

Frances S. Tucker Elementary

Parent/Student Handbook 2019-2020

Fredrelette Pickett

Principal

(305) 567-3533

www.tuckereagles.org

Maria Rivero

Assistant Principal

MIAMI-DADE COUNTY PUBLIC SCHOOLS

School Board Members

Ms. Perla Tabares Hantman , Chair

Dr. Martin S. Karp Vice- Chair

Dr. Dorothy Bendross-Mindingall, Member

Ms. Susie V. Castillo, Member

Dr. Lawrence S. Feldman, Member

Dr. Steve Gallon III, Member

Ms. Lubby Navarro, Member

Dr. Marta Perez, Member

Ms. Mari Tere Rojas, Member

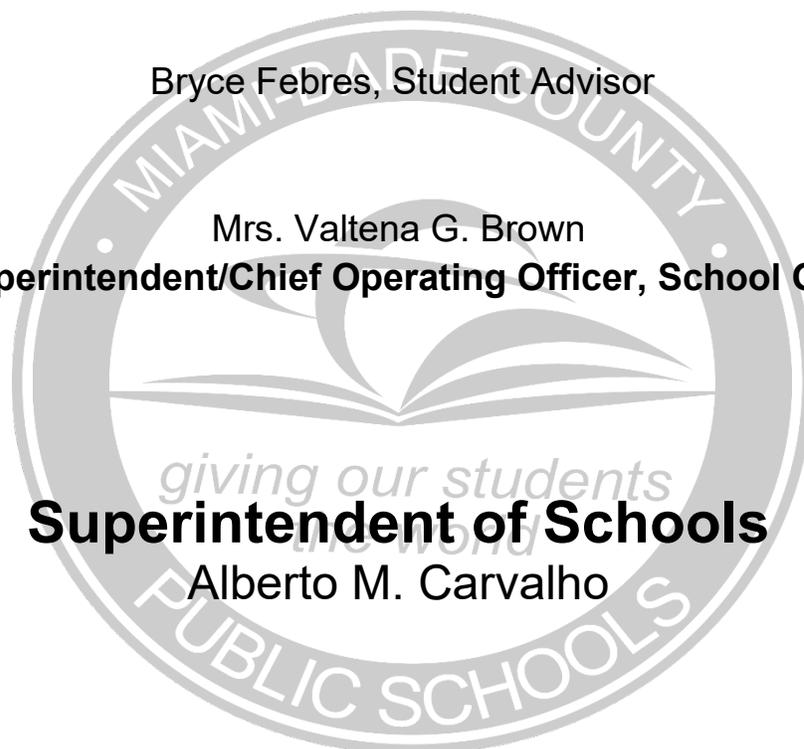
Bryce Febres, Student Advisor

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer, School Operations

Superintendent of Schools

Alberto M. Carvalho



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Vision Statement

We provide a world class education for every student.

Mission Statement

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

Values

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

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

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

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

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



Dear Parents:

We, at Frances S. Tucker Elementary, would like to welcome you to the new school year. We are committed to providing the highest quality education possible with comprehensive and innovative programs that challenge our students daily. We look forward to an exciting and productive year as we continue to set high expectations for all our students. We strongly believe that the years spent at Frances S. Tucker Elementary will pave the way for our students to become productive citizens and world leaders in an ever-changing global economy.

We have prepared the Parent/Student Handbook in order to keep you and your child informed of school policies and procedures. The Parent/Student Handbook can be accessed on our school website at www.tuckereagles.org. In order to ensure continued excellence, it is imperative that school policies and procedures are adhered to at all times. Please review the handbook with your child and return the forms completed with your child to his/her homeroom teacher on the next school day.

We thank you for your continued support to our school and above all, for the time and effort you dedicate to your child's education. Working together, we will be able to help our students reach even greater heights.

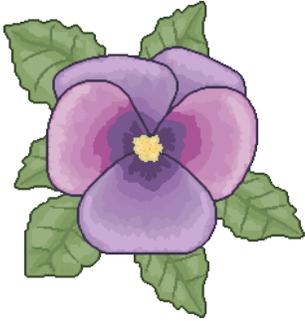
Sincerely,

Ms. Fredrelette Pickett
Principal

TABLE OF CONTENTS

Mrs. Frances S. Tucker Biography	7
Accidents and Illness	8
Arrival	8
Assessments	9
Attendance	10
Attendance Review Committee	11
Before/After-School Care Programs	11
Bicycles/Skateboards	12
Bus Rules	12
Cafeteria (Breakfast/Lunch)	12
Cafeteria Rules	14
Class Parties	14
Code of Student Conduct	14
Confidential Information	14
Counselors	15
Curriculum	15
Deliveries to Students/Staff	15
Detention	15
Discipline/School Rules	15
Dismissal	16
Dismissal during Inclement Weather	17
Early Dismissal	17
Electronic Cigarettes	18
Electronic Devices	18
Elevator	18
Emergency Contact Information	18
Emergency Operation Plan	18
Feeder Pattern Schools	19
Field Trips	19
Financial Obligations	19
Grading	20
Hall Pass/Agenda and Passport	20
Head Lice (Pediculosis Capitis)	20
Health Screening	20
Home Learning	21
Honor Roll/Recognition Ceremonies	22
Immunizations	23
Interim Progress Reports	23
Internet Acceptable Use Policy	23
Library/Media Center	23
Library/Media Center Fees	24
Lost and Found Items	24
Medication	24

Newsletters/Calendars	24
Out of Area Student Transfer	24
Parent Academy	25
Parent Conferences	25
Parent Portal	26
Parent-Teacher-Student Association (PTSA)	26
Permanent Records	26
Pets	27
Promotion/Retention	27
Registration Procedures	27
Report Cards	27
Respect for Property	27
Safety	27
Safety and Security	28
Safety Patrols and Youth Crime Watch	28
School Insurance (Student Accident Insurance)	28
Skateboards/Roller Blades/Scooters	29
Special Education	29
Special Programs	29
Student Rights and Responsibilities	30
Summer Home Learning Assignment	30
Telephone/Telephone Messages	30
Textbooks	31
Toys	31
Transportation	31
Uniforms	32
Visitors/Guests to School	32
Volunteers	33
Withdrawals and Transfers	33



Frances Stewart Tucker was born on November 6, 1900 in Springfield, Massachusetts. She had 3 siblings. Her brothers were William and Frank Stewart and her sister was Ella Stewart Hines. In her early years, Frances attended a public school in Springfield, Massachusetts and later Westfield Normal School in Westfield, Massachusetts. She was the only Negro student in her schools.

In 1921, Frances moved south to the Tuskegee Institute in Tuskegee, Alabama where she remained for five years teaching English as a Head Teacher of training. It was there that she met her husband, Henry D. Tucker. They were married in Montgomery, Alabama on May 29, 1926.

In 1929 Frances moved to Miami and became the principal of Miami-Dade County Training Schools, supervising 10 teachers. The school and staff grew and became known as Coconut Grove Junior High School. In 1942, the school became a full-fledged high school and was renamed George Washington Carver High School (presently George Washington Carver Middle School).

Frances and her parents became members of St. John Congregational Church. She was very active in the church as a Sunday school teacher and in the youth programs.

During the summers, she attended the Hampton Institute located in Hampton, Virginia. She received her B.S. on May 29, 1939 and her MS on August 20, 1944. She was active in the field of education in Miami-Dade County and the State of Florida. In 1939, she became the president of the Miami-Dade County Teachers' Association. She was chosen for Outstanding Principal of the Year in the 1949-50 school year by the Florida State Teachers' Association. She was awarded a Certificate of Merit and Achievement in 1954 by the Miami Chapter of Tuskegee Alumni Association. In 1956, she received an award for 25 Years of Service with the Miami-Dade County Teachers' Association for Childhood Education.

While the field of education was her first love, she was also active in community affairs. She was a member of the Board of Directors of the James E. Scott Community Association and worked with that organization for a number of years. She was a charter and life member of the Beta Zeta Sigma Chapter of the Delta Sigma Theta Sorority which was established in 1941.

In addition, she was appointed a member of the Coral Gables Bi-Racial Committee in 1960 and served on the Coral Gables City Urban Renewal Citizens Committee in 1959. She was an active member of the Coconut Grove Slum Clearance Committee; one of its projects was the St. Alban's Day Nursery. In 1958, she became a charter member and a Trustee of the Church of the Open Door, United Church of Christ.

