



Highland Oaks Middle School Parent Informational Handbook

2009 - 2010

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HIGHLAND OAKS MIDDLE SCHOOL

305 932-3810

INTRODUCTION

The purpose of this handbook is to familiarize parents/guardians with the policies and procedures of Highland Oaks Middle School. All information is presented in alphabetical order. If the information you are seeking is not found within this document, please feel free to contact school personnel. **During the 2008-2009 school year, Highland Oaks Middle School was again designated an “A” school by the State of Florida.** We believe that the following policies and procedures within this document will facilitate a safe learning environment and ensure your child’s success at Highland Oaks Middle School as we continue our vision on “*One School. One Mission. One Degree. Excellence.*”

ARRIVAL AND DISMISSAL

SCHOOL HOURS:

	9:00 a.m. – 3:40 p.m.
Breakfast	8:20 a.m. - 8:50 a.m.

The safety and well being of our students is a priority to all at our school. If your child will not be having breakfast at school, we ask you not to drop off your child earlier than 8:40 a.m. We ask that parents use the appropriate area for pick-up and drop-off. This is the only area allowed for drop off or pickup. The bus drop off is a separate area. Please adhere to the designated safety rules of these areas. Please do not drop-off or pick-up students along Ives Dairy Road as this creates a safety hazard for your child and others.

Dismissal time for students is 3:40 p.m.. Unless a student is participating in an after-school club or activity, he/she should not remain on school grounds after dismissal time.

This policy helps ensure the safety of all students. We ask you to please assist us in this matter. If your child requests to arrive earlier or stay later than the scheduled times for a school related activity, always verify with the corresponding teacher or staff member.

A. EARLY DISMISSALS

No student will be dismissed before the assigned dismissal time without parental permission. Parents or guardians are to report to the office and sign out a student being dismissed early. A

telephone call is not a satisfactory way to request early dismissal. Any person picking up a student must be identified on the Emergency Contact Card and must bring picture identification. Good attendance is critical for academic success. We ask you to please limit early pick-up from school to emergencies.

No students will be permitted to be excused after 3:15 p.m. Therefore, please plan accordingly to avoid any unnecessary problems.

B. DISMISSAL ON RAINY DAYS

Discuss with your child provisions for rainy day procedures so that last minute telephone calls are not necessary.

ATTENDANCE

Every absence and tardy should be followed by a note from home stating the nature of the illness, or the reason for being late.

A. EXCUSED AND UNEXCUSED ABSENCES

According to school board rules, excused school absences are for the following reasons:

- a. Student illness
- b. Medical appointment
- c. Death in family
- d. Observance of a religious holiday service when it is mandated for all members of a faith that such a holiday or service must be observed.
- e. School-sponsored event or activity previously approved.

Students granted an excused absence have the right to make up all class work within a reasonable length of time. After successful completion of all make-up assignments, the student cannot be penalized for that absence. However, any absence not accompanied by a note to the teacher will be considered as an “unexcused” absence. The school has no obligation to accommodate or provide make-up work in this case and parents may be subject to intervention by the State Attorney’s Office.

B. EXCESSIVE ABSENCES DUE TO ILLNESS

Section 232.09(2)(d), Florida Statute, states, “If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance.” Students accumulating ten (10) or more absences in an annual course, or five (5) or more absences in a semester course, due to illness are required to have a note (on file at the school) from a physician in order to receive an excused absence.

TARDINESS

SUDENTS ARRIVING LATE TO SCHOOL MUST REPORT TO THE CAFETERIA TO SEE THE ATTENDANCE CLERK.

Plan with your child the time he/she should leave home in order to arrive at school by 8:20 a.m. for breakfast or 8:40 a.m. if not having breakfast. Encourage promptness in arriving at school and at home. Students are considered tardy after 9:00 a.m. We urge you to help your child develop the personal characteristics of punctuality. Tardies are included on a student's attendance record and may affect perfect attendance. Students who are consistently late will be subject to disciplinary consequences such as detentions in efforts to deter the problem.

BREAKFAST

Breakfast is available each morning beginning at 8:20 a.m. Breakfast is provided free of charge to all students.

CHANGE OF ADDRESS

If you change your address or telephone number, **IT IS YOUR RESPONSIBILITY TO NOTIFY THE SCHOOL IMMEDIATELY.** It is essential that the office have current emergency contact information and an updated address. We cannot stress this enough. In the event of any emergency, we must be able to contact you. You may contact the school registrar with any questions or concerns regarding this matter.

