

MIAMI LAKES EDUCATIONAL CENTER HIGH SCHOOL

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Mr. James V. Parker, Principal



Jaguars

2013-2014

PRINCIPAL'S MESSAGE

Dear Jaguars,

The 2013-2014 school year will bring many challenges, opportunities and rewards.

As you navigate through this school year, this planner will serve as a chart and reference guide on which you can plot and keep track of your educational journey. It is a valuable tool which can be used to keep you on course and to prevent you from straying into unsound waters. As with any tool, it is only effective if used correctly, efficiently, and consistently.

I encourage you to take the time to review the information contained in the preface of this planner and then, each day, plot your future course and track your journey.

I hope all of us experience fair winds and smooth seas during our 2013-2014 educational sojourns.

Educationally yours,

James V. Parker
Principal

Leadership Team

At Miami Lakes Educational Center (MLEC), our complementary talents provide students with challenging academic and significant social experiences that will prepare them for their postsecondary life. Teams empower all of the school's leaders so that great things are accomplished for our students. The *MLEC Leadership Team consists* of the following individuals:

Mr. James V. Parker, Principal
All Secondary Administration
All Postsecondary Administration
All Department Chairpersons
All Academy Leaders
All Guidance Department Members

Miami Lakes Educational Center (secondary) is accredited by the Council on Accreditation and School Improvement of The Southern Association of Colleges and Schools.

Miami Lakes Educational Center (post-secondary) is accredited by the Commissions of the Council on Occupational Education.

Mission Statement

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

Our Vision

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and postsecondary students designed to meet the challenges of an ever-changing global economy.

Miami Lakes Educational Center High School
2013-2014 Academies and Career Pathways

CAMBRIDGE ACADEMY

Engineering
Forensic Science
Journalism

COMMUNICATION & ENTERTAINMENT TECHNOLOGY

Commercial Art Technology
Drafting Technology
Digital Audio Production
Technical Theater
Television Production

ENTREPRENEURSHIP

Culinary Arts
Early Childhood Education
Financial Services

HEALTH SCIENCES

Dental Aide
Emergency Medical Responder (EMR)
Allied Health-Medical Assisting
Nursing Assistant
Pharmacy Technician
Introduction to Practical Nursing

INFORMATION TECHNOLOGY

Computer Systems Technology (Cisco Networking System)
Electronic Technology
Web Design Technology

TRADE & INDUSTRY

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

Academy Based Curriculum in a Smaller Learning Community (SLC)

The curriculum at 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, and students are grouped in classes by Academy. This, in essence, creates a Smaller Learning Community (SLC). In a SLC, students, parents, teachers, and the business community - everyone - works together toward a common goal: Educational Excellence. Students are expected to complete classroom and home learning assignments that integrate the chosen career pathway and the required academic courses. **The final demonstration of a student's success at MLEC is the Senior Capstone Project.**

ACADEMICS

The Jaguar Reading Plan

Students in grades 9-12 are required to have in-class reading, as well as at-home reading. A minimum of 30 minutes of at-home reading is a daily home learning assignment for all Miami-Dade County Public School students.

Media Center

The Media Center is open to students and staff on the first day of school, from 7:00 a.m. to 10:30 p.m., Monday through Friday. The Media Center provides students with a quiet, orderly place to study and conduct research. Computers are available for word processing, database, spreadsheet, and Internet use. A student entering the Media Center during school hours must have a visible identification card (ID) and official schools pass stating the student's assignment. **Students may come to the Media Center before and after school and during lunch without a pass, but must have a visible student ID.** Fines in the amount of 5 cents per day are charged for overdue books.

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 through individual effort. After fulfilling the community service project requirement, each student must complete the necessary paperwork, which can be downloaded from the school's website: ml.ec.dadeschools.net. The completed paperwork must be submitted to the designated faculty member. Seniors must have all community service projects turned in by a designated date (to be determined at the beginning of each school year) in order to be eligible for various

end-of-the-year events. Students who achieve 250 or more community service hours are eligible to receive a community service cord at graduation.

Physical Education

Lockers will be available for student use during the individual's physical education class period. Students are allowed to bring their own locks or may purchase locks from the Treasurer's office. Locks are not guaranteed to be secure; consequently, valuables should not be left in lockers. The school is not responsible for books or articles lost or stolen from lockers. Please note that all lockers are property of the school and, therefore, subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. **Physical education lockers are only to be used for storing an individual's clothing and books during his/her physical education class.**

Interim Progress Report

Interim Progress Reports will be issued to all students according to the mandated district schedule (approximately the fifth week of each nine week grading period) to notify parents of student progress in each class. When students receive and sign for their Interim Progress Reports, they should be taken home for parental review.

Senior Capstone Project

The Senior Capstone Project allows students to demonstrate presentation skills to teachers, parents, future employers, and postsecondary institutions. The final portfolio and the Senior Capstone Project prepares students to take the next step in their lives by showcasing and highlighting the expertise they have developed while engaged in the MLEC Academy and Career Pathway educational program.

Senior Capstone Project Requirement

All seniors will be required to complete an approved Senior Capstone Project, which encourages students to engage in an in-depth exploration of a specific career area or topic of interest. The Senior Capstone Project integrates knowledge, skill and concepts from the student's program of study into one culminating project and must be successfully completed as a component of their senior English and career technical education (CTE) classes.

