

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT HANDBOOK

**WELCOME To**

**Kinloch Park Middle School**

2024-2025



Cambridge International School

We are proud to be part of the world's largest international community of schools.



[kpmsschool.net](http://kpmsschool.net)



**Address:**  
4340 NW 3rd St, Miami, FL 33126  
**Phone:**(305) 445-5467  
**District:** Central Region  
**Phone:**(305) 499-5050  
Miami-Dade County Public Schools

 kinlochmiddle  
 kinlochmiddle



We are proud to be part of the world's largest international community of schools.



## Kinloch Park Middle School



### **Vision**

Kinloch Park Middle School will provide the highest quality of education for every child through collaboration and communication among all stakeholders.

### **Mission**

Kinloch Park Middle School provides each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and strong academic skills.


MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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**Message from the Principal:**

Dear Scorpions Families:

My name is Sylvia Coto-Gonzalez and I am proud to serve this community as the new Principal at Kinloch Park Middle School. On behalf of the of the Kinloch family, I am happy to welcome you to the 2024-2025 school year. Go Scorpions!

This year we have a recipe for SUCCESS that includes everyone!



Ingredients:

- 52+ amazing faculty & staff members
- 774+ energetic students and their families.
- 5 cups of patience
- 4 cups of SAFETY
- 3 cups of RESPECT
- 2 cups of understanding
- 1 cup of communication
- 8 Tbsp of HARD WORK
- A dash of GREAT ATTENDANCE!!!!

Toppings:

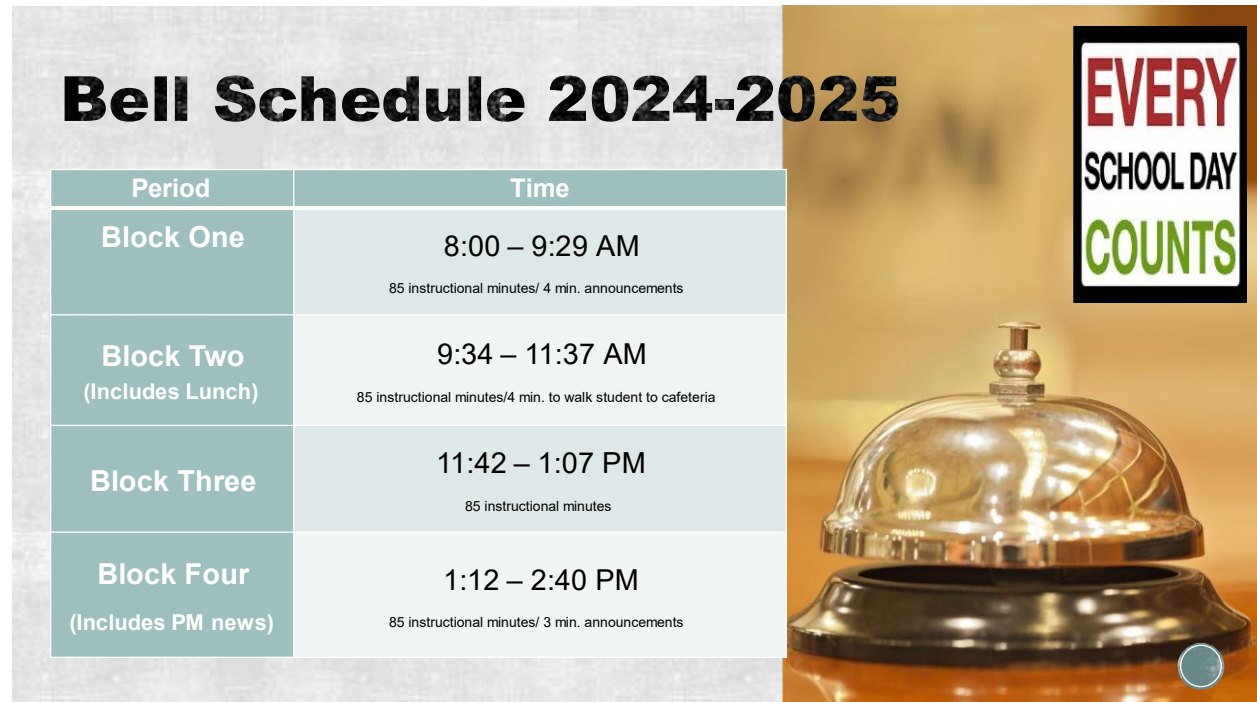
- 1 APPLE product with a swirl of Verizon Innovative Learning.

Mix all ingredients. Pour in patience, add equal parts of creativity and together we will have an AWESOME to the CORE year!



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK


## Attendance:



**Bell Schedule 2024-2025**

Period	Time
Block One	8:00 – 9:29 AM 85 instructional minutes/ 4 min. announcements
Block Two (Includes Lunch)	9:34 – 11:37 AM 85 instructional minutes/4 min. to walk student to cafeteria
Block Three	11:42 – 1:07 PM 85 instructional minutes
Block Four (Includes PM news)	1:12 – 2:40 PM 85 instructional minutes/ 3 min. announcements

**EVERY SCHOOL DAY COUNTS**



\*\*\* Check our website [kpmsschool.net](http://kpmsschool.net) to look at the block schedule calendar for the year and MDCPS calendar.

- **Early Sign Out**

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

- **Late Arrival**

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Parent **MUST** bring students to the office when they are late.

- **Early Sign Out**


The last hour to pick up a student 2:10 pm. School Board Rule 6GX13-5A-1.041

## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



- School Hours: 8:00 a.m. – 2:40 p.m. Doors open at 7:30 a.m. for breakfast with supervision and close at 3:00 p.m.
- Drop off and pick-up will be in the front of the school next to the sidewalk.
- Being late/leaving early = loss of instruction and interruption to the learning environment.
- Late to school = Parents must accompany student to the main office and sign them in.
- Late to class = Teacher Consequences/ possible loss of privileges.
- Absences= student must bring excused/medical note to the office within 3 days of being absent to be excused.
- Absences will not be excused after 9 weeks are over.
- Attendance will affect student participation in fieldtrip, and other school activities.
- Poor attendance (5 days or more) will be followed with a referral to the social worker.
- All guest entering the school building must show a photo ID.
- Emergency cards/phone numbers should be updated as needed.
- Latest pick-up time for early release is 2:10 p.m.

### Arrivals and Departures:



- Kinloch Park Middle School
- Arrival/Dismissal Procedures
- School start at 8:00 AM
- Doors will open at 7:30 AM
- Dismissal will be at 2:40 PM
- Parents, please stay in your cars.
- Please obey school speed limit and the one-way direction going east at arrivals and dismissal.
- Drop off in the lane closest to sidewalk in front of the school.
- Do not allow you child to get off the car in the center lane. His/her safety comes first.
- Do not drop-off in the middle of the intersection of 43rd and 3rd.
- Do not block the front of the school at dismissal, the school bus must park directly in front of the school.
- BE PATIENT!!! Specially the first 2 weeks of school.

# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Uniform Policy:

- **ACCEPTABLE**
- RED OR NAVY BLUE POLO SHIRT
- KHAKI REGULAR FIT PANTS.
- NO PANTS WORN UNDER THE WAIST.
- SCHOOL SWEATER OR SOLID COLOR SWEATER.
- PE UNIFORM WILL BE WORN ALL DAY ON THE DAYS THEY HAVE PE.
- PE UNIFORMS WILL BE SOLD IN THEIR PE CLASSES AS A SET \$26.
- WHEN COLD STUDENTS MAY WEAR LEGGINGS OR SWEATPANTS UNDER THE PE SHORTS, NOT OVER.
- **NOT ACCEPTABLE**
- **NO EAR BUDS OR EARPHONES.**
- NO HOODIES COVERING THEIR HEADS!!!
- NO SHORTS/LEGGINGS/SKIRTS/SWEATPANTS.
- NO SWEATERS WITH INAPPROPRIATE LOGOS OR MESSAGES AS PER SCHOOL BOARD POLICY.
- NO RIPPED JEAN WHEN JEANS ARE ALLOWED.
- NO CROCS/FLIP-FLOPS/FOAM SHOES

**Mandatory Uniform Policy**

## Cell Phones and Mobile Devices:

No Cell  
Phone Use

Thank you

CELL PHONES POLICY

- Phones/ Ear Buds/EARPHONES need to be in backpack at all time while in class. Backpacks will be kept in front/back of every classroom.
- NO Lunchtime usage !
- No cell phones in the bathrooms.
- If cell phones are taken away, PARENTS will need to pick up from the administration before 3:00 pm.
- Lost phones are students' responsibility.
- If there is a concern/emergency, students need to come to the office, and we can call parents together.

KINLOCH PARK  
MIDDLE SCHOOL

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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**verizon**<sup>v</sup>  
innovative  
learning

- Introduction to the program
- Forms/contract required
- Digital Citizenship
- Roll of devices...
- Reporting of damage to device.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Code of Student Conduct:

\*\*\* Check our website [kpmschool.net](http://kpmschool.net) to review the Code of Student Conduct.

## 2024-2025 Grade Level Incentive Contract

Category	<b>6-8 GRADES STUDENTS WILL BE INVITED TO PARTICIPATE IN THE NINE WEEK TEAM INCENTIVE: Movies/Dance/Fieldtrips</b>	<b>6-8 GRADES STUDENTS WILL BE INVITED TO PARTICIPATE IN THE <u>END OF YEAR</u> INCENTIVE: Field day/Dance/Fieldtrips</b>
<b>Academic</b>	A'S, B'S and C's for each nine week	A's, B's and C's based on the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> nine week report cards
<b>Conduct</b>	A's, and B's ONLY!	A's, and B's based on the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> nine week report cards
<b>Attendance Cumulative 6 or More Unexcused Absences</b>	Less than 2 unexcused absences for the nine-week period Less than 4 times late and/or picked up early	Less than 6 unexcused absences for the entire school year. Less than 12 times late and/or picked up early
<b>Media Center/ Textbook/ Club or Athletic Sale</b>	all Kinloch Park debts paid, and overdue media center books returned	Paid all debts and returned all their MDCPS books
<b>Suspensions 1 Suspension (In/Out) Cumulative</b>	Not earned any indoor or outdoor suspensions for the nine-week period	Not earned any indoor or outdoor suspensions for the entire school year

If an incident/suspension occurred during the FIRST nine-week grading period, students may appeal their eligibility for the end of the year activities. The Appeals committee will review all eligible students on a case-by-case basis.

6th- 8th Grade End of the Year activities: To participate in the End of the Year activities, the student must clear up any attendance issues and outstanding debts owed to the school.

This contract is binding for all grade levels and all activities and events including the end of the year activities.

I understand and agree with the criteria for participating in the 2024-2025 Grade Level Incentives. If for any reason I do not meet the criteria, I am aware that I will not be allowed to participate in the Grade Level Incentives.





# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## #ItsNoJokeMDCPS

### Did you know?

- Making threats via social media or any other means is a crime.
- Making a threat against a school is a second-degree felony.
- You may be arrested and prosecuted to the full extent of the law.
- Offenders can go to jail and face up to five years in prison.
- You could be suspended or expelled from school and face prosecution in criminal court.
- It may cost your parent/guardian time and money to deal with the legal system.
- It may prevent you from being accepted to college and getting a good job.

Be Smart. Post Positive.  
**IT'S YOUR FUTURE.**




## #ItsNoJokeMDCPS

### ¿Sabías que...?

- El hacer amenazas en los medios sociales o de cualquier otra forma es un crimen.
- El hacer una amenaza contra una escuela es un delito de segundo grado.
- Puedes ser arrestado y perseguido con todo el peso de la ley.
- Los culpables pueden ir a la cárcel y enfrentar hasta cinco años en prisión.
- Puedes ser suspendido o expulsado de la escuela y enfrentar persecución en la corte criminal.
- Puede costarles a tus padres/tutores tiempo y dinero el lidiar con la corte criminal.
- Puede prevenirte de ser aceptado a la universidad y obtener un buen empleo.

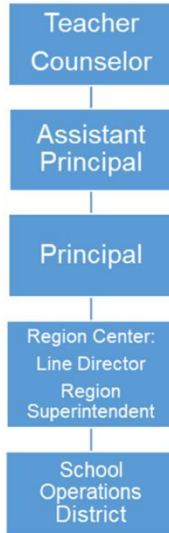
Sé inteligente.  
Publica lo positivo.  
**ES TU FUTURO.**





# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Student Services:



## Concerns/ Ideas:

- **Please make appointments.**
  - **Classroom behaviors/grades concerns, please reach out to the teacher first.**
  - **Social Emotional concerns, reach out to our counselors first.**
- **6<sup>th</sup> grade team leader- M. Garcia**
- **7<sup>th</sup> grade team leader- J. Loe**
- **8<sup>th</sup> grade team leader- TBA**

**Schedule changes:**  
Only changes that will take place during the first two weeks of school are changes to correct a wrong class or a duplicate class. For example, a student is in 6<sup>th</sup> grade and was given an 8<sup>th</sup> grade class in error or 2 PE classes. Teacher changes or elective changes will not be made.

