



Miami Lakes Educational Center and Technical College

**2016-17
Student Orientation**

Introductions

Ms. Lourdes Diaz, Principal

Ms. Beatriz C. Sears, Vice Principal

Mr. Michael Tandlich, Assistant Principal

Ms. Tammy Thomas, Assistant Principal

Ms. Helena Castro, Activities Director

Ms. Beatriz Viada, Test Chairperson

Ms. Claribel Feria, Student Services Department Chair

Dr. Joy Davis, Counselor

Mr. Javier Lasaga, Counselor

Ms. Lily Montpellier, TRUST Specialist


Mr. Charles Green, Media Specialist



Uniform Policy

- Mandatory uniform policy
- Academy shirt bearing the particular academy logo color and/or or school-wide shirt
- Spirit, class, and club shirts may be worn on Fridays
- Uniform bottoms may be slacks, jeans (no holes or tears), or skirts
 - No tight pants or leggings
 - No shorts
 - No mini-skirts or cuts off, oversized/baggy low hanging pants
- Footwear must be closed, front and back
 - No flip flops or thongs
 - No bedroom slippers, no Crocs
 - No backless/strapless shoes
- No headwear

ID Badge Policy

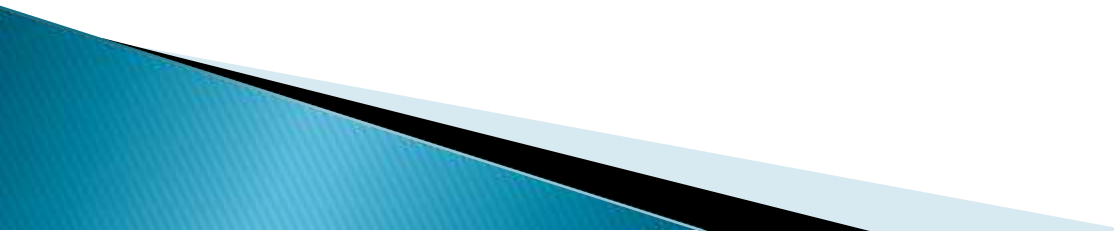
- Identification Badges (IDs) are required at all time on campus
 - IDs must be visible and above the waist
 - Replacement IDs can be purchased for \$2.00 in the media center
 - Temporary IDs may be purchased for \$1.00
 - Students defacing their ID will be required to purchase a new one
 - ID badges will be issued in September during picture day
- 

Lunch

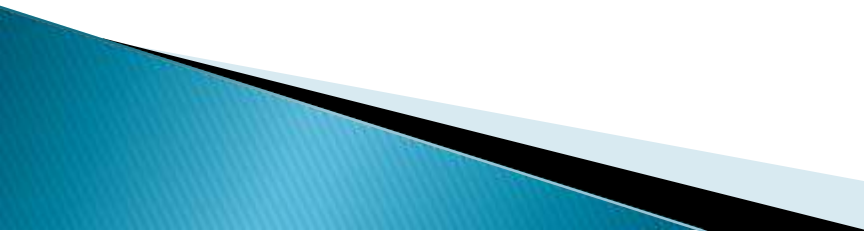
- Behavior during lunch
 - Clean up – do not leave trays or garbage behind
 - Do not sit on lunch tables
- Stay in permitted areas during lunch
- No outside food is permitted
- Media Center is open for use during lunch
- C Cafeteria will open in September. Wednesday – Friday only.
- Food truck visits will be announced in advance.
- Do not interact with adult students

Attendance Policy

Students are expected to:

- Be present and on time every day
 - Attend classes as scheduled
 - Demonstrate appropriate behavior and readiness to learn (attention, materials, tablet)
 - Excessive absences/tardies will affect participation in extra curricular activities.
- 

Attendance Policy

- MLEC follows a block schedule, therefore 5 unexcused absences in an annual course (or 3 unexcused absences in a semester course) will result in a No Credit (NC) being issued and final grade being withheld
 - If you are absent, you must bring a note within 72 hours (3 days) upon your return to receive an admit to excuse your absence
 - Admits are issued in the Student Services Office before school, during lunch, or after school (Not during class time)
 - Students who leave school early must provide reason and documentation
 - Teachers are not required to accept make-up work for unexcused absences
- 

