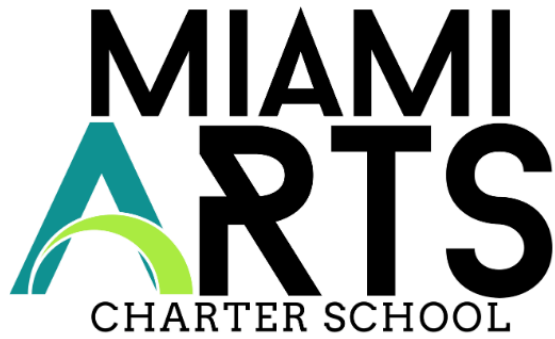




2024-2025

PARENT & STUDENT HANDBOOK

WWW.MIAMIARTSCHARTER.NET

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PURPOSE OF THE PARENT/STUDENT HANDBOOK

This handbook is intended to serve as a guide to help students and their families come to know about programs and opportunities at Miami Arts Charter School as well as to set forth basic expectations for students.

We are hopeful that this handbook will answer many of the questions you may have about academics, parental involvement, health, safety, conduct, and other aspects of school life. Please take the time to familiarize yourself with the information provided in this handbook.

Understand that no set of rules or guidelines can cover every conceivable situation one may encounter at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under a standard learning environment. However, from time to time, situations may arise that will require immediate or nonstandard responses. Therefore, this handbook does not limit the authority of Miami Arts Charter School to deviate from normal rules and procedures presented in this handbook. Miami Arts Charter School reserves the authority to deal with individual circumstances as they arise, in the manner Miami Arts Charter School deems most appropriate, taking into consideration the best interest of the school, its faculty, employees, students, and overall school community.

Any student or parent with questions about any of the policies, procedures or statements made in this handbook should feel free to speak with the administration of the school.

*Miami Arts Charter School does not and shall not **discriminate** on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. ... [Nonprofit] is an equal opportunity employer.

VISION AND MISSION

OUR VISION

We strive to be the school where students dare to dream. We promise to make sure no doors for students are ever closed. We value the privilege of our role in shaping the future leaders of tomorrow. Together, we will create an inspiring environment that sparks curiosity in all students while developing intellectually and creatively. Free thought will always be protected so that students may pursue their purpose in the world. We will ensure that students always have a path to success in all that they do because they deserve a life full of choice. Since learning is for life and life is about learning, our wish is for our name always to be synonymous with excellence.

OUR MISSION

Our School Aims To:

- Create and sustain an educational system of support that drives, encourages, and promotes academic excellence and competence through high expectations from students and teachers.
- Achieve exceptional, observable results in the arts consistently reflected in student performances and inspiring creative work- individually and collaboratively.
- Adopt and adhere to the highest standards to ensure physical safety, personal health, and emotional well-being.
- Support and invest in teachers and other key adults in the pursuit of attaining the highest levels of competence, professionalism, ethical behavior, and professional growth possible.
- Invite, encourage and enlist the support and cooperation of parents and caretakers to foster and solidify collaborative partnerships between home and school that will align to maximize student learning and personal growth outcomes.
- Provide students and teachers a voice and sufficient creative space to achieve breakthroughs. Provide program opportunities for teachers and students to experiment with new approaches and share them collectively. To uplift each person every day and allow the joy, wonder, and excitement of learning new things to prevail within our culture.
- Create opportunities for exploration that will inspire students to identify and establish long-term life goals and career pathways. We will work actively to develop and support relationships that provide students a connection to the world around them and a clear path to success and fulfillment beyond their years with us.
- Strive for a culture of inclusiveness and work toward achieving the most significant reach, supporting our community's educational needs and impacting the greatest number of students while recognizing and sharing our students' and teachers' remarkable achievements.
- Manage our financial and human resources responsibly to continually strengthen our economic condition and the stability of our school. Establishing and growing ongoing revenue and capital sources from local, state, and national sources to support the school's programs, hire the best staff, and continually improve technology.

SCHOOL LEADERSHIP DIRECTORY

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CALENDAR



2024-2025 SCHOOL CALENDAR

Miami Arts Charter School

95 N.W. 23rd St., Miami, FL 33127

Phone: (305) 763-6257



JULY 2024				
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		

AUGUST 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
(12)	(13)	(14)	15-A	16-B
19-A	20-B	21-A	22-B	23-A
26-B	27-A	28-B	29-A	30-B

SEPTEMBER 2024				
M	T	W	T	F
1	3-A	4-B	5-A	6-B
9-A	10-B	11-A	12-B	13-A
16-B	17-A	18-B	19-A	20-B
23-A	24-B	25-A	26-B	27-A
30-B				

OCTOBER 2024				
M	T	W	T	F
	1-A	2-B	(3)	4-A
7-B	8-A	9-B	10-A	11-B
14-A	15-B	16-A	17-B	18-A
21-B	22-A	23-B	24-A	25-B
28-A	29-B	30-A	31-B	

NOVEMBER 2024				
M	T	W	T	F
				1-A
4-B	(5)	6-A	7-B	8-A
11	12-B	13-A	14-B	15-A
18-B	19-A	20-B	21-A	22-B
25	26	27	28	29

DECEMBER 2024				
M	T	W	T	F
2-A	3-B	4-A	5-B	6-A
9-B	10-A	11-B	12-A	13-B
16-A	17-B	18-A	19-B	(20)
23	24	25	26	27
30				

JANUARY 2025				
M	T	W	T	F
		1	2	3
6-A	7-B	8-A	9-B	10-A
13-B	14-A	15-B	16-A	(17)
20	21-B	22-A	23-B	24-A
27-B	28-A	29-B	30-A	31-B

FEBRUARY 2025				
M	T	W	T	F
3-A	4-B	5-A	6-B	7-A
10-B	11-A	12-B	13-A	14-B
17	18-A	19-B	20-A	21-B
24-A	25-B	26-A	27-B	28-A

MARCH 2025				
M	T	W	T	F
3-B	4-A	5-B	6-A	7-B
10-A	11-B	12-A	13-B	14-A
17-B	18-A	19-B	20-A	21-B
24	25	26	27	28
(31)				

APRIL 2025				
M	T	W	T	F
	1-A	2-B	3-A	4-B
7-A	8-B	9-A	10-B	11-A
14-B	15-A	16-B	17-A	(18)
21-B	22-A	23-B	24-A	25-B
28-A	29-B	30-A		

MAY 2025				
M	T	W	T	F
			1-B	2-A
5-B	6-A	7-B	8-A	9-B
12-A	13-B	14-A	15-B	16-A
19-B	20-A	21-B	22-A	23-B
26	27-A	28-B	29-A	30-B

