

# ACADEMIR CHARTER SCHOOL PREPARATORY K-8

A Tuition Free Miami-Dade County Public Charter School

## PARENT / STUDENT HANDBOOK

2023-2024



students. This handbook is designed to provide you with information that will answer most of your questions. Please read the handbook and discuss appropriate items with your child. We look forward to working with you and your children. If you have any questions regarding the handbook, please do not hesitate to contact us.

### **OUR MISSION**

The mission of AcadeMir Charter School Preparatory is to provide students with a well-rounded education, through a challenging program, focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement.

### **OUR VISION**

The vision for AcadeMir Charter School Preparatory is to provide students with a challenging and rigorous curriculum enabling students to be well prepared for higher education and life through adherence to an unwavering mission, shared purpose and clearly articulated goals.

Students will experience a cross curricula instructional approach using the Florida Standards and benchmarks.

### **OUR PURPOSE**

The purpose of AcadeMir Charter School Preparatory is to prepare students to reach their maximum potential in all subjects with special emphasis on mathematics, science and reading using reform-based exemplary curricula and enhancement programs. The school will prepare its students to be productive and responsible citizens through these exemplary programs.

### **OUR EDUCATIONAL PHILOSOPHY**

AcadeMir Charter School Preparatory's philosophy is to fully prepare students to carry the torch of knowledge through its proven curricula, as well as the freedom and prosperity that is passed from generation to generation in this great country. Encouraging the use of innovative learning methods is a vital part of providing an educational program that truly meets the needs of all children. All learners possess areas of strength and areas of weakness and therefore, they express and receive knowledge in many ways. Effective teachers understand the need to differentiate instruction for all students in order for learning to occur. Understanding a student's area of intelligence, learning style, and/or learning preference is one way teachers can positively impact a student's ability to learn. The role of the teacher is to observe what their students are doing, figure out why they are doing it that way, and to give them the right kind and amount of information and feedback so they may solidify their learning and perform what they have been taught. Students must be able to make sense of what is taught if they are going to apply their learning in other situations.

Please note: All students enrolled in ACSP K-8 are students of Miami-Dade County Public Schools, subject to applicable policies and entitled to the same rights.

### **PRINCIPAL'S MESSAGE**

Dear Parents and Students,

The AcadeMir Charter School Preparatory K-8 Eureka campus family welcomes you and your children to an exciting and productive school year. At ACSP we encourage your interest and participation. In order for children to have a successful education there must be a positive and strong partnership between the home, school, and community.

We are concerned about the safety and happiness of your children. We have established guidelines to be followed by you and your children in our Parent/Student Handbook. Students and parents/guardians can access the Parent/Student Handbook document on the website, or you may request a copy from your child's homeroom teacher. To ensure OUR SUCCESS it will be important that all of us adhere to these policies. Please familiarize yourself and your children with these policies and keep the handbook as a reference. Please sign the attached copy of the **CONTRACT/Receipt of Parent/Student Handbook Procedures** form and return it to your child's homeroom teacher. Your interest and support are greatly appreciated.

We urge you to keep in touch with our staff, to ask questions and make suggestions. In order to keep the lines of communications open, ACSP will utilize its website, IG account @academircharterprep, BLOOMZ and School Messenger to update you on any upcoming activities, important information and/or announcements. Please make sure that your contact information is updated including phone numbers and emails by correctly updating your emergency contact forms OR by contacting the main office if there have been any changes, this is our first means of communication. Working cooperatively, we hope to provide every student with the opportunity to develop his/her potential to the fullest. We look forward to working with your children during the school year.

Sincerely,

M. Kristina Ledo, Ed.D.  
Principal

### **ADMINISTRATION DIRECTORY**

Principal: Dr. Mary Kristina Ledo-Gonzalez  
Email: [mkledo@academircharterschoolpreparatory.com](mailto:mkledo@academircharterschoolpreparatory.com)

Elementary Assistant Principal: Christopher Plantada  
Email: [cplantada@academircharterschoolpreparatory.com](mailto:cplantada@academircharterschoolpreparatory.com)

Middle School Assistant Principal: Erica Tabares  
Email: [etabares@academircharterschoolpreparatory.com](mailto:etabares@academircharterschoolpreparatory.com)

Main Campus Address: 19185 S.W. 127 AVE, MIAMI, FL 33177  
Phone #: (305) 964-7542

## **ACADEMIR CHARTER SCHOOL PREPARATORY K-8 2023-2024 SCHOOL CALENDAR**

July 2023				
M	T	W	T	F
3 <sup>a</sup>	4 <sup>a</sup>	5 <sup>a</sup>	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	T	F
	1	2	3	4
7 <sup>a</sup>	8 <sup>a</sup>	9 <sup>a</sup>	10 <sup>a</sup>	11 <sup>a</sup>
14 <sup>a</sup>	15 <sup>a</sup>	16 <sup>a</sup>	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	T	F
				1 <sup>a</sup>
4 <sup>a</sup>	5 <sup>a</sup>	6	7	8
11	12	13	14	15
18	19	20	21	22 <sup>b</sup>
25 <sup>b</sup>	26 <sup>b</sup>	27	28	29

October 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 <sup>b</sup>
30	31			

November 2023				
M	T	W	T	F
		1	2	3
6	7	8	9 <sup>a</sup>	10 <sup>a</sup>
13 <sup>a</sup>	14	15	16	17 <sup>a</sup>
20 <sup>a</sup>	21	22 <sup>a</sup>	23 <sup>a</sup>	24 <sup>a</sup>
27 <sup>a</sup>	28	29	30	

December 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 <sup>a</sup>	22 <sup>a</sup>
25 <sup>a</sup>	26 <sup>a</sup>	27 <sup>a</sup>	28 <sup>a</sup>	29 <sup>a</sup>

January 2024				
M	T	W	T	F
1 <sup>a</sup>	2 <sup>a</sup>	3 <sup>a</sup>	4 <sup>a</sup>	5 <sup>a</sup>
8 <sup>a</sup>	9	10	11	12 <sup>a</sup>
15 <sup>a</sup>	16 <sup>a</sup>	17	18	19 <sup>a</sup>
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 <sup>a</sup>
19 <sup>a</sup>	20 <sup>a</sup>	21	22	23
26	27	28	29	

March 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 <sup>a</sup>	22 <sup>a</sup>
25 <sup>a</sup>	26 <sup>a</sup>	27 <sup>a</sup>	28 <sup>a</sup>	29 <sup>a</sup>

April 2024				
M	T	W	T	F
1 <sup>a</sup>	2	3	4	5
8	9	10 <sup>a</sup>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24 <sup>a</sup>
27 <sup>a</sup>	28 <sup>a</sup>	29	30	31