Excused Absences

- Student Illness
- Medical Appointment
- Death in family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such holiday or service be observed
- School sponsored event or activity previously approved
- Subpoena by law enforcement agency or mandatory court appearance

ALL OTHER ABSENCES, EXCUSED EARLY
OR TARDIES NOT LISTED ABOVE
ARE CONSIDERED UNEXCUSED

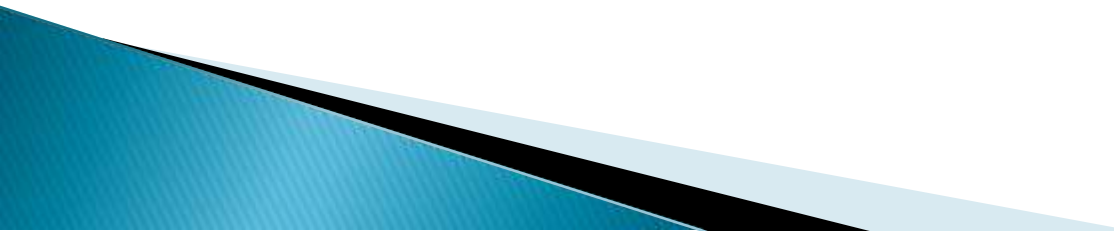
Code of Student Conduct

Code of Student Conduct includes:

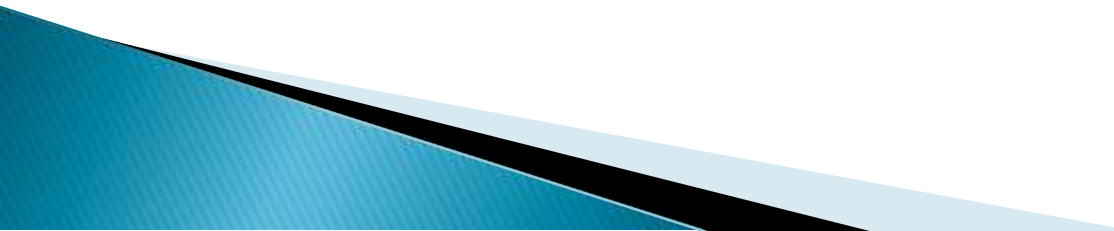
- The role of the student
- Grounds for disciplinary action
- Procedures for taking disciplinary action
- Due process

- Full Code of Student Conduct is available at <http://ehandbooks.dadeschools.net/policies/90/index.htm>
- Acknowledgement Page (page 3) must be signed by parent and returned to school

Electronic Devices

- Students are permitted to use cell phones and electronic devices outside of the classroom and during lunch
 - Use of electronic devices in classrooms is at the teacher's discretion
 - Student and parent must sign internet acceptable use form and may bring their own device each day (BYOD)
- 

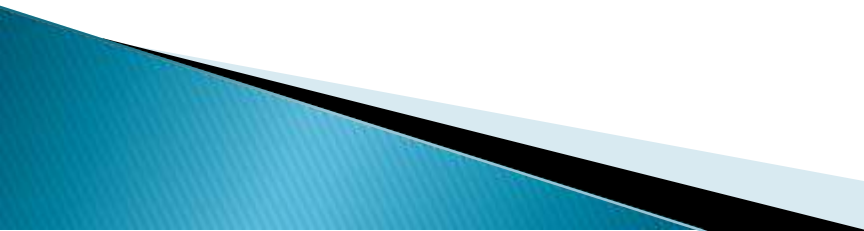
Media Center

- Open from 7 am until 8:00 pm Monday to Friday
 - Resources are available, including computers
 - ID must be visible at all times and required for checking out materials
- 