JUNE 2025				
M	T	W	T	F
2-A	3-B	4-A	5-B	(6)
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Recess Day (10 month)
	Recess Day

	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 month)
	Available to opt

DAYS IN GRADING PERIOD	
1 - 45	
2 - 46	
3 - 43	
4 - 46	
180 Days Total	

MIAMI-DADE COUNTY PUBLIC SCHOOLS **2024-2025 SCHOOL CALENDAR** **ELEMENTARY AND SECONDARY**

August 12, 2024	Teacher planning day; not available to opt; no students in school
August 13	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 14	Teacher planning day; not available to opt; no students in school
August 15	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
October 3 *+##	Teacher planning day; no students in school, available to opt
October 18	End first grading period; first semester
October 21	Begin second grading period; first semester
November 5	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 20*+##	Teacher planning day; no students in school, available to opt
December 23 – January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End second grading period; first semester
January 17*+##	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
February 17	All Presidents Day; holiday for students and employees
March 21	End third grading period; second semester
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*+##	Teacher planning day; no students in school, available to opt
April 1	Begin fourth grading period; second semester
April 18*+##	Teacher planning day; no students in school; available to opt
May 26	Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 5, 2024	June 6, 2025
Assistant Principals and 10-month clerical	August 5, 2024	June 13, 2025
Cafeteria Managers	August 7, 2024	June 6, 2025
Satellite Assistants	August 9, 2024	June 5, 2025
All Instructional Staff, Paraprofessionals & Security	August 12, 2024	June 6, 2025
Assistant to Cafeteria Managers/MAT Specialists	August 13, 2024	June 5, 2025
Cafeteria Workers (part-time)	August 15, 2024	June 5, 2025

CLASS/BELL SCHEDULE



2024-2025 CLASS/BELL SCHEDULE

Homeroom:	A/B	8:00-8:15	Middle/High	(15 Minutes)
Block 1:	(Per. 1/2)	8:15-9:55	Middle/High	(100 Minutes)

CLASS and LUNCH

Block 2:	A/B (Per. 3/4)	10:00-12:15	See Below
	1st Lunch		
	Class:	10:00-10:15	(15 Minutes)
	Lunch:	10:15-10:45	(30 Minutes)
	Class:	10:50-12:15	(85 Minutes)
	2nd Lunch		
	Class:	10:00-10:45	(45 Minutes)
	Lunch:	10:45-11:15	(30 Minutes)
	Class:	11:20-12:15	(55 Minutes)
	3rd Lunch		
	Class:	10:00-11:15	(75 Minutes)
	Lunch:	11:15-11:45	(30 Minutes)
	Class:	11:50-12:15	(25 Minutes)
	4th Lunch		
	Class:	10:00-11:40	(100 Minutes)
	Lunch:	11:45-12:15	(30 Minutes)

Block 3:	A/B (Per. 5/6)	12:20-2:00 (Middle School Dismissal- 2:00 PM)	(100 Minutes)
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Block 4:	A/B (Per. 7/Everyday)	2:05-2:55 (High School Dismissal- 2:55 PM)	(50 Minutes)
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Middle School Weekly Periods

"A" Day Periods- 1, 3, 5 (dismissal at 2:00 PM)

"B" Day Periods- 2, 4, 6 (dismissal at 2:00 PM)

High School Weekly Periods

"A" Day Periods- 1, 3, 5, 7 (dismissal at 2:55 PM)

"B" Day Periods- 2, 4, 6, 7 (dismissal at 2:55 PM)

ACADEMICS AND ARTS

Course Policy

- Teachers will establish clear deadlines for the submission of assignments or dates of classroom tests and assessments.
- Filling gaps and providing remediation shall be implemented through the Pupil Monitoring Plan by the school's leadership team.
- Students should review their course syllabi in order to become familiar with any given teacher's strict deadlines or grading requirements.
- Teachers may still allow students to complete missed work or retake assessments, at their discretion, whenever they feel a student is deserving of flexibility.
- Make-up work is only allowed for excused absences.

All students are required to maintain a minimum "C" average or better to remain in good standing and to participate in arts and extra-curricular activities.

Students who are deficient in any academic course shall not be permitted to perform in their art area. In such cases, the art class grade shall not be lowered as a result of the performance restriction. Waivers to this rule may be issued on a case-by-case basis in consideration of potential extenuating circumstances or temporary hardships beyond student control.

A student with a current grade of "F" in any class may not receive a waiver to perform by anyone other than the principal. No exceptions.

Any student with a grade of "D" shall be withheld from performing in their art program by the respective academic teacher. A performance waiver may be issued on a case-by-basis at the academic teacher's discretion.

Grading Standards

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 the student's effort and/or conduct.

<u>GRADE</u>	<u>NUMERICAL VALUE</u>	<u>VERBAL INTERPRETATION</u>	<u>GRADE POINT VALUE</u>
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

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

5-point Rule

In authorized annual courses, the student's final grade is determined by the teacher as follows:

- 25 percent for each of the four nine-week grading periods with a provision for teacher override
 - This equates to ten points required to pass an annual course using a 4.0 scale. In order to pass an annual course, students in grades 6-12, must earn a minimum of ten (10) grade points, five (5) of which must be earned in the second semester.

Conduct

Conduct grades are used as a way of communicating the teacher's evaluation of a student's behavior and citizenship development to both students and their parents/guardians. These grades are independent of academic and effort grades.

Honor Roll Qualifications

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	All A(s)	All A(s) and B	All A(s) and B(s)	
Effort	All 1(S)	All 1(s) and 2	All 1(s) and 2(s)	All 1(s) and 2(s)
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All A(s)	All A(s) and B (s)	All A(s) and B(s)	All A(s)

BYOD

- Students may bring electronic devices such as iPads, laptops or other similar items to school to use in class under adult or teacher supervision.
- The school is not liable for damage or loss of electronic devices. Please be cautious with your electronic devices.

School Reports on Student Progress

- Progress Monitoring Reports- progress reports will be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading

- period.
- Unsatisfactory reports (Academic/Behavior)- reports will be sent if a student is earning a failing grade.
- Quarterly Report Cards-will be sent with the student and parents can view report cards on the parent portal.

Homework/Make-up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).