CLASSROOM VISITATIONS

In an effort to provide the safest environment for our students, parents must always check in at the security desk and main office before entering the building or reporting to a classroom. If your child forgets his/her lunch or any other item and you find it necessary to bring them to school, report to the office. The school secretary will see that all items are delivered to the students promptly. This will limit the traffic of adults and interruptions to the instructional program.

CONFERENCES

PARENT – TEACHER CONFERENCES are an important part of the school program. Meeting your child's teacher gives the teacher an opportunity to know you. Give your child the security of feeling the cooperative spirit, which exists in a friendly parent-teacher relationship. Arrange for a conference time with the teacher that is mutually convenient. Please limit conversations with teachers during school hours when they are responsible for student supervision. This may lead to inadequate supervision and the interruption of the instructional program. To arrange for a parent-teacher conference, contact your child's team leader. A conference will be confirmed within 48 hours. If an emergency arises and a conference is needed immediately, contact the grade-level guidance counselor or assistant principal. Teachers will return calls before and after classes, but not during instructional time. We strongly recommend that parents communicate with teachers via email (addresses found on our school website hom.dade.k12.fl.us). "Open

House” will be scheduled for parent visitation. This will be a great opportunity to establish a communication line with your child’s teacher and receive specific information on scheduled meeting dates and times.

CONTAGIOUS DISEASES

If your child contracts a contagious disease or pediculosis (head lice), please call the office so we may alert other persons who may have been exposed. In the event of a serious health concern, the Miami-Dade Health Department will dictate policy and procedure. We will alert parents if this is the case. A doctor’s note is required prior to re-admitting any student to class for contagious diseases.

DISCIPLINE

Highland Oaks Middle School supports the position that good behavior and an orderly and safe climate are conducive to teaching and learning. We expect students to comply with Miami-Dade County School’s Code of Student Conduct. A copy of the policy is provided for every student.

General Rules/Guidelines:

- All students must have a pass to be in the halls during class. It is the student’s responsibility to secure a pass from the teacher prior to leaving the classroom.
- Bus behavior: Always follow rules established by the bus driver. Expectations on busses are no different from those at the school. Students who disrupt the orderly environment on a bus may be removed for an extended period of time.
- Class change: Students must continue to move during the change of class. Standing or sitting in the hallway or next to classroom doors during class change is not allowed.
- Clinic: Students without a pass are not to enter the office to go to the clinic. The clinic is a place used during emergencies and as a “holding facility” for ill students awaiting parents. Medication cannot be provided.
- Detentions are assigned for various disciplinary infractions. Detentions missed due to absence will be served the next day. When a detention is not served for reasons other than medical appointment or absence, the detention may be doubled or the student assigned a Saturday School.
- Fighting: Fighting is a very serious violation of the M-DCPS Code of Student Conduct. Students involved in a fight may be punished with a ten (10) day outdoor suspension and expulsion from school. It is advised that the student walk away if someone is provoking him/her to fight. They are to seek assistance from an adult immediately.
- Follow directions from all adults: There will be no disrespectful arguing or acts of defiance with adult personnel. If any student feels they have been treated unfairly by an adult in the building, report this to an administrator as soon as possible.

