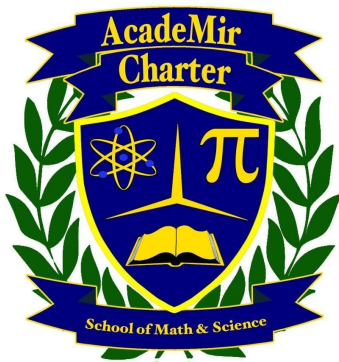


**AcadeMir School of Math and Science (ACSMS)**  
**AcadeMir Middle School of Math and Science (AMSMS)**



&



**Parent & Student Handbook**

**2023-2024**



# AcadeMir Charter Schools of Math and Science

Dear Parent/Guardian(s):

Welcome to an exciting school year at **AcadeMir Charter School of Math and Science (ACSMS) & AcadeMir Middle School of Math and Science (AMSMS)**. It will be a great pleasure to work with all of you for the benefit of our students. This handbook is designed to provide you with information that will answer most of your questions. Please read the handbook and discuss appropriate items with your child. We look forward to working with you and your children. If you have any questions regarding the handbook, please do not hesitate to contact us at (786)601-7668 or stop by the main office for any assistance.

## Our Mission

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

## Our Purpose

The purpose of the AcadeMir Charter Schools of Math and Science is to prepare students to reach their maximum potential in all subjects with special emphasis on Science, Technology, Engineering, Mathematics (STEM) and Reading using research based proven exemplary curricula and enhancement programs.

## Vision

The vision for the AcadeMir Charter Schools of Math and Science is to provide students with a challenging and rigorous curriculum enabling students to be well prepared for higher education and life through adherence to an unwavering mission, shared purpose and clearly articulated goals. Our program allows for scientific exploration and mathematical application along with technology integration through real world connections: by incorporating critical thinking, communication, collaboration, creativity and technological literacy that goes far beyond the basic knowledge to meet the challenges of the 21<sup>st</sup> century global economy. Our goal is to develop students into critical thinkers and problem solvers by providing them with hands-on learning experiences that will enable all students to achieve academic success and become lifelong learners.

## Educational Philosophy

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

## **PRINCIPAL'S MESSAGE**

Dear Tiger Families and Students,

Welcome to the 2023-2024 school year! We are thrilled to be welcoming our TIGERS back to school! We have eagerly anticipated the full reopening of our campus. Our continued commitment to fostering resilience, perseverance, grit, empathy, and the ability to communicate effectively in a diverse learning environment will undoubtedly help our students thrive academically, socially, and emotionally. Our team will continue to embed critical thinking and collaboration across all content areas. We will also continue working diligently to meet the diverse needs of our students through small group instruction across all grade levels, school-wide implementation of rigorous academic programs.

We look forward to an exciting and fun filled school year!

With a loud Tiger Roar, I remain,

*Antonio R. Cejas*

Antonio R. Cejas  
Principal

## **ADMINISTRATION DIRECTORY**

Principal: Antonio R. Cejas

Email: [cejas@acsmas.com](mailto:cejas@acsmas.com)

Assistant Principal: Liza Morera-Taylor

Email: [lmorera-taylor@acsmas.com](mailto:lmorera-taylor@acsmas.com)

Address: 13330 S.W. 288 ST, HOMESTEAD, FL 33033

Phone #: (786) 601-7668

Fax #: (786) 601-7669

## Registration Policies and Procedures

All students enrolled at ACSMS or AMSMS must meet the following requirements and provide the following information: Students who will attain the age of five years on or before September 1st of the school year shall be eligible for admission to public kindergarten during that school year.

Documents:

1. Proof of address in Miami-Dade County (i.e., copy of FPL bill, BellSouth bill, voter's registration, cable bill, warranty deed, house contract, etc.)
2. Copy of Birth Certificate
3. Previous transcripts and records from last school(s) (if necessary for grade verification)
4. Completed registration packet (including student data card)
5. Signed parent contract
6. Health and Immunization forms (blue and yellow forms)
  - **Immunization requirements Kindergarten – Twelfth Grade**
    - Four or five doses of diphtheria-tetanus pertussis (DTaP) vaccine
    - Three doses of hepatitis B (Hep B) vaccine
    - Three, four or five doses of polio (IPV) vaccine
    - Two doses of measles-mumps-rubella (MMR) vaccine
    - Two doses of varicella vaccine

## Lottery and Admission

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

## Arrival and Dismissal

Drop off:

1. Kindergarten through Eighth Grade drop off begins at 7:30 a.m. (unless a student is registered in our before care, this program begins at 7:00 a.m.)

Students in Kindergarten through Fifth are to be sitting in class by 8:20 a.m. Students in Sixth through Eighth Grade should be sitting in class by 8:00 a.m.. Attendance and tardiness are documented daily, and students accumulating 4 or more unexcused tardies per grading period will be written up. Students receiving more than 10 tardies per school year will receive a referral for excessive tardiness.

Dismissal:

- Kindergarten and First Grade dismissal is at 2:30 p.m.
- Sixth through Eighth Grade dismissal is at 3:00 p.m.
- Second through Fifth Grade dismissal is at 3:30 p.m.

## EARLY DISMISSAL ON WEDNESDAY:

Wednesday's will be designated a school-wide early dismissal day:

- Kindergarten and First Grade dismissal is at 2:00 p.m.
- Sixth through Eighth Grade dismissal is at 2:30 p.m.
- Second through Fifth Grade dismissal is at 3:00 p.m.

**NOTE: THESE TIMES WILL BE STRICTLY ENFORCED.** Those children staying 15 minutes after their dismissal, as indicated above, will be taken to after care and parents **WILL BE CHARGED a \$1.00 PER MINUTE SERVICE CHARGE FEE.** **There will be NO EXCEPTIONS.** **Our DISMISSAL POLICY does not permit students to be released from school 30 minutes prior to their scheduled dismissal time.** **Please do not plan any appointments that will require the students to be dismissed 30 minutes early.**

## Drop-off Procedures

School begins at 8:20 a.m. for students in Kindergarten through Fifth grade and 8:00 a.m. Students in 6th through 8th will start their school day at 8:00 a.m. Parents must drop students off between 7:30 a.m. and 8:15 a.m. (Kindergarten through 5th Grade) Parents/guardians should be extremely cautious of students during this time. Students may not cross in front of cars to get in/out of their cars. **ALL VEHICLES** should line up single-file when entering the property on Old Biscayne Drive and will exit through the driveway. Walkers are to pick up at the main entrance on Old Biscayne Drive. Parents are asked to follow drop-off/pick-up procedures during dismissal. If your child is not waiting outside for any reason, please park your car and proceed to the office.