Honor Code

Ethical conduct is expected at all times. Academic violations of the Honor Code consist of the following cheating and plagiarism. **Cheating** is the actual giving and/or receiving of any unauthorized aid or assistance on any form of academic work. **Plagiarism** is the copying of, or representation of, another's work as one's own. Students are expected to acknowledge fully and in detail the work, thoughts, or ideas of another person if incorporated in work submitted for assessment; to submit separate pieces of work in fulfillment of the requirements of different assessment components (for example, extended essays and internal assessment). Students are to ensure that their own work is never given to another student, either in the form of hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other student.

Inherent in this code is the responsibility of an individual to come forth and report any form of violation in the Honor Code.

The following steps will be taken upon offense of the Honor Code:

- 1st offense – grade of 0 on assignment and parent/guardian phone call
- 2nd offense – student/principal conference and office referral

Permanent Records (from the Student Educational Records Manual)

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:

- pupil's or student's full legal name
- authenticated birth date, place of birth, race, and sex
- last known address of pupil or student
- names of pupil's or student's parent(s) or guardian(s)
- name and location of last school attended
- number of days present and absent, date enrolled, date withdrawn

Curriculum and Graduation Requirements

- Miami Arts Charter School follows the Miami-Dade County Schools Student Progression Plan.
- Click on the following link for more information-<http://ehandbooks.dadeschools.net/policies/29.pdf>

Acceleration Programs

Dual Enrollment

Dual Enrollment allows high school students to take college-level courses while still enrolled in high school. Students must meet certain eligibility criteria and courses must be approved by administration. Dual enrollment courses shall be taken at Miami-Dade College, subject availability.

AAA/College Early Admissions, 12th Grade

It is possible for students who complete high school graduation requirements by senior year to qualify for early college admissions programs at Miami-Dade College and Florida International University.

Early admissions requires that a student enrolled take a minimum of 12 college credits and maximum of 15 college credits per semester. Students remain MAC students throughout the early admission year but substantially attend the local college for school each day. However, all MAC seniors are required to remain enrolled in their principal arts classes pursuant to the school mission as an arts school. If scheduling conflicts do not allow for full early admissions programs, then the school shall approve dual enrollment course participation during the fall and winter sessions so as to increase credit availability.

AP Capstone™

- AP Capstone™ is a diploma program from the College Board. It's based on two year long AP courses: AP Seminar and AP Research. Rather than teaching subject-specific content, these courses develop students' skills in research, analysis, evidence-based arguments, collaboration, writing, and presenting. Students who complete the two-year program can earn one of two different AP Capstone awards, which are valued by colleges across the United States and around the world.
- All of Florida's colleges and universities have confirmed their support of the AP Capstone Diploma program by signing a statement of support endorsing its rigorous interdisciplinary approach, and/or by granting credit for a qualifying score in AP Seminar, AP Research, or both.
- Requires an additional four regular AP Courses
- Schools must be approved to offer the AP Capstone program

AP Courses

Advanced Placement (AP) is an acceleration mechanism administered by the College Board providing for college level instruction in high school. Postsecondary credit for an AP course may be awarded to students who earn a minimum of a 3 on a 5 point scale on the corresponding AP exam. Several AP classes are offered each school year.

ATTENDANCE

Attendance Standards

There are probably no factors more important to a student's progress in school than regular and punctual attendance is outlined as follows:

1. School Attendance - **Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day** or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

2. Class Attendance – Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
3. Late Arrivals – A student is considered tardy if they are not present at the moment the bell rings for the class assigned.

NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should not remain on record as being absent.

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 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 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 or Principal's designee: 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. An approved school activity (absences recorded but not reported)
7. Other absences with prior approval of the Principal
8. Attendance at a center under Department of Children and Families supervision
9. Subpoena by law enforcement agency or mandatory court appearance
10. Outdoor suspensions
11. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the Principal or the Principal's designee. The Principal shall require documentation related to the condition.

If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from the attendance office. Subsequently, those students that are repeatedly out will be referred to Hospital Homebound Services.

******To excuse an absence, complete the following form on our website (parent tab) within 3 days upon return to school.***

[Student Absence Verification Form](#)

Unexcused School Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absence until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

Unexcused absences include:

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

Early Dismissal

Students who leave school before official dismissal times must sign out in the main office no later than thirty (30) minutes prior to dismissal time for that day.

In addition:

- Parents/guardians must come to the reception area to request for early dismissal.
- Parents/guardians must present picture identification which must be consistent with the information on the Emergency Contact Form.
- Leaving early will count as absences and will affect the student's attendance record for the classes missed.
- A parent/guardian must come in person to add or delete names to the Emergency Contact Form; eighteen year old students cannot sign out.

Board Rule 6Gx13- 5A-1.041

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). Excessive Early Releases (20 or more) will result in "No Credit" for the class or classes missed.

(As per Board Rule 6Gx13-5A-1.041)

No Credit (NC)

Any student who accumulates 10 or more unexcused absences in an annual course and 5 or more unexcused absences in a semester course may be subject to the withholding of credit regardless of the student's academic grade.

This principle also applies to any student who accumulates ten (10) or more tardies in a semester course or twenty (20) or more tardies in an annual course.

Make-Up Assignments

- Prior notification of an absence does not require a teacher to provide work ahead of time
- Teachers will designate a reasonable amount of time in which make-up work can be completed

Documentation Limits

No documentation will be accepted after the end of the grading period in which the absence occurred. Thus, an absence in November cannot be excused in May. The absence must be corrected during the grading period in which it occurred. The only exception to this is if the absence occurs 3 days or less prior to the end of the grading period. If this happens, the student or parent has 1 week from the start of the grading period to correct the absence.

Student Attendance Management

Daily parent notification of absences and tardies shall take place through direct parent contact using *School Messenger* (recorded voice announcement via phone calls, automated text messages and emails). This shall take place through the attendance manager on behalf of the principal.