The Four Phases of the Senior Capstone Project:

- The first phase is a research paper with documented information on an approved topic.

- The second phase requires students to apply the information gained from their research.
- The third phase is the portfolio - a collection of work that documents a student's educational experiences and performance over time. Components of the portfolio will be graded throughout the year.
- The final phase is a presentation of the Senior Capstone Project. The format and deadline for the presentation is determined by the CTE teacher and the Academy Leaders.

Portfolios

It is the student's responsibility to organize and maintain a portfolio. Portfolios are a requirement of the CTE classes and a part of the Senior Capstone Project for graduation. Portfolios should contain samples of the student's "best" work and are considered a work-in-progress through the senior year. Students must keep records of their progress throughout high school and preserve everything in a portfolio. These documents include, but are not limited to personal notes, awards, certificates, photographs, grade reports, resumes, time logs with mentor(s), journal entries, evaluations, letters, and the research paper.

STUDENT CONDUCT

Student Rights and Responsibilities

Students need an environment that is safe and conducive to learning. To provide and maintain an environment free of any distractions, the M-DCPS's **Code of Student Conduct** will be enforced at MLEC. The code is enforced during regular school hours, while a student is in route to and from school, and during all school-sponsored events. These include field trips, athletic functions, and other activities. During the first week of school, teachers will review the **Code of Student Conduct**, which will be distributed to all MLEC students.

Mutual Respect

Inappropriate displays of affection on school grounds and/or during school-sponsored events is not proper behavior and shows disrespect.

LET'S KEEP IT CLEAN!

There should be no food or drink inside the classrooms, Media Center, auditorium, gym, stairwells or hallways. Food and drink should be consumed in designated areas.

To Chew or not to Chew - that is the question!

ANSWER: NOT TO CHEW

Gum chewing is not allowed anywhere on the MLEC campus.

Driver's License

Students 14-18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license will have their driver's license suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license if they apply for one. Additional information is available from your administrator.

Bus Transportation

Students must ride the bus to which they have been assigned. They must get on or off the bus only at their assigned bus stop. **The driver has authority at the bus stop and on the bus.** Causing a disturbance on the bus or at the bus stop will result in the consequences outlined in the **Code of Student Conduct**. If the bus is late, students are to wait until it arrives. Bus information may be obtained through Student Services. Students will receive a bus pass, which allows them to board the bus.

Detentions

A class teacher or any member of the administrative staff may assign student detentions. Twenty-four hour notice will be given so that the student has the opportunity to inform his/her parents and make arrangements for transportation after serving the detention. Failure to serve the detention within 48 hours will result in further disciplinary action.

Student Redirection

Administrators have the option of using Student Redirection in lieu of outdoor suspensions for students who fail to adhere to dress code regulations, commit ID badge violations, or any other infractions as outlined in the M-DCPS **Student Code of Conduct**. Student Redirection may consist of mediation, corrective conferencing and/or work detail assignments to be issued at the discretion of the school's administrative staff.

Report vandalism to a school official!

School Property

MLEC is your home away from home. All of us are expected to share the responsibility for maintaining the appearance of the classrooms, buildings, courts, and walkways. Pick up litter during and after lunch and deposit trash in trash bins. Classroom computers and labs, the Media Center and all other equipment are considered school property. Students, faculty, and staff should maintain this equipment.

SAFE LEARNING ENVIRONMENT

Out-of-Class Passes (Hall Passes)

Once students enter the classroom, they may leave only with an **official HALL PASS** which they must present to any staff member who requests to see it. The time allowed between classes is sufficient for a student to obtain a drink or go to the restroom. Therefore, students are not permitted to go to the restroom during the class block except in an **EMERGENCY** and then, only one student at a time. Hall passes are **NOT** given during lunch or during the first and last ten minutes of a block.

Students must wear their identification card (ID) at all times.

**Students in the hall without an official HALL PASS
will be dealt with by administration.**

Visitor Passes

Visitor passes are obtained at the entrance to our campus or in the Main Office. Anyone who is not an MLEC student must obtain a visitor's pass in order to visit during school hours.

Temporary Instructors (Substitutes)

Temporary instructors have the same authority as a regular teacher. Remember that these teachers will be working in many other schools, and we want to impress upon each of them that our school is a pleasant place in which to work.

DRESS CODE

Uniform Policy

MLEC has a mandatory uniform policy. In order for students to be in compliance with our dress code, they are required to wear an Academy uniform shirt bearing the particular **Academy logo**. The following list indicates the colors assigned to each Academy.

Polo Shirt (Collared Shirt)

Cambridge Academy	Light blue and/or White (Logo-Light blue or white)
Communication & Entertainment Academy	Grey and/or Black (Logo-Grey and/or Black)
Entrepreneurship Academy	Forest Green and/or Maroon (Logo-Gold and/or Yellow)
Health Academy	Red, White and/or Black (Logo-Red and White)
Information Technology	Black and/or White (Logo-Black or White)
Trade & Industry	Light blue short-sleeve shirt with Logo

Note: During the cooler months of November through February, the uniform shirt must be worn on top of any other shirt.

