachers (see attachment).	X	X	X
Review with faculty and staff the Bylaw and Policy 8462- Student Abuse and Neglect.	X	X	X

**SPECIAL REFERENCE INFORMATION**

<b>Item:</b>	Elem.	Mid.	Sr.
N/A			

**GENERAL OPENING OF SCHOOL INFORMATION**

<b>Item:</b>	Elem.	Mid.	Sr.
N/A			

## School Operations

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### Opening of Schools Online Procedures Guide

Appendix: Yes X No \_\_\_\_

- Appendix A – Foster Care Students – Transfer Guidelines
- Appendix B – Identifying and Updating Your School's Juvenile Court Contact Persons
- Appendix C – Miami-Dade County Public Schools Emergency Operations Plan (EOP) Teacher's Responsibilities
- Appendix D – Sexual Predators Notification Letter To Parents (English, Spanish, Haitian/Creole)
- Appendix E – Incident Reporting

## APPENDIX A

### FOSTER CARE STUDENTS- TRANSFER GUIDELINES

#### 1) Out of Area Transfers

- a) All students under the supervision of the Florida Department of Children and Families (DCF) who are placed in licensed foster care, relative care, temporary shelter, or in a licensed group home, must remain at their current school. Schools may not withdraw or transfer a student under the supervision of DCF without the written approval of the Juvenile Justice Support Office (JJSO) in School Operations.
- b) In order for the student to remain at the current school, JJSO staff will complete a Foster Care Out-of-Area Transfer and enter a transfer code of "J" in the Integrated Student Information System (ISIS). All such transfers will be requested and completed by JJSO staff and subject to final approval by School Operations.
- c) Schools are to immediately direct DCF Child Protective Investigators (CPI), child welfare agency workers, licensed foster parents, or anyone wishing to withdraw a student meeting the criteria in the above-listed section (a), to a Juvenile Justice Support Office (JJSO) District Court Liaison in School Operations at 305-633-4950.

#### 2) Dependent Student Address Verification

- a) In the unlikely event that School Operations has provided written approval for a transfer of a foster care student to the school within the boundaries of the new home placement; the DCF Child Protective Investigator, child welfare agency worker, foster parent, and /or guardian, is authorized to register the student at the receiving school. The caseworker, CPI, or foster parent or guardian, is not to be directed back to the sending school to withdraw the student. Please be reminded that these transfers must be pre-approved at the JJSO. The individual receiving pre-approval will present appropriate documentation received from the JJSO.
- b) The registrar of the receiving school will assist the child welfare agency worker, or parent/guardian, in completing the Dependent Student Address Verification Form (FM-6536) and will contact the registrar at the sending school who is to immediately withdraw the student.
- c) Any books or other school materials the child has with him/her will be sent back to the sending school via school mail. Schools may not deny the transfer of a foster care student for lost books or materials, or a financial debt. The students' parents remain responsible for financial obligations.

Any questions regarding the above-listed procedures should be directed to Ms. Sylvia R. Godoy, District Chairperson, School Operations at 305-633-4950.



## Appendix B

### IDENTIFYING AND UPDATING YOUR SCHOOL'S JUVENILE COURT CONTACT (JCC) PERSONS

- All schools are required annually, to designate one Administrator and one Student Services team member as school-based Juvenile Court Contacts (JCC) Persons.
- The JCC serves as the first point-of-contact at the school-site for Department of Juvenile Justice (DJJ) Juvenile Probation Officers , Florida Department of Children and Families (DCF) Child Protective Investigators, Our Kids, Inc. full case management agency workers, and others involved in the Juvenile Justice and Child Welfare Systems.
- Each school's JCC's will be listed in the Juvenile Court Contacts directory at our district portal. **Every principal is required to review and update their school's JCC listing online, by Friday, September 13, 2013.**
- Should personnel changes occur that impact a school's JCC listing, the directory should be updated by the Principal.
- The JCC directory is a public directory to be utilized by individuals working with students involved in the juvenile justice and child welfare systems.
- Directions on updating a school's JCC:
  1. Go to: <http://juvenilejustice.dadeschools.net/>
  2. Click on "Create/Edit Contact Info"
  3. The school's Principal must log-in by entering his/her Employee Number and Date of Birth (mmyyyy)
  4. Enter School Location Number
  5. The school information will pop up. Click on "Edit"
  6. The Principal should enter the appropriate Employee Numbers for the Administrative Contact and the Student Services Contact and click "Update"

If you have any questions regarding the JCC online listing, please contact Ms. Sylvia R. Godoy, District Chairperson, School Operations at 305-633-4950.

## APPENDIX C

### MIAMI-DADE COUNTY PUBLIC SCHOOLS EMERGENCY OPERATIONS PLAN (EOP) TEACHER'S RESPONSIBILITIES

Schools continue to be among the safest environments for our youth; however, potentially dangerous and tragic events have occurred on school campuses and within surrounding communities. Being prepared to address immediate threatening situations is key in preventing injuries to students and staff. Please ensure that students are afforded the opportunity to seek post incident counseling services.

"Emergency Operations Plan (EOP): Teacher Responsibilities" was produced to assist instructional staff in responding effectively and expediently to critical incidents or situations that may impact the well-being of Miami-Dade County Public Schools (M-DCPS) students, faculty and staff. This document will provide teachers guidance in responding to events that may potentially impact student safety and security.

#### **BOMB THREAT**

- ❖ Notify an administrator of the threats.
- ❖ Do NOT touch, prod, or move any suspicious object or package.
- ❖ Follow orders for personal safety as directed by the administrator or designee in charge and emergency response personnel.
- ❖ Do NOT use cell phone, hand radio or public address system.
- ❖ If directed by the Administrator or designee in charge, calmly request your students to leave the classroom in an orderly manner and follow you to a temporary site of safety that is supervised by M-DCPS personnel.
- ❖ Be sure to take your grade book with you.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

#### **EVACUATION OF STUDENTS/STAFF FROM BUILDING**

- ❖ Implement immediate evacuation of students upon notification to evacuate.
- ❖ Designate someone to hold the main exit door open until all persons in the class have evacuated. Continue this procedure until the classroom is clear.
- ❖ Take the class list or grade book with you.
- ❖ Check classrooms thoroughly (restrooms, closets, etc). Determine that all students have cleared the rooms.
- ❖ Supervise students enroute to designated assembly point.

- ❖ Make a roll call check at the assembly point. Report anyone missing to the principal.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

#### **HAZARDOUS CHEMICAL MATERIALS SPILLS/GAS LEAKS**

##### **INSIDE THE CLASSROOM/SCHOOL**

- ❖ Notify an administrator.
- ❖ Evacuate the area immediately.
- ❖ Verify that all students have exited room.
- ❖ Turn off gas valve, air conditioning and ventilation systems, if located in your room (if applicable).
- ❖ Remove student(s) who may be unconscious or overcome by exposure to chemical substance or gas.
- ❖ Close door(s) as you exit and take the class list or grade book with you.
- ❖ Do not attempt to fix gas leaks or clean up chemical spills.

##### **OUTSIDE THE BUILDING/COMMUNITY- BASED**

- ❖ Follow orders for personal safety as directed by the administrator or emergency response personnel.
- ❖ As directed, shut off air conditioning system and all outside air ventilators; close windows.
- ❖ Ensure that all students are in the classroom and that they remain there, pending further instructions.

- ❖ Direct students to quietly remain in their seats.

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

#### **HOMICIDAL THREAT**

- ❖ Remain calm and non-judgmental.
- ❖ Assess immediate danger; if student or intruder is armed or agitated do **NOT** approach or make any sudden movements.
- ❖ Notify the main office, when it is safe to do so.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.
- ❖ Forward any written evidence of the threat to the school administrator, when it is safe to do so.

#### **HOSTAGE SITUATION**

- ❖ Remain calm and non-judgmental.
- ❖ Do **NOT** attempt to defuse the situation. This is a police function.
- ❖ Do **NOT** agitate or anger the perpetrator.
- ❖ Do **NOT** make any sudden movements.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

#### **LOCK DOWN PROCEDURE**

- ❖ Immediately close and lock classroom doors and windows.
- ❖ Direct all individuals away from doors and windows.
- ❖ Staff and students located in open areas (non classroom areas) should immediately report to nearest secured area.
- ❖ Teachers and staff not assigned to a classroom site during the lock down will direct students in open areas to the nearest secured area and then seek shelter.
- ❖ Cellular phone use will be limited to the reporting of emergency information, otherwise all audio-visual equipment including computer and cell phone technology should not be used until all clear announcement is made.
- ❖ All staff and students remain in **LOCK DOWN** mode until **ALL CLEAR** announcement is made.

#### **NUCLEAR EXPLOSION/RELEASE**

- ❖ Remain in your classroom until authorized to leave by the administrator or emergency response personnel.
- ❖ Shut down air conditioners and fans; close doors, windows, and other openings.
- ❖ Follow directions given by the administrator and emergency response personnel.

#### **SEVERE WEATHER: ELECTRICAL STORM**

##### **CLASSROOM**

- ❖ Stay indoors and do not venture outside unless absolutely necessary.
- ❖ Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm has passed.
- ❖ Unplug TV sets, other electrical equipment, and appliances to the extent possible.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

##### **SCHOOL GROUNDS**

- ❖ Get out of open areas and into an enclosed building.
- ❖ Do **NOT** seek shelter under trees or close to wire fences, playground equipment, or shelters located in exposed locations.

#### **SEVERE WEATHER: HURRICANE WATCH/WARNING**

- ❖ To the extent possible, turn off all gas and electrical appliances, except as required in designated emergency shelters.
- ❖ Store all books, papers, and other equipment as far as possible from all windows or areas subject to damage or entry of water. Store these items above the floor to protect them from water damage due to minor flooding.
- ❖ Move audiovisual, computer and business machine equipment to a secure location. If equipment cannot be moved, cover with plastic to protect from water damage.
- ❖ Take the class list or grade book with you.

**SEVERE WEATHER: TORNADO  
WATCH/WARNING**

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.
- ❖ Be prepared to move students housed in relocatables and trailers into interior corridors of permanent buildings.
- ❖ Be prepared to move persons housed in multi-story buildings to lower floors and interior corridors, particularly to corners, space permitting.
- ❖ Refrain from placing persons in large areas that have a wide roof span.
- ❖ Instruct persons to seek cover where floors and walls meet and to place themselves in a protected position with their heads and faces covered by their hands and arms.
- ❖ Keep inside doors that lead into corridors unlocked. Exterior doors must not be chained or locked from the inside.
- ❖ Close window and outside doors on all sides of a building.

Where there are no permanent buildings in which to find shelter, occupants should lie down under tables/desks in a fetal position and cover their hands and faces with their arms and hands.

**SEVERE WEATHER: TORNADO  
STRIKE/AFTERMATH**

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.
- ❖ Report any medical emergencies and other injuries to the main office.
- ❖ Conduct an attendance count to ensure all students are accounted for.

**SHOOTING/STABBING**

- ❖ Direct students to take appropriate protective action(s), such as take cover, lie flat, remain calm, and evacuate to nearest secure site, if appropriate.
- ❖ Keep students away from windows and doors, if the event is occurring outside of the classroom.
- ❖ Report the incident and any medical emergencies or injuries to the main office, when it is safe to do so.
- ❖ Do NOT touch weapon, tamper with evidence, clean or decontaminate incident site.

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

**SUICIDE ATTEMPT (in classroom)**

- ❖ Contact main office immediately and report nature of medical emergency.
- ❖ Direct classroom students to exit room and relocate to alternate location.
- ❖ Stay with student until assistance arrives. Gather all information that will assist emergency response personnel.
- ❖ Do NOT touch or move weapon or substance involved in the attempt unless absolutely necessary.
- ❖ Do NOT tamper with evidence, clean or decontaminate incident site.

**SUICIDE (in classroom)**

- ❖ Report the incident to the main office.
- ❖ Calmly direct your students to exit the classroom and report directly to the nearest supervised classroom site. Students should remain at such site until further direction is given.
- ❖ Stay with deceased student until assistance arrives.
- ❖ Do NOT touch or move weapon or substance involved in the attempt unless absolutely necessary.
- ❖ Do NOT tamper with evidence, clean or decontaminate incident site.
- ❖ Follow the directions of the administrator and emergency response personnel.

**SUICIDE (off campus)**

- ❖ Report information to the administrator.

**SUICIDAL THREAT**

- ❖ Remain calm and non-judgmental.
- ❖ Contact the main office as soon as it is safe to do so. If the student is armed or in a precarious position, do NOT approach or agitate.
- ❖ Alert the main office to the presence of any weapons/instruments possessed by the suicidal student.
- ❖ Do not leave the suicidal student alone. Immediately contact school counseling professional.



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**  
Perla Tabares Hantman, Chair  
Dr. Martin Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Susie V. Castillo  
Carlos L. Curbelo  
Dr. Lawrence S. Feldman  
Dr. Wilbert "Tee" Holloway  
Dr. Marta Pérez  
Raquel A. Regalado

August 19, 2013

Dear Parent/Guardian:

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

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

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

Sincerely,

Valtena G. Brown  
Chief Operating Officer

VGB:mf  
L001

cc: Mr. Alberto M. Carvalho  
All work locations





# Miami-Dade County Public Schools

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Dr. Lawrence S. Feldman  
Dr. Wilbert "Tee" Holloway  
Dr. Marta Pérez  
Raquel A. Regalado

19 de agosto del 2013

Estimados padres de familia o tutores:

El estado de la Florida requiere que todos los individuos que han sido señalados como depredadores sexuales se inscriban en un plazo de 48 horas al llegar al condado en el cual residirán de forma temporal o permanente. La residencia temporal implica una estancia de dos o más semanas. La ley de la Florida estipula que la agencia local del cumplimiento de la ley notifique a la comunidad. Para cumplir con los Estatutos de la Florida, el Departamento de Policía de Miami-Dade tiene la responsabilidad de notificar a cada uno de los centros de cuidado infantil diurnos con licencia y a las escuelas primarias, intermedias y secundarias situadas en un radio de una milla de la presencia de algún depredador sexual con residencia temporal o permanente en el Condado Miami-Dade.

Las Escuelas Públicas del Condado Miami-Dade han acordado trabajar con las agencias del cumplimiento de la ley para asistir en el proceso de notificación. En el transcurso del año escolar, recibirán cartas de los directores de las escuelas de sus hijos informándoles cuándo un depredador sexual se mude al Condado Miami-Dade. Cuando reciban dichas cartas, esperamos que procuren proteger a sus hijos repasando con ellos las precauciones de seguridad en sus hogares. Si necesitasen recursos adicionales para educar a sus hijos en cuanto a las medidas de seguridad, les animamos a que se pongan en contacto con sus escuelas o comuníquense con los sitios web *Florida Department of Law Enforcement's (FDLE) Guide Lights to Protect Your Child's Safety* (Directrices de FDLE para proteger la seguridad de sus hijos), en [http://www.fdle.state.fl.us/publications/child\\_safety.asp](http://www.fdle.state.fl.us/publications/child_safety.asp), y con el *National Center for Missing and Exploited Children* (Centro Nacional en Pro de los Niños Desaparecidos y Explotados), en <http://www.missingkids.com/>. Si tuviesen dudas en cuanto a cómo afrontar la situación con sus hijos o necesitasen información adicional acerca de los depredadores sexuales en general, por favor, comuníquense con la agencia local del cumplimiento de la ley.

Los esfuerzos del sistema escolar unidos a los suyos propios y los de las agencias locales del cumplimiento de la ley ayudarán a asegurar la protección de nuestros niños. Agradeceremos mucho su cooperación.

Atentamente,

Valtena G. Brown  
Jefa Ejecutiva de Operaciones

VGB:mf  
L001

cc: Sr. Alberto M. Carvalho  
Todos los centros de empleo





# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**  
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Carlos L. Curbelo  
Dr. Lawrence S. Feldman  
Dr. Wilbert "Tee" Holloway  
Dr. Marta Pérez  
Raquel A. Regalado

19 out 2013

Chè Paran/Gadyen:

Eta Florid mande pou tout endividi yo deziyen kòm predatè seksyèl anrejistre nan 48 èdtan apre yo vin abite nan konte a tanporèman oubyen an pèmanans. Rezidans tanporè genyen ladan rete de semèn oubyen plis. Lwa Florid la mande pou lapolis lokal la avize kominote a. Pou li ka an konfòmite ak Lwa Florid yo, Depatman Polis Miami-Dade responsab pou avize chak sant swen timoun lisansye, lekòl elemantè, lekòl mwayen, ak lekòl segondè ki nan distans "one mile" (apeprè yon kilomèt edmi) prezans yon predatè seksyèl ki vin abite tanporèman oubyen an pèmanans nan Miami-Dade County.