## Rainy Day Dismissal:

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

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

In the event of severe rain or a storm, parents may get down to walk in/pick up their children with an umbrella.

## Before and After school Care

AcadeMir Charter School of Math and Science has established before and after school care. This is an optional service that parents can utilize. For further information, please see our office manager. Click [here](#) to be directed to the policy, procedure, application and fees page.

Registration Fee:

\$50.00 Student Accident Insurance

\$20.00

Before School Care	7:00 a.m. – 8:15 a.m.
After Care K– 1st	2:30 p.m. – 6:00 p.m.

After Care 2<sup>nd</sup>– 8<sup>th</sup>

3:30 p.m. – 6:00 p.m.

\*\*\* Monthly fee varies depending on the number of days in the month.

**Sibling Discount:**

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

**Club and After School Activities**

AcadeMir Charter School of Math and Science offers various extra-curricular activities that provide students with the opportunity to be part of a group who share the same interest. Please go to link below for full description:

[https://www.bridgepay.io/bp\\_store.aspx?menuItem=454&menuOrder=2&uuid=ea5313ac-2b2c-4334-a7c3-](https://www.bridgepay.io/bp_store.aspx?menuItem=454&menuOrder=2&uuid=ea5313ac-2b2c-4334-a7c3-)

# ACADEMIR CHARTER SCHOOLS



## 2023-2024 SCHOOL CALENDAR Elementary and Secondary

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

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

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

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

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

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

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

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

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

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

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

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

	All Teachers Report
	Teacher Planning Day   NO OPT OUT (8:30 AM - 2:00 PM)
	Black-Out Day   Testing days Included
	Teacher Planning Day   Available to OPT
	School Wide Professional Development

	Recess Day
	Beginning-End of Grading Period 8/0 Day
	Legal Holiday
	Given Day

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

## [Absences and Tardies](#)

When a student returns to school after an absence, a note **MUST** be brought from home within the **FIRST THREE DAYS** they have returned. Otherwise, the absence will be considered unexcused. Acceptable excuses for students' absences are: illness, a death in the family, a school-sponsored event or activity that has been previously approved or a religious holiday. (Please use the Absent Notification Form provided in the school's website and attach any documentation such as a Doctor's note). Parents will be required to meet with administration for any students who have 6 or more unexcused absences in one nine-week grading period. Ten or more unexcused absences in any grading period will result in truancy procedures and students will follow district discipline policies. Class instructional time is very important to your child's progress and academic success, thus students are expected to be in school daily and on time. Any student who arrives late will be provided a tardy pass in order to enter their classroom.

### Make-up Work Policy:

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

## [Cafeteria Program](#)

Breakfast: \$2.00 Daily

Lunch \$ 3.00 Daily (includes milk)

All parents must pay for lunch on a "monthly" basis.

Payment for the month is made only the **Wednesday** before the new month begins. Payment must be made in cash, online or by check.

Breakfast and lunch will be served in the cafeteria. If a child forgets their lunch he/she will be provided with lunch that day. Students will not be permitted to call home. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. Parents are not allowed to drop off lunch in the middle of the day.** Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria.

**WE ARE A PEANUT FREE SCHOOL.** We ask that if your child brings their own lunch that they do not bring foods that contain peanuts. If your child has a food allergy we make cafeteria seating accommodations for them. Teachers will also make classroom adjustments to make sure children with allergies are safe. All students cum folders, classrooms and cafeteria tables will be labeled if there is a student with a food allergy to ensure the safety of the student. *If your child has an allergy please make sure to notify the main office and your child's homeroom teacher.*



## [Free and Reduced Lunch Program](#)

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

## [Conduct in the Cafeteria](#)

Students should eat in an atmosphere that is pleasant and conducive to good habits. It is recommended that parents discuss good cafeteria manners with your child. We promote and expect the following behaviors while in the cafeteria: use low voices, raise your hand if you need something, and remain seated during the lunch period at the assigned table, keep hands and feet to yourself at all times, no sharing of foods, clean your area and throw out trash when prompted to by the cafeteria attendant.

## [Communication](#)

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

- Excessive absences from school due to an illness
- A change in the emergency contact information or authorization to release form
- Notification of any change in transportation

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

### **School Communication Procedure**

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

### **Confidential Information**

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

student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

## **Emergency Contact Information**

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

## **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.

## **Accidents**

Parents will be notified immediately in case of illness or an accident. In case you cannot be located, the school will use the name and telephone number of your emergency contact. It is imperative that the emergency contact is accurate.

911 will be called for critical injuries that require the type of care that school personnel cannot offer the student, and the parent or emergency contact will be notified. An accident report will be completed and filed for everyday accidents. You are requested to notify the office of any accident or injury your child has had before returning to school. Please notify the office of any accident or injury coming from school or that occurred at school during school hours if you have not been informed by his/her teacher. An accident report will be filed by the classroom teacher or other personnel witnessing the accident. Parents will be asked to sign a receipt of the report and given a copy for their records.

## **Birthday Celebrations**

Birthday parties are *NOT* allowed. Due to high allergies: food, cake, cupcakes and candies are not permitted. In addition, in an effort to maximize academic instructional time, non-academic interruptions are limited. However, classroom teachers will acknowledge a child's birthday and celebrate the birthday without impacting instruction.

## **Medication**

Miami-Dade County School Board policy prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s).

Students may not keep medication in their book bags. Teachers are not authorized to administer

medication in the classroom. All medication must be administered in the office by trained personnel and only after an *Authorization for Medication Form M-DCPS (FM 2702E)* has been submitted. This form is available in the main office and must be kept in the medication binder and will be located in student cumulative records. This form must be filled out by the pediatrician or family doctor.