Bottoms

All Academies will follow the approved MLEC Dress Code:

Slacks
Jeans
Current fashion pants (below the calf)
Skirts

Not Allowed

Tight Pants
Shorts
Bermudas
Mini-skirts and cut-off's
Oversized/baggy or low-hanging pants

Dress for Success

Students have a right to wear professional clothes* of their choice as long as they are appropriate for school, are not dangerous to health and safety, and do not distract or offend others. (**Professional clothes defined in Section 2 below*) All students are expected to honor their responsibilities and behave in a way which respects the rights of all under the following rules:

1. Shoes must be worn at all times. Shoes must have a heel. For safety reasons flip flops, thongs, bedroom slippers, or any other type of backless/strapless shoe cannot be worn.

2. Special clothing may be required for health and safety reasons in certain programs such as physical education, science, and CTE classes. Dressing professionally must correspond to established standards and must be approved by a teacher, counselor, sponsor, etc. Professional clothes is defined as:
 - For female students:
 - i. Dresses, skirts with dress shirts, skirts or dress slacks with jackets, dress slacks with dress shirts. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate. Mini-skirts, skorts, sun dresses, beach dresses, halter tops and spaghetti-strap dresses are inappropriate.
 - For male students:
 - i. Dress shirts with tie and slacks that are similar to Dockers or dress slacks, suit.
3. Clothing that exposes the torso or upper thighs are not allowed. Here are examples of clothing which may **not** be worn: sheer garments, mini-skirts, "cutoffs," or mini-dresses, halter tops, backless dresses, tube tops or tank tops without over-blouses or shirts, shirts or blouses tied at the midriff, bare midriff outfits and fishnet jerseys or skirts. Clothing which is not worn appropriately or not properly fastened or torn and is indecent will not be permitted. **All pants or trousers should fit properly and be secured at waist level. Oversized/baggy or low-hanging pants are not to be worn.**
4. Garments, such as boxer shorts, bloomers, and bustiers which were traditionally designed as undergarments, may not be worn as outer garments. Other clothing **not** allowed: leggings without blouses that reach mid-thigh, tights, bodysuits, or hosiery including those with lace trim, and bicycle racing attire unless they are worn underneath dresses or skirts. Appropriate T-shirts may be worn as outer garments. Tops or dresses with spaghetti straps are not allowed.
5. Students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are offensive, sexually suggestive or indecent, associate with gangs or cults, encourage use of drugs, alcohol or violence, **nor support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background or sexual orientation.**

6. Head coverings including, but not limited to, caps, hats, and bandanas are not allowed unless they are required for safety in programs such as Culinary Arts, Early Childhood Education, or other CTE classes, or are worn for bonafide religious or medical reasons.
7. Curlers and other hair-grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.
8. Any articles of clothing, jewelry, spikes, metal studs, ornaments, or objects that may cause injury or damage to furniture, walls, or MLEC students and staff are not allowed, **including but not limited to, belts, bracelets or collars with spikes, heavy link chains and wallet chains.**

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

- Article confiscated and returned to parent/guardian only
- Unexcused absence or tardy time from class to obtain proper clothing
- Detention
- Suspension

Students attending a field trip must “dress for success” and/or wear Academy shirts with student ID.

Things to Leave at Home

Valuables such as jewelry and large amounts of money should be left at home. Any of the following portable electronic devices should also be left at home:

- Digital cameras
- Electronic games
- Palm pilots
- CD/tape or radio players and headsets
- Expressive jewelry
- MP3 players
- Collector cards

If you bring any of these items to school, they will be confiscated and will be returned only to your parents/guardians.

Playing cards and/or gambling of any kind will not be tolerated on campus.

Cell Phones

Students are permitted to bring cell phones to school. However, they are to be turned OFF between the hours of 7:20 a.m. and 2:20 p.m.

SAFETY to LIFE

Student Identification Cards

At Miami Lakes Educational Center, students will be issued photo-identification cards (ID) for each school year. For security reasons, students are required to wear their ID at all times above the waist. Replacements cost \$2.00. A temporary ID costs \$1.00. Students defacing their ID will be required to purchase a new one.

Fire Drills

Fire drills will take place according to Miami-Dade County Public School Policy and Emergency Procedures. When students hear the emergency bell, they are to stop what they are doing and follow the teacher's instructions. Everyone is to promptly clear the building by the prescribed route in an orderly fashion with no talking. If a student is in the hall or restroom when the alarm sounds, he/she is to proceed to the nearest exit and locate the teacher. Everyone is to remain outside the building until permission is given to re-enter.

Closed Campus

MLEC operates under a closed campus policy. Once students arrive on school property in the morning, they will not be permitted to leave campus until dismissal. High school students who drive will not be permitted to go to their cars during the school day. **Students are not permitted to leave school grounds during lunch.** Two cafeterias are available for lunch. Outside food deliveries are not permitted.

Student Accident Insurance

The purchase of insurance is recommended in the event of an injury at school or on a field trip. Students who plan to participate in internships, intramural sports, clubs, field trips, or off campus activities are required to purchase the School Board approved insurance.

Accident Reports

Any student who is injured or involved in an accident on campus or during a school-sponsored activity should report it to a teacher and complete an accident report.

