

# MIAMI LAKES EDUCATIONAL CENTER



## STUDENT/PARENT HANDBOOK 2016-2017

## **MISSION**

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

## **VISION**

The vision of Miami Lakes Educational Center and Technical College is to facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

The structure of Miami Lakes Educational Center (MLEC) is designed around the career academy selected on the student's application. Teachers infuse the academy focus in as many courses as possible. The final demonstration of a student's success at MLEC is the Senior Capstone Project.

Miami Lakes Educational Center is composed of six academies:

### **Cambridge Academy**

- Engineering
- Journalism
- Forensic Science

### **Academy of Communications**

- Digital Art
- Technical Theater
- TV Production

### **Academy of Entrepreneurship**

- Culinary Arts
- Early Childhood Education
- Finance

### **Academy of Health Sciences (NAF Distinguished Academy)**

- Dental Assisting
- Emergency Medical Responder
- Introduction to Practical Nursing
- Medical Assisting
- Nursing Assistant
- Pharmacy Technician

### **Academy of Information Technology (NAF Academy)**

- Computer Systems Technology (CISCO)
- Electronics Technology
- Web Design

### **Academy of Trade and Industry**

- Air Conditioning, Refrigeration, and Heating
- Automotive Collision Repair & Refinishing
- Automotive Service Technology

## Accident Reports

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

## Activities

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student government, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum related or non-curriculum related. A student is eligible to participate in an extra-curricular club if he/she has a cumulative high school grade point average of 2.0 or above on a 4.0 un-weighted scale.

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

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

The Student Activities Office is responsible for coordinating field trips and activities pertaining to clubs and classes. Participation in field trips requires that the student meet the criterion set by the school's administration. A student may be declared by the principal or principal designee ineligible to participate due to excessive unexcused absences, excessive late arrivals, excessive excused dismissal, outdoor suspension, or other valid reasons. Additionally, a student must present a field trip form signed by the parent/guardian to his/her teacher(s) prior to the deadline set by the field trip sponsor. It is the student's responsibility to make up the work missed while on a field trip. Furthermore, at times vendors who have a "no refund" policy will require schools to pay the full amount of the field trip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

## Permission to participate in senior activities may be denied or revoked for the following reasons:

- 5 or more unexcused absences in any semester class, or 10 in an annual class.
- 10 or more tardies or 5 unexcused early dismissals from school and/or class.
- All school debts **must** be paid by deadline set by the principal and school treasurer.
- Community Service hours must be completed and submitted by November 20, 2016 (this may not be appealed).
- Any student placed on outdoor suspension during the current school year will be excluded from senior activities.
- Any student who has not completed 18 credits on or before January 20, 2016, end of the 2<sup>nd</sup> term (exceptions may be considered if on track with enrollment in FLVS or adult education courses).

- Any senior who is found in possession of any illegal substance or whose behavior is disruptive at a school sponsored event, as deemed by an administrator, will be automatically excluded from all future senior activities.
- Parent must have attended Senior Parent Night Meeting.

### **Alternative to Suspension**

In lieu of suspension, the principal may wish to use any of the Board-approved alternatives. In such cases, students shall be afforded the same due process procedures that are applicable to suspension. Alternative to Suspension is for students who are referred to the administration for unacceptable behavior. School administrators may elect to assign students to Saturday school or the alternative to suspension program led by the school's trust counselor. The program is designed to provide guidance services to students and families.

### **Assessments**

The End of Course (EOC) assessments are used for the purpose of increasing student achievement and improving college and career readiness. EOC Assessments are administered in: Algebra 1, Geometry, Algebra 2, Biology, and United States History and constitute 30% of the student's final grade in each course.

### **Athletics**

Any student interested in participating in interscholastic sports must contact their home school for more information.

### **Attendance**

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

According to School Board Policy 5200 reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.

- G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
- I. Death in the immediate family.
- J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- K. Outdoor suspension.
- L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

- A. vacations, personal services, local non-school event, program or sporting activity;
- B. older students providing day care services for siblings;
- C. illness of others;
- D. non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Excessive absences and/or tardies may hinder a student's ability to participate in field trips, activities, etc.

### **Attendance Review Committee**

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator and will provide guidance and support to students with significant absences. They are expected to:

- Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
- Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of

prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:

- Issuing of quarterly, semester or final grades.
- Temporary withholding of quarterly, semester or final grades. The following are among possible options:
  - Make-up assignments
  - Attendance probation for the following grading period(s)
  - Completion of a school/ community service project
  - Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal.
- Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

### **Bullying/Harassment**

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment. To this end, MDCPS is dedicated to eradicating bullying and harassment by providing awareness, prevention, and education in promoting a school atmosphere where these behaviors will not be tolerated. If a student feels that he/she is being harassed, he/she should contact a teacher, school counselor, or administrator immediately.

