

District/School Operations

Senior High School Parent/Student Handbook

2012-2013



**Miami Lakes Educational Center
5780 NW 158th Street
Miami Lakes, FL 33014**

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Lawrence S. Feldman, Vice Chair

Dr. Dorothy Bendross-Mindingall

Mr. Carlos Curbelo

Mr. Renier Diaz de la Portilla

Dr. Wilbert "Tee" Holloway

Dr. Martin Karp

Dr. Marta Pérez,

Ms. Raquel A. Regalado

Mr. Jude Bruno, Student Advisor

**Mr. Alberto M. Carvalho
Superintendent of Schools**

Mr. Freddie Woodson

Deputy Superintendent, District/School Operations



TABLE OF CONTENTS

District's Vision/Mission.....1

Message from Principal.....2

School's Mission Statement.....3

Alma Matter.....3

School Information.....4

Website.....4

Feeder Pattern Schools.....5

District/School Calendar.....6

Important Dates.....7-13

 Testing

 Interim Progress Reports

 Report Cards

Activities.....13

 Clubs

 Non-School sponsored

 Fieldtrips and Special Activities

 Senior Activities

Fundraisers.....13

Attendance Policy.....14

 Attendance Review Committee

 Excused Absences and Tardies

 Unexcused School Absence

Arrival/Dismissal.....	15
School Hours	
Bell Schedule	
Late Arrival	
Early Sign Out	
Comprehensive Reading Plan.....	15
Messages and Use of Telephones.....	15
Lost and Found.....	15
Cafeteria.....	15-16
Food Cost	
Free Breakfast	
Free/Reduced Lunch Program	
PAYPAMS	
Cafeteria Rules	
Registration Procedures.....	16
.	
Code of Student Conduct.....	16-25
Behaviors and Range of Corrective Strategies	
Student Rights and Responsibilities	
Dress Code	
Uniform Policy	
Cell Phones	
Internet Use Policy	
Confidential Information.....	25
Parent-Teacher Association (PTA/PTSA).....	25
Insurance.....	25
Emergency Contact Information.....	25
.	
Halls/Hall Passes.....	26
.	
Health Screening.....	26
Immunizations.....	26
Parent Portal.....	27
Financial Obligations.....	28

Grade Reporting.....	28
Academic Grades	
Conduct	
Grade Point Average	
Interim Progress Report	
5-point Rule	
Homework / Make-up Assignments.....	29
Out of Area Student Transfer.....	29
Textbooks.....	29
Permanent Records.....	30
Publications.....	30
Procedures for Addressing Concerns.....	31
Transportation Eligibility.....	31
Work Permits.....	31
Safety and Security.....	32-33
The Emergency Operations Plan	
Accident Reports	
Code Yellow/Code Red	
Closing of School	
Fire Drills	
Identification Cards	
Parking	
Visitors	
Elevator	
Media Center.....	33
Access	
Checkout of Books	
Special Education.....	34
Student Services.....	35
Academic Advisement	
Medication	
Community Service Requirements	
Counselor Request	
School Trust Counselor	

The Parent Academy.....	36
Volunteer Program.....	36
Title1.....	37
Title1Parent's Right to Know Letter.....	38

Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

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

Message from the Principal

Welcome to Miami Lakes Educational Center. It is my sincere hope that this handbook will assist you in making decisions about your educational options and future endeavors.

Miami Lakes Educational Center is staffed with a cadre of highly skilled professionals who bring years of experience to the classrooms and labs, and are certified by the Department of Education. The Center has an excellent Student Services Department which provides necessary support services for all students as well as other related program activities.

Our school is well known in the community and plays a major role in the day-to-day activities within the Miami Lakes area. Representatives of the school actively participate in the local Chamber of Commerce activities, Business Association functions, and other community functions. I am very proud to say that the Center receives outstanding support from the community. This indeed makes it a pleasure to serve the community.

I sincerely hope that in selecting Miami Lakes Educational Center, an A school, that the selection you made will lead to the fulfillment of your personal goals and career expectations.

Miami Lakes Educational Center Mission Statement

The mission of Miami Lakes Educational Center is to create a highly qualified future workforce by offering state-of-the-art academic, career, and technical education to all generations within our community.

Alma Matter

Through the years we've grown, in our minds we've shown
The sense of pride we feel.
Hail to thee, old friend, it's our journey's end
Wave our colors black and teal
As the Jaguars roar, see our spirits soar.
We unite in heart and song.
Learning's legacy you have given me,
And commitment proud and strong.
So as we pass through life, and we leave our school,
There is one thing we'll recall.....
That the days we spent at Miami Lakes Ed
Were the very best days of all.