Medication must be brought to school in the original container with a label that clearly displays the following information: the child's name; dosage; name of the drug; physician's name; and the name and phone number of the pharmacy that filled the prescription.

- ure will be removed from the classroom when possible to increase the distance between student desks.

### **Visitors**

Upon arriving, all visitors will be required to check in at the main office. Face coverings are optional while on campus. All visitors will follow all protocols established at the school site such as adhering to directional hallways, social distancing, and respecting bathroom and elevator capacity limits.

## **Emergency Evacuation**

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

### **Emergency Procedures**

In the event of an emergency, the primary responsibility of all personnel is to provide for the safety of students. If 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 ACSMS Critical Incident Response Plan The school will perform regular monthly emergency lockdown drills throughout the school year.

### **Fire Drills**

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

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

### **School Closings and Delays:**

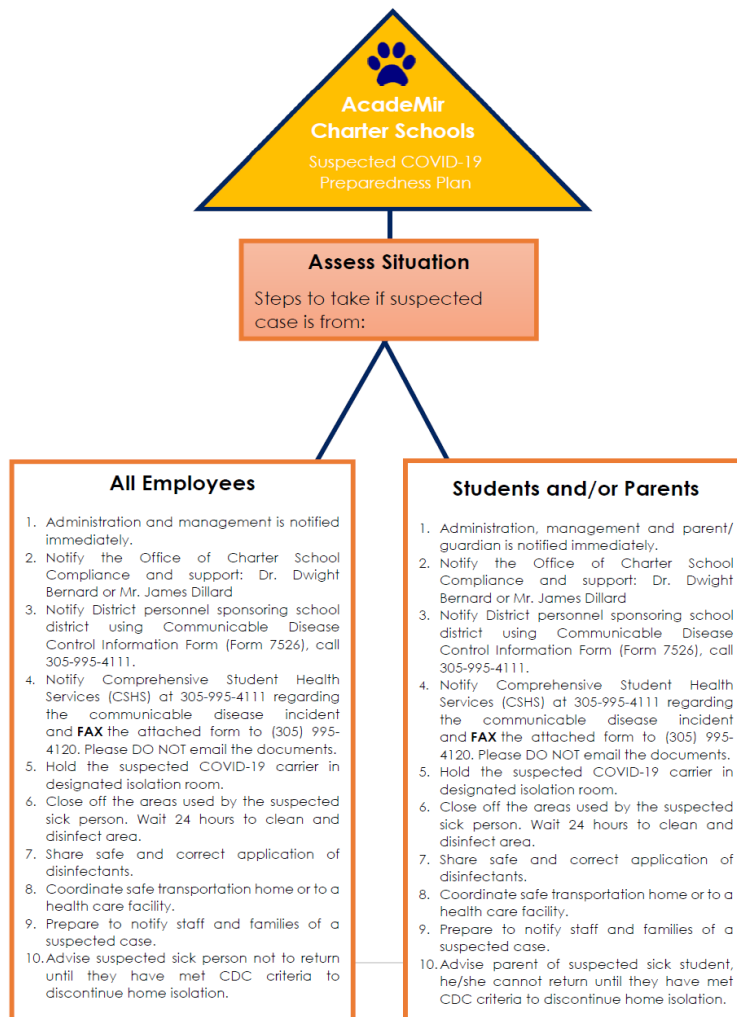
AcadeMir Charter School of Math and Science will follow the lead of Miami Dade County Public Schools. When the sponsoring district closes, AcadeMir Charter School of Math and Science closes. When the sponsoring district

Re-opens, AcadeMir Charter School of Math and Science re-opens. As with inclement weather, community incidents may require us to cancel classes, open schools late or close them early. In such a situation, the following plan goes into effect. Please listen to the media for information on the closing and re-opening of AcadeMir Charter School of Math and Science during a hurricane.

- The school’s Threat Assessment Team will monitor and manage the situation.
- The school’s website will post the announcement of the closing, delay or early dismissal.
- We will notify media outlets, post on social media and send School Messenger Communications to parents. If classes are canceled or dismissed early, all athletic and extracurricular events at the school will be canceled.
- Before/After-school programs will operate from an early dismissal to the regular closing time. Neither athletic and/or extracurricular events before/after-school programs will operate if the school is closed.

**FortifyFL:**

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



## **SCHOOL SAFETY AND SECURITY POLICY**

### **Safe School Officer:**

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

### **Active Assailant Plan:**

AcadeMir Charter School Schools primary concern is the safety and wellbeing of our students and staff. The Active Assailant Plan has been created to provide school personnel with the necessary skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools and/or surrounding community. The school will have a site-specific plan to address all types of critical incidents.

This plan will address the individual needs of the school and provide guidelines for devising methods of communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include monthly emergency drills; each school will conduct one fire drill and two emergency drills, one being an active shooter drill. The Schools will practice the evacuation of students/staff from the building, evacuation of the disabled and, if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding, obtaining medical assistance and/or reunifying students with parents. The school, as needed, will provide students and families with the counseling services by the crisis response team.

### **Threat Assessment Team:**

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

### **Emergency Drills:**

Emergency Drills shall be performed in K-12 educational facilities on a monthly basis, at a rate of 2 per month, one being an active shooter drill.