STUDENT ACTIVITIES

Parent Teacher Student Association (PTSA)

Parents are encouraged to support and participate in the activities of the school in a variety of ways. Parents and students are encouraged to join teachers in support of the objectives of the PTSA. Your support through membership and donations of time or other resources will prove instrumental to the success of the school. Information concerning the PTSA can be obtained from Student Services.

Clubs and Organizations

MLEC offers a variety of organizations that provide students with the opportunity to participate in extracurricular activities. The following list represents some of the clubs and organizations offered at MLEC.

Career Technical Student Organizations (CTSO):
DECA, FBLA, FCCLA, HOSA, SkillsUSA, VICA
Drama Club (Thespians)
Ecology Club
Freshman Class
Future Educators of America
IT Club
Interact
Jaguar Mentors
Junior Class
Key Club
National Honor Society
SADD
Senior Class
SHAPE
Sophomore Class
Student Government Association
Yearbook

(Note: Based upon student interest and sponsorship, additional clubs can be initiated each year.)

Field Trips

All school sponsored field trips are for educational enhancement. Therefore, students on field trips will have the same rights pertaining to make-up work as students with excused absences.

Students attending a field trip must “dress for success” and/or wear Academy shirts and have their student ID.

STUDENT SERVICES

Sign-In/Sign-Out

Only the parent, guardian, or authorized individuals, as stated on the annually updated Emergency Contact Cards, have the authority to sign-in or sign-out students. No student shall be released within the final thirty (30) minutes of the school day.

Counselors

Guidance and counseling services are available to every student in the school. These services include assistance with planning educational information, career technical information, test score interpretation and academic placement, as well as personal and/or social counseling.

Students should contact Student Services before school, after school, or during lunch to schedule an appointment to see a Counselor.

Students who will be absent more than 5 consecutive days may obtain daily assignments from their Counselor or Attendance Specialist by calling 305-557-1100. 24-hour notice is needed prior to picking up the assignments.

Parent/Teacher Conferences

Parents are urged to take an active interest in their child's progress in school. Parent/teacher conferences can be scheduled through Student Services.

Student Complaints

Parent procedure:

1. Conference with Teacher
2. Conference with Department Chair, Academy Leader, Counselor and or Assistant Principal
3. Conference with Vice-Principal

Financial Obligations

All financial obligations incurred (e.g., school fees, lost or damaged textbooks or lost library books) must be paid for in the Treasurer's office, which is located in the Main Office. Failure to satisfy financial obligations for lost or damaged textbooks may result in the student's suspension from participation in extracurricular activities until the debt is satisfied.

Nuts and Bolts

Telephones

Students will not be permitted to use the office telephones, except in cases of emergency and with staff permission.

Vending Machines

Vending machines are available for student use **ONLY before and after school**. The school assumes no responsibility for lost money.

Free or Reduced Lunch

Each student will receive an application for free or reduced lunch during the opening of the school year. Upon approval, the applicant will be issued a personal number to enter into the cafeteria register when purchasing lunch.

Fees

Students are responsible for the payment of fees for materials necessary for participation in various courses. These fees include, but are not limited to the following: science, art, and career technical courses. Students will receive information concerning the amount of each fee charged per class.

Dial A Teacher

Teachers are available Monday through Thursday, from 5:30 to 8:30 p.m. at 305-995-1600.

Selective Service Registration

With few exceptions, all male United States citizens and male aliens residing in the United States and its territories must register within the period starting 3 days before and 30 days after their 18th birthday. Rather than list all the exceptions, students can contact the CAP Advisor. Students can either go to any U.S. Post Office, or they can contact the CAP Advisor to complete a Selective Service System Registration Form. The form takes less than five minutes to complete.

ATTENDANCE POLICY*

* Attendance policy is established by the School Board Rule 6Gx13-5A-1.041

There is probably no factor more important to successful school progress than regular and punctual school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement and may result in course failure. Excessive absences or tardies may limit students' ability to attend and/or participate in school activities. Highlights of the attendance rules are as follows.

Students are expected to be present at school each and every day (180 school days), attend class as scheduled, arrive at school and classes on time, and demonstrate appropriate behavior and readiness to learn.

A secondary student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent-requested administrative screening and/or review of all absences by the Attendance Review Committee.

The following are considered 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 a holiday or service be observed
- School sponsored event or activity previously approved
- Subpoena by law enforcement agency or mandatory court appearance
- Other individual student absences or tardies beyond the control of the parent or the student as determined and approved by the principal or designee, with required documentation related to the situation

All other absences or tardies not listed above are considered unexcused.

The student shall:

- Take advantage of his/her educational opportunity by attending all classes punctually on a daily basis.
- Provide the school with a written explanation for any absence/tardiness.
- Request the make-up assignment for all excused absences/tardies from his/her teachers upon his/her return to school or

class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.

- Complete the make-up assignments for classes missed within three school days of the return to school. Failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.
- Be reported as present for the school day in order to participate in athletic and extracurricular activities.
- Submit a completed "Petition to Appeal Withholding of Final Passing Grades" to the individual responsible for the screening process:
 - Provide written documentation for all absences to the Attendance Review Committee.
 - Appear before the committee at the scheduled time with a parent or guardian, if necessary.

