Parent - Student Handbook

2015 / 2016
The School Board of Miami-Dade County, Florida

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Mrs. Valtena G. Brown
Deputy Superintendent/Chief Operating Officer
School Operations
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Vision Statement
We are committed to provide educational excellence for all.

Mission Statement
We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.
Message from the Principal

Dear Parents/Guardians/Students:

Arthur & Polly Mays Conservatory of the Arts welcomes all parents and students to the 2015-2016 school year. We have an exciting academic program in place this year. We have high expectations and plan to excel this school year. Failure is not an option.

At this time, we are asking for your assistance in keeping the channels of communication open between students, teachers, and parents. It is important that students put forth their maximum effort in conduct and academics. Positive behavior and maximum effort will enhance grades for each student. We know that curriculum is a major component of classroom discipline. All of our teachers are dedicated to a full and complete instructional program in all areas. With your assistance and support, we know we can accomplish all our goals.

We wish each and every one a great year at Arthur & Polly Mays Conservatory of the Arts. For any assistance, please do not hesitate to call Ms. Janice Farrell, Assistant Principal, at 305-233-2300, ext. 2203.

Sincerely,

Martin T. Reid, Principal

Website: http://apmays.dadeschools.net
Mission Statement

Arthur and Polly Mays Conservatory of the Arts WILL:

- **Provide a seamless fine arts college preparatory curriculum for students 6th to 12th grade.**
- **Prepare students for both college and careers in the visual and performing arts industry.**
Mays High Alma Mater

Oh Mays High we pledge to thee
Our Love, Our lives, Our All
We'll fight for you
We'll win for you
In winter, spring or fall
Scarlet and Gray we give to you
Honor and Praise each day
We'll cry for you
We'll die for you
You're in our hearts to stay

Dear Alma Mater
Thou Beloved
Your name will always ring
You are to us a sacred trust
For you we'll always sing
O God
Protect and keep our school
Forever strong and brave
Give her success and always bless
And crown dear Mays High School
Biography of Mr. and Mrs. Mays

In 1915, Arthur Mays, Mr. Cail, and other residents, met in the “Packing House” better known as the “big house” owned by Mr. D. D. Cail to discuss the need for a school for Black youths of the South Dade area. At this time there were no publicly funded schools in this area to provide a formal education to advance the achievement of Black children. Therefore, in early 1916, the doors of the church were opened for the purpose of educating the children; thus the first school in the area began. Community leaders contacted Missionary B.F. James, who became the first instructor on a part-time basis.

During this time anyone with an eighth-grade education was allowed to teach. Therefore, Ms. Eunice Gaither, who completed the twelfth grade at Benedict College in Columbia, South Carolina, was persuaded by her parents to help James teach the students.

In 1919, Mr. Mays, Mr. Cail and Mr. Talmadge Roux along with other residents of the area, met again in the “big house” to discuss the decision to request help the Dade County School Board for another teacher. The added teacher would alleviate the overcrowded condition at Mount Pleasant Baptist Church. In 1920, another teacher was hired after New Bethel A.M.E. Church was built.

First Principal:

In 1920, Ms. Eunice Gaither returned to Benedict College where she completed her B.A. degree in 1924. Returning to Goulds, she became the first Black teacher in the area with a degree. After being hired as a full-time teacher, Ms. Eunice Gaither Tanner (married the same year), who was also considered the principal, added grades seventh and eighth. She opened the doors of the school with eighty-two students. They were divided into groups by grade level, with grades one through six being taught reading, writing, arithmetic and geography.

In 1929, community leaders, Mr. Mays, Mr. Cail, and Mr. Roux, as well as concerned parents, met again at the “big house” to discuss their decision to request a school building and land for students to learn how to farm from the school board. Unfortunately, once the board was contacted, they were told that funds for a building were unavailable because all the banks had closed and all assets were frozen because of the beginning of the Depression. However, the school board did agree to consider putting up portables if the people of Goulds would provide the land. Therefore, Mr. William Randolph donated five acres of land for the school. (Later, Pine Villa Elementary was built on this land).

By the summer of 1930, tradition holds that the school board could no longer ignore the serious educational problems in Goulds. To help ease the problem during the summer of this year, four portables, a faculty house, and a manual training building, complete with a canning factory were set on the land provided by Mr. Randolph. Professor James Simmons and four faculty members were hired for the fall term and the school was the officially named Goulds Elementary and Agriculture School. During Professor Simmon’s administration, the School Board provided a ten-acre tract of land for students to learn the skills necessary to become farmers. It was also during this year that Mrs. Polly Mays demonstrated her desires to see the South Dade Black youths attend school. She began soliciting a nominal fee from parents to transport children to school. With time, however, her car became overloaded with eager students and a bread wagon, purchased from Holsum Bakery for
the purpose of transporting students, was converted into a bus to accommodate the growing student population.

Keeping students in school, especially children of migrant workers, was one of the greatest challenges of the time. Students were allowed to enroll for school in September, when the crops were planted and were withdrawn from school to harvest the crop from December to April. In many cases after the season was over, most migrant families left in May. In addition, permanent residents also posed a problem in terms of school enrollment, mainly, because they also kept any child that was able to work out of school during the planting and harvesting seasons; as a result, teachers were required to give a lot of make-up work.