School Information

Miami Lakes Educational Center (MLEC) is accredited by the commissions of the Council on Occupational Education. Miami Lakes Educational Center (secondary) is accredited by the Council on Accreditation and Schools Improvement of the Southern Association of Colleges and Schools. At Miami Lakes Educational Center, we bring our complimentary talents together to provide our students with challenging academic and significant social experiences that will prepare them for their post secondary life. Being a team allows us to empower all of the school's leaders so that great things are accomplished for our students. The MLEC Leadership Team consists of the following individuals:

Mr. James V. Parker, Principal

Secondary Administration

Ana Maria Lopez-Ochoa, Ed.D., Vice Principal

Michael Tandlich, Assistant Principal

Tammy Thomas, Assistant Principal

Post-Secondary Administration

Beverly Carter Remy, Ed.D., Vice Principal

Juan Gonzalez, Assistant Principal

Wayne Jenkins, Assistant Principal

Ana Varona, Assistant Principal

Student Services Department

Ana I. Tigerino, Student Services Department Chairperson

Greggory Campbell, Guidance Counselor

Javier R. Lasaga, Guidance Counselor

Gladys Duran, Trust Counselor

Helena Castro, Activities Director

Website

<http://mlec.dadeschools.net/>

Feeder Pattern Schools

Elementary Schools

Middle Schools

Senior High School

Hialeah Gardens Elementary
Earnest Graham Elementary

Bob Graham Educational Center
Jose Marti Middle School

Barbara Goleman Senior High
Miami Lakes Educational Center



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2012-2013 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

July 2012				
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
30	31			

August 2012				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2012				
M	T	W	T	F
8	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2012				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2012				
M	T	W	T	F
			1	2
5	6*	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2012				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2013				
M	T	W	T	F
				1*
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2013				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2013				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2013				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2013				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

FLORIDA COMPREHENSIVE ASSESSMENT TEST® FCAT SUNSHINE STATE STANDARDS (SSS) / FCAT 2.0 NEXT GENERATION SSS		
OCTOBER 8 – 19, 2012	GRADES 11–ADULT	FCAT MATHEMATICS/ 2.0 READING/ RETAKES
DECEMBER 4 – 5, 2012	GRADES 4, 8, AND 10	FCAT 2.0 WRITING PROMPT FIELD TEST
FEBRUARY 26 – 28, 2013	GRADES 4, 8, AND 10	FCAT 2.0 WRITING
APRIL 8 – 19, 2013	GRADES 11–ADULT	FCAT MATHEMATICS /2.0 READING/ RETAKES
APRIL 15 – 26, 2013	GRADES 3–10	FCAT 2.0 READING
APRIL 15 – 26, 2013	GRADES 3–8	FCAT 2.0 MATHEMATICS
APRIL 15 – 26, 2013	GRADES 5 AND 8	FCAT 2.0 SCIENCE

	New Teachers Report	
	Teacher Planning Day	Days in Grading Period
	Teacher Planning Day No Opt	1-46
	Legal Holiday	2-45
	Recess Day	3-41
	Beg/End of Grading Period	4-48
	Secondary Early Release	
	End of Grading Period/Secondary Early Release Day	

For information on employee opt days, please refer to back of calendar.

**2012-2013 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA**

August 16, 17, 2012 Teacher planning days; no students in school
August 20 First Day of School; begin first semester
September 3 Labor Day; holiday for students and employees
September 17*+ # Teacher planning day; no students in school
September 26*+ # Teacher planning day; no students in school
October 25 Secondary early release day and end of first grading period; first semester
October 26*+ # Teacher planning day; no students in school
October 29 Begin second grading period; first semester
November 6 Teacher planning day; Professional Development Day-not available to opt; no students in school
November 12 Observation of Veterans' Day; holiday for students and employees
November 22 Thanksgiving; Board-approved holiday for students and employees
November 23 Recess Day
December 13 Secondary early release day
December 24- Winter recess for students and all employees with the exception of Fraternal Order of January 4, 2013 Police Employees;
January 17 Secondary early release day and end first semester and second grading period
January 18 *+ # Teacher planning day; no students in school
January 21 Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22 Begin second semester; third grading period
February 1 Teacher planning day; Professional Development Day-not available to opt; no students in school
February 14 Secondary early release day
February 18 All Presidents Day; holiday for students and employees
March 21 End third grading period; second semester
March 22 *+ # Teacher planning day, no students in school
March 25 - 29 Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 1 Begin fourth grading period; second semester
May 2 Secondary early release day
May 27 Observance of Memorial Day; holiday for students and employees
June 6 Last Day of School; end fourth grading period; second semester
June 7 Teacher planning day; no students in school
NOTE: Every Wednesday – Students (Grades 2-8) in elementary and K-8 Centers are released one (1) hour early