The parent shall:

- Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
- Report and explain an absence or tardiness to the school.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students.
- Ensure that his/her child has requested and completes make-up assignments for all excused absences/tardies from the child's teachers upon his/her return to school.
- Personally contact the school after his/her child's fifth (5th) aggregate absence.
- Assist his/her child with the completion of the "Petition to Appeal Withholding of Final Passing Grades".
 - If necessary, appear before the Attendance Review Committee at the scheduled time to provide information relating to his/her child's absences.

Tardy Policy

The following disciplinary actions will be issued to students accumulating excessive unexcused and excused tardies:

- 1 - 2 unexcused tardies, student issued a warning
- 3 - 4 unexcused tardies, student issued a ½ hour After School Detention
- 4 or more unexcused tardies, student will be issued an Administrative Action request.
- 1 - 5 excused tardies, student issued a warning
- 6 or more excused tardies, student will be issued an Administrative Action request.

HOMEWORK POLICY*

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

Regular, purposeful homework is an essential part of a student's education. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments.

Student's Responsibilities

1. Completing assigned homework as directed and in the spirit in which it was assigned.
2. Returning homework to the teacher by the designated time.
3. Submitting homework assignments that reflect careful attention to detail and quality of work.
4. **Devoting a minimum of 30 minutes each day to reading as an additional part of the homework assignment.** (See Mr. Parker's Book Club list for 2013-2014 and for your "personal reading log".)

NOTE:

Students can receive additional help through the Homework Helpers Program, which includes the Dial-A-Teacher program, at 305-995-1600, Monday through Thursday from 5:30 P.M. to 8:30 P.M., WLRN, Channel 17. Students may also access Miami-Dade County Public School's web page at: <http://www.dial-a-teacher.com>.

Parents' Responsibilities

While it is understood that parents are not responsible for providing a great deal of assistance to their child in completing homework, there is still much that parents can do to promote good study habits. Parents' responsibilities include:

1. Providing an environment conducive to study.
2. Providing continued interest and concern for the child's successful performance in school, through encouraging and supporting the child in his/her performance of homework assigned.
3. Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
4. Supporting the school in regard to the child being assigned homework.
5. Requesting assignments for the child when short-term absences are involved.
6. **Assuring that the child reads for a period of at least 30 minutes each day in addition to any other assigned homework.** (See Mr. Parker's Book Club list for 2013-2014 and the "personal reading log".)

HONOR ROLL

Honor rolls provide the mechanism to recognize students for academic achievement. The following list indicates the criteria for standard honor roll programs available at the end of every grading period. In these programs, bonus points are not included in the academic average. A conduct grade below a "B" would not be acceptable for any honor roll.

- 1. Principal's Honor Roll**

Academic Grades	All A's
Effort	All 1's
Conduct Grades	All A's
- 2. Superior Honor Roll**

Academic Average	3.60
Academic Grades	All A's and B's
Effort	All 1's and 2's
Conduct Average	3.60
Conduct Grades	All A's and B's
- 3. Regular Honor Roll**

Academic Average	3.00 to 3.50
Academic Grades	All A's and B's
Effort	All 1's and 2's
Conduct Average	3.00 or greater
Conduct Grades	All A's and B's
- 4. Citizenship Honor Roll**

Conduct Average	4.00
Effort	All 1's and 2's
- 5. Average Citizenship Honor Roll**

Conduct Average	3.60
Effort	All 1's and 2's

In addition to the district Honor Roll Guidelines, MLEC recognizes students who remain "Above the Line".

Academic Grades	All A's, B's, and C's
Effort	All 1's and 2's
Conduct Grades	All A's and B's

FOUR YEAR ACADEMIC PLAN-GENERIC ACADEMY*

* Specific Career Pathway plans are available from Counselors.

The charts below reflect generic four year 24-credit plans for completing a regular or college ready diploma while seeking a career technical education (CTE) certificate. The determination of Program Completion for a CTE certificate is different for each Career Pathway and is determined by mastery of competencies established under State guidelines. Students who do not complete CTE courses are encouraged to enroll as postsecondary students to earn their certificate.

Required academic courses will be offered at regular, honors, and advanced placement levels, if available, per the Course Code Directory.

Students who have successfully completed high school courses in middle school and choose to apply those credits toward their high school diploma will take the next appropriate course in the subject area sequence.

The following chart reflects graduation requirement courses for students graduating M-DCPS during the 2013-2014 and 2014-2015 school year.

Grade 9	Grade 10	Grade 11	Grade 12
English 1	English 2	English 3	English 4
Algebra 1 (Math 1)	Geometry (Math 2)	Algebra 2 (Math 3)	Higher Level Math (Math 4)
Earth/Space Science	Biology	Physical Science or Chemistry	Elective/Additional Science
World History	Foreign Language ¹ or Fine Arts	American History	Gov't/Economics
Physical Education ² (Integrating Personal Fitness and Fitness Life Style Design)	<u>Academy³ Core Curriculum</u>	<u>Academy Core Curriculum</u>	<u>Academy Core Curriculum</u>
<u>Business System Technology</u>	↓ ↓	↓ ↓	↓ ↓

The following chart reflects graduation requirement courses for students graduating M-DCPS during the 2015-2016 school year.