1. **At 3 Unexcused Absences-** The administration, through the attendance manager, shall generate an attendance letter to the parent. Letters shall be handed to the student to take home with each student signing a log confirming receipt. The log shall be maintained for future reference and as documentation of school efforts to avoid future attendance violations.
2. **At 6 Unexcused Absences-** Each student identified for having reached a sixth (6th) unexcused absences to school shall cause for the following procedure to be implemented:
 - a. A Student Case Management Referral shall be entered in DSIS with referral code *84-EXCESSIVE UNEXCUSED ABSENCES*. Upon entry of the SCM referral, each of the following activities shall take place:
 - i. A DSIS-generated attendance letter shall be generated and sent home with the student, with the action codes “L1” (Letter to Parent) and “RT” (Referred to Attendance Committee) entered in DSIS. These entries shall be automatically initiated by the administration.
 - ii. The student shall undergo Academic Advisement as may be needed and referral action code “A7” shall be entered in the record if academic advisement took place in relation to attendance and academic progress.
 - iii. A conference shall be held with the student and the parent shall be contacted via phone. The administration shall then enter codes “C6” (Conference-Parent) and “C7” (Conference Student) in DSIS. Any future action codes shall be entered under the same SCM number in DSIS. During the conferences, the administration shall inform both parties of the following and offer the student to agree to a contract in an effort to avoid increased attendance enforcement action:
 - *All chronic absenteeism cases are documented, including this one, in the student’s DSIS record. This entry remains permanently in the record.*
 - *Excessive absences may lead to withholding of course credit for the year.*
 - *Students with excessive absences may be reported to the State of Florida as “Chronically Truant”. This will cause driving privileges to be suspended in the state.*
 - *Students reported to the state as chronically truant shall be “flagged” in the district’s mainframe for a period of two years.*

- *Excessive absences may lead to denial or restriction of participation in school activities and other events pursuant to the code of conduct.*

3. **From 6-10 Unexcused Absences-**For every unexcused absence after 6 having already taken place, the school shall generate and send home the DSIS-generated attendance letter to the parent. If appropriate, a home visit may take place to assess and to assist with possible recommendations to improve student attendance.
4. **At 10 Unexcused Absences-**Students accumulating 10 unexcused absences shall receive a “credit-withheld” letter which must be taken home, signed by the parent and returned to the school through the attendance manager, who shall promptly forward it to the administration.
 - a. All students who receive a 10-day credit withheld letter must meet with the school counselor or an administrative delegate in order to conduct an Academic Advisement meeting, which must be coded and entered in DSIS accordingly.
 - b. A parent conference shall be scheduled in person with an administrative representative to discuss attendance remedies, academic standing and options for credit recovery or other resolution. At this time a referral action code indicating that a conference was held with the parent regarding possible grade retention. Parent shall also be notified of the school’s obligation to report chronic truancy to the State of Florida and the impact such referral will have on the student as follows:
 - i. Chronically truant students referred to the state will be “flagged” in the mainframe system for a period of two years.
 - ii. For certain high school students, those flagged in the mainframe as “chronically truant” shall have driving privileges revoked in the State of Florida. Only a letter from the principal confirming 30 days of uninterrupted attendance shall suffice to reinstate driving privileges.
 - iii. For middle school and high school students alike, chronic truancy may result in being retained in the current grade.
5. **At 15 Unexcused Absences within a 90 Day Period-** Any student who accumulates 15 or more unexcused absences, and for whom the school has implemented all of the corrective strategies above without positive results shall be referred to the State of Florida (through the school district) as “Chronically Truant”. This procedure involves completing a district truancy referral form (different than a regular SCM), attaching to it a printout of the PF2 and PF7 screens in DSIS and submitting these documents to the district for student “flag” (only one email per student referred). Truancy referrals must be verified for quality assurance and the district checklist of required pre-referral activities must be completed. Truancy referrals must NOT be held and sent at the end of the school year as this will cause for the school’s attendance percentages to be negatively impacted (“B” code).

*It must be the objective of all to follow the required protocols in order to improve student attendance as much as possible and avoid student attendance reaching a crisis level requiring a truancy referral.

Tardiness

School begins at 8:00 a.m. Any student arriving between 8:00 a.m. and 8:05 a.m. will be marked tardy by their teacher. Students arriving after 8:05 a.m. must report to the main office on the first floor to receive a late pass which is to be shown to any teacher whose classes were missed. **It is the student’s responsibility to request a pass and failure to do so may result in him/her being marked absent.** According to MDCPS Attendance Policy, there are no excused tardies.

- 8:00 a.m.- 8:05 a.m. Attendance
- 8:05 a.m.- Class begins
- 9:45 a.m. - Announcements

Excessive tardies may result in loss of privileges, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences and possibly no credit.

Tardies will be monitored daily and result in the following:

- 5 tardies in a Quarter will result in a Student Case Management Referral and Saturday Detention
- After 8 tardies within a Quarter, a 2nd Student Case Management Referral and Saturday Detention will be issued.
- 10+ tardies within a Quarter will result in a student being placed on the Probationary Stop List for the Semester.

The Attendance Review Committee

The Attendance Review Committee is composed of a student services representative and an administrator or administrative designee. The committee will provide guidance and support to students with significant absences.

The Attendance Review Committee is expected to:

1. Provide early intervention by following the protocols listed above
2. Convene a minimum of four (4) designated times per year
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades until an intervention can be completed. The following are among possible options:
 - i. Make-up assignments
 - ii. Attendance probation for the following grading period(s)
 - iii. Completion of a school service project
 - iv. Saturday School
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

AUDITIONS AND ADMISSIONS

Audition Process

Miami Arts Charter School is a conservatory-style training school in the visual and performing arts. Prospective students are admitted by performance auditions or portfolio reviews. Students may apply for up to two art areas. Auditions for the following school year start in January.

Applicants must follow the audition requirements for each art area they have applied for. Each art area has their own specific requirements and process for auditions.

Admission Instructions:

1. Submit application
2. Review audition requirements for each art area you have applied for
3. Prepare for your audition

4. Attend Audition

Applications and Audition Requirements are available on the school website at www.miamiartscharter.net. Below you will find the audition requirements link to better assist you.

[Application for Admission](#)
[Audition Requirements](#)

If you have any questions related to the audition process or requirements, please contact Ms. Valerie Barreiro at vbarreiro@miamiartscharter.net

Admissions Process

The Admissions Department at Miami Arts Charter School has created a Registration Packet for all NEW accepted students. This packet includes:

- Registration Process
 - Online Registration Form
 - Emergency Contact and Language Survey Forms
 - Verification of Immunization and Other Important Documents
 - Subject Selection Forms
 - School Hours and Calendar
 - Dress Code and School Store
 - Transportation Information
 - Lunch Program Information

Registration Procedures

Step 1: Online Registration Form

Complete the Online Registration Form provided on your application portal only. If you need to log in to your portal, please click on the link provided below. If you already completed this step, please continue to step 2.

ONLINE REGISTRATION FORM 2024-2025 ([Click here](#))

Step 2: Emergency Contact, Home Language Survey and Private Student Transcript Request

Complete the Emergency Contact and Language Survey Forms and submit them to Ms. Polanco, school registrar, at gpolanco@miamiartscharter.net. These forms are included in the registration packet that was sent to all new students and parents via email.

Step 3: Verification of Immunization and Other Important Documents.