Job Category Beginning Date Ending Date

Teachers new to the system August 9, 2012 June 7, 2013
Assistant Principals and 10-month clerical August 9, 2012 June 14, 2013
Cafeteria Managers August 13, 2012 June 7, 2013
Satellite Cafeteria Managers August 15, 2012 June 6, 2013
All Instructional Staff, Paraprofessionals & Security August 16, 2012 June 7, 2013
Assistant to Cafeteria Managers/MAT Specialists August 17, 2012 June 6, 2013
Cafeteria Workers (part-time) August 20, 2012 June 6, 2013

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 14, 15, 2012, or June 10, 11, 2013, in lieu of any one or two of the following days: September 17, 2012, September 26, 2012, October 26, 2012, January 18, 2013, and March 22, 2013. November 6, 2012, and February 1, 2013, are Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 10, 11, 2013, in lieu of any one or two of the following days: September 17, 2012, September 26, 2012, October 26, 2012, January 18, 2013, and March 22, 2013. November 6, 2012, and February 1, 2013, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 7, 8, 2012, or June 17, 18, 2013, in lieu of any one or two of the following days: September 17, 2012, September 26, 2012, October 26, 2012, January 18, 2013, and March 22, 2013. November 6, 2012, and February 1, 2013, are Professional Development Days and are not available to opt.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2012 - 2013 TESTING CALENDAR, GRADES K-12
Tentative: July 17, 2012**

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
July 23-26; 30	<i>Florida End-of-Course Assessment Algebra 1</i>	EOC	Grade 6-12, eligible students, selected schools	State
August 20–September 7	<i>Baseline Benchmark Assessments Reading, Mathematics, Science, United States History, and Civics</i>	BBA	Grades 3-12	State and District
August 21 – October 17	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	FAIR	Grades 1-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State and District
August 22 – September 5	<i>District Writing Pre-Test</i>	DWT	Grades 1-10	State and District
September/October	<i>Preliminary ACT Test</i>	PLAN	Grade 10, <i>optional</i>	Nationally Offered
October 2 – 9	<i>Programme for International Student Assessment</i>	PISA	Grades 9-12, selected schools	International
October 8 – 19	<i>Florida Comprehensive Assessment Test Reading and Mathematics Retake*</i>	FCAT / FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>as needed***</i>	State
October 17	<i>College Board Preliminary SAT /</i>	PSAT / NMSQT	Grade 9, <i>optional</i>	Nationally Offered

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
	<i>National Merit Scholarship Qualifying Test</i>		Grade 10	State
			Grade 11, <i>optional</i>	Nationally Offered
October 29 – November 9	<i>Interim Assessment Tests: Fall Reading, Mathematics, and Science</i>	IA	Grades 3-12	State and District
November 26 – 30	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 9-11, <i>optional</i>	State
	<i>Florida End-of-Course Assessments*</i>	EOC	Grade 6-12, enrolled students	State
November 28 – December 4	Biology 1			
December 5 – 11	Algebra 1			
December 12 – 19	Geometry			
November 29 – February 4	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State
December 4 – 5	<i>Florida Comprehensive Assessment Test Writing Prompt Field Test</i>	FCAT 2.0	4, 8, and 10	State
January 7 – 22	<i>District Writing Mid-Year Test</i>	DWT	Grades 1-10	State and District
	<i>Interim Assessment Tests: Winter</i>	IA		State and District
January 14 – 17	United States History		Grades 9 - 12, enrolled students	
January 22– February 5	<i>Reading, Mathematics, and Science</i>		Grades 3-12	

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
January 28 – March 8	<i>National Assessment of Educational Progress</i>	NAEP	Grades 4, 8, 12, selected schools	Federal
February	<i>Florida's Postsecondary Education Readiness Test</i>	PERT	Grades 11-12, selected students	State
February 26 – 28	<i>Florida Comprehensive Assessment Test 2.0 Writing</i>	FCAT Writing	Grades 4, 8, 10	State
March 4 – April 5	<i>Comprehensive English Language Learning Assessment</i>	CELLA	Grades K-12, all current ELLs and selected former ELLs	Federal and State
March 4 – April 12	<i>Florida Alternate Assessment</i>	FAA	Grades 3-11****	State
March 18 – 22	<i>Interim Assessment Tests: Spring United States History Civics</i>	IA	Grades 6 - 12 , enrolled students	State and District
April 5 – May 23	<i>Florida Assessments for Instruction in Reading Assessment Period 3 (AP3)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State
April 8 – 19	<i>Florida Comprehensive Assessment Test Reading and Mathematics Retake*</i>	FCAT / FCAT 2.0 RETAKES	Grades 10+, 11, 12, as needed***	State
April 9 – 12	<i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i>	SAT-10	Grades K-2	District