Grade 9	Grade 10	Grade 11	Grade 12
English 1	English 2	English 3	English 4
Algebra 1/ EOC ⁴ (Math 1)	Geometry/EOC ⁴ (Math 2)	Algebra 2 (Math 3)	Higher Level Math (Math 4)
Physical Science	Biology/EOC ⁴	Physical Science or Chemistry	Elective/Additional Science
World History	Foreign Language ¹ or Fine Arts	American History/EOC ⁴	Gov't/Economics
Physical Education ² (Integrating Personal Fitness and Fitness Life Style Design)	<u>Academy³ Core Curriculum</u>	<u>Academy Core Curriculum</u>	<u>Academy Core Curriculum</u>
<u>Academy³ Core Curriculum</u>	Elective	↓ ↓	↓ ↓
(1.0 Credit – Online Course)			

The following chart reflects graduation requirement courses for students graduating M-DCPS during the 2016-2017 school year.

Grade 9	Grade 10	Grade 11	Grade 12
English 1	English 2	English 3	English 4
Algebra 1/EOC ⁴ (Math 1)	Geometry/EOC ⁴ (Math 2)	Algebra 2 (Math 3)	Higher Level Math (Math 4)
Physical Science	Biology/EOC ⁴	Chemistry	Elective/Additional Science
World History	Foreign Language ¹ or Fine Arts	American History/EOC ⁴	Gov't/Economics
Physical Education ² (Integrating Personal Fitness and Fitness Life Style Design)	<u>Academy³ Core Curriculum</u>	<u>Academy Core Curriculum</u>	<u>Academy Core Curriculum</u>
<u>Academy³ Core Curriculum</u>	Elective	↓ ↓	↓ ↓
(1.0 Credit – Online Course)			

1. Students seeking a college ready diploma may need to attend a summer, adult education, virtual school, or dual enrollment course to meet both the Foreign Language and Fine Arts requirements.
2. Students placed in Intensive Reading as per State and District guidelines or enrolled in a required LEP course may need to attend a summer, adult education, virtual school, or dual enrollment course to meet graduation requirements.

For all students, Foreign Language is not a high school graduation requirement but is necessary for college-bound students.

3. The majority of the Academy core CTE curriculum consists of a six (6) credit plan of study dictated by the Career Pathway selected. However, some Career Pathways may require enrollment in a summer, adult education, virtual school, or dual enrollment course to facilitate completion requirements for both graduation and/or CTE certificate completion. Students who do not complete CTE certificate competencies or wish to earn additional certificates are encouraged to enroll as postsecondary students after graduation to earn a certificate.
4. End of Course (EOC) Exam is required for the course and a passing score is required to receive credit.

High School Graduation Programs

The Secondary School Redesign Act, also known as the "A++ Plan for Education," was passed by the Florida Legislature and signed into law by the Governor to become effective on July 1, 2006. The provisions of this law include academic course requirements at the middle school level to better prepare middle school students for senior high school. In order to increase the rigor and relevance of the senior high school experience and to prepare high school students for college and the workplace, the high school instructional program was changed significantly.

Of the three options for high school graduation and earning a diploma, students at MLEC must choose the four-year, 24-credit standard program option. In order to graduate, students must earn a passing score on the FCAT Reading, earn a 2.0 grade point average (GPA)

unweight on a 4.0 scale, complete a community service project, and successfully complete the required courses included in the following sections.

In order to be designated as a 10th grade student, a 9th grade student must have earned a minimum of four credits, which must include one credit in English/ESOL or one credit in mathematics. To be designated as an 11th grade student, a 10th grade student must have earned a minimum of 9 credits, which must include two credits in English/ESOL, one credit in mathematics, and one credit in science - OR - one credit in English/ESOL, two credits in mathematics, and one credit in science. To be designated as a 12th grade student, an 11th grade student must have earned a minimum of 16 credits, which must include three credits in English/ESOL, two credits in mathematics, and two credits in science - OR - two credits in English/ESOL, three credits in mathematics, and two credits in science.

High school courses successfully completed by a student in grades 6 - 8 can be applied to the requirements for graduation. However, the student and his/her parents are reminded that high school credits earned prior to 9th grade as well as through the adult education program are generally not recognized by the National Collegiate Athletic Association (NCAA) toward a student's eligibility to participate in college athletics. For information regarding athletic scholarships and eligibility, it is recommended that contact be made with the NCAA at www.ncaa.org.

HIGH SCHOOL DIPLOMAS/CERTIFICATES

The Miami-Dade County School Board provides for the awarding of a standard diploma, a certificate of completion, a CPT-eligible certificate of completion, a special diploma, or a special certificate of completion. Counselors have details and criteria about the different diplomas.

**Standard Diploma
Superintendent's Diploma of Distinction
Certificate of Completion
CPT - Eligible Certificate of Completion
Special Diploma and Special Certificate of Completion**

GRADING STUDENT PERFORMANCE

By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period, including such factors as class attendance, homework, and participation.

In authorized semester courses, the student's final grade shall be determined as follows: 25 percent value for each of two nine-week grading periods and 20 percent value for the final examination, with a provision for teacher override.