- Food and beverage: All food or drinks must be consumed in the cafeteria during lunch time. Do not eat or drink in the hallways or in class.
- Gum chewing is not allowed at Highland Oaks Middle School.
- Hall pass: Students must have a signed hall pass when in the hall during class time. A student is only admitted to go where the pass specifies.
- Hats, headbands or scarves: These items are not part of the school's dress code. Such items will be confiscated and returned only to a parent. If there are any questions regarding head garments please see an administrator.
- Harassment/Bullying: The student is to report serious problems to a teacher, counselor, or administrator right away in order to minimize the possibility of the problem escalating into something larger.
- Horseplay: "Playful" pushing, wrestling, punching, clicking, grabbing, kicking, slamming, tripping, yelling, cursing, etc., many times contribute to injury, fights, and property damage. This behavior will not be tolerated on school campus.
- Leaving campus. After arriving on campus, students are not allowed to leave the school unless they have proper authorization.
- Loitering is not permitted. Students who are not bussed to school are expected to report to school grounds immediately prior to the opening of school. Students should not congregate across the street or loiter on the way to or from school. For the safety of all students, no one should remain on campus more than 15 minutes after the end of the school day.
- Mood modifiers are prohibited. Any student in possession, distributing and/or selling a controlled substance shall be suspended from school and recommended for expulsion in accordance with the established rules of the School Board.
- Phone use: Students must have a pass from a teacher to use the office phone. We ask that student phone calls be limited to illness and emergencies. M-DCPS policy states that cell phone use is not permitted on school grounds. Cell phones must be turned off and put away at all times. Cell phones that are visible will be confiscated and returned only to parents/guardians.
- Profanity will not be tolerated. Students must refrain from all types of profanity towards other students or adults.
- Electronic Devices: No CD players. MP3 players, IPODS or other audio-visual equipment is to be brought to school. All electronic devices that are visible will be confiscated and returned only to parents/guardians.
- Respect for others: There will be no excuses for verbal or physical altercations or passing rumors that may aggravate a situation. Students are not to get involved in "he said, she said". Report any serious information about a fight or altercation to a teacher, administrator, or guidance counselor.
- Respect for property: Students are not to litter, vandalize, disturb plants, put feet on walls or anything else which defaces the school. Magic markers are not allowed in school unless requested by a teacher.

- School Supplies: Being prepared for school with appropriate materials and supplies is critical for academic success. Specific requirements will be explained by the teacher, but all students should arrive to school with a notebook, paper, pencil, pen, and necessary books..
- Smoking is a violation of school rules. Students caught smoking will be punished in accordance with the Code of Student Conduct. Cigarettes in their possession will be confiscated.
- Students are to WALK through the halls and stay to the right. *Running is not permitted.*
- Sales on school property. The selling of any item on school property, including any sales on school buses, for personal gain or fundraising for outside organizations is prohibited by the School Board. All sales must be approved by the principal.
- Tardiness: All students must be in all classes on time. Detentions and/or stricter consequences may be issued for continued tardiness.
- Textbooks: Textbooks are on loan to students. Students have the responsibility to keep these in good condition. If a student loses or damages a book, he/she must pay for it before being issued another one.
- Theft: Students must turn in any lost and/or found items to the teacher or office. Students should not assume that a lost item is theirs if no one else is around.
- Vandalism: Parents must pay for damage done to school property as a result of their child's actions.
- Visitors in school are discouraged. All visitors must show proof of identification and be cleared at the security desk prior to entering any part of the building. Once cleared, all visitors must report to the main office.
- Weapons are prohibited: The term *weapon* is defined by the Miami Dade County Public School System as any instrument that can be used to threaten or injure another individual. Any student possessing a weapon shall be subject to suspension and recommendation for expulsion from school. Any student using a weapon shall be recommended for expulsion from school.

DISPENSING MEDICATION

School personnel are not allowed to dispense medication, unless a physician and parent sign a school form indicating the need, the dosage, and the duration. Forms are available in the office and must be current (renewed annually). See the guidance counselor for further information.

DRESS CODE

The Miami-Dade County Public School Board Policy states:
“Cleanliness, personal appearance, and proper dress are important in setting a pattern of school and social conduct. There is considerable evidence to indicate a close relationship between pupil behavior and appearance.”

Anything that distracts from the important job of learning is considered to be inappropriate.

STUDENT DRESS CODE FOR HIGHLAND OAKS MIDDLE SCHOOL

Shirts

The Logo is MANDATORY for students as of the 2009-2010 school year.

Boy and Girls must wear a combination of:

- A collared polo or oxford shirt that is short or long sleeved
- Any collared shirt solid or stripe in white, navy, or light blue.
- Shirts must be size appropriate, neatly tucked-in, and can not exceed finger tip length

Bottoms

Girls must wear a combination of Navy or Khaki:

- Size appropriate secured at the waist pants, capris, Bermuda shorts, knee length skirts or skorts, and or collared dresses

Boys must wear a combination of Navy or Khaki:

- size appropriate secured at the waist pants or Bermuda shorts

Shoes

Closed shoes are required for all students as a part of the student's uniform. Sandals or slip-on shoes are not permitted. Tennis shoes/sneakers are acceptable.

JACKETS/SWEATERS

Solid Navy, White, Black or Gray only

Students will not be allowed to wear the following articles of clothing:

- Spandex material pants/ or skirts
- Hats, bandanas or sweat bands
- Thongs, clogs, sandals, or other shoes without back straps
- Written messages, pictures or symbols on clothing which portrays ideas which are inimical to the health, safety and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
- Clothing with metal studs, chains, ornaments, or other objects which can scratch furniture, damage property, or cause bodily harm.