Proof of immunization (HRS Form 680) - must be originals. Copies will not be accepted. If available from previous school, submit HRS Form 680 and health records.

Required Immunizations are:

- DTP - 4 doses (5 doses if the 4th was given on or after 4th birthday)
- Polio - 3 doses (4 doses if the 3rd dose was given on or after 4th birthday)
- Td - Tetanus-Diphtheria booster for 7-12.
- MMR - 2 doses after 1st birthday
- Chicken Pox vaccine - must provide verification as per state law or verification of having had Chicken Pox.
- Hepatitis B Series - Three shot series for students in grades K-4 & 7-12

Other Important Documents:

- Proof of Physical Exam (HRS - H3040)
- Original Transcripts (Private/ Home School students only)

- Report Cards
- Copies of ESE/IEP Plans (if applicable)

Original documents can be sent directly to the school or parents can contact Ms. Polanco to drop off documents.

Miami Arts Charter School
Attn: Ms. Polanco, Registrar
95 NW 23rd Street
Miami, FL 33127

If you need to contact Ms. Polanco, you may contact her at (305) 763-6257 option 3 or via email at gpolanco@miamiartscharter.net

PARENTAL INFORMATION

Parent Portal

Miami Arts Charter School utilizes the MDCPS Portal/Gradebook. We encourage all parents to open a Parent Portal account in order to access the Electronic Gradebook, monitor attendance and academic progress. Parents will have access to the Parent Portal at the end of the first week of school.

- NEW PARENTS COMING FROM PRIVATE OR OUT-OF-COUNTY SCHOOLS must create an account to access the portal. Parents will need the following information:
 - Student ID
 - Student's date of birth (DOB)
 - Email
 - Parent PIN
 - In order to access your Parent Portal, you must obtain a **6 digit PIN#** (personal identification number) from Miami Arts Charter School. **You must visit the school and provide the main office personnel with a picture ID for verification.**
- RETURNING AND NEW PARENTS COMING FROM ANOTHER PUBLIC/CHARTER SCHOOL WITHIN THE MIAMI-DADE COUNTY SCHOOL DISTRICT, will use their previous login credentials.

To access the Portal:

1. Open the internet browser
2. Type www.dadeschools.net
3. Click on Parent Resources
4. Click on Login to Parent Portal

For more information regarding instructions on how to access the Parent Portal, please refer to the link provided below.

[Parent Portal Instructions](#)

If you forgot your password, please send your request directly to the district by clicking *Forgot Username and Password* on the parent portal.

If you have any questions regarding the Parent Portal, please contact Ms. Yeny Hobart at yhobart@miamiartscharter.net or via phone at (305) 763-6257.

Volunteer Opportunities and Procedures

The Miami Arts Charter School Volunteer Program has two levels of volunteers:

- Level 1 (L 1): The standard clearance for volunteers, including all volunteers.
- Level 2 (L 2): High security clearance level for positions where fingerprinting is required:
 - Certified Volunteer - overnight chaperone for field trips

Chaperones for field trips:

Volunteers should have Level 1 clearance for day field trips, and Level 2 clearance for overnight field trips. Overnight field trips require fingerprinting.

Volunteer Program Policies and Guidelines:

- Once approved, all volunteers must have identification and wear an identifying badge whenever volunteering.
- All volunteers must be 18 years old or older.
- All volunteers must sign in and out at the designated location in the school proceeding to their volunteer site.
- Volunteers are to always serve as positive role models. A school volunteer must always:
 - Use appropriate language
 - Discuss age-appropriate topics
 - Refrain from disciplining students. Behaviors needing disciplinary action must be referred to the appropriate teacher or administrator.
 - Refrain from giving students gifts, rewards or food items of any kind without the teacher's permission.
 - Refrain from inappropriately touching students
- Volunteers must not be left alone with students.
- Volunteers must keep confidential information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must be communicated to someone in authority.
- Volunteers should notify the main office if an illness or emergency prohibits them from attending a scheduled event.
- The dress code for volunteers should be appropriate at all times.
- All volunteers must report suspected child abuse per Florida Statue 39.201
- Each principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time at the discretion of the principal.

To apply, please click on the following link: [Volunteer Request Form](#)

All volunteer requests and questions should be directed to Ms. Ashley Murga at amurga@miamiartscharter.net or via phone at (305) 763-6257.

Parent/Teacher Conference Procedures

- Due to safety protocols, parents/guardians must contact the teacher or administrator to schedule an appointment.
- Email the teacher directly or fill out the ["Request to be Contacted Form"](#). This form is also located on our website under the "parent tab".
- Follow the visitor procedures by checking in at the main office on the first floor.

Conflict Resolution

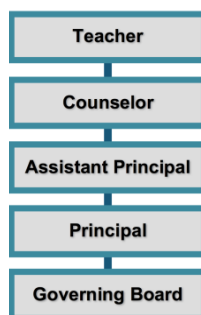
Our students have the best chance of success when schools and parents work together as a supportive team. We recognize that you are your child's strongest advocate. For this reason, when a problem is encountered at the school, we will work with you. If you are not satisfied with the outcome, there are always other options we can explore.

Parent and Staff Conflict Resolution: Where to Turn

If you have a concern about a staff member or decision impacting your child, start with the supervisor closest to the situation. For example, if you have a concern about a teacher that you haven't been able to solve through a parent/teacher conference, talk to the Department Chair. If the Department Chair does not respond to your satisfaction, you may contact the Assistant Principal or Guidance Counselor.

Procedures for Addressing Concerns

For issues involving an individual teacher or class (as it pertains to the student's grades), parents/guardians may address their concerns to the following individuals in the order below:



The Multi-Tier System of Supports

Miami Arts Charter School provides a system of multi-tiered support as required for students. Intervention is intended as a resource for all educators to assist in integrating academic and behavior supports and services into a fluid and seamless system of multi-tiered service delivery for all students. The Multi-Tier System of Supports (MTSS) model for instruction and intervention is based on the principle that academic and behavioral supports are first provided at a core or universal level to effectively address the needs of all students in a school (referred to as Tier I). However, not all students respond to the same curricula and teaching strategies. As a result, some students with identified needs will receive supplemental or targeted instruction and intervention at Tier II. Finally at Tier III, a few students with the most severe needs will receive the most intensive and individualized behavioral and/or academic support.

Reasonable Access to Staff

The complete faculty and staff directory is available on the school website, www.miamiartscharter.net.

Educational Excellence School Advisory Council (EESAC)

The concept of the Educational Excellence School Advisory Council (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability. In 1991, School Advisory Councils (SACs) were entrusted with assisting in the development of the School Improvement Plan.