Lekòl Leta Miami-Dade County dakò pou li travay ak ajans lapolis pou asiste nan pwosesis notifikasyon an. Pandan ane lekòl la, ou ap resevwa lèt ki ap soti nan men direktè lekòl pitit ou a pou enfòmè w lè yon predatè seksyèl vin abite nan Miami-Dade County. Lè ou resevwa lèt sa yo, mwen swete ou bay pitit ou pwoteksyon nan revize prekosyon sekirite ak li nan kay la. Si ou ta bezwen plis resous pou edike pitit ou sou mezi sekirite, mwen ankouraje w pou kontakte lekòl ou a oubyen vizite sit Entènèt, "Florida Department of Law Enforcement Guide Lights to Protect Your Child's Safety" (Gid Limyè Depatman Lapolis Florid pou Pwoteje Sekirite Pitit Ou) ki lokalize nan [http://www.fdle.state.fl.us/publications/child\\_safety.asp](http://www.fdle.state.fl.us/publications/child_safety.asp), ak sit Entènèt Sant Nasyonal pou Timoun ki Pèdi e Eksplwate ki lokalize nan <http://www.missingkids.com/>. Si ou genyen nenpòt dout konsènan sa pou ou fè nan sitiyasyon sa a ak pitit ou oubyen ou bezwen plis enfòmasyon sou predatè seksyèl anjeneral, silvouplè kontakte ajans lapolis nan zòn ou.

Efò sistèm lekòl la, mete ansanm ak pa w e pa ajans lapolis lokal yo, ap ede amelyore sekirite timoun nou yo. Nou apresye kowòperasyon ou anpil.

Sensèman,

Valtena G. Brown

Ofisye Fonksyonman Anchèf

VGB:RL  
L001

cc: Mesye Alberto M. Carvalho  
Tout lokasyon travay

## Appendix E

### INCIDENT REPORTING

1. All work location administrators have the responsibility of reporting all critical incidents to 305-995-COPS (2677) and the appropriate Regional Center and 305-995-COPS (2677). If any incident requires immediate medical or police response, 911 should be called first. Once 305-995-COPS (2677) is called the appropriate District Critical Incident Response Team (DCIRT) member will respond. **Listed below are examples of commonly reported incidents:**
  - Any critical incident requiring immediate resources from the district
  - Serious illness or injury, death, communicable disease of student(s) or staff member(s) on or off-campus
  - A serious incident occurring on campus involving a non-school-site employee or visitor
  - Any incident that could potentially draw media attention (also contact Media Relations)
  - Runaway or missing children
  - Power outage or major utility interruption (not phones). **Once restored, 995-COPS (2677) must be contacted.**
  - Total air conditioning failure. **Once restored, 995-COPS (2677) must be contacted.**
  - Any incident resulting in a lockdown or evacuation. Administrator should monitor DECON Radio. All radio transmissions will occur on the DECON Frequency # 2 SB-OPS Shelter
  - Burglary, vandalism or fire that disrupts the learning environment
  
2. All work location administrators are required to complete an incident report. Miami-Dade County Public Schools (M-DCPS) employees can enter on-line information about non-critical and critical incidents through **Automated Incident Reporting System (AIRS)** which has replaced form FM-5963. The description of the incident should be brief. However, it should provide enough information to identify what occurred and all parties involved. If an arrest has taken place, the charges and case number should be reported and the incident should be categorized as critical. **Incidents reports should be inputted immediately and should NOT be held until the end of the work day.** Not inputting the incident in the AIRS system immediately, will result in the delay the notification to school board members and senior staff.



3. Incidents to be reported through **AIRS should include the above mentioned incidents, but are not limited to the following:**
  - Those that require a police, fire rescue, and/or any other type of investigative agency response.
  - The hospitalization of student or staff
  - Incidents that are newsworthy
  - Serious disturbances involving injury or a weapon
  - Civil disturbances
  - Shootings that involve students on or off campus
  - Incidents that are sex related
  - Possible sighting of sexual predator
  - Major fires, and/or bomb threat
  - Missing persons
  - Major acts of vandalism
  - Infectious diseases
  - Car and/or bus accidents
  - Any major incidents that threaten the safety of students, staff, and/or the facility
  - Lockdowns
4. If the school information change after the report has been called in, the school staff is responsible for reporting the updated information as soon as it is discovered to District and Regional Center staff.
5. District and Regional Center staff is available to receive incident reports from 8:00 a.m. - 4:30 p.m., Monday-Friday. Should an incident occur after 4:00 p.m. or on the weekend, the work location administrator or designee is responsible for reporting information to the District's Emergency Communication Center by calling 305-995-COPS (2677).

Should you need assistance or additional information regarding incident reporting, you may contact Mr. Mark E. Zaher, Director, School Operations, at 305-805-4600.

## School Operations

2013-2014

### Opening of Schools Procedures Guide

Department: Transportation

Department Head: Jerry Klein

Department Website: <http://dot.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Transportation information for students for the 2013-2014 school year will be posted on the district's web site for the <b>Transportation Routing System</b> application ( <i>WTRS</i> ).	Schools	08/12/13

ACTION	DUE DATE
Schools may log on to the district's web site for the <b>Transportation Routing System</b> application ( <i>WTRS</i> ) and find bus assignment information for their students, as well as information on all bus routes serving the school. The information on the Transportation Routing System will be updated every night, so schools should check the application frequently in order to make sure they have the most current information about their bus routes and their student's bus assignment information.	08/12/13

Department: Transportation

Page 1 of 3

## School Operations

2013-2014

### Opening of Schools Procedures Guide

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item: <i>Transportation Handbook For School Staff (e-handbook)</i>	Elem.	Mid.	Sr.
School principals should download a copy of the <i>Transportation Handbook For School Staff</i> and familiarize themselves with the contents of the document. The handbook contains information on the Florida Statutes, Rules of the State Board of Education and M-DCPS Board Policies pertaining to transportation. The handbook also contains information Transportation Department procedures for establishing bus assignments for students, an explanation of the district's web site for the <i>Transportation Routing System</i> application (WTRS), and contact information for Department of Transportation staff. An updated version of the <i>Transportation Handbook For School Staff</i> for the 2013-2014 school year should be available at the district's e-handbooks link in early July, 2013.	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item: <i>Transportation Handbook For School Staff (e-handbook)</i>	Elem.	Mid.	Sr.
School principals should ensure that all administrators at their school who will be dealing with transportation issues download a copy of the <i>Transportation Handbook For School Staff</i> and familiarize themselves with the contents of the document.	X	X	X

Department: Transportation

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## School Operations

2013-2014

### Opening of Schools Procedures Guide

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item: <i>Transportation Handbook For School Staff (e-handbook)</i>	Elem.	Mid.	Sr.
School principals should ensure that all faculty and staff at their school who will be dealing with transportation issues download a copy of the <i>Transportation Handbook For School Staff</i> and familiarize themselves with the contents of the document. This includes school registrars and data input clerks who will be entering student information into ISIS and sending requests to Transportation for students to be given bus assignments.	X	X	X

#### GENERAL OPENING OF SCHOOL INFORMATION

Item: <b>Bus assignment information for students</b>	Elem.	Mid.	Sr.
<p>ITS will prepare and mail post cards with bus assignment information for the opening of school. The post cards are expected to be mailed sometime during the week of July 29<sup>th</sup>. Additionally,</p> <ul style="list-style-type: none"> <li>• Information on student bus assignments will be posted on the district's <b><i>Transportation Routing System</i></b> web application beginning on Monday, August 12, 2013. Schools are requested to check the <i>Transportation Routing System</i> web application for student bus assignment information <b>before</b> instructing parents to call the Transportation Department to obtain this information. This will greatly assist the staff of the Transportation Department to take care of students who do not have bus assignments as expeditiously as possible.</li> <li>• Information on student bus assignments will also be posted on the <b>Parent Portal</b> at <a href="http://dadeschools.net">dadeschools.net</a>, beginning on Monday, August 12, 2013. Parents should be encouraged to use this resource! The information on the Parent Portal is updated every night, so parents will always have access to the most current bus assignment information for their children.</li> </ul>	X	X	X

Appendix: Yes \_\_\_ No  X

**Department: Transportation**

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: Charter School Support

Department Head: Tiffanie A. Pauline

Department Website: <http://charterschools.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
New Principal Training	SBAB – Room 559 1450 NE 2 <sup>nd</sup> Avenue Miami, Florida 33132	07/30/13 8:30 a.m. - 12:00 p.m.
School Improvement Plan (SIP) For New Principals	SBAB Annex – Room 336 1500 Biscayne Boulevard Miami, Florida 33132	07/31/13 1:00 p.m. - 4:00 p.m.
First Quarterly Principals' Meeting	Mater Academy Charter High School 7901 N.W. 103 Street Hialeah, Florida 33016	08/01/13 8:00 a.m. - 4:00 p.m.
Charter School Compliance Management System (CSCMS, Attendance, FT, HQ)	SBAB Annex – Room 337 1500 Biscayne Boulevard Miami, Florida 33132	07/31/13 8:30 p.m. - 12:30 p.m.

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

MEETING/EVENT	PLACE	DATE AND TIME
Mainframe Training (ACES, ISIS, PARIS)	Information Technology Services (ITS) 13135 SW 26 Street Miami, Florida 33175	08/06/13 8:30 a.m. - 4:00 p.m.
Electronic Gradebook Training	Information Technology Services (ITS) 13135 SW 26 Street Miami, Florida 33175	08/07/13 8:30 a.m. - 4:00 p.m.
Mainframe Training (ACES, ISIS, PARIS) S & D Purchasing	Information Technology Services (ITS) 13135 SW 26 Street Miami, Florida 33175	08/08/13 8:30 a.m. - 12:00 Noon

ACTION	DUE DATE
Fire Safety Permit Due	07/22/13
Property Lease or Deed or Space Usage Agreement Due	07/22/13
Certificates of Insurance Due	07/22/13
Certificate of Occupancy Due	07/22/13
Health Permit Due	07/22/13
Asbestos Hazard Emergency Response Act Due	07/22/13
Certificate of Use Due	07/22/13
Occupational License Due	07/22/13
Emergency Contact Information Due	07/29/13
Annual Unaudited Financial Statement and Annual Cost Report Due	08/01/13
Bank Transfer Information Letter Due	08/01/13

**Charter School Support**

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

<b>ACTION</b>	<b>DUE DATE</b>
Conflict Resolution Designee Due	07/29/13
Parent Contract Due	07/26/13
Governing Board Minutes Due	07/29/13
First Quarterly Principal Meeting	08/01/13
Governing Board Meeting Dates Due	08/05/13
M-DCPS Approved Transportation Provider Due	08/12/13
Food Service Provider Form Due	08/12/13
Parent/Student Handbook Due	07/26/13
Student Capacity Due	08/12/13
Management Company/Educational Service Provider Due	08/12/13
Fee Schedule Due	07/31/13
School Calendar Due	08/12/13
Annual Budget Due	08/15/13
Audited Financial Statement Due	09/03/13
Monthly Financial Report Due	08/30/13
Governing Board Members Due	09/03/13
Contract Verifying Charter School Staff not M-DCPS Employees Due	09/03/13
Emergency Evacuation Due	09/03/13
Application Accountability Report Due	09/13/13
Transportation Routes Due	09/20/13
Student Support Team (SST) (Rtl)	09/23/13
School Improvement Plan (SIP)	09/23/13
Safety and Emergency Plan and Staff Training	09/23/13
Restriction/Disclosure of Employment of Relatives	09/23/13

**Charter School Support**

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

ACTION	DUE DATE
Charter School By-Laws	09/30/13

### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Fire Safety Permit Due	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a valid Fire Permit which identifies the address of the permanent facilities for the school as per the charter school contract.	07/22/13
Charter School Support	Property Lease or Deed or Space Usage Agreement	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a current, properly executed Property Lease or Deed or Space Usage Agreement.	07/22/13



## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Certificate of Insurance	WL: 9112 Contact: Mr. Michael G. Fox Email: <a href="mailto:mfox@dadeschools.net">mfox@dadeschools.net</a> Phone: 305-995-7182	Submit the Certificate of Insurance that identifies Miami-Dade County Public Schools (M-DCPS) as Additional Insured and as Certificate Holder. Additionally, submit a hard copy of the Certificate of Insurance to: Miami-Dade County Public Schools	07/22/13
Charter School Support	Certificate of Occupancy	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a valid Certificate of Occupancy with the same address of the permanent facilities as the school and as per the charter school contract.	07/22/13
Charter School Support	Health Permit	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a valid Health Permit for the current school year.	07/22/13
Charter School Support	Asbestos Hazard Emergency Response Act	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a copy of the Asbestos Hazard Emergency Response Act Inspection Report as an artifact.	07/22/13

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Certificate of Use	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a valid Certificate of Use that identifies the address of the school's permanent facilities as per the current charter school contract.	07/22/13
Charter School Support	Occupational License	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a valid Occupational License that identifies the address of the school's permanent facilities as per the current charter school contract.	07/22/13
Charter School Support	Emergency Contact Information	WL: 9632 Contact: Ms. Emma Garcia Email: <a href="mailto:ELGarcia1@dadeschools.net">ELGarcia1@dadeschools.net</a> Phone: 305-995-1230	Submit Emergency Contact Information at least twice per school year to the Charter School Support (CSS) office for updates.	07/29/13
Charter School Support	Annual Unaudited Financial Statement and Annual Cost Report	WL: 9632 Contact: Mr. Christopher Morgan Email: <a href="mailto:cmorgan@dadeschools.net">cmorgan@dadeschools.net</a> Phone: 305-995-2809	Submit the completed Annual Unaudited Financial Statement and Annual Cost Report with the attached Excel spreadsheet/workbooks.	08/01/13

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Bank Transfer Information Letter	WL: 9632 Contact: Mr. Christopher Morgan Email: <a href="mailto:cmorgan@dadeschools.net">cmorgan@dadeschools.net</a> Phone: 305-995-2809	Submit a signed copy of the Bank Transfer Information Letter.	08/01/13
Charter School Support	Conflict Resolution Designee	WL: 9632 Contact: Ms. Pamela Sanders-White Email: <a href="mailto:psanders-white@dadeschools.net">psanders-white@dadeschools.net</a> Phone: 305-995-4227	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested for the school's Conflict Resolution Designee.	07/29/13
Charter School Support	Parent Contract	WL: 9632 Contact: Ms. Pamela Sanders-White Email: <a href="mailto:psanders-white@dadeschools.net">psanders-white@dadeschools.net</a> Phone: 305-995-4227	Submit the most current version of the school's Parent Contract.	07/26/13
Charter School Support	Governing Board Minutes	WL: 9632 Contact: Ms. Nicki Brisson Email: <a href="mailto:nbrisson@dadeschools.net">nbrisson@dadeschools.net</a> Phone: 305-995-1530	Submit the minutes for the Governing Board meetings conducted during the months of April, May and June of the previous school year.	07/29/13

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	First Quarterly Principals' Meeting	WL: 9632 Contact: Ms. Deloise B. Brown Email: <a href="mailto:dbrown1@dadeschools.net">dbrown1@dadeschools.net</a> Phone: 305-995-4287	The attendance of the Principal/Director at meetings is required.	08/01/13
Charter School Support	Governing Board Meeting Dates	WL: 9632 Contact: Ms. Nicki Brisson Email: <a href="mailto:nbrisson@dadeschools.net">nbrisson@dadeschools.net</a> Phone: 305-995-1530	Submit the Governing Board Meeting dates for the current school year.	08/05/13
Charter School Support	M-DCPS Approved Transportation Provider	WL: 9632 Contact: Ms. Susan Cooper Email: <a href="mailto:sicooper@dadeschools.net">sicooper@dadeschools.net</a> Phone: 305-995-1843	Submit a signed, dated copy of the school's contract with the current transportation provider.	08/05/13
Charter School Support	Food Service Provider Form	WL: 9632 Contact: Ms. Susan Cooper Email: <a href="mailto:sicooper@dadeschools.net">sicooper@dadeschools.net</a> Phone: 305-995-1843	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit a signed, dated copy of the contract with the school's current food service provider, if applicable.	08/12/13

## School Operations

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### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Parent/Student Handbook	WL: 9632 Contact: Ms. Pamela Sanders-White Email: <a href="mailto:psanders-white@dadeschools.net">psanders-white@dadeschools.net</a> Phone: 305-995-4227	Submit the most current version of the school's Parent/Student Handbook.	07/26/13
Charter School Support	Student Capacity	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit a letter from the Architect of Record or an official government document indicating the student capacity of the charter school facilities.	08/12/13
Charter School Support	Management Company/Educational Service Provider	WL: 9632 Contact: Ms. Nicki Brisson Email: <a href="mailto:nbrisson@dadeschools.net">nbrisson@dadeschools.net</a> Phone: 305-995-1530	Submit the completed form for Management Company/Educational Service Provider and attach the agreement, if applicable.	08/12/13
Charter School Support	Fee Schedule	WL: 9632 Contact: Ms. Nicki Brisson Email: <a href="mailto:nbrisson@dadeschools.net">nbrisson@dadeschools.net</a> Phone: 305-995-1530	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested for the school's fee schedule.	07/31/13