June 2024				
M	T	W	T	F
3 <sup>a</sup>	4 <sup>a</sup>	5 <sup>a</sup>	6 <sup>a</sup>	7 <sup>a</sup>
10	11	12	13	14
17	18	19 <sup>a</sup>	20	21
24	25	26	27	28

Days in Grading Period				
1	–	49		
2	–	41		
3	–	50		
4	–	40		

	All Teachers Report
	Teacher Planning Day   NO OPT OUT (8:30 AM - 2:00 PM)
	Black-Out Day   Testing days Included
	Teacher Planning Day   Available to OPT
	School Wide Professional Development
	Recess Day
	Beginning-End of Grading Period B/O Day
	Legal Holiday
	Given Day

**Early Release Dates:**

- August 30, 2023
- September 27, 2023
- October 25, 2023
- November 15, 2023
- December 20, 2023
- January 31, 2024
- February 28, 2024
- March 20, 2024
- April 29, 2024
- May 8, 2024
- June 17, 18, 19, 2024

Kindergarten & 1<sup>st</sup> Grade- 12:30 pm  
 Second & Third Grade- 1:00 pm  
 4<sup>th</sup> through Eighth Grade- 1:30 pm

## **REGISTRATION POLICIES & PROCEDURES**

All students enrolled at AcadeMir Charter School Preparatory must meet the following requirements and provide the following documents:

1. Proof of address in Miami-Dade County (i.e., copy of FPL bill, Water and Sewer bill, voter's registration, cable bill, warranty deed, house contract, etc.)
2. Copy of Birth Certificate
3. Previous transcripts and records from last school(s) (if necessary for grade verification)
4. Completed registration packet (including student data card)
5. Signed parent contract
6. Health and Immunization forms (blue and yellow forms)
  - **Immunization requirements Kindergarten – Twelfth Grade**
    - Four or five doses of diphtheria-tetanus pertussis (DTaP) vaccine
    - Three doses of hepatitis B (Hep B) vaccine
    - Three, four or five doses of polio (IPV) vaccine
    - Two doses of measles-mumps-rubella (MMR) vaccine
    - Two doses of varicella vaccine
  - **Immunization requirements for 7<sup>th</sup> Grade only**
    - One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve
    - An updated DH 680 form to include Tdap, must be obtained for submission to the school

Note: All students enrolled at Academir Charter School Preparatory are students of Miami-Dade County Public Schools, subject to applicable policies and entitled to the same rights.

## **WITHDRAWAL / TRANSFER POLICIES & PROCEDURES**

Only the parent who enrolls the student and completed the Emergency Student Data Form (FM-2733) may withdraw or transfer the student. Parent must bring a withdrawal slip from sending school, Proof of address with name of parent and Proof of parent / guardian identification. Once these forms have been completed transfer/withdrawal will be executed.

## **LOTTERY AND ADMISSION**

The lottery system is used when more students apply for admission to AcadeMir Charter School Preparatory than can be admitted. If there are fewer applicants than spaces available, AcadeMir Charter School Preparatory does not need to conduct a lottery.

## **CURRICULUM**

As a school of choice, AcadeMir Charter School Preparatory believes its focus on the special methods of teaching mathematics, science, and reading will appeal to those students and parents interested in the school's mission: to provide students with a well-rounded school education, through a challenging program focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement. AcadeMir Charter School Preparatory also believes that the curriculum must be well-rounded to encompass the social and cultural development of each student. AcadeMir Charter School Preparatory's curriculum is based on Florida's B.E.S.T. Standards and encompasses the core subject areas of Math, Reading, Writing and Language Arts, Science, and Social Studies, as well as, special area classes of Technology, Foreign Language, Art, Music, and Physical Education.

## ACADEMIC GRADING & PROGRESS

AcadeMir Charter School Preparatory believes that parents must be informed regularly regarding their child's performance at school. Parents can become a school's greatest ally in helping to ensure academic success for students. Grades can be accessed through the parent portal at [www.dadeschools.net](http://www.dadeschools.net).

Specific guidelines for grading student performance and for reporting student progress are provided below:

- **Academic Grades:**

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon the student's effort and/or conduct. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms which would be appropriate for the grade or subject. As per Section 1003.437, F.S., letter grades shall be used to measure student success in grade 6 through grade 8 courses with each letter grade corresponding to a specific percentile from zero to one hundred percent. The academic grades of "A," "B," "C," "D," "F," or "I" are not related to the student's effort, conduct, attendance or tardiness. The letter grade of "I" will be reserved for middle school use only. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject based on grade level competencies. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period. In grades 1-12, a common report card grading system is to be used.

When a numerical equivalent to an assigned letter grade of "A", "B", "C", "D", "F" or "I" is used, the following values apply and shall be communicated to students:

Grade	Numerical Value	Verbal Interpretation	Grade Point Value
A	90 -100 %	Outstanding progress	4
B	80 - 89 %	Above average Progress	3
C	79 – 70 %	Average progress	2
D	60 – 69 %	Lowest acceptable progress	1
F	0 – 59 %	Failure	0
I	0	Incomplete	0

Kindergarten only:

Grade	Numerical Value	Verbal Interpretation	Grade Point Value
E	90 -100 %	Excellent	4
G	80 - 89 %	Good	3
S	79 – 70 %	Satisfactory	2
M	60 – 69 %	Minimal Progress	1
U	0 – 59 %	Failure	0

### Conduct Grades for Kindergarten

Grade	Verbal Interpretation
E	Excellent
G	Good
S	Satisfactory
M	Minimal Progress
U	Failure

## Kindergarten Honor Roll

	Principal Honor Roll	Honor Roll
Academic grades	Kindergarten- All E's	Kindergarten- E's and G's
Conduct	Kindergarten- All E's	Kindergarten- E's and G's

## 1<sup>st</sup> – 8<sup>th</sup> Honor Roll

	Principal Honor Roll	Honor Roll
Academic grades	All A's	Kindergarten- E's and S's
Conduct	All A's	Kindergarten- E's and S's

In authorized semester courses, the student's final grade will be determined as follows: 50% value for each of two nine-week grading periods. A teacher may administer an assessment at the end of each nine-week grading period. The value of the assessment may not exceed 10% of the grade for each nine-week grading period.

In authorized annual courses, the student's final grade will be determined as follows: 25% value for each of four nine-week grading periods. A teacher may administer an assessment at the end of each nine-week grading period. The value of the assessment may not exceed 5% of the grade for each nine-week grading period, with a provision for teacher override.