- Halter tops, tube tops, tank tops, see-through blouses or shirts, bare backs, bare midriffs, sleeveless t -shirts
- Sweat pants, biker shorts or Capri pants
- Short dresses, skirts, or shorts (finger tip rule applies)
- Denim or jean pants or skirts
- Overalls

THIS IS A SUMMARY OF THE UNIFORM POLICY AND CANNOT COVER ALL ASPECTS. IF YOU HAVE ANY DOUBTS REGARDING THE ASPECTS OF THIS POLICY, CONSULT AN ADMINISTRATOR.

Gym Clothes

All physical education students will be required to wear gym shorts with the designated gym tee-shirts.

FAMILY RIGHTS AND PRIVACY

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's records. If you have any questions in regard to your child's records, you may schedule an appointment with an assistant principal.

ACTIVITY AND FIELD TRIP PARTICIPATION EXPECTATIONS

If you are interested in volunteering as a school chaperon during field trips, please inform your child's teachers. All volunteers must be cleared by the District. Volunteer information is available on-line at www.dadeschools.net. Information for field trips will always be shared with parents and requires parent permission for participation.

Highland Oaks Middle School is committed to providing your child with a quality educational environment. We seek to promote positive student behavior while offering the highest standards in academics. To this end, the faculty and staff of Highland Oaks Middle School offer field trips and/or activities for students throughout the school year. Some of these activities involve field trips where students leave our school grounds and are responsible for demonstrating appropriate behavior established by the school and by the location being visited. Because of this, behavior during the school day is important; school officials must be certain that all students who attend the activities consistently follow directions and will not present a safety concern for themselves or others.

As such, appropriate behavior during the school day, combined with good attendance, and positive academic performance are included in the school's expectations and therefore, are necessary in order to participate in activities. It is our desire to include all of our students in the upcoming field trips and activities, but will not be able to bring students who do not meet these

expectations. Students must have **fewer than five or more unexcused absences, conduct grades of Cs or higher**, and no **outdoor suspensions** in order to be **eligible** to participate. Additionally, extenuating circumstances or a severe Code of Student Conduct violation may warrant removal from field trips and/or activities.

These criteria will be reviewed quarterly in order to determine eligibility for upcoming activities. Students who exhibit inappropriate behavior the first nine weeks may still be eligible to participate the third nine weeks if a positive change in behavior has occurred.

These criteria are established for **ALL** field trips and activities at Highland Oaks Middle School. Please contact the school should you have questions regarding this policy.

GIFTED PROGRAM

Highland Oaks Middle School is proud to offer a gifted program. Students will be placed in appropriate classes based on records and/or results of recent testing. If you have any questions regarding the gifted program, please contact the school guidance counselor.

HEALTH SERVICES

The primary responsibility for the child's health remains with the parents. Therefore, it is recommended that each child have an annual physical examination by their family doctor. At that time, he/she can make recommendations and administer the necessary immunizations.

Parents are encouraged to carefully observe their child before sending them to school, as learning will not take place if a child is ill. Many of the communicable diseases begin with common cold symptoms. If your child shows signs of fever, cold, or rash, he/she should remain at home to protect them from further complications.

All children entering new to the Miami-Dade County School System are required to have a completed immunization certificates (HRS 680) and a physical examination (HRS 3040). All students attending school must have up-to-date immunization certificates on file in the school or the student will not be allowed to attend classes. Please note a tuberculin test with results is required.

HOMEBOUND PROGRAM

In the event that your child is unable to attend school for an extended period of time due to illness, please contact the office so the homebound teacher's services can be provided. The Homebound Program requires a physician's statement.

HOME LEARNING

The following home learning policy has been established at Highland Oaks Middle School:

Miami-Dade County Public Schools has assumed a definite position on home learning. Highland Oaks Middle School is in compliance with this position. Regular purposeful home learning assignments are an essential component of the instructional process in the Miami-Dade County Schools. Each child will be expected to do regular assignments that complement the instructional program. Under no circumstances will home learning be assigned as punishment.

As students move through the grades, the amount of home learning can be expected to increase. It is incumbent upon the school staff, however, to be certain that unreasonable or unrealistic demands are not being made on individual students.