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
April 15 – 26	<i>Florida Comprehensive Assessment Test 2.0</i>	FCAT 2.0		Federal and State
	Reading*		Grades 3-10	
	<i>Florida End-of-Course Assessment*</i>	EOC	Grades 6-12, <i>enrolled students</i>	State
April 22 – 26	US History			
April 29 – May 3	Geometry			
May 6 – 10	Biology 1			
May 13 – 17	Algebra 1			
May 2 – 22	<i>International Baccalaureate External Written Examinations</i>	IB	Grades 11-12, <i>enrolled students only</i>	Internationally Offered
May 6 – 10	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 9-11, <i>optional</i>	State
May 6 – 17	<i>Advanced Placement Examinations</i>	AP	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered
May 7 – June 12	<i>Cambridge Advanced International Certificate of Education Examinations</i>	AICE	Grades 9-12, <i>selected schools</i>	Internationally offered

Notes:

*The Grades 6, 7, 9 and 10 FCAT 2.0 Reading, Grade 5 FCAT 2.0 Mathematics, FCAT 2.0 Reading Retake, FCAT Mathematics Retake, and all End-of-Course (EOC) tests are computer-based testing platform only. Paper-based accommodations are available to eligible students.

**The following students in all schools must participate in FAIR as follows:

- All students in grades K-3
- Grades 4-10: only students in FCAT Levels 1 and 2
- Grades 11-12: only students eligible to take the FCAT Reading Retake

***Students who need to pass one or more sections of the test.

****Only includes ESE students exempted from standardized testing at these grade levels.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2012 - 2013 TESTING CALENDAR, GRADES K-12
Tentative: July 17, 2012**

TESTS GIVEN ON AN AS-NEEDED BASIS			
DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs	APRENDA	Grades K-12, <i>eligible ELLs</i>	State
<i>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i> Placement decisions for Gifted Program Exit ESOL Program (six semesters or more)	ITBS/ITED	Grades K-12, <i>eligible students</i> Grades 2-12, <i>selected students</i>	Federal and State
<i>On-line Comprehensive English Language Learning Assessment</i> Placement decisions for ESOL Extension of services for ESOL Program	On-line CELLA	Grades 1-12, <i>eligible students</i>	Federal and State

COLLEGE ENTRANCE EXAMINATIONS NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS			
Anticipated SAT and SAT Subject Test Dates*		ACT Test Dates	
October 6, 2012	March 9, 2013 (SAT Only)	September 8, 2012	April 13, 2013
November 3, 2012	May 4, 2013	October 27, 2012	June 8, 2013
December 1, 2012	June 1, 2013	December 8, 2012	
January 26, 2013		February 9, 2013	

*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

Developed by Student Assessment and Educational Testing. Revised July 17, 2012.

Important Dates

Interim Report Distribution	Report Card Distribution
September 21, 2012	November 16, 2012
December 4, 2012	February 8, 2013
February 20, 2013	April 18, 2013
May 2, 2013	June 27, 2013

Activities

Clubs

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

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

Non-School Sponsored Clubs

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

Fieldtrips and Special Activities

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

Senior Activities

Miami Lakes Educational Center offers the following activities for students in grade 12: Senior Social, Senior Parent Night, Senior Brunch, Grad Night and Prom. All students are encouraged to attend these activities however, this is a privilege, not a right. It is expected that the student abide by the Student Code of Conduct. If the student does not abide by set rules, any or all of these privileges can be taken away. All of these activities will incur an expense for the student. Dates, times and cost are provided to students by the class sponsor.

Fundraisers – Board Policy 5830

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

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

Attendance Policy – Board Policy 5200

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

Excused School and Class Absences and Tardies

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

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Arrival/Dismissal

School Hours: 7:20 A.M. – 2:20 P.M.

Bell Schedule – Block 1: 7:20 A.M. – 9:30 A.M.
Block 2: 9:35 A.M. - 12:15 P.M.
Block 3: 12:20 P.M. – 2:20 P.M.

Late Arrival

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.

Early Sign Out- Board Policy 5200

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

Comprehensive Reading Plan

All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

Messages and Use of Telephones

A telephone is made available in the Office of Student Services, located in Building 5, for emergency use only. In the event a message is received from a parent/guardian, appropriate action will be taken.

Lost and Found

Items that are lost and found are placed in the Office of Student Services, located in Building 5, until an owner makes a viable claim. Positive identification may be required to obtain the lost item(s).