Grade	Point Value	25% Each Quarter	Total Value
A	4	x 2.5	10
B	3	x 2.5	7.5
C	2	x 2.5	5
D	1	x 2.5	2.5
F	0	x 2.5	0

## INTERIM PROGRESS REPORT / REPORT CARD SCHEDULE

Grading Period	Progress Reports: (Available Online)
1	TBA
2	TBA
3	TBA
4	TBA

End of Grading Period / Date		Report Cards sent to Parents by:
1	10/26/23	TBA
2	01/18/24	TBA
3	04/09/24	TBA
4	06/06/24	TBA

## STUDENT PROGRESSION PLAN AND PLACEMENT POLICY

The guidelines for student progression are delineated in this 2023-2024 Student Progression Plan for Miami-Dade County Public Schools, School Board Policy 5410, which provides guidance to teachers, school and district administrators, parents

and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next and kindergarten through grade 12. The Florida Legislature requires that each district school board establish a comprehensive plan for student progression, as outlined in Florida Statutes § 1008.25(2). Specific case by case promotion, placement and retention information is explained in detail in the MDCPS- e-handbook “Student Progression Plan” (SPP). AcadeMir Schools Inc. in agreement with its Board of Directors and MDCPS as the authorizing agent for AcadeMir Schools Inc., adheres and opts to follow the District SPP which can be found in detail at [handbooks.dadeschools.net/policies/93.pdf](http://handbooks.dadeschools.net/policies/93.pdf).

**Initial Entry Requirements**

School Board Policy 5112 - Entrance Requirements establishes the admission and registration requirements for students entering school to include specific information regarding initial entry, proof of age, birth certificate, and verification of residence, health and immunization requirements, etc. Students enrolling from out of state, other districts in Florida, or who are foreign born, must adhere to the same admission and entrance requirements for registration.

**Grade Placement**

The grade placement of students registering from within the state, other states, non-public schools, home education programs, or other countries, will be determined by the principal of the receiving school, after an evaluation of the student’s record has been made.

Credits should be interpreted so that the requirements for promotion and graduation are not retroactive, provided the student has met all requirements for the grade placement in the school or home education program from which the student is transferring.

**Age Discrepancy**

In the absence of educational records or if a student’s records reflect an age discrepancy of two years or more, placement will be according to chronological age. Below is a chronological age placement table. This is the AVERAGE placement according to age. Promotion and retention guidelines found in School Board Policy 5410 affect a student’s placement. More detailed information can be found at [handbooks.dadeschools.net/policies/93.pdf](http://handbooks.dadeschools.net/policies/93.pdf).

**Student Chronological Age Assignment Table**

Age of students	Grade Level Assignment
Ages 5-10	Elementary School
11	Elementary school or middle school depending on the grade configuration of the school
12-13	Middle School
14	Middle school or high school depending on the grade configuration of the school
15 or older	Senior high school

**HOME LEARNING**

Home Learning Assignments are a very important part of learning. Developing the habit of nightly study requires parental help and guidance. This is another way to reinforce what was learned in the classroom and a means of allowing the parents to be a part of our curriculum goals.

Teachers use the following time schedule as a guide when assigning home learning:

- Kindergarten: 30 minutes



- 1<sup>st</sup> Grade: 30 minutes
- 2<sup>nd</sup> Grade: 45 minutes
- 3<sup>rd</sup> Grade: 45 minutes
- 4<sup>th</sup> Grade: 60 minutes
- 5<sup>th</sup> Grade: 60 minutes
- 6<sup>th</sup> Grade: 60 minutes
- 7<sup>th</sup> Grade: 70 minutes
- 8<sup>th</sup> Grade: 80 minutes

These times are a guide and are based on the average child's ability and concentration. Some home learning assignments may take less time and others may take a little more time.

**NOTE:** Students can receive additional help through the Homework Helpers Program, which includes the Dial-A-Teacher program, at 305-995-1600, Monday through Thursday from 5:30 P.M. to 8:30 P.M., WLRN, Channel 17. Students may also access Miami-Dade County Public School's web page at: <http://www.dial-a-teacher.com>

### **SPECIAL EDUCATION**

AcadeMir Charter School Preparatory 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.

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

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

Other 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 evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent 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/>.

## Attendance Policy

Students are expected to assume the responsibility for regular and prompt attendance in each class. If a student is not physically present in the classroom assigned, he/she will be marked absent, regardless of the reason (school business, committee meeting, band trip, illness, prearranged, etc.).

### **Attendance Defined**

- **School Attendance:**

Students are to be counted in attendance only if they are actually present for at least two (2) hours or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

- **Class Attendance:**

Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

- **Tardiness:**

A student is considered tardy if he/she is not present at the moment the school bell rings for the class assigned. Note: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent. Accumulated unexcused tardiness will be counted toward the threshold for initiating attendance review and possible "No Credit" in certain courses.

- **Early Sign-outs:**

No student shall be released within the final 30 minutes of the school day. Note: The early release of students causes disruption to academic performance of all students and may create safety and security concerns.

### **Absences**

- **Excusable Absences for Time Missed At School:**

- Personal illness of the student (medical evidence may be required by the principal for absences exceeding three (3) consecutive days). The written statement must include all the days the student has been absent from school. If a student is continually ill and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a health care provider in order to receive excused absences from school.
- Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the principal.
- An approved school activity (absences recorded, but not reported).
- Other absences with prior approval of the principal.
- Attendance at a center under the Department of Children and Families supervision.
- Significant community events with prior permission of the principal.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
- Military Connected Students – committed to assist students from military families and will continue to facilitate the development and implementation of policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave," schools will allow up to a total of 5 days of excused absences each academic year to allow families time together.
- Death in the immediate family.

- School sponsored event or educational enrichment activity that is not a school-sponsored event, as determined by the principal. The student must obtain advance written permission from the principal. Examples of special events include: public functions, conferences, and regional, state, and national competitions.
- Outdoor suspension.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal. The principal shall require documentation related to the situation.
- The following reasons are NOT excusable absences:
  - vacations, personal services, local non-school event, program, or sport activity.
  - older students providing day care services for siblings.
  - illness of others.
  - non-compliance of immunization requirements unless lawfully exempted.

Absences not included in the excused absences listed above shall be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits the required documentation. (Please note the required documentation must be a doctor's note or a handwritten, signed letter, no emails or faxes will be accepted.) Failure to provide the required documentation within **(3) three school days** upon the return to school will result in an unexcused absence.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester, and final grade(s) withheld (**No Credit**) pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Any student who fails to attend a regularly scheduled class and has a "no excuse" for the absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents. Chronic truancy or deliberate nonattendance in excess of fifteen (15) days school days within a ninety-day (90) calendar period will be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under Florida Statute 1003.21.

The student will:

- Attend school/classes 180 days each school year.
- Request the make-up assignments for all excused absences/tardies from his/her teachers upon his/her return to school or class within three (3) days. It should be noted that all class work, due to the nature of the instruction, is not readily subject to make-up work; and
- Complete the make-up assignments for classes missed within the equivalent number of days absent. Failure to make up all assignments will result in the students receiving a "Z" on all missed work and it lower student's academic and/or effort grade.
- Be reported as present for the school day in order to participate in athletic and extracurricular activities.