In authorized annual courses, the student's final grade shall be determined as follows: 25 percent value for each of four nine-week grading periods, 10 percent value for the midterm exam, and 10 percent for the final exam, with a provision for teacher override. In order to pass an annual course in grades 9-12, a student must earn a minimum of 10 grade points, of which a minimum of five must be earned in the second semester (5-point rule). Teacher override (either up or down) can still be used.

Forgiveness Policy

For senior high school students, the forgiveness policy for required and elective courses is limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course.

When a student attempts forgiveness for a grade, only the new grade will be used to compute the student's GPA. When it is replaced, the lower grade will not be used to compute the student's GPA, but will remain on the student's transcript and on the student's permanent record. Any course not replaced according to this policy shall be included in the calculation of the cumulative GPA required for graduation.

Note: Beginning with 2007-08, students in middle schools who took high school credit courses and earned "C", "D", or "F" grades may 'forgive' those grades by retaking the same course; the new replacement grade must be a "C" or higher for D or an F, B or higher for a C.

ACADEMIC GRADES

The following chart indicates the academic grades used by M-DCPS.

In both authorized semester courses and authorized annual courses, the criteria for grading certain students with disabilities may be modified by the Individual Educational Plan (IEP) team.

Grade	Numerical Value (%)	Verbal Interpretation	Grade Point Value
A	90 - 100	Outstanding progress	4
B	80 - 89	Good progress	3
C	70 - 79	Average progress	2
D	60 - 69	Lowest acceptable progress	1
F	0 - 59	Failure	0
I	0	Incomplete	0

GRADE POINT AVERAGE (GPA)

GPA's are calculated for any of the reasons listed below:

- High school graduation
- Eligibility to participate in interscholastic extracurricular activities
- Awards and the Academic Recognition Program
- Placement on the honor roll and/or membership in honor societies
- College admissions and scholarship competitions

GRADE and BONUS POINT VALUES

The grade and bonus point values shown in the chart below are used in determining unweighted (without bonus points) and weighted (with bonus points) GPAs.

Letter Grades	Grade Points	BONUS POINTS		
		Honors	AP-Advanced Placement	IB-International Baccalaureate, AICE-Advanced International Certificate of Education
A	4	1	2	2
B	3	1	2	2
C	2	1	1	1
D	1	0	0	0
F	0	0	0	0

NOTE: Dual enrollment courses are awarded the equivalent of AP, IB, or AICE bonus points as required by State statute.

The GPA calculation process produces an unweighted GPA to which bonus values are added and includes grades from all courses in which credits have been earned for high school graduation and the first semester of the students' senior year.

The levels of the Academic Recognition Program are as follows:

- **Cum Laude:** the upper 15% of the graduating class, excluding the *Summa* and *Magna Cum Laude* students, using a weighted GPA or students who have a 4.0 GPA or higher

- *Magna Cum Laude*: the upper 10% of the graduating class, excluding the *Summa Cum Laude* students, using a weighted GPA
- *Summa Cum Laude*: the upper 5% of the graduating class using a weighted GPA

Counselors can assist students and parents in determining the process for computing the GPAs (unweighted) for the different programs listed above.

CAREER PLANNING COLLEGE ENTRANCE EXAMINATIONS

When developing their postsecondary plans, students may find it advisable to complete one or more of the standardized tests listed below which are used for college admissions, career planning, placement in college courses, and/or eligibility for scholarships. Recommended grade levels during which tests should be taken are shown in parenthesis ().

ACT:	American College Testing (11, 12)
ASVAB:	Armed Services Vocational Aptitude Battery (11, 12)
PERT:	Post-Secondary Education Readiness Test (11)
PLAN:	Preliminary ACT (10)
PSAT:	Preliminary Scholastic Aptitude Test (10, 11)
SAT I Reasoning Test:	Scholastic Assessment Test (11, 12)
SAT II Subject Test:	Scholastic Assessment Test (11, 12)

Students should see their Counselor or CAP Advisor for further information about the tests that would be most appropriate for meeting their needs. Some tests require meeting specific deadlines and requirements, including the completion and mailing of a registration form several weeks in advance of the test date.

Career Technical Education (CTE)/College Connection

Students who complete specific CTE programs can earn postsecondary credits and/or scholarships in their respective CTE programs via Articulation Agreements between M-DCPS and area community colleges and technical centers. See your Counselor or CAP Advisor for more information.

FLVC.org

Section 1006.73, Florida Statutes, establishes the Florida Virtual Campus to provide access to online student and library support services, and to serve as a statewide resource and clearinghouse for technology-based public postsecondary education distance learning courses and degree programs. FLVC's services to the students, faculties, and staff of the state's public colleges and universities include:

- Support for Florida's ever-growing population of distance learners and institutions offering online courses and degrees.
- Online academic advising services to help students identify the requirements of their chosen degree.
- A variety of tools used by staff at college and university libraries to provide services to their students and faculties.
- Online access to the library holdings of all Florida public colleges and universities, including electronic resources such as full-text journals, databases, and eBooks.
- Support and training for college and university students and staff using the services of FLVC.