<u>Date</u>	<u>Drill Type</u>
August 2023	Active Shooter Situation
September 2023	Active Shooter Situation / Bomb Threat
October 2023	Active Shooter Situation / Hostage Situation
November 2023	Active Shooter Situation / Bomb Threat
December 2023	Active Shooter Situation / Hostage Situation
January 2024	Active Shooter Situation / Bomb Threat
February 2024	Active Shooter Situation / Hostage Situation
March 2024	Active Shooter Situation / Bomb Threat
April 2024	Active Shooter Situation / Hostage Situation
May 2024	Active Shooter Situation / Bomb Threat
June 2024	Active Shooter Situation / Hostage Situation

## [Unauthorized Items Policy](#)

Please note that students are not allowed to bring any weapons, toys, electronic devices, pets, or animals to school. Cell phones may not be turned on inside of the School building at any time. Cell phones may not be visible at any time during the School day, may not be displayed during School, and must be left in the Students bag. The School will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents at which time a parent/student conference may be required. The school may keep any such unauthorized items until the end of the school year. Continued violations of this policy may result in further penalties and may subject the student to disciplinary action and/or referral to the School's administration. While the School will take every measure to protect such items, the School shall not be responsible for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the School

## [Organizational Chart for Addressing Concerns](#)

Conferences with individual teachers must be arranged by the office. Contact may be made by calling the school office or emailing the teacher. All emails can be found on our school website. It is against school policy to show up to a classroom without prior arrangements for a conference or call teachers during classroom time. Please do not engage in parent conferences during arrival/dismissal of students, in the hallways or during classroom time. Your child's confidential information may be jeopardized. Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher.

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

- Step 1: Teacher
- Step 2: Assistant Principal
- Step 3: Principal
- Step 4: Conflict Resolution Person

- Step 5: AcadeMir Charter School Board of Directors
- All concerns should be provided to the Board in writing (assistance available upon request) via Board Liaison at least 3 days prior to a regular scheduled meeting.

Name of Board Liaison: Magdiel Rodriguez  
 Email: admin@academir.com  
 Mailing Address: 5420 SW 157 Avenue Miami, Florida 33185  
 Fax: (305) 225-0444

Board Meeting Dates		
09-21-2023	9.30AM	Superior Charter Schools Services 5420 SW 157 Avenue, Bay 5 Miami, FL 33185
11-09-23	9.30AM	Superior Charter Schools Services 5420 SW 157 Avenue, Bay 5 Miami, FL 33185
01-11-2024	9.30AM	Superior Charter Schools Services 5420 SW 157 Avenue, Bay 5 Miami, FL 33185
03-14-2024	9.30AM	Superior Charter Schools Services 5420 SW 157 Avenue, Bay 5 Miami, FL 33185

## **Conflict Resolution Procedures**

**We at AcadeMir Charter School of Math and Science, strive to maintain a safe and positive learning environment that encourages all students, staff, and family members to use positive choices for solving conflict. We use the following steps of communication when there is a concern.**

**Step 1:** If there is a situation that needs a solution with your child, please begin by first talking to your child's teacher. You will be able to discuss possible ways to resolve any concerns. If a solution has not been reached, you should go to step 2. Always attempt to resolve issues with the teacher.

**Step 2:** Parents may schedule an appointment with the school's Assistant Principal. Please present your concern. If a solution has not been reached with the teacher and the Assistant Principal, please go to step 3.

**Step 3:** Please contact the office at (786)601-7668 to set up a meeting with the school's Principal. Please present your concern. If an acceptable solution has not been reached, please continue to step 4.

**Step 4:** Contact the Governing Board appointed Conflict Resolution Designee, Ruben Perez at (305) 218-3163. This information is posted on the school website and in our bulletin board located in the school's lobby. If an acceptable solution has not been reached, please continue to step 5.

**Step 5:** Parents may reach out to the Governing Board Chair, Mr. Alexander Casas at (305) 225-0444 or have the option of attending a board meeting that is posted on the school website and on our bulletin board located in the school's lobby.

## **Discipline Behavior**

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

Disciplinary actions are listed below:

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

### **Procedures for Addressing Concerns**

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

## **Code of Student Conduct:**



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

Below is a list of behaviors and range of corrective strategies level I-V.

### BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>EVEL I Behaviors</b> are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.</p> <p style="text-align: center;"><b><u>LEVEL I</u></b></p> <p><b>Disruptive Behaviors:</b></p> <ul style="list-style-type: none"> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Inappropriate public display of affection</li> <li>• Misrepresentation</li> <li>• Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1)</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized location</li> <li>• Unauthorized use of wireless communication devices (See Vital Alerts page(s) 42)</li> <li>• Violation of dress code (See Vital Alerts page(s) 32)</li> </ul>	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN I</b>. Principals may authorize use of <b>PLAN II</b> for repeated, serious, or habitual <b>Level I</b> infractions.</p> <p style="text-align: center;"><b><u>PLAN I</u></b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #2)</li> <li>• Student Conference (See Special Notes #3)</li> <li>• Student, parents/guardians/staff conference</li> <li>• Behavior Plan</li> <li>• Student Contract</li> <li>• Participation in a counseling session related to infraction</li> <li>• Refer to outside agency/provider (See Special Notes #4)</li> <li>• Peer Mediation</li> <li>• Refer to page(s) 55-61 for additional corrective strategies on the RtB/MTSS</li> <li>• Reprimand</li> <li>• Confiscation of wireless communication devices</li> <li>• Refer to Vital Alerts page(s) 32 for the prescribed corrective strategies for the violation of the dress code.</li> <li>• Revocation of the right to participate in social and/or extracurricular activities</li> <li>• Replacement or payment of any damaged property (if appropriate)</li> <li>• Behavior Plan</li> </ul>
<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>• #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.</li> <li>• Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li> <li>• If the victim of a crime requests a police report,</li> </ul>	

<p>the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>● #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>● #5 Send written notice to parent/guardian within 24 hours via U.S. mail.</li> <li>● Refer to the Code of Student Conduct for further details</li> </ul>
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BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>Level II Behaviors</b> are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <p style="text-align: center;"><b><u>LEVEL II</u></b></p> <p><b>Seriously Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>● Cheating</li> <li>● Confrontation with a staff member</li> <li>● Defiance of school personnel</li> <li>● Distribution of items or materials that are inappropriate for an educational setting (See Special Notes #1)</li> <li>● Failure to comply with previously prescribed corrective strategies</li> <li>● False accusation</li> <li>● Fighting (minor)</li> <li>● Forgery (Written Misrepresentation):</li> <li>● Harassment (non-sexual or isolated)</li> <li>● Instigative behavior</li> <li>● Joining clubs or groups NOT approved by the School Board</li> <li>● Leaving school grounds without permission</li> <li>● Libel</li> <li>● Petty theft (under \$300.00)</li> <li>● Possession of and/or use of tobacco products or smoking/vaping devices. (See Glossary).</li> <li>● Prohibited sales on school grounds (other than controlled substances)</li> <li>● Slander</li> <li>● Use of profane or provocative</li> </ul>	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN II</b>. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of <b>PLAN III</b> for repeated, serious or habitual <b>Level II</b> infractions.</p> <p style="text-align: center;"><b><u>PLAN II</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian contact (See Special Notes #2)</li> <li>● Student conference (See Special Notes #3)</li> <li>● Corrective Strategies from Level I</li> <li>● Participation in counseling session related to the infraction</li> <li>● Refer to outside agency/provider (See Special Notes #4)</li> <li>● Refer to page(s) 55-61 for additional corrective strategies on the RtB/MTSS</li> <li>● School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior</li> </ul>