The parent will:

- Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
- Report and explain an absence or tardiness to the school. An original signed letter must be provided to the school within 3 schools days after the child returns to school.
- Ensure that his/her child has requested and completes make-up assignments for all excused absences/tardies from the child's teachers upon his/her return to school or class

### **MAKE-UP WORK POLICY**

Make-up work shall be accepted for full credit and grade for excused absences. All **make-up** work must be submitted within three days after the return to school.

### TARDIES

Attendance and tardiness are documented daily, and students accumulating 4 or more unexcused tardies per grading period will be written up. Students receiving more than 10 tardies per school year will receive a referral for excessive tardiness.

### BELL SCHEDULE

7:30 am..... Doors Open Main Campus  
8:00 am..... 2<sup>nd</sup> – 8<sup>th</sup> Grade Students must report to class  
8:00 am..... Doors Open PLC Campus  
8:30 am..... K – 1<sup>st</sup> Grade Students must report to class

### DISMISSAL PROCEDURES

Dismissal for Kinder and 1<sup>st</sup> grade students is at 2:30 p.m., dismissal for 2<sup>nd</sup> and 3<sup>rd</sup> grade students is at 3:00 pm, dismissal for 4<sup>th</sup> and 5<sup>th</sup> grade students is at 3:30pm, and dismissal for 6<sup>th</sup> through 8<sup>th</sup> grade students is at 3:20 pm. Students will not be released the final 30 minutes of the school day. Those children staying 15 minutes after dismissal **WILL BE CHARGED a \$1.00 PER MINUTE SERVICE CHARGE FEE. There will be NO EXCEPTIONS.**

*Procedures to sign out a student for early dismissal:*

1. Parents/guardians or any other adult (21 or older) who is listed on the Emergency Contact Card must come to the office in order to request an early dismissal.
2. The adult picking up a student must present picture identification, and this must be validated using the information in the Emergency Contact Card in order for students to be released. Students will not be dismissed to any person NOT listed on the emergency contact card.
3. After a student's 6<sup>th</sup> early dismissal, a doctor's note will be required for make-up work to be given in missed classes.
4. If a student is picked up early from school, he/she will be marked absent from the remaining class periods.
5. NO student will be released for early dismissal 30 minutes prior to general school dismissal per School Board Policy.

### EARLY DISMISSAL PROCEDURES

Early dismissal will be one Wednesday per month as follows:

- August 30, 2023
- September 27, 2023
- October 25, 2023
- November 15, 2023
- December 20, 2023
- January 31, 2024
- February 28, 2024
- March 20, 2024
- April 29, 2024

- May 8, 2024
- June 17, 18, 19, 2024

Early Dismissal times are as follows:  
 Kindergarten and 1<sup>st</sup> Grades – 12:30pm  
 2<sup>nd</sup>-3<sup>rd</sup> Grades – 1:00pm  
 4<sup>th</sup>-8<sup>th</sup> Grades – 1:30pm

### **RAINY DAY DISMISSAL**

During a rainy day, it may take longer than usual for our students' dismissal. Our goal is to proceed as quickly as possible and maintain a level of safety and security for all students being picked up.

We will continue with our regular procedure where your child's dismissal tag is displayed on your windshield and you proceed to the pick up section. A staff member with an umbrella will take your child to your car. Please make sure the inside of the car is clear so the child can get in without disruption.

### **AFTER SCHOOL CARE**

AcadeMir Charter School Preparatory has established after school care and this is an optional service that parents can utilize. For further information, please see our office manager. A minimum of twenty-five students must enroll in order for the program to take place. Click [here](#) to be directed to the policy, procedure, application and fees page.

Registration Fee: \$ 50.00  
 After-School Care Hours: Dismissal – 6:00 p.m.  
 After-School Care Cost: Varies depending on the number of days in the month  
Sibling Discount

- Registration 50% off each sibling
- After-School Care \$20.00 off each sibling
- After-School Care \$20.00 off each sibling

### **CLUB AND AFTER SCHOOL ACTIVITIES**

AcadeMir Charter School Preparatory offers various extra-curricular activities that provides students with the opportunity to be part of a group who share the same interest. Please go to link below for full description:  
[https://www.bridgepay.io/bp\\_store.aspx?menuitem=131&menuOrder=2&uuid=AF4A8F5F-2165-4695-94A7-5FCD1403AD2F](https://www.bridgepay.io/bp_store.aspx?menuitem=131&menuOrder=2&uuid=AF4A8F5F-2165-4695-94A7-5FCD1403AD2F)

### **Uniform Policy**

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. AcadeMir Charter School Preparatory reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

The following is the uniform policy that is endorsed by the school. Students are required to follow this policy, and failure to do so will result in administrative action.

All Students:

- All uniforms are available for purchase at the designated store. No other uniform is allowed.
- All students are required to wear only school-approved uniforms, they are as follows:
  - Elementary (K-5 students)
    - Unisex Polo in Royal Blue, or Yellow with AcadeMir Logo
    - Rugby Polo with AcadeMir Logo
    - Polo Dress with AcadeMir Logo (Kinder and 1<sup>st</sup> Grade ONLY)
    - Navy Blue Flat Front Pants
    - Navy Blue Flat Front Bermuda Shorts
    - Plaid Skort with Flap (no Navy Blue skorts allowed)
  - Middle School (6<sup>th</sup> – 8<sup>th</sup>)
    - Unisex Polo in White with AcadeMir Logo
    - Rugby Polo with AcadeMir Logo
    - Gray Flat Front Pants
    - Gray Flat Front Bermuda Shorts
  - PE (K-5)
    - Gray PE t-shirt
    - Royal Blue PE shorts or Navy-Blue PE sweatpants
  - PE (6-8)
    - Blue PE t-shirt
    - Gray PE shorts or PE sweatpants
  - Gala Uniform (K-5)
    - White Oxford with AcadeMir Logo (short or long sleeve)
    - Plaid Skort with Flap or Navy-Blue Flat Front Pants
    - Royal Blue V-Neck Gala Vest with AcadeMir Logo
    - AcadeMir Crosstie or Neck Tie
  - Gala Uniform (6-8)
    - White Oxford with AcadeMir Logo (short or long sleeve)
    - Gray Knife Pleat Skirt or Gray Flat Front Pants
    - Navy Blue V-Neck Gala Vest with AcadeMir Logo
    - AcadeMir Crosstie or Neck Tie
- All students are required to wear straight cut, **full length pants with school initials**. These pants may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material and must be fitted to the student correctly. Pants that are too big or too tight, frayed, torn, or distressed are not acceptable and will be deemed in violation of the uniform code.
- Belts must be worn at all times; these belts must be plain, black leather belts and fastened securely at waist level. Pants must be worn at waist level. **Loose or low pants will not be tolerated.**
- **All shirts must be correctly tucked into pants at all times and secured in place with the belt. Shirts must be long enough to be tucked in. A maximum of one (1) button may be left unfastened at the top of any shirt.**
- During cooler weather, a plain **white** long sleeved t-shirt may be worn underneath polo shirts.
- Non-school sweaters can **ONLY** be solid navy blue. No hoodies and no lettering or logos on the sweaters are allowed.
- **Any student who is found to be in violation of this policy will have to call home for a replacement.**
- **Shoes must be closed, solid black and fastened tightly at all times. No other colors or stripes/logos may be on the shoes.**
- Socks must be plain white or black and are to be worn at mid-ankle length.