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### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	School Calendar	WL: 9632 Contact: Ms. Susan Cooper Email: <a href="mailto:sicooper@dadeschools.net">sicooper@dadeschools.net</a> Phone: 305-995-1843	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested for the school's calendar.	08/12/13
Charter School Support	Annual Budget	WL: 9632 Contact: Mr. Christopher Morgan Email: <a href="mailto:cmorgan@dadeschools.net">cmorgan@dadeschools.net</a> Phone: 305-995-2809	Submit the Annual Budget and ensure the budget contains projected sources of revenue, planned expenditures for upcoming year, fund balance, and projected enrollment prior to submission.	08/15/13
Charter School Support	Audited Financial Statement	WL: 9632 Contact: Mr. Christopher Morgan Email: <a href="mailto:cmorgan@dadeschools.net">cmorgan@dadeschools.net</a> Phone: 305-995-2809	Submit the Audited Financial Statements to the Charter School Support (CSS) office for review.	09/03/13
Charter School Support	Monthly Financial Report	WL: 9632 Contact: Mr. Christopher Morgan Email: <a href="mailto:cmorgan@dadeschools.net">cmorgan@dadeschools.net</a> Phone: 305-995-2809	Submit financial report for the month of July. Please note that the monthly financial reports must be prepared using the accrual basis of accounting.	08/30/13

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### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Governing Board Members	WL: 9632 Contact: Ms. Dahlia Gonzalez Email: <a href="mailto:dmgonzalez@dadeschools.net">dmgonzalez@dadeschools.net</a> Phone: 305-995-1901	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit a current Disclosure Form for each active governing board member.	09/03/13
Charter School Support	Contract Verifying Charter School Staff not M-DCPS Employees	WL: 9632 Contact: Ms. Susan Cooper Email: <a href="mailto:sjcooper@dadeschools.net">sjcooper@dadeschools.net</a> Phone: 305-995-1843	Submit a sample employee contract with disclosure that the contracted individual is not an employee of M-DCPS.	09/03/13
Charter School Support	Emergency Evacuation	WL: 9632 Contact: Ms. Susan Cooper Email: <a href="mailto:sjcooper@dadeschools.net">sjcooper@dadeschools.net</a> Phone: 305-995-1843	Submit a copy of the actual FASI screen from the M-DCPS portal.	09/03/13
Charter School Support	School Improvement Plan (SIP) Peer Reviews	WL: 9632 Contact: Ms. Nicki Brisson Email: <a href="mailto:nbrisson@dadeschools.net">nbrisson@dadeschools.net</a> Phone: 305-995-1530	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested for SIP Peer Reviews.	09/09/13 thru 09/27/13

## School Operations

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### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Application Accountability Reports	WL: 9632 Contact: Dr. Alina Diaz Email: <a href="mailto:alindadiaz@dadeschools.net">alindadiaz@dadeschools.net</a> Phone: 305-995-2942	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested for the Application Accountability Reports.	09/13/13
Charter School Support	Transportation Routes	WL: 9632 Contact: Ms. Susan Cooper Email: <a href="mailto:sicooper@dadeschools.net">sicooper@dadeschools.net</a> Phone: 305-995-1843	Submit the transportation routes utilized by school's transportation provider.	09/20/13
Charter School Support	Student Support Team (SST) (Rtl)	WL: 9616 Contact: Ms. Karen Boyce Email: <a href="mailto:kboyce@dadeschools.net">kboyce@dadeschools.net</a> Phone: 305-995-1721	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested for SST/Rtl teams.	09/23/13
Charter School Support	Safety and Emergency Plan and Staff Training	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Submit the Safety and Emergency Plan maintained by the school and the dated sign-in sheet(s) documenting that all site personnel were trained with regard to the plan.	09/23/13



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### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Support	Restriction/Disclosure of Employment of Relatives	WL: 9632 Contact: Dr. Dwight A. Bernard Email: <a href="mailto:dbernard@dadeschools.net">dbernard@dadeschools.net</a> Phone: 305-995-1807	Download the form posted on the Charter School Compliance Management System (CSCMS) and submit the information requested regarding Restriction/Disclosure of Employment of Relatives form.	09/23/13
Charter School Support	Charter School By-Laws	WL: 9632 Contact: Dr. Alina Diaz Email: <a href="mailto:alindadiaz@dadeschools.net">alindadiaz@dadeschools.net</a> Phone: 305-995-2942	Submit a copy of the charter school by-laws that govern the corporation/legal entity of the school. Please note that this document differs from the by-laws for the school's Educational Excellence School Advisory Council (EESAC).	09/30/13

### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

**School Operations**

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**Opening of Schools Online Procedures Guide**

**ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

**SPECIAL REFERENCE INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

**GENERAL OPENING OF SCHOOL INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

Appendix: Yes \_\_\_\_ No X

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: Division of Bilingual Education and World Languages

Department Head: Beatriz Zarraluqui

Department Website: <http://curriculum.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
N/A	

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

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### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Review the Guidelines for Implementation of Miami-Dade County Public District Plan for English Language Learners available at <a href="http://bilingualdadeschools.net">http://bilingualdadeschools.net</a>	X	X	X
Item:	Elem.	Mid.	Sr.
Review the Opening of Schools information sent via Weekly Briefing the first week of August available at <a href="http://bilingualdadeschools.net">http://bilingualdadeschools.net</a>	X	X	X
Item:			
Review the ESOL Compliance information in preparation for the August 2013 Florida Education Finance Program (FEFP) State Audit. ESOL Compliance PowerPoint available at <a href="http://bilingualdadeschools.net">http://bilingualdadeschools.net</a>	X	X	X

## School Operations

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### Opening of Schools Online Procedures Guide

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Review the Opening of Schools information sent via Weekly Briefing the first week of August available at <a href="http://bilingualdadeschools.net">http://bilingualdadeschools.net</a>	X	X	X
Item:	Elem.	Mid.	Sr.
Review the ESOL Compliance information in preparation for the August 2013 Florida Education Finance Program (FEFP) State Audit. ESOL Compliance PowerPoint available at <a href="http://bilingualdadeschools.net">http://bilingualdadeschools.net</a>	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
Review the Opening of Schools information sent via Weekly Briefing the first week of August available at <a href="http://bilingualdadeschools.net">http://bilingualdadeschools.net</a>	X	X	X

#### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

#### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

Division of Bilingual Education and World Languages

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**School Operations**

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**Opening of Schools Online Procedures Guide**

Appendix: Yes \_\_\_\_\_ No  X

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: Division of Academics, Accountability and School Improvement / Department of Career and Technical Education (CTE)

Department Head): Cristian Carranza

Department Website: <http://dcte.dadeschools.net/>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
N/A	

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

Department of Career and Technical Education (CTE)

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Submit names of the Academy Lead Teachers, Career and Technical Education (CTE) Department Chair, and Assistant Principal (AP) responsible for CTE Programs to the Department of Career and Technical Education by August 30, 2013.		X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
N/A			

Department of Career and Technical Education (CTE)

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**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

**SPECIAL REFERENCE INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

**GENERAL OPENING OF SCHOOL INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

Appendix: Yes \_\_\_\_ No  X

# School Operations

2013-2014

## Opening of Schools Online Procedures Guide

Department: Office of Academics and Transformation / Department of Language Arts and Reading

Department Head: Karen Spigler

Department Website: <http://curriculum.dadeschools.net/>

### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
N/A	

### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
Principals must register the reading and school information on the Progress Monitoring Reporting Network (PMRN). Principals can follow the directions on the website <a href="http://www.fcrr.org">http://www.fcrr.org</a>	X	X	X

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
<b>K-12 Comprehensive Research-based Reading Plan.</b> The link to the plan can be found on the LA/Reading website: <a href="http://languageartsreading.dadeschools.net/">http://languageartsreading.dadeschools.net/</a>	X	X	X
Reading Coach Compact. The document can be found on the LA/Reading website: <a href="http://languageartsreading.dadeschools.net/">http://languageartsreading.dadeschools.net/</a>	X	X	X

# School Operations

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## Opening of Schools Online Procedures Guide

### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
K-12 Comprehensive Research-based Reading Plan	X	X	X

### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

Appendix: Yes \_\_\_\_ No X

## School Operations

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### Opening of Schools Online Procedures Guide

**Department:** Division of Academics, Accountability and School Improvement / Department of Mathematics and Science

**Department Head:** Cristian Carranza

**Department Website:** <http://science.dadeschools.net/> <http://math.dadeschools.net/>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
N/A	

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Review Board Item H-11 approved at the January 16, 2008 Board meeting that requires all middle and senior high schools to submit at least one entry in the South Florida Science and Engineering Fair – A Science, Technology, Engineering, and Mathematics (STEM) Initiative		X	X
Review Chapter 1006.063 of the Florida Statute regarding eye-protective devices in the science classroom.	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Review the Comprehensive Mathematics Plan and Math-At-Glance documents found on the math website	X	X	X
Submit names of the Mathematics Coach/Liaison and Department Chair to the Department of Mathematics and Science by Friday, August 30, 2013.	X	X	X
Review the Comprehensive Science Plan and resources found at the District science website	X	X	X

**Department of Mathematics and Science**

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**Opening of Schools Online Procedures Guide**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
Submit names of the Science Coach and Department Chair/Science Leader to the Department of Mathematics and Science by Friday, August 30, 2013.	X	X	X

**ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

**SPECIAL REFERENCE INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

**GENERAL OPENING OF SCHOOL INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

Appendix: Yes \_\_\_\_ No X

## School Operations

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### Opening of Schools Online Procedures Guide

Department: Office of Academics and Transformation / Office of Exceptional Student Education

Department Head: Ava Goldman

Department Website(s): <http://curriculum.dadeschools.net/>; <http://ese.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
Review of SPED-EMS Handbook	09/06/13
Review of IEP/EP/Section 504 Quick Reference Cards	09/06/13
SPED-EMS login and Quad A access confirmation	09/06/13
Delete SPED-EMS 2012-2013 student caseloads	09/06/13
Set-up SPED-EMS 2013-2014 student caseloads	09/06/13
The IEP team must convene and consider the End of Course (EOC) waiver <b><i>within the first two weeks</i></b> of the 2013-2014 school year.	09/06/13
The IEP Team must complete the SPED EMS Waiver of EOC Assessment Requirement for Students with Disabilities.	09/06/13
Teachers of students with disabilities and LEAs should review the Matrix of Services information in SPED-EMS	09/06/13

#### OPENING OF SCHOOLS TRANSACTIONS

Office of Academics and Transformation: Office of Exceptional Student Education



School Operations

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Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of Exceptional Student Education	Review of the Matrix of Services Information	WL: 9615 Contact: Ms. Carmen Molinaris Email: <a href="mailto:CMolinaris@dadeschools.net">CMolinaris@dadeschools.net</a> Phone: 305-995-2027	Teachers of students with disabilities and LEAs should review the Matrix of Services information and any other updates in SPED-EMS  Instruction to access the information: <ul style="list-style-type: none"><li>• Log on to SPED-EMS via the Employees Portal via <a href="http://www.dadeschools.net">www.dadeschools.net</a>.</li><li>• Type in user name and password</li><li>• Select "Application / Sites"</li><li>• Scroll down to the bottom of the page to SPED-EMS Updates and find the links for Matrix of Services</li></ul>	09/06/13

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**Opening of Schools Online Procedures Guide**

<b>DEPARTMENT</b>	<b>OPENING OF SCHOOLS TRANSACTION</b>	<b>CONTACT INFORMATION</b>	<b>DESCRIPTION OF REQUIREMENT(S)</b>	<b>DUE DATE</b>
Office of Exceptional Student Education	Review of SPED-EMS Handbook	WL: 9615 Contact: Ms. Carmen Molinaris Email: <a href="mailto:CMolinaris@dadeschools.net">CMolinaris@dadeschools.net</a> Phone: 305-995-2027	Teachers of students with disabilities, teachers of the gifted and administrative staff should review the SPED-EMS Handbook via the Division of Special Education Website at <a href="http://ese.dadeschools.net">ese.dadeschools.net</a> under Quick Web Links.	09/06/13
Office of Exceptional Student Education	Review of IEP/EP/Section 504 Quick Reference Cards	WL: 9615 Contact: Ms. Carmen Molinaris Email: <a href="mailto:CMolinaris@dadeschools.net">CMolinaris@dadeschools.net</a> Phone: 305-995-2027	Teachers of students with disabilities and teachers of the gifted should review the IEP/EP/Section 504 Quick Reference Cards.  Instruction for access to reference cards: <ul style="list-style-type: none"> <li>• Log on to SPED-EMS via the Employees Portal via <a href="http://www.dadeschools.net">www.dadeschools.net</a>.</li> <li>• Type in user name and password</li> <li>• Select "Application / Sites"</li> <li>• Scroll down to the bottom of the page to SPED-EMS Updates and find the links for IEP/EP/Section 504</li> </ul>	09/06/13

**School Operations**

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**Opening of Schools Online Procedures Guide**

<b>DEPARTMENT</b>	<b>OPENING OF SCHOOLS TRANSACTION</b>	<b>CONTACT INFORMATION</b>	<b>DESCRIPTION OF REQUIREMENT(S)</b>	<b>DUE DATE</b>
Office of Exceptional Student Education	SPED-EMS Login and Quad A Access Confirmation	WL: 9615 Contact: Ms. Carmen Molinaris Email: <a href="mailto:CMolinaris@dadeschools.net">CMolinaris@dadeschools.net</a> Phone: 305-995-2027	Teachers of students with disabilities and teachers of the gifted should log on to SPED-EMS via the Employee Portal to confirm access following verification that the school principal has granted appropriate Quad A SPED-EMS user-type access.	09/06/13

**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

<b>DEPARTMENT</b>	<b>OPENING OF SCHOOLS TRANSACTION</b>	<b>CONTACT INFORMATION</b>	<b>DESCRIPTION OF REQUIREMENT(S)</b>	<b>DUE DATE</b>
Office of Exceptional Student Education	Delete SPED-EMS 2012-2013 Student Caseloads	WL: 9615 Contact: Ms. Carmen Molinaris Email: <a href="mailto:CMolinaris@dadeschools.net">CMolinaris@dadeschools.net</a> Phone: 305 - 995-2027	Teachers of students with disabilities and teachers of the gifted should delete 2012-2013 SPED-EMS caseloads  <b>Instructions for Case Load Deletion:</b> <ul style="list-style-type: none"> <li>• Log on to SPED-EMS via the Employees Portal via <a href="http://www.dadeschools.net">www.dadeschools.net</a>.</li> <li>• Type in user name and password</li> <li>• Select "Application / Sites"</li> <li>• Select Main Menu for SPED-EMS</li> <li>• Select "Wizards" on the Green Bar</li> <li>• Select "Caseload Setup Wizard" Most recent caseload from 2012-2013 can now be viewed</li> <li>• Remove the checkmark from the box next to the student name to remove the student from your 2012-2013 caseload</li> <li>• Scroll to the bottom of the page to Save Selection</li> </ul>	09/06/13

**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

<b>DEPARTMENT</b>	<b>OPENING OF SCHOOLS TRANSACTION</b>	<b>CONTACT INFORMATION</b>	<b>DESCRIPTION OF REQUIREMENT(S)</b>	<b>DUE DATE</b>
Office of Exceptional Student Education	Set-up SPED-EMS 2013-2014 Student Caseloads	WL: 9615 Contact: Ms. Carmen Molinaris Email: <a href="mailto:CMolinaris@dadeschools.net">CMolinaris@dadeschools.net</a> Phone: 305- 995-2027	Teachers of students with disabilities and teachers of the gifted should set-up SPED-EMS caseloads for students assigned for the 2013-2014 School Year.  <b>Instructions for Case Load Setup:</b> <ul style="list-style-type: none"> <li>• Log on to SPED-EMS via the Employees Portal via <a href="http://www.dadeschools.net">www.dadeschools.net</a>.</li> <li>• Type in user name and password</li> <li>• Select "Application / Sites"</li> <li>• Select Main Menu for SPED-EMS</li> <li>• Select "Wizards" on the Green Bar</li> <li>• Select "Caseload Setup Wizard"</li> <li>• Select "Add More Students to Caseload"</li> <li>• Search for students by last name or student ID number</li> <li>• Select the student by checking the box on the left to add to the caseload.</li> <li>• Scroll to the bottom of the page and select "Add More Students to Caseload" to save selection.</li> </ul>	09/06/13

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<b>DEPARTMENT</b>	<b>OPENING OF SCHOOLS TRANSACTION</b>	<b>CONTACT INFORMATION</b>	<b>DESCRIPTION OF REQUIREMENT(S)</b>	<b>DUE DATE</b>
Office of Exceptional Student Education	End of Course (EOC) Waiver	WL: 9615 Contact: Ms. Liliana Salazar Email: <a href="mailto:lsalazar@dadeschools.net">lsalazar@dadeschools.net</a> Phone; 305 995-2027	Complete End of Course Exam Waivers for students with disabilities who passed the course but failed the exam (at the end of the 2012-2013 School Year or Summer 2013 retake) and are eligible for consideration of an EOC waiver. Refer to Weekly Briefing 11951	09/06/13
Office of Exceptional Student Education	ESOL Level Update for Students with Disabilities	WL: 9615 Contact: Dr. Rosalia Gallo Email: <a href="mailto:rgallo@dadeschools.net">rgallo@dadeschools.net</a> Phone: 305-274-8889	Procedures to update the ESOL level and/or exit the SWD from the ESOL program	Prior to the October FTE Survey

**SCHOOL REGISTRATION PROCEDURES**

**Office of Academics and Transformation: Office of Exceptional Student Education**

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#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item: SPED-EMS Login and Quad A Access Confirmation	Elem.	Mid.	Sr.
Principals must grant appropriate Quad A SPED-EMS user-type access to teachers of students with disabilities and teachers of the gifted. Teachers should log on to SPED-EMS via the Employee Portal to confirm access.	X	X	X
Item: End of Course Exam Waivers for Students with Disabilities	Elem.	Mid.	Sr.