Cafeteria

Food Cost

Breakfast	Lunch	
All Students No charge	Students	\$2.50
Adults \$2.00	Reduced Price, Students	\$0.40
	Adults	\$3.00

Free Breakfast

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

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year.**

PAYPAMS

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

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

Cafeteria Rules

- Keep in a single line
- Always be courteous to the cafeteria workers
- Always use acceptable table manners
- Discard the trash appropriately

Registration Procedures

The mission of Miami Lakes Educational Center (MLEC) is to create a highly qualified workforce by offering a state-of-the-art academic, career, and technical education to all generations within our community. The criteria for acceptance into MLEC are a 2.0 Grade Point Average (GPA) (3.0 GPA for the Cambridge Academy), good attendance, effort, conduct, and a strong commitment to enter the career of your choice.

The eligibility criteria for currently enrolled students are the same as for new students. Currently enrolled students will be reviewed annually and the recommendations for withdrawal to their home school will be made as needed.

Students new to MLEC must submit an application by January 15 of each current year, to be accepted for the following year. The application process begins in October through January 31. An application can be accessed from the web at

<http://mllec.dadeschools.net/HighSchool/StudentResources/Application.html>.

Should you have any questions or concerns regarding the application process, please contact the registrar, Ms. Pam Bryant, at bryantp@dadeschools.net.

Code of Student Conduct

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 March 12, 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, Haitian/Creole, and Spanish versions of the document on the M-DCPS Website located at <http://ehandbooks.dadeschools.net/policies/90/index.htm> 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

LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

LEVEL I

Disruptive Behaviors

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



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.

RANGE OF CORRECTIVE STRATEGIES

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


PLAN I

- Parent/guardian contact **
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) ***
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan


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.


BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <h3 style="text-align: center;">LEVEL II</h3> <p>Seriously Disruptive Behaviors</p> <ul style="list-style-type: none"> • 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 at someone • Prohibited sales on school grounds (other than controlled substances) • Possession and/or use of tobacco products • Slander • Vandalism (minor) <hr style="border-top: 1px dashed #000;"/> <p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> * 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. 	<p>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 <u>in conjunction with</u> this PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level II infractions.</p> <h3 style="text-align: center;">PLAN II</h3> <ul style="list-style-type: none"> • 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 <div style="text-align: center; margin: 20px 0;">  </div> <hr style="border-top: 1px dashed #000;"/> <p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> ** 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.
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>	

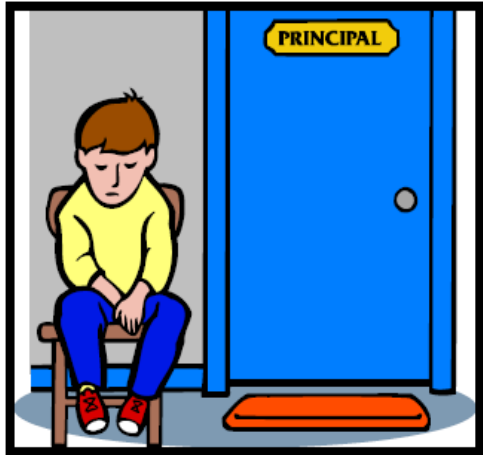
BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>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.</p> <p style="text-align: center;">LEVEL III</p> <p>Offensive/Harmful Behaviors</p> <ul style="list-style-type: none"> • 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) <hr style="border-top: 1px dashed #000;"/> <p style="text-align: center;">Special Notes</p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</p> <p>* Bullying infractions do not require a SPAR</p> <p>** 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.</p>	<p>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 <u>in conjunction with</u> this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.</p> <p style="text-align: center;">PLAN III</p> <ul style="list-style-type: none"> • 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 <div style="text-align: center; margin: 20px 0;">  </div> <hr style="border-top: 1px dashed #000;"/> <p style="text-align: center;">Special Notes</p> <p>*** Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>**** Send written notice to parent/guardian within 24 hours via U.S. mail.</p>