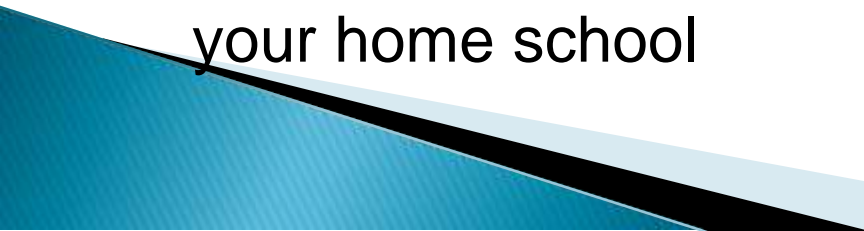
Activities

- Interest clubs, Service clubs, Student Government Association, Classes, CTE related organizations, and Honor Societies
- Students must have a 2.0 unweighted GPA to participate (Honor Societies and SGA/Class offices have higher GPA and other requirements)

Save the Date:

- Club Rush on September 13-15
 - Back to School Dance September 16th
 - Harvest Fest on October 21
 - Homecoming Dance on November 18
- 

Athletics

- Depending upon eligibility you may play sports at your home school during the fall, winter, and spring seasons
 - Contact your home school's athletic director for more information about tryouts and physicals
 - If you are participating on your home school team please notify Mr. Tandlich, so that we can facilitate your participation
 - If you are injured during the course of participation in any athletic activity please notify Mr. Tandlich upon your return to MLEC
 - NCAA eligibility is documented through both MLEC and your home school
- 

Grade Reporting Dates

Progress Reports will be distributed on the following dates:

- September 22, 2016
- December 8, 2016
- February 23, 2017
- May 4, 2017

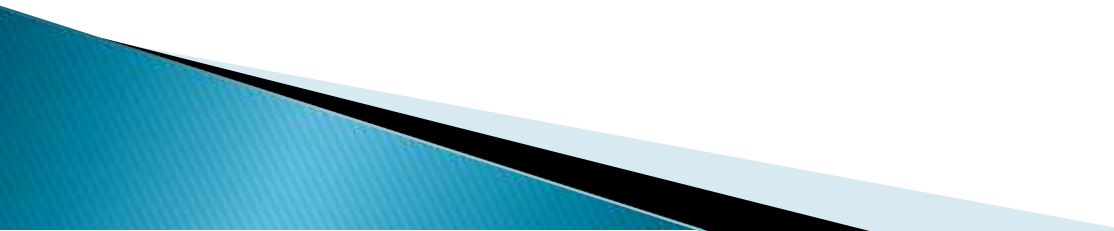
Report cards will be distributed to during the following weeks:

- Grading Period 1: November 9-16, 2016
- Grading Period 2: February 7-14, 2017
- Grading Period 3: April 4 - 18, 2017
- Grading Period 4: June 20-27, 2017

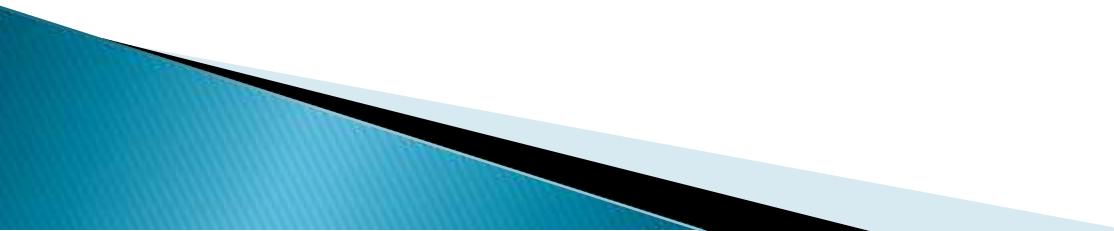
Keep track of your progress 24/7 on the student portal.



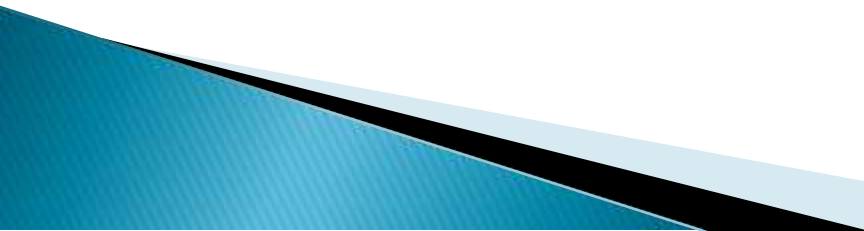
Dual Enrollment

- Allows eligible high school students in grades 10-12 to simultaneously enroll in a college course
 - Credits earned must be used to earn a high school diploma and are acceptable in order to earn a college associate or baccalaureate degree
 - Students must have a minimum 3.0 high school unweighted grade point average in order to be eligible and pass the PERT with college-ready scores
 - SLS classes will be offered on campus
- 