**Second Principal:**
In 1932, Mr. Canary Robinson began his administration of the school. During his term, he established a manual arts training program.

**Third Principal:**
In 1934, Mr. Elmo Greaux became the third principal of Gould Elementary and Agriculture School. The main focus during his administration was to help others understand the importance of proper health care and hygiene. As time progressed and enrollment increased, a larger bus was obtained and it became necessary to move the school from the churches to a more suitable location.

The relocation of the school became a major issue, probably because the school served as an educational institution to a number of communities. In fact, Naranja was the first designated spot for the new school. Nevertheless, after great consideration, it was agreed that Goulds would be the ideal site because of its central location between Homestead and Howard, from which many Black students traveled to attend the school. Arthur and Polly Mays donated land for the establishment of the first CBS school building.

**Fourth Principal:**
In 1935, Mr. David H. Dobbs became the Principal of the school that was renamed Goulds Elementary, Junior, High School. It was a proud thing to see in the community; it contained six classrooms, an auditorium, an administrative office, and a small library. There was no air, heat nor indoor plumbing; however, there were two large stalls used for changing clothes for physical education. In addition, because of a lack of funding, there were no facilities to feed the students. As a result, Mr. Constantine’s store, which was located across the street from the school, became the first facility used to feed students. To assist, community leaders provided a five-cent lunch, Holsum Bakery donated bread, and Mr. and Mrs. Mays provided produce from their farm and grove. During Dobb’s term as principal, the school’s name was changed to Goulds Elementary, Junior, and Senior High School.

**Fifth Principal:**
In 1939, Mr. Roby George became the principal of the school. At that time, his staff consisted of nine teachers with a student population of approximately thirty-eight students per class. Because of the overcrowded classrooms, portables became an extension of the school.

During Mr. George’s administration, students completed grades one through nine. Upon graduating from the ninth grade, each student received a certificate as proof of his/her attendance.
Because of segregation, the graduating ninth graders were then transported by Mr. Mays to Carver Senior High School in Coconut Grove, where they completed their formal education and received their high school diplomas. Mrs. Mays on the other hand, after fifteen years of service, retired as one of the school bus drivers. She continued her involvement, however, in the struggle for quality education for Black youths.

To extend its concern for the community, in the 1940's, the school administration opened two evening sessions to train veterans returning home from the World War II. These vocational programs provided necessary skills in the area of agriculture and machinery repair.

With the expansion of residential areas, the population continued to increase; therefore, enrollment continued to increase. In 1951, the Board of Education and community citizens voted to rename the school in honor of Mr. and Mrs. Mays. The new building was dedicated and named the Arthur and Polly Mays Elementary - Junior High School. Courses at the junior high level included English, social studies, mathematics, science, biology, speech, home economics, physical education, vocational agriculture, Spanish, industrial arts and guidance.

The new building consisted of a total of twenty-six classrooms, office space, three corridors, a kitchen, a cafeteria, storage space, eight bathrooms, and clinic rooms. In 1957, an auditorium was added. This was a welcome site to both the school and the community. This structure provided a place for PTA meetings, commencement programs, award ceremonies, community meetings, pep-rallies, assemblies, and gospel meetings.

Although Blacks students of the South Dade area were now being educated, they faced the stench of segregation which produced a variety of discrepancies between the education provided for Black schools and that of white schools. Despite the absence of up-to-date materials, the curriculum was designed to provide a complete and quality education for both elementary and junior high school students. In 1951, in addition; to having a new school built, school’s administration also successfully expanded its curriculum to include a tenth-grade class. A year later an eleventh-grade class was added, and, finally, in 1953, a twelfth-grade class was added.

Within the same year, Arthur and Polly Mays Elementary - Junior High School became an accredited senior high school bringing Black students in from various Black communities such as Homestead, Naranja, Modella, Perrine, Richmond Heights, and Coconut Grove.

Upon becoming a senior high school, the senior class proudly chose the Rams as the school’s mascot, and scarlet and gray as the school colors. Like all high schools, Arthur and Polly Mays Senior High had a very successful football and basketball team. The teams were proudly supported by the students, the faculty, and the neighboring communities. In addition to the various teams within the school, it was the high-stepping, drum-beating band that brought school spirit alive, with the mighty Mays High Cheerleaders dancing and cheering to keep the crowded gymnasium or football field full of people entertained. The first band director, Mr. Hubert H. Thompson, later became the Director of Vocational Agricultural Programs and the school photographer. The head coach of the football team, Mr. Rufus Tribble, a tall, stern, disciplinarian, was well-known throughout the communities for his coaching and leadership abilities. Under his guidance, the team played against some of the toughest Black senior high schools of its time such as Miami Jackson, Miami Northwestern, Miami Edison, Carver, Carol City, and Booker T. Washington Senior High Schools. After desegregation, these
Schools became junior high schools, except Miami Jackson, Northwestern, and Carol City Senior High.