It is the parent's responsibility to see that the child completes their home learning assignments and that they are returned to the teacher. It is strongly recommended that students utilize their agendas on a daily basis to record their home learning assignments and that parents review their child's agenda to monitor assignments and to communicate concerns related to assignments with teachers as needed.

It is the teacher's responsibility to check and correct home learning assignments. It is also the teacher's responsibility to inform both the student and parent of home learning purpose and requirements. Individual classroom policies are established by grade level and department. Make sure to discuss home learning expectations with your child's teachers throughout the year.

ILLNESS OR ACCIDENTS

Parents will be notified as soon as possible of sudden illness or an accident. In case you cannot be located, please list the telephone number of a neighborhood friend or other preferred contact. **PLEASE PROVIDE US WITH CURRENT CONTACT NUMBERS.** If you cannot be contacted, the school secretary may call the doctor listed on your registration card or, in some instances, the school will need to call Fire Rescue and/or the Police. Obviously, this would be traumatic for your child. So please give us an accurate contact number!! As a reminder, school personnel are not allowed to administer any medication unless prior medical authorization is on file.

IMMUNIZATIONS

The Florida School Health Service Plan and Florida Statutes require each child entitled to initial entrance into a Florida Public School to present and have on file a CERTIFICATE OF IMMUNIZATION (HRS Form 680, Part A) from a licensed practicing physician or a county health officer prior to the child's entry into school.

NO STUDENT WILL BE ADMITTED TO SCHOOL IF HE/SHE IS NOT IN COMPLIANCE WITH THE IMMUNIZATION LAW. If you have any questions, contact the school and we will be glad to help you.

LOST AND FOUND

Money or articles found on the school grounds should be brought to the office where lost and found articles are kept. Children need to be taught to take care of their own belongings. Money and valuables should not be left on top of desks or unattended. When possible, label your child's jackets, sweaters, etc. with his/her name. Watches and rings should not be removed when washing hands or playing games. When children lose articles, they should report the loss immediately to the office to see if the articles have been found. Lost articles may be picked up in the school office when properly identified. Parents and students should check frequently with the office for any lost items. It is a good policy for children to refrain from bringing valuable property to school, such as coin collections, stamp collections, family heirlooms, radios, cell phones, and other electronic equipment. Highland Oaks is not responsible for valuable items that have been stolen.

LOST LUNCH MONEY

A student who has lost their lunch money may call home to have his/her parent bring them money or a bag lunch. In an emergency, students who cannot make other arrangements will be provided with cereal and milk or a peanut butter sandwich. It is important that the student notifies his/her teacher when a problem with lunch money arises.

LUNCH

Lunch, including milk or chocolate milk, will be served every day, beginning the first day of school. Students may bring bag lunches and purchase milk or juice. Applications for free or reduced lunches are sent home at the beginning of the school year. They are also available in the school office. The cost of lunch for students who choose to purchase lunch is \$2.00. Children who come to school without lunch money are served cereal and milk or peanut butter and jelly sandwiches.

MEDIA CENTER

Our Media Center serves as a vital resource to our students. Children are encouraged to borrow books and utilize the fine materials available to them. Students must remember that the library is a place for learning and not socialization. If a student refuses to follow media center rules, he/she may be sent back to class. Students may utilize the media center before school from 8:20 a.m. through 8:50 a.m. They must obtain a pass from a security monitor.

PARENT TEACHER STUDENT ASSOCIATION (P.T.S.A.)

National P.T.S.A. is the largest volunteer child advocacy organization in the United States. A not-for-profit association of parents, educators, students, and other citizens active in their schools and communities, P.T.S.A. is a leader in reminding our nation of its obligations to

children. Please contact the school if you are interested in joining. Membership is just \$8.00. Meetings are scheduled and announced monthly.

PARKING AT SCHOOL

For obvious precautions, no cars should be parked in the bus zone at the side of the school. DO NOT PARK THE WRONG WAY or make "U" turns. These practices are illegal and endanger children and adults. The Staff Parking Lot is reserved for school faculty and staff. **Please do not block ramps that are wheelchair accessible; we have students and parents who depend on these ramps to access our school.**

PERSONAL SAFETY (VERY IMPORTANT)

Plan with your child a safe route to and from school. Follow him/her at times to see how well he/she observes your instructions.

Discuss with your child the danger of talking to strangers.