<p>language directed at someone</p> <ul style="list-style-type: none"> <li>● Vandalism (minor)</li> </ul>	
<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>● #1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.</li> <li>● Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li> <li>● If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</li> </ul>	<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>● #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>● # 5 Send written notice to parent/guardian within 24 hours via U.S. mail.</li> <li>● Refer to the Code of Student Conduct for further details</li> </ul>
<p><b><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></b></p>	

<p><b>LEVEL III Behaviors</b> 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;"><b><u>LEVEL III</u></b></p> <p><b>Offensive/Harmful Behavior</b></p> <ul style="list-style-type: none"> <li>● Assault/Threat against a non-staff member</li> <li>● Breaking and Entering/Burglary</li> <li>● Bullying (repeated harassment) (See Special Notes #1) (See Vital Alerts page(s) 32-34)</li> <li>● Disruption on campus/Disorderly conduct</li> <li>● Fighting (serious)</li> <li>● False Activation of Fire Alarm System</li> <li>● Gambling</li> <li>● Harassment (Civil Rights) (See Special Notes #2) (See Vital Alerts page(s) 32-34 (See Special Notes #2)</li> <li>● Hazing (misdemeanor)</li> <li>● Improper Activation of Fire Extinguisher</li> <li>● Possession of simulated weapons</li> <li>● Possession or use of alcohol, unauthorized</li> </ul>	<p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN III</b>. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of <b>PLAN IV</b> for repeated, serious or habitual <b>Level III</b> infractions.</p> <p style="text-align: center;"><b><u>PLAN III</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian contact (See Special Notes #4)</li> <li>● Student conference (See Special Notes #5)</li> <li>● Corrective Strategies from Level I &amp; II</li> <li>● Permanent removal from class and reassignment to different class (placement review committee decision required)</li> <li>● Suspension (See Special Notes #4, 5, 6 and 7) or Recommendation for expulsion (See page(s) 50)</li> </ul>

over the counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Vital Alert Under the Influence page(s) 39)

- Sexting (1) (See Vital Alerts page(s) 38)
- Sexual harassment (See Special Notes #2) (See Vital Alerts page(s) 32-34 and Glossary page 78)
- Technology and Computer Related Offense (1) (See Vital Alerts page(s) 40-41)
- Threat/Intimidation (See Special Notes #8)
- Trespassing
- Vandalism (major)

#### Special Notes

- **All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.**
- Bullying infractions do not require a SPAR
- Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

#### Special Notes

- #1 Good faith attempt must be made immediately to contact the parent/guardian by telephone.
- #6 Send written notice to parent/guardian within 24 hours via U.S. mail.
- #8 If a student brings a firearm or weapon and/or makes a threat or false report, the school must refer the student to mental health services identified by the school District.
- Refer to the Code of Student Conduct for further details

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

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL IV Behaviors</b> 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;"><b><u>LEVEL IV</u></b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>● Battery against a non-staff member</li> <li>● Grand theft (over \$300.00)</li> <li>● Hate Crime</li> <li>● Hazing (Felony)</li> <li>● Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li>● Motor vehicle theft</li> <li>● Other major crimes/incidents; Robbery</li> <li>● Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Vital Alerts for Under the Influence page(s) 39)</li> <li>● Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> <li>● Sexting (2) (See Vital Alerts page(s) 38)</li> <li>● Sexual Assault</li> <li>● Technology and Computer-Related Offense (2)</li> <li>● (See Vital Alerts page(s) 40-41)</li> </ul>	<p>The principal or designee <b>must</b> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.</p> <p style="text-align: center;"><b><u>PLA</u></b> <b><u>N IV</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian contact (See Special Notes #2)</li> <li>● Student conference (See Special Notes #3)</li> <li>● Corrective Strategies from Level I-III (See Special Note #4)</li> <li>● Recommendation for expulsion (See page(s) 50)</li> </ul>
	<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>● #2 Good Faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>● #3 Student Conference</li> <li>● Corrective strategies from Level I-III</li> <li>● Send written notice to parent/guardian within 24 hours via U.S. mail.</li> <li>● Recommendation for expulsion (see page 50) Refer to the Code of Student Conduct for further details</li> </ul>

<p><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>● <b>All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</b></li> </ul>	

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p><b>LEVEL V Behaviors</b> are the most serious acts of misconduct and violent actions that threaten life.</p> <p style="text-align: center;"><b><u>LEVEL V</u></b></p> <p><b>Most Serious, Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>● Aggravated assault</li> <li>● Aggravated battery against a non-staff member</li> <li>● Armed robbery</li> <li>● Arson</li> <li>● Assault/Threat against M-DCPS employees or persons conducting official business (See Special Notes #1 &amp; #5)</li> <li>● Battery or Aggravated battery against employees or persons conducting official business (See Special Notes #1)</li> <li>● Homicide</li> <li>● Kidnapping/Abduction</li> <li>● Making a false report/threat against the school (See Special Notes #1 &amp; 5)</li> <li>● Other major crimes/incidents</li> <li>● Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. (See Special Notes #1 &amp; 5)</li> <li>● Sexting (3) Offense (See Vital Alerts page(s) 38)</li> <li>● Sexual battery</li> <li>● Technology and Computer Related Offense</li> </ul>	<p>The principal or designee <b>must</b> use the following strategies from <b>PLAN V</b>. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.</p> <p style="text-align: center;"><b><u>PLAN</u></b> <b><u>V</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian contact (See Special Notes #2)</li> <li>● Student conference (See Special Notes #3)</li> <li>● Corrective Strategies from Level I-IV (See Special Notes #4)</li> <li>● Recommendation for expulsion (See page(s) 50)</li> </ul>