The School Board of Miami-Dade County, Florida, renamed the School Advisory Councils and authorized them to provide all stakeholders with a role in decision making which impacts instruction and the delivery of educational programs. The Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999 when Blueprint 2000 was revised to become Florida's High-Quality Education System. At that time, the Councils were also charged with assisting principals in the development of school improvement plans as well as the schools' budgets.

The EESAC is the sole body responsible for final decision making relating to school improvement and accountability.

The EESAC's additional responsibilities include the following:

1. To bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.
2. To assist in the preparation and evaluation of the School Improvement Plan (SIP) required from each school.
3. To address all state and district goals and the authority to periodically review the SIP and amend it, as needed.

If you would like additional information regarding the EESAC, please visit the state website:

<http://www.flsenate.gov/laws/statutes/2010/1001.452>

SAFETY

Student Drop Off and Pick Up Procedures

Students are expected to be in their first class promptly at 8:00 a.m. to prepare for the school day. The building will be opened to students at 7:45 a.m. and they are to wait in the designated areas until the building is opened. Exceptions to this rule shall be made for situations such as morning academic tutoring, parent conferences, rainy days, etc..

The homeroom block during Period 1 on A days and Period 2 on B days is designed to allow students to orient themselves mentally for classes; greet friends and teachers; hear announcements and get organized for the day. At Miami Arts Charter School, instruction begins promptly at 8:00 a.m. We request your cooperation in getting your child to school on time to ensure your child has the best chance for success.

Parents and students will adhere to the drop-off and pick-up procedures set by the school and follow instructions given by school personnel present in the arrival and dismissal area. Parents are to park only in the designated visitor parking spaces. All other parking spaces are reserved; assigned to faculty and staff parking.

- **Morning Drop-off Procedures (Miami-Dade Traffic Plan)**

- Gates will open at 7:00 a.m.
- Please enter using the NW 23rd St. entrance
- Upon entering the garage, do not make an immediate left
- Follow the roundabout to drop your child off in front of the main office
- Students are to use the stairwells to enter the building
- Students must not enter through the main office
- Parents must exit using the NW 23rd St. exit or NW 24th Street
- Please note: NW 24th Street is a right turn ONLY! One Way.
- Parent Visitor Parking for teacher conferences are to park in the spaces on the right side as you enter from NW 23rd Street. Security will guide you.
- Please adhere to all stop signs and speed limits.

- **Please do not load or unload at intersections or on the public street.**
- All drivers on campus must remember to drive safely and carefully in our school zone.
- **Afternoon Pick-up Procedures**
 - Gates open at 1:30 p.m.
 - Parents are to follow the roundabout on the 1st floor to pick up your child
 - Parents may not park on the 2nd floor
 - 2nd floor parking is STAFF Only
 - Cars must enter the garage and proceed up to the 3rd floor if the 1st floor is filled
 - First arrivals are to park in the empty spaces
 - You may exit through NW 23rd St. or NW 24th St.
 - All gates will be closed by 5:00 p.m.
- **School Bus Commuters**
 - Arrival
 - Buses will drop-off students on NW 24th St. Commuters are asked not to block 24th street bus access.
 - Students must enter through the nearest stairwell
 - Dismissal
 - Bus loading will be on NW 24th St.
 - Students should exit using the closest stairwell to NW 24th St.
 - Students who are dismissed an hour before their bus arrives must wait in the lunch area or other school-designated areas.

Early Arrival

Students arriving at 7:00 a.m. will wait in a designated area until school begins. Prior to 7:00 a.m. students are not supervised by school personnel. If students arrive before the recommended time on a regular basis, parents/guardians will be contacted in an effort to resolve the matter.

Late Student Pick-Up

Parents will be notified by either mail, phone, or scheduled conference, after a child has not been picked up by 3:45 p.m., a minimum of three (3) times during the school year. All students not involved in after-school activities must leave the Miami Arts Charter School campus by 4:30 p.m. at which time the campus doors are locked.

Student Parking Procedures

- Student Parking will be on the first floor. In order to attain a permit for parking, students must complete the [Student Parking Permit Request](#)
- Once the request is approved, a decal will be issued for the student to place on the driver's side dashboard
- Students must follow all safety traffic laws
- Students who fail to follow safety protocols and procedures will get their parking privileges revoked

Visitors

Due to legal regulations, 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. Visitors will be required to produce a photo identification prior to entering the facility. Visitors must then register with the receptionist at the main office. A visitor pass will be issued and must be worn at all times while in the building. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Elevator Use

The school elevator is to be used by individuals who are handicapped and cannot use the stairs or a person who is injured and has provided a doctor's note.

Accident Reports

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member. The school's registrar or administrator will assist the person in obtaining and filling out the accident/incident report.

Bullying Prevention and Harassment

School harassment is a serious issue. It is the policy of Miami Arts Charter School to maintain a learning and working environment that is free from religious, racial, gender, sexual harassment or sexual orientation harassment. Miami Arts Charter School supports a safe, supportive school climate for all our students.

The school does not condone any form of bullying inside or outside of school walls. Forms of bullying include, but not limited to, behaviors such as: physical violence and attacks, extortion and theft, taunts, name-calling and put-downs, peer group exclusion, threats and intimidation, and cyber bullying.

Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, counselor, or school administrator. Any Miami Arts Charter employee made aware of bullying shall report it to the Assistant Principal.

While at home, supporting your child if they are being bullied can help with the process as well.

Parents/Guardians can do this by making sure to:

- Be supportive
- Listen, get the facts, and assess your child's feelings
- Let your child know that it's not his/her fault
- Praise your child for discussing the bullying
- Find out what your child feels like he/she needs in order to feel safe
- Communicate with your school
- Let school officials contact the other child's parent/guardian
- Talk regularly with your child and school to assess whether the bullying has stopped
- Encourage and support your child in making friends

Zero Tolerance Policy 1006.13, F.S.

Miami Arts Charter School shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to school safety. A threat assessment team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies may not be rigorously applied to petty acts of misconduct. Zero-tolerance policies must apply equally to all students regardless of their economic status, race, or disability.

The Emergency Operations Plan

Student and employee safety is a primary concern of Miami Arts Charter School. 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:

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

All school administrators, Regional 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.

Incidents On or Near School Campuses

Miami Arts Charter School has set up emergency plans and has an Emergency Response Team that focuses on prevention and reaction to incidents. Further, the school has established a Crisis Intervention Team that provides support to students and staff after an incident.