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<p>Review the procedures related to End of Course Exam Waivers for students with disabilities who passed a course but failed the exam (at the end of the 2012-2013 School Year or Summer 2013 retake) and are eligible for consideration of an EOC waiver. Refer to Weekly Briefing 11951</p>		X	X
<p><b>Item: ESOL Level Update for Students with Disabilities</b></p>	Elem.	Mid.	Sr.
<p>The ESOL level (ESOL Levels 1-5) for students with disabilities who take the CELLA in the spring is automatically updated in the J-Screen. An interim Individual Education Plan (IEP) meeting must be held to update the ESOL level and/or exit the SWD from the ESOL program prior to the October FTE.</p> <p>The IEP team should review the performance on the CELLA after the student has been in the ESOL Program for more than eight semesters (four years) to determine if he/she meets the special exit criteria as stipulated in the ELL section of the IEP Process in SPED EMS. The IEP team can exit the student from the ESOL Program if the criterion is met. The J-Screen must be updated.</p>	X	X	X

Appendix: Yes \_\_\_\_ No  X



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**Department:** Division of Psychological Services - Exceptional Student Education - Response to Intervention (Rtl)

**Department Head:** Ms. Ava Goldman

**Department Website:** <http://curriculum.dadeschools.net/>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
Establish the Rtl Team membership and schedule problem solving meetings.	09/01/13

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

Exceptional Student Education: Response to Intervention (Rtl)

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#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Rtl website and resources at <a href="http://rti.dadeschools.net">http://rti.dadeschools.net</a>	X	X	X
Rtl Year at a Glance Guide (on Rtl website)	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Rtl website and resources at <a href="http://rti.dadeschools.net">http://rti.dadeschools.net</a>	X	X	X
Rtl Year at a Glance Guide (on Rtl website)	X	X	X

Exceptional Student Education: Response to Intervention (Rtl)

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#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
Rtl website and resources at <a href="http://rtl.dadeschools.net">http://rtl.dadeschools.net</a>	X	X	X
Rtl Year at a Glance Guide (on Rtl website)	X	X	X

#### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

#### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

Appendix: Yes \_\_\_\_ No X

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### Opening of Schools Online Procedures Guide

**Department:** Office of Academics and Transformation / Office of School Improvement

**Department Head:** Marie Izquierdo

**Department Website:** <http://oat.dadeschools.net/> - <http://osi.dadeschools.net/>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
N/A		

ACTION	DUE DATE
School Improvement Plan (SIP) Peer Reviews	09/16/13 thru 09/20/13

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

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#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Compliance of EESAC rosters with School Board rules and hold elections as needed	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
2013-2014 Draft SIP prior to September 3, 2013	X	X	X

## School Operations

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#### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

#### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
EESAC and school staff review 2013-2014 SIP draft prior to Peer Reviews to be conducted 9/9/13-9/20/13	X	X	X
Schedule elections for EESAC positions as delineated in your EESAC bylaws prior to 9/13/13	X	X	X
Final review of 2013-2014 SIP by EESAC and school staff must take place prior to posting to FLBSI by 10/7/13.	X	X	X

Appendix: Yes \_\_\_\_ No \_\_\_X\_\_\_

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### Opening of Schools Online Procedures Guide

**Department:** Office of Academics and Transformation / Division of Student Services

**Department Head:** Ava Goldman

**Department Website:** <http://oat.dadeschools.net>

#### CALENDAR OF MEETING AND PROFESSIONAL DEVELOPMENT DATES

MEETING/PROFESSIONAL DEVELOPMENT	LOCATION	DATES AND TIMES
Opening of Schools Meeting for Attendance Clerks/Registrars	Barbara Goleman Senior High School	08/06/13 8:00 am –12:00 noon
Opening of Schools Meeting for Attendance Clerks/Registrars	Miami Palmetto Senior High School	08/09/13 8:00 am –12:00 noon
Opening of Schools-Charter Schools/Comprehensive Health Training	TBA	TBA
Opening of Schools Meeting for School Social Workers	TBA	08/15/13 8:00 am –12:00 noon
Health Connect in Our Schools Health Team Opening of School Meeting (only for HClOS nurses, health aides and school social workers)	TBA	08/16/13 8:00 am – 5:00 pm
Adult Education Counselors Technical Assistance Meetings	TBA	09/20/13 11/22/13 01/24/14 03/14/14 05/16/14 Time for All Meetings 8:00 am – 3:00 pm

**Office of Academics and Transformation: Division of Student Services**

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<b>MEETING/PROFESSIONAL DEVELOPMENT</b>	<b>LOCATION</b>	<b>DATES AND TIMES</b>
CAP Advisors Technical Assistance Meetings	TBA	09/20/13 11/22/13 01/24/14 03/14/14 05/16/14 Time for All Meetings 8:00 am – 3:00 pm
District Policy Against Bullying and Harassment Professional Development (Train-the-Trainer Sessions)	TBA	10/25/13 11/08/13 02/07/14 Time for All Meetings 8:30 am – 12:00 noon
Elementary Schools Counselors Technical Assistance Meetings	School Board Auditorium	09/16/13 & 09/19/13 12/03/13 & 12/05/13 02/24/14 & 2/28/14 05/01/14 & 05/02/14 Time for All Meetings 8:30 am – 3:30pm
CBO HIV/AIDS Policy & Procedures Training	TBA	09/23/13 8:00 am – 12:00 noon
Sexual Minority Network Liaisons Professional Development	TBA	10/04/13 12/13/13 03/12/14 05/16/14 Time for All Meetings 8:30 am – 3:30 pm
HIV/AIDS K-12 Curriculum (Middle School)	TBA	10/25/13 8:00 am – 2:30 pm
HIV/AIDS K-12 Curriculum (Elementary)	TBA	11/08/13



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MEETING/PROFESSIONAL DEVELOPMENT	LOCATION	DATES AND TIMES
		8:00 am – 3:30 pm
HIV/AIDS K-12 Curriculum (Senior)	TBA	01/17/14 8:00 am – 3:30 pm
HIV/AIDS 104 Leadership Training	TBA	10/22/13 8:30 am – 1:00 pm
HIV/AIDS Peer 104 Leadership Training	TBA	10/25/13 8:30 am – 1:00 pm
Medication & Poison Control Workshops	TBA	10/2013 (TBA) 12/2013 (TBA)
Middle School Student Services Chairpersons	TBA	09/12/13 11/14/13 01/16/14 03/13/14 05/08/14 Time for All Meetings 8:00 am – 3:00 pm
New (0-3 yrs.) K-8 Center Student Services Teams	TBA	10/16/13 03/19/14 Time for All Meetings 8:30 am – 11:00 am
School Health Medical Advisory Committee	TBA	09/04/13 10/16/13 12/04/13 01/15/14 03/05/14 04/23/14 06/04/14
School Homeless Liaison Meeting	TBA (North, Central, South locations)	10/07/13

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<b>MEETING/PROFESSIONAL DEVELOPMENT</b>	<b>LOCATION</b>	<b>DATES AND TIMES</b>
		10/08/13 10/09/13 03/03/14 03/04/14 03/05/14 Time for All Meetings 8:00 am – 12:00 noon
School Social Worker Professional Development	TBA	10/11/13 12/06/13 03/07/14 05/09/14 Time for All Meetings 8:30 am – 4:00 pm

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<b>MEETING/PROFESSIONAL DEVELOPMENT</b>	<b>LOCATION</b>	<b>DATES AND TIMES</b>
School Social Workers Technical Assistance Meetings	TBA – North	09/23/13 11/12/13 01/07/14 05/01/14
	TBA – North Central	09/24/13 11/13/13 01/08/14 05/02/14
	TBA – South Central	09/25/13 11/14/13 01/09/14 05/05/14
	TBA – South	09/27/13 11/15/13 01/10/14 05/06/14
		Time for All Meetings 1:00 pm – 4:00 pm
Senior High School Student Services Chairpersons	TBA	09/20/13 11/22/13 01/24/14 03/14/14 05/16/14 Time for All Meetings 8:30 am – 3:00 pm

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MEETING/PROFESSIONAL DEVELOPMENT	LOCATION	DATES AND TIMES
Student Services Advisory Committee Meetings	South Florida Educational Federal Credit Union	09/17/13 11/19/13 01/14/14 02/07/14 03/18/14 05/13/14 Time for All Meetings 10:00 am – 12:00 noon
Student Services Mini Conference	TBA	02/07/14
Miami National College Fair	Doubletree-Miami Airport Convention Center	02/09/14
TRUST Specialist Professional Development	TBA	09/13/13 12/11/13 02/21/14 05/14/14 Time for All Meetings 8:00 am – 4:00 pm

ACTIONS	DUE DATES
Send M-DCPS HIV/AIDS K-12 Curriculum Letter to parents/guardians, available online (English, Spanish, Creole) at: <a href="http://aidseducation.dadeschools.net/forms.asp">http://aidseducation.dadeschools.net/forms.asp</a>	08/30/13
Send Health Connect in Our Schools (HCiOS) Clinical Cover Letter to parents/guardians, available online, under forms, (English, Spanish, Creole) at: <a href="http://www.thechildrenstrust.org/school-health-teams">http://www.thechildrenstrust.org/school-health-teams</a> <b>NOTE:</b> This is only applicable to schools aligned with HCiOS health teams.	08/30/13
Submit completed School Counselor Management Agreement (see attached Appendix A; FM-7501).	09/20/13
Complete the Student Services School Profile (SSSP) available online (in <b>electronic survey</b> format) at <a href="https://www.surveymonkey.com/s/YSW58FZ">https://www.surveymonkey.com/s/YSW58FZ</a> . Once completed, a copy of each school's SSSP will be e-mailed to the corresponding school principal (see attached sample of SSSP Appendix B).	09/20/13

**Office of Academics and Transformation: Division of Student Services**

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### Opening of Schools Online Procedures Guide

ACTIONS	DUE DATES
Provide awareness/information re: District Policy Against Bullying and Harassment for Students, Parents, Staff and School Volunteers. ( <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a> )	10/31/13
Submit page 1 of the Bullying and Harassment School Site Compliance Checklist to WL #9721 – Attention: Tamieka McLaughlin	11/15/13
Complete the delivery of the Bullying and Violence Prevention Curriculum (K-12). Lessons are available to download. ( <a href="http://studentservices.dadeschools.net/bullying/b-h_policy_manual.asp">http://studentservices.dadeschools.net/bullying/b-h_policy_manual.asp</a> )	01/10/14

### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Division of Student Services	Crisis Prevention and Intervention	WL: 9721 Contact: Dally Pelaez <a href="mailto:291630@dadeschools.net">291630@dadeschools.net</a> 305-995-2567  Contact: Frank Zenere <a href="mailto:fzenere@dadeschools.net">fzenere@dadeschools.net</a> 305-995-7319  CRISIS Hotline: 305-995-2273	Review Crisis Prevention/Intervention Documents: <a href="http://studentservices.dadeschools.net">http://studentservices.dadeschools.net</a> <ul style="list-style-type: none"> <li>• Suicide Prevention Fact Sheet (App. C)</li> <li>• Identifying the Emotionally At-Risk Student (App. F)</li> <li>• Crisis Hotline Reporting Requirements (Briefing #TBA)</li> <li>• Crisis Hotline Report Form (App. D)</li> <li>• BeSafe Anonymous Reporting (App. G)</li> <li>• Elluminate Training Instructions (App. E)</li> </ul>	

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DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Division of Student Services	District Policy Against Bullying and Harassment	WL: 9721 Contact: Tamiela McLaughlin Email: <a href="mailto:tmclaughlin@dadeschools.net">tmclaughlin@dadeschools.net</a> Phone: 305-995-1778 Fax: 305-995-7337	Provide awareness / information re: District Policy Against Bullying and Harassment for Students, Parents, Staff and School Volunteers.  <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a>  Review Prevention/Intervention documents: <a href="http://studentservices.dadeschools.net/index.asp">http://studentservices.dadeschools.net/index.asp</a> <ul style="list-style-type: none"> <li>• BeSafe Anonymous Reporting</li> <li>• Bullying Policy Compliance Checklist</li> <li>• Elluminate Training Instructions                             <ul style="list-style-type: none"> <li>○ Future Elluminate presentations will be forthcoming and will be advertised on the Weekly Briefing system.</li> </ul> </li> </ul>	
Division of Student Services	Enrollment of Homeless Students including unaccompanied youth	WL: 9721 Contact: Deborah A. Montilla Email: <a href="mailto:dmontilla@dadeschools.net">dmontilla@dadeschools.net</a> Phone: 305-995-7324 Fax: 305-995-7337  Contact: Debra Albo-Steiger <a href="mailto:debalbo@dadeschools.net">debalbo@dadeschools.net</a> Phone: 305-995-7318	Based on the McKinney-Vento Homeless Assistance Act and School Board Policy 5111.01, homeless students must be enrolled as follows:  <b>Enrollment:</b> When a student who meets the definition as "homeless" seeks to enroll in a	

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DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		Fax: 305-995-7337  Contact: Mercy Arbucias <a href="mailto:mercyarbucias@dadeschools.net">mercyarbucias@dadeschools.net</a> Phone: 305-995-7558 Fax:: 305-995-7337	school the following guidelines apply: <ul style="list-style-type: none"> <li>• The school must immediately enroll the student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, Individual Education Plan, or other relevant documentation.</li> <li>• If a child is identified as homeless, the school registrar should contact Ms. Mercy Arbucias, District Homeless Liaison at 305-995-7558, so the student may be “flagged” as homeless. The student will have 30-days to provide the school the necessary documentation, such as health, residential, or academic records.</li> <li>• Complete and fax the Homeless Student Residency Questionnaire located in, “<i>The Homeless Children and Youth Policy and Procedures Manual.</i>” (FM 7378)</li> <li>• If the child becomes homeless and chooses to remain at the school of origin, he is entitled to do so. In the student's best interest, M-DCPS must either continue the student's education in the</li> </ul>	

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DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			<p>school of origin, or enroll the student in the public school where he/she is actually living. A homeless child/youth has the right to attend their school of origin for the duration of homelessness or for the remainder of the school year. The school of origin is defined as the school the child/youth attended when permanently housed, or the school in which the child/youth was last enrolled. ((FM 7404)</p> <ul style="list-style-type: none"> <li>• Homeless Residency Questionnaire Form 7378 should be included in all enrollment packets to assist with identifying homeless students.</li> </ul> <p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li>• If a homeless child or youth is in need of transportation, the school the child is presently attending, or will be attending, is required to ensure that transportation is provided.</li> <li>• At the request of the parent or guardian, transportation to and from the school of origin may be requested if it is not a</li> </ul>	



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DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			<p>school of choice and is over two (2) miles away from the temporary residence. If the homeless student continues to attend a school which is not in the boundaries of the school's transportation route, special transportation arrangement can be made.</p> <ul style="list-style-type: none"> <li>• Special transportation requests should be directed to Maira Leon at 305-995-7583. Ms. Leon will contact the Department of Transportation. (FM 7405)</li> </ul> <p><b>Free Lunch Program:</b></p> <ul style="list-style-type: none"> <li>• A homeless child is entitled to participate in the free lunch program immediately upon enrollment even if the appropriate documentation has not been signed or completed.</li> </ul> <p><b>Guardianship: ("Unaccompanied Youth")</b></p> <p>Unaccompanied Youth, defined as students living without their parent/guardian not in DCF care, have the same rights as other students experiencing homelessness. Specifically, they have the right to:</p>	