In 1954, Arthur and Polly Mays Elementary-Junior High School held its first commencement exercise in the school’s cafeteria with a graduating class of twenty-nine proud seniors. As the years progressed, so did the senior class. For example, in 1959, the graduating class had grown to eighty students; however, Mr. Roby George did not live to see this (he passed away in 1959 after a long bout with cancer). Therefore, Mr. Elmo Sparks was asked to preside as interim principal to complete the year. During this time, many of the elementary students were bused to Richmond Elementary in Perrine. In 1960, the doors of Pine Villa Elementary School opened, eliminating the need to bus neighboring students to Richmond Elementary. Thus, Arthur and Polly Mays Elementary-Junior High School became known as Mays Junior-Senior High School, covering grades seven through twelve.

Sixth Principal:
Within the same year, Mr. James E. Simmons began his administration of Mays Junior-Senior High School, which was operating on three shifts at this time. He was also the administrator during the implementation of the Silver Knight Awards program. He served as principal until 1964, at which time he was succeeded by Mr. Earl Wells. Mr. Wells’ administration, however, was not a continuation of the status quo; instead, his term was plagued by boundary changes which caused a decrease in enrollment. After racial disputes arose at South Dade Senior High School (a white school with a few Black students), however, many Black students from the Homestead area fled to Mays Junior-Senior High. On the other hand, Mays was changing in other forms, such as the time when several students were recipients of a program which afforded them the opportunity to act as pages in Congress in Washington, D.C. The Upward Bound and Work Experience Programs were also implemented during this time.

Mays was at its peak during this particular time. Students were achieving at all levels and school morale was high. By this time, the faculty had been integrated and rumors flew that the wheels of desegregation were beginning to turn.

Seventh Principal:
In 1968, Mr. Nelson Bethel was appointed Principal. It was under his administration that the school began to experience changes. First, in 1969, Mays Junior-Senior High School held its last commencement exercise before being phased out as a senior high school because of desegregation. The school became known as Mays Junior High School. Therefore, students in grades ten through twelve were reluctantly bused to South Dade and Killian Senior High School, where they were met with opposition.

Eighth Principal:
In 1972, Mays Junior High welcomed a new administrator, Mr. John H. Pinckney who served during the time that Mays was operating on two shifts because of overcrowding.

In 1976, brought a welcome relief as the doors of Centennial Junior High School opened, eliminating the overcrowding situation at Mays. Not all students went to the newly opened Centennial, however; some were sent to Cutler Ridge Junior High because of boundary changes.
In 1979 was a proud year for Mays Junior High primarily because it was this year that one of its teachers, Mr. Victor Lopez, became “Mays Teacher of the Year” and later went on to become “Florida’s State Teacher of the Year”.

**Ninth Principal:**
Mr. Robert Stinson became principal in 1983. It was during his administration that the school made the name change from Mays Junior High School to Mays Middle School in 1987. In the 1988-89 school year, Mays Middle added its Humanities magnet classes, and a year later the school was able to add the Visual and Performing Arts magnet year, thus becoming the first school in Dade County to have two magnet programs. Before Mr. Stinson’s administration ended 1996, he oversaw the rebuilding of the school after Hurricane Andrew.

**Tenth Principal:**
Mr. Timothy Dawson served as principal during the 1996 - 1997 school year, updating the existing technology of the school to provide teachers and students with the tools necessary to meet the challenges of the twenty-first century.

**Eleventh Principal:**
Mr. Kenneth S. Cooper began his administration during the 1997 - 2009. During his administration, he has successfully implemented block scheduling and achieved the great accomplishment of moving the school from a “D” school to a “C” school, for two consecutive years, according to Governor Jeb Bush’s A + Plan. Additionally, under Mr. Cooper’s administration, Mays became a full service school providing benefits to the community, including classes covering a variety of subjects.

**Twelfth Principal:**
In July of 2009, Mr. Martin T. Reid became the twelve principal. Under his leadership, the school transformed into Arthur & Polly Mays Conservatory of the Arts 6-12 and became an “A” school.

Mr. Martin T. Reid, has thirteen years of administrative experience and has served as a principal on the elementary, middle and high school levels in Miami-Dade and Broward counties.
Faculty Roster

Language Arts:
Blanco, Zoraida; Cargill, Carlene; Ceschin, Mary (ESOL); Gregory, Renee; Hill, Michael; Parker, Windy; Pope, Sabrina; Voltaire, Emmanuela; Wood, Debra

Mathematics:
Acevedo, Adalberto; Bell, Janet; Colli, Maria; David, Kirk; DeFranks, John; Khalil, Yasin; Snyder, Pamela; Woolcock, Ryan

Science:
Charles, Claudine; Cobb, Rhonda; Green, Khyanne; Jacobs, Shearlyn

Social Studies:
Gonzalez, Einer; Haddock, Ericka; Whitaker, Tina

SPED:
Arguello, Claudia

Elective:
Casanova, Ayanay (Spanish); Gonzalez, Einer (P.E.)