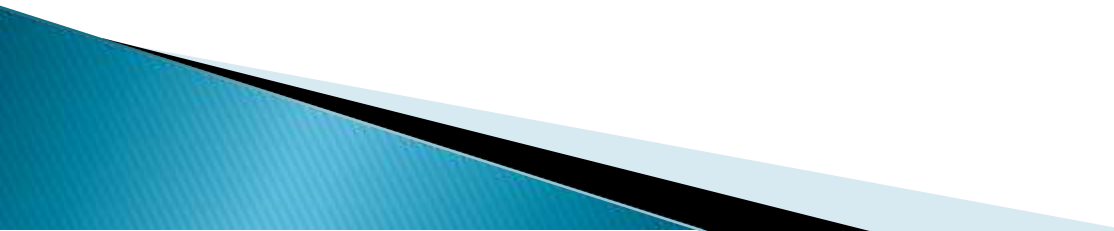
Florida Virtual School/FLVS

- Florida Virtual School (FLVS) provides online opportunities for students who wish to earn academic credits through online classes
 - FLVS blended-classes are offered on campus during the school day
 - See your counselor for additional details
- 

Credit Recovery through Adult Education

- Authorized courses (core courses) will be used to recover credit for courses where the student received a final grade of D or F
 - Retaking of any course to improve GPA is not permitted
 - A maximum of two courses per school year, including summer, may be taken in Adult Education
 - Credit will be granted upon successful completion of these courses toward a high school diploma
- 

Counselor Requests

- Online system coming soon to request
 - Complete request online and explain issue
 - Wait for your counselor to contact you regarding your request
 - Parent-Teacher conferences are scheduled through your counselor
 - Parent/guardian can also make request in writing, via email, or phone call
- 

Community Service

- A community service project is required for graduation
- Project may be completed through a service club or through individual effort
- Upon completion of the project, paperwork may be downloaded from mlec.dadeschools.net.
- Beginning with the class of 2020, students must earn a minimum of 25 hours per year.
- Community service hours are due on
 - December 16, 2016 – 12th (100 hours)
 - February 3, 2017 – 11th (75 hours)
 - March 3, 2017 – 10th (50 hours)
 - April 21, 2017 – 9th (25 hours)
- Students who earn 250 community service hours will receive a community service cord to be worn at graduation

Graduation Requirements

(Students who entered 9th grade in 2013-14 and later)

- 4 Credits English Language Arts (ELA)
- 4 Credits Mathematics
 - One of which must be Algebra I and one of which must be Geometry
- 3 Credits Science
 - One of which must be Biology 1; two of which must be equally rigorous Science courses and must have a lab component
- 3 Credits Social Studies
 - 1 credit in World History; 1 credit in U.S. History; .5 credit in U.S. Government; .5 credit in Economics
- 1 Credit Fine and Performing Arts or Practical Arts
- 1 Credit Physical Education
- 8 Elective Credits
- 1 Online Course
- Students must earn a 2.0 unweighted grade point average on a 4.0 scale.
- Pass 10th Grade ELA and Algebra I EOC

Testing Information

The following exams are administered in the spring:

- ELA: 9th & 10th
- Algebra I
- EOCs
 - Geometry
 - Algebra II
 - Biology
 - United States History
- AP
- AICE
- ACT scheduled monthly
- SAT scheduled monthly
- PERT – as needed

Academy Leaders

- Ms. Algaze, Health Science
- Ms. Evans-DeSimone, Cambridge
- Ms. Mixco, Entrepreneurship
- Ms. Soto, Communications and Entertainment
- Mr. Vernon, Information Technology
- Mr. Figueroa, Trade and Industry

Academy orientations coming soon!