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DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			<ul style="list-style-type: none"> <li>• Remain in the school of origin</li> <li>• Request transportation to and from the school of origin.</li> <li>• Immediately enroll in a new school serving the area in which they are currently living even if they lack the necessary documentation (e.g., proof of guardianship).</li>   <li>• Complete Homeless Student Caregivers Authorization form located in the <i>“Homeless Children and Youth Policy and Procedures Manual.”</i> (FM 7402)</li> </ul> <p>All forms with an FM number may be downloaded from the Forms Management website at <a href="http://forms.dadeschools.net">http://forms.dadeschools.net</a>. If you need additional information, you may contact Debra Albo-Steiger, Project Manager, at 305-995-7318 or Mercy Arbucias, District Homeless Liaison, at 305-995-7558 in the Division of Student Services.</p>	

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#### SCHOOL REGISTRATION PROCEDURES

Item: Health Examinations	Elem.	Mid.	Sr.
<ul style="list-style-type: none"> <li>• <u>No student will be initially admitted to school without presenting tangible documentation that health requirements have been met.</u> (For exceptions, see page 3.)</li> <li>• The Florida School Health Services Plan provides that a health examination shall be administered within 12 months prior to initial entry into a Florida school.</li> <li>• Parents/legal guardians of all students (PK-12) must present tangible evidence of a health examination complete with Tuberculosis Clinical Screening and follow-up if necessary on the appropriate DH Form (3040) prior to initial entrance into a Miami-Dade County Public School. The health examination must have been performed within the past 12 months.</li> </ul>	X	X	X

Item: Immunizations	Elem.	Mid.	Sr.
<ul style="list-style-type: none"> <li>• <u>No student will be admitted to school without presenting tangible documentation that health requirements have been met.</u> (For exceptions, see page 3.)</li> <li>• The Florida School Health Services Plan and Florida Statutes require prior to a child's entry into school that each child entitled to initial entrance into a Florida public school present and have on file a Florida Certification of Immunization, DH Form 680, or a Florida Shots form with the Department of Health seal, from a health care provider.</li> <li>• One (1) dose of Varicella (chicken pox) vaccine is required for pre-kindergarten, sixth, seventh, eighth, ninth, tenth, eleventh and twelfth grade students entering, attending or transferring into school.</li> <li>• Two (2) doses of Varicella (chicken pox) vaccine are required for kindergarten, first, second, third, fourth and fifth grade children entering, attending, or transferring into school.</li> <li>• Varicella (chicken pox) vaccine is not required if the student has a documented history of varicella disease.</li> <li>• Two (2) valid measles doses preferable in the form of measles, mumps, and rubella (MMR) are required for students enrolling in/attending grades kindergarten through twelfth. One (1) valid</li> </ul>	X	X	X

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### Opening of Schools Online Procedures Guide

Item: Immunizations	Elem.	Mid.	Sr.
<p>measles dose for students enrolling in/attending pre-kindergarten.</p> <ul style="list-style-type: none"> <li>• The Hepatitis B vaccine series is required for children enrolling in/attending grades pre-kindergarten through twelfth.</li> <li>• One (1) dose of Tdap administered within the past five years is required for seventh grade students entering, attending or transferring into school.</li> <li>• Four (4) or five (5) doses of DTP or DTaP and three (3), four (4) or five (5) doses of polio. (The fourth dose of polio should be given on or after the fourth birthday or a fifth dose is needed for kindergarten entry only.)</li> <li>• One (1) or more doses of Hib (2 months through 59 months).</li> <li>• One (1) or more doses of Pneumococcal conjugate (2 months through 59 months)</li> <li>• Students will be given a Temporary Medical Exemption, on a Florida Certification of Immunization, form DH 680 Part B or a Florida Shots Certificate with the Florida Department of Health seal, until the vaccines are completed. Students will be excluded from school attendance if additional certification is not presented on, or before the expiration date noted on the Temporary Certificate.</li> <li>• Students exempt from immunizations for medical reasons must provide an original Permanent Medical Exemption, on a Florida Certificate of Immunization, DH Form 680, Part C.</li> <li>• Students exempt from immunizations for religious reasons must provide an original RELIGIOUS EXEMPTION FROM IMMUNIZATION on a Florida Certificate of Immunization, form DH 681.</li> <li>• The principal is responsible for monitoring the status of students admitted with a Temporary Medical Exemption. Two (2) weeks prior to the expiration date, letters should be sent to parents/guardians alerting them to impending exclusion.</li> <li>• The immunization portal found on portal reports under “immunization summary” should be used to help monitor student immunization status, initiate procedures for updating immunization records, especially those students with temporary medical exemptions.</li> <li>• The Cumulative School Health Record, Form DH 3041, maintains the records for the health examination, immunizations, and TB Clinical Screening. These records should be placed in the front of the cumulative record folder, directly behind the front cover. This form is available from the Comprehensive Health Services office at 305-995-1235.</li> </ul>	X	X	X

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### Opening of Schools Online Procedures Guide

Item: Immunizations	Elem.	Mid.	Sr.
<ul style="list-style-type: none"><li>As required by Chapter 64F-6.005 of the Florida Administrative Code and School Board Policy 2410 all health screenings must be recorded in student's Cumulative School Health Record (DH Form 3041).</li><li>Health screenings include hearing, vision, body mass index and scoliosis screenings. Screening dates and results must be recorded in every student's Cumulative School Health Record (DH Form 3041). If a student needs follow-up, this must also be recorded, along with a correction action plan and its outcome.</li></ul>	X	X	X

Item: Address Verifications	Elem.	Mid.	Sr.
<ul style="list-style-type: none"><li>The principal should review school address verification processes with their school registrars. Refer to School Board Policy 5112 – Entrance Requirements <a href="http://www.neola.com/miamidade-fl/search/policies/po5112.htm">http://www.neola.com/miamidade-fl/search/policies/po5112.htm</a> and the Initial Entry Registration Procedures Handbook at <a href="http://ehandbooks.dadeschools.net/policies/44.pdf">http://ehandbooks.dadeschools.net/policies/44.pdf</a>.</li><li>Recommended steps for completing address verifications are included in the document titled, "M-DCPS Attendance Services, Registrar's Check List" (see attached Appendix K) or online at <a href="http://attendanceservices.dadeschools.net/pdfs/app1.pdf">http://attendanceservices.dadeschools.net/pdfs/app1.pdf</a>.</li><li>It is important to note that this process cannot involve school social workers as per 2002 OPAGGA review of M-DCPS practices of educational service delivery.</li></ul>	X	X	X

## School Operations

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#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Review District Policy Against Bullying and Harassment – School Board Policy 5517. Policy is accessible through website. ( <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a> ).	X	X	X
Review and complete Bullying and Harassment Compliance Checklist. Refer to Appendix H.	X	X	X
Review School Board Policy 5512: Tobacco-Free Work Places.	X	X	X
Review Crisis Prevention/Intervention Documents: See Appendices C, D, E, F and G. <a href="http://studentservices.dadeschools.net">http://studentservices.dadeschools.net</a> .	X	X	X
Review Crisis Hotline Reporting Form: See Appendix D.	X	X	X
Review Procedures for Promoting and Maintaining a Safe Learning Environment. Guideline #34 – Suicide Prevention and Intervention. <a href="http://ehandbooks.dadeschools.net/policies/68/pdf">http://ehandbooks.dadeschools.net/policies/68/pdf</a>	X	X	X
Review School Board Policy 2410 SCHOOL HEALTH SERVICES PROGRAM – accessible online at <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Review <u>School Health Facilitator</u> : Staff appointed by the Principal to assist with school health issues, i.e., medical requirements for school entry, first aid, medication administration, and assisting students with chronic medical needs.	X X	X X	X X
Review Vision and Hearing Screening Contact: Staff appointed by the Principal to assist with State mandated screenings and assist with <u>Miami Lighthouse Heiken</u> referrals and follow ups.	X	X	X
Review School Board Policy 5111.01 – Homeless Students – accessible online at <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a> (search for homeless)	X	X	X

## School Operations

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#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Review District Policy Against Bullying and Harassment – School Board Policy 5517. Policy is accessible through website. ( <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a> ).	X	X	X
Review and complete Bullying and Harassment Compliance Checklist: Refer to Appendix H.	X	X	X
Provide annual awareness / information re: District Policy Against Bullying and Harassment. Elluminate training – <a href="http://illuminate.dadeschools.net">http://illuminate.dadeschools.net</a> PowerPoint presentation available: ( <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a> )	X	X	X
Review Crisis Prevention/Intervention Documents: <a href="http://studentservices.dadeschools.net">http://studentservices.dadeschools.net</a>	X	X	X
Review Procedures for Promoting and Maintaining a Safe Learning Environment. Guideline #34 – Suicide Prevention and Intervention. <a href="http://ehandbooks.dadeschools.net/policies/68/pdf">http://ehandbooks.dadeschools.net/policies/68/pdf</a>	X	X	X
Review School Board Policy 2410 SCHOOL HEALTH SERVICES PROGRAM - accessible online at <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Review and assign the roles of student services personnel. (Refer to the most recent edition of the document, Comprehensive Student Services Program, PK-Adult, which is included as a part of School Board Policy 2411-School Counseling). Schools are asked to complete the 2013-2014 Student Services School Profile available online (in <b>electronic survey</b> format) at <a href="https://www.surveymonkey.com/s/YSW58FZ">https://www.surveymonkey.com/s/YSW58FZ</a> . Once completed, a copy of each school's SSSP will be e-mailed to the corresponding school principal.	X	X	X
Send letters and the Directory Information Opt-Out Form (FM-6479) to parents, legal guardians, and eligible students on the first day of school informing them of their rights. The review of any records must be noted on the Record of Access Card. The provision for access to student records should also be reviewed with all appropriate clerical and student services staff members. (Refer to the current document, Student Educational Records, which is part of and included in School Board Policy 8330 – Student Records).	X	X	X
Review document, Student Educational Records, “Directory Information” on page 2. Review Unlisted Telephone Notification Form (FM-6603).			

**Office of Academics and Transformation: Division of Student Services**

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### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
Review School Board Policy 5111.01 – Homeless Students – accessible online at <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a> (search for homeless)	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
Provide annual staff awareness / information re: District Policy Against Bullying and Harassment. PowerPoint presentation available: ( <a href="http://studentservices.dadeschools.net/bullying/">http://studentservices.dadeschools.net/bullying/</a> )	X	X	X
Illuminate training - <a href="http://illuminate.dadeschools.net">http://illuminate.dadeschools.net</a>			
Review BeSafe Anonymous Reporting System. ( <a href="http://studentservices.dadeschools.net/">http://studentservices.dadeschools.net/</a> )	X	X	X
Review School Board Policy 2410 SCHOOL HEALTH SERVICES PROGRAM - accessible online at <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Review Crisis Prevention/Intervention Documents: <a href="http://studentservices.dadeschools.net">http://studentservices.dadeschools.net</a>	X	X	X
Review School Board Policy 1003.46 HEALTH EDUCATION: Instruction in Acquired Immune Deficiency Syndrome and “HIV-AIDS Information” work-site information available at: <a href="http://aidseducation.dadeschools.net/index.asp">http://aidseducation.dadeschools.net/index.asp</a>	X	X	X
Review School Board Policy 8453 DIRECT CONTACT COMMUNICABLE DISEASES available at: <a href="http://www.neola.com/miamidade-fl/search/policies/po8453.htm">http://www.neola.com/miamidade-fl/search/policies/po8453.htm</a> .	X	X	X
Review and assign the roles of student services personnel. (Refer to the most recent edition of the document, Comprehensive Student Services Program, PK-Adult, which is included as a part of School Board Policy 2411-School Counseling). Schools are asked to complete the 2013-2014 Student Services School Profile available online (in <b>electronic survey</b> format) at <a href="https://www.surveymonkey.com/s/YSW58FZ">https://www.surveymonkey.com/s/YSW58FZ</a> . Once completed, a copy of each school’s SSSP will be e-mailed to the corresponding school principal.	X	X	X

**Office of Academics and Transformation: Division of Student Services**



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Item:	Elem.	Mid.	Sr.
Review School Board Policy 5136.02 SEXTING available at: <a href="http://studentservices.dadeschools.net/sexting/index.asp">http://studentservices.dadeschools.net/sexting/index.asp</a> .	X	X	X
Review M-DCPS Procedures Manual, Empowering Students to Engage in Positive Communication available at: <a href="http://ehandbooks.dadeschools.net/policies/27.pdf">http://ehandbooks.dadeschools.net/policies/27.pdf</a>	X	X	X
Review School Board Policy 5111.01 – Homeless Students – accessible online at <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a> (search for homeless)	X	X	X

### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
All documents available for review on <a href="http://studentservices.dadeschools.net/index.asp">http://studentservices.dadeschools.net/index.asp</a> link Opening of Schools Toolbox.	X	X	X
Review and share information among administration and school staff on issue of Human Trafficking available at: <a href="http://studentservices.dadeschools.net/HTAC/index.asp">http://studentservices.dadeschools.net/HTAC/index.asp</a> and as outlined in the May 16, 2012 M-DCPS School Board Meeting.	X	X	X

### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
Provide annual parent awareness and information re: District Policy Against Bullying and Harassment. PowerPoint presentation available: <a href="http://studentservices.dadeschools.net/bullying/district.asp">http://studentservices.dadeschools.net/bullying/district.asp</a>	X	X	X
Review BeSafe Anonymous Reporting System with students and parents. <a href="http://studentservices.dadeschools.net/">http://studentservices.dadeschools.net/</a>	X	X	X
Briefing will be forthcoming regarding the Mandatory Vision and Hearing Screening Program schedule and procedures.	X	X	X

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### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
Briefing will be forthcoming regarding the Mandatory Scoliosis Screening Program schedule and procedures. GRADE 6 ONLY.	X	X	
Briefing will be forthcoming regarding the guidelines for Communicable Disease Control.	X	X	X
Briefing will be forthcoming providing information on Meningococcal Meningitis Vaccine (Statutory Requirement that school districts disseminate this information).	X	X	X
Briefing will be forthcoming for the Mandatory Collection of KidCare Health Insurance Application Information at the Opening of Schools Meetings.	X	X	X
Briefing will be forthcoming providing Principals with Health Connect in Our Schools (HCiOS) information regarding the roles and responsibilities of HCiOS.	X	X	X
Briefing will be forthcoming providing the policy, procedures and curriculum guidelines related to HIV/AIDS in M-DCPS.	X	X	X
Briefing will be forthcoming providing the policy, procedures and curriculum guidelines related to combating student sexting in M-DCPS.	X	X	X
School Homeless Liaisons should use previous year's list of homeless flagged students to check housing status. A list will also be provided at the School Homeless Liaison meeting in the beginning of the year.	X	X	X

Appendix: Yes   X   No \_\_\_\_\_

Appendix A: School Counselor Management Agreement

Appendix B: Sample of 2013-2014 Student Services School Profile (SSSP)

Appendix C: Suicide Prevention Fact Sheet

Appendix D: Crisis Hotline Report Form

Appendix E: Elluminate Instructions

**Office of Academics and Transformation: Division of Student Services**

## **School Operations**

**2013-2014**

### **Opening of Schools Online Procedures Guide**

Appendix F: Warning Signs for Emotionally-at-Risk

Appendix G: Be Safe

Appendix H: Bullying and Harassment Compliance Checklist

Appendix I: Identifying & Assisting Homeless Students

Appendix J: Save-the-Date (MNCF) Miami National College Fair

Appendix K: M-DCPS Attendance Services, Registrar's Check List

# Appendix A



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**Division of Student Services**  
**School Counselor Management Agreement**



School \_\_\_\_\_ Location # \_\_\_\_\_ School Year \_\_\_\_\_

Principal \_\_\_\_\_ Principal Signature \_\_\_\_\_

## Student Services Department

### Counselor Name and Signature

_____	_____
_____	_____
_____	_____
_____	_____

## Student Access

Students will access the school counselor by:

- \_\_\_ Grade Level (list grade level and counselor name)
- \_\_\_ Total school population (one school counselor)
- \_\_\_ Alpha listing (list alpha section and counselor name)
- \_\_\_ Other

School Counselor: Student ratio - \_\_\_\_\_

## Program Content

Based on the four areas of skill development, list the activities/services provided throughout the school year and explain who will be responsible for delivering those activities/services. Also, list the standards and benchmarks that correlate with the activities/services. **(Academic, Personal/Social, Career and Community Awareness, Health and Wellness)**