Magnet:
Beard, Kristina (Art & Magnet Lead Teacher); Deitrich, Elke (Drama); Hill, Michael (i-Write); Marsh, Devin (Broadcasting), McFarland, Lateshia (Dance); Obregon, Gerald (Art); Padron, Sylvia (Dance); Parker, Windy (i-Write); Perotak, Bryan (Drama); Ruff, Sarah (Chorus); Scavella, Arthur (Band & Orchestra); Starkey, Marjorie (Art)

SCSI:
King-Morrison, Robin

Media Specialist:
Yanowitz, Judith

Counselors:
Middle School: Nuñez, Maria Elena
High School: Jean-Louis, Heather

Activity Director:
Burth, Cathina
### Important Dates

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### Miami-Dade County Public Schools
#### 2015-2016 School Calendar
#### Elementary and Secondary

#### July 2015
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Days in Grading Period

- 1:46
- 2:45
- 3:48
- 4:43

For information on employee opt days, please refer to the back of the calendar.
MIAMI-DADE COUNTY PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

August 20, 21, 2015  Teacher planning days; no students in school
August 24  First Day of School; begin first semester
September 3  Secondary early release day
September 7  Labor Day; holiday for students and employees
September 14++ Teacher planning day; no students in school
September 23++ Teacher planning day; no students in school
October 8  Secondary early release day
October 29  End first grading period; first semester
October 30  Teacher planning day; Professional Development Day—not available to opt; no students in school
November 2  Begin second grading period; first semester
November 11  Observation of Veterans' Day; holiday for students and employees
November 25++ Teacher planning day; no students in school
November 28  Thanksgiving; Board-approved holiday for students and employees
November 27  Recess Day
December 10  Secondary early release day
December 21- January 1, 2016  Winter recess for students and all employees with the exception of Fraternal Order of Police Employees
January 18  Observance of Dr. Martin Luther King Jr.'s Birthday; holiday for students and employees
January 22  End first semester and second grading period
January 25++ Teacher planning day; no students in school
January 29  Begin second semester; third grading period
February 4  Secondary early release day
February 15  All Presidents' Day; holiday for students and employees
February 18  Teacher planning day; Professional Development Day—not available to opt; no students in school
March 17  Secondary early release day
March 21-25  Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 7  End third grading period; second semester
April 8++ Teacher planning day; no students in school
April 11  Begin fourth grading period; second semester
May 30  Observance of Memorial Day; holiday for students and employees
June 9  Last Day of School; end fourth grading period; second semester
June 10  Teacher planning day; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-6) are released one (1) hour early.

Job Category  Beginning Date  Ending Date
Teachers new to the system  August 13, 2015  June 10, 2016
Assistant Principals and 10-month clerical  August 13, 2015  June 17, 2016
Cafeteria Managers  August 17, 2015  June 10, 2016
All Instructional Staff, Paraprofessionals & Security  August 20, 2015  June 10, 2016
Assistant to Cafeteria Managers/MAT Specialists  August 21, 2015  June 9, 2016
Cafeteria Workers (part-time)  August 24, 2015  June 9, 2016

*Teachers, paraprofessionals and school support personnel may opt to work one or two days, August 18, 19, 2015, or June 13, 14, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 13, 14, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 11, 12, 2015, or June 20, 21, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.
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 non-curriculum-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, non-curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

**Non-School Sponsored Clubs**

The State of Florida prohibits the participation of public school students in Fraternities or Sororities, or any other secret society whose active membership is comprised wholly or partly by public school students and its members are selected based on the decision of its members, and not on the rules of the school.

**Fieldtrips and Special Activities**

The Student Activities Office is responsible for coordinating fieldtrips and activities pertaining to clubs and classes. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

**Senior Activities**

Students and parent(s)/guardian(s) must read and sign the Miami-Dade county Public Schools Contract for Student Participation in Interscholastic Competitions or Performances (FM-7155) (08-07).

**Fundraisers – Board Policy 5830**

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An Application for Fundraising Activity, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, Region Center Approval for Fundraising Activity (Community Sales).

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, are not allowed to be conducted as school-sponsored/student fundraisers. High school students are allowed to participate in the sale of magazines.

**Fundraisers – Board Rule 6Gx13- 5C-1.07**

Sale of magazines shall be permitted by students in grades 9, 10, 11, and 12 only. Solicitations shall be permitted in homes only if a student is accompanied by an adult; no soliciting in offices or businesses of any kind. The fundraising activities in each school shall be limited to two weeks. Promotional activities shall be kept within reasonable bounds and competition among schools, and among students in individual schools, shall not be unduly stimulated.
**Student Arrival**

Upon arrival to school, students must report to one of three areas:

1. Cafeteria for breakfast
2. Gym (High school only)
3. Media Center

Students cannot walk around campus and must wait in one of three designated areas until 7:15 a.m. Students are not allowed to leave campus once they have arrived to school.

**Student Drop-off / Student Pick-up ZONE**

Due to safety and security concerns, students can no longer be dropped off or picked up in the front of the school on 216th Street. The front doors will be closed and the area will be marked off safety cones.

Parents can only drop their students off or pick their students up at the parent pick-up/drop-off area on the side of the school on SW 117th Ct. by Pine Villa Elementary School. Due to safety reasons, students cannot be dropped off or picked up in the front office parking lot or the teachers parking lot.

Students cannot exit the building by the front doors near the cafeteria. Students must exit the building through the parent pick-up/drop-off area or by room 1.