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p> <p style="text-align: center;">LEVEL IV</p> <p>Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> • Battery against a <u>non-staff</u> member • Grand theft (over \$300.00) • Hate crime • Hazing (felony) • Motor vehicle theft • Other major crimes/incidents • Sale and/or distribution of alcohol and/or controlled substances • Sex offenses (other) (including possession and/or distribution of obscene or lewd materials) 	<p>The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;">PLAN IV</p> <ul style="list-style-type: none"> • Parent/guardian contact* • Suspension from school for one to ten days** • Recommendation for alternative educational setting • Recommendation for expulsion. <div style="text-align: center; margin: 20px 0;">  </div>
Special Notes	Special Notes
<p>➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</p>	<p>* Good Faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>** Send written notice to parent/guardian within 24 hours via U.S. mail.</p>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.</p> <h3 style="text-align: center;">LEVEL V</h3> <p>Most Serious, Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> • Aggravated assault • Aggravated battery against a non-staff member • Armed robbery • Arson • Assault/Threat against M-DCPS employees or persons conducting official business • Battery or Aggravated battery against M-DCPS employees or persons conducting official business* • Homicide • Kidnapping/Abduction • Making a false report/threat against the school* • Sexual battery • Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.* 	<p>The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <h3 style="text-align: center;">PLAN V</h3> <ul style="list-style-type: none"> • Parent/guardian contact ** • Suspension from school for ten days *** • Recommendation for expulsion <div style="text-align: center; margin-top: 20px;">  </div>
<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> ➤ All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. ➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion. <p>* Mandatory one year expulsion.</p>	<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> ** 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. ➤ This level of infraction may result in an expulsion requiring School Board action.
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>	

Student Rights and Responsibilities

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

Dress Code – Board Policy 5511

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

Uniform Policy

Miami Lakes Educational Center has a mandatory uniform policy. This policy requires that students wear an “Academy Uniform” which combines an academy shirt (bearing the particular academy logo) with appropriate bottom attire as described below.

Academy Shirt (Polo Collared Shirt) Required

Health Academy	Red, White and/or Black (Logo: red and/or white)
Entrepreneurship Academy	Forest Green and/or Burgundy (Logo: gold)
Information Technology Academy	Black and/or White (Logo: white and/or black)
Communications & Technology Academy	Gray and/or Black (Logo: black and/or gray)
Cambridge Academy	Light Blue and/or White (Logo: white and/or blue)

Bottom Attire

All academies will follow the approved Miami Lakes Educational Center Dress Code.

All pants or trousers must fit properly and be secured at the waist.

- Slack
- Jeans
- Skirts

Not Allowed:

- Shorts
- Capri pants
- Capri shorts
- Mini-skirts and “cut-offs”
- See-through garments
- Mini dresses
- Halter tops, tube tops, or tanks without over blouses or shirts
- Shirts tied at the midriff
- Bare midriff outfits
- Fish-net jersey or shirts
- Oversized/baggy or low hanging pants
- Spaghetti straps
- Hats, caps, or bandanas, unless required by the special program (Culinary Arts or athletics) or worn for religious or medical reasons.

During the months of November through February, the weather is sometimes cold, therefore, on those cold days the uniform shirt must be worn on top of any other shirt or garment.

During the Dress for Success days, students are requested to wear stylish clothes of their choice, appropriate for the workforce and for school, as long as it does not violate the dress code requirements, are not dangerous to health and safety requirements, and do not distract or offend others. All students are expected to honor their responsibilities and behave in a way which respects the rights of all under the following rules

- Shoes must be worn at all times Shoes must have a heel. **For safety reasons, flip flops, thongs bedroom slippers, or any other types of backless/strapless shoe cannot be worn.**
- Special clothing may be required for health or safety reasons in certain programs, such as in physical education, and certain technology education programs.
- Clothing that exposes the torso or upper thighs are not allowed.
- Garments, such as boxer shorts, bloomers, and bustier, which are traditionally designed as under-garments, may not be worn as outer garments. Other clothing not allowed: leggings without over blouses that reach mid-thigh, tights, bodysuits, or hosiery including those with lace trim, and bicycle racing attire unless they are worn underneath dresses, skirts, or pants of appropriate length.
- Students may not wear clothing, jewelry, haircuts, or other items or markings which are offensive, sexually suggestive or indecent, associated with gangs or cults, encourage use of drugs, alcohol or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, or sexual orientation.
- Curlers and other hair-grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, and spraying hair, and applying cosmetics is allowed only in the restrooms and/or designated areas.
- Any articles of clothing, jewelry, spikes, metal studs, ornaments, or objects that may cause injury or damage to furniture or walls are not allowed; including, but not limited to, belts, bracelets or collars with spikes, heavy link chains, and wallet chains.
- Students attending a field trip must dress for success and/or wear academy shirts with ID.

Students who violate the dress code will be subject to one or more of the following consequences:

First offense:	Parent contacted to bring appropriate clothing and warning issued to the student
Second offense:	Parent contacted to bring appropriate clothing and a detention issued with a referral
Third offense:	Parent contacted to bring appropriate clothing, two detentions issued, and student placed On probationary contract with a referral
Fourth offense:	Parent contacted, student suspended from school, and withdrawal slip issued to attend home school

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC.