Mrs. Tucker remained principal of George Washington Carver High School for 29 years and for the last two years, was the principal of George Washington Carver Elementary School. She retired June 1960 and the following year the newly built Frances S. Tucker Elementary School was named in her honor. Frances S. Tucker died on March 4, 1965 in Miami, Florida.

Frances S. Tucker Elementary
Parent/Student Handbook

ACCIDENTS AND ILLNESS

The health and physical well-being of all students is a matter of great concern to everyone. If a child is injured or becomes ill while in school, parents will be contacted immediately and the student will be kept as comfortable as possible. Parents must make arrangements immediately to pick up their child from the office. When parents cannot be contacted, the person(s) listed on the EMERGENCY CONTACT CARD will be called. IT IS OF UTMOST IMPORTANCE THAT PARENTS ENSURE THE INFORMATION ON THE EMERGENCY CONTACT CARD IS CURRENT AND UPDATED WHENEVER THERE ARE CHANGES, SUCH AS TELEPHONE NUMBER AND CONTACTS.

If your child has a medical condition such as diabetes, asthma, allergies or any other condition that may cause the child to become ill when participating in certain school activities, such as physical education, a statement of such condition issued by a physician must be submitted to the school stating the limitations and/or accommodations to be made. Additionally, the teacher(s) must be made aware of this and/or any other condition affecting the well-being of the child while in school.

ARRIVAL

School Hours

- Pre-k through 1st grade: 8:20 a.m. - 1:50 p.m. daily
- 2nd through 8th grade: 8:35 a.m. - 3:05 p.m. (MON., TUE., THUR., FRI.)
- **WEDNESDAY – Dismissal at 1:50 p.m. for all students**

In order to maintain a safe and orderly arrival for all our students, please be courteous and patient with others. It is strongly suggested students arrive at school 15 minutes before the school day begins so they do not have to be rushed to class.

Pre-k and kindergarten students report to the cafeteria where supervision is available. Students in Pre-k and kindergarten are then picked up by their teachers from the cafeteria.

Students in first through fifth grade line up on the PE court where supervision is available. Students are picked up by their teacher from the PE area.

Students may not arrive to school prior to 7:30 a.m.

Students participating in the school breakfast program should arrive to school between 7:30 a.m. and 8:10 a.m. Breakfast will be served until 8:15 a.m. Please be advised that parents will not be permitted in the cafeteria to pay for student lunches or to have breakfast with students. After eating breakfast, students are to report to their designated arrival line number.

Supervised arrival activities take place as follows:

For the safety of all students, parents are not allowed into the building during arrival or dismissal. If the parent walks his/her child to school, the student must be dropped off at the main doors of the breezeway. Students may not arrive to school earlier than 7:30 a.m.

Students in grades Pre-k through first must be seated in their classroom no later than 8:20 a.m. Students in grades second through fifth must be seated in their classroom no later than 8:35 a.m. Students arriving to class after the designated time are considered tardy and must report to the Main Office for a tardy pass and the teacher must mark the student tardy.

- When dropping off students in the Parent Drop-Off/Pick-Up areas, pull up as far as possible in the designated area before allowing student passengers out of the vehicle. Make certain all children only exit the vehicle through the doors located on the right-hand side, as cars will use the left lane to leave the Drop-Off/Pick-Up area.
- Do not stop, park or get out of your vehicle to open your vehicle's trunk or doors as this creates a safety hazard and delays traffic in the area. Students must gather belongings and be prepared to exit the vehicle quickly and safely.
- All students transported on a Miami-Dade County Public School bus, shuttle bus or private bus, are dropped off and picked up in the in the front of the school in the Bus Area located along 37th Avenue
- Please discuss safety measures with students walking to and/or from school to increase safety awareness.

Be aware traffic is heavy during the morning and afternoon school hours. Therefore, allow ample time for students to arrive at school on time and follow the safe and orderly arrival and dismissal established procedures.

ASSESSMENTS

Authentic instruction and assessments are utilized to guide instruction and evaluate student learning. These include portfolios, response journals, rubrics, checklists, presentations, interviews, explorations, simulations, etc. Other content-based applicable assessments may be used to evaluate specific concepts and skills. Students need to work individually and in cooperative groups where teaching and learning are enhanced. Students also need to acquire the habit of reflecting upon their learning and working with others on tasks relevant and meaningful to their lives.

ACCESS 2.0/CELLA: Florida uses the Comprehensive English Language Learning Assessment (CELLA) to measure the growth of students classified as English Language Learners (ELLs) in mastering the skills in English they will need to succeed in school. CELLA is a four-skill language proficiency assessment developed under contract by the Educational Testing Service (ETS) and is designed to provide:

- Evidence of program accountability in accordance with Title III of No Child Left Behind (NCLB), which calls for schools and districts to meet state accountability objectives for increasing the English-language proficiency of English Language Learners.
- Data useful for charting student progress over time and for newly arrived students, charting progress over the first year.
- Information about the language proficiency levels of individual students to be used in making decisions regarding placement into or exit from the English for Speakers of Other Languages (ESOL) program.

FLORIDA ALTERNATE ASSESSMENT: The Florida Alternate Assessment is a standards based assessment that is aligned with the Florida Standards Assessments Access Points for Language Arts (Reading and Writing), Mathematics and Science. The assessment measures student performance based on alternate achievement standards.

iREADY: The iReady diagnostic test is a state mandated, screening and monitoring tool that is administered to all kindergarten through fifth grade students in order to determine if there is a need for remediation in reading and mathematics instruction. Students in grades K through fifth will be assessed on the computer in a lab setting.

FSA/FCAT 2.0 SCIENCE: The Florida Standards Assessments (FSA) ELA Reading and Mathematics is administered to students in third through fifth grade. The FCAT 2.0 Science is administered to students in fifth grade. These assessments are used to measure objectives through specific benchmarks through multiple choice and gridded response. Teachers must utilize these types of questions weekly on student assessments in order to familiarize students with the format.

FLKRS: The Florida Kindergarten Readiness Screener (FLKRS) is administered to all kindergarten students in order to assess the readiness of each child. The FLKRS includes a subset of the Early Childhood Observation System (ECHOS) and the first two measures of the FAIR to gather information on a child's development in emergent literacy.

PLACEMENT TESTS: Placement tests may be administered prior to articulation to determine the correct placement of students into advanced courses.

PROGRESS MONITORING PROGRAM (PM): In an effort to familiarize students with standardized testing and monitor student progress, students in grades kindergarten through eighth participate in the schoolwide Progress Monitoring Program which begins approximately after the first month of school. During the Progress Monitoring Program, students participate in simulated testing sessions with review sessions following the practice tests. It is imperative students arrive to school on time to participate in this program. The PM Program is mapped out on the Master Calendar and Progress Monitoring Calendar.

SAT-10: The Stanford Achievement Test (SAT-10) is administered during the spring to kindergarten, first and second grade students. It measures skills in reading and mathematics.

ATTENDANCE

Absences/Tardies Policy

Frances S. Tucker Elementary has established the following attendance policy procedures in accordance with the Miami-Dade County Public Schools Board Policy 5200. Student success in school depends on regular and consistent attendance. Please review the following guidelines:

Every absence must be followed by a note from the parent or doctor, explaining the nature of the absence. When a student is absent for three consecutive days, the student's parent should contact the teacher by phone or email to provide an explanation for the absences. The student must bring a doctor's note when returning to school after five consecutive absences.

Please note that for students to be awarded with perfect attendance, they must be PRESENT AND ON TIME DAILY. Perfect attendance awards will not be given if the student accrues any tardies.

UNEXCUSED ABSENCES PROCEDURES

- On the second unexcused absence, the student is to receive a warning by the teacher.
- On the third unexcused absence, parent contact must be made by the teacher.
- On the fifth excused/unexcused absence, the student must be referred to their respective Assistant Principal. The Assistant Principal will then contact the parent.
- Students who accumulate five or more unexcused absences in a semester course or ten or more absences in an annual course may have their academic grades withheld on the report card until a parent conference takes place.
- Students with ten (10) or more unexcused absences in an annual course or five (5) or more unexcused absences in a semester course will be referred to the Attendance Review Committee.