**STUDENTS ARE NOT ALLOWED TO GO ACROSS THE STREET TO THE STORE.**

**Late Arrival (Tardiness)**

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. Late arrival may be accrued and count towards unexcused absences.

**Early Sign-out - Board Policy 5200**

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 30 minutes of the school day unless authorized by the principal or principal’s designee (i.e., emergency, sickness).

**Rainy Day Dismissal**

Students will be dismissed by hallways. All walking students will remain in the cafeteria until inclement weather passes.
Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

The Attendance Review Committee
The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee. The ARC 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 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
   c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies
1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal’s designee: The student must receive advance written permission from the principal or the principal’s designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal’s designee. The principal shall require documentation related to the condition.

Unexcused School Absence
Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:
1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)
Bringing Pets to School

Students are not allowed to bring pets to school.

Cafeteria

Food Cost

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<td>All students at no charge</td>
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<td>Adults .......... $2.00</td>
<td>Reduced price (students) .... $0.40</td>
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<td>Adults .......... $3.00</td>
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Cafeteria opens for breakfast at 6:45 a.m. – 7:20 a.m.

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price.

In place of the paper application, School Meal Program brochures are distributed to all students in Opening of School packets. Brochures are printed by the Department Food and Nutrition and are being provided in three languages. To reduce handling, processing time and errors on paper applications, parents are encouraged to complete the application online at [http://nutrition.dadeschools.net/](http://nutrition.dadeschools.net/).

Many students are approved through Direct Certification and do not submit a lunch application. Processing time is significantly faster for applications submitted online. Students will use their student identification (ID) number from the 2014-2015 school year. Prior to September 21, 2015, a new application must be approved and filed before students(s) will receive free and/or reduced lunch. If not submitted early and approved, students will need to bring lunch from home until paper work is completed.

PAYPAMS

Miami Dade County Public School’s Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet at [https://paypams.com](https://paypams.com) or by telephone for their child’s/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

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

Cafeteria Rules

- keep in a single line
- always be courteous to the cafeteria workers
- always use acceptable table manners
- discard the trash appropriately

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the COSC.
Miami-Dade County School Board approved a revised Code of Student Conduct (COSC). The COSC focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.

A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.

The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places – including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities – where appropriate school administrators have jurisdiction over students.

Principals are authorized to take administrative action whenever a student's behavior away from school has a detrimental effect upon other students or on the orderly educational process. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.

The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression and assembly; and publications. It also outlines parents' rights in regard to assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the District.

Parents/guardians can access the COSC in English, Spanish and Haitian-Creole on the M-DCPS’ website at ehandbooks.dadeschools.net/policies/90/index.htm or they may request a copy from their child’s school.
LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

Disruptive Behaviors

- Unauthorized location
- Confrontation with another student
- Cutting class
- Misrepresentation
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1)
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code (See Special Notes #2)

The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for serious or habitual Level I infractions.

PLAN I

- Parent/guardian contact (See Special Notes #3)
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) (See Special Notes #4)
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #5)
- Behavior Plan
- Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.
- Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.

Special Notes

#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.

#2 See Vital Alerts for the policy and prescribed corrective strategies p. 34

- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

Special Notes

#3 Good faith attempt must be made immediately to contact parent/guardian by telephone.

#4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

#5 When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

**LEVEL II**

**Seriously Disruptive Behaviors**
- Cheating
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting (See Special Notes #1)
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under $300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

**Special Notes**

- See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN.

**PLAN II**

- Parent/guardian contact (See Special Notes #2)
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Corrective Strategies from Level I
- Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes #3)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #4)
- Diversion Center
- Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.

**Special Notes**

- Good faith attempt must be made immediately to contact parent/guardian by telephone.
- Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
**LEVEL III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

### PLAN III

- Parent/guardian contact (See Special Notes #4)
- Suspension from school for one to ten days (See Special Notes #5)
- Corrective Strategies from Level I & II
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #6)

**Special Notes**

- All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

  - Bullying infractions do not require a SPAR
  - Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.
  - See Vital Alerts for the Policy p.36.

- Good faith attempt must be made immediately to contact parent/guardian by telephone.
- Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
**LEVEL IV Behaviors** are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

### LEVEL IV

**Dangerous or Violent Behaviors**

- Battery against a non-staff member
- Grand theft (over $300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering
- Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes #1)
- Sexting (2) (See pages 35)
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

### Special Notes

- All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).

#1 See Vital Alerts for the Policy p. 36.

### Plan IV

The principal or designee must use the following strategies from **PLAN IV**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

- Parent/guardian contact (See Special Notes #2)
- Suspension from school for one to ten days (See Special Notes #3)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes #4)
- Recommendation for alternative educational setting
- Recommendation for expulsion.

### Special Notes

- Good faith attempt must be made immediately to contact parent/guardian by telephone.
- Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.
- When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.
**LEVEL V Behaviors** are the most serious acts of misconduct and violent actions that threaten life.

**LEVEL V**

**Most Serious, Dangerous or Violent Behaviors**

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business (See Special Notes ¹)
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school (See Special Notes ¹)
- Sexting (3) Offense (See page 36)
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes ¹

**Special Notes**

- All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).
- The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
- This level of infraction may result in an expulsion requiring School Board action.

