SCHOOL OPERATIONS
OPENING OF SCHOOLS

ITEMS FOR REVIEW AND ACTION BY THE PRINCIPAL

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

FOR IMMEDIATE REVIEW

Strikes prohibited. Florida Statute 447.505

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

A.   **Items for Principals to Review**

1.   Review budget, personnel allocations, and procedures.

2.   Review School Board Policy 2125 Guidelines for the Establishment of Educational Excellence School Advisory Councils (EESAC) as required by State Statute, and School Board Policy 2111 Parental Involvement--A Home-School Partnership.

     All schools under State sanctions (Schools In Need of Improvement or Assistance Plus) must schedule an EESAC meeting within the first two weeks of the school year to review, amend, and approve the School Improvement Plan (SIP) posted to the Bureau of School Improvement web-site.

     State law requires that SIPs for all schools under state sanctions, Schools In Need of Improvement or Assistance Plus, be posted to the Bureau of School Improvement web-site prior to the beginning of the school year.

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

     In addition, all mandated school level strategies and responsibilities for parental involvement are itemized in this Rule. For technical assistance in implementing any part of the

Rule, please contact the Office of Parental Involvement at 305-995-1233.

4.   Review appropriate union information with staff, including distribution of appropriate contracts, location of the bulletin boards, identification of building steward and EESAC member.

5.   Review Incident Reporting Documents. Handbook located at: http://ehandbooks.dadeschools.net/user_guides/180.pdf.

6.   Review salary supplements and waiver of contractual guideline procedures.

7.   Review School Board Policy 7230: Donations & Gifts of Property.

8.   Review procedures for reporting incidents to Regional Centers. District handbook located at : http://ehandbooks.dadeschools.net/user_guides/180.pdf

9.   Review Manual of Internal Accounting including Travel Policies & Procedures.

10. Review School Board Policy 5114: Foreign Student Registration.

11. Review with all faculty/staff (i.e. Instructional, Non-instructional, custodial, clerical, etc.) Incident Reporting Responsibilities and Documents. Review and add procedures for reporting child abuse with written acknowledgement for new employees. http://ehandbooks.dadeschools.net/user_guides/180.pdf and Student Abuse and Neglect School Board Policy 8462 .

12. Review and update your school's Juvenile Court Contact Person.

13. Review amended   School Board Policy 5131: Student Transfers.

14. Review Attendance Procedure Manual and The Family Medical Leave (FMLA) guidelines.

15. Review   School Board Policy 5200   Student Attendance-Specific Responsibilities.

16. Student School Board Policy 5200 Grades Pk-12 Handbook.

17. Review Board Item H-11 approved at the January 16, 2008 Board meeting that requires all middle and senior high schools to submit at least one entry in the South Florida science and Engineering Fair- A Science Technology, and Engineering & mathematics (STEM) Initiative.

For H-11 go to: http://pdfs.dadeschools.net/Bdarch/2008/Bd011608/agenda/H11 rev2.PDF .

18. Review School Board Policy 5517.01: Against Bullying and Harassment.

19. Review Procedures for the implementation of the Alternative to Suspension Program (AZS)

20. Review IT Network Security Checklist for items related to: HEAT Requests, Network Back-Up FORM FM192241

21. Review new opening and closing hours of school (Board Item C-72 approved July 13, 2011.

Senior High Schools Only

22. Review Board Item H-11 approved at the January 16, 2008 Board meeting that requires all senior high schools to offer a school-site research course where students are engaged in active research.

23. Submit name of the Advanced Placement coordinator to the Division of Advanced Academic Programs.

24. Review the community service graduation requirement.

25. Review Contracts for Student Participation in Interscholastic Competition or Performance.

    (FM-7155)   http://forms.dadeschools.net/webpdf/7155.pdf   & (FM-7156) http://forms.dadeschools.net/webpdf/7156.pdf.

26. Review of the senior high school graduation options.

Elementary Schools Only

28. Review plans for the implementation of the After-School Care program.

B.   Items for Principals to Review with Administrative Staff

1. Review Miami-Dade County Public Schools' Electronic Staff Reference Guide.

2. Review with administrative staff the contents of the current document, Procedures for Promoting and Maintaining a Safe Learning Environment. School Board Policy 8405

3. Review the administrative directive regarding Teacher-Parent Communication.

4. Review Incident Reporting Document. Review and add procedures for reporting child abuse with written acknowledgement for new employees. AIRS handbook located at: http://ehandbooks.dadeschools.net/user_guides/180.pdf. and Child Abuse Reporting Guidelines School Board Policy 8462.