EXCESSIVE TARDIES PROCEDURES

- On the second unexcused tardy, the student is to receive a warning by the teacher.
- On the third unexcused tardy, parent contact will be made by the teacher.

- On the fourth excused/unexcused tardy, the student will be referred to their respective Assistant Principal. A student/parent conference will be scheduled.
- If tardies continue, a school social worker will be assigned and further action will be taken.

Frances S. Tucker Elementary closely monitors students with excessive absences and/or tardies. Five or more absences and/or tardies that have been accumulated throughout the year are considered excessive and referrals will be initiated by the teacher.

The following are considered excused absences:

- Student illness
- Medical appointments
- Death in the family
- Observance of a religious holiday
- School related activities that have been pre-approved by the principal
- Subpoena by a law enforcement agency or a mandatory court appearance
- Outdoor suspensions

Teachers must be made aware of any medical condition such as diabetes, asthma, allergies or any other health related issue that may affect the student's well-being in school. If a student has a medical reason for not participating in physical education activities, a statement of the condition must be obtained from the student's physician and submitted to the school so modifications can be made.

Florida Statute 1003.26 states:

"... The Legislature finds that early intervention in school attendance matters is the most effective way of producing good attendance habits that will lead to improved student learning and achievement..."

"...The Legislature finds that poor academic performance is associated with nonattendance and that schools must take an active role in enforcing attendance as a means of improving the performance of many students..."

"...If a student is continually sick and repeatedly absent, he or she must be under the supervision of a physician and documentation must be provided to the school, in order to receive an EXCUSED absence..."

Students accumulating ten (10) or more absences in an annual course or five (5) or more absences in a semester course, due to illness, are required to have a note (on file at the school) from a physician in order to receive an EXCUSED absence.

ATTENDANCE REVIEW COMMITTEE

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

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester course or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades

- b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
4. Review attendance history for students exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.
5. A Connect-Ed message will be sent by the District to parents of all students with three (3) or more unexcused absences.

BICYCLES/SKATEBOARDS

Students must bring a chain and lock to secure their bicycle/skateboard, etc., in the bicycle cage. The school will not be liable for bicycles, skateboards or any items that are stolen.

BUS RULES

Frances S. Tucker Elementary is very concerned about our students' safety to and from school. Parental support is needed to ensure order is maintained on the bus. Therefore, the following procedures and rules have been established and remain effective from the time students get on the bus until they get off the bus. All changes regarding transportation must be made in writing and given to the student's teacher. Students not abiding by the bus rules could be suspended from riding on the bus.

Student Bus Rules

- Follow the directions given by the bus driver at all times.
- Keep hands, feet and objects to oneself.
- Remain seated at all times.
- Refrain from fighting or using profanity. This is absolutely forbidden and may result in immediate suspension of service.

CAFETERIA (BREAKFAST/LUNCH)

Due to limited capacity in the cafeteria, parents are not allowed to enter the cafeteria or have breakfast and/or lunch with students. For your convenience, teachers will pick up lunch money from students every Monday (or the first day of the week) and submit it to the Main Office with their attendance. Parents have the option of paying for student lunches on a weekly or monthly basis. Please place cash in an envelope and write your child's name and assigned lunch number on the envelope. When paying with a check, you must have the student's name and assigned lunch number on the memo section of the check. Parents may not report to the cafeteria to pay for lunch meals. Parents of students with a negative lunch balance will receive a Connect-Ed telephone message (on Monday) as a reminder of the outstanding balance. Parents/Guardians will be asked to send the payment with their child to the school or utilize the PayPAMS online payment system at www.PayPAMS.com.

<u>Breakfast</u>	<u>Lunch</u>	
Free to all students	Elementary Students	\$2.25
	Reduced Price Students	\$0.40

You can prepay for school meals at www.PayPAMS.com or visit nutrition.dadeschools.net for more information and updates. PayPAMS provides parents with a safe and convenient way to prepay online for student's meals. Parents can set up automatic payment plans, view balances and account history and receive automated notification on balance status from the comfort of their home. Students without money for lunch will not be provided with lunch. Therefore, it is imperative that parents deposit enough money throughout the year.

Students are expected to stand in the lunch line when purchasing lunch from the cafeteria. Snack items will not be sold with funds from student accounts. Snacks may be purchased if the student buys lunch or brings it from home. Students who bring lunch from home must stand in line with their lunch bag/box in hand. If they wish to purchase snacks they must pay cash at the time of purchase. Students and guests are not permitted to take out any food or beverage from the cafeteria. All food and beverage purchased in the cafeteria must be consumed or discarded before exiting. Once seated, students will not be allowed to return to the lunch line to make purchases or pick up other items.

CAFETERIA RULES

Please review the rules with students and encourage them to follow procedures daily.

Students will:

- Line up in an orderly fashion as they enter and exit the cafeteria
- Use good manners in the cafeteria
- Remain seated while eating
- Raise their hand and ask a cafeteria monitor for assistance, if needed
- Eat only their meal in the cafeteria. Sharing food is not permitted
- Be responsible for the items on their tray and dispose of them in an orderly manner
- Treat each other with respect
- Use quiet voices in the cafeteria at all times
- Discard their trash in the trash cans (not the floor)

CLASS PARTIES

Culminating class parties will only be held twice a year – in December during the holidays and at the end of the school year. **Birthday celebrations will be held the last Friday of the month during the last hour of the day.**

CODE OF STUDENT CONDUCT

The Code of Student Conduct is developed by the Miami-Dade County Public Schools. This publication can be found online at <http://ehandbooks.dadeschools.net/policies/90/index.htm>. This publication describes in detail the procedures for parents, students and schools to work cooperatively to foster positive interpersonal relationships and maintain a school environment free of disruptions which interfere with teaching and learning activities. All parents must sign the Acknowledgement of Responsibility and return to school within three days of receiving the EBT K-8 Center Parent/Student Handbook.

In order to minimize inappropriate behavior, Frances S. Tucker Elementary has established a Schoolwide Discipline Plan. Teachers will communicate behavior problems with parents/guardians, Assistant Principals and/or Ms. Pickett in order to correct the behavior in its early stages. Students who commit violations of the Code of Student Conduct may be subject to suspension. Based on the severity of the violation, students may be recommended for administrative placement to an alternative school or could be expelled from school in accordance with school board rules.

CONFIDENTIAL INFORMATION

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

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

COUNSELOR

Frances S. Tucker Elementary has a school counselor available for assistance, not only academic assistance, but also to assist with social and emotional issues. This includes information on promotion, advanced academics, course recovery and more.

Parents may e-mail laallen@dadeschools.net or call (305) 567-3533 x 2120 to speak with Ms. Allen our counselor for an appointment. Students may also request to see a school counselor by filling out a request form which is available in their classroom.

CURRICULUM

The curriculum at Frances S. Tucker Elementary is challenging, rigorous and exciting. All Miami-Dade County Public Schools use the Florida State Standards as a basis for teaching and learning. In addition, we are proud to be a Cambridge School, where students from kindergarten through fifth grade are taught through the Cambridge Curriculum. High expectations for students are set and maintained. The master schedule is designed to allow teachers at each grade level collaborative planning time. This practice ensures all students in each grade level are exposed to a seamless curriculum. Teaching and learning take place with a hands-on, minds-on approach, engaging students in Writing Across the Curriculum, problem solving, and higher-order level thinking skills activities. Additionally, students are assessed weekly through performance-based assessments requiring the learner to demonstrate application of a concept, so teachers can be assured of true mastery. Setting high standards for our students enable teachers to ensure each student is working towards his/her maximum academic potential. We offer an array of core subjects: reading, writing, language arts, mathematics, social studies and science while incorporating writing across all disciplines, in addition to the fine arts.

DELIVERIES TO STUDENTS/STAFF

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

Office Staff will not accept delivery of supplies, lunches, home learning assignments, projects, etc., for students or staff. We appreciate your cooperation and understanding regarding this matter.

DETENTION

Frances S. Tucker Elementary has established a schoolwide after school detention program. One of the consequences established for not following school rules is to serve a detention. When an after school detention is necessary, parents will be notified at least 24 hours in advance of the date, of the time and the reason the detention was issued. It is the student's responsibility to return a signed copy of the Detention Form the following day to the teacher who issued it. Parents must indicate on the form the specific transportation arrangements for their child on the day of the detention. If the detention is not served by the student, an automatic second detention will be issued. Should a second detention not be served, other disciplinary actions will be considered and initiated accordingly.