- Hair must be neat, clean, and away from the face. It must not be dyed with unnatural colors, worn unusually, or maintained in unacceptable condition. Colored / dyed hair must be of natural coloring; colors such as pink, purple, blue, green, or bright red will not be permitted. No hats, bandanas or headbands may be worn. The school will honor certain hairstyles due to religious beliefs.
- In addition to the above, students **may not**:
  - Wear Hollister, American Eagle, Aeropostale, etc. pants or any other brand that is not sold by our uniform company.
  - Have any make-up that is not appropriate for school and should be applied before arrival. Students with excessive make-up may be asked to wash their face.
  - Wear open toe shoes, slippers, crocs, slides, boots, or booties.
  - Wear more than two (2) pair of earrings. Earrings must be plain stud or small hoop type not to exceed 1 inch in length. No other visible piercing or tattoos are allowed, wear headscarves or wear pants below the hips.

### **Face Masks Policy**

Face masks will be optional for school year 2023-2024. Students who chose to wear a face covering must comply with general dress code and school uniform requirements.

### **Student ID/Lanyard Policy**

For the safety and security of students, all students will be given a student ID with student's photo and lanyard. All students are required to wear the student ID with lanyard AT ALL TIMES on school property. This ID is also used for the purpose of purchasing breakfast and lunch. Students are not allowed to alter or deface their ID badge or wear the ID badge of another person. Students may purchase a new student ID for a fee during the school year as needed.

Parent/guardian's cooperation regarding dress code is appreciated. Parents will be required to drop off uniforms if the student is not dressed appropriately.

## **SCHOOL DISCIPLINE**

We believe that all children can learn and succeed in school provided they have access to a nurturing, safe and structured environment, a challenging and interesting curriculum and qualified teachers who genuinely care about a child's performance and wellbeing. We achieve this criteria of a safe environment through the school wide adoption of a consistent, fair, and equitable discipline plan that we call 3R's – Respect, Responsibility, and Ready to Learn.

Disciplinary actions are listed below:

- 1<sup>st</sup> offense: A verbal warning issued
- 2<sup>nd</sup> offense: A behavior notification form will be sent home to the parents
- 3<sup>rd</sup> offense: Parent/Teacher conference
- 4<sup>th</sup> offense: Administration reserves the right to issue disciplinary action based on the severity of the violation and the MDCPS Code of Student Conduct.

**Procedures for Addressing Concerns**

Conferences with individual teachers must be arranged by the office. Contact may be made by calling the school office or emailing the teacher. All emails can be found on our school website. It is against school policy to show up to a classroom without prior arrangements for a conference or call teachers during classroom time.

Please do not engage in parent conferences during arrival/dismissal of students, in the hallways or during classroom time. Your child’s confidential information may be jeopardized. Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child’s teacher.

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

- Step 1: Teacher
- Step 2: Dean of Discipline
- Step 3: Assistant Principal
- Step 4: Principal
- Step 5: Conflict Resolution Person
- Step 6: AcadeMir Charter School Board of Directors
- All concerns should be provided to the Board in writing (assistance available upon request) via Board Liaison at least 3 days prior to a regular scheduled meeting.

Name of Board Liaison: Rolando Mir  
 Email: mirscss@yahoo.com  
 Mailing Address: 5420 SW 157 Avenue Miami, Florida 33185  
 Fax: (305) 225-0448

<b>Board Meeting Dates</b>	
<b>September 21, 2023</b>	<b>9:30 am</b>
<b>November 9, 2023</b>	<b>9:30 am</b>
<b>January 11, 2024</b>	<b>9:30 am</b>
<b>March 14, 2024</b>	<b>9:30 am</b>

**CODE OF STUDENT CONDUCT**

AcadeMir Charter School Preparatory and Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On January 16, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS Website located at: <http://www.dadeschools.net/> or you may request a copy from your child’s school. The Spanish version of this document will be forthcoming.

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES**



BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL I Behaviors</b> are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</p> <p style="text-align: center;"><b><u>LEVEL I</u></b></p> <p><b>Disruptive Behaviors:</b></p> <ul style="list-style-type: none"> <li>• Unauthorized location</li> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Possession of items or materials that are inappropriate for an educational setting *</li> <li>• Inappropriate public display of affection</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized use of electronic devices</li> <li>• Violation of dress code</li> </ul>	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN I</b>. Principals may authorize use of <b>PLAN II</b> for repeated, serious or habitual <b>Level I</b> infractions.</p> <p style="text-align: center;"><b><u>PLAN I</u></b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact **</li> <li>• Reprimand</li> <li>• Student, parents/guardians/staff conference</li> <li>• Peer mediation</li> <li>• Revocation of the right to participate in social and/or extracurricular activities</li> <li>• Confiscation of wireless communication devices</li> <li>• Detention or other Board-approved in-school program</li> <li>• Temporary assignment from class where the infraction Occurred</li> <li>• Student contract</li> <li>• School Center for Special Instruction (SCSI) ***</li> <li>• Replacement or payment for any damaged property (if appropriate)</li> <li>• Temporary loss of bus privileges (if appropriate)</li> <li>• Participation in an informal counseling session related to the infraction</li> <li>• Behavior Plan</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>• See Sexual Offenses (Other), Level IV, for obscene or lewd material.</li> <li>• Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li> <li>• If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</li> </ul>	<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>• Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>• Send written notice to parent/guardian within 24 hours via U.S. mail.</li> </ul>

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
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**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/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting\*
- 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 someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

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. Principals may authorize the use of **PLAN III** for repeated, serious or habitual **Level II** infractions.

**PLAN II**

- Parent/guardian contact \*\*
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days\*\*\*
- Diversion Center

**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.

**Special Notes**

- Good faith attempt must be made immediately to contact parent/guardian by telephone.
- Send written notice to parent/guardian within 24 hours via U.S. mail.