We ask that students arrive at school no earlier than 8:20 a.m. if they will be eating breakfast or 8:40 a.m. if they will not have breakfast at school. We also ask that students not remain on campus after 3:40 p.m. unless they are participating in a club or school sponsored activity. Safety for students outside the school campus after school hours is a great concern. If students walk home, they are to do so immediately after dismissal. They are not to socialize with strangers. Running, horse-playing, wrestling, play fighting, etc., will not be permitted before or after school. Additionally, we request your assistance in encouraging students to avoid the park. Make sure your child is aware of the danger of playing or fishing along lakes/canals and of walking the pipes across canals. We call your attention to definite observable hazards to the safety of your children:

1. Adults who drop children off on the wrong side of the street.
2. Adults who double park and who do not respect the posted 15 miles per hour speed zone.
3. Adults who beckon children to cross the street between parked cars in the middle of the block.
4. Adults who do not follow the school's designated safety pick-up/drop-off zones.

PHYSICAL EDUCATION

Physical education is part of the instructional program of our school. Children may be excused a day or two if they have been sick. This request must be in writing from the parent to the teacher. To be excused from physical education for a longer period, please request an exemption form which must be completed by your physician.

EXEMPTION:

A Physician's statement is required for any exemption due to a child's chronic health problem. If you have any questions, please see an administrator.

PHYSICAL EXAMINATION

Parents/Guardians of all students (K-12) are required to present evidence of examination, including proof of a tuberculin skin test, on the appropriate form (HRS Form 3040) prior to initial entrance into a Florida school. Parents who, for economic reasons, are unable to have their children examined by a private physician may obtain a physical examination from the Miami-Dade County Health Department. You may call (305)-253-5100 to arrange an appointment.

PROBLEM SOLVING AT SCHOOL

Your first contact should be your child's classroom teacher. Make every effort to attend Open House, P.T.S.A. meetings or other school events that will allow you to establish a professional relationship with school personnel.

To arrange a parent-teacher conference, simply contact the school's guidance counselor or the team leader and request a meeting. Please provide contact numbers when an appointment is scheduled. In many cases, problems may be resolved over the phone. The sooner a problem is addressed, the sooner it can be resolved.

Conferences are held on Wednesday, Thursday, and Friday at 8:20 or at a mutually convenient time. The classroom doorway or the hallways are not the appropriate setting to conduct a conference.

If a situation cannot be resolved during a parent-teacher conference, additional assistance may be required to help reach consensus. In this event, the parent should contact the Guidance Counselors or the administrative staff.

PSYCHOLOGIST

The Student Services Department of the Miami-Dade County Public School System provides each school with the services of a psychologist. With the written consent of the parent, pupils with persistent academic, social, or emotional problems are referred to the psychologist for diagnostic testing. An effort is made to find the causes for difficulties in order to assist the child, parent, and teacher in helping the child overcome the problem.

REPORT CARDS AND GRADING GUIDELINES

Report Cards are distributed approximately one (1) week after the end of each grading period. (November, February, April, June). Grades are also available for viewing on-line at the District's Parent Internet Viewer at <http://piv.dadeschools.net/>. Grades are given in three areas:

1. **ACADEMICS**

An indication of the level of mastery of the instructional objectives appropriate for the grade level.

“A” – A grade of “A” indicates the student has demonstrated EXCELLENT achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than typical student in the same program or course.

“B” – A grade of “B” indicates the student has demonstrated GOOD but not outstanding achievement in the subject area. The student consistently performs at a level which is above that which is expected of a typical student in the same program or subject.

“C” – A grade of “C” indicates the student has demonstrated SATISFACTORY academic achievement. The student performs at an average level in terms of mastery of skills and/or content. The student’s rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

“D” – A grade of “D” indicates the MINIMAL ACCEPTABLE level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student’s rate of progress is such that the MINIMAL instructional objectives and competencies for the program will be mastered.

“F” – A grade of “F” indicates a level of academic performance which is UNSATISFACTORY. Students functioning at this level are not mastering the minimal objectives required in the instructional program and may be retained at grade level.

2. **EFFORT**

The desire and initiative displayed in learning.

“1” – Outstanding - The student will, when necessary, resubmit a task in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

“2” - Satisfactory – All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with the student’s ability.

“3” - Insufficient - Little attention is paid to completing assignments well and/or on time, or in a manner commensurate with the student’s ability.