If there is a potential threat or unsafe situation at the school, the school may “go on lockdown” to protect students, staff and visitors.

If there is an immediate threat to the school, a “code red” lockdown will be issued. Students will be moved into safe areas, and all interior and exterior doors will be locked.

If there is something in the community that may pose a threat to the school, a “code yellow” community lockdown will be issued. All outdoor activities will stop and students will remain indoors, and all interior and exterior doors will be locked.

Keeping Your Child Safe

Miami Arts Charter School has plans and procedures in place to protect your child and communicate with you in the event of an emergency. Our administration works with school staff, local law enforcement and other public health and safety leaders to make our campus a safe place to learn. If you have any questions or security concerns, contact Miami Arts Charter School at 305-763-6257.

School Closings and Delays

As with inclement weather, community incidents may require us to cancel classes, open schools late, or close them early. In these cases, the following plan goes into effect:

- The school system’s crisis team will monitor and manage the situation
- The school’s website will post the announcement of the closing, delay or early dismissal
- We will notify media outlets
- If classes are canceled or dismissed early, all athletic and extracurricular events at the affected schools are canceled

- After-school programs will operate from an early dismissal to the regular closing time. Neither athletic and extracurricular events nor before /after-school programs will operate, if school is closed

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.

Threat Assessments

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

Safety and Emergency

In an emergency situation, we must be able to contact you. Please provide accurate emergency contact information, (cellular numbers and email addresses) to your child's school at the start of the year. Also, update your contact information with school staff as soon as it changes.

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.

Fire Drills

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

Emergency Drills

Twenty-one emergency drills, to include one monthly active shooter drill and one hostage situation or bomb threat drill, will take place during the school year according to Florida Senate Bill 7026, also known as the Marjory Stoneman Douglas High School Public Safety Act. One additional active shooter drill must take place within the first 30 days of the opening of schools. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the EOP and shall include developmentally appropriate and age-appropriate procedures.

STUDENT LIFE

Clubs/Academic Teams

Miami Arts Charter School 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 non-curriculum 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, non-curriculum related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Student Government

Student government is a group of students that are charged with managing a wide range of events, activities, programs, policies and initiatives around school. Some members are elected by the student body, and others may be appointed by the elected officials to help with specific tasks or areas of interest.

Honor Societies

The National Honor Society and Junior Honor Society are the nation's premier organizations established to recognize outstanding high school and middle school students. These characteristics have been associated with membership in the organization since its beginning in 1921. The object of the Miami Arts Charter Chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render school service, to promote worthy leadership and to encourage the development of character in the students of MAC.

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.

Field Trips and Special Activities

The Student Activities Office is responsible for coordinating field trips and activities pertaining to clubs and classes. Participation in field trips requires that the student present a field trip 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 field trip or other arts related school activity. Students must be in good academic and behavioral standing in order to participate. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the field trip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

After-School Events

- Miami Arts Charter School does not provide after school care.
- Students must be picked up at the school no more than 30 minutes after their scheduled dismissal unless they are:
 - Participating in scheduled tutoring
 - Attending a school sponsored club meeting/event
 - Attending a school sponsored field trip or event
 - Attending an arts program rehearsal or concert
- If a student is participating in one of the above mentioned activities, parents/guardians must pick up their child promptly at the conclusion of the activity.

Community Service

- Students are required to complete 75 hours of community service
- For more information click on the following link:
http://briefings.dadeschools.net/files/86426_Community_Service_Implementation_Guidelines_-_Service_Learning-_November_2014.pdf
- The form can be obtained on our [website](#) or click on the following link: [Community Service Form](#)

Florida Brights Future Scholarship

- For more information about this scholarship, click on the following link:
<http://ehandbooks.dadeschools.net/policies/29.pdf>

Financial Obligations

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office on the 5th floor by the elevators.

Lunch Procedures

- Teachers will dismiss students to the lunch area during their lunch block
 - Students are to go and come back quietly from the lunch area as classes are still in session
- Students may bring their lunch or prepay from an outside vendor that will bring the lunches to our campus each day
 - Ordering Information will be distributed each year
- Outdoor Lunch Rules
 - Students are to sit no more than 10 students per table and are not allowed to move chairs around the lunch area
 - Students are to stay seated for the duration of lunch and are not allowed to eat in other locations in the building
 - Students are to throw out all garbage in the designated garbage cans
- Indoor Lunch
 - If indoor lunch must be called due to inclement weather, only students who purchase meals will be dismissed to pick up their lunch to bring back to the classroom
 - All other students will remain in the classroom during lunch

Code of Student Conduct

The primary objective of Miami Arts Charter School is to enhance each student's potential for learning and to foster positive interpersonal relationships. Miami Arts Charter School supports the concept that students who possess personal, academic, civic and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of productive citizens. Miami Arts Charter School utilizes the Miami Dade Publish Code of Student Conduct (COSC). The COSC helps students to take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills.

The COSC creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community. The "re-culturing" of the school to a positive school climate supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect.

To enhance its effectiveness, this document addresses the role of the parents, the students, and school. It also addresses core values: model student behavior, rights and responsibilities of students, Multi-tiered System of

Supports (MTSS), and procedures for using corrective strategies, including suspension and expulsion. The District promotes the following beliefs:

- All students are valuable and can make worthy contributions to society.
- All students are responsible and accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships and a nurturing environment.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance that empower individuals and strengthen society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.

Students, parents/guardians, and school employees are encouraged to read the Code of Student Conduct and become familiar with its contents.

Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS website located at <http://ehandbooks.dadeschools.net/policies/90/> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming. In addition, Miami Arts Charter School follows its own Student Code of Excellence.

Rights of Expression

Every student in the district has rights and freedoms given to them by the First Amendment of the United States Constitution. The school district recognized these student rights. However, the Supreme Court has recognized that school rules and regulations that affect speech are lawful unless there is an apparent abuse of power or judgment on the part of the school. Therefore, the rules and regulations established in this handbook are reasonable and valid in the pursuit of a quality education for every student in the district with minimal disruptions.

Students have a right to express opinion or concern as long as they remain within the boundaries of the school rules and regulations.

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.

Cell Phone Use Policy

- The use of electronic devices is strictly prohibited on school grounds including the lunch area.
- The device should be in the Yondr pouch throughout the day.
- Teachers must make sure students have placed the phones in the pouches.
- Students may not use headphones during the school day unless on an authorized device.
- Please review the cell phone policy on separate cover.
 - [Cell Phone Policy Document](#)

Cell Phone and Electronic Device Violation Consequences

1st Violation	• Phone Confiscation • Student picks up phone from Mr. Solorzano at the end of the school day
2nd Violation	• Phone Confiscation • SCM Referral • Parent Phone-pick up only • Saturday Detention Issued
3rd Violation	• Phone Confiscation • SCM Referral • Parent Phone-pick up only • Additional Saturday Detention Issued
4th Violation	• Phone Confiscation • SCM Referral • Parent Phone-pick up only • Additional Saturday Detention Issued • Student Placed on "Stop List" restricting privileges and activities • Student may no longer bring phone to school

Uniform Policy

Miami Arts Charter School

Uniform Policy for All Students

Miami Arts Charter School requires school uniforms to be worn each day by all students

Specifics of Attire

Shirts and Tops*

- Uniform Polo shirts (Black, White, or Gray with school logo)
- Approved shirts sold by arts departments and/or approved school clubs/organizations

*All shirts must be worn at hip length and unaltered.

Pants

- Black, gray, or khaki uniform pants only

*All pants must be hemmed, cuffed and worn at the waist. No rips.

*No jeans, leggings, "jeggings", "joggers" (elastic bottom cuff) or any other pants that are not in the uniform policy.

Shoes

- Regular shoes or sneakers are to be worn
- No "combat" style boots
- No pajama shoes or "sock" shoes
- No flip-flops or sandals
- No Crocs

Sweaters and Jackets

- Black or gray uniform sweatshirt or jackets only, with school logo
- School spirit sweatshirts/jackets sold by arts departments or approved school clubs/organizations.

*All other outerwear is not allowed.

Other Considerations

- All clothing must be appropriately sized. Excessively tight or loose bottoms will not be allowed.
- Undergarments cannot be visible at any time.
- Hats, beanies, and "hoodies" may not be worn (unless for religious purposes).

Miami Arts Charter School follows the Miami-Dade County Schools Code of Student Conduct. With regard to dress code policies, the code provides a Vital Alert that states: "Students while on school grounds during the regular day, must refrain from wearing clothing that (a) exposes underwear or body parts in an indecent or vulgar manner, or (B) disrupts the orderly learning environment". The determination of what constitutes a disruption of a school program or what attire is inappropriate for school shall be made by the teacher, school employee and, ultimately, the principal.

Students must wear school-appropriate attire at all times and during school-sanctioned activities. No inappropriate graphics depicting or promoting the use of alcohol, tobacco, drugs, violence or other inappropriate content may be worn.

Arts Performance Attire

Arts performance attire policies are established based on standards typical in the performing arts. All students are expected to abide by dress policies as established in the school's respective performing and visual arts programs. Performance policies may include rules for costumes, hair color, hair styles, accessories, uniforms and all other attire at the sole discretion of the teacher or the administration. Students not in compliance may be excluded from performing pursuant to this rule.

[Click here to access the Uniform Guidelines](#)

[Click here to access Uniform Ordering Information](#)

Consequences for Violations of the Dress Code Policy

1st Offense:

- Parent/Guardian shall be notified. Student will be excluded from class until a parent/guardian brings the student the necessary uniform garment.
- A "Dress Code Violation" shall be documented and recorded through a Student Case Management Referral in the Miami-Dade County Public Schools student information computer mainframe.
- Student will be excluded from class until a parent/guardian brings the student the necessary uniform garment.

2nd Offense:

- Parent/Guardian shall be notified.

- A "Dress Code Violation" shall be documented and recorded through a Student Case Management Referral in the Miami-Dade County Public Schools student information computer mainframe.
- Student will be excluded from class until a parent/guardian brings the student the necessary uniform garment.
- Saturday detention shall be issued
- Student shall be ineligible to participate in the following 5 extra-curricular activities scheduled in the activities calendar. (Partial Stop-List)
- The school principal or delegate shall hold a conference with the student's parent or guardian, if necessary.

3rd Offense and Subsequent Offenses:

- Parent/Guardian shall be notified.
- A "Dress Code Violation" shall be documented and recorded through a Student Case Management Referral in the Miami-Dade County Public Schools student information computer mainframe.
- Student will be excluded from class until a parent/guardian brings the student the necessary uniform garment.
- Saturday detention shall be issued.
- Student shall be ineligible to participate in up to the following 30 extra-curricular activities scheduled in the activities calendar. (Stop-List)
- The school principal or delegate shall hold a conference with the student's parent or guardian, if necessary.

Student ID Policy

- Students will receive a picture ID on picture day
- If a student needs a replacement, they must purchase a new ID from the Activities office located on the 5th floor
- If a student forgets their ID, they must obtain a temporary ID for the day from the main office

Consequences for Violations of School Policies

Each uniform or dress code violation shall be addressed through the implementation of the Miami-Dade County Public Schools' Student Code of Conduct. All violations will be documented by way of a Student Case Management referral that is entered in the school district's student information system (DSIS) and shall remain in the student's permanent record. The code of conduct stipulates the range of consequences that may be issued based on severity and frequency of violations. **As a charter school contractual obligation, all disciplinary incidents must be documented. This includes dress code violations.**

Saturday detentions will be given as a consequence for school violations. Failure to attend Saturday detention will result in an outdoor suspension. Furthermore, it is the school's policy to restrict students from participating in extracurricular activities for a period of one year any time a disciplinary referral is issued. This includes exclusion from events such as field trips, school activities and participation in other extra-curricular events. It should be noted that the one year period is a full year, not a school calendar year. For example, a student violating the code during the beginning of the last grading period of any given year would still be placed on the stop list for the first three grading periods of the following year.

STUDENT SERVICES

Counseling

The school's counselor promotes achievement through an annual comprehensive school counseling program that incorporates academic, career, and social emotional activities and resources. Students can make appointments through email or a form located outside the counselor's office.

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. As the parent/guardian 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.

Medication Policy

- Prescription medication can not be carried or self administered by a student
- Administering/dispensing of medicines to students by employees of the school system without specific authorization by a licensed physician and the parent of the student is forbidden
- It is recommended that parents inform their physician of their child's school hours in order to encourage the administration of medication at home whenever possible.
- Administering medicine to your child outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances.
- However, there are certain physical/medical conditions which require daily and periodic medication. For these conditions, please contact our counselor for the necessary authorization form.

CAP at MAC

- The CAP team provides information and support to parents and students for college assistance, post-secondary planning, and financial aid.
- SAT and ACT Tutoring is available at no charge for our students.
- Our school routinely schedules visits from colleges and universities and helps students contact advisors and admissions officers.
- Please see our webpage for more information or click on the following link: [CAP at MAC](#)