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

**BEHAVIORS**

**RANGE OF CORRECTIVE STRATEGIES**

**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.

**LEVEL III**

**Offensive/Harmful Behavior**

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)\*
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)\*\*
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled Substances
- Possession of simulated weapons
- Sexual harassment\*\*
- Trespassing
- Vandalism (major)

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual **Level III** infractions.

**PLAN III**

- Parent/guardian contact\*\*\*
- Suspension from school for one to ten days\*\*\*\*
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion

**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.**
- 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.

**Special Notes**

- Good faith attempt must be made immediately to contact parent/guardian by telephone.
- Send written notice to parent/guardian within 24 hour via U.S. mail.

*Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.*

**ACADEMIC INTEGRITY**

All AcadeMir students are expected to be honest and cheating and/or plagiarism will not be tolerated and will result in an immediate “F” and will be communicated with the corresponding parents right away. As per the MDCPS Code of Student Conduct, “the code of student conduct sets the standards for conduct expected of students in a purposeful safe learning environment in which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued. It also 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.

### **What is academic integrity?**

Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student’s own work

### **Why is academic integrity important?**

When students submit an assignment that is not their own original work, there are two issues involved: Students are earning credit for learning material for which they have not demonstrated mastery; and they may be violating the policies of the school.

### **What are some examples of academic integrity violations?**

There are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”

1. Plagiarism is defined as an act or instance of using closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.
  - a. Some examples are, but not limited to the following:
    - i. Copying and pasting a report from the Internet and representing it as your own work.
    - ii. Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source
    - iii. Using another student’s work in whole or part and handing it in as one’s own
    - iv. Using online translators for assignments and assessments.
2. Cheating - To influence or lead by deceit, trick, or artifice or to practice fraud or trickery to violate rules dishonestly.
  - a. Some examples are, but not limited to the following:
    - i. Providing questions/answers/ works to another student
    - ii. Obtaining or attempting to obtain, prior to examination, either copies of used questions or illegal knowledge of such questions
    - iii. Using an electronic device without teacher permission to search for answers at the same time of an assessment

The emphasis of AcadeMir Charter School Preparatory’s academic honesty policy is on prevention, and on students learning the appropriate skills of citing work from other authors. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, he/she will be subject to all applicable forms of discipline defined by the administration, which include, but are not limited to:

- Meeting with the school counselor regarding the incident
- A failing grade on the assignment or assessment
- A referral will be sent to administration and recorded on the students’ academic/behavior record
- A parent-teacher conference will be scheduled with the school counselor and/or administration

Note: Students enrolled in Dual Enrollment with Miami Dade College will be expected to abide by the college’s Code of Conduct.

### **Bullying (Cyber) and Harassment Policy:**

Harassment is prohibited between members of the AcadeMir School Community, including communication of any form

between students, parents, faculty and/or staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying, Harassment and threat of any kind **will not be tolerated** and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or Communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator and or **proper authorities**.

AcadeMir Charter School Preparatory is committed to providing a safe learning environment for all students. AcadeMir Charter School Preparatory is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers.

AcadeMir Charter School Preparatory policy is consistent with F.S.1006.147 where Bullying and Harassment is prohibited. This statute may also be cited as the "Jeffrey Johnston Stand Up for All Students. Please go to the following link for full policy. [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=1000-1099/1006/Sections/1006.147.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/Sections/1006.147.html)

### **Zero Tolerance Policy (F.S.1006.13)**

Policy of zero tolerance for crime and victimization. AcadeMir Charter School Preparatory shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. Please go to link below for full policy.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=1006.13,+F.S.&URL=1000-1099/1006/Sections/1006.13.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1006.13,+F.S.&URL=1000-1099/1006/Sections/1006.13.html)

## **STUDENT'S RIGHTS**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, fieldtrips, suspension, or other disciplinary action. **Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the administration. At no time may parents approach any student/parent directly.** All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment or other verbal or physical conduct against a student or employee will NOT be tolerated.

**NON-DISCRIMINATION STATEMENT:** In accordance with federal and state anti-discriminatory laws AcadeMir Charter School Preparatory will not discriminate against a student in its school's admission, educational programs, and activities on the basis of race, ethnicity, national origin, creed, religion, gender, age or disability.

## **COMMUNICATION**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. We ask that you make us aware of any of the following in writing:

- Excessive absences from school due to an illness

- A change in the emergency contact information or authorization to release form
- Notification of any change in transportation

Parent-teacher conferences are an important part of our program. We encourage getting to know your child's teacher and Principal. Please make appointments for conferences by telephoning the office or writing a note to the teacher. If you have any additional questions or concerns, please make an appointment with the Principal or Assistant Principal. Parent/teacher conferences may be set up before or after school. We ask that you refrain from calling teachers during class time, holding a conference in the parking lot or at a social event.

### **School Communication Procedure**

AcadeMir Charter School Preparatory utilizes "School Messenger" to contact parents with pertinent school information. All telephone numbers and email addresses are updated from the MDCPS DSIS record system. Any corrections or additions that need to be made must be done in person with the schools' registrar.

### **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.

## **PARENT PORTAL**

Parents/guardians of AcadeMir Charter School Preparatory 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 which time, you can see your child's grades and attendance.

## **EMERGENCY CONTACT INFORMATION**

Student Data/ Emergency Contact Cards are expected to be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting picture identification. No persons, other than school staff, will have access to the information submitted. Submit in writing any changes to your child's transportation via email, letter or fax.

## **UNAUTHORIZED ITEMS POLICY**

Items such as candy, gum, pets, toys, large amounts of money, earbuds, roller skate sneakers, weapons, any electronic game, or device, playing cards, personal cameras or video recorders are not allowed. The school will confiscate any items not permitted in school until the end of the school year. Please check your children's book bags to assure compliance.

## **ELECTRONIC DEVICES**

It is not recommended for students to bring cellular telephone on school property, but it is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours, would be a violation. In addition, any visible items such as headphones or electronic devices are subject to confiscation.

#### **Cell Phone and Smart Watch Policy:**

- Cell phones may not be turned on inside of the building at any time. Cell phones must be switched off, and left in the students' book bag. Turning phones to "silent" or "vibrate" is not acceptable. Cell phones and smart watches may only be used off school property.
- Students may not wear smart watches during assessments.
- If the smart watch is being used inappropriately during school hours, it will be confiscated
- If students need to call a parent during school hours, they may ask to use a school phone.
- Any student found to be using any phone or device to take photographic images, record sound, or to communicate with other students within the building will be subject to disciplinary action as outlined in the student code of conduct.
- If a cell phone is seen or heard during the instructional day, it will be confiscated
- Any student who is found to be in violation of this policy will have their cell phone/smart watch confiscated. Cell phones or smart watches will only be returned to the parents the following day. The school is not responsible for any inconvenience this may cause parents. Repeat violations of this policy will result in the school securing the item until the last day of school. Any electronic device not claimed by the beginning of the following school year will be disposed of.
- AcadeMir Charter School Preparatory is **NOT** responsible for lost or stolen electronic devices.