DISCIPLINE/SCHOOL RULES

Discipline

The school's goal is to provide a warm and caring environment where all students can experience success. We want our students to feel that they are an important member of the school community. To help attain this goal, counselors and teachers strive to instill in all students the core values of citizenship, which are cooperation, fairness, honesty, integrity, kindness, pursuit of excellence, respect, responsibility and conflict resolution application.

All students are expected to show respect for themselves, other students and staff members to ensure optimal learning is achieved. The school expects students to behave in ways which are acceptable and conducive to learning. Student misbehavior can be corrected quickly when the home and school work closely together. The school and district have a "zero tolerance" policy for violence and bullying. Bullying

behavior will not be tolerated and the school will adhere to the Code of Student Conduct. Threats or bullying must be reported immediately to an adult. When positive actions have been taken by parents and teachers and the student still does not maintain acceptable behavior, other alternatives, including suspension from school, may be utilized as corrective measures. All parents must sign and return the Code of Student Conduct form acknowledging receipt (located at the end of this handbook).

The school's job is to assist children with developing social skills, not to punish them. It is the school's goal to create a friendly, cooperative atmosphere conducive to learning for all students. Rules are necessary to achieve this atmosphere, as well as to protect the health and safety of all students; therefore, the following school rules have been established:

School Rules

- Follow directions the first time given
- Treat others and their property with respect
- Use quiet voices in the classroom, hallways and cafeteria
- Be cooperative and exercise self-control at all times
- Bring agenda, school ID and other necessary school supplies daily
- Do not leave school grounds or classroom without proper authorization
- Eat and drink only in the cafeteria
- Follow all school uniform guidelines daily
- Report to school and to each class on time

Frances S. Tucker Elementary is committed to excellence and considers discipline essential to the educational process. We believe all students are capable of following school rules and expect proper school behavior. As a result, all students have the responsibility to behave in a manner that allows teachers to facilitate learning and students to learn, and which does not violate the best interest of any person in the school community.

Frances S. Tucker Elementary believes pupil control is maintained with procedures, which will advance the purpose of education consistent with applicable state laws and school board policies. In order to provide students with a calm, safe, and secure environment for learning, our school practices the following:

Teacher's Rights

1. To have a classroom that provides an optimal learning environment.
2. To determine, establish and request appropriate behavior from students.
3. To ask for help from parents, the Principal and other school personnel when assistance is needed.

Student's Rights

1. To be provided with a classroom atmosphere that is most conducive to learning.
2. To provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student abstain inappropriate behavior.

DISMISSAL

To ensure the safety of students and staff during the dismissal process, the following procedures have been established according to the needs of the student body and the ability of school personnel to concur with these needs. Dismissal activities should be accomplished within fifteen minutes following dismissal time.

Pre-k, kindergarten and first grade students are dismissed at 1:50 p.m. daily. All other students are dismissed at 3:05 p.m. daily, except on Wednesdays when dismissal will be at 1:50 p.m. for all students. Students in Pre-k through 1st grades cannot be kept in the classroom or the office until older brothers or sisters are dismissed at 3:05 p.m.

Supervised dismissal activities take place as follows:

- All students must remain with his/her teacher until picked up by a parent. Do not make arrangements for a student to wait in any areas surrounding the school, since students are not allowed to be unsupervised at any time while on school grounds. All students must be under the direct supervision of staff at all times.
- Students who are picked up by their parents will be escorted and supervised by their teacher or designated school personnel to the appropriate Parent Drop-Off/Pick-Up area where they will wait for their parents at their assigned line number for 15 minutes. Again, students may not wait for parents to pick them up anywhere other than the designated area where they are supervised by their teachers.
- Do not use the designated Bus Area in the front of the school to drop off or pick up students. This area is to be utilized by school buses only.
- Students who are instructed by their parents to walk or ride their bicycle home must do so immediately upon dismissal. Students **cannot** wait in any area on school grounds unsupervised. Students will be escorted by designated staff to the outside walkways and will be asked to leave school grounds immediately after dismissal.
- Please discuss safety measures with students walking to and from school in order to increase safety awareness.
- Crossing guards and school security help increase student safety. Please follow their instructions.
- Under no circumstances should older students attending Frances S. Tucker Elementary be made responsible for younger siblings.

UNDER NO CIRCUMSTANCES SHOULD ANY STUDENT REMAIN IN THE BUILDING OR RETURN TO THE BUILDING AFTER DISMISSAL. ALL STUDENTS ARE EXPECTED TO LEAVE SCHOOL GROUNDS WITHIN 15 MINUTES FOLLOWING DISMISSAL TIME, EXCEPT FOR STUDENTS WHO ARE ENROLLED IN THE AFTER-SCHOOL CARE PROGRAM.

Parent Pick-Up: Approximately five parents at a time will be allowed to enter through the outside breezeway to pick up their child. If the student is not there, parents will be allowed to check for their child in the cafeteria where walkers will be housed.

EARLY DISMISSAL

In an effort to reduce the number of classroom interruptions, we are asking for your cooperation when it becomes necessary to pick up a student from school early. Unless it is an extreme emergency we ask you **NOT** to pick up students early from school. **Students will not be released from 1:20 p.m. to 2:00 p.m. and 2:35 p.m. to 3:05 p.m. On Wednesdays, students will not be released from 1:20 p.m. to 1:50 p.m.** Again, this procedure has been implemented for the safety of all students. Students may **not** be dismissed to the parents directly from their classrooms. For safety reasons, students must be signed-out from the Main Office.

Parents who must have a student dismissed early must report to the Main Office and present proper identification (Driver License) and authorize the school to dismiss the student early. Once this procedure is completed, the teacher is notified through the intercom and sends the student to the Main Office for dismissal. Please note that students **will only be released to the persons listed on the Emergency Contact Card** which is completed by the parents and kept in the office. Please be advised unless it is **an extreme emergency** or when the child is sick and in the clinic, students will not be released 30 minutes prior to dismissal.

ELECTRONIC CIGARETTES

Possession and/or use of any type of electronic cigarette are strictly prohibited. Any student found in possession of electronic cigarettes will face corrective action from administration.

ELECTRONIC DEVICES

Students are not permitted to bring any personal electronic devices (CD players, IPODS, MP3 players, DVD players, digital cameras, Game Boys, etc.) to school. Only approved devices with approval from the teacher and proper form signed by the parent/guardian will be allowed. Cellular phones and personal electronic devices will be confiscated from students not adhering to these guidelines and returned to the parent/guardian. The school is not responsible for lost or stolen items brought to school.

Please be reminded that students carrying cellular phones must ensure the phones are not visible and are turned off while on school grounds. Cellular phones and all other electronic devices must not interrupt instruction or disrupt the school day.

ELEVATOR

The school elevator is to be utilized by individuals who are handicapped or injured and cannot use the stairs. Students are not allowed to utilize the elevator without approval from an administrator. Therefore, parents are to send a letter or call the Main Office should your child need to utilize the elevator on a temporary basis (example: broken leg).

EMERGENCY CONTACT INFORMATION

It is imperative the school has the most current and accurate emergency contact information on file for each student. This should include the home telephone number of the student, as well as the name(s), address(es) and telephone number(s) of relatives, neighbors or friends who can be reached in case of an emergency, if you cannot be contacted.

School regulations require the school has an Emergency Contact Card readily available on file in the Main Office, which includes vital student information in case of an emergency. Please complete both sides of this card, sign it and return the card to the teacher. Students will not be released to anyone who has not been designated and authorized on the contact card to pick up the student. Please know students will only be released to persons listed on the card as authorized, once picture identification confirms their identity. This card is sent every year at the beginning of the school year for parents to complete and/or update. It is imperative and vital that the information contained therein is clear and accurate. No space(s) should be left blank. In cases where the information requested does not apply, write N/A (not applicable). However, the more information we have on this card, the better the school will be able to expedite any situation that may arise.

If any change to the information on the Emergency Contact Card occurs at any time during the school year, it is the responsibility of the parent to update the information on the card by visiting the Main Office. Information must be changed or updated by the parent/guardian in person; changes cannot be made over the telephone.