### **Cafeteria**

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

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

New applications must be completed each year for free or reduced meals. This program is designed to serve those students whose family income is such that paying full price for school meals would result in a severe economic hardship to the family. M-DCPS provides free breakfast to all students. Breakfast is served from 6:45 AM to 7:15 AM in the school's cafeteria. Lunch payments can be made by cash in the cafeteria office.

Sodas and drinks in glass containers will not be permitted on school grounds. Meals from outside vendors, such as Burger King or McDonalds, ARE NOT allowed on school grounds. Meals cannot be delivered to students!

Students' behavior in the cafeteria should be based on courtesy and cleanliness. Students will adhere to the following rules:

- speak softly
- remain quiet while in line when entering and exiting the cafeteria
- use good manners
- do not play with or throw food
- respect all cafeteria personnel

- keep floor and tables clean
- pick-up lunch trays and dispose of them in the trash bins located inside and outside of the cafeteria

### **Code of Student Conduct**

The primary objective of Miami-Dade County Public Schools (M-DCPS) is to enhance each student's potential for learning and to foster positive interpersonal relationships. MDCPS supports the concept that students who possess personal, academic, civic and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of citizenship. This document helps students take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills. The Code of Student Conduct is the District's policy that creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community. The "reculturing" of the school to a positive school climate not only supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect. To enhance its effectiveness, this document addresses not only the role of the parents, the students, and school, but also core values and model student behavior, rights and responsibilities of students, procedures for using corrective strategies, including suspension and expulsion.

Students, parents, and employees are encouraged to read the Code of Student Conduct and become familiar with its content. Related School Board Rules may be found on the Miami-Dade Public Schools Website at <http://www2.dadeschools.net/schoolboard/rules/>. Included within the School Board Rules is the District manual entitled *Procedures for Promoting and Maintaining a Safe Learning Environment*, which administrators utilize to implement the Code of Student Conduct.

Miami Lakes Educational Center uses a progressive discipline plan to address violations of the violations of the Code of Student Conduct, which includes exclusion from school activities.

An orderly, friendly atmosphere in the classroom and in the school is essential for students to learn at their maximum ability. Subject to law and School Board Rules, each teacher or other member of the staff shall keep good order in the classroom and in all other areas of the school.

All students are expected to abide by the Code of Student Conduct at all times. The use of abusive or profane language during school and /or at school activities is prohibited. **Any student involved in a fight, before school, during school, after school, or when participating in a school-sponsored activity on or off campus will be suspended. Furthermore, students who exhibit inappropriate activities off-campus may be disciplined if their activities can be reasonably feared to disrupt the school.**

The authority set forth in Florida Statutes vest school administrators with the power to establish rules for discipline, develop understandings for the enforcement of obedience, and to enforce classroom regulations. Teachers and administrators have the right to use such means including the moderate use of physical contact as may be necessary to maintain discipline and to enforce school order and rules.

### **Closed Campus**

MLEC is a closed campus. Once students arrive on school property in the morning, they are not permitted to leave campus until dismissal. Students are not permitted to go to their cars during the school day or leave campus for any reason.

### **Code Yellow/Code Red**

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

### **Community Service**

Each student is required to complete a community service project as a graduation requirement. This may be done through a service club or individual effort. After fulfilling the community service project requirement, each student must complete the necessary paperwork and submit to the designated faculty member.

### **Confidential Information**

Parents, guardians, and students are protected by The Family Educational Rights and Privacy Act (FERPA) 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.

### **Detentions**

Detentions may be issued by class teacher or administrative staff. A minimum of 24 hours notice will be given so that the student and parents will be informed and make transportation arrangements. Failure to serve the detention will result in further disciplinary action.

### **Dress Code**

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before

entering the classroom or be sent home by the principal or designee to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures. Our school is a mandatory uniform school.

The following mandatory uniform dress code has been adopted at Miami Lakes Educational Center as selected by the uniform committee. Students may wear either the school-wide uniform shirt or academy uniform shirt bearing the particular academy logo and color must be worn. On Fridays only, students may wear any MLEC school spirit shirt. Uniform bottoms may be slacks, jeans (no holes or tears), or skirts. No tight pants, no shorts, no mini-skirts, and no oversized/baggy low hanging pants are permitted. Footwear must be closed, front and back. No Crocs, flip-flops or thongs, or no backless/strapless shoes are permitted. No headwear of any kind is permitted. If students are cold, they are permitted to wear a long sleeve shirt under their uniform polo, but not over it. Parents will be notified if the student is not properly dressed. Appropriate clothing will need to be brought to the office in order for the child to return to class.

### **Early Dismissal**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day. Furthermore, no student shall be released early prior to the first 60 minutes of the school day. Excessive early dismissals will result in loss of privileges. In addition, it may result in parent conference, detention, Saturday school, alternative to suspension, and/or suspension.