### **INTERNET POLICY**

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. In addition to the Miami-Dade County's Technology Acceptable Use Policy, [http://www.dadeschools.net/technology/acceptable\\_use\\_policy.htm](http://www.dadeschools.net/technology/acceptable_use_policy.htm) the school requires the following of its staff, students and parents:

Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violates local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation during school hours. Although the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these websites or images, they are to notify a teacher or administrator immediately and should **NOT** share or access the content any further. Additionally, students are not allowed to post images or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense. Any damage to property (laptops, computers, peripheral devices) caused intentionally or by negligence will result in restitution.

**No staff member, student or parent may use AcadeMir Charter School Preparatory name or any of its logos for identification purposes in any public forum or media. The term "public forum or media" also includes but is not limited to publicly accessible websites and web forums.**

### **LUNCH PROGRAM**

### **Free & Reduced Lunch Program**

The National School Lunch and School Breakfast Program provide free and reduced priced meals for children unable to pay the full price. Applications must be filled on a yearly basis. Once the application is approved, meal benefits begin and will continue throughout the school year in which the application is approved, and extends for approximately the first two weeks the following year. Please click [here](#) to submit a lunch application.

#### Free and Reduced rates for qualifying students:

Breakfast: \$0.30 daily

Lunch: \$0.40 daily

#### Full Priced Daily Rates:

Breakfast: \$2.00 Daily

Lunch \$ 3.00 Daily (includes milk)

All parents must pay for lunch on a “monthly” basis.

### **Cafeteria Payment Program**

Breakfast: \$2.00 Daily

Lunch \$ 3.00 Daily (includes milk)

All parents must pay for lunch on a “monthly” basis. Pre-payment for the month is made only the **Wednesday** before the new month begins.

Breakfast and lunch will be served in the cafeteria. If a child forgets their lunch, he/she will be provided with lunch that day. Students will not be permitted to call home. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school. Due to allergies, we are not accepting any food/sweets brought from the outside to share with students during birthdays or special occasions. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. Parents are not allowed to drop off lunch in the middle of the day. The office staff will NOT accept any lunches the students may have forgotten.** Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria.

### **Cafeteria Conduct**

Students should eat in an atmosphere that is pleasant and conducive to good habits. It is recommended that parents discuss good cafeteria manners with your child. We promote the following during meals: use low voices, raising their hand if they need something, and remain seated during the lunch period at the assigned table.

## **ACCIDENTS**

Parents will be notified immediately in case of illness or an accident. In case you cannot be located, the school will use the name and telephone number of your emergency contact. It is imperative that the emergency contact is accurate. 911 will be called for critical injuries that require the type of care that school personnel cannot offer the student, and the parent or emergency contact will be notified. An accident report will be completed and filed for everyday accidents. You are requested to notify the office of any accident or injury, your child has had before returning to school. Please notify the office of any accident or injury going from school, or during school hours if you have not been informed by his/her teacher. An accident report will be filed by the classroom teacher or other personnel witnessing the accident.

## **MEDICATIONS**



Miami-Dade County School Board policy prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s). Students may not keep medication in their book bags. Teachers are not authorized to administer medication in the classroom. All medication must be administered in the office by trained personnel and only after an *Authorization for Medication Form* has been submitted. This form is available in the office and must be kept on record. This form must be filled out by the pediatrician or family doctor. Medication must be brought to school in the original container with a label that clearly displays the following information: the child's name; dosage; name of the drug; physician's name; and the name and phone number of the pharmacy that filled the prescription.

## **EMERGENCY EVACUATION**

Your child's safety is one of our major concerns; therefore we need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility. Under extreme circumstances we would need to evacuate the building. Depending on the situation, the local police will determine the location. **Under no circumstances will parents be allowed to pick up their child at school during an evacuation period.** Our goal is to evacuate the entire building safely. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. **Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.**

### **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, teachers and staff must remain outside the building until permission is given to re-enter.

### **Closing of School**

In the event of an emergency for the closing of a school for any cause, such as weather is only at the discretion of Miami Dade County Public Schools.

### **FortifyFL**

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. To submit a tip please visit <https://getfortifyfl.com/Tip.html>.

## **SCHOOL SAFETY AND SECURITY POLICY**

### **Safe School Officer**

For the protection and safety of students, school personnel, visitors and property, the governing board of AcadeMir Charter School Schools will partner with law enforcement agencies when it is in session and from bell to bell. The Governing Board of AcadeMir Charter Schools will collaborate with the sponsoring school district to obtain access to all the safe-school office options available under this section. The school will obtain for the protection and safety of students, school personnel, visitors and property within the school.

### **Active Assailant Plan**

AcadeMir Charter School's primary concern is the safety and wellbeing of our students and staff, The Active Assailant Plan

has been created to provide school personnel with the necessary skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools and/or surrounding community. The school will have a site-specific plan to address all types of critical incidents. This plan will address the individual needs of the school and provide guidelines for devising methods of communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some protective action procedures include monthly emergency drills; each school will conduct one fire drill and two emergency drills, one being an active shooter drill. The school will practice the evacuation of students/staff from the building, evacuation of the disabled and, if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding, obtaining medical assistance, and/or reunifying students with parents. The school, as needed, will provide students and families with the counseling services by the crisis response team.

### **Threat Assessment Team**

AcadeMir Charter Schools have adopted policies for the establishment of the Threat Assessment Team at the school whose duties include the coordination of resources, assessment and intervention with individuals whose behavior may pose a threat to the safety of students or school staff consistent with the model policies developed by the Office of Safe Schools. These policies include procedures for referrals to mental health services identified by the school and/or the sponsoring school district pursuant to s.1012.584(4), when appropriate, the team will follow procedures for behavioral threat assessments utilizing the school security risk assessment tool, the instrument developed pursuant to s. 1001.212(12).

### **Emergency Drills**

School sites must conduct six emergency drills, to occur non-concurrent with fire drills, throughout the school year. Four of the six emergency drills must address active threats. The remaining two drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification.

## **FIELD TRIPS**

As a learning experience, planned field trips may be scheduled throughout the school year. Parents may be asked to assist the teacher as chaperones. Chaperones may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Please note that all chaperones will need to be cleared through MDCPS. If you have not been cleared through MDCPS and wish to attend school functions, please follow the MDCPS chaperone clearing procedures as soon as possible. **All parent chaperones must have a background check and cleared through Miami Dade County Public Schools prior to the field trip.** Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to academics, behavior/conduct and/or attendance. All outstanding school fees must be paid for student participation. Written parental permission and fee prior to the field trip are required, or the student will not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing AcadeMir Charter School Preparatory uniform will be required to remain at school. All field trip applications must be fully completed by the due date.