¹ Mandatory one year expulsion.

**PLAN V**

- Parent/guardian contact (See Special Notes ²)
- Suspension from school for ten days (See Special Notes ³)
- Participation in counseling session related to the infraction
- Refer to outside agency/provider (See Special Notes ⁴)
- Recommendation for expulsion

**Special Notes**

² Good faith attempt must be made immediately to contact parent/guardian by telephone.

³ Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.

⁴ When referring parent(s)/guardian(s) to outside agencies/providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.
Comprehensive Reading Plan
All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

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 records, and provide 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 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.

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

Uniform Policy
Arthur & Polly Mays Conservatory of the Arts is a mandatory uniform school.

High School Academy Uniform Policy:

<table>
<thead>
<tr>
<th>Ladies</th>
<th>Gentlemen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Tops:</strong> Polo with school logo  <strong>Colors: red, light gray, white &amp; black</strong></td>
<td>1. <strong>Tops:</strong> Polo with school logo  <strong>Colors- red, light gray, white &amp; black</strong></td>
</tr>
<tr>
<td>2. <strong>Bottoms:</strong> Jeans, pants, capris, cargo shorts or skirts (knee length) NO LEGGINGS/TIGHTS</td>
<td>2. <strong>Bottoms:</strong> Jeans, pants or cargo shorts</td>
</tr>
</tbody>
</table>

Middle School Academy Uniform Policy:

<table>
<thead>
<tr>
<th>Ladies</th>
<th>Gentlemen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Tops:</strong> Polo with school logo  <strong>Colors: red, gray or white</strong></td>
<td>1. <strong>Tops:</strong> Polo with school logo  <strong>(Polo shirts are to be tucked in at all times) Colors-red, gray or white</strong></td>
</tr>
<tr>
<td>2. <strong>Bottoms:</strong> Pants, cargo shorts, Capris or skirts (knee length) Colors-khaki or navy blue</td>
<td>2. <strong>Bottoms:</strong> Cargo shorts or pants Colors-khaki or navy blue</td>
</tr>
</tbody>
</table>

**An additional color is available based upon the student’s program. This Spirit Polo color is only available at Ibiley Uniforms, 11530 SW 120th Street.**

The following items are dress code violations and are NOT permitted:

1. Hats, bandanas, rubber bands, hair rollers or any other head dress of any kind.
2. Backless shoes, sandals, or open toed shoes (heels and toes must be covered for safety.)
3. Hair rollers, rubber bands, bedroom shoes or pajamas.
Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

Financial Obligations

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities must be paid in the school’s treasurer’s office.

Each student’s academic program will determine the amount of his/her school fees. **FEES WILL BE COLLECTED IN THE CAFETERIA DURING HOMEROOM STARTING SEPTEMBER 08 – 25. CHECKS ARE NOT ACCEPTED.**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Band (Senior High only)</strong></td>
<td>$4.00</td>
</tr>
<tr>
<td>Band</td>
<td>$6.00</td>
</tr>
<tr>
<td><strong>Chorus (Senior High only)</strong></td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Science - Regular</strong></td>
<td>$6.00</td>
</tr>
<tr>
<td><strong>Student’s ID card</strong></td>
<td>$2.00</td>
</tr>
<tr>
<td><strong>Physical Science, Chemistry, Biology, Anatomy &amp; Physiology</strong></td>
<td>$10.00 (each)</td>
</tr>
<tr>
<td><strong>Math (Senior High only)</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Magnet</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Technology – 9th graders</strong></td>
<td></td>
</tr>
<tr>
<td>Students on regular price lunch</td>
<td>$20.00</td>
</tr>
<tr>
<td>Students on reduced price lunch</td>
<td>$15.00</td>
</tr>
<tr>
<td>Students on free lunch</td>
<td>$05.00</td>
</tr>
</tbody>
</table>

Please be informed at each student has a financial obligation. Such financial obligation must be paid in full before graduation or the student will NOT be able to graduate.

Florida KidCare

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children’s Medical Services Network (CMS) for children with special health care needs, and Medicaid.

*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to [www.floridakidcare.org](http://www.floridakidcare.org) for enrollment procedures.*
**Academic Grades**

Academic grades are to reflect the student’s academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student’s effort and/or conduct.

<table>
<thead>
<tr>
<th>K-12 GRADES</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
<th>GRADE POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Outstanding progress</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Above average progress</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average progress</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Lowest acceptable progress</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

**Conduct**

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

**Grade Point Average**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

**Interim Progress Report**

Interim progress reports must be sent home at any time the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

**5-point Rule**

In authorized annual courses, the student’s final grade is determined by the teacher as follows: 20 percent for each of four nine-week grading periods, 10 percent for the mid-year exam, and 10 percent for the final exam, with a provision for teacher override. This equates to ten points required to pass an annual course using a 4.0 scale. Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester.

**Halls/Hall Passes**

Approximately four minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

At no time a student is to be out of the classroom during class without an official Yellow Pass or their agenda book signed. Teachers are not to give verbal permission for a student to exit the classroom.