3. **CONDUCT**

The manner in which a student performs in relation to classroom and School Board standards for behavior.

“A” – A conduct grade of “A” reflects EXCELLENT behavior on the part of the student. The student usually finishes assignments on time and usually stays on task.

“B” – A conduct grade of “B” reflects consistently GOOD behavior. The student usually meets established standards for student conduct.

“C” – A conduct grade of “C” reflects SATISFACTORY behavior on the part of the student. The student’s behavior is generally acceptable according to established standards of conduct.

“D” - A conduct grade of “D” reflects that there is IMPROVEMENT NEEDED IN THE STUDENT’S OVERALL BEHAVIOR. The student does not consistently demonstrate behavior which is acceptable.

“F” - A conduct grade of “F” reflects UNSATISFACTORY overall behavior. The student regularly violates established classroom, school, or district standards of behavior.

Interim Progress Reports are sent home at the mid-point of the grading period. (Approximately 5 weeks into the grading period). Progress reports must be signed and returned to the school. Pay close attention to grades and comments on progress reports. One of the purposes of progress reports is to improve in the areas of academics or behavior prior to the end of the marking period. If you have any questions regarding the grades or comments on a progress report contact your child’s teacher immediately. Dates for distribution are as follows:

9/23, 12/2, 2/24, and 5/5

UNSATISFACTORY PROGRESS REPORTS may be sent home at any time that the student’s work is such that he/she is at risk of failing.

HONOR ROLL

The following qualifications are necessary to achieve honor status in the Miami-Dade County Public Schools. Bonus points are not included in the academic average for a middle school student.

1. **Principal’s Honor Roll**

Academic Average	4.00	(All A’s)
Effort	All 1’s	
Conduct Grade	4.00	(All A’s)

2. **Superior Honor Roll**

Academic Average	3.50 - 3.99	
Effort	All 1’s and 2’s	
Conduct Average	3.50 or greater	

3. **Regular Honor Roll**

Academic Average	3.00 - 3.49	
Effort	All 1’s and 2’s	
Conduct Average	3.00 or greater	

SPEECH THERAPY

All children enrolled in Miami-Dade County Public Schools who are in need of speech correction, are eligible to attend speech therapy classes. Children may be referred for testing by the classroom teacher and/or parents. Students, who are in need of speech therapy, are resourced to the speech teacher during the school day.

STUDENT ACCIDENT INSURANCE

Your child's health and well-being is important to us. You will receive information regarding Student Accident Insurance. You may purchase this coverage in the event your child is injured at school or on a field trip.

TEXTBOOKS

Textbooks are furnished by the State of Florida and distributed by the teachers. Children are responsible for books issued to them and will be fined in proportion to any loss or damage to these books. Fines are also imposed for damage to school property. This is done to encourage good citizenship, responsibility, and respect for property. Please assist in assuring that students act responsibly with school textbooks. We encourage students to cover textbooks and use book bags to limit wear and tear on the books.

TRANSFERS

If it is necessary to withdraw a child from school, the office should be notified at least two days in advance. We must be sure that all textbooks and library books are accounted for and records must be updated in order to provide transfer information for your child's new school. A parent who wishes to transfer a student from one school to another within Miami-Dade County must secure a transfer form from the sending school before being admitted to the new school. The parent must apply for the transfer in person and provide verification of a change of residence – broker's or attorney's statement of purchase of property and provide verification of a change of residence: FPL utility deposit receipt showing new address, or properly executed lease agreement.

UNSATISFACTORY WORK NOTICES

Notification of unsatisfactory academic progress on the part of your child will be sent to you approximately four (4) weeks prior to the closing of each nine week marking period.

Unsatisfactory work notices do not necessarily mean failing work, although this is frequently so. A warning in this form often encourages closer and more diligent application to school activities.

It is recommended that you make an appointment for a conference with your child's teacher immediately upon receipt of such notice.

CONCLUSION

In conclusion, we have attempted to address issues/policies that directly affect you and your children. Our staff is committed to making the school an important and meaningful place for your children and you. Various staff members will call you from time to time to keep you informed of your child's progress. However, there are times when an oversight and/or a misunderstanding will need to be clarified. There needs to be communication between us! Again, your first contact is your child's teacher. If the situation cannot be resolved, your next stop is our office (see "Problem Solving"). If there is still no resolution to your concern, you may contact the Region II Office and the District Office (in this order) for additional assistance.