## VOLUNTEER SERVICE HOURS

Parents have many opportunities to volunteer their time at school. Volunteer sign-ups will be available throughout the school year. **Parents are encouraged to volunteer a minimum of 10 service hours per family each school year.** If you have more than one child enrolled in the school, you need to divide the 10 hours per child and volunteer to each child's class equally. Due to mandates from Miami-Dade County Public Schools, **all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted.**

**The School Volunteer Program is responsible** for electronic registration, background checks and trainings of volunteers. There are 2 different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<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>• Athletic/PE assistants</li> <li>• Overnight chaperones.</li> </ul>

**Any individual interested in volunteering at AcadeMir Charter School Preparatory must:**

Step 1

- Visit AcadeMir Charter School Preparatory
- Select Parent/Student tab from the top menu
- Click Become a School Volunteer
- You will be redirected to complete the Volunteer Registration Form.

Step 2

- Fill in the Volunteer Registration Form
- Select "No" as the answer to Have you already been cleared this school year?
- Select "Level 1" for type of screening
- Select "Submit."

Step 3

- Select "Start Application."
- An email containing the application link will also be sent to the email address used to complete the Volunteer Registration Form.

Step 4

- Complete all four parts of the application (Welcome, Your Rights, Disclosure, and Authorization)
- You will receive a Thank you message as confirmation.
- NOTE: Clearance could take up to 24 hours.

Below is a list that details a variety of ways in which volunteer hours can be completed:

- Assist in classroom
- Assist in Book Fair

- Assist in the lunchroom
- Assist with picture day
- Assist on fundraising projects
- Chaperone on a school field trip

### VISITORS

Visitors, including parents are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License and be cleared by completing the volunteer application. Please use the link <https://www.conciergepadedu.com/volunteerApp.aspx?uuiid=7120c468-86a8-4a8b-8d4c-81ae33826213> to direct you to the clearance site. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

### RETURNED CHECKS

Returned checks to AcadeMir Charter School Preparatory are charged a \$30.00 returned check fee. Payment for the returned check and the \$30.00 fee must be made within 7 days of notification from the school. **After one returned check to the school, a family may no longer pay by check.** Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.

### TEXT BOOKS

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Books must not be written in or on. **Charges will be made for damaged or lost books and/or materials.**

### EESAC

The Education Excellence School Advisory Council (EESAC) is a school-based group intended to represent the school, the community, and those persons closest to the students that shares responsibility for supporting the school's continuous improvement, Florida Statute 1001.452 (1)(a).

<u>ESSAC Meeting Dates</u>	
September 21, 2023	January 25, 2024
November 16, 2023	May 23, 2024

### LOST AND FOUND

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the school. Please place your child's name on everything he/she brings to school. This will minimize the number of items in our Lost and Found. All items are placed in the front office and students are given an opportunity to look through and claim their own articles. Items that are not claimed by the end of every month will be donated.

## **FAMILY RIGHTS & PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law. The intent of this law is to protect the accuracy and privacy of student information and education records. Under this law, parents and eligible students have the rights to: access their education records, including the right to inspect and review those records; waive their access to their education records in certain circumstances; challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise a violation of privacy or other rights; ensure privacy with respect to such records and reports; and receive notice of their rights with respect to education records. Only authorized individuals having legitimate educational interest will have access to a student's education records. However, under some prescribed circumstances, personally identifiable information and education records can be disclosed to other individuals and agencies without parental consent. The Board approved a directive for implementing the provision of the Family Educational Rights and Privacy Act. Personally, identifiable information is maintained in schools in a variety of forms, such as handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Examples are:

- date and place of birth, parent's address, and where parents can be contacted in emergencies;
- grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- special education records;
- disciplinary records;
- medical and health records that the school creates or collects and maintains;
- documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned; and
- personal information such as a student's identification code, Social Security number, photograph, or other information that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered educational records as long as they are kept private by the maker of the record.

Additionally, law enforcement records created and maintained by a school district law enforcement unit are not education records.

Parents or eligible students are guaranteed the right, upon request, to inspect and review their children's records and to obtain copies of them within 45 days. In accordance with Board policy, a fee may be charged for reproduction of records, unless the imposition of that fee would effectively prevent the exercise of the right to inspect and review the education records. The parent or eligible student also has the right to request a correction of education records which he/she believes to be inaccurate or misleading. Requests are reviewed by the school principal, regional office, and/or District office and the parent or eligible student is notified of the decision(s).

## **Anti-Discrimination Policy**

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. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

**Age Discrimination Act of 1975** - prohibits discrimination based on age in programs or activities.

**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 years old.

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

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

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

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

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

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

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

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

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

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

**In Addition:**

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

For **additional information** about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

**Superior Charter School Services**

5420 SW 157 AVE # 5

Miami, FL 33185

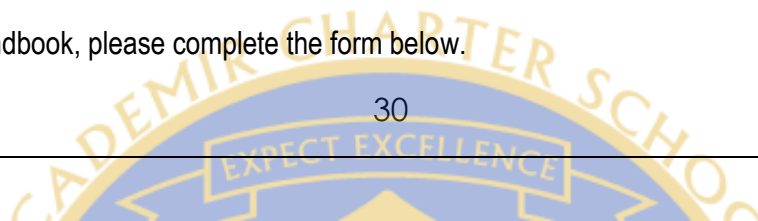
Phone: (305) 225-0444

Email: [xmir@superiorcharterschoolservices.com](mailto:xmir@superiorcharterschoolservices.com)

**Parent/Guardian Contract 2023-2024**

Thank you for choosing AcadeMir Charter School Preparatory as your School of Choice! Our Parent & Student Handbook can be found on-line on our website at [www.academircharterschoolpreparatory.com](http://www.academircharterschoolpreparatory.com). Please read and review the handbook with your child. If you are unable to access the internet, please feel free to pass by the Main Office and request a copy.

Once you have read the handbook, please complete the form below.



**PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER BY  
AUGUST 25, 2023:**

I have read **AcadeMir Charter School Preparatory's** (a Miami-Dade County Public Charter School) Parent & Student Handbook, including the uniform policy and the M-DCPS Code of Student Conduct which can be accessed at: <http://www.dadeschools.net/ehandbook/Code/index.htm> and is available at the school's Main Office.

As a parent, I understand the importance of these documents and agree to abide by all of the policies and procedures contained therein.

**Student's Name:** \_\_\_\_\_ **Student ID #** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Phone # (\_\_\_\_\_)** \_\_\_\_\_

**Parent Email:** \_\_\_\_\_ @ \_\_\_\_\_

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

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