**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 that 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.
Scoliosis Screening (6th grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. A sample letter (FM-4382) notifying parents of the school’s scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Homework / Make-up Assignments
Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).

Immunizations
Requirements for School Entry:
1. A complete Florida Certification of Immunization – blue or white card form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

Insurance
The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward enrollment application and additional information to the parents.

Internet Use Policy – Board Policy 7540.03
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 get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Lost and Found
Found items will be located in the main office.

Media Center
Arthur & Polly Mays Conservatory of the Arts Media Center is open during regular school hours at 7:05 – 7:20 a.m. and after school on Mondays and Thursdays from 2:20 – 3:20. The Media Center Specialist, Mrs. Yanowitz, runs the library on a combination of scheduled and flexible access. Teachers may sign up to bring students to check-out books or use the computers; or send small groups on passes during the day. Students may check-out two books for two weeks as long as they do not have lost books or owe fine to other schools. The Accelerated Reader program is available for all students to use. The entire student body is tested with Star Reading to determine their level. Students are encouraged to frequent the library and read for their pleasure.

Messages and Use of Telephones
Students will not be called to the office during instructional time unless there is an emergency. Parents and students must make prior arrangements concerning pick up, after-school activities, car pool or other messages to reduce classroom interruptions. In an emergency or in case of serious discipline, a student will be allowed to telephone home or contact a parent at work. Students will not be using the phone during the school day. If they are ill or if there is an emergency, an administrator will call a parent.
Out of Area Transfer – Board Policy 5131

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 Board. A student may request an out of area transfer if the student resides with a 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, the 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 to their children and to them 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.

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

• Help Your Child Learn (Example: PASSport to Success – 8 module series)
• Parenting Skills (Example: Positive Discipline)
• Arts & Culture (Example: Enrich Your Child through Arts and Culture in Miami)
• Personal Growth (Example: Parent Portal)
• Health and Wellness (Example: Preventing Substance Abuse)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the Course Directory section on The Parent Academy’s Web site 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. Staff can be reached at (305) 995-2680.

Parent Portal

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parents’ to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act.
Parents Portal It is as easy as 1, 2, 3

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information—including grades, attendance and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parent to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act (NCLB).

1. Obtain your child(ren) Student Identification Number
2. Obtain your 6 digit Parent Identification Number (PIN) by visiting your child’s school
3. Create a parent account, login to: http://www.dadeschools.net/parents
4. Login to Parent Portal – for student grades, bus routes, attendance, and other important information.

www.dadeschools.net
Parent-Teacher Association (PTA/PTSA)

The Arthur & Polly Mays Conservatory of the Arts - Parent-Teacher Student Association (PTSA) works with state and national PTSA\textsc{r}s to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

Permanent Records (FYI – from the Student Educational Records Manual)

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

a) pupil’s or student’s full legal name

b) authenticated birthdate, place of birth, race, and sex

c) last known address of pupil or student

d) names of pupil’s or student’s parent(s) or guardian(s)

e) name and location of last school attended

f) number of days present and absent, date enrolled, date withdrawn

g) courses taken and record of achievement, such as grades, credits, or certification of competence

h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma

i) State and/or District standardized assessment/achievement test results, if required for graduation

j) written records of access to the student’s record

k) Home Language Survey

Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.

1. Teacher
2. Assistant Principal
3. Principal
4. Region Center
5. District
Registration Procedures
Registration requirements for children enrolling in Miami-Dade County Public Schools for the first time: child’s birth certificate; social security card; immunization records; grades from previous school; parent’s photo identification and a proof of address (FPL bill or gas, lease or deed).

Registration requirements for children transferring from another Miami-Dade County Public School: withdrawal document from previous school, parent’s photo identification and a proof of address (FPL bill or gas, lease or deed).

Safety and Security
The 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 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.

Accident Reports
Any student who witnesses an accident or is injured in 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 safety exists within the community (Code Yellow), or an imminent threat to students and staff 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 a school administrator makes an “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
Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher’s instructions. They 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, teacher and staff must remain outside the building until permission is given to re-enter.

Identification Cards
Student identification cards are issued early in the school year, and must be worn by students at all times.
Parking decals for all motor vehicles, including mopeds and motorcycles, will be required for students parking at the school. Vehicles without parking decals will be ticketed or towed at the owner’s expense.

**Transporting Students to School**

1. Students must be at the bus stop ready to board the bus approximately 10 minutes before the designated arrival time. The bus cannot wait for tardy students.
2. The student must have a valid bus pass (unauthorized persons are not permitted to ride).
3. Students are unable to take another bus during the school year.
4. Stand off roadway while awaiting the bus.
5. Stay in your seat at all times while bus is moving.
6. Keep your head and arms inside windows.
7. Cross the roadway immediately in front of the bus.
8. Unnecessary conversation with the driver is dangerous.
9. No radios shall be played and no singing is permitted on the bus.
10. Students must be absolutely quiet while the bus is stopped crossing all railroad tracks.
11. The driver is in full charge of the bus and responsible for your safety. The driver has been ordered to stop the bus anytime the driver feels misconduct on the part of the students endangers the lives of others.
12. The driver has the right to assign students to certain seats if necessary to promote order on the bus.
13. No eating, drinking or smoking is allowed on the bus.

**Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

**School Center for Special Instructions (SCSI)**

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

**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.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student 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 that has been provided through re-evaluation or by the parent/guardian.

Parent/guardian involvement in the special education process is very important. Parents/guardians 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/guardians 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. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational
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 Pictures – September 15 & 16 – all day. Money will be collected on picture day. No checks accepted.

Student 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.

Student Services

**Academic Advisement**

The guidance staff at Arthur & Polly Mays Conservatory of the Arts provides a variety of guidance services for all students enrolled. The guidance program is designed to help students in solving their social and personal concerns. Both individual and group counseling is available. Conferences with counselors may be scheduled in several ways: 1) by the counselor; 2) by the student; 3) by the teacher; 4) by the parent; or 5) by an administrator. Students needing to see a counselor will complete a form in homeroom. Counselors will send for these students making requests. Teachers are not to send a student(s) to the counselor unless there is an emergency.

**Counselor Request**

Parents may call Student Services at 305-233-2300 to schedule counselor appointments. The counselors are available from 7:05 a.m. until 2:20 p.m. each school day. It is important for parents to have an active input regarding their child’s academic progress. Our counselors will assist parents with any problem and/or concern that they believe may prevent their child from reaching his/her potential. Ms. Nuñez, middle school students; and Ms. Jean-Louis, high school students.

**Speech Therapy**

Students needing speech therapy will be scheduled according to their I.E.P. requirements.

Textbooks

**Textbook Responsibilities:** Students are issued a textbook for most classes. Each book has an M-DCPS identification number that is assigned to the book and allows the instructor to identify the owner of the book. Once a student is issued the book, it is his/her responsibility to preserve the quality of the book as well as not to lose the book. If a book is lost or damaged, it will be the student’s responsibility to pay for the book. Teachers will issue another book on a temporary basis until payment for the lost book is received.

Teachers will issue a “lost book form” to students to take home to the parent. The “lost book form” will designate the name of the book, the date of issuance, and the total price of the book. Checks may be made payable to Arthur & Polly Mays Conservatory of the Arts. You may pay the school treasurer in the main office area.

**NOTE:** Lost books and other charges which are not paid become part of a student’s permanent record. Please take the actions needed to clear the student’s debts every year to avoid problems and delays at graduation.

It would be helpful if parents could assist by emphasizing that textbooks are not only important for study purposes, but they also are very expensive. We feel that if parents are assisting us, fewer books will be lost.

Transportation Eligibility

Students will be assigned for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles (2.5), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP).
TITLE I ADMINISTRATION

The Title I Administration Parental Program helps parents/guardians become more engaged with their children’s education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose, the Title I funded Community Involvement Specialists (CIS) or Community Liaison Specialists (CLS) at Title I schools, assist school-sites, the District and Region Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in Title I schools are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named below that are marked with an asterisk (*), will be distributed to parents by the school site, and are available in English, Spanish and Haitian-Creole.

PROGRAM COMPONENTS:
M-DCPS Title I Parental Involvement Plan
*Title I Program Parent Notification Letter
*Title I School’s Parental Involvement Plan
*Title I School-Parent Compact
Title I Annual Parent Meeting -- “Open House”
Title I District Advisory Council (DAC)
Title I Region Centers Parent Advisory Council (PAC)
Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless (CPH)
Title I Migrant Education Program (MEP)
Title I Challenging Higher Education for Students in our Schools (CHESS) Program
Title I Home Instruction for Parents of Preschool Youngsters (HIPPY) Program

PARENT RESOURCE CENTERS
School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North - 7900 NW 27th Avenue, Suite F9 - Miami, FL 33147
(Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South - 5555 SW 93rd Avenue, Portable #3 - Miami, FL 33165
(FDLRS South Site)

Should you need further information regarding the Title I Program at your children’s school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to http://title1.dadeschools.net/.
Volunteer Program

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

<table>
<thead>
<tr>
<th>Level 1 - complete a database background check</th>
<th>Level 2 - complete a fingerprint background check</th>
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<tbody>
<tr>
<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
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<tr>
<td>• Classroom assistants</td>
<td>• Mentors</td>
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<tr>
<td>• Math and/or reading tutors.</td>
<td>• Listeners</td>
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<td></td>
<td>• Athletic/Physical Education assistants</td>
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<td>• Overnight chaperones.</td>
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Any individual interested in volunteering in Miami-Dade County Public Schools must:
- Show a current valid government-issued identification with picture.
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

Work Permits

The State of Florida requires age verification prior to referring any child for employment. It is against Florida and Federal Child Labor Laws to employ children under the age of 14. In addition, days and hours of employment are restricted based on the child’s age.

Yearbooks – 2015 / 2016

Yearbooks will be sold as follows:

- August 24, 2015 – October 30, 2015...........$30.00
- October 31, 2015 – January 25, 2016...........$35.00
- January 26, 2016 – April 8, 2016.............$40.00
- April 9, 2016............................................$45.00
Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child’s teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child’s teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

Martin T. Reid, Principal
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.
- **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, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)