EMERGENCY OPERATION PLAN

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

students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

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

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

FEEDER PATTERN SCHOOLS

Frances S. Tucker Elementary is part of the Ronald W. Reagan/Doral Senior High School Feeder Pattern. The feeder pattern also includes the following schools from the City of Doral:

- Ponce de Leon Middle School
- Coral Gables Senior High

FIELD TRIPS

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

- Parents must complete the Parent Permission for Field Trip Form sent home by the teacher and return it before the deadline.
- Parents must send in the money (**CASH ONLY**) to cover the cost of fees and transportation (as required) by the due date – money that has not been received by the due date will prevent the student from participating in the field trip. **REFUNDS WILL NOT BE ISSUED.**
- Students must wear the school t-shirt sold by PTSA with uniform bottom. In some cases, full uniform may be required by the teacher sponsor.
- Students must arrive at school by 8:05 a.m. (or as specified for special field trips) on the day of the field trip or they will be excluded.

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

Any student not participating in a field trip will be assigned to another teacher with appropriate class work for the student. When a field trip is scheduled, staying home will **not** be considered an **excused absence**. It is very important that parents adhere to the field trip collection deadlines. Teachers will not be able to collect any money or field trip forms past the specified deadline date. Please do not ask the office staff to place money, forms or any other items in a teacher's mailbox as we don't accept any type of deliveries for students or staff. Students must hand deliver required documents to his/her teacher by the due date. All students must be in attendance on the day of the field trip in order to be allowed to attend.

FINANCIAL OBLIGATIONS

All financial obligations incurred, i.e., Before and/or After-School Care Programs, Community Classes, school fees, textbook loss or damaged, technology devices, club activities, lunch, overdue or lost library books, etc., must be paid during the school year and prior to the end of the school year or upon departing our school.

GRADING

Grades are distributed four times a year; approximately every nine weeks.

Kindergarten:

The subjects appearing on the Kindergarten report card are as follows: Language Arts, Reading, Mathematics, Science, Social Studies, Art, Music, PE and Kindergarten Conduct. Student Effort will be addressed within the comment section.

Kindergarten grading is as follows:

- E (Excellent progress) 90% - 100% 4 points
- G (Good progress) 80% - 89% 3 points
- S (Satisfactory progress) 70% - 79% 2 points
- M (Minimal progress) 60% - 69% 1 point
- U (Unsatisfactory progress) 59% and below 0 points

First through Fifth Grade:

Students in first through fifth grade earn three types of grades: Academic, Effort and Conduct.

The grading symbols are as follows:

<u>ACADEMIC</u>	<u>Interpretation</u>	<u>Number Value</u>	<u>4 Point Scale</u>
A – Outstanding	Outstanding Progress	90 – 100%	3.50 – 4.00
B – Good	Above Average Progress	80 – 89%	2.50 – 3.49
C – Satisfactory	Average Progress	70 – 79%	1.50 – 2.49
D – Improvement Needed	Lowest Acceptable Progress	60 – 69%	1.00 – 1.49
F – Unsatisfactory Progress	Failure	0 – 59%	0 – 0.99

EFFORT

- 1 – Outstanding
- 2 – Satisfactory
- 3 – Needs Improvement

CONDUCT

- A – Excellent
- B – Good
- C – Satisfactory
- D – Improvement Needed
- F – Unsatisfactory Progress

HALL PASS/

In keeping with the high expectations set forth by Frances S. Tucker, safety and behavior in and around school grounds is to be of the highest caliber. Students are to walk in the hallways in a silent and orderly fashion and are to abide by all school rules. Students are not permitted to push, run, or loiter in the hallways or in any other area of the building. Walls are to be kept clean at all times, therefore, the center of the hallway must be used for all traffic.

HEAD LICE (PEDICULOSIS CAPITIS)

Children with head lice are not permitted in school. In the last few years there has been a significant increase in incident of Pediculosis Capitis (head lice). This is a national problem and Miami-Dade County is no exception. Having head lice should not be an embarrassment to anyone; any student can get it and the treatment is simple and inexpensive. By working together, we can prevent a serious increase of Pediculosis Capitis. Please understand children do not catch head lice from the school, rather, they get it from other children. If a student gets head lice, he/she must stay home until all lice and nits are removed. Upon returning to school, he/she will be sent to the Main Office to get checked and secure permission from the office staff to remain in school. If you think your child is infected, please contact your child’s teacher or the Main Office at (305) 567-3533 immediately, so staff can take the necessary precautions. Office personnel can also inform you on how to treat this condition.

HEALTH SCREENING

Tuberculosis Clinical Screening – Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the Screening indicates

a follow-up skin test is needed, a student can be admitted but only with a health provider’s statement that the student is free of communicable tuberculosis and can attend school.

Vision and Hearing Screening – The Florida Legislature Statute, 381.0056 and School Board Rule 6Gx13-5D-1.021 School Health Services Program, mandates vision and hearing screening to be performed annually for all students. The school will send a letter to all parents notifying them of the screening. To view the vision and health screening calendar you may visit: http://comprehensivehealthservices.dadeschools.net/pdfs/vision-hearing_master_cal.pdf

Florida KidCare – Child Health Insurance – Florida KidCare is a comprehensive health insurance for children from birth to age 18 who are uninsured. Any family can apply; the amount you pay is based on income and family size. Non-citizen children may also qualify. Florida KidCare accepts applications all year. No interview is required. You can apply online at www.floridakidcare.org and click “Apply Online No”. If you would like more assistance, call 1-888-540-5437 or call The Parent Academy at 305-995-2680.

HOME LEARNING

Homework is an essential component of the instructional process. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments. Homework is not to be assigned as punishment.

In general, homework assignments will be completed for the following day. Long-range assignments and/or special projects should provide students with an opportunity to develop and refine research and independent study skills. Teachers should review evidence of progress periodically before the student submits a long-range assignment.

Teachers shall consider the following factors when making homework assignments:

- A. grade level of the student;
- B. level and degree of difficulty of the subject being studied;
- C. the maturity level of the student;
- D. the instructional needs of the student;
- E. the purpose of the assignment and its relation to the objectives of the course;
- F. the length of the assignment and the amount of time that will be required to complete it;
- G. homework demands being made in other subject areas;
- H. materials that are readily available to students and do not create a financial burden;
- I. holidays, as well as Spring and Winter breaks;
- J. evaluation of group based on individual student participation; and
- K. provision of ample time in class for completion of group projects.

Total Daily Average

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K-1	Daily (5 days a week)	30 minutes
2-3	Daily (5 days a week)	45 minutes
4-5	Daily (5 days a week)	60 minutes
6-8	Daily (5 days a week)	75 minutes
In addition, K – 8 th	Daily (5 days a week)	Reading for 30 minutes

At the secondary level, students in academic classes should receive a minimum of two (2) homework assignments each week in each class. These assignments should be reflected in the student’s class grade.

Reading is a universal skill that relates to all subjects. When specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every student will read, minimally, for the amount of time specified in this policy. Kindergarten teachers shall exercise judgment in making homework assignments, considering the child's readiness level and the type of work to be accomplished. It is recommended that parents read aloud to their children.

Students will be responsible for:

- Completing all assigned home learning as directed.
- Returning home learning assignments to the teacher on the designated due date.
- Submitting home learning assignments which reflect careful attention to detail and quality of work.
- Devoting a specified amount of time to reading as part of their home learning assignment.

Students are required to engage in reading as follows:

- Read at least **30 MINUTES DAILY**
- In the primary grades, particularly Pre-k – third grade, parents should take time to:
 - ✓ **Read to their child(ren)**
 - ✓ **Read with their child(ren)**
 - ✓ **Listen to their child(ren) read**

It is strongly suggested for parents to sign off on student reading logs daily.

Parents will be responsible for:

- Providing continued interest and concern for their child's successful performance in school by encouraging and supporting their child at home with the assigned tasks.
- Indicating an interest about assignments and assisting, if possible, when requested by their child, but not completing the assignment for the child.
- Supporting the school in regards to their child's home learning assignments.
- Requesting assignments for their child when absences are involved.
- Assisting the school in stressing the importance of reading and its benefits.
- Assuring their child reads when specific home learning assignments are not given or when they are finished before the specified time period for home learning is over.

These practices will help encourage independent reading habits, which in turn, will enhance reading comprehension. Reading should be primarily for pleasure and based on the interest of the student. However, when possible and appropriate, discuss the reading by including open-ended questions requiring more than "yes" or "no" answers. This will help develop critical thinking skills. Your child's teacher, as well as the Media Specialists at the school are ready to assist with any questions regarding the books which best meet the needs of your child(ren).

HONOR ROLL RECOGNITION CEREMONIES

Honor Roll Recognition Ceremonies are an effective means of motivating and recognizing perfect attendance, academics, effort, conduct and citizenship. Guidelines for Honor Roll eligibility exemplify those established by the Miami-Dade County School Board. Recognition ceremonies are held at the end of every nine week period in the homeroom classroom to recognize students for their hard work and achievements. Students in sixth, seventh and eighth grade will have Honor Roll Recognition Ceremonies in the Upper Academy cafeteria.

Honor Roll Eligibility:

Frances S. Tucker Elementary Principal's Honor Roll

Academic Average

All A's (4.0 average)

Effort	All 1's
Conduct	All A's (4.0 average)

Frances S. Tucker Elementary Superior Honor Roll

Academic Average	All A's and B's (3.5 average)
Effort	All 1's
Conduct	All A's and B's (3.5 average)

Frances S. Tucker Elementary Honor Roll

Academic Average	All A's and B's (3.0 average)
Effort	All 1's
Conduct	All A's and B's (3.0 average)

IMMUNIZATIONS

By law, all students who are entering, attending, or transferring to a public school in pre-kindergarten through 12th grade must have a complete Florida Certification of Immunization Form DH 680, Part A, B, or C. Students entering, attending or transferring to grades Pre-k and 8th grade for the first time will be required to have one (1) dose of the varicella (chicken pox) vaccine. Students entering, attending, or transferring to Kindergarten through 7th grade will require two (2) doses of the varicella (chicken pox) vaccine. Students entering, attending, transferring, or being retained in the 7th grade will be required to be inoculated with the Tetanus and Diphtheria toxoids (Tdap) vaccine and the second dose of varicella (chicken pox) vaccine.

The following are required for proof of immunization:

1. A completed Florida Certification of Immunization (Form DH 680) according to the student's grade level
2. State of Florida School Entry Health Exam (DH 3040) no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

INTERIM PROGRESS REPORTS

Progress reports are sent home at the mid-point of each nine week marking period. This notification provides an opportunity to schedule a teacher conference and to explore ways progress may be improved (if necessary) before the report cards are issued. A second progress report will be sent home if a student is still not demonstrating satisfactory progress or if an unanticipated reduction in performance becomes evident in academics, conduct and/or effort.

INTERNET ACCEPTABLE USE POLICY (School Board Policy 7540.04)

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always secure permission in writing from their parents to have access to the Internet during school hours for the purpose of research, visiting educational websites, etc. Permission forms will be kept on file for the school year. If students do not return the permission forms signed by a parent/guardian, they will not be given access to log on to the internet. Teachers will approve access to students as assignments are granted. Students are prohibited from bypassing the district's current filtering technology with the use of their software on removable device. In addition, the District prohibits the transmission of materials such as copyright materials, threatening or obscene material or materials protected by trade secret, which violates local, state and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

LIBRARY/MEDIA CENTER

Students may use the Library/Media Center facility for checking out books; reference and research work on an individual or small group project of study, or for recreational reading and listening. Students in Pre-k through first grade may check out one book at a time. Students in second through eighth grade may check out two books at a time. Books are checked out for a period of two weeks and can be renewed

for an additional two weeks. Reference books DO NOT circulate (may not be checked out). We strongly encourage all students to develop a daily reading time for enjoyment and to reinforce the reading skills taught at school. Library bound books are very expensive. Students are responsible for all books and will be charged for lost or damaged books checked out to them. Please stress at home the importance of respect for school materials and property. Students with outstanding book balances will not be allowed to check out additional books. All payments are to be made in CASH and are NON-REFUNDABLE should the student find the book after paying for it.

LIBRARY/MEDIA CENTER FEES

There will be a late fee of five cents (\$0.05) per day assessed for books returned late. Books can be checked out for two weeks and renewed for an additional two weeks. However, if students do not renew the books, they are considered late and a fee will be assessed for every day the book is late. Students will be charged for lost and/or damaged books checked out to them. All late fee and lost or damaged fee payments must be made in CASH and are NON-REFUNDABLE.

LOST AND FOUND ITEMS

Please be sure the student's name is on his/her wallet, purse, coat, sweater, raincoat, lunch box, book bag, textbook, folders, notebooks, agendas etc. Many of these articles are lost and remain unclaimed each year. Unclaimed lost articles are donated monthly to a charity. Students may secure permission from their teacher to identify their lost items in the School Main Office.

MEDICATION

Procedures for administering medication to students have been approved by the School Board. If a student requires medication during the school day, please secure the proper form from the Main Office, have the doctor prescribing the medication complete the form with the medicine's proper administration, and secure the doctor's signature. Submit the completed form to the Main Office. The school cannot administer medication to a student unless the previously mentioned procedures are followed. Do not send any type of medication without proper authorization with a student since he/she will not be allowed to take it. The form is also required for students with known allergies such as peanut butter or bee stings that require the use of an EpiPen.

WEBSITE/CALENDARS

The website includes school news, important dates outlining projects, special events, meetings for parent participation and other information. Remember to view the school newsletter on the FS. Tucker's website periodically. The website to view these documents online is tuckereagles.org

Each month a parent/student calendar is posted on our website, sent home with students and is also located in the Main Office. The calendar includes important dates outlining projects, special events and meetings for parent participation and parent involvement. Please ask your child for the calendar the first of each month and also feel free to view it on the school's website at tuckereagles.org.

OUT OF AREA STUDENT TRANSFER

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

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

PARENT ACADEMY

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available for students and to parents personally.

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

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

- Help Your Child Learn (Example: PASSport to Success - 8 module series)
- Parenting Skills (Example: Positive Discipline)
- Early Childhood (Example: Developing Early Literacy Skills)
- Arts and Culture (Example: Enrich Your Child through Arts and Culture in Miami)
- Language (Example: American Sign Language for Families)
- Computer Technology (Example: Parent Portal)
- Health and Wellness (Example: Preventing Substance Abuse)
- Financial Skills (Example: Financing Your Child's College Education)
- Personal Growth (Example: GED Preparation – offered through Adult Education)

The Parent Academy "campus" is spread throughout every corner of this community and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses and neighborhood centers. A monthly calendar is posted in the Class Directory section on The Parent Academy's website at: www.theparentacademy.net. The Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops.

PARENT CONFERENCES

Parents are the first teachers of their children. It is through the partnership between school and home that Frances S. Tucker Elementary can nurture a true family atmosphere. For this reason, we have made parents and the community an integral part of the school. Teacher/Parent communication takes place on an ongoing basis and trust is built to keep the lines of communication open between the school and home.

Parents are encouraged to request a conference whenever they feel it is needed. However, in order to expedite this matter, it is important to involve the necessary personnel. Therefore, when the concern is regarding any issue related to the classroom, parents are asked to contact the teacher and arrange for a parent/teacher conference. If you wish to arrange a conference with a teacher, please send a note to the teacher with your child or e-mail the teacher indicating the reason for the conference and several dates and times which are convenient for you. Teachers are usually available for scheduled conferences at a time mutually convenient for both. When calling the office to speak with a teacher, you will be transferred to the teacher's voicemail and asked to leave a message. Please understand teachers will not be interrupted from teaching to answer a phone call.

When leaving a message for a teacher, expect a return call within 48 hours. Remember, there are days teachers may not have planning time; therefore, the teacher may not call immediately. E-mails are highly encouraged since all staff members have an e-mail address. Parents may visit our website to secure a staff member's e-mail address, under the "Faculty" tab.

Parent conferences should not interfere with classroom instruction. This includes arrival and dismissal times when teachers are monitoring and supervising students. If after a parent/teacher conference the problem is still unresolved, please feel free to contact the respective Assistant Principal for your child's grade level or the Principal.

PARENT RESOURCE CENTER

A Parent Resource Center has been established to encourage parents to actively participate in the education of their child. The Parent Resource Center is located in the Media Center. Other programs are available to strengthen parental responsibility and involvement by encouraging parents to:

- Serve on the Educational Excellence School Advisory Council (EESAC)
- Become involved as a Dade Partner and/or School Volunteer
- Participate in offered workshops
- Learn technology application along with their child
- Become a member of the Parent-Teacher-Student Association (PTSA)

PARENT PORTAL

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal at www.dadeschools.net. In order to access portal information, you must first establish a parent user account. Once an account has been established, personal information can be seen and updated, and student information – including grades, attendance and bus route information can be accessed. The portal links to *Parent Resources* and to sites such as The Parent Academy, Schools of Choice, etc.

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

The greatest portion of a student's day is spent at school. His/her growth and development is a joint responsibility. Working and planning together for the welfare of the students is the function of the PTSA. We, therefore, urge parents and students to become active members in helping to further the goal and growth of the PTSA. Membership information and forms, including dues, are sent home at the beginning of the school year and throughout the school year.

The PTSA sells the approved t-shirts all students are to wear on Spirit Day, which are held every Friday or the last day of the week and when participating on a field trip. The PTSA also sells the mandatory agenda planners which must be purchased by all students. In addition, the PTSA sells recorders, mandatory PE uniforms for Upper Academy students taking the PE class, jackets, headphones, etc. throughout the school year.

All PTSA members are required to sign in and are to wear a pass provided by the Main Office at all times while volunteering on campus. Together, we can make a difference!

PERMANENT RECORDS

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students. Permanent records consist of the following student information:

- a) Student's full legal name
- b) Authenticated birth date, place of birth, race and sex
- c) Last known address of pupil or student
- d) Name of pupil's or student's parent(s) or guardian(s)

- e) Name and location of last school attended
- f) Date enrolled and date withdrawn

PETS

Parents and/or students are not allowed to bring pets to school. Pets are not permitted on school grounds. Please refer to Board Policy 8390, Animals on District Property.

Requirement Documentation:

- 1) Written determination that the student will be allowed to be accompanied by a service animal in his or her current IEP, Section 504 Plan or documented approval by a school staff team designated by the principal contained in the student's cumulative file if the student does not have a current IEP or 504 Plan.
- 2) Current satisfactory health certificate or report of examination from a veterinarian for the service animal.
- 3) Level II criminal background check for the handler pursuant to Policy 8475 if the handler is not the student.

PROMOTION/RETENTION

Pupil promotion/retention is based on achievement of instructional goals and the ability to function at the next grade level academically, socially and emotionally. Minimum standards for promotion have been established in the District's Student Progression Plan. Parents of students being considered for retention will be notified and a meeting will be convened.

REGISTRATION PROCEDURES

We welcome all new students and their families to our school. Please visit the Main Office to receive a complete registration packet.

REPORT CARDS

Report cards are issued quarterly (every nine weeks). Please give special attention to all skill areas; Mathematics, Language Arts, Reading, Social Studies and Science. Grades are assigned on the basis of achievement. The report card provides a basis for parent-child evaluation of progress and plans for improvement. Parents are to retain the copy of the report card and return the envelope with their signature on the next school day. Through parent/teacher conferences and report cards, parents can remain abreast of how a student is progressing. However, it is the parent's responsibility to contact the teacher at any time there is uncertainty or concerns about student progress. Parents can visit the Parent Portal at www.dadeschools.net to access student grades.

RESPECT FOR PROPERTY

Students must be taught to respect school property at all times. They must also respect the property of their classmates as well. Students finding money or articles on school grounds must submit these articles to the Main Office. Frances S. Tucker Elementary teaches and encourages students to be good and honest citizens and is rewarded for doing so. Character Education is targeted and modeled. Students defacing school property may be suspended and parents will be responsible for proper payment in order to replace or repair the item defaced by the student.

SAFETY

Our school is located in a busy section of the neighborhood. Children may need to cross many streets to get to and from school. The school teaches and reviews the following safety rules and asks parents to discuss them as well:

- Always use the crosswalks, cross only at the corners and obey the Safety Crossing Guards and the Safety Patrols. They are there to assist and ensure students are safe.
- Look both ways before crossing streets.

- Do not cut through the parking lot including the Bus Area or the Parent Pick-Up/Drop-Off areas. Use the sidewalk at all times to cross.
- Watch for moving cars in the Parent Drop-Off/Pick-Up areas.
- Walk bicycles, skateboards, scooters, etc., on school grounds. Do not ride bicycles, skateboards, scooters or rollerblades on the sidewalks adjacent to the school grounds.

SAFETY AND SECURITY

Accident Report

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

Code Yellow/Code Red

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

Closing of School

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

Fire Drills

Monthly fire drills take place. This totals to 10 drills each year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow their teacher's instructions. They must clear the building promptly and quietly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate a teacher or a staff member. Students, teachers, staff and visitors must remain outside the building until permission is given to re-enter.

SAFETY PATROLS AND YOUTH CRIME WATCH

The School Safety Patrol Program and Youth Crime Watch Program serve the very important function of making the school grounds safer for students. Their primary purpose is to direct children to stay safe and do the right thing by obeying rules. Safety Patrol and Youth Crime Watch members are chosen by the Program Sponsors. Students recommended by teachers must maintain at least a 3.0 grade point average in all subject areas and conduct grades each quarter. Reliable, trustworthy students whose school work and citizenship skills are satisfactory will be eligible for selection and appointment. No student shall be appointed until his/her parent or guardian gives the consent in writing for the student to serve. All students must obey the members of the Safety Patrol and Youth Crime Watch while they are on duty.

SCHOOL INSURANCE (Student Accident Insurance)

Student health and wellbeing are important to the school. Parents can buy the Student Accident Insurance coverage in the event a student is injured at school or on a field trip and requires immediate first aid, ambulance, emergency room or doctor's attention. An application for this coverage will be sent home with students. The application must be returned immediately to your child's homeroom teacher. All students in the Before-School Care, After-School Care and Community School Programs must purchase the student accident insurance in order to be enrolled. Parents are highly encouraged to fill out the application and bring us a copy of the insurance if enrolled in the Before/After-School Care Programs and Community Classes.

SKATEBOARDS/ROLLER BLADES/SCOOTERS

Students must bring a chain and lock to secure their skateboards, rollerblades, scooters, etc., in the bicycle cage. The school is not liable for stolen skateboards, rollerblades, etc. Skateboards, rollerblades, scooters, etc., are not permitted inside the school building even if they are in a bag; they must be left in the bicycle cage.

SPECIAL EDUCATION

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

Prior to referral for evaluation, the student must have participated in the RtI process in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Student Support Team (SST).

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

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

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

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

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

As the parent/guardian of a child with disabilities, parents are a very important member of the team that plans your child's education. Please be informed and get involved. For questions please contact the school at (305) 592-7914. Staff from the special education department and the student services provider will help to answer questions. Additional information may also be found at <http://ese.dadeschools.net/>.

SPECIAL PROGRAMS

Frances S. Tucker Elementary is an inclusion school. Students who have special learning or behavioral needs are identified by staff and referred to a School Support Team (SST) made up of school personnel to meet and discuss the student's performance and make recommendations for changes in the student's educational program. The SST and the parents will determine if there is a possible need for special placement in a program for exceptional children such as Learning Disabilities, Gifted, Speech and/or Language Therapy, etc. The School Psychologist administers the required tests with parental consent.

Frances S. Tucker Elementary has a Speech Pathologist who works with students identified as meeting the criteria for speech and/or language services. Students may be tested in the areas of speech, language fluency, and voice and hearing, based on referrals from teachers, counselors or parents. All

testing and speech education services are part of the Miami-Dade County Public School Exceptional Education Program and are free of charge.

The Guidance Program is an integral part of the total school program. It supports instructional services through consultation, program development and counseling.

English Language Learners (ELL)

English Language Learners (ELL) is a program for students whose native language is one other than English and who are classified as less than independent in English. It includes listening, comprehension, oral expression, pronunciation, reading and handwriting as it supports the skills and concepts presented in the regular language arts curriculum. The ELL program is a mandated program for students who meet the criteria.

Extended Foreign Language (EFL)

Extended Foreign Language (EFL) refers to a program delivery system offered at EBT K-8 Center in kindergarten through eighth grade. The EFL program emphasizes the teaching of Language Arts and curriculum content in both English and Spanish. The program is designed for a group of students at each grade level who, after successfully participating in the program for one school year, are automatically enrolled in the subsequent grade level in order to move towards a continuum of bilingual studies through twelfth grade. Students must maintain a grade of "C" or above in all the core subject areas in order to remain in the program.

Spanish for Spanish Speakers (SPANISH-S)

Spanish for Spanish Speakers (SPANISH-S) is a third through eighth grade language arts program which enables students to become functionally literate in Spanish by reinforcing and acquiring skills focusing on oral expression, reading and handwriting. The instructional program is a comprehensive, sequential spiral governed by the structure of the Spanish language, with development of functional proficiencies in all language arts as its primary goal. The program reflects present day Hispanic societies and cultural heritage.

Although the development of literacy skills form a major portion of the program, significant attention is also devoted to growth in the language, so as to extend the language of the home and neighborhood to a level of maximum usefulness in the world of work. The program is open to any student whose proficiency in Spanish allows him/her to benefit from the program.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

SUMMER HOME LEARNING ASSIGNMENT

All students are assigned a Summer Home Learning Assignment packet at the end of the previous school year or upon registering. Summer Home Learning Assignments are mandatory in order to better prepare students for the grade they will be entering. Students will be assessed and grade(s) will be issued on these assignments within the first week of school.

TELEPHONE/TELEPHONE MESSAGES

The school is equipped with a business telephone system to help transact the business of the school and the lines must remain free for this purpose. Students often will ask to use the school phone to ask parent's permission to go home with a friend. This is not permitted. Students may use the phone only for emergencies.

It is most difficult to accept messages for individual students without interrupting the instructional activities of an entire class. Therefore, the office staff will not deliver messages to students unless it is a case of

an extreme emergency. RAINY DAYS ARE NOT CONSIDERED EMERGENCIES. PLEASE ENSURE PRIOR ARRANGEMENTS ARE MADE.

Students carrying cell phones must ensure they are not visible while on school grounds. Cell phones must be turned off and must not interrupt instruction. Cell phones will be confiscated from students not adhering to these guidelines.

TEXTBOOKS

Textbooks are furnished by the State of Florida and distributed by the classroom teacher. All students have textbooks which have been individually selected to meet their needs. Students will be charged for lost books as well as those damaged, as a result of negligence. Please stress to students the importance of respect for school materials and property. All payments for damaged and lost textbooks are to be paid in CASH and are non-refundable if the student finds the book after paying for it.

Textbooks which are assigned to specific students must have the student's full name written with pen in the space provided on the inside cover of the book. If the books are misplaced, they can readily be returned to the student. All textbooks must be covered and remain covered throughout the year. Please do not place tape directly on the textbook. For safety reasons, students are NOT permitted to pull backpacks or book bags with wheels around the school or in hallways.

In normal usage, the first year a book is labeled as "A" condition; the second year, "B" condition; the third year, "C" condition; and the fourth year, "D" condition. When a book is lost and/or damaged, the student is responsible for the book and payment must be assessed as follows:

- New book in A condition – new book price (Adoption Year)
- Used book in B condition – $\frac{3}{4}$ of book price (Second Year)
- Used book in C condition – $\frac{1}{2}$ of book price (Third Year)
- Used book in D condition – $\frac{1}{4}$ of book price (Fourth Year or Older)

Deliberate damage such as marking on the edges of a book and/or tearing out or removing pages will be penalized by payment of the full price for a new book.

TOYS

Students are not allowed to bring toys, candy or gum of any kind to school. If found, it will be confiscated and returned only to the parent/guardian.

TRANSPORTATION

Miami-Dade County Public Schools provides transportation for students living beyond a two mile radius from the school. Arrangements for private bus transportation are the responsibility of parents. Information regarding these services is not available from school personnel. Students arriving late on a private bus will be considered tardy.

1

Students will not be issued bus passes nor will attendance on buses be recorded. Therefore, it is your child's responsibility to ensure he/she rides the correct shuttle bus daily and gets off at the correct stop. Parents and students should be at the designated stop at least 15 minutes prior to the scheduled time and parents should be present to receive their child at least 15 minutes prior to the drop off time. Please note that the shuttle bus service is not available for students in grades Pre-k, kindergarten or first. Parents of students in grades second through eighth must indicate on the Student Information Sheet that their child will be utilizing the shuttle bus service.

Students must follow all bus safety rules. Students must behave and follow the rules set forth by the driver. If there is a change in transportation plans, it is the parent's responsibility to inform the teacher at least a day in advance and ensure school policies are adhered to.

It is the parent's responsibility to communicate with their child on a daily basis about their transportation plans. The following are topics to discuss with students prior to using the shuttle bus service:

- Make certain students know his/her stop.
- Set clear rules about going straight home after being dropped off at their bus stop in the afternoon.
- Discuss alternate plans in case a student misses the shuttle bus.
- Make alternate plans if there is an after school activity or detention.
- Remind students every morning of their transportation plans.

UNIFORMS

Frances S. Tucker Elementary has a mandatory school uniform program. All students must wear the appropriate uniform daily. Shirts must be tucked in and belt worn at all times. Skirts/shorts, where applicable, must be at knee length. Hats and other items will not be allowed.

The School Board Policy 5511 addresses the student dress code. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal or designee to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

- If a student wishes to wear an undershirt, only white short or long sleeve during winter is allowed.
- Cargo, jeans or skinny pants are not allowed.
- Belts must be worn at all times.
- Closed toe shoes must be worn at all times (sandals are not allowed).
- Shirts must be tucked in at all times.

VISITORS/GUESTS TO SCHOOL

For the safety and protection of all students and staff, visitors/guests (including parents) must always sign in and obtain a Visitor's Pass from the Main Office before proceeding to any areas of the school building. Parents are not permitted to go to a class unannounced during school hours, since visitors' dropping in disrupts normal routines and interrupts instruction. Your cooperation in providing a fine and a safe learning environment for all students is appreciated.

Miami-Dade County School Board Policy requires all visitors to report to the Main Office before going into the building; this is for the students' and staffs' safety. Please comply with this request as it is strictly enforced. All visitors must sign-in and wear a pass at all times while on school property.

All visitors will observe the fire code regulation of the school and refrain from smoking. Animals/pets are not allowed on school grounds at any time.

VOLUNTEERS

The school gladly welcomes the assistance of parents, as well as other family and community members, who have time and would like to volunteer at the school. This is an opportunity to assist teachers in the classrooms, chaperone field trips and help out with any part of the total school program, allowing teachers to spend more time with individual students. If interested in becoming a volunteer, please contact the School Counselor, Ms. Allen (Volunteer Liaison) in order to obtain further information. All volunteers must attend a Volunteer Orientation session prior to becoming a volunteer at the school. Volunteer Sessions will be conducted throughout the school year. All volunteers are required to attend at least one Volunteer Orientation session each school year. Once an approved volunteer, you must report to the Main Office to sign-in the Volunteer Binder and secure a Visitor's Pass before reporting to a classroom

or any other designated volunteer location. Once departing, volunteers must sign-out and return school passes to the security personnel.

WITHDRAWALS AND TRANSFERS

A student who transfers from one school to another within the county must secure a transfer from the sending school before he/she can be admitted to EBT K-8 Center. Parents/guardians must apply in person for the transfer and must provide the following items as verification of a change in residence:

- Broker's or attorney's statement of parent's purchase of residence or properly executed lease agreement
- Current Florida Power and Light (FPL) bill or deposit receipt showing the new address
- Properly executed lease agreement

If it becomes necessary to withdraw a student, please notify the school at least one day in advance. At that time, all necessary procedures will be explained. The school must also verify all textbooks, library books, lunch accounts, Pre-k fees and Before/After-School Care and Community School Program fees are accounted for and no money is owed prior to withdrawing your child.

Frances S. Tucker Elementary

2019-2020 ACKNOWLEDGEMENT OF THE PARENT/STUDENT HANDBOOK

I acknowledge reviewing and discussing the 2019-2020 Parent/Student Handbook with my child. The Parent/Student Handbook can be accessed on the school's website at www.tuckereagles.org

_____	_____	_____
Student's Name	Student's Signature	Teacher's Name
_____	_____	_____
Parent's Name	Parent's Signature	Date

Please complete this page and return it with your child to his/her homeroom teacher acknowledging that you read the 2019-2020 PARENT/STUDENT HANDBOOK.

WE LOOK FORWARD TO ANOTHER GREAT SCHOOL YEAR.
THANK YOU FOR YOUR COOPERATION AND
ASSISTANCE THROUGHOUT THE YEAR.

MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

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

Rev: 08/2017