## Student Services Department

Mr. Sabillon  
Counselor/ Trust Specialist

Ms. Salazar  
Counselor

Ms. Silva  
ESE Chairperson

Mr. Vergara  
ESOL Chairperson

Giovana Medina  
Mental Health Coordinator

## Elevator:

The school elevator is to be used by individuals who are handicapped/injured and cannot use the stairs. Student must get a pass from the counselor prior to getting the elevator.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## Life outside the classroom:

Monthly Calendars will be posted on the website, and a copy is always available in the main office for parents and students to be informed and connected.

All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 - Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

## Clubs

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

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



## JOIN/Participate

### Before/After the Bell

- Clubs Wednesday Mornings
  - - Lego, Robotics, Chess, Dominoes, etc.
- Fun Friday Activities
- Sports- Tennis, Boys Soccer, Flag Football, Basketball, Cross Country, Volleyball
- Homework Hour



## MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK



### Bell to Bell Learning

- Programs: Cambridge Advanced/ Gifted, Cambridge Magnet, ESE, ELL and regular classes.
- Electives: Art, Band, Culinary, Spanish, Business, Computers, Theater, Yearbook and Techy Scorpions.
- 6th grade EDGE/ Writing. 7th grade EDGE/ Civics and 8th grade EDGE/ Science.
- Core Class programs: iReady ELA/ Math, Edgenuity, Imagine Learning (ELL).

### **Interscholastic Athletics/Intramurals**

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools and high schools. At the middle schools, athletics consists of intramural and interscholastic programs. At the high school level, interscholastic programs are offered at most senior high schools.

For participation in interscholastic athletics at the middle school level, a student must have a 2.00 GPA in conduct and academics to participate. His or her parent must sign the M-DCPS Middle School Athletic Program Consent and Release from Liability Certificate. For participation in interscholastic athletics at the high school level, a GPA of 2.00 in conduct and academics is required except for incoming freshmen. All participants must purchase athletic and/or football insurance to participate and must have a current physical form on file.

A home education student must register his or her intent to participate in interscholastic extracurricular activities as a representative of the school before participation.

The parents and student must also sign the Contract for Student Participation in Interscholastic Competitions or Performances. The district also has policies concerning transfer students and participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities and Accreditation.



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- Update Emergency Cards and Phone numbers as needed.
- Check Grades/Attendance weekly.
- Important Dates will monthly be posted on KPMS website.
- Student Schedules can be found on the Mobile App and District Portal.

**STAY  
CONNECTED**  
**dadeschools.net**

**\*Parents who need a Parent Pin must physically pick up information in the main office with proper ID starting in September.**

## Emergency Contact Information

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

## Flu Vaccine

Miami-Dade County Public Schools has partnered again with Healthy Schools, LLC for the 2018-2019 school year to provide FREE flu vaccines to students enrolled in M-DCPS..

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



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## Safety and Security:



- **SAFETY:**
- Police: Officer Perez
- Emergency/Fire drills will be conducted monthly to ensure consistent expected behaviors.
- Zero Tolerance School.
- We follow the Code of Student Conduct.
- We are a Safe Heart School.
- Please have a picture ID anytime when coming to the building.
- If you drop off your child late, you must get off the car to sign him/her in.
- Keep emergency card updated.
- Keep your phone number updated in the school system.

### **Safety and Security: Drills will run monthly according to the district calendar.**

- *Emergency Drills*
- *Emergency Operations Plan*
- *Fire Drills*
- *Visitors*

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

Metal Detector Visits will run monthly.

Presentation on different safety concerns will be done via our student services department throughout the year.



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- Emergency Operations Plan

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

- o Remain calm.
- o Monitor media outlets for updates and official messages from M-DCPS;
- o Do not flood the school with telephone calls; and
- o 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.

- Fire Drills

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



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## Apply Online Now for Free or Reduced Price Lunch Benefits

Parents are encouraged to complete the application online at  
[freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net)



## Free breakfast starts at 7:30 am Free lunch

Students will be walked to/from the cafeteria daily for lunch by their teacher.

Students may use the bathroom outside cafeteria during lunch. All other areas are restricted

### Peanut Allergies

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

### Parent Academy

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

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. For additional information, please call The Parent Academy at 305-271-8257.





# MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

## General Information

### School Transportation

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

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

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

### Special Education

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

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

### Student Records

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

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is



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attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

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

### **Student Success Centers**

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

### **Transgender**

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

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

### **Verifications of Residency**

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

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

### **Volunteer Program**

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



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

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

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