ConnectEDU

With Connect You Can:

- Research over 4,300 colleges by location, type and study area
- Develop a personalized college plan and monitor student process
- Stay informed about college and career events such as college visits
- Utilize interactive tools to learn about financial aid and scholarships
- Use the SuperAPP feature to save time, complete college applications, and submit documentation requirements electronically
- Keep track of college application deadlines
- Receive important messages and information from counselors

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ATHLETICS AND ACTIVITIES

In order for a student to participate in extracurricular athletics and

activities, a student must meet the standards set forth by State statute, policies of the Greater Miami Athletic Conference (GMAC), and Miami-Dade County School Board rules. In addition, a student must comply with the school district's Contract for Student Participation in Interscholastic Competitions or Performances (visit mlec.dadeschools.net for "Important Documents: Student Extracurricular Participation Contract & Summary").

To be eligible to participate in interscholastic extracurricular student athletics and activities, a student must maintain an unweighted GPA of 2.0 or above on a 4.0 scale in the courses required for graduation. The student must also maintain a 2.0 GPA in conduct for the previous semester. Computation of GPAs requires the inclusion of all applicable high school courses to which a forgiveness policy has been applied.

A student shall be eligible during the first semester of his/her 9th grade year provided that it is the student's first entry into 9th grade and he/she was regularly promoted from 8th grade the immediate preceding year.

All students participating in interscholastic athletic competition or who are candidates for an interscholastic team are required to pass an annual medical evaluation and purchase the School Board's sponsored insurance program prior to engaging in any practice, tryout, or pre- or post-season physical activity associated with the student's candidacy for an interscholastic athletic team.

A student shall be eligible for no more than 4 consecutive academic years from the date he/she first enrolls in the 9th grade. Four years from the date he/she first enrolls in the 9th grade, he/she shall become ineligible for further interscholastic athletic competition.

Students who participate in athletics at their home schools should see the school's Athletic Director for additional information about requirements for participation in the National Collegiate Athletic Association (NCAA) athletic program (also visit www.ncaa.org).

The school Athletic Director and Counselor can assist students in planning a program of study that will include the appropriate courses to prepare for college entrance examinations and meet core course requirements for participation in NCAA athletic programs. They can also assist students in determining how to calculate the GPA required to be eligible for participate in NCAA athletics and advise the student regarding which courses do not meet NCAA eligibility requirements.

COMMON PREFIXES and SUFFIXES

<u>PREFIX</u>	<u>MEANING</u>	<u>EXAMPLE</u>
ab -	from or away	abnormal
anti -	against	antisocial
bi -	two	bicycle
de -	taking something away or the opposite	depopulate
dis -	reverse or opposite	discourage
extra -	outside or beyond	extraordinary
fore -	before or in advance	foresee
inter -	between or among	international
mid -	in the middle of	midyear
mis -	bad or wrong or not	misleading
non-	not	nonexistent
pre -	before	preview
re -	again	reapply
semi -	half	semisweet
sub -	under or below	subterranean
trans -	across	transatlantic
ultra -	extremely	ultraviolet
un -	not or opposite	unhappy

<u>SUFFIX</u>	<u>USED TO MAKE</u>	<u>MEANING</u>	<u>EXAMPLE</u>
-able	Adjectives	capable	laughable
-al	Adjectives	of, like, or suitable for	promotional
-ation	Nouns	a state or action	imagination
-er	Nouns	a person who does something	baker
-ful	Adjectives	having a particular quality	beautiful
-ical	Adjectives	connected with	mythical
-ify	Verbs	to produce a state or quality	simplify
-ish	Adjectives	like something or rather, quite	childish
-ist	Nouns	a state or process	feminist
-ive	Adjectives	to be able to, having a particular quality	active
-less	Adjectives	not having something	friendless
-ly	Adverbs	in a particular way	loudly
-ment	Nouns	a state, action, or quality	excitement
-ness	Nouns	a state or quality	excitement
-ous	Adjectives	having a particular quality	dangerous
-ship	Nouns	showing status	friendship
-y	Adjectives	having the quality of the subject	cloudy

THE PERSONAL HABITS QUIZ

Check Yourself!

Take the Personal Habits quiz at the beginning of the school year. Check the answer that seems best for each statement, using a pencil, and date it. Later in the year, come back to this test and take it again. Compare your results. Have you improved?

	<u>YES</u>	<u>NO</u>
1. I feel in control of my life.	___	___
2. I begin each day by planning.	___	___
3. I am organized.	___	___
4. I communicate well.	___	___
5. People say I am a good listener.	___	___
6. I am happy when my friends do well.	___	___
7. I keep my promises.	___	___
8. I care about the well-being of others.	___	___
9. I set goals for myself.	___	___
10. I enjoy working with others on projects.	___	___
11. I do not bully anyone, nor "accept" bullies.	___	___
12. I prioritize my work and do the most important things first.	___	___
13. I exercise my mind by reading, learning, etc.	___	___
14. I respect my parents, teachers, and adult supervisors.	___	___
15. Other people often have valuable ideas.	___	___
16. I strive to complete class work/homework.	___	___
17. I appreciate the positive things in my life.	___	___

Date I first took quiz _____ Date I later took quiz _____

Are there other areas in which you would like to improve? List them:
