

SOUTHWEST MIAMI HIGH SCHOOL

2017 - 2018

Parent/Student Handbook



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Miami, FL 33165
(305) 274-0181

www.southwestmiamieagles.net

Administration

Dr. Carlos Rios, Principal

Mrs. Janelle Bravo-San Pedro, Assistant Principal

Mrs. Madeleine Luis, Assistant Principal

Mr. Marcel Moreno, Assistant Principal

Mrs. Ana M. Roll, Assistant Principal

Miami-Dade County Public Schools
The School Board of Miami-Dade, Florida

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Bryce Febres
Student Advisor

Alberto M. Carvalho
Superintendent of Schools

Valtena G. Brown
Deputy Superintendent/Chief Operating
Officer
School Operations



Miami-Dade County Public Schools

Vision 20/20 – 2015 -2020 Strategic Blueprint

VISION

We provide a world class education for every student.

MISSION

To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.

VALUES

- **Excellence** – We pursue the highest standards in academic achievement and organizational performance.
- **Equity** – We foster an environment that serves all students and aspires to eliminate the achievement gap.
- **Student Focus** – We singularly focus on meeting our students' needs and supporting them in fulfilling their potential.
- **Innovation** – We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.
- **Accountability** – We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.

Southwest Miami High School

Vision Statement

We challenge, empower, and prepare all for success.

Mission Statement

We serve all stakeholders by building the intellect and ethics of our students so they may be productive members of society.

Alma Mater

Alma Mater stand forever;
Alma Mater stand for aye.
Alma Mater falter never
'Neath the southern sky.

Keep the Southwest Eagles flying;
Wave the royal banner high.
Stand together brave and true.
Stand for Southwest High.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2017-2018 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2017				
M	T	W	T	F
				1
3	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- New Teachers Report
- Recess Day
- Teacher Planning Day
- Beg/End of Grading Period
- Teacher Planning Day - (No - Opt)
- Secondary Early Release
- District-wide Professional Development Day
- Legal Holiday

Days in Grading Period
1-46
2-44
3-43
4-47

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

Important Dates

Interim Progress Report Distribution	Report Card Distribution
September 22, 2017	November 7, 2017
December 1, 2017	January 30, 2017
February 23, 2018	April 10, 2018
May 4, 2018	June 19, 2018

Activities Clubs

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

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

Non-School Sponsored Clubs

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

Fieldtrips and Special Activities

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

Senior Activities

Students and parent(s)/guardian(s) must read and sign the Miami-Dade county Public Schools Contract for *Student Participation in Interscholastic Competitions or Performances (FM-7155) (08-07)*.

Fundraisers – Board Policy 5830

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

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

Activities Offered

All students are encouraged to participate in one or more school activities. Listed below are the clubs and organizations available. Students must maintain at least a 2.0 grade point average and must be in compliance with attendance / discipline policies in order to participate in extracurricular activities.

Art Honor Society	Italian
B.A.S.I.C	Marching Band
Best Buddies	Model United Nations
Business Honor Society	Mu Alpha Theta
CECF	National Honor Society
Chess Club	Phi Beta Chi
Color Guard	S.A.D.D
Da Vinci Society	SECME
DCT	Silver Knights
DECA	Social Studies Honor Society
ECO Club	Spanish Club
English Honor Society	Sports Medicine
FBLA	Student Council
Foreign Languages Honor Society	Thespan
Future Educators of America	Video Club
Illusions	Yearbook

Athletics

The Division of Athletics, Activities and Accreditation works with M-DCPS school sites to provide students with opportunities to participate in athletics at various levels. Athletic programs are offered at K-8 Centers, middle schools and high schools. At the high school level, interscholastic programs are offered at most senior high schools. If a student attends an M-DCPS senior high school that does not offer athletics, he or she may participate at their home zoned high school. For participation in interscholastic athletics at the high school level, a GPA of 2.00 in conduct and academics is required except for incoming freshman. All participants must purchase athletic and/or football insurance to participate and must have a current physical form on file.

The parents and student must also sign the [*Contract for Student Participation in Interscholastic Competitions or Performances*](#). The District also has policies concerning transfer students and participation in athletics. If a parent has questions concerning these policies, he or she should contact the Division of Athletics, Activities and Accreditation for clarification. Southwest Athletics and Activities welcomes you and your family to the best high school in Miami-Dade County. During your time here, we encourage you to become an active member of our school community. Sports and other extracurricular activities provide students great experiences and the best memories of high school life.

Physical Examinations

Every student athlete must have a physical examination prior to any participation in athletics. Physical examinations will be given free of charge to students on designated days. Student athletes must be accompanied by a parent or guardian because the physical forms must be notarized. For your convenience, a Notary Public will be present to perform this service free of charge.

Insurance

All students taking part in the interscholastic athletic program must participate in a Board-approved insurance program for that sport. Purchase of School Board-approved insurance is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. Benefits under this insurance program are secondary to benefits covered under any other hospital-medical-surgical coverage that you may have purchased.

Birth Certificates

All first-time athletes and freshmen must show their original birth certificates to the Athletics Office as proof of age before they can be made eligible to compete. This is a state requirement. On the day of the physicals, please bring this document with you. If you are not a US citizen and do not have a birth certificate, you may bring your passport. If you are an American citizen, we can only accept your original birth certificate or a certified hospital record. We cannot accept baptismal certificates or a driver's license as proof of age.

Sports Offered at Southwest Senior High School

Badminton	Soccer J.V.
Baseball J.V.	Soccer Varsity
Baseball Varsity	Softball J.V.
Basketball J.V.	Softball Varsity
Basketball Varsity	Swimming
Bowling	Tennis
Cheerleading J.V.	Track and Field
Cheerleading Varsity	Volleyball J.V.
Cross Country	Volleyball Varsity
Flag Football	Water Polo
Football J.V.	Wrestling J.V.
Football Varsity	Wrestling Varsity
Golf	

Attendance Policy – [Board Policy 5200](#)

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

Excused School and Class Absences and Tardies

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

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences include:

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

Arrival/Dismissal

SCHOOL HOURS AND DAILY SCHEDULE

School begins at 7:20 AM and ends at 2:20 PM

<u>TIME</u>	<u>Days with Odd-Numbered Dates</u>	<u>Days with Even-Numbered Dates</u>
7:20 AM – 9:20 AM	Period 1 (Homeroom)	Period 2 (Homeroom)
9:25 AM – 12:15 PM	Period 3	Period 4
10:35 AM – 11:15 AM	1 st Lunch	1 st Lunch
11:35 AM – 12:15 PM	2 nd Lunch	2 nd Lunch
12:20 PM – 2:20 PM	Period 5	Period 6

NOTE: CLOSED CAMPUS FOR LUNCH

NOTE: With block schedule each class block is considered 2 class periods for attendance and instructional purposes.

NOTE: Daily schedule is subject to change.

Late Arrival

Students are to be in class by 7:20 A.M. Teachers open their doors to receive students in class by 7:15 A.M. All students will be tardy to school after 7:20 A.M. **Refer to the Progressive Discipline Plan for school tardiness disciplinary actions.** Lockouts can occur at any time and will be subject to disciplinary action. Students who are tardy to school after 7:20 A.M. should report to Room 212 to receive a pass to class. Any class time that is missed because of a tardy will be counted as an unexcused absence from that class. Excessive days tardy to school will result in administrative action. **Students who have a total of six (6) days of suspension and/or 10 or more absences and/or 20 or more days tardy/ excused early will not be allowed to participate in extra-curricular activities.**

Early Sign Out - Board Policy 5200

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the Principal or Principal's designee (i.e., emergency, sickness). A student who must leave school early is required to go to the attendance office for a **PERMIT TO LEAVE** and to sign out. A parent or guardian must be contacted and must come in person to pick-up the student. In addition, the parent or guardian must present a picture I.D. If a parent or guardian **cannot be contacted**, the student **will not** be permitted to leave. If the student returns to school the same day after an appointment, he/she must check in with attendance personnel before going to class. The parent may come to school early that day and prearrange a sign out. Students leaving early will be marked absent in all classes missed. ***When a student is absent from class because he/she was excused early, he/she will need a note from a doctor, hospital, or court to receive an "excused" absence from the missed class(es).*** It is strongly suggested that all appointments be made for after-school hours on non-school days.

Cafeteria Rules

1. Remain in a single line
2. Always be courteous to the cafeteria workers
3. Always use acceptable table manners
4. Discard the trash appropriately

PAYPAMS

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

1. view the account balance
2. schedule automatic payments
3. receive low-balance email reminders
4. view a report of daily spending and cafeteria purchases

Code of Student Conduct

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. In 2013, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English, Haitian/Creole, and Spanish versions of the document on the M-DCPS Website located at <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school.

**SOUTHWEST MIAMI HIGH SCHOOL
PROGRESSIVE DISCIPLINE PLAN
2017-2018**

**GENERAL DISCIPLINE POLICIES
*CUTTING CLASS, TRUANCY, UNSERVED
DETENTIONS, DISRUPTIONS, DEFIANCE***

<u>Offense Number</u>	<u>Outcome</u>
1st	Saturday School
2nd	Saturday School
3rd	1 day SCSi
4th	2 days SCSi
5th	3 days SCSi
6th	STUDENT SUCCESS CENTER ASSIGNMENT (SSC)
7th	SSC ASSIGNMENT

UNIFORM/DRESS CODE VIOLATIONS

<u>Offense Number</u>	<u>Outcome</u>
1st	Warning/ Corrective Action/Parent Contact
2nd	Lunch Detention
3rd	Lunch Detention
4th	Saturday School/Lunch Detention
5th	1 days SCSi
6th	2 days SCSi
7 th	SSC ASSIGNMENT

Excessive Uniform Violations will result in the termination of extra-curricular activities.

ALL LATE ARRIVALS WILL BE PROCESSED THRU SCSi

TARDY TO SCHOOL (ARRIVAL BEFORE 8:30 AM)

<u>Offense Number</u>	<u>Outcome</u>
1 st 2 nd 3 rd	WARNING: Students report to class without penalty
4 th or 5 th	One detention
6 th and 7 th	Saturday School
8 th and 9 th	Two (2) days SCSi
10 or more	SSS CENTER ASSIGNMENT

TRUANT TO SCHOOL (ARRIVAL AFTER 8:30 AM)

SUBJECT TO CONSEQUENCES AS STATED IN GENERAL DISCIPLINE PROCEDURES ABOVE.

Students who have a total of six (6) days of SSC Assignment and/or 10 or more absences and/or 20 or more days tardy/ excused early will not be allowed to participate in extra-curricular activities.

STUDENT SUCCESS CENTER ASSIGNMENT: ALTERNATE TO OUTDOOR SUSPENSION

The violations listed below will result in a SUSPENSION or SSC assignment. REPEATED violations and/or other more serious violations may result in recommendation for expulsion, as well as restitution. Administrative decisions will be made based on the Code of Student Conduct and School Board Policy. Consequences issued for infractions will be based on a case by case basis. **FIGHTING, USE OF NARCOTICS/MOOD MODIFIERS, USING PROFANITY TOWARDS A SCHOOL BOARD EMPLOYEE, DAMAGING SCHOOL PROPERTY /VANDALISM. POSSESSION/DISTRIBUTION OF OBSCENE MATERIAL, BULLYING.**

Student Rights and Responsibilities

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

Detentions

Students given written notification for detentions are responsible for serving the detention by the next two school days. Failure to do so results in the detention being doubled. Unserved administrative detention will result in assignment to Saturday School. Students must bring the detention slip to detention hall. Detentions may be served at 6:50 a.m. in the Adult Education Office and at 2:25 p.m. in the main cafeteria (building 1).

Behavioral Support

Saturday school will be used as part of the discipline procedures, as an alternative of assignment to Success Center.

An assignment to SCSI is a permissible absence from class; therefore, assignments completed in SCSI will be accepted by the teacher for a grade. It is the student's responsibility to complete the work that is assigned, during a period of suspension, within the time allotted.

Students' assigned to Student Success Center will receive a permissible absence from school. The parent may request the work with the guidance secretary. It is the student's responsibility to complete the work that is assigned, during the period of suspension, within the time allotted. Those students assigned to Student Success Center may not come onto school grounds or attend any school function (i.e. Dance, Sporting Event, etc.). Students who attend a school function are subject to disciplinary action, even if the event is off school grounds or after school hours.

STUDENTS INVOLVED IN FIGHTS WILL BE ASSIGNED TO THE STUDENT SUCCESS CENTER OR SUSPENDED.

Dress Code – Board Policy 5511

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

Southwest Miami High School is a mandatory uniform school as voted by the parents. A sample of our school uniform is on display in the office. Progressive disciplinary actions will be taken for those students who fail to comply with the uniform dress code. Please review the uniform dress code below.

Uniform Policy

Shirts (Boys & Girls)

"Polo" style shirts that are black, white, or purple. Undershirts that are worn must be white, black, purple, or grey.

Pants (Boys & Girls)

Black or Khaki in an appropriate style. Jeans, yoga style pants, spandex, and sweat pants **are not permitted**. Pants must be worn appropriately at the waist. The use of pants below the waist is not permitted and will result in exclusion from class and treated as a uniform infraction.

Skirts/Shorts/Capris /Skorts (Boys & Girls)

Students may not wear skirts, shorts, capris, or skorts.

Shoes (Boys & Girls)

Closed shoes are mandatory. Slippers, bedroom shoes, Crocs, and soft sole shoes are not permitted.

Jackets (Boys & Girls)

Students are not permitted to wear anything over their head. **Jackets may not have hoodies.** Students are only permitted to wear Southwest jackets or jackets with solid school colors that do not have hoodies.

SPECIAL NOTES

Clothes must be in the correct size for the student and fit properly. All shirts must be of the appropriate length. Visible under/outer garments must be in uniform colors. Belts are mandatory. Unless it is a pre-announced "dress down day," jeans are not permitted. Hats, caps, bandanas, and gang-affiliated clothing or accessories are not permitted. Book bags should not have any graffiti.

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process and/or interferes with the safety-to-life of students, including when being transported on an M-DCPS school bus, would be a violation of the COSC.

Cellular phones can be used before school and after school. **Portable music speakers are not allowed on school grounds.** Electronic devices will be confiscated if used during class or during the changing of classes. **Parents must retrieve the device from an administrator once it has been confiscated. The school is not responsible for lost or stolen devices.**

Internet Use Policy – Board Policy 7540.03

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must accept the [Acceptable Use Policy \(AUP\)](#) and a form will be initiated at the beginning of each school year. In addition, 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.

Bring Your Own Device (BYOD)

[Bring Your Own Device](#) allows students to use their own technology at specified times during the day to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads.

As part of Miami Dade Public School Education incentive for better educational resources for students, the Miami-Dade Public School District is providing [Free Wi-Fi](#) access to students. This Wi-Fi Access is intended only for registered students to access only classroom materials specified by each teacher including teachers' webpages, web links and homework and project research. It is not intended for On-Line Gaming, Netflix, or any other non-educational website. High Bandwidth Video streaming and big downloads will be monitored and subject to regulation. In order to access and use your BYOD, students must accept the [Acceptable Use Policy \(AUP\)](#) and a form will be initiated at the beginning of each school year.

Confidential Information

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

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

Parent-Teacher Association (PTA/PTSA)

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

Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2016-2017 enrollment application and additional information to the parents.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

Halls/Hall Passes

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

Immunizations Requirements for School Entry:

Children scheduled to 9th through 12th grade for the 2017-2018 school year need to be properly immunized or they will not be allowed to enter school. The state's school immunization program requires all students attending 9th through 12th grade to receive a second dose of the MMR vaccine. Students must complete a hepatitis B vaccine series in addition to already required immunizations for diphtheria, pertussis, tetanus, polio, measles, mumps, rubella and varicella. All children entering, attending or transferring into grades 9-12 are required to have two doses of the varicella (chicken pox) vaccine or a history documented on DH Form 680 (Florida Certification of Immunization Form).

Children may attend school if they are in the process of completing their immunization series and have a valid temporary medical exemption form on file at the school. Only the Florida Department of Health Certificate of Immunization, DH Form 680, or Florida shots document may be accepted as verification for immunization compliance. Parents/guardians are encouraged to contact their health care provider to schedule an appointment for children affected by the school immunization requirement. Required immunizations are covered under most health insurance policies.

Children whose parents cannot afford to pay for vaccines may receive immunizations under the Vaccines For Children program, which provides vaccines free of charge at county health department centers, and Federally qualified Health Centers. For more information, contact the Special Immunization Program Office of the Miami-Dade County Department of Health at 786-845-0550, or dial 211 and ask for immunization providers in your area.

Florida KidCare

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

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

Financial Obligations

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

Academic Grades

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

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0
NG	0	No Credit due to Excessive Unexcused Absences	0

Conduct

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

Grade Point Average

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

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

Honor Roll

For Honor Roll purposes, the point values are taken directly from the report cards. It is computed by taking the sum of the quality point values associated with the letter grades (ex. A = 4.0, B = 3.0, C = 2.0, D = 1.0) for each course taken during the marking period. That total is divided by the number of courses the student was enrolled in for that quarter. Students whom achieve a 4.0 in academics, 4.0 in conduct, and all 1's in effort would earn placement on the Principal's Honor Roll. The regular honor roll consists students whom has B or better in all academic and conduct grades and have all 1's in effort.

Interim Progress Report

Unsatisfactory progress reports will be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort. Interim Progress Reports will be disseminated to all students at each mid-grading period.

5-point Rule

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

Student Services Department

The Student Services Department is located in the Main office of the Main building. Students and parents must make appointments to see a counselor.

First Initial of Student's last name

Counselor

A, B, C, I, J, K	Ms. Chacon-Ortega
D, E, F, G, H	Ms. Reyes
M, N, O, P, Q, T	Ms. De Beche
L, R, S, U, V, W, X, Y, Z	Ms. HeviaPerez
CAP Advisor	Ms. Palma
TRUST Counselor	Ms. Fletcher
Nurses	Kristy & Adam
EBD Counselor	Mr. Muldavin

**Counselor letter distribution may be subject to change.*

Graduation Requirements

There are two graduation options:

24-Credit Standard Diploma
18-Credit ACCEL option

*Additionally, there are two options for students with disabilities, which may be completed within the 24-credit program. For additional information on exceptional student education programs, visit the [Bureau of Exceptional Education and Student Services](#) web page.

Students seeking a standard diploma must also maintain at least a 2.0 Grade Point Average, complete a minimum of 20 community service hours, and pass the required Florida Standards Assessments – English Language Arts/FCAT and Algebra 1 End of Course (EOC) exam as per cohort year as stipulated by the Florida Department of Education. Additional information regarding graduation requirements by year graduating may be obtained through the [Division of Student Services Department](#).

Homework / Make-up Assignments

1. See attached Homework Plan

Out of Area Student Transfers – [School Board Policy 5131](#)

The Regional Superintendent (or designated regional director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent thereafter; and:

The parent or guardian who requests a student transfer must:

- enroll the non M-DCPS student in the school that serves his/her residence address before the request for transfer can be considered;
- complete a Student Transfer form, [FM-3281](#), at that school;
- meet with the principal or designated administrator of that school in order to discuss the reason for the transfer and to attempt to resolve any possible issues at that school site;
- obtain the signature on the Student Transfer Form of the principal or designated administrator with whom the parent/guardian met;
- and submit the Student Transfer Form to the appropriate Regional Center for processing.

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

Textbooks and Electronic Devices

Textbooks and Electronic Device issued to students are the student's responsibility. It is the student's responsibility to return the items at the end of the courses or pay for them, at replacement cost. **Students who deface textbooks or damage electronic devices in any manner will be charged full replacement value of the items.** Students will not be allowed to participate in extracurricular activities or graduation ceremonies until all financial obligations are met.

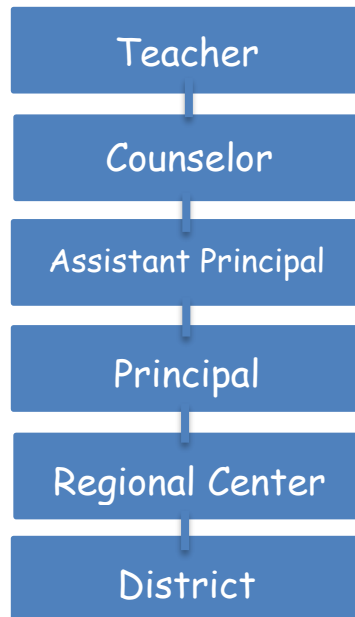
Permanent Records

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

1. Student's full legal name
2. Authenticated birth date, place of birth, race, and sex
3. Last known address of student
4. Names of student's parent(s)
5. Name and location of last school attended
6. Number of days present/absent, date enrolled, and date withdrawn
7. Courses taken and record of achievement, such as grades, credits, or certification of competence
8. Date of graduation or program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
9. State and/or District standardized assessment/achievement test results, if required for graduation
10. Written records of access to the student's record
11. Home Language Survey

Procedures for Addressing Concerns

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



School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

Exclusion from Class

By school board policy, a teacher may exclude a seriously disruptive student from his/her class. In the event of exclusion, the teacher must arrange a follow-up conference with the parent(s) or guardian(s). Exclusions may not exceed 4 hours of class time (2 days).

School Transportation

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1050 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students.

Before school begins, parents of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pickup and delivery. Information on student bus assignments will also be posted on the Parent Portal at www.dadeschools.net beginning on **Monday, August 10, 2016**. The information on bus assignments on the Parent Portal is updated every night, so parents are encouraged to check it throughout the school year so they can be confident they will always have the most current information on their children's bus assignment. Parents interested in determining their child's transportation eligibility should contact their child's school for information.

Bus Transported Students

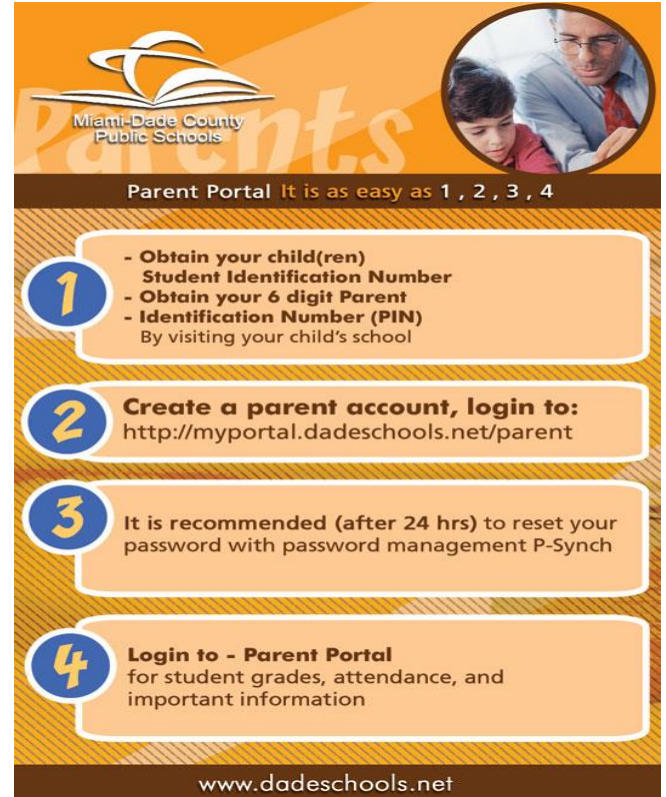
The bus driver has absolute jurisdiction over all students on the bus.

1. Students must remain seated at all times while the bus is in motion.
2. Students must keep all parts of the body inside the window.
3. Students must understand that the bus driver has the right to assign seats.
4. Students must be quiet.
5. The bus cannot wait for students who are late.
6. In the afternoon, students have seven (7) minutes to get to the bus.
7. Students will not be permitted to consume food, drinks, candy, or gum while on the bus.

Students who do not comply with the above rules may be prohibited from riding the bus for up to 10 days per incident.

Work Permits

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



The graphic features the Miami-Dade County Public Schools logo at the top left and a circular photo of a man and a child at the top right. Below the logo, the text reads 'Parent Portal It is as easy as 1, 2, 3, 4'. The steps are numbered 1 through 4 in blue circles:

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

The website www.dadeschools.net is listed at the bottom.

The Emergency Operations Plan

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

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

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

Accident Reports

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

Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement. During a lock down, no one will be permitted in or out of the building until the lock down has been lifted by Miami Dade County School Police and School Operation personnel.

Closing of School

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

Fire Drills

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

Identification Cards

A student must take a school picture on School Picture Day in order to receive a Southwest Miami High School Student ID card. **An ID is mandatory to purchase tickets and/or to attend events.** Students must have ID badges at all times.

Parking

Parking decals may be purchased from the Student Activities Director. A limited number of decals will be issued to seniors. Students are not allowed to park their cars or trucks in any area designated staff or teacher parking. Disciplinary action will result for students who park in an unauthorized location.

Seniors will be given first choice during a limited time during the first few weeks of the school year. Juniors will have second choice of available decals. The decals must be hung on the rearview mirror of the vehicle. Any known violation of parking regulations will result in the decal being revoked. Miami-Dade County Public Schools or Southwest Miami High School are not responsible for vandalism, theft, or damages to cars. Student parking on school grounds is permitted in the student parking area ONLY. Students MAY NOT park in the other fenced lots. Students parking around the perimeter of the school should have a decal. Students are not permitted in the faculty/staff parking lot at any time.

Students may not use the faculty/staff parking lots as a walkway, picnic area, or for any other activity without administrative clearance.

Visitors

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

Special Education

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

Prior to referral for evaluation, School districts have the responsibility to ensure that students suspected of having a disability are subject to general education intervention procedures, as appropriate. Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian. Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

The Parent Academy

As a parent, you are your child's first teacher. That's why Miami-Dade County Public Schools created The Parent Academy, a free, year-round, parent engagement initiative designed to support community and family involvement across the district. The goal of The Parent Academy is to support parents in becoming more involved in their children's education. The Parent Academy helps educate parents about the importance of their roles, unites families with schools, and informs parents of their rights, responsibilities and the educational opportunities available to them.

In an effort to assist parents in becoming full partners in their children's education, The Parent Academy partners with local and national organizations to provide a wide range of free resources. The Parent Academy also provides parents with constructive parenting practices designed to support them help their children succeed at school and in life. The curriculum helps parents attain more skills, knowledge and confidence to champion their child's education. In addition, The Parent Academy provides classes and workshops for parents, organizes Family Learning Events and coordinates the availability of community resources for parents and students.

The Parent Academy pledges to enrich the lives of children by bridging the gap between home and school through the provision of valuable resources. Visit the Website at www.theparentacademy.net to view the course directory, upcoming events, and links to helpful information. For more information call 305-995-2680.

Volunteer Program

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

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
Day chaperones for field trips Classroom assistants Math and/or reading tutors.	Certified Volunteers Mentors Listeners/Oyentes Athletic/PE assistants Overnight chaperones.

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

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

Southwest Miami High School
Homework Plan
2017-2018

I. Eagles Expectations:

- Recommended allotted time for homework for grades 9-12 is 120 minutes
- AP/Dual Enrollment courses may vary in length of study time due to rigor/curriculum preparation
- Homework is a reflection/extension of material covered in class or test preparation
- Students are expected to demonstrate integrity in all of their academic endeavors, including homework
- Students should read independently for 30 minutes each night

II. Eagles Monitor Homework:

- Assign homework when necessary to reinforce the concepts learned
- Departments/Individual Teachers will use professional judgment /discretion as it relates to the instructional needs of the students (i.e. remediation, test preparation)
- Develop homework schedule (i.e. clear syllabus work in Advanced Academic courses)
- Consistent weekly or monthly dates for assignments and/or projects
- Homework will be reviewed and feedback will be given in a timely manner

III. Eagles Connect to Parents:

- Back to School Night
- Student Orientations
- Individual Teacher Course Webpages
- Email
- Program Contracts (Work Experience, .NET Academy & Business + Finance Magnet Programs)
- Parent/Teacher Conferences
- Online forums such as Edmodo and Remind 101(APP)

IV. Eagles Support:

- Provide support for students via afterschool and Saturday tutoring in Reading, Math, Biology, US History, AP/Dual Enrollment, ACT/SAT Prep.

V. Eagle Resources:

- Online Programs: Edmodo, Student and Parent Portal, Individual Teacher Website, School Website
- Support Resources: Khan Academy, study guides, test prep skills

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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