<p>(3) (See Vital Alerts page(s) 40-41)</p>	<p style="text-align: center;"><b>Special Notes</b></p>
<p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>● <b>All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</b></li> <li>● The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.</li> <li>● #1 Mandatory one year expulsion.</li> </ul>	<ul style="list-style-type: none"> <li>● #2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</li> <li>● Send written notice to parent/guardian within 24 hour via U.S. mail.</li> <li>● #4 this level of infraction may result in an expulsion requiring School Board action.</li> <li>● #5 If a student brings a firearm or weapon and/or makes a threat or false report, the school must refer the student to “mental health services” identified by the school district pursuant to 1012.584(4).</li> <li>● Refer to the Code of Student Conduct for further details</li> </ul>
<p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>	

## ACADEMIC INTEGRITY

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

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

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

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

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

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

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

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

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

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

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

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

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



of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying,

Harassment and threat of any kind **will not be tolerated** and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or Communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose.

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

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

AcadeMir Charter School Preparatory policy is consistent with F.S.1006.147 where Bullying and Harassment is prohibited. This statute may also be cited as the "Jeffrey Johnston Stand Up for All Students. Please go to the following link for full policy.

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=1000-1099/1006/Sections/1006.147.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/Sections/1006.147.html)

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

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

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

### **Items Not Permitted in School**

Candy, gum, pets, toys, large amounts of money, gum, candy, IPODs/MP3 Players, cell phones, roller skate, tobacco products, vaping devices, sneakers, weapons, drugs, any electronic game, or device, playing cards and personal cameras or video recorders are not permitted in school. The school will confiscate any items not permitted in school until the end of the school year. Please check your children's book bags to assure compliance. **The school is not responsible for any lost or stolen items of value. ELECTRONIC DEVICES AND CELLULAR PHONES ARE NOT TO BE USED DURING THE SCHOOL DAY AND IF SEEN, THEY WILL BE CONFISCATED.** Confiscation of a cell phone or electronic device will automatically result in a disciplinary action. A cell phone or electronic device will be confiscated and returned to parents for first time offenders and until the end of the school year for second time offenders. The school is not responsible for any inconvenience this may cause parents.

## Students' Rights

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

### NON-DISCRIMINATION STATEMENT

In accordance with federal and state anti-discriminatory laws AcadeMir Charter School of Math and Science will not discriminate on the basis of race, ethnicity, national origin, gender, disability or marital status against a student in its school admission process. Students who are identified as needing ESE or ELL programs shall have an equal opportunity of being selected for enrollment in the school. Any eligible student, as described in Fl.Statute 1002.33(10), who submits an application (prior to posted deadline) and whose parents accept the conditions of the Parental Involvement Contract shall be considered unless the number of applications exceeds the capacity of the program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a lottery process. If the number of applications falls short of the established capacity, supplemental registration periods may be held for the purpose of reaching student capacity.

ACSMS/ AMSMS will comply with Florida's charter school legislation, Fla. Stat. 1002.33(10) (e), which states that schools may give enrollment preference to certain student populations. These populations include:

- Students who are siblings of a student enrolled at the charter school.
- Students who are the children of a member of the Board of Directors of the charter school.
- Students who are the children of an employee of the charter school.
- Students who are the children of an active duty member of any branch of the United States Armed Forces.

### **Anti-Discrimination Policy**

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by: **Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

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

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

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

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

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

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

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

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

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

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

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

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

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

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

#### **In Addition:**

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

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

#### **Office of Civil Rights Compliance (CRC)**

Executive Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://hrdadeschools.net/civilrights>

## **Outstanding Fees**

Failure to pay all outstanding fees may result in the loss and/or suspension of extracurricular activity privileges. Fees may include but shall not be limited to: lost books, lunch accounts, before/after care fees, and any and all fees which may accrue in the normal course of the school year

## **Internet Use Policy**

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violates local, state, and federal law or regulations, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation during school hours. Although the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these websites or images, they are to notify a teacher or administrator

immediately and should **NOT** share or access the content any further.

Additionally, students are not allowed to post images or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense. Any damage to property (laptops, computers, and iPads) caused intentionally or by negligence will result in restitution.

### **ELECTRONIC DEVICES**

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

#### **Cell Phone and Smartwatch Policy:**

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

## **Curriculum**

As a school of choice, AcadeMir Charter School of Math and Science believes its focus on the special methods of teaching mathematics, science, and English Language Arts will appeal to those students and parents interested in the *School's Mission*: to provide students with a well-rounded elementary school education, through a challenging program focused on mathematics and science using innovative, reform-based instructional methods in a stimulating and nurturing environment that fosters maximum student achievement. AcadeMir Charter School of Math and Science also believes that the curriculum must be well-rounded to encompass the social and cultural development of each student.

AcadeMir Charter School of Math and Science curriculum is based on Florida State Standards/NGSS Standards. The standards are taught through the core subject areas of English Language Arts, Math, Reading, Writing, Science, and Social Studies, as well as, special area classes in Music, Foreign Language, Art, STEM Lab, and Physical Education.