5. Review M-DCPS Safety Program, Health Inspection Reports, recycling program guidelines, Emergency Operations Plan Manual. Appoint a safety committee chairperson and safety committee; explain committee duties and responsibilities.

6. Review School Board Policy 5517.01: District Policy Against Bullying and Harassment

7. Review new performance assessment calendar, timelines, and procedures for teachers newly hired in accordance with Section 1012.34, Florida Statutes. http://ipegs.dadeschools.net/default.asp

8. Assign at least one student service employee the specific responsibility of identifying and utilizing the youth-serving agencies within the community to assist in working with problem students and their families.

9. Review the roles of student services personnel. (Refer to the most recent edition of the document, Comprehensive Student Services Programs, PK-Adult, which is included as a part of School Board Policy 5440 Complete and submit Student Services-School Profiles to the Division of Student Services (**FM-5265 http://forms.dadeschools.net/webpdf/5265.pdf & FM-4181 http://forms.dadeschools.net/webpdf/4181.pdf**).

10. Send letters and the Directory Information Opt-Out Form (**FM-6479 http://forms.dadeschools.net/webpdf/6479.pdf**) to parents, legal guardians, and eligible students informing them of their rights. The review of any records must be noted on the Record of Access Card. The provisions for access to student records should also be reviewed with all appropriate clerical and student services staff members. (Refer to the current document, Student Educational Records, which is part of and included in School Board Policy 8330) Review document, Student Educational Records, "Directory Information" on page 2. Review Unlisted Telephone Notification Form **(FM-6603 http://forms.dadeschools.net/webpdf/6603.pdf .)**

11. Review School Board Policy 5440 in regard to proposed awards from non-school donors and the information below regarding directory information. In the past, agencies have asked for directory information on all seniors in Miami-Dade County Public Schools, e.g., name, address. This information is provided through the Information Technology Services (ITS).

12.   Review instructions for administering the free and reduced-price meal program when this information is published and disseminated. Determine the school's policy for providing nourishment to students who are not approved for free meals and do not have lunch money. Please complete "School Plan for Providing Nourishment for Students Without Meal Benefits or Funds to Purchase a Meal," and submit it to the Department of Food and Nutrition. Please refer to Weekly Briefing # 10209.

13.   Review the current Performance Planning and Appraisal System for Administrators with all appropriate personnel. (Refer to Manual of Procedures for Managerial Exempt Personnel and the Managerial Exempt Personnel Performance Management System for Administrators Manual).

14.   Discuss and plan in-service activities for administrative, instructional, and non-instructional staff. For secondary schools, discuss and plan the activities for the secondary early release days. (See the Calendar and Registration System at http://calendar.dadeschools.net/cal/calendar.nsf district-sponsored in-service offerings.)

15.   Review Procedures for Teacher Observation and Teacher Evaluation (PA IPEGS). http://ipegs.dadeschools.net/

16.   Review the current document, Personnel Investigative Model User's Guide to ensure that all administrative staff members are fully cognizant of the procedures indicated therein at: http://ops.dadeschools.net/pdfs/PIM_user_guide.pdf.

17.   Review Title I guidelines that are contained in the current two documents for (a) Title I Handbook; and (b) Title I School-Based Budget Systems. These documents are available on the District website, e-handbooks (http://e-handbooks.dadeschools.net).

18.   Review School Volunteer Application. User Guide located at: http://ehandbooks.dadeschools.net/user_guides/166/index.html

19.   Review Dade Partners Proposal FM #6481 located at: http://forms.dadeschools.net/webpdf/6481.pdf .

20.   Review memorandum on Protocol Guidelines for Program Introductions of School Board Members and Board Administrative Assistants. The handbook is located at http://ehandbooks.dadeschools.net/policies/171.pdf.

21.   Review Florida Statutes related to instructional and administrative certification requirements (1012.42, F.S.). Each school site must have a copy of a current, valid Florida

Educator's Certificate for each instructional and administrative employee.

22.   Review the Report of Out-of-Field Teachers (T13794401/**FM-5784** http://forms.dadeschools.net/webpdf/5784.pdf) and obtain and file documentation that selected teachers have taken the required six semester hours credit prior to August 31, 2006.

23.   Review the procedure for documenting and collecting information necessary to complete the Payroll Certification Report. This mandated documentation of time on task is required for all full and part-time employees who are assigned and funded through federal and state grants.

24.   Review procedures for reporting incidents to Regional Center staff.
AIRS handbook located at:
http://ehandbooks.dadeschools.net/user_guides/180.pdf.

25.   Review School Board Policy 5114: Foreign Student Registration, regarding the new school site responsibilities.

26.   Review Field Trip Procedures Manual located at:
http://forms.dadeschools.net/webpdf/5784.pdf

27.   Review Transportation E-Handbook located at:
http://ehandbooks.dadeschools.net/policies/42.pdf

28.   Review School Board Policy 5131: Student Transfers

29.   Review Attendance Procedure Manual located at:
http://ehandbooks.dadeschools.net/policies/89.pdf

30.   Review School Board Policy 5200: Student Attendance-Specific Responsibilities

31.   Review Attendance Procedure Manual and Family Medical Leave Act (FMLA) guidelines

Elementary Schools Only

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

Middle Schools Only

34. Middle School Athletic & Activity Programs

   a. Athletic & Activity Facilitator –Each traditional middle school principal **will assign** a member of the faculty to serve as the Athletic & Activity Facilitator at their respective school site. The facilitator will assist the principal in overseeing the overall operations of the extracurricular athletic and activity programs to ensure compliance with all Middle School Athletic Programs and district-wide activities based on rules and regulations. The facilitator will also attend and participate in all meetings and workshops scheduled by the Division of Athletics and Activities.

   b. Middle School Athletic Eligibility Requirements – The eligibility of all student athletes is predicated on the following:
      1. Earned a minimum 2.0 GPA in both academic and conduct in their assigned marking period.
      2. A Varsity student athlete born before September 1, 1996, may not compete in this team category.
      3. A Junior Varsity student athlete born before September 1, 1998 may not compete in this team category.

   c. Supervision of Athletic Events/Crowd Control – The principal of the home/host school shall assume full responsibility for crowd management. Supervision at all athletic events/crowd control is mandated. Supervision requires the physical presence of the assigned administrator at the actual athletic event site.

   d. Athletic Coaching Personnel – All non-instructional coaches must possess a valid Temporary, Professional or Athletic Coaching Certificate issued by the Florida Department of Education.

   e. Booster Clubs – The Principal must meet with all the school's booster clubs and review District guidelines with them at the start of the school year. The M-DCPS Booster Club Guidelines are available through http://e-handbooks.dadeschools.net.

   f. Club Sponsors – The principal or his/her designee should meet with all club sponsors at the beginning of the school year to review the items listed in the *Club Advisor Handbook* which can be found at http://e-handbooks.dadeschools.net and to also review procedures for fundraising and other club related activities as specified in the *Manual of Internal Fund*

Accounting. Clubs with national/state affiliations should also review the guidelines of these parent organizations

Senior High Schools Only

35. Senior High School Activities Programs

   a. <u>Eligibility</u> – Students who wish to compete in *interscholastic* competitions with a club or school group must maintain a cumulative GPA of 2.00 and an average of "C" or above in conduct. Examples would be interscholastic band competitions, debate competitions, drama competitions, etc. Must comply with M-DCPS Contract for Student Participation in Interscholastic Competitions or Performance (FM-7155).

   b. <u>Club Sponsors</u> – The principal or his/her designee should meet with all club sponsors at the beginning of the school year to review the items listed in the *Club Advisor Handbook* which can be found at http://e-handbooks.dadeschools.net and to also review procedures for fundraising and other club related activities as specified in the *Manual of Internal Fund Accounting.* Clubs with national/state affiliations should also review the guidelines of these parent organizations.

   c. <u>Booster Clubs</u> – The principal must meet with all school booster clubs and review District guidelines with them at the start of the school year. The *M-DCPS Booster Club Guidelines* can be found at http://e-handbooks.dadeschools.net. It is strongly recommended that each booster club president *sign for receipt of the handbo*ok.

   d. <u>Club Data</u> – Each club sponsor must complete the individual club data collection form by the end of October 2011. Senior High School Activities Directors are then required to complete the school club data collection form by the end of October. The required forms can currently be found by accessing the activities directors' website at http://activities.dadeschools.net/index.asp.

36. Senior High School Athletic Programs

   a. <u>Senior High Athletic Eligibility Requirements</u> – To be eligible to represent your school in interscholastic athletics, a student-athlete must:
      1. Maintain a cumulative un-weighted 2.0 GPA
      2. Maintain a 2.0 GPA in conduct for the previous semester
      3. Be less than 19 years 9 months old at the start of the season

4. Submit a physical evaluation using (FM-3439 http://forms.dadeschools.net/webpdf/3439.pdf)for the current school year
5. Purchase School Board approved student accident insurance and/or football insurance
6. Must comply with M-DCPS Contract for Student Participation in Interscholastic Competitions or Performance (FM-7155 http://forms.dadeschools.net/webpdf/7155.pdf)

b. Student Transfers - Students transferring into your school without a corresponding change of address will be ineligible for one full year from the date of transfer. Any questions related to athletic eligibility and transfers should be referred to your Athletic Director.

c. Supervision of Athletic Events/Crowd Control – Supervision at all athletic events/crowd control is mandated by the Superintendent of Schools. The principal of the home/host school shall assume full responsibility for crowd management and must identify himself/herself to the head game official. The GMAC Policy Regarding Behavior at Athletic Events and the Superintendent's Directive Policy G1 specifies how athletic events are to be administratively supervised. Adequate supervision requires the physical presence of the assigned administrator at the actual athletic event site.

d. Athletic Coaching Personnel – All coaches must possess a valid Temporary, Professional or Athletic Coaching Certificate issued by the Florida Department of Education. M-DCPS does **not** allow volunteer coaches. Coach's services may **not** be contracted until the coach has been processed and cleared by the Certification Office and registered in the Division of Athletics/Activities and Accreditation. All coaches must receive remuneration from M-DCPS for services.

e. Booster Clubs – The Principal must meet with all the school's booster clubs and review District guidelines with them at the start of the school year. The M-DCPS Booster Club Guidelines are available through http://e-handbooks.dadeschools.net.

f. FHSAA Policy on Athletic Recruiting/ New Mandate – This policy applies to any student who transfers attendance to your school at any time during the student's high school career, after having begun the 9th grade in another school, regardless of whether the transfer occurs during the school year or during the summer period between school years. The Affidavit of

Compliance with Policy on Athletic Recruiting form must be read and signed in the presence of a Notary Public by each transfer student and his/her parent or guardian. The Principal and Athletic Director of the school to which the student transfers are also required to sign the Affidavit.

g. <u>Weather</u> – During the school year the possibility of electrical storms, electrical strikes, and severe inclement weather increases. Therefore, emphasis must be placed on early detection and recognition of these natural occurrences. Refer to the <u>Emergency Management Procedures Manual</u> for appropriate action in inclement weather. You should review and discuss your school's emergency procedures with your athletic and activities staff.

C. Items for Principals to Review with Administrators, Faculty and Staff

1. Review the District/School Operations' webpage at http://schooloperations.dadeschools.net/ for all special event information and "Toolkits".

2. Review the District Strategic Plan, Student Progression Plan, and the Comprehensive Reading Plan.
http://osp.dadeschools.net/0910plan.pdf ,
http://ehandbooks.dadeschools.net/policies/93/index.asp ,
https://app1.fldoe.org/Reading_Plans/Narrative/CompleteReport1112.aspx?DID=13

3. Review the School Board Rules relative to:

a. Weapons
School Board Policy 1217 and 3217

b. Student Conduct and Discipline
School Board Policy 5500

c. Corporal Punishment - Prohibited
School Board Policy 5610

d. Dress Code
School Board Policy 5511

e. Suspension, Board-Approved Alternatives, Expulsion, and Referral to Florida Department of Children and Families
School Board Policy 5610
School Board Policy 8462

f. Corporal Punishment and Use of Reasonable Force
School Board Policy 5630

g. Student Supervision and Welfare
School Board Policy 1213, 3213, 4213

h. Reporting Incidents
School Board Policy 8141

i. Personnel Files
School Board Policy 1590

j. Drug-Free Work Place General Policy Statement
School Board Policy 1124, 3124, 4124

k. Tobacco-Free Work Place
School Board Policy 1215, 3215, 4215, 5512, 7434

l. Health and Safety Issues
School Board Policy 8400

m. Equal Access-Availability of Secondary School Facilities to Students for Meetings
School Board Policy 5730

n. Employee Assistance Program
School Board Policy 1170.01, 3170.01, 4170.01

o. Responsibilities and Duties-Permanent Full-Time Personnel
School Board Policy 1139

p. Code of Ethics   and   Standards of Ethical Conduct
School Board Policy 1210, 1210.01, 3210, 3210.01

q. Violence in the Workplace
School Board Policy 1380, 3380, 4380

r. Educational Excellence School Advisory Councils
School Board Policy 2125

s. Acceptable Use Policy – Internet
School Board Policy 7540.02, 7540.03, 7540.04

u. Discrimination/Harassment: Complaint Procedures for Employees
School, Board Policy 1362.02, 4362.02

v. Assignment - Members of Same Family
School Board Policy 3130

w. Review and add procedures for reporting child abuse with written acknowledgement for new employees.

4. Review the procedures to implement the Progress Monitoring Plan, Student Performance Conference, and the K-12

Comprehensive Research-based Reading Plan (K-12 CRRP). The Progress monitoring Plan is located at: http://ehandbooks.dadeschools.net/user_guides/7.pdf

5. Introduce the Reading Coach (es) and review the role of the Reading Coach as outlined in the K-12 CRRP. http://languageartsreading.dadeschools.net/k12ReadingCoach.htm
https://app1.fldoe.org/Reading_Plans/Narrative/CompleteReport1112.aspx?DID=13

6. Establish a Reading Leadership Team as outlined in the K-12 CRRP.

7. Thoroughly inform and clarify for all teachers and administrative staff the contents of the Code of Student Conduct (Elementary or Secondary) and the Code of Conduct for Adult Students and make provisions for conveying the contents to all students. Establish/review procedure for ensuring that all students receive a copy of the appropriate Code of Student Conduct according to the appropriate school level (elementary/secondary). Miami-Dade County Public Schools Code of Conduct link is: http://ehandbooks.dadeschools.net/policies/90/index.htm .

8. Develop and inform all teachers of procedures for removing disruptive students from the class. These procedures should allow for ready removal from class, notification to principal or designee, and a statement from the teacher detailing the misbehavior and previous action taken. An assignment to a previously designated location will be made by the principal or designee. Parents should be informed within the same day, if possible, of procedures for getting a student back in class any time the removal is for more than one day. Miami-Dade County Public Schools Code of Conduct link is: http://ehandbooks.dadeschools.net/policies/90/index.htm .

9. Review all documents relative to teacher/parent communication (i.e.: M-DCPS/UTD Contract Article XX, Section 11; School Board Policy 2111: Parent Involvement -- A Home-School-District-Partnership).

10. Review and implement the procedures for the distribution, collection, and submission of student accident insurance forms. Materials and instructions will be provided before the opening of school.

11. Review the procedure for distributing and collecting (**FM 1614 http://forms.dadeschools.net/webpdf/1614.pdf**) English, Spanish and Haitian Creole, Statement of Non-Affiliation with Sororities and Fraternities, from all incoming secondary school students and students who have not previously filled out a card

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

12. Review performance assessment criteria and procedures; include time-lines and documents related to observations and evaluations. (Refer to M-DCPS/UTD Contract, Article XIII Located at: http://www.dadeschools.net/employees/labor_union/UTD/Art_XIII.pdf) . Provide copies to all certified staff members.

13. Review the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida and the Standards of Competent Professional Performance (Florida State Board of Education Administrative Rules, 6B-1, 6B-5). Provide copies and acknowledgement of receipt to all certified staff members. http://eac.dadeschools.net/CodeOfEthics.asp

14. Review the Manual of Internal Accounting procedures with appropriate personnel (club sponsors, activities chairperson, etc.). Review procedures for receipt of goods, supplies, and materials to include handling/distribution of funds, etc. http://ehandbooks.dadeschools.net/policies/52.pdf

15. Maintain all personnel files, in file jackets (with inserts), for all full-time employees in accordance with School Board Policy 1590 and the document *Personnel Files Procedures*.

16. Review "HIV-AIDS Information" work-site information packet. http://ehandbooks.dadeschools.net/policies/167.pdf

17 Review policies and procedures to be included in staff handbooks as provided by the Office of Professional Standards. (Refer to the Office of Professional Standards Procedures Manual), http://ops.dadeschools.net.

18. Review the current Guidelines for Implementation of Miami-Dade County Public Schools District Plan for Limited English Proficient Students, and Division of Bilingual Education and World Language/Procedures Manual 2005. http://ehandbooks.dadeschools.net/user_guides/134/index.html

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

20. Review the current guidelines in the Procedures for Promoting and Maintaining a Safe Learning Environment. School Board Policy 8405

21. Remind all staff members of the professional responsibility of each educator to provide the principal with a copy of a current valid Florida Educator's Certificate and copies of other documentation such as Statement of Eligibility and/or college transcripts, as may be applicable (Florida State Board of Education Administrative Rule 6A-1.0503). https://www.flrules.org/gateway/RuleNo.asp?title=FINANCE%20AND%20ADMINISTRATION&ID=6A-1.0503

22. Remind all teachers of the requirements related to African-American History, Holocaust, Hispanic, and Women's contributions to the history of the United States, character education, and the sacrifices made by veterans.

23. Remind all senior high school staff of the community service graduation requirement.

24. Remind all staff members of the required Daily Attendance Reporting Procedures as outlined in the Student Attendance Reporting Procedures Grade PK-12 from Attendance Services. School Board Policy 5200

25. Review membership of Educational Excellence School Advisory Council (EESAC). Make plans to conduct elections to fill vacancies. School Board Policy 2125

26. Inform all employees of the district's Exposure Control Plan, Blood-borne Pathogens Standard and the availability of the Hepatitis B vaccination series. Eligible employees will be notified as to training dates for initial or annual training sessions which they must attend.

27. Inform all employees of the District's implementation of the employment-related provisions of the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA). Please refer to the documents, **Americans with Disabilities Act: A Guide for Administrators and the FMLA guidelines.**

28. Refer to the document, Employee Assistance Program Guidelines (EAP), and advise staff of the services provided by the program and the procedures for voluntary self-referral.

29. Review policies and guidelines for working with school volunteers, including procedures for background checks, clearance, and placement (Jessica Lundsford Act).

30. Review with staff, guidelines regarding the implementation of the Title I School-wide Program (elementary, K-8 centers, middle, and senior high schools).

31. Remind all staff members to contact Intergovernmental Affairs and Grants Administration prior to developing and/or submitting any grant application, except for those submitted to the Education Fund (The Ed Fund) www.educationfund.org.

32. Inform teachers of the availability of grants announced daily on the Intergovernmental Affairs and Grants administration website. http://gafla.dadeschools.net/

33. Review the district's nondiscrimination policy covering both students and employees, as contained in School Board Policy 1362– Equal Opportunity Employment and Assignment; School Board Policy 1362.02- Discrimination/Harassment: Complaint Procedures for Employees, and - School Board Policy 5517 Discrimination/Harassment: Complaint Procedures for Students:. In addition, it is recommended that each staff member receive and sign-off on an 81/2" x 11" copy of the Discrimination/Harassment Poster.

34. Review the changes in the grading of students in Kindergarten.

35. Review Florida Department of Education Professional Development System Evaluation protocol standards which contains procedures for developing individual professional development plans (**FM-5983** Rev.04-01 http://forms.dadeschools.net/webpdf/5983.pdf) for each classroom teacher.

36. Implement the specific directives and procedures identified in the Instructional Performance Evaluation and Growth Systems (IPEGS) Prior to implementation, review with all certified instructional personnel, all of the components of the system used for evaluation pursuant to section 1012.34, Fla. Stat.

37. Review Field Trip Procedures manual to include -2011 in-house field trip procedures. http://ehandbooks.dadeschools.net/policies/149.pdf

38. Review transportation E-Handbook and Miami-Dade County Public Schools' electronic Transportation Handbook for School Staff. http://ehandbooks.dadeschools.net/policies/42.pdf

39. Review the school's policy for providing nourishment to students not eligible to receive a free meal and who do not have money (school funds, PTA funds or PTA/school provided sandwich, etc.

40. Review School Team (SST) procedures with staff. http://ehandbooks.dadeschools.net/policies/149.pdf

41.　Review the time lines related to Individual Educational Plans (IEP'S) and re-evaluation as stipulated in the Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students available at www.ese.dadeschools.net.

42.　Review the Division of Special Education Local Education Agency (LEA) Implementation Guide available at www.ese.dadeschools.net.

43.　Review the time lines related to Educational Plans (EP's) and gifted education procedures as stipulated in the Policies and Procedures of Specially Designed Instruction and Related Services for Exceptional Students. http://ehandbooks.dadeschools.net/policies/149.pdf

44.　Review IT Network Security Cecklist for items related to: HEAT Requests, Network Back-Up etc.

45.　Review new opening and closing of school hours of school (Board Item C-72, approved July 13, 2011).

46.　Review **Florida KidCare program.** Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.
*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to www.floridakidcare.org for enrollment procedures.