Students excused early from school more than 5 times during a school year may have credit withheld. A student cannot be counted present for the school day unless he/she is in class for a minimum of 2 hours.

### **Electronic Devices**

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone or any other electronic device which disrupts the educational process, is a violation of the Code of Student Conduct. **The school is NOT responsible for lost or stolen cell phones or electronic devices.**

### **Emergency Contact Information**

Student Data/Emergency Contact forms are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact form 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. Under no circumstances will a student be released to a person not listed on the card. Students may not sign themselves out. No persons, other than school staff, will have access to the information submitted.

### **Financial Obligations**

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

### **Fire Drills**

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

### **Grades**

Academic grades reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled.

Conduct grades are used to communicate to 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.

Effort grades reflect the teacher's evaluation of student's perceived effort in the course.

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

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

F = 0.99 or below

In annual courses, the student's final grade is determined by the teacher as follows: 25 percent for each of the four nine-week grading periods with a provision for teacher override. This equates to ten points (2.5 each) required to pass an annual course using a 4.0 scale. Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester.

### **Graduation Requirements**

Graduation requirements and class information for all students is available on the school website: <http://mlec.dadeschools.net>.

### **Hall Passes**

Students are provided five minutes to pass from class to class. Students should be seated in their classroom at the assigned time. It is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the security monitors in the exercise of their duties and present a hall pass courteously when asked to do so. No student is allowed in the hall at any time during the school day without an official school pass including student's name, date, time and destination written in ink and signed by a teacher.

### **Homework/Make-Up Assignments**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s). Home learning is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Home learning should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparations for future class assignments.

### **Identification Cards**

Student identification cards are issued early in the school year and students must be in worn at all times. If lost, students may purchase a temporary card for \$1.00 or a replacement card for \$2.00 from the media center.

### **Illness of Student**

When students become ill at school they are sent to the office with a hall pass where they are made comfortable until they are well enough to return to the classroom, or until arrangements can be made with parents to take them home. School personnel are not permitted to administer medicine of any kind without special forms completed by a doctor. Be sure that the school has emergency information as to how parents/guardians can be reached so that there is no delay in a child's receiving prompt medical attention, should it become necessary.

### **Interim Progress Report**

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

### **Internet Acceptable Use Policy**

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. Students downloading or installing unauthorized programs, software, files, or using computers for unauthorized activities will be disciplined. The use of computers or any other electronic medium to convey threats or any inappropriate content; whether during school or outside school hours violates the Student Code of Conduct. Additionally, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

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

### **Late Arrivals**

Students who are tardy to school must report to the attendance office to secure an excused or unexcused tardy pass/ admit. Excessive late arrivals may result in loss of privileges, parent conference, detention, Saturday school, alternative to suspension and/or suspension. Late arrivals may be accrued and counted towards unexcused absences. It is important for parents and students to allow sufficient travel time and consider school traffic, in order to avoid late arrivals.

### **Media Center**

The media center is open from 6:30 AM to 8:00 PM from Monday to Friday. Students are encouraged to utilize the media center during lunch with an authorized pass signed by a teacher to do home learning, research, and check-out/return books. Students check out books under his/her ID number. A daily fine will be charged for each overdue book. Destiny, our library circulation system, is web based and can be accessed by any computer with Internet access <http://destiny.dadeschools.net>. Students may access electronic resources databases provided by M-DCPS via the internet. Please have your child ask the Media Specialist for the necessary passwords. Computer stations will be available to students in the media center with Internet access to use after school. Students must abide by the M-DCPS Acceptable Use Policy Agreement. Students may print from the computers for a nominal charge.

### **Parking**

Student-drivers must obtain a parking decal in order to drive to and from school. Proof of valid Florida Driver License, car registration, valid insurance, and \$5.00 in cash are required to obtain a parking decal.

### **Physical Education**

Lockers will be available for student use during the scheduled class period. Students are encouraged to purchase a lock from the Treasurer's office to secure their belongings. Locks are not guaranteed to be secure, therefore valuables should not be left in lockers. The school is not responsible for lost or stolen items.

### **Student Services**

Miami Lakes Educational Center Student Services personnel provide a comprehensive program for all students. School counseling, college assistance, and TRUST programs assist students in making appropriate choices to solve their academic, social and personal problems, as well as help with educational and postsecondary planning. Students are always welcome in the Student Services area before, during, and after school if an appointment is made in advance. The Request for Meeting/Appointment forms are available in the office and on the school website. We encourage students to complete the correct form to receive the appropriate assistance. All students are assigned to school counselors alphabetically by last name.

### **Transportation**

The bus driver is responsible for the conduct and safety of all riders. Students may be temporarily or permanently suspended from the bus for conduct which violates the Code of Student Conduct.

**Visitors**

Students are not permitted to have guests attend school with them at any time. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to the main office.