## Grading and Reporting of Student Progress

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

**Academic Grades:** Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject.

### Kindergarten Grading Scale

Kindergarten	Verbal understanding	Value
<b>Academic Letter Grade</b>		
E	Excellent	100% – 90%
G	Good	89% – 80%
S	Satisfactory	79% – 70%
M	Minimal Progress	69% – 60%
U	Failure	59% – 50%

### Conduct Grades for Kindergarten

Kindergarten	Verbal Understanding
E	Excellent
S	Good
N	Not Satisfactory

### Kindergarten Honor Roll

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

### First – Eighth Grade Grading Scale

Academic Letter Grade	Verbal Understanding	Value
A	Excellent	100% 90%

<b>B</b>	<b>Good</b>	<b>89% – 80%</b>
<b>C</b>	<b>Satisfactory</b>	<b>79% – 70%</b>
<b>D</b>	<b>Needs Improvement</b>	<b>69% – 60%</b>
<b>F</b>	<b>Failure</b>	<b>59% – 50%</b>

**First – Eighth Grade Honor Roll**

	<b>Principal Honor Roll</b>	<b>Honor Roll</b>
<b>Academic grades</b>	<b>1<sup>st</sup> – 8<sup>th</sup> – All A's</b>	<b>1<sup>st</sup> – 8<sup>th</sup> – A's and B's</b>
<b>Conduct</b>	<b>1<sup>st</sup> – 8<sup>th</sup> – All A's</b>	<b>1<sup>st</sup> – 8<sup>th</sup> – A's and B's</b>

## Conduct Grades

Conduct grades are to be used to communicate clearly 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. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion. The conduct grading system is as follows:

### First – Eight Grade Codes and Descriptions

Conduct Academic grades	Conduct Grades Descriptions
A	Reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school, and district standards.
B	Reflects consistently good behavior. The student meets established standards for student conduct.
C	Reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.
D	Shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior which is acceptable.
F	Reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior.

## Effort Grades

Effort grades are utilized to convey both to students and their parents the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude.

### Grades 1-8: Three numerical grades are used to reflect effort in grades 1-5.

Effort Grades	Effort Grades Descriptions
1	Indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again 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	Indicates satisfactory effort on the part of the student. 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 his/her ability.
3	Reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.





**SCHEDULE FOR REPORTING PERIODS AND REPORT CARD DISTRIBUTION**

School Report Cards will be distributed no later than the specific dates listed below. It is essential that schools and regions publicize these dates through their school website, the PTA and other bulletins so that parents will be expecting students to bring report cards home. If schools receive their Report Cards earlier than the specific dates, they may distribute them earlier. Parents and students may access report cards on the student/parent portal. Parents who have opted out of receiving printed report cards should be directed to the portal.

**INTERIM PROGRESS REPORT SCHEDULE**

Grading Period	Distribution Date
1	September 22, 2023
2	December 1, 2023
3	February 23, 2024
4	May 17, 2024

**ELECTRONIC GRADEBOOK SCHEDULE**

	End of Period	*Gradebook Upload to ITS	Report Cards Available to Schools No Later Than	Report Cards Sent to Parents By School Site No Later Than
1	October 26, 2023	October 27, 2023	November 7, 2023	November 9, 2023
2	January 18, 2024	January 19, 2024	January 30, 2024	February 2, 2023
3	April 9, 2024	April 10, 2024	April 24, 2024	April 26, 2023
4	June 6, 2024	June 7, 2024	June 18, 2024	June 21, 2023

\*DO NOT UPLOAD BEFORE THESE DATES

^January 27 is a district-wide PL day. Please plan accordingly.

**STUDENT PROGRESSION PLAN AND PLACEMENT POLICY**

The guidelines for student progression are delineated in this 2022-2023 Student Progression Plan for Miami-Dade County Public Schools, School Board Policy 5410, which provides guidance to teachers, school and district administrators, parents and other stakeholders regarding the requirements and procedures for students to progress from one grade to the next and kindergarten through grade 12. The Florida Legislature requires that each district school board establish a comprehensive plan for student progression, as outlined in Florida Statutes § 1008.25(2). Specific case by case promotion, placement and retention information is explained in detail in the MDCPS-e-handbook “Student Progression Plan” (SPP). AcadeMir Schools Inc. in agreement with its Board of Directors and MDCPS as the authorizing agent for AcadeMir Schools Inc., adheres and opts to follow the District SPP which can be found in detail at [handbooks.dadeschools.net/policies/93.pdf](http://handbooks.dadeschools.net/policies/93.pdf).

**Initial Entry Requirements**

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

## Grade Placement

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

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

## Age Discrepancy

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

Student Chronological Age Assignment Table

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

## Home Learning

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

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

Grade K:	30 minutes
Grade 1:	30 minutes
Grade 2:	45 minutes
Grade 3:	45 minutes
Grade 4:	60 minutes
Grade 5:	60 minutes
Grade 6:	60 minutes
Grade 7:	60 minutes
Grade 8:	60 minutes

All grades are required to complete 30-45 minutes weekly computer based instructional practice in iReady (Reading) and 45 minutes of iReady (Math).

These times are a guide and are based on the average child's ability and concentration. Some home learning

assignments may take less time and others may take a little more time. A child who does not complete class work in class may have to complete class work in addition to home learning.

Home learning is posted weekly by teachers via the teacher's website which can be found under the school's website.

## Uniform Policy

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

**Parents of students not wearing a uniform will be contacted and will need to bring the official uniform.** Please remember that uniforms are for the safety of our students.

**Hair:** Hair must be neat, clean, and away from the face. No hats or bandanas may be worn. Hair styling or color arrangements which are disruptive or distracting are not permissible. The school will honor certain hairstyles due to religious beliefs.

Our policy clearly states that any dress or grooming which is disruptive or distracting to the educational process is not acceptable.

**Jewelry:** Large necklaces with charms, wristbands, visible piercing on body parts are **unacceptable** and will not be permitted.

**Make-up:** Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted (**at any age**).

### **Dress Code**

All uniforms are available for purchase at the uniform company.