**Academic** - \_\_\_\_\_  
\_\_\_\_\_

## Appendix A

**Personal/Social** - \_\_\_\_\_

\_\_\_\_\_

**Career and Community Awareness** - \_\_\_\_\_

\_\_\_\_\_

**Health and Wellness** - \_\_\_\_\_

### Programmatic Delivery

In order to achieve the results planned, the school counselor will deliver activities, programs, and services to students as listed below:

**Curriculum** - \_\_\_\_\_

\_\_\_\_\_

**Individual planning** - \_\_\_\_\_

\_\_\_\_\_

**Responsive services** - \_\_\_\_\_

\_\_\_\_\_

**System support** - \_\_\_\_\_

The School Counseling Program will also include the following activities, programs, and services to:

#### Staff

- \_\_\_\_\_
- \_\_\_\_\_

#### Parents

- \_\_\_\_\_
- \_\_\_\_\_

## Appendix A

### Community

- \_\_\_\_\_
- \_\_\_\_\_

List the special programs and community agencies which supplement student services and the school counseling program. For example: school-based clinic, drop-out prevention programs, agency-based counseling services, etc.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Continued Professional Development (listed with specific activities)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Professional Collaboration

The school counseling department will meet weekly/monthly/yearly:

\_\_\_\_\_ As a Student Services department      \_\_\_\_\_ With site-based management committee  
\_\_\_\_\_ With the school staff (faculty)      \_\_\_\_\_ With administration  
\_\_\_\_\_ With the advisory council      \_\_\_\_\_ With subject-area departments  
\_\_\_\_\_ Other (list): \_\_\_\_\_

### Office Organization

Responsibilities for the support services provided the counseling team will be divided among the support staff:

The school counseling secretary will: \_\_\_\_\_  
\_\_\_\_\_

The clerk/receptionist will: \_\_\_\_\_  
\_\_\_\_\_

## Appendix A

The student aides will: \_\_\_\_\_  
\_\_\_\_\_

Volunteers will: \_\_\_\_\_  
\_\_\_\_\_

### Materials and Supplies

What materials and supplies are necessary for the implementation of the school counseling program? (Such as computers, copiers, website access, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Goal for this school year:** Based on your school's data, what change do you want to see happen? Who is a Target group? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Division of Student Services

Deborah A. Montilla, District Director

District School Counseling Program Support Personnel

305-995-7338





Miami-Dade County Public Schools  
**Division of Student Services - School Profile**  
**School Year: 2013-2014**

School Name: \_\_\_\_\_ Principal: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Work Location #: \_\_\_\_\_ Region #: \_\_\_\_\_

**Student Services Department Composition**

Job Title	Last Name	First Name	Fluent in Additional Language			E-mail
			Spanish	Creole	Other	
Assistant Principal for Student Services						
Student Services Chairperson						
School Counselor(s)						
CAP Advisor						
E/BD Clinician						
TRUST Specialist						
School Psychologist						
School Social Worker						
School Nurse (HCiOS)						
Health Aide (HCiOS)						
Registrar						
Testing Chairperson						

**Student Services Support Contacts/Liaisons**

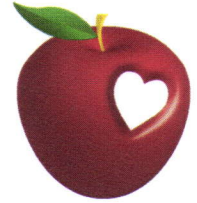
Program	Last Name	First Name	Fluent in Additional Language			E-mail
			Spanish	Creole	Other	
Bright Futures Contact						
Bruce Heiken Vision Contact						
Bullying/Violence Prevention Liaison						
Community Involvement Specialist						
Critical Incident Response Team Contact						
HIV/AIDS Education Liaison						
School Homeless Liaison						
Juvenile Justice Liaison						
NCAA Contact						
School Health Facilitator						
Sexual Minority Network Liaison						
Silver Knight Coordinator						
Teenage Parent Contact						
Youth Empowerment Adult co-facilitator						

DRAFT  
 Your school data is entered via the survey.  
 SSSP that looks like this)





## Appendix B



### Division of Student Services School Profile Student Services Department and Support Contact/Liaisons: Brief Job Responsibilities

**Assistant Principal for Student Services:**

- The school site administrator who oversees the Student Services Department.

**Student Services Chairperson:**

- Provides leadership and direction to the Student Services Department.
- Facilitates the development, completion, and submission of all required documents and reports required by the district relevant to the oversight of the Student Services Department, including the Counseling Management Agreement, Comprehensive Student Services Program, department meeting notes, and end-of-year reporting by team members.

**School Counselor(s):**

- Provides individual, small group and classroom academic advisement activities.
- Consults with parents, teachers, administrators and community agencies.
- Collaborates with faculty, administrators and other student services team members to promote the academic success of each student.
- Provides linkage to community resources and assistance to students with mental/behavioral health needs.

**CAP Advisor:**

- Works cooperatively with student services staff to assist with postsecondary planning and areas of college admissions applications, financial aid, and admissions test registrations.

**E/BD Clinician:**

- Provides a highly structured behavior management system to improve individualized targeted behaviors enabling students to benefit from the learning environment.
- Provides crisis intervention counseling, individual, and group counseling to E/BD students.

**TRUST Specialist:**

- Provides substance abuse and violence prevention/intervention.
- Provides individual, group and family counseling for students and their families experiencing problems in the area of substance abuse and other self-defeating behaviors.
- Provides linkage to community resources and assistance to students with mental/behavioral health needs.

**School Psychologist:**

- Provides traditional consultation and assessment to students.
- Provides clinical services to students diagnosed as having emotional/behavioral disabilities.
- Provides support services for alternative education programs.

**School Social Worker:**

- Provides individual, small group and classroom prevention and intervention services.
- Provides early intervention with struggling learners to link them with appropriate resources.
- Provides linkage to community resources and assistance to students with mental/behavioral health needs.

**School Nurse:**

- Serves as the school clinic's licensed nurse (RN) from the Florida Health Department School Nurse program or Health Connect in Our Schools and follows, Florida Statutes 381.0056.
- Provides basic health services within school clinic(s).

**Health Aide (HCiOS):**

- Works under the delegation of services provided by the licensed nurse (RN) trained to administer medication, give first aid, and assist the nurse with screenings and education.

**Registrar:**

- Coordinates all activities related to student registration, transfers, withdrawals, and maintenance of student records.
- Reviews student records and registration information to determine attendance boundaries, immigration and immunization status.
- Collects requests and prepares transcripts, and evaluates and interprets transcripts, orders diplomas and certificates, reviews the retention of student records.
- Collects and prepares data for Federal, State and District reports compliance with State and District regulations and policies pertaining to same.



## Appendix B

### **Testing Chairperson:**

- Responsible for the administration of numerous district, state, national, and, in the case of selected high schools, international assessment programs.
- Plans for and carries out preparation activities before tests are administered.
- Supervises and monitors during test administration windows, accounting for, packing up, and returning all testing materials after the tests have been administered.

### **Bright Futures Contact:**

- Participates in online webinars and other training presentations related to Bright Futures.
- Informs and assist students and their parents with understanding the criteria, application process, and online resources related to Bright Futures and other State Financial Aid resources.

### **Silver Knights Coordinator:**

- Attends BOY Orientation Meetings and other training(s).
- Provides support with student application process.
- Facilitates letters of recommendation and application submissions and attends Silver Knight Awards Ceremony.

### **Bruce Heiken Vision Contact:**

- Provides assistance with vision screenings.
- Links parents/guardians with obtaining free comprehensive eye exams and corrective lenses if needed through the Miami Lighthouse, Bruce Heiken Children's Vision program.

### **Bullying/Violence Prevention Liaison:**

- Supports school-wide Anti-Bullying and Violence prevention campaigns.
- Provides awareness and education to students, parents, and faculty.

### **Community Involvement Specialist:**

- Provides support to parents through the Title I Parent Involvement Program.
- Coordinates parent workshops and activities to engage parents in school site involvement.
- Serves as a bridge between home and school.

### **Critical Incident Response Team Contact:**

- Selects members of School-based Critical Incident Response Team (CIRT).
- Instructs CIRT members as to their roles and responsibilities.
- Serves as the liaison to the District Crisis Management Team.

### **HIV/AIDS Resource Contact:**

- Provides updated HIV/AIDS information and resources to school site employees, parents, and students.
- Supports school-wide AIDS Awareness Week activities.
- Participates in HIV/AIDS Professional Development annually.

### **School Homeless Liaison:**

- Provides assistance and advocates for students that are homeless/unaccompanied.
- Collaborates with Project UP-START regarding enrollment, transfers, withdrawals, transportation requests, and additional student support needs (i.e., uniforms, school supplies, toiletries, etc.).
- Provides support by engaging in school-wide campaigns on Homelessness awareness.
- Participates in the School Homeless Liaison trainings twice a year.

### **Juvenile Justice Liaison:**

- Serves as the school site liaison for issues related to dependent and delinquent students.
- Also serves as the Juvenile Court contact person.

### **NCAA Contact:**

- Provides support and academic guidance to student athletes regarding the NCAA eligibility requirements along with the amateurism certification.
- Collaborates with the Student Services, Coaches, and Athletic Director to ensure that student athletes are on target with GPA requirements, approved courses, transcript requests, and registration.

### **School Health Facilitator:**

- Provides assistance with health-related issues including medication administration, health entry requirements, and the facilitation of students with chronic disease conditions in the school clinic.

### **Sexual Minority Network Liaison:**

- Advocates in school regarding GLBTQ students and their families.
- Provides leadership and serves as a resource to school personnel regarding issues that affect GLBTQ students.
- Provides prevention, intervention, referrals and follow-up services for GLBTQ students and their

## Appendix B

families.

- Creates a safe haven for GLBTQ youth.
- Participates in HIV/AIDS Professional Development annually.

### **Youth Empowerment Adult Co-facilitator:**

- Facilitates the coordination of the Youth Empowerment Summit.
- Participates in Adult co-facilitator training.
- Provides guidance to peer leaders as it relates to the Youth Summit and its presentation.

### **Teenage Parent Contact:**

- Serves as the school site liaison for parenting and pregnant teens.
- Provides education and awareness on topic of child development.
- Links pregnant and parenting teens to community resources.



## Suicide Prevention

### Facts at a Glance

#### Statistics

Source: [www.cdc.gov/injury](http://www.cdc.gov/injury)

- Suicide is the fourth leading cause of death in children between age 10-14 and the third leading cause of death among youth 15-24 (American Academy of Pediatrics 2013)
- Suicides accounted for 1.3% of all deaths in the U.S.
- More than 32,000 suicides occurred in the U.S. This is the equivalent of 89 suicides per day; one suicide every 16 minutes or 11.01 suicides per 100,000 population.
- Among young adults ages 15 to 24 years old, there is one suicide for every 100-200 attempts.
- In 2011, 16% of U.S. high school students reported that they had seriously considered attempting suicide during the 12 months preceding the survey. More than 8% of students reported that they had actually attempted suicide one or more times during the same period.
- Males take their own lives at nearly four times the rate of females and represent 79.4% of all U.S. suicides.
- During their lifetime, females attempt suicide about two to three times as often as males.

#### Risk Factors

Source: <http://theguide.fmhi.usf.edu/pdf/IB-3a.pdf>

- Previous suicide attempt or gesture
- Psychopathology (depressive disorders/mood disorders)
- Parental psychopathology
- Substance use/abuse
- Family history of suicidal behavior
- Life stressors such as interpersonal losses (relationship, social, work) and legal or disciplinary problems
- Access to firearms
- Physical abuse
- Academic Stressors
- Truancy
- Sexual abuse
- Conduct disorders or disruptive behaviors
- Sexual orientation (homosexual, bisexual, and trans-gendered youth)
- Juvenile delinquency
- School and/or work problems
- Contagion or imitation (exposure to media accounts of suicidal behavior and exposure to suicidal behavior in friends or acquaintances)
- Chronic physical illness
- Living alone and/or runaways
- Aggressive-impulsive behaviors
- Acculturation

#### Protective Factors

Source: <http://theguide.fmhi.usf.edu/pdf/IB-3a.pdf>

- Family cohesion (family with mutual involvement, shared interests, and emotional support)
- Good coping skills
- Academic achievement
- Perceived connectedness to the school
- Good relationships with other school youth
- Help-seeking behavior/advice seeking
- Impulse control
- Problem solving/conflict resolution abilities
- Social integration/opportunities to participate
- Sense of worth/confidence
- Stable environment
- Access to and care for mental/physical/substance disorders
- Responsibilities for others/pets
- Religiosity



## Appendix C

### Suicide Prevention Facts at a Glance Continued

#### Warning Signs

Source: <http://theguide.fmhi.usf.edu/pdf/IB-3a.pdf>

- Withdrawal from friends and family
- Preoccupation with death
- Marked personality change and serious mood changes
- Difficulty concentrating
- Difficulties in school (decline in quality of work)
- Non-Communicative
- Actually talking about suicide or a plan
- Exhibiting impulsivity such as violent actions, rebellious behavior, or running away
- Exhibiting impulsivity such as violent actions, rebellious behavior, or running away
- Refusing help, feeling "beyond help"
- Complaining of being a bad person or feeling "rotten inside"
- Making statements about hopelessness, helplessness, or worthlessness.
- Change in eating and sleeping habits
- Loss of interest in pleasurable activities
- Frequent complaints about physical symptoms, often related to emotions, such as stomachaches, headaches, fatigue, etc.
- Persistent boredom
- Loss of interest in things one cares about
- Becoming suddenly cheerful after a period of depression-this may mean that the student has already made the decision to escape all problems by ending his/her life
- Giving away favorite possessions
- Making a last will and testament
- Saying other things like: "I'm going to kill myself," "I wish I were dead," "or "I shouldn't have been born."
- Not tolerating praise or rewards
- Giving verbal hints with statements such as: "I won't be a problem for you much longer," "Nothing matters," "It's no use," and "I won't see you again"

#### What to Do

Source: <http://theguide.fmhi.usf.edu/pdf/IB-6c.pdf>

- Always ensure a student's safety.
- Send someone for help.
- Listen.
- Be Direct.
- Remain calm.
- Be empathetic.
- Always take the student seriously.
- Know what resources are available in your school before hand.
- Be honest.
- Know your limits.

#### What Not to Do

Source: <http://theguide.fmhi.usf.edu/pdf/IB-6c.pdf>

- Don't be judgmental.
- Don't preach to the student.
- Never leave the student alone or send the student away. This may just reinforce feelings of isolation and hopelessness.
- Don't worry about silence during discussion.
- Don't under-react or minimize. Even if a student is seeking attention, you should act. The benefits could certainly out way the costs.
- If a student is threatening suicide and does have a weapon, never try to physically take the weapon from the student.