Internet Use Policy – Board Policy 7540.03

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the

District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

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 are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

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

The Miami Lakes Educational Center Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2012-2013 flyer outlining online enrollment procedures and additional information to the parents.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information 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 a picture identification. No persons, other than school staff, will have access to the information submitted.

Halls/Hall Passes

Approximately five (5) minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present a hall pass courteously when asked to do so. At no time is a student to be out of the classroom during class without an official Yellow Pass. Teachers are not to give verbal permission for a student to exit the classroom.

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

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

Immunizations

Requirements for School Entry:

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

Florida KidCare


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

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

Parent Portal

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

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



Parent Portal It is as easy as 1, 2, 3, 4

- 1** - Obtain your child(ren) Student Identification Number
- Obtain your 6 digit Parent Identification Number (PIN)
By visiting your child's school
- 2** Create a parent account, login to:
<http://myportal.dadeschools.net/parent>
- 3** It is recommended (after 24 hrs) to reset your password with password management P-Synch
- 4** Login to - Parent Portal
for student grades, attendance, and important information

www.dadeschools.net

Financial Obligations

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

Grade Reporting

Academic Grades

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

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct

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

Grade Point Average

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

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

Interim Progress Report

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

5-point Rule

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

Homework / Make-up Assignments

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

The School Board of Miami-Dade County, Florida recognizes regular, purposeful homework as an essential component of the instructional process in Miami-Dade County Public Schools. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments.

Students will be responsible for:

1. Completing assigned homework as directed
2. Returning homework to the teacher by the designated time
3. Submitting homework assignments which reflect careful attention to detail and quality of work
4. Devoting at least 30 minutes to reading as part of the homework assignment

Parents'/Guardians' responsibilities include:

1. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned
2. Indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child
3. Supporting the school in regard to the students' being assigned homework
4. Requesting assignments for students when short term absences are involved
5. Assisting the school in stressing the importance of reading and its benefits
6. Assuring that students read for a period of at least 30 minutes each day in addition to any other assigned homework

It is understood that it is not the parent's/guardian's responsibility to have to give a great deal of assistance to the student in completing homework. Parents or other family members should, however, make every effort to read to students who cannot read on their own during the assigned homework period. It is the school's responsibility to make instructions related to homework clear and to provide, when necessary, a short period of supervised study or a period of questioning to ensure that the students understand the assignment.

Excerpt from School Board Rule 6Gx13- 6A-1.23

Out of Area Student Transfer – Board Policy 5131

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Region Superintendent (or designated Region director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, the parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

Textbooks

State policy entitles students to be issued textbooks. The use of state-issued textbooks is a privilege. It is expected that all students treat their textbooks with care. For this reason, students should cover their textbooks. Textbooks that are lost or misplaced must be paid for before another textbook is issued. In some cases, students

will be required to purchase workbooks, lab manuals, or paperbacks. These books will become the property of the student.

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

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

- a) pupil's or student's full legal name
- b) authenticated birth date, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn
- g) courses taken and record of achievement, such as grades, credits, or certification of competence
- h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
- i) State and/or District standardized assessment/achievement test results, if required for graduation
- j) written records of access to the student's record
- k) Home Language Survey

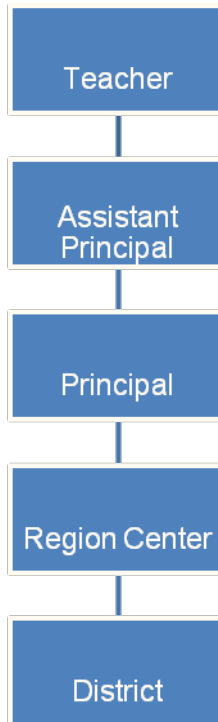
Publications

The Harbinger (Student Newspaper)

Miami Lakes Educational Center Yearbook

Procedures for Addressing Concerns

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



Transportation Eligibility

Students will be assigned for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles (2), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP).

Work Permits

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

Safety and Security

The Emergency Operations Plan

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

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

Accident Reports

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

Code Yellow/Code Red

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

Closing of School

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of the Superintendent of Schools.

Fire Drills

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

Identification Cards

Student identification cards are issued early in the school year, and must be worn by students at all times.

Parking

Parking decals for all motor vehicles, including mopeds and motorcycles, will be required for students parking at the school. Vehicles without parking decals will be ticketed or towed at the owner's expense.

Visitors

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

Elevator

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

Media Center

The Media Center at Miami Lakes Educational Center serves as a multimedia learning center to enrich, support, and vitalize the school's instructional program. Our continuing aim is to encourage and enable each student to achieve his or her optimum potential as a learner and as a successfully employed citizen.