**Name of Company: Ibiley Uniforms & More**

**Address: 30340 Old Dixie Hwy, Homestead, FL 33030**

**Phone Number: (305)625-8050**



Gift to 8th grades

AcadeMir Charter School of Math and Science



Gala Oxford Long sleeve  
Required Every Monday



Polo Rugby Long sleeve



Oxford S/S



Girls Skirt  
With Flap



Skirt W/ Elastic  
Shorts



Pant Flat Front



Shorts Flat Front



Classic V-Neck  
Cardigan



V-Neck Pullover  
Vest



Snap Fleece  
Jacket



White Sock



Tie



X Tie



PE Shorts



PE Shirt



Sweatpants



Sweatshirt

Ibiley School Uniforms: 30340 Old Dixie Hwy, Homestead FL 33030 • 305.625.8050



AcadeMir Charter School of Math and Science



Unisex Polo Spandex  
\$15.99 - \$18.99



Polo Rugby  
\$16.99 - \$16.99



Oxford Gala  
\$16.99 - \$26.99



Polo Dress  
\$34.99 - \$36.99



Flat Front Pant  
\$19.99



Flat Front Short  
\$14.99 - \$19.99



Skirt With Flap  
Plaid  
\$26.99 - \$29.99



Tie  
\$17.99



PE Short  
\$13.99



PE T-Shirt  
\$11.99 - \$12.99



Snap Fleece Jacket  
\$28.95 - \$32.95



V-Neck Cardigan  
\$29.95 - \$35.95



V-Neck Vest-Gala  
\$27.95 - \$30.95



Sweatpants  
\$17.95 - \$25.95



Sweatshirt  
\$17.95 - \$22.95

Ibiley School Uniforms: 30340 Old Dixie Hwy, Homestead FL 33030 • 305.625.8050

## Uniforms:

There are **daily, gala, winter, and P.E.** uniforms. Please request assistance to identify those at the uniforms store.

## Shoes:

Students must wear black closed toe shoes with white or navy blue socks. Students can wear plain black sneakers.

## Cold Days:

1. Jackets and sweaters are available for purchase at the uniform store. Hoodies are NOT ALLOWED. Please write the student's name on all clothing tags.

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

## Face Masks Policy

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

## ID/Lanyard Policy

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

## Field Trips

As a learning experience, planned field trips may be scheduled throughout the school year. Parents may be asked to assist the teacher as chaperones. Chaperones may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Please note that all chaperones will need to be cleared through the Concierge Pad system. If you have not been cleared through the Concierge Pad system and wish to attend school functions, please follow the Concierge Pad system chaperone clearing procedures as soon as possible. **All parent chaperones must have a background check and cleared through the Concierge Pad system prior to the field trip.** Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip. Written parental permission and fee must be collected prior to the field trip, or the student will not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing the Academir Charter School of Math and Science uniform will be required to remain at school. All field trip applications must be fully completed.

## Service Hours

Parents have many opportunities to volunteer their time at school. Volunteer sign-ups will be available throughout the school year. **Parents are required to volunteer a minimum of 10 service hours per family each school year.** If you have more than one child enrolled in the school, you need to divide the 10 hours per child and volunteer to each child's class equally.

Due to mandates from Miami-Dade County Public Schools, **all parents wishing to volunteer within the school must participate in the *School Volunteer Registration Program* and must be cleared through the Concierge Pad system before permission to volunteer is granted.**

Most parents/guardians are busy; therefore, please find below a list that details a variety of ways in which volunteer hours can be completed.

1. Assist in Book Fair
2. Assist with picture days
3. Assist with school wide events and/or performances
4. Assist teachers with special projects or in class support
5. Chaperone on a school field trip
6. Participate in Parent/Teacher Data Chats or Meetings

This volunteer requirement must be completed two weeks prior to the end of the school year (5 hours before winter recess and the remainder two weeks before school end). A final reminder of non-compliance will be sent home.

## Visitors / Volunteers

Visitors, including parents are *NOT* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and security of our students, it is imperative that *ALL* visitors check-in at the Main Office with a valid form of identification. If you wish to volunteer at the school you must be cleared by completing the volunteer application. Please see the following link that will direct you to the clearance site.

<https://www.conciiergepatedu.com/volunteerApp.aspx?uuid=75a0c8ac-45d8-4863-936f-359e17ae8964>

Parents/visitors must sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a printed ID badge before proceeding to a classroom or anywhere in the building. All volunteers must wear their school issued or purchased volunteer shirt. Your Cooperation will enable the school to provide a safe and orderly learning environment for all students.

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

**Any individual interested in volunteering at AcadeMir Charter School Middle must complete the following:**

**Step 1**

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

**Step 2**

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

**Step 3**

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

**Step 4**

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

**[Returned Checks](#)**

Parents who submit a returned check to AcadeMir Charter School of Math and Science will be charged a \$30.00 returned check fee. Payment for the returned check and the \$30.00 fee must be made within 7 days of notification from the school. **After one returned check to the school, a family may not pay by check for anything.** Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.

**Text Books**

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

**Lost and Found**

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

**EESAC**

The Education Excellence School Advisory Council (EESAC) is a school-based group intended to represent the school, the community, and those persons closest to the students that shares responsibility

<b><u>ESSAC Meeting Dates</u></b>	
<b>TBD</b>	<b>3:30 PM</b>
<b>TBD</b>	<b>3:30 PM</b>
<b>TBD</b>	<b>3:30 PM</b>
<b>TBD</b>	<b>3:30 PM</b>

for supporting the school’s continuous improvement, Florida Statute 1001.452 (1)(a).

# 2023-2024

## AcadeMir Charter School of Math and Science AcadeMir Middle Charter School of Math and Science

### Parent/Student Agreement of Compliance Receipt

I, \_\_\_\_\_ acknowledge that I have received and carefully read the AcadeMir Charter School of Math and Science Parent/Student Handbook, including uniform policy and the M- DCPS Student Code of Conduct and agree to cooperate with all of the policies contained therein I understand that it is my responsibility to contact the Administration should I have questions or need clarification regarding any policies, practices and procedures contained in the Parent Handbook.

As a parent I understand the importance of the M-DCPS Code of Student Conduct, which can be accessed at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> and is available in the school's main office. Please note that all students enrolled at AcadeMir Charter School of Math and Science are students of Miami Dade County Public Schools, and are subject to applicable policies and entitled to the Same rights.

I agree to abide by all of the contents in the AcadeMir Charter School of Math and Science Student/Parent Handbook and the M-DCPS Code of Student Conduct.

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Print Name of Parent/ Guardian

Date

Signature of Parent/ Guardian

Date

*\*You must fill out a compliance form for every child registered at AcadeMir Charter School of Math and Science and return to your child's teacher.*

*NOTE: Violations of parent contracts shall not result in the student's involuntary transfer, withdrawal, dismissal or forfeiture of current or future enrollment. The School shall not condition a student's enrollment on the parent signing any contracts that include any of the above-referenced conditions.*