#### Resources

- District Crisis Team (305)-995-2273
- <http://theparentacademy.dadeschools.net/index.htm>
- <http://theguide.fmhi.usf.edu/pdf/Overview.pdf>



# Appendix D

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DIVISION OF STUDENT SERVICES

## CRISIS HOTLINE REPORT FORM

305-995-CARE (2273)

Date:  Date of Incident:

School Name:  Mail Code:

Phone:

Caller:  Title:

Referral Source:  (FS) Faculty/Staff  (PG) Parent/Guardian  (PR) Peer  (SF) Self

Region Office:  ETO  C  CH  S  N  AC

### School Type:

- |  |  |
|--|--|
| <input type="checkbox"/> (AC) Specialized Center             | <input type="checkbox"/> (ETO) Education Transformation Office |
| <input type="checkbox"/> (AD/VOC) Adult Education/Vocational | <input type="checkbox"/> (K-8) K-8 Center                      |
| <input type="checkbox"/> (AE) Alternative Education          | <input type="checkbox"/> (MD) Middle                           |
| <input type="checkbox"/> (CH) Charter School                 | <input type="checkbox"/> (SR) Senior High School               |
| <input type="checkbox"/> (EL) Elementary                     |  |

Student's Name:   ID#:   
Last First

Age:  Gender:  F  M Grade:

Ethnicity:  B  H  M  O  W

### Exceptionality:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> (C) Orthopedically Impaired | <input type="checkbox"/> (I) Visually Impaired                 | <input type="checkbox"/> (P) Autism Spectrum Disorder  |
| <input type="checkbox"/> (D) Occupational Therapy    | <input type="checkbox"/> (J) Emotional/Behavioral Disabilities | <input type="checkbox"/> (S) Traumatic Brain Injured   |
| <input type="checkbox"/> (E) Physical Therapy        | <input type="checkbox"/> (K) Specific Learning Disabled        | <input type="checkbox"/> (T) Developmentally Delayed   |
| <input type="checkbox"/> (F) Speech Impaired         | <input type="checkbox"/> (L) Gifted                            | <input type="checkbox"/> (U) Established Conditions    |
| <input type="checkbox"/> (G) Language Impaired       | <input type="checkbox"/> (M) Hospital/Homebound                | <input type="checkbox"/> (V) Other Health Impaired     |
| <input type="checkbox"/> (H) Deaf or Hard of Hearing | <input type="checkbox"/> (O) Dual-Sensory Impaired             | <input type="checkbox"/> (W) Intellectual Disabilities |

ESOL:  Yes  No

## Appendix D

### Act Report:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> (HI) Homicidal Ideation | <input type="checkbox"/> (S) Suicide           | <input type="checkbox"/> (SG) Suicidal Gesture |
| <input type="checkbox"/> (HG) Homicidal Gesture  | <input type="checkbox"/> (SA) Suicide Attempt  | <input type="checkbox"/> (ST) Suicide Threat   |
| <input type="checkbox"/> (HT) Homicidal Threat   | <input type="checkbox"/> (SI) Suicide Ideation |  |
| <input type="checkbox"/> (RB) Risk Behavior      | <input type="checkbox"/> (SJ) Self-Injury      |  |

### Primary Stated Reason:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> (AI) Acculturation Issues  | <input type="checkbox"/> (HOD) History of Depression  | <input type="checkbox"/> (RAPE) Rape            |
| <input type="checkbox"/> (BH) Bullying/Harassment   | <input type="checkbox"/> (IJ) Incarceration           | <input type="checkbox"/> (SD) Severe Depression |
| <input type="checkbox"/> (CA) Child Abuse           | <input type="checkbox"/> (LL) Loss of Life            | <input type="checkbox"/> (SO) Suicide of Other  |
| <input type="checkbox"/> (CE) Criminal Event        | <input type="checkbox"/> (LOR) Loss of Relationship   | <input type="checkbox"/> (SP) School Problems   |
| <input type="checkbox"/> (CULT) Cults               | <input type="checkbox"/> (LSE) Low Self-Esteem        | <input type="checkbox"/> (SS) Stress            |
| <input type="checkbox"/> (DU) Drug/Alcohol Abuse    | <input type="checkbox"/> (MFDU) Parent Drug Use       | <input type="checkbox"/> (SX) Sexual Identity   |
| <input type="checkbox"/> (ED) Emotional Disturbance | <input type="checkbox"/> (MFPS) Parent/Family Suicide | <input type="checkbox"/> (V) Hearing Voices     |
| <input type="checkbox"/> (FP) Family Problems       | <input type="checkbox"/> (PR) Peer Relationships      | <input type="checkbox"/> (Z) Unknown            |
| <input type="checkbox"/> (GANG) Gang Involvement    | <input type="checkbox"/> (PREG) Pregnancy             |   |

### Method or Weapon:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> (AB) Anorexia/Bulimia   | <input type="checkbox"/> (GL) Glass      | <input type="checkbox"/> (PO) Poison       |
| <input type="checkbox"/> (AX) Asphyxiation       | <input type="checkbox"/> (GU) Gun        | <input type="checkbox"/> (RZ) Razor        |
| <input type="checkbox"/> (CR) Car                | <input type="checkbox"/> (HD) Hanging    | <input type="checkbox"/> (SO) Sharp Object |
| <input type="checkbox"/> (DG) Drugs/Prescription | <input type="checkbox"/> (IH) Inhalant   | <input type="checkbox"/> (SZ) Scissors     |
| <input type="checkbox"/> (DI) Drug (Illegal)     | <input type="checkbox"/> (JM) Jumping    | <input type="checkbox"/> (Z) None          |
| <input type="checkbox"/> (DO) Drugs/OTC          | <input type="checkbox"/> (KN) Knife      | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> (FI) Fire               | <input type="checkbox"/> (PE) Pencil/Pen |  |

### Description:

## Appendix D

### Action Taken:

- (BA) Baker Act
- (CMHAR) Community Mental Health Agency Recommendation
- (CRMHS) Currently Receiving Community Mental Health Services
- (SSC) School Site Counseling

Counseling Professional: \_\_\_\_\_

- (PG) Parent/Guardian Notified
- (DCFR) DCF Referral

Name \_\_\_\_\_ ID \_\_\_\_\_

- (SP) School Police Notified

Name \_\_\_\_\_ Date \_\_\_\_\_

### Additional Comments/Secondary Reasons (if any):

### Action Plan:

Report Taken By: Blank



## Appendix E

### ELLUMINATE WEBCAST ACCESS INFORMATION

1. Log on to <http://illuminate.dadeschools.net>
2. On the top right hand corner of the screen enter your employee ID number and the password that you use to access your email, then click "log in."
3. Go to the calendar and click on the date of the presentation you want to view (see dates below).
  - **Crisis Management Strategies for School Critical Incident Response Teams** (9/21/09)
  - **Bullying/Harassment: Policy and Procedures** (9/24/09)
  - **Suicide Prevention: What Employees Need To Know** (10/1/09)
4. On the left side of the screen click on "Recordings."
5. Click on the name of the course title.
6. The next screen may ask you to open a file, accept an agreement, or run application. Click yes, or OK on each of these requests.
7. The presentation should then open. You will receive a message asking you to save a file sent by Frank Zenere. Please save the file to your desktop. This file is a copy of the handout for the session and you may print it as you wish.

## Appendix F

### Identifying the Emotionally At-Risk Student

We ALL must do our part.

#### What ALL Staff Should Look For:

- Students displaying drastic personality changes. (For example, traditionally a neat and tidy student suddenly comes to class unclean and unkempt.)
- Students displaying bizarre behavior. (Behavior does not match the social context or seems “over the top”.)
- Students responding to internal stimuli (hallucinations). (For example, during a conversation with a student, the student continuously appears to have difficulty focusing or shakes his head repeatedly.)
- Students displaying depressive symptoms (isolating, crying spells, irritability, mood swings, not eating/eating too much, not sleeping/sleeping too much, hopelessness, helplessness, etc.)
- Students engaging in substance use or abuse.
- Students experiencing crisis/trauma events (juvenile issues, issues with foster parents or displacement of foster home, loss, death, family or friend suicide or anniversary of suicide, etc.)
- Student work indicating hopelessness, morbid thoughts, preoccupation with death, etc.
- Students engaging in high risk behavior. (Behaviors where there is a probability of severe injury or injury, for example, drag racing.)
- Students expressing emotional thoughts or statements like, “I should have never been born. Nothing matters anymore.”
- Students engaging in self-injurious behaviors (i.e. cutting, hair pulling, scratching, hitting, etc.)
- Students who have recently experienced dramatic changes in living conditions, family life, parental loss of job, parent separations or divorce.
- Students displaying loss of control when frustrated or angry especially if these episodes involve threats or other acts of physical aggression.
- Students who constantly have physical complaints (stomachaches, headaches, etc.)

#### What Staff Should Do Now When You Suspect a Student Is At Risk?

- Consult or directly refer the student to a counseling professional at your school depending on the behavior or concern.

#### Recommendations for Counseling Professionals

Counseling professionals (i.e. TRUST Specialist, School Psychologist, School Social Worker, or School Counselor) are to conduct a mental health assessment of each referred student.

- A. Parents of student should be notified.
- B. A supportive intervention plan should be developed with the parent and student if such plan is deemed necessary. The plan should designate a primary counseling professional and a back-up counseling professional to follow up with the student.
- C. Appropriate emergency interventions are to be mobilized when and if danger is assessed as imminent. Administration should be informed in these cases.
- D. Crisis Hotline Reports should be made in all pertinent cases where there is suspicion of harm or self-harm (i.e., suicidal/homicidal ideation or gestures, threats, self-injurious or risk behaviors).
- E. Best practice is to have a list of at least three community mental health resources that can be given to parents at a moment’s notice.

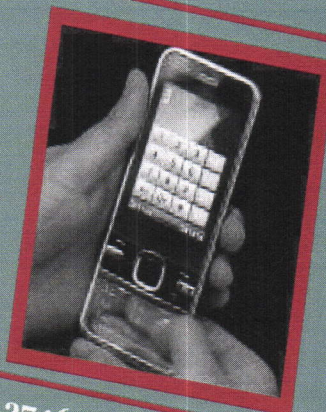
Prevention and Early Intervention is the Key. 

Division of Student Services



# BeSafe: Anonymous Reporting System

**TEXT Your Tip Via Cellphone!**



Send text to 274637 (CRIMES)  
Then type in the word keyword: Besafe.  
Then, type your tip, i.e. who, what, when,  
where. (Standard Text Message Rates Apply)

**Submit Tip On-Line!**

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

Or Use the Website!

<http://besafe.dadeschools.net>



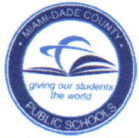
**Call In Your Tip!**

**305-995-2677**

**Remain Anonymous!**







## Appendix H Division of Student Services Bullying and Harassment Policy School Site Compliance Checklist



<b>School/Region:</b>		<b>Principal Name:</b>	
<b>Date:</b>			

Yes	No	N/A	Actions
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Policy Training to Staff Date: _____
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Policy Training to Parents/Volunteers Date: _____
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Policy Training to Student Population Date: _____
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Posters are in a highly visible area. How many posters are available in school area and in what locations?  Comments: _____
<input type="checkbox"/>	<input type="checkbox"/>		Curriculum Implemented: Grade: _____ Date(s): _____ Grade: _____ Date(s): _____ Grade: _____ Date(s): _____ Grade: _____ Date(s): _____ Grade: _____ Date(s): _____ Grade: _____ Date(s): _____ Grade: _____ Date(s): _____ Grade: _____ Date(s): _____
<input type="checkbox"/>	<input type="checkbox"/>		Anonymous Bullying Box Location: _____
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Investigator Designee: Name: _____ Position: _____
<input type="checkbox"/>	<input type="checkbox"/>		Interventionists: Name: _____ Position: _____
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Brochures Available.
<input type="checkbox"/>	<input type="checkbox"/>		Bullying and Harassment Policy Awareness Campaigns: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Poster Contests  <input type="checkbox"/> Newsletters  <input type="checkbox"/> Assemblies         </div> <div style="width: 45%;"> <input type="checkbox"/> Parent Communications  <input type="checkbox"/> Parent Workshops  <input type="checkbox"/> Other: Please Specify: _____  <input type="checkbox"/> Other: Please Specify: _____         </div> </div>





## Appendix I



### Project Up-START – Homeless Education Program Miami-Dade County Public Schools, Division of Student Services

#### Identification & Assistance of Homeless Students

- Homeless Students must be identified each year to reassess their housing situation. Therefore, students who received services the previous year (e.g. transportation & free lunch) must complete a new **Residency Questionnaire FM 7378** at the start of school. Once identified, a student is considered homeless for the entire school year.
- In order to determine the needs of a student newly identified as homeless, please send the following forms:
  - **FM 7404** if a student is living in a shelter, motel, or in the street/car OR
  - **FM 6980** if a student is “doubled-up,” living with another family out of financial necessity
- Once a student is identified, if the school would like to make a **transportation request**, the correct address must be in ISIS before sending **FM 7405**. Call 305-995-7583 for further information.
- Over the course of the year, School Administrators and School Homeless Liaisons are encouraged to log onto the Employee portal and monitor the homeless students in their school by following the directions in **briefing #: 13655**. Changes should be made by filling out the **Status Update form FM 7173**.
- All schools should have the Florida Education brochures and “The Information for School-Age Youth” posters which explains the rights of homeless students. Please call 305-995-7583 if a school needs additional copies.
- When a student is determined to be an Unaccompanied Youth living without a parent, guardian, and not under DCF care, the Caregiver’s authorization form **FM 7402** should be completed to identify an adult who may be able to assist the student if necessary.
- In the event that a school would like to submit a concern regarding a family identified as homeless, a **Dispute Resolution FM 7403** should be completed and sent to the State Homeless Liaison.

Note: Every school should have an assigned **School Homeless Liaison**. Liaisons may be school counselors, school social workers, school registrars, school administrators, community involvement specialists, or any school employee that can be available to assist students in a homeless situation. Liaisons collaborate with Project UP-START staff with enrollment, transferring, withdrawals, transportation requests, and additional support (uniforms, school supplies, toiletries, etc.).

**All forms must be faxed to  
Project UP-START, The Homeless Education Program at 305-995-7337**

Appendix J

National

# College Fair



Nearly 200 colleges and universities from around the country!

**SAVE THE DATE**

# Miami

## Sunday, February 9, 2014

Noon - 4 p.m.

Doubletree Miami Mart Airport Hotel & Convention Center

777 N.W. 72 Ave.

Just off S.R. 836 and Milam Dairy Road

**FREE Admission and FREE Information Sessions**

*Parking fee: \$5.00*

*For more information, call*

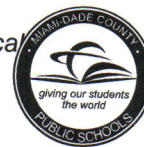
**305-995-1739**

*Monday-Friday, 8 a.m. - 4:30 p.m.*

*or visit [www.nacacnet.org](http://www.nacacnet.org)*

*If you have a disability that requires accommodation, you may call the number listed above or call*

*Telecommunications Device for the Deaf (TDD) at 305-995-2400.*



Sponsored by

Miami-Dade County Public Schools



National Association  
for College Admission  
Counseling



## Appendix K

### Miami-Dade County Public Schools Attendance Services

#### Registrar's Check List

- \_\_\_ A. **Complete Student Data Card-Revised 01/03**
- FM 2733
- \_\_\_ B. **Home Language Survey Form**
- FM 5196 (form is available in other languages from the Division of Bilingual Education and World Languages)
  - Dates of entry into the U.S., when applicable, must be filled in
- \_\_\_ C. **AGE AND LEGAL NAME VERIFICATION** – Birth document must be verified by registrar using birth verification stamp for authenticity purposes. Must provide one of the following:
- \_\_\_ 1. Duly attested original birth certificate or birth card – Must be original; hospital certificate not acceptable
  - \_\_\_ 2. Duly attested Certificate of Baptism with a parent affidavit
  - \_\_\_ 3. Insurance policy on the child's life in force for two years
  - \_\_\_ 4. Bona fide Bible record with parent affidavit
  - \_\_\_ 5. Passport or Certificate of Arrival in the U.S. showing age of child
    - FM 6670 – These documents cannot be photocopied
  - \_\_\_ 6. Transcript of school records of at least four years prior, stating date of birth
  - \_\_\_ 7. Affidavit of age sworn by the parent and a Certificate of Age signed by a public health officer
    - FM 4681
- \_\_\_ D. **VERIFICATION OF ADDRESS** – Must provide two of the following:
- \_\_\_ 1. Broker's or Attorney's statement of parents' purchase of residence, **OR** properly executed lease agreement
  - \_\_\_ 2. Current Homestead Exemption Card
  - \_\_\_ 3. Electric deposit receipt or electric bill, showing name and service address
  - \_\_\_ 4. Miami-Dade County Public Schools Statement of Bonafide Residence
- \_\_\_ E. **DISCLOSURE AT TIME OF REGISTRATION**
- FM 5740
- \_\_\_ F. **HEALTH REQUIREMENTS\***
- \_\_\_ 1. Student Health Examination – DH 3040 yellow form health examination performed within one year prior to enrollment Clinical TB screening/ results
  - \_\_\_ 2. Florida Certificate of Immunization – HRS 680  
From a private doctor or local health provider

**\* If assistance is needed regarding these documents, please call  
Comprehensive Health (305) 995-1235**



## Appendix K

- \_\_\_\_\_ G. **IMPORTANT MESSAGE TO PARENTS**
- Health Requirements for School Entrance
- \_\_\_\_\_ H. **PRIOR RESIDENT ENTRY CODE**
- \_\_\_\_\_ 1. County Name
  - \_\_\_\_\_ 2. District Number
  - \_\_\_\_\_ 3. Enrollment Type
- \_\_\_\_\_ I. **STUDENT SCHOOL RECORDS**
- For grade placement and verification of credits earned
  - Interpretation of foreign records available from Attendance Services
- \_\_\_\_\_ J. **PARENT HANDBOOK/CURRICULUM BULLETIN** (if applicable)
- \_\_\_\_\_ K. **SCHOOL INSURANCE AND FREE AND REDUCED LUNCH APPLICATIONS**
- \_\_\_\_\_ L. **STUDENT CODE OF CONDUCT**
- \_\_\_\_\_ M. **SOCIAL SECURITY NUMBER**
- A student is **not required** to provide his or her social security number as a condition for enrollment or graduation.
- Request social security number of students
  - Request parent/student to provide an original social security card
  - If provided, file copy of card in cumulative folder of student
- \_\_\_\_\_ N. **MILITARY FAMILIES**
- Yes \_\_\_\_\_ No \_\_\_\_\_

Revised, June 2011

# School Operations

2013-2014

## Opening of Schools Online Procedures Guide

Department: Title I Administration

Department Head(s): Dr. Magaly C. Abrahante

Department Website: <http://curriculum.dadeschools.net/>

### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
2013-2014 Title I Administration Annual Procedures Meeting(s) for Principals Participants: Title I Principals - Region Offices, Charter Schools, Specialized Centers, and Alternative Schools	TBA	TBA

### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Title I Administration	Title I Annual Meeting	Dr. Sharrie Dean Collins, District Director, Title I Administration 305-995-1713 <a href="mailto:SDean@dadeschools.net">SDean@dadeschools.net</a>	Title I Annual Meeting	By last week of October 2013

Title I Administration

## School Operations

**2013-2014**

### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Title I Administration	2013-2014 Title I School (level) PIP	<p>Mr. Arnaldo A. Gonzalez, Educational Specialist, Title I Administration, 305-995-1502  <a href="mailto:arnaldogonzalez@dadeschools.net">arnaldogonzalez@dadeschools.net</a></p> <p>OR –</p> <p>Ms. Maria E. Salas, Curriculum Support Specialist, Title I Administration 305-995-2586  <a href="mailto:MSalas-Sanchez@dadeschools.net">MSalas-Sanchez@dadeschools.net</a></p>	<p>As per FDOE requirements:</p> <p>The Title I Annual Meeting power point is to be shown during this meeting. The Title I Program Notification Letter; 2013-2014 M-DCPS Title I (District level) Parent Involvement Plan (PIP); 2013-2014 Title I School (level) PIP; and the 2013-2014 Title I School-Parent Compact are to be distributed/made available at this meeting.</p> <p>Access the power point template and documents for this meeting at the M-DCPS Title I web site: <a href="http://title1.dadeschools.net">http://title1.dadeschools.net</a> -- clicking the Title I Administration tab; and FDOE Requirements: NCLB – Parental Involvement.</p> <p>Review, develop and implement: 2013-2014 Title I School (level) PIP.</p> <p>For schools implementing the 2013-2014 Title I Program, the Title I School (level) PIP is to be reviewed, developed and completed with the School Improvement</p>	10/07/13

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			Plan (SIP). Also, the completed SIP may serve as the Title I Schoolwide Plan, as the SIP is embedded with all required components of a Schoolwide and Targeted Assistance program, as set forth in the NCLB Act of 2001.	
Title I Administration	Title I 2013-2014 Program Compliance	Dr. Sharrie Dean Collins  Mr. Pedro Arteaga, District Supervisor, Title I Administration, 305-995-1716 <a href="mailto:Parteaga@dadeschools.net">Parteaga@dadeschools.net</a>	Title I Administration 2013-2014 Handbook under:  2013-2014 School-Site Compliance Reference Documentation Files  Management and Compliance Audit Documentation	2013-2014 School Year

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Title I Administration 2013-2014 Handbook (inclusive of Florida Statute, School Board rules and Administrative directives). Also: the Title I Program Notification Letter; 2013-2014 M-DCPS Title I PIP (District); 2013-2014 School (level) Title I PIP; 2013-2014 Title I School-Parent Compact; and Title I Annual Meeting power point template).	X	X	X
Title I Administration School-Site Compliance Reference Document 2013-2014.	X	X	X
FDOE required Title I Annual Meeting agenda, minutes demonstrating evidence of parent input in the development of the School (level) PIP and of parent involvement in the development of the Title I School-Parent Compact; and other meeting documentation. (Access the power point template and documents for this meeting at the M-DCPS Title I web site: <a href="http://title1.dadeschools.net">http://title1.dadeschools.net</a> -- clicking the Title I Administration tab; and FDOE Requirements: NCLB – Parental Involvement.)	X	X	X

#### Title I Administration

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Title I Administration 2013-2014 Handbook (inclusive of Florida Statute, School Board rules and Administrative directives. Also: the Title I Program Notification Letter; 2013-2014 M-DCPS Title I PIP (District); 2013-2014 School (level) Title I PIP; 2013-2014 Title I School-Parent Compact; and Title I Annual Meeting (Power point template).	X	X	X
Title I Administration School-Site Compliance Reference Document 2013-2014.	X	X	X
FDOE required Title I Annual Meeting agenda, minutes demonstrating evidence of parent input in the development of the School (level) PIP and of parent involvement in the development of the Title I School-Parent Compact; and other meeting documentation. (Access the power point template and documents for this meeting at the M-DCPS Title I web site: <a href="http://title1.dadeschools.net">http://title1.dadeschools.net</a> -- clicking the Title I Administration tab; and FDOE Requirements: NCLB – Parental Involvement.)	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
Title I Administration 2013-2014 Handbook (inclusive of Florida Statute, School Board rules and Administrative directives). Also: the Title I Program Notification Letter; 2013-2014 M-DCPS Title I PIP (District); 2013-2014 School (level) Title I PIP; 2013-2014 Title I School-Parent Compact; and Title I Annual Parent Meeting (power point template)	X	X	X

**Title I Administration**

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
Title I Administration School-Site Compliance Reference Document 2013-2014.	X	X	X
FDOE required Title I Annual Parent Meeting agenda, minutes demonstrating evidence of parent input in the development of the School (level) PIP and of parent involvement in the development of the Title I School-Parent Compact; and other meeting documentation. (Access the power point template and documents for this meeting at the M-DCPS Title I web site: <a href="http://title1.dadeschools.net">http://title1.dadeschools.net</a> -- clicking the Title I Administration tab; and FDOE Requirements: NCLB – Parental Involvement.)	X	X	X

#### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

#### GENERAL OPENING OF SCHOOL INFORMATION

Item:	Elem.	Mid.	Sr.
The Title I School (level) PIP and Title I School-Parent Compact are to be developed with parental input, and completed by October 7, 2013. The Title I School (level) PIP is to be reviewed, developed and completed with the School Improvement Plan (SIP) for schools implementing the Title I Program. Schools should record in minutes all discussions soliciting suggestions and recommendations of parents in the design of these documents.	X	X	X

Appendix: Yes \_\_\_ No x

**Title I Administration**

Page 6 of 6



## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Department: Office of Community Engagement

Department Head: Lisa Thurber

Department Website: [www.community.dadeschools.net](http://www.community.dadeschools.net)

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
Fall Leadership	Jungle Island	10/03/13
Principal TODAY Breakfast	Jungle Island	11/01/13 or 11/07/013
Principal TODAY School-site visits	School-sites	11/20/13
United Way Student/Employee Campaign Awards Ceremony	TBD	03/06/14
Women of Tomorrow Annual Gala	Mandarin Oriental Miami	03/08/14
Youth Hall of Fame Ceremony	The Fair / Ray Goode Tower Bldg.	04/16/14
The Fair Scholarship Ceremony	The Fair / Ray Goode Tower Bldg.	04/24/14
Take Your Child to Work Day	District wide	04/24/14 (National)
Community Partners Celebration	TBD	05/13/14
Take Stock in Children End of Year Celebration	Miami-Dade College / Wolfson Campus	05/21/14
Blood Drive Awards Ceremony	TBD	TBD
Silver Knights Awards Ceremony	James L. Knight Center	TBD
Teacher of the Year	TBD	TBD

ACTION	DUE DATE
N/A	

Department: Office of Community Engagement

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Review internship guidelines for Honors & Executive Internship Program (HEIP) and Career Experience Opportunity (CEO) Internship Program, <a href="http://community.dadeschools.net">community.dadeschools.net</a> ; and assign QUAD A access for WIC2 INTERNSHIP SCHL STF to designated Internship Coordinator(s).			X

Department: Office of Community Engagement

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**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

**ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
Review School Volunteer Program policies and guidelines located at: <a href="http://community.dadeschools.net/!svp/school-vol.asp">http://community.dadeschools.net/!svp/school-vol.asp</a> and the School Volunteer Application User Guide located at: <a href="http://ehandbooks.dadeschools.net/user_guides/166/index.html">http://ehandbooks.dadeschools.net/user_guides/166/index.html</a> to assist volunteers with online registration process.	X	X	X
Review Community Engagement Programs (i.e., School Volunteers, Dade Partners, United Way, etc.) located at: <a href="http://community.dadeschools.net/programs.asp">http://community.dadeschools.net/programs.asp</a> and identify appropriate staff to serve as program liaisons.	X	X	X

**ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
Review Florida KidCare program which provides high quality, low cost health insurance for uninsured children aged birth to 18. Materials are available to schools to assist families in enrolling their children. Go to <a href="http://www.floridakidcare.org">www.floridakidcare.org</a> or contact The Parent Academy at 305 995-2680.	X	X	X

Appendix: Yes \_\_\_\_ No X

**Department: Office of Community Engagement**

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# School Operations

2013-2014

## Opening of Schools Online Procedures Guide

Department: Office of Human Capital

Department Head: Enid Weisman

Department Website: <http://pers.dadeschools.net>

### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Review Fair Labor Standards Act (FLSA) guidelines regarding dual-employment, overtime and compensatory time for non-instructional personnel.	X	X	X
Review Salary supplements and waiver of contractual guideline procedures. <a href="http://salary.dadeschools.net/supp">http://salary.dadeschools.net/supp</a>	X	X	X
Review limits on work hours for part-time and substitute personnel effective for 2013-2014.	X	X	X

### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
Review Florida Statutes related to instructional and administrative certification requirements (1012.42 F.S.). Each school site must have a copy of a current, valid Florida Educator's Certificate for each instructional and administrative employee.	X	X	X

Office of Human Capital

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
Review the Report of Out-of-Field Teachers (T13794401/FM-4359) and obtain and file documentation that selected teachers have taken the required six semester hours credit prior to August 31, 2006.	X	X	X

#### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
Review School Board Policy: Code of Ethics, 1210.01, 3210.01, 4210.01 <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Review School Board Policy: Assignments, 1130, 3130, 4130 <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Review School Board Policy: Employee Assistance Program, 1170.01, 3170.01, 4170.01 <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Review School Board Policy: Drug-Free Workplace, 1124, 3124, 4124 <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Inform all employees of the District's implementation of the employment-related provisions of the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA). Please refer to the documents, Americans with Disabilities Act: A Guide for Administrators and the FMLA guidelines.	X	X	X
Review School Board Policy: Anti-Discrimination/Harassment 1362; 3362; 4362 and Anti-Discrimination -Harassment Complaint Procedure 1362.02; 3362.02, 4362.02 <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X

Office of Human Capital

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

Item:	Elem.	Mid.	Sr.
Maintain all personnel files, in file jackets (with inserts), for full-time employees in accordance with School Board Policy, Personnel Files-1590, 3590, 4590, and the document Personnel File Procedures. <a href="http://www.neola.com/miamidade-fl/">http://www.neola.com/miamidade-fl/</a>	X	X	X
Refer to the document, Employee Assistance Program Guidelines (EAP) and advise staff of the services provided by the program and the procedures for voluntary self-referral.	X	X	X
Remind all staff members of the professional responsibility of each educator to provide the principal with a copy of a current valid Florida Educator's Certificate and copies of other documentation such as Statement of Eligibility and/or college transcripts, as may be applicable (Florida State Board of Education Administrative Rule 6A-1.0503).	X	X	X
Review policies and guidelines for working with school volunteers, including procedures for background checks, clearance and placement (Jessica Lundsford Act).	X	X	X
Review the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida and the Standards of Competent Professional Performance (Florida State Board of Education Administrative Rules, 6B-1.011, 6B-1.006, 6B-5.008). Provide copies and acknowledgment of receipt to all certified staff members.	X	X	X

Appendix: Yes \_\_\_\_ No  X

# School Operations

2013-2014

## Opening of Schools Procedures Guide

**Department:** Office of Professional Development and Evaluation

**Department Head:** Patricia Fernandez

**Department Website:** <http://prodev.dadeschools.net>  
<http://ipegs.dadeschools.net>

ACTION	DUE DATE
No formal observation shall be conducted during the first ten (10) days of student attendance.	09/09/13 <i>(Observations may begin)</i>
All Probationary Instructional Professionals must participate in two (2) formal Observations (one per semester) in which an Observation of Standards Form (OSF) is completed. The first observation must also include a completed Formative Performance Evaluation (FPE).	<b>First Semester:</b> 09/03/13 – 01/16/14  <b>Second Semester:</b> 01/21/14 – 05/01/14
Instructional Professionals new to a school site/work location must be observed in their first 30 days of employment.	Observation date(s) will be based on employment start date



# School Operations

2013-2014

## Opening of Schools Procedures Guide

### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
N/A				

### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
N/A			

### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
Implement the specific directives and procedures identified in the Instructional Performance Evaluation and Growth System (IPEGS) as outlined in the 2013-2014 IPEGS Procedural Handbook which is used by all teachers, instructional support personnel and student services personnel. Prior to implementation, review all of the components of the system used for evaluation pursuant to Florida Statute 1012.34, with all certified instructional personnel. This includes teachers, instructional support personnel, and student services personnel.	X	X	X

# School Operations

2013-2014

## Opening of Schools Procedures Guide

### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
2013 – 2014 IPEGS Procedural Handbook	X	X	X

### ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF

Item:	Elem.	Mid.	Sr.
2013 – 2014 IPEGS Procedural Handbook	X	X	X

### SPECIAL REFERENCE INFORMATION

Item:	Elem.	Mid.	Sr.
N/A			

Appendix: Yes \_\_\_\_ No X

## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

**Department:** Information Technology Services

**Department Head:** Deborah Karcher

**Department Website:** <http://its.dadeschools.net>

#### CALENDAR OF EVENTS AND IMPORTANT DUE DATES

MEETING/EVENT	PLACE	DATE AND TIME
NA		

ACTION	DUE DATE
ISIS will be inactivated at 5:00 p.m. ITS begins Postal Notification Card processing.	07/26/13 – 5:00 p.m. 07/27/13 - 4:00 p.m.
Postal notification cards mailed to students	08/02/13
Rollover Processing – ISIS will be inactivated at 4:00 p.m. on August 3, 2013 to begin Rollover Processing. ISIS will be down until 5:30 a.m. on Thursday, August 8, 2013.	08/03/13 – 5:00 p.m. through 08/08/13 – 5:30 a.m.
ITS processes Opening of Schools reports Middle Schools	08/08/13
ITS processes Opening of Schools reports Senior High Schools	08/14/13
Opening of School reports for Middle Schools available for pick up at ITS	08/13/13
Opening of School reports for all schools available for pick up at ITS	08/16/13
ITS will inactivate students remaining online as No-Shows with withdrawal code DNE.	08/23/13

**Information Technology Services**

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## School Operations

2013-2014

### Opening of Schools Online Procedures Guide

#### OPENING OF SCHOOLS TRANSACTIONS

DEPARTMENT	OPENING OF SCHOOLS TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
NA				

#### SCHOOL REGISTRATION PROCEDURES

Item:	Elem.	Mid.	Sr.
NA			

#### ITEMS FOR PRINCIPALS REVIEW

At the beginning of each school year, the principal is responsible for reviewing Florida Statutes, School Board policies, and/or administrative directives with the appropriate staff members. Some of these activities are listed below.

Item:	Elem.	Mid.	Sr.
NA			

#### ITEMS FOR PRINCIPALS TO REVIEW WITH ADMINISTRATIVE STAFF

Item:	Elem.	Mid.	Sr.
NA			

**School Operations**

**2013-2014**

**Opening of Schools Online Procedures Guide**

**ITEMS FOR PRINCIPALS TO REVIEW WITH FACULTY AND STAFF**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
NA			

**SPECIAL REFERENCE INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

**GENERAL OPENING OF SCHOOL INFORMATION**

<b>Item:</b>	<b>Elem.</b>	<b>Mid.</b>	<b>Sr.</b>
N/A			

Appendix: Yes  X  No \_\_\_\_\_

Appendix A: Schedule for Reporting Periods and Report Card Distribution

## APPENDIX A

2013-2014

### SCHEDULE FOR REPORTING PERIODS AND REPORT CARD DISTRIBUTION

School Report Cards will be distributed no later than the specific dates listed below. It is essential that schools and regions publicize these dates through school, the PTA and other bulletins so that parents will be expecting students to bring report cards home. If schools receive their Report Cards earlier than the specific dates, they may distribute them earlier. Information Services will be responsible for disseminating this information to the media.

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#### INTERIM PROGRESS REPORT SCHEDULE

GRADING PERIOD	DISTRIBUTION DATE
1	9/20/13
2	12/3/13
3	2/19/14
4	5/1/14

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#### ELECTRONIC GRADEBOOK SCHEDULE

*End of Period	Gradebook Upload to ITS	Report Cards Available to Schools No Later Than	Report Cards Sent to Parents By	
1	10/24/13	10/25/13	11/05/13	11/15/13
2	01/16/14	01/17/14	01/28/14	2/07/14
3	03/20/14	03/21/14	04/08/14	4/17/14
4	06/05/14	06/06/14	06/17/14	6/27/14

**\*DO NOT UPLOAD ON OR BEFORE THESE DATES**

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