The resources of our media center are varied and unique. You will find materials associated with the vocational programs offered at our school, plus an excellent selection of items to help write a résumé and prepare for the workforce. Books may be checked out for two weeks at a time.

Hours: 7:00 A.M. -10:30 P.M.

- Students must present their student identification (ID) card to enter
- Students entering the media center during school hours must also present a yellow pass, signed by the teacher sending the student
- Parents also have access to the media center with a picture ID, after signing in as a visitor

Special Education

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

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

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent 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. 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/>.

Student Services

Academic Advisement

The counselors provide academic advisement to students and parents. The Office of Student Services is located in Building 5.

- Ms. Ana Tigerino – Student Services Department Chairperson
All grade 9 - 12 students, with last name beginning with the letter R – Z.
- Mr. Gregory Campbell – Student Services Guidance Counselor
All grade 9 - 12 students, with last name beginning with the letter A – G.
- Mr. Javier R. Lasaga – Student Services Guidance Counselor
All grade 9 - 12 students, with last name beginning with the letter H – Q .

For more information, please log on to <http://mlec.dadeschools.net>, under Student Resources.

Medication

Students requiring special medication during school hours must report to the Office of Student Services, located in Building 5, to request the medication form.

Community Service Requirements

Community Service is one of the four requirements for graduation. Miami Lakes Educational Center requires that a student complete a minimum of five (5) hours of community service. Students can obtain a copy of the community service packet from our website.

Counselor Request

- Counselors meet with students by appointment only. To request an appointment, students need to complete a *Student Request For Student Services Personnel Form* and return the form in the appropriate tray in the Student Services Office. (Form available in the Student Services Office and in our school website).
- Parents are encouraged to complete a *Message for Counselor Form* in order to set up an appointment with their child's counselor. (Form available in the Student Services Office and in our school website).
- Parents and students can also contact a counselor via e-mail. (E-mail addresses are provided in our school website).

School Trust Counselor

Ms. Gladys Duran – Trust Counselor

Ms Duran assists students with their social and emotional needs as they meet their academic goals. Some of the issues addressed through the Trust Program include, but are not limited to, drug prevention/intervention, conflict resolution, adjustment with divorce, bullying and harassment, as well as individual assessments, group counseling, and family counseling. The Trust Program also includes psycho-educational presentations; such as Red Ribbon Month, Character Development, and Tolerance of Others.

The Parent Academy

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians about the importance of their role; strengthen the family unit; unite families and schools; and inform parents/guardians of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students.

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

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

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents/guardians, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

Volunteer Program

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

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

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

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

TITLE I ADMINISTRATION (Applicable to Schools in Title I Program)

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

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

PROGRAM COMPONENTS:

M-DCPS Title I Parental Involvement Plan

*Title I Program Parent Notification Letter

*Title I School's Parental Involvement Plan

*Title I School-Parent Compact

Title I Annual Parent Meeting -- "Open House"

Title I District Advisory Council (DAC)

Title I Region Centers Parent Advisory Council (PAC)

Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless (CPH)

Title I Migrant Education Program (MEP)

Title I Challenging Higher Education for Students in our Schools (CHESS) Program

Title I Home Instruction for Parents of Preschool Youngsters (HIPPPY) Program

PARENT RESOURCE CENTERS

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North

7900 NW 27th Avenue, Suite F9

Miami, FL 33147

(Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South

5555 SW 93rd Avenue, Portable #3

Miami, FL 33165

(FDLRS South Site)

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



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Alberto M. Carvalho

Principal

James V. Parker

Vice-Principals

Dr. Beverly Carter-Remy

Dr. AnaMaria Lopez-Ochoa

Miami-Dade County School Board

Perla Tabares Hantman, Chair

Dr. Lawrence S. Feldman, Vice Chair

Dr. Dorothy Bendross-Mindingall

Carlos L. Curbelo

Renier Diaz de la Portilla

Dr. Wilbert "Tee" Holloway

Dr. Martin Karp

Dr. Marta Pérez

Raquel A. Regalado

August 20, 2012

Dear Parents/Guardian:

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

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

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

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

Sincerely,

James V. Parker

MIAMI LAKES EDUCATIONAL CENTER

5780 N.W. 158th Street – Miami Lakes, Florida 33014 – (305) 557-1100 • (305) 827-9317 (FAX) MLEC.dadeschools.net

Miami Lakes Educational Center is accredited by the Commission of the Council on Occupational Education

Miami Lakes Educational Center (Secondary) is accredited by the Council of Accreditation and School Improvement of

The Southern Association Colleges and Schools

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

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

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

